



Expires – Upon Issuance of LPP

## Disadvantage Business Enterprise (DBE) Running Tally Procedure

### I. BACKGROUND

[Title 49 of the Code of Federal Regulations \(CFR\), Part 26.37\(c\)](#) requires recipients of federal-aid funding to “provide a running tally of actual attainments<sup>1</sup>, including a means of comparing these attainments to commitments.” This requirement does not apply to projects that do not have federal funding.

### II. POLICY

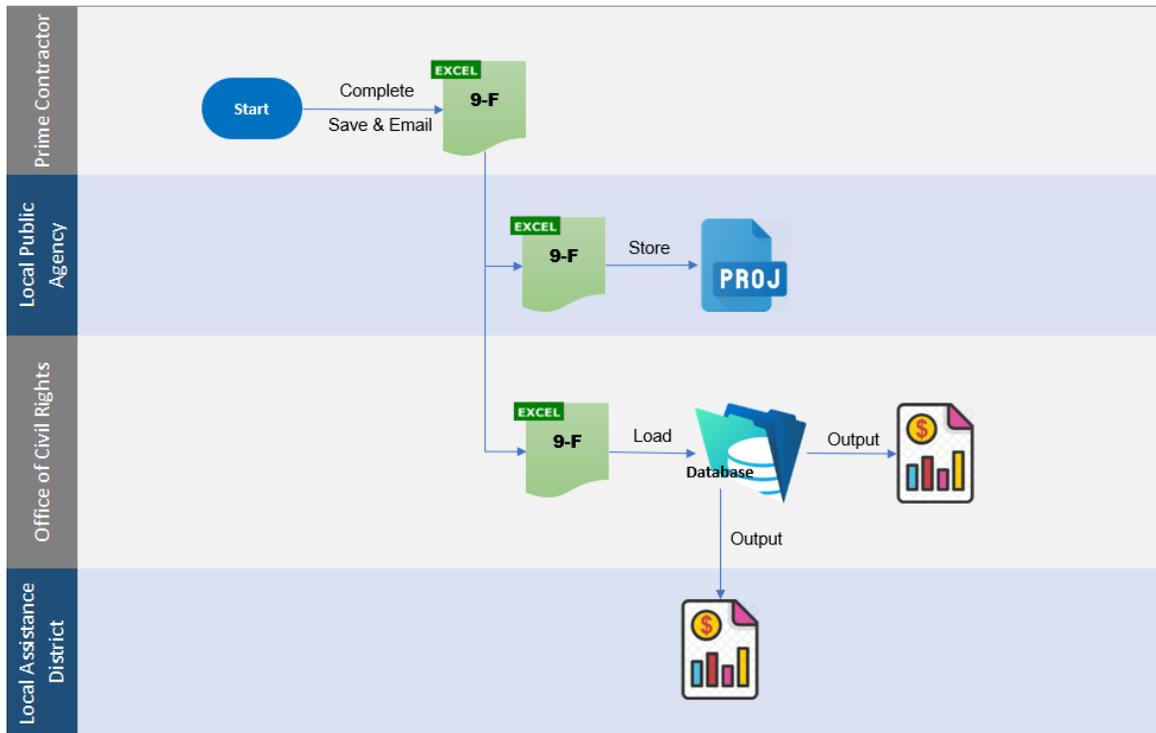
To comply with [49 CFR 26.37\(c\)](#), the prime contractor/consultant must complete the Exhibit 9-F: Disadvantaged Business Enterprise Running Tally of Payments until all DBE subcontracting or material supply activity on the entire project is completed.

### III. PROCEDURE

For projects that are awarded on or after March 1, 2020, after submitting an invoice for reimbursement that includes a payment to a DBE, but no later than the 10<sup>th</sup> of the following month, the prime contractor/consultant shall complete and email the Exhibit 9-F: Disadvantaged Business Enterprise Running Tally of Payments to [business.support.unit@dot.ca.gov](mailto:business.support.unit@dot.ca.gov) with a copy to local administering agencies. Exhibit 9-F lists accurate payment amount, total amount paid to date, and total commitment amount for each DBE on the federal-aid highway project. It also includes contract award amount and total payment to date to the prime contractor/consultant.

The following flowchart shows the process of generating the Running Tally of Actual Attainment summary report once the Exhibit 9-F is submitted.

<sup>1</sup> e.g., payments actually made to DBE firms



**IV. APPLICABILITY/IMPACTS**

This policy applies to all federal-aid highway projects with DBE participation.

Recommended: Original Signature By 02/11/2020  
 Hau Doan, Policy Liaison Engineer Date  
 Office of Guidance and Oversight

Approved: Original Signature By 02/11/2020  
 Felicia Haslem, Acting Office Chief Date  
 Office of Guidance and Oversight

Attachments:

- Exhibit 9-F: Disadvantaged Business Enterprise Running Tally of Payments
- Sample Output: Running Tally of Attainments Summary Reports