



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 deliver the -336 form are as follows:

- Get the form
 - From the **Contracts** website:
 - <https://dot.alaska.gov/stwddes/dcsconst/assets/pdf/constforms/25a336.pdf>
 - From the **Civil Rights Office** website:
 - <https://dot.alaska.gov/cvlrts/forms.shtml#GFE>
- Header information
 - Project name and number, using Federal ID and the IRIS (formerly the AKSAS) number
 - Prime Contractor's name
 - Month and year the payments are for
 - Mark whether the Prime is a DBE
- Subcontractors, Manufacturers, Brokers and Regular Dealers
 - Separate out each participant and each payment
 - 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 firm does not need to appear on subsequent -336s)
- Enter in subtotals
 - Brokers and Regular Dealers need to enter the percentage of subtotal as queried
 - Sign and date at the end of the form, to testify that all payments are listed, and accurate
 - Send the completed -336 form to the Department of Transportation and Public Facilities, CRO

By Mail: DOT&PF Civil Rights Office
P.O. Box 196900
Anchorage, AK 99519-6900

By Fax: (907) 269-0847

By Email: DOT.CRO.ProjectsDocs@alaska.gov

Questions should be sent to DOT.CRO.ProjectsDocs@alaska.gov or by contacting the Research Analyst at (907) 269-0846

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