

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION  
**FINAL REPORT – UTILIZATION OF SMALL BUSINESS ENTERPRISES**  
 OCR-SB03 (NEW 11/2021)

CONTRACT NUMBER	COUNTY	ROUTE	POST MILES	ESTIMATED CONTRACT AMOUNT	CONTRACT COMPLETION DATE
PRIME CONTRACTOR		BUSINESS ADDRESS		DEPARTMENT OF INDUSTRIAL RELATIONS REGISTRATION NO.	CONTRACTORS STATE LICENSE BOARD NO.

CONTRACT ITEM NO.	DESCRIPTION OF WORK PERFORMED OR MATERIALS PROVIDED	BUSINESS NAME AND ADDRESS	SMALL BUSINESS ENTERPRISE CERTIFICATION NUMBER	CONTRACT PAYMENTS			COMMENTS
				PAYMENT AMOUNT	DATE WORK COMPLETED	DATE OF FINAL PAYMENT	
ORIGINAL SMALL BUSINESS ENTERPRISES COMMITMENT: \$ _____				TOTAL:			

List all Small Business Enterprises (SBE) regardless of tier, whether the firms were originally listed for contract participation. If actual SBE utilization (or item of work) was different than that approved at time of award, provide an explanation in the comments section. List actual amount paid to each SBE, even if different than originally listed for contract participation. If original SBE was substituted with another SBE, provide the date it was approved in the comments section.

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT

CONTRACTOR REPRESENTATIVE'S SIGNATURE	BUSINESS PHONE NUMBER	DATE
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TO THE BEST OF MY KNOWLEDGE, THE ABOVE INFORMATION IS COMPLETE AND CORRECT

RESIDENT ENGINEER'S SIGNATURE	BUSINESS PHONE NUMBER	DATE
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## INSTRUCTIONS

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The intent of this form is for the prime contractor to certify payments made to Small Business Enterprises (SBE) participating in execution of the contract. The contractor must include information on all SBEs performing work or supplying materials even if the SBE firms were not listed at bid time.

The form has columns for entering specific contract items, descriptions of the services provided, the SBE business information and certification number, the dollar value of the work performed by the SBE, when the work of the SBE was completed, the date of the final payment to the SBE, and the original SBE commitment amount. The comments section of the form is for providing Caltrans with any additional information related to the SBE payments or substitutions.

If the original listed SBE was substituted with a small business, include in the comments section the date of the substitution approval.

Contractors must complete all columns for acceptance of the form. The contractor and the resident engineer sign and date the form indicating the information provided is complete and correct.