**CERTIFICATION REGARDING**

**PROMPT PAYMENT TO SUBCONTRACTORS AND MATERIAL SUPPLIERS AND DBE/SBE PAYMENT SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title: |  | | |
| Contractor: |  | PIN: |  |
| State Project No.: |  | Contract No.: |  |
| Federal Project No.: |  | County: |  |
| Report Period: |  | DBE Goal: |  |

I certify that to the best of my knowledge, for the estimate period denoted above that all sub-contractors and material suppliers have been paid to date by the Local Government in accordance with the tables below. I have listed exceptions and reasons for non-payment to Subcontractors and where joint checks were utilized, as provided below. (TCA 12-4-707D & Section 109.02) **(1)**

**Exceptions:**

|  |  |  |
| --- | --- | --- |
| **Subcontractor or Material  Supplier Name** | **DBE/SBE(2)** | **Reason For Nonpayment** |
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**Only complete the following if joint checks were utilized(3):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subcontractor or  Material Supplier** | **DBE/SBE(2)** | **Payment Amount** | **Date** | **Payment**  **To Date** |
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**Also, I certify that the following DBE/SBE(2) were paid the amounts listed during this estimate period:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DBE/SBE(2) Subcontractor or Material Supplier** | **DBE/SBE(2)** | **Payment Amount** | **Payment Date** | **Payment**  **To Date** |
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**Electronic submission of this form certifies the information contained within. Certified by:**

Signature Title Date

Guidelines:

1. This certification is for the Local Government’s information only and does not place any obligation on the part of the Local Government with regard to any party including but not limited to any subcontractor and Contractor’s surety. This certification will be required before processing a monthly progress payment to the Contractor. The certification will run two months in arrears (i.e. progress payment for March 2016 would require certification for January 2016). This certification shall be sent to the project supervisor. When exceptions or joint check subcontractors are listed, the project supervisor shall send copies to the TDOT Local Program Development Office. If an exception or joint check includes a DBE subcontractor then an additional copy shall be sent to the TDOT Civil Rights Office.
2. SBE status should be used only if the firm is certified as a Small Business with the TN Go-DBE. [www.tennessee.gove/diversity](http://www.tennessee.gove/diversity)
3. Copies of joint checks are to be attached to this report.
4. Forms listing DBE participation should be submitted concurrently to [DBE.runningtally@tn.gov](mailto:DBE.runningtally@tn.gov) and [local.programs@tn.gov](mailto:local.programs@tn.gov).