



San Bernardino County Transportation Authority  
**Summary of Disadvantaged Business Enterprise (DBE) - Subcontractors Paid Monthly Report**

<b>Reporting Period (Month/Year)</b>	<b>Report Number</b>	<b>Date Prepared</b>
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1) Project Name		2) Project Location				
3) Contract Number	4) Original Contract Award Amount	5) Contract Award Date				
6) Current Contract Value	7) SANBAG Payment to Prime This Month	8) Total Amount Paid to Prime to Date				
9) Date of Last Progress Payment Received from SANBAG		10) Percent of Project Complete	11) DBE Goal Percentage (committed)			
12) Prime Contractor		13) Contact Person				
14) Street Address		15) City/State/Zip				
16) Area Code/Phone No.		17) Email Address				
18) SUBCONTRACTOR/SUPPLIER	Dollars Paid This Month	Dollar Amount Paid to Date	Schedule Activity ID (Construction only)	Type of Work Performed	Original Dollar Amount Committed	Dollar +/- resulting from Change Order Activity
<b>Subcontractor/Supplier #1</b>	↓	↓	↓	↓	↓	↓
Name						
Address						
Area Code/Phone						
Contact Person						
<b>Subcontractor/Supplier #2</b>	↓	↓	↓	↓	↓	↓
Name						
Address						
Area Code/Phone						
Contact Person						
<b>Subcontractor/Supplier #3</b>	↓	↓	↓	↓	↓	↓
Name						
Address						
Area Code/Phone						
Contact Person						



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<b>Subcontractor/Supplier #4</b>							
Name							
Address							
Area Code/Phone							
Contact Person							
<b>Subcontractor/Supplier #5</b>							
Name							
Address							
Area Code/Phone							
Contact Person							
<b>Subcontractor/Supplier #6</b>							
Name							
Address							
Area Code/Phone							
Contact Person							

**INSTRUCTIONS**  
 The Prime shall make prompt payment of all monies due and owed to DBE and non-DBE firms within 10 business days upon receipt of payment from San Bernardino County Transportation Authority (SBCTA) as per Contract Agreement. Payment of retention shall be made to all DBE and non-DBE subcontractors within 10 days after satisfactory completion of the subcontracted work.  
 This form is due to SANBAG by the 15<sup>th</sup> of each month and should reflect all payments made to subs through the last day of the previous month.  
 The Prime must report monthly, even if the sub(s) did not perform any work for the previous month. Please forward signed original documents by email and/or fax.  
 Always mail the original each month to: SBCTA, 1170 W. Third Street, 2<sup>nd</sup> Floor, San Bernardino, CA 92410, ATTN: Contract Compliance Officer

**Completed By:**

<b>Name</b>	<b>Signature</b>	<b>Date</b>



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**Invoice Payment History**

DBE Subcontractors/Suppliers		Sub/Supplier #1	Sub/Supplier #2	Sub/Supplier #3	Sub/Supplier #4	Sub/Supplier #5	Sub/Supplier #6	DBE Sub/Supplier Total
Invoice Numbers	Invoice Date and Date Paid	Amount Paid \$	Amount Paid \$	Amount Paid \$	Amount Paid \$	Amount Paid \$	Amount Paid \$	Amount Paid \$
<b>GRAND TOTAL (Paid to Date)</b>								



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**Instructions – Summary of Monthly DBE Payments Information  
SBCTA Form 315 (Construction Contracts)**

**SUCCESSFUL BIDDER:**

This form requires specific information regarding the disadvantaged business enterprise subcontractors paid on this construction contract.

The form must be completed for all DBEs – including all DBEs paid for each monthly period. The form requires that the Reporting Period (month/year) be included. A Report Number should also be completed. This field should include a sequential number with the first form having number “1”. The date prepared should also be included.

**IMPORTANT:** Identify **all** DBE firms that were paid during the reporting period for the project -- including all DBEs listed on the UDBE Commitment form (Exhibit 15G(1)), regardless of tier. Names of the First Tier DBE Subcontractors and their respective item(s) of work listed should be consistent, where applicable, with the names and items of work in the "List of Subcontractors" submitted with your bid.

There is a column for the “Dollars Paid This Month”. Enter the Total amount paid for each DBE firm for the reporting period. Also include the total amount paid to date, which shall include the amount paid for the current reporting period.

Include the Schedule Activity ID for construction contracts. Include a brief description for the type of work performed. The original dollar amount committed to the DBE firm should be included in the appropriate Column and any increase or decrease in the subcontract amount resulting from a change order shall be included in the “Dollar +/- resulting from Change Order Activity” column.

SBCTA Form 315 must be signed and dated by the prime contractor’s representative that is responsible for reporting DBE compliance matters. The form must be submitted no later than the 15<sup>th</sup> day of each month.