

Instructions for completing the SBE Subcontractor/Joint Venture Partner Monthly Participation Report

Who must complete this form?

This form must be completed by the Prime Contractor and SBE Subcontractor/Joint Venture Partner unless otherwise arranged with the Airport Authority.

A. Calendar month covered

Identify the month covered by this Form. Include both the start and end dates in the boxes provided.

B. Description of project

- (1) Provide the project name assigned by the Airport Authority to this project.
- (2) Provide the control number assigned by the Airport Authority to this project.
- (3) Provide the name of the Prime Contractor.
- (4) Provide the name of the SBE Subcontractor/Joint Venture Partner Name.
- (5) Provide the SBE subcontract commitment percentage.
- (6) Provide the description of work performed by SBE Subcontractor/Joint Venture Partner.

C. SBE Subcontractor/Joint Venture Partner/Subcontract Value/Payments

- (1) Provide the original subcontract value (*in dollars*).
- (2) Identify the total amendments or modifications to the subcontract value (*in dollars*). Include the sum total of all amendments or modifications made to the original subcontract value between the initial bid or proposal and the end date.
- (3) Provide the total current contract value with Subcontractor/Joint Venture Partner (*in dollars*). To calculate cumulative total, add the value in Part C(1) and the cumulative total value in Part C(2).

- (4) Identify the payments made to the Subcontractor/Joint Venture Partner during the calendar month identified in Part A on this subcontract (*in dollars*). To calculate **Cumulative To Date** - Identify the total payments made to Subcontractor/Joint Venture Partner between the initial contract award and the end date identified in Part A.

- (5) Provide the value of invoices issued but not yet paid.

D. Subcontract phasing

- (1) Provide the start date for the subcontract work.
- (2) Provide the anticipated or actual end date for the subcontract work.
- (3) Percent (%) of work completed using this reporting period.

E. SBE Credits

- (1) If the Subcontractor/Joint Venture Partner is a SBE, then identify the SBE credits claimed for this Subcontractor/Joint Venture Partner during the date range identified in Part A (*in dollars*). To calculate **Cumulative To Date** - Identify the total SBE credits claimed for the subcontract between the initial contract award and the end date identified in Part A.

F. Certification and signature

Carefully read the certification in its entirety. It is your obligation and responsibility to make sure that all of the information provided on this form is complete and accurate because it will facilitate the tracking of funds spent with Airport Authority certified SBEs. Sign and date the certification.