



SBE Subcontractor/Joint Venture Partner Monthly Participation Report

A separate **SBE Subcontractor/Joint Venture Partner Monthly Participation Report** must be completed for each Subcontractor/Joint Venture Partner. Completion of the **SBE Subcontractor/Joint Venture Partner Monthly Participation Report** is the joint responsibility of each SBE Subcontractor/Joint Venture Partner and the Prime Contractor, and must be completed and submitted to the Airport Authority on a monthly basis.

A. Calendar Month Covered

CALENDAR MONTH COVERED:	FROM	TO
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B. Description of Prime Contract

1) Project Name	3) Prime Contractor Name
2) Airport Authority Contract Number	4) SBE Subcontractor/Joint Venture Partner Name
5) Subcontract SBE Commitment Percentage	
6) Description of Work Performed by SBE Subcontractor/Joint Venture Partner	

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

	SUBCONTRACT VALUE	
1) Total initial contract value with Subcontractor/Joint Venture Partner		\$
2) Total [amendments/modifications] to contract with Subcontractor/Joint Venture Partner.	THIS CALENDAR MONTH	CUMULATIVE TO DATE
	\$	\$
3) Total current contract value with Subcontractor/Joint Venture Partner. Add C (1) and Cumulative Total for C (2).		CURRENT TO DATE
		\$
4) Payments made to Subcontractor/Joint Venture Partner. †	THIS CALENDAR MONTH	CUMULATIVE TO DATE
	\$	\$
5) Value of invoices issued but not yet paid.	THIS CALENDAR MONTH	CUMULATIVE TO DATE
	\$	\$

D. Subcontract Phasing

1) Start date for Subcontractor/Joint Venture Partner work.	FROM
2) Anticipated end date for Subcontractor/Joint Venture Partner work.	TO
3) Percent (%) of work completed during this reporting period.	%



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E. SBE Credit

1) SBE creditable payments made to Subcontractor/Joint Venture Partner.†	PERIOD \$	CUMULATIVE TO DATE \$
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†Please note: The methodology for calculating actual SBE credit is set forth in the Airport Authority's SBE Program documents. No SBE work may be counted towards the prime's SBE commitment until the SBE has actually been paid for performing the work. The Subcontractor/Joint Venture Partner and Prime Contractor are jointly responsible for assuring that the SBE Credit calculations set forth in section C.4) above comply with Airport Authority procedures. The Airport Authority reserves the right to request more detailed information on the calculations set forth above.

F. Certification and Signature

Under penalty of perjury, I certify that:

- (1) I am authorized to execute this form on behalf of my firm;
- (2) I have conducted reasonable due diligence in collecting the information to be submitted on or with this form;
- (3) I understand that this form contains material statements relied upon by the Airport Authority as a part of their decision-making process, and, based on my knowledge, the foregoing form does not contain any untrue information or omit any material fact necessary to make the information contained herein true and complete;
- (4) I have read and understand the rules, regulations, and policies applicable to the Airport Authority's SBE program;
- (5) I, and the organization I represent, are in compliance with the rules, regulations, and policies applicable to the Airport Authority's SBE program; and
- (6) I understand that if the Airport Authority determines that any information provided on this form, or any other document submitted to the Airport Authority in connection with the subject solicitation, is intentionally false or misleading, the Airport Authority may pursue any and all remedies at law or in equity, including without limitation termination of any and all contracts with my firm, designating my firm as non-responsible on future bid opportunities, debarment of my firm from doing business with the Airport Authority, as well as referral of my firm to the appropriate certifying and law enforcement agency(ies).

Printed Name and Title of SBE Subcontractor/Joint Venture Partner Representative	Signature of SBE Subcontractor/Joint Venture Partner Representative	Date / /
Printed Name and Title of Prime Representative	Signature of SBE Prime Representative	Date / /