

## UDBE Participation Report & Prompt Payment Certification

**Contractor Name (UDBE Prime)** \_\_\_\_\_  
**Project Title** \_\_\_\_\_  
**Contract No.** \_\_\_\_\_ **State Project No.** \_\_\_\_\_ **Federal Project No.** \_\_\_\_\_  
**Project Award Date** \_\_\_\_\_ **UDBE Contract Goal (%)** \_\_\_\_\_

Name of <b>DBE/UDBE</b> Subcontractors, Manufacturers & Suppliers	DBE/UDBE	Type of Service or Materials Provided	Payments		
			Previous	Current	To Date

**A. Invoice Amounts to Date** \_\_\_\_\_  
**B. Payments to Non-DBEs to Date** \_\_\_\_\_  
**C. UDBE Participation to Date (A-B/A)** \_\_\_\_\_

Name of <b>Non-DBE</b> Subcontractors, Manufacturers & Suppliers	Type of Service or Materials Provided	Payments		
		Previous	Current	To Date

**Good Faith Efforts**  
 (Required when the DBE Participation percentage to date is less than the DBE contract goal.):

**Prompt Payment Certification:**

The undersigned hereby certifies that payments have been dispersed to all subcontractors within 10 (ten) calendar days after receipt of payment from the Department, in accordance with the terms of the subcontract. This clause applies to both DBE and non-DBE subcontractors. This declaration is made under penalty of perjury under the laws of the United States, and the Hawaii Penal Code, Section 710-1063, Hawaii Revised Statutes, regarding unsworn falsification to authorities and knowingly rendering a false declaration.

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Telephone No.** \_\_\_\_\_ **E-mail address** \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**DOT USE ONLY:** Final Payment Total Federal DBE \$ expended: \_\_\_\_\_  
Total Federal \$ expended: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_  
 Project Manager

DBE Participation Report & Prompt Payment Certification Form  
**UDBE Prime**

Instructions

The DBE Participation Report & Prompt Payment Certification form is due with each progress payment request.

Contractor Name (UDBE Prime)	Self-explanatory
Project Title	Self-explanatory
Contract No.	Self-explanatory
State Project No.	List project no. if applicable
Federal Project No.	List project no. if applicable
Project Award Date	Date on award letter
UDBE Contract Goal (%)	UDBE participation percentage provided at bid opening
Name of DBE/UDBE Subcontractors, Manufacturers, and Suppliers	List both DBE and UDBE companies
DBE/UDBE	List D for DBE and U for UDBE
Type of Service or Materials Provided	Self-explanatory
Payments	
Previous	List last payment requested
Current	List current payment submitted
To Date	List total payment to date
Name of non-DBE Subcontractors, Manufacturers, and Suppliers	List non-DBE companies
Type of Service or Materials Provided	Self-explanatory
Payments	
Previous	List last payment requested
Current	List current payment submitted
To Date	List total payment to date

- A. Invoice Amounts to Date
- B. Payments to non-DBE to Date:
- C. UDBE Participation to Date

List total amount of payment to date (including Prime)  
Total paid to non-DBEs  
Subtract payments to non-DBEs from the total amount paid  
and divide balance by total amount paid (A-B/A)

Good Faith Efforts

Complete if UDBE participation (%) to date is less than contract goal. Explain why the participation may be lower than the contract goal (e.g. UDBE has not commenced work yet). What efforts have been made to meet the contract goal?

**Prompt Payment Certification**

Name  
Title  
Telephone no.  
Email address  
Signature  
Date

Name of officer authorized to sign on behalf of firm  
Title of officer  
Self-explanatory  
Self-explanatory  
Self-explanatory  
Self-explanatory

## UDBE Participation Report & Prompt Payment Certification

**Contractor Name** \_\_\_\_\_  
**Project Title** \_\_\_\_\_  
**Contract No.** \_\_\_\_\_ **State Project No.** \_\_\_\_\_ **Federal Project No.** \_\_\_\_\_  
**Project Award Date** \_\_\_\_\_ **UDBE Contract Goal (%)** \_\_\_\_\_

Name of <b>DBE/UDBE</b> Subcontractors, Manufacturers & Suppliers	DBE/UDBE	Type of Service or Materials Provided	Payments		
			Previous	Current	To Date

**A. Total Payments to UDBE** \_\_\_\_\_  
**B. Invoice Amounts to Date** \_\_\_\_\_  
**C. UDBE Participation to Date (A/B)** \_\_\_\_\_

Name of <b>Non-DBE</b> Subcontractors, Manufacturers & Suppliers	Type of Service or Materials Provided	Payments		
		Previous	Current	To Date

**Good Faith Efforts**  
 (Required when the DBE Participation percentage to date is less than the DBE contract goal.):

**Prompt Payment Certification:**

The undersigned hereby certifies that payments have been dispersed to all subcontractors within 10 (ten) calendar days after receipt of payment from the Department, in accordance with the terms of the subcontract. This clause applies to both DBE and non-DBE subcontractors. This declaration is made under penalty of perjury under the laws of the United States, and the Hawaii Penal Code, Section 710-1063, Hawaii Revised Statutes, regarding unsworn falsification to authorities and knowingly rendering a false declaration.

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Telephone No.** \_\_\_\_\_ **E-mail address** \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**DOT USE ONLY:** Final Payment Total Federal DBE \$ expended: \_\_\_\_\_  
Total Federal \$ expended: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_  
 Project Manager

DBE Participation Report & Prompt Payment Certification  
**Instructions**

The DBE Participation Report & Prompt Payment Certification form is due with each progress payment request.

Contractor Name	Self-explanatory
Project Title	Self-explanatory
Contract No.	Self-explanatory
State Project No.	List project no. if applicable
Federal Project No.	List project no. if applicable
Project Award Date	Date on award letter
UDBE Contract Goal (%)	UDBE participation percentage provided at bid opening
List of DBE/UDBE Subcontractors, Manufacturers Suppliers	List both DBE and UDBE companies
DBE/UDBE	List D for DBE and U for UDBE
Type of Service or Material Provided	Self-explanatory
Payments:	
Previous	List last payment requested
Current	List current payment submitted
To Date	List total payment to date
A. Total Payment to UDBEs	List total amount being paid to UDBEs to date
B. Invoice Amount to Date	List total amount of payment requested to date
C. UDBE Participation to Date	Total paid to UDBEs divided by total invoice amount
Name of DBE or non-DBE Subcontractors, Manufacturers, and Suppliers	List name of company (non-DBE)
Type of Service or Materials Provided	Self-explanatory

Payments

Previous  
Current  
To Date

List last payment requested  
List current payment submitted  
List total payment to date

Good Faith Efforts

Complete if DBE participation (%) to date is less than contract goal. Explain why the participation may be lower than the contract goal (ei.g. UDBE has not commenced work yet).  
What efforts have been made to meet the contract goal?

**Prompt Payment Certification**

Name  
Title  
Telephone no.  
Email address  
Signature  
Date

Name of officer authorized to sign on behalf of firm  
Title of officer  
Self-explanatory  
Self-explanatory  
Self-explanatory  
Self-explanatory