



Subcontractor Monthly Progress Report (Federally Funded Contracts: Professional Services)

A separate subcontractor form must be completed by the prime contractor for each subcontractor and submitted to the Airport Authority at business.diversity@wcaa.us on a monthly basis, on or before the 15th of each month.

The prime contractor is responsible for the accurate completion and timely submission of this report. Failure to provide complete and accurate monthly progress reports for all subcontractors may result in the delay or denial of payment applications.

Note: Both the prime and subcontractor authorized representatives must sign this form.

A. Project Progress Summary

Period Covered:

1. Project Title:
2. Prime Contractor Name
3. Subcontractor Name:
4. DBE? Yes* No
5. Detailed description of the work performed by the subcontractor during this reporting period:

B. Subcontractor Participation

1. Total contract value:
2. Total dollar amount committed to subcontractor:
3. Percent of subcontractor work completed to date: %

This Period	Total to Date

4. Total dollar amount paid to subcontractor:

C. Certification & Signature

Under penalty of perjury, I certify that:

1. 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;
2. 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).

Prime Contractor

_____	_____	_____	_____
Authorized Representative - Printed Name	Title	Signature	Date

Subcontractor (First Tier)

Subcontractor Name (First Tier)

_____	_____	_____	_____
Authorized Representative - Printed Name	Title	Signature	Date

Subcontractor (Second Tier) (if applicable)

Subcontractor Name (Second Tier)

_____	_____	_____	_____
Authorized Representative - Printed Name	Title	Signature	Date