



## Subcontractor Monthly Progress Report (Federally Funded Contracts)

A separate subcontractor form must be completed by the prime contractor for each subcontractor (regardless of tier) and submit to the Airport Authority at [business.diversity@wcaa.us](mailto: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 *\* If subcontractor is a DBE performing as a trucker or supplier, attached DBE Creditable Payments Worksheet MUST be completed.*
6. Detailed description of the work performed by the subcontractor during this reporting period:

### B. Subcontractor Participation

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

4. Total dollar amount paid to to subcontractor:

This Period	Total to Date

5. Total DBE creditable dollars paid to subcontractor:

This Period			Total to Date
Trucking *	Supplier *	All Other Subs	

*\*DBE Subcontractor value for this period auto-fills from the attached, completed DBE Creditable Payments Worksheet.(49 CFR Part 26.55)*

### 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

Authorized Representative - Printed Name

Title

Signature

Date

# Subcontractor Monthly Progress Report

WCAA Contract Number

(Federally Funded Contracts)  
Continued

## Disadvantaged Business Enterprises (DBE) Creditable Payments Worksheet

Complete the applicable sections based on DBE subcontractor type

**Period Covered:**

### Section 1. TRUCKING

DBE trucking subcontractors must own and operate at least one fully licensed, insured, and operational truck. Credit is received for the total value of transportation services provided using DBE owned trucks, trucks leased from DBE firms, as well as trucks leased from non-DBE firms driven by DBE employees.

*Trucks leased from non-DBE firms with non-DBE drivers may also receive credit up to the value of services mentioned above.*

#### Trucks used this reporting period:

- a. Value of transportation services from fully licensed, insured, and operational trucks owned and operated by DBE subcontractor, leased from another DBE firm, and/or leased from a non-DBE using DBE Drivers:

DBE Base Trucking Credit					
Owner of Truck	Make	Model	Year	ID #	Total Value of Hauling Services

- b. Value of transportation services from non-DBE firm using non-DBE drivers:

Other Trucks					
Owner of Truck	Make	Model	Year	ID #	Total Value of Hauling Services

### Section 2. SUPPLIER

Credit for the value of materials provided by a DBE supplier is applied based on the type of supplier:

Manufacturer = 100%, Regular Dealer = 60%, and Broker = fees/commissions

*Regular dealer/supplier is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, equipment, etc. as required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business.*

#### DBE Supplies purchased this reporting period:

Supplier Type	Total Value of Supplies	Fees/Commissions	Creditable Supplier Payments
DBE Manufacturer		N/A	
DBE Regular Dealer		N/A	
DBE Broker	N/A		