



Completing Form 25A-336

Form 25A-336 (336) is for Prime Contractors to report the monthly payments made to its respective DBE subcontractors, in accordance with Special Provision 120-3.03.2.g, to the Civil Rights Office (CRO). This form needs to be completed from the starting date of the project to the final payment made to the DBE subcontractor(s). The 336 should be completed even if there are no payments made that month to the subcontractor(s). Instructions for acquiring, filling out, and delivering the 336 are as follows:

- Get the form
 - From **Contracts** website:
http://www.dot.state.ak.us/stwddes/dcsconst/pop_constforms.shtml
 - From **DOT&PF/CRO** website, where you can find it by name [Summary of DBE Participation; 25A-336] or by number [25A-336].
<http://www.dot.state.ak.us/cvlrts/forms.shtml>
- Header information
 - Project name and number, using the Federal ID and the AKSAS number
 - Prime Contractors' name
 - Month and year the payments are for
 - Mark whether the Prime a DBE
- Subcontractors, Manufacturers, Brokers, and Regular Dealers
 - Separate out each participant
 - **Separate further by the Work Performed or the 3-digit Bid Item Number**
 - Enter the amounts paid for the month and the total paid to date
 - Mark whether this month's payment is the final payment (once final payment is made and indicated on a 336, the DBE does not need to appear on subsequent 336s)
- Enter in subtotals
 - Brokers and Regular Dealers need to enter the percents of subtotal as queried
 - Sign and date at the end of the form, to testify that all payments are listed and accurate
 - Send form to the Department of Transportation & Public Facilities, CRO

Mailing Address:
DOT&PF/CRO
Box 196900
Anchorage, AK 99519-6900

Fax: (907) 269-0847
Email: adam.marks@alaska.gov PO

If there are any questions please contact the Research Analyst at (907) 269-0846.