

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
D/MBE  
ACTIVITY REPORT**

Page \_\_\_\_\_ Of \_\_\_\_\_  
Report No. \_\_\_\_\_  
Month Ending \_\_\_\_\_  
Semi-Final \_\_\_\_\_  
Final \_\_\_\_\_

Order No. \_\_\_\_\_ Date of Execution \_\_\_\_\_  
Contractor/Subcontractor \_\_\_\_\_  
Route No. \_\_\_\_\_ Project No. \_\_\_\_\_ Contract Id. No. \_\_\_\_\_  
FHWA No \_\_\_\_\_ District \_\_\_\_\_

D/MBE Firm Name, Certification No.	Allowable Credit of Contract or Agreement	Allowable Credit		Total Cost To Date	Disallowed Credit		(Indicate Item Nos. Involved) Type of Work
		This Month	To Date		This Month	To Date	
Grand Total or Total This Page	Minority-Owned						
	Female-Owned						

**All "amounts paid" to certified D/MBEs, which are to be claimed** As participation credit, are to be reported. One copy of this report is to be submitted by the Contractor's estimate date. **See Reverse Side for Instructions**

I/WE certify that the information shown is accurate and complete to the best of my/our Knowledge.  
Signed \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

## INSTRUCTIONS

All "amounts paid" to certified D/MBEs, which are to be claimed as participation credit, are to be reported. "Amount paid" includes, but is not necessarily limited to, payment for subcontracting, furnishing materials, supplies, or services; and equipment leasing. The Prime Contractor's Form C-63 should show "Page 1 of\_\_" with all attachments numbered sequentially and submitted as a single package. All forms C-63 and C-63A for a particular reporting period and project shall be transmitted together and submitted by the Contractor's estimate date.

Data should be reported as follows:

**Date of Execution:** Date of execution of the contract by VDOT

**Allowable Credit of Contract or Agreement:** Dollar value of contract or agreement or, if open contract or agreement, show estimated dollar value of work to be performed by the D/MBE during the contract or agreement which is allowable for participation credit.

**Allowable Credit This Month:** Portion of the dollar amount that can be credited to D/MBE participation this month.

**Total Cost To Date:** Total dollar amount of payments made to D/MBE for work performed since work commenced.

**Disallowed Credit This Month:** Portion of the dollar amount that can NOT be credited to DBE/WBE participation this month.

**Disallowed Credit To Date:** Portion of the dollar amount paid to D/MBE that is NOT allowable for participation credit.

**Type of Work:** Subcontractor, Materials Supplier, Services (such as hauling, equipment leasing, consultant), and Other (specify). A brief description should be included (example: subcontractor misc. concrete, landscaping)

**Minority-owned Firms:** All minority –owned firms, whether DBE or MBE.

**Female-owned Firms:** All female-owned firms whether DBE or MBE, except for minority female-owned firms where credit is being claimed under the minority owned designation.