

**HILLSBOROUGH AREA REGIONAL TRANSIT - DBE FORM**  
**INSTRUCTIONS FOR CONTRACTORS**  
**"HOW TO FILL OUT VENDOR PAYMENT REPORT"**

The Vendor Payment Report is to be filled out by the Contractor and submitted with each invoice. The instructions below correspond to each item on the reverse side of the report. Please follow the instructions.

1. **Invoice No.**  
Fill in the invoice number accompanying this report.
2. **Report No.**  
Fill in the number of the report you are sending in sequence. For example: If this is the second invoice you are submitting, you are sending in Report No. 2.
3. **Reporting Period**  
This is to be filled in to state the period of time you are reporting. Example: From: April 1, 2009 To: April 30, 2009.
4. **HART Contract Number**  
Fill in the contract number assigned to your project by HART.
5. **Type of Contract**  
Designate the type of contract that has been awarded your company by HART.
6. **Contractor's Business Name, Address and Telephone Number**  
Fill in your company's name, address, and telephone number.
7. **Date of Contract Award**  
Fill in the date contract was executed by both you and HART.
8. **Scheduled Date of Completion**  
Fill in completion date of contract as written in contract.
9. **Original Contract Amount**  
Fill in dollar amount of original contract agreed upon by you and HART.
10. **Current Amended Contract Amount and Date**  
Fill in dollar amount of original contract plus/minus the dollar amount agreed upon at a later date as a result of contract modifications, if applicable. Include date modification was executed.
11. **Total Amount Received to Date**  
Fill in the dollar amount you have received from HART to-date.
12. **Total Amount Owed**  
Fill in the dollar amount of the contract minus amount paid to you by HART.
13. **Committed DBE Participation**  
Fill in the percentage of DBE participation you committed to obtain in the contract.
14. **Instructions for Calculation of DBE Percentage**
15. **Actual DBE Percent Paid-to-Date**  
Fill in the calculated dollar amount paid to the DBE divided by the dollar amount you received from HART.
16. **Name of Subcontractors**  
Name all DBE subcontractors. (Use additional sheets as necessary.)
17. **DBE**  
State whether the DBE subcontracting firm is a 51% owned and operated by male/female (M=Male, F=Female) and ethnicity (B=Black American, H=Hispanic American, N=Native American, S=Subcontinent Asian American, A= Asian-Pacific American, W=Non-minority female, O=Other) in this column.
18. **Description of Work**  
State the work performed by the DBE subcontractor.
19. **Amount and Date of Last Payment**  
State the amount and date of last payment made to each DBE subcontractor. Submit evidence of payment, i.e., cancelled check, check register, etc.
20. **Subcontract Value (Dollars)**  
State the committed dollar value to the DBE subcontractor for the duration of the contract.
21. **Total Amount Paid-to-Date (Dollars)**  
Add all amounts paid to each DBE subcontractor to date.
22. **Percent of Earned Progress to Date**  
State dollar amount paid to the DBE subcontractor divided by the amount committed to them.
23. **Amount of This Invoice Allocated to the Subcontractor**  
Fill in how much of this invoice will be paid to each DBE subcontractor.

**HILLSBOROUGH AREA REGIONAL TRANSIT - DBE FORM**

**VENDOR PAYMENT REPORT**

Hillsborough Area Regional Transit  
 1201 E. 7<sup>th</sup> Avenue  
 3<sup>rd</sup> Floor  
 Hillsborough, Florida 33605  
 (813) 223-6831

<b>For Official Office Use Only</b>	<b>1) Invoice No.</b>	<b>2) Report No.</b>
	<b>3) Reporting Period</b> From: _____ To: _____	

Instructions: All prime contractors are required to complete and submit this report as specified in the contract, or as requested by the Contracts Specialist, until final payment of the contract. Note: Failure to comply with HART's Disadvantaged Business Enterprise provisions may result in contract termination, or the suspension or debarment of the contractor from doing business with HART in the future in accordance with the procedures set forth in HART's Procurement Regulations. To complete this report, see detailed instructions on the proceeding page of Exhibit G, **This report must be submitted with invoice.**

<b>4) HART Contract Number</b>		<b>5) Type of Contract (X)</b> <input type="checkbox"/> Construction <input type="checkbox"/> Service <input type="checkbox"/> Professional <input type="checkbox"/> Supply		<b>6) Contractor's Business Name, Address and Telephone Number</b>			
<b>7) Date of Contract Award</b>		<b>8) Schedule Date of Completion</b>		<b>9) Original Contract Amount</b> \$ _____		<b>10) Current Contract Amount, Including Modifications (\$ and date)</b> (State amount & date of most recent modification) \$ _____ / ____ / ____	
<b>11) Total Amount Received To Date</b> \$ _____		<b>12) Total Amount Owed</b> \$ _____		<b>13) Committed DBE percentage</b> _____ %		<b>14) DBE Instruction for Calculation of Percentage:</b> Dollar amount paid to DBE divided by dollar amount received by Contractor from HART.	
		<b>Amount of This Invoice</b> \$ _____				<b>15) Actual DBE Participation % to Date</b> _____ %	
<b>16) Name of Subcontractor</b>	<b>17) DBE Ethnicity and Gender</b>	<b>18) Description of Work</b>	<b>19) Amount &amp; Date of Payment(s) Made During Current Invoice Period</b>	<b>20) Subcontract Dollars</b>	<b>21) Amount Paid to Date (Dollars)</b>	<b>22) % Paid to Date</b>	<b>23) Amount of This Invoice Allocated to Subcontractor</b>
			\$ _____		\$ _____		
			\$ _____		\$ _____		
			\$ _____		\$ _____		
			\$ _____		\$ _____		
			\$ _____		\$ _____		
			\$ _____		\$ _____		
			\$ _____		\$ _____		
<b>Company Official's Signature &amp; Title</b>			<b>Date Signed</b> / /		<b>Name &amp; Title of Individual Completing Report</b>		