



MONTHLY DBE/SBE STATUS REPORT

Report No: _____ Final

Reporting Month: _____ Reporting Year: _____

Contract Number:	County:	Original Contract Amount:
Project Number:	Federal Number:	
Prime Contractor:	DBE Goal:	Current Contract Amount:

DBE/SBE Firm(s) Name	DBE or SBE	Whether Listed On DBE Commitment	Amount as Listed on DBE Commitment	Date of Executed Subcontract	Dollar Amount of Executed Subcontract	Dollar Amount Paid This Month	Check Number	Dollar Amount Paid to Date

<p>I certify that contracts have been executed with the above firms, amounts listed are accurate and payments were made in accordance with contractual obligations. Cancelled checks and/or supporting information will be on file for inspection or audit.</p>	
_____ Company Official's Signature	_____ Reviewed by
_____ Date	_____ Date Received
_____ Telephone Number	

Instructions for Completion of EO-402, Monthly DBE/SBE Status Report

General Information

Report No: Indicate the Report Number. Report numbers are sequential starting with "1".

Final: This box should only be checked if this is the final monthly report for the contract.

Reporting Month: Indicate the month the reporting period covers.

Reporting Year: Indicate the year the reporting period covers.

Contract Information

1. For each active contract (which contains federal funds) you must complete the following:
 - a. **CONTRACT NUMBER:** Indicate the contract number assigned by the Department.
 - b. **COUNTY:** Indicate the County of work where the contract or project will be performed. If the contract is not specific to a particular County, indicate the applicable PennDOT Engineering District where the work will be performed or Commonwealth wide as appropriate.
 - c. **PROJECT NUMBER:** If a project number is assigned by the Department, which is different from the contract number noted above, list that here.
 - d. **FEDERAL NUMBER:** Indicate the federal project number for the contract, if applicable.
 - e. **PRIME CONTRACTOR:** Indicate the firm name of the vendor awarded the contract (prime).
 - f. **DBE GOAL:** List the DBE Goal percentage assigned to the contract. If no DBE goal is assigned, list 0%.
 - g. **ORIGINAL CONTRACT AMOUNT:** Provide the total dollar amount of the prime contract at time of award.
 - h. **CURRENT CONTRACT AMOUNT:** Provide the current total dollar amount of the prime contract. This should take into account work or change orders issued since the original contract was awarded.

2. The remainder of the report should reflect the utilization of all DBE and SBE firms during the reporting period. Even if no DBEs or SBEs were utilized during the reporting month, you must still submit a report indicating no activity and any progress made from previous reporting periods.
 - a. **DBE/SBE FIRM NAME:** Indicate the name of the DBE/SBE firm being used on the contract.
 - b. **DBE OR SBE:** Indicate whether the firm is a DBE or an SBE. (While all DBEs also qualify as SBEs, for the sake of this report they should be considered DBEs.)
 - c. **WHETHER LISTED ON DBE COMMITMENT:** If a DBE firm is being used to meet the contract's DBE goal, mark 'Yes'. If not mark 'No'. For SBE firms leave this field blank or mark 'N/A'.
 - d. **AMOUNT AS LISTED ON DBE COMMITMENT:** Provide the dollar amount the prime contractor committed to the DBE firm to meet the DBE goal. If the DBE firm was not listed on the DBE commitment leave the field blank or mark 'N/A'. For SBE firms leave this field blank or mark 'N/A'.
 - e. **DATE OF EXECUTED SUBCONTRACT:** State the date a subcontract was executed between the prime contractor and the DBE or SBE firm.
 - f. **DOLLAR AMOUNT OF EXECUTED SUBCONTRACT:** Provide the dollar amount of the executed subcontract between the prime contract and the DBE or SBE firm.
 - g. **DOLLAR AMOUNT PAID THIS MONTH:** Provide the dollar amount paid during the reporting month to the DBE or SBE firm in support of the prime contract.
 - h. **CHECK NUMBER:** Provide the check number(s) for payments made to a DBE or SBE firm during the reporting month in support of the prime contract.
 - i. **DOLLAR AMOUNT PAID TO DATE:** Provide the total dollar amount paid to date to DBE or SBE firms in support of the prime contract.

3. Once the report is complete the individual responsible should complete the following:
 - a. **COMPANY OFFICIAL'S SIGNATURE:** The completed report should be printed and signed by an official of the prime contractor certifying that the information on subcontracts and amounts paid to DBE and SBE firms are accurate and in accordance with contractual obligations.
 - b. **DATE:** State the date the report was completed and signed by the official of
 - c. **TELEPHONE NUMBER:** Provide a telephone number where the company official can be reached should questions arise regarding the completed report.

Should you have any questions or concerns in completing this report you may contact the Bureau of Equal Opportunity for guidance. The Bureau can be reached via the email resource account, PennDOTDBEGoal@pa.gov or via telephone at 717-787-5891.