



# SBE Progress Report

Small Business Enterprise (SBE) Progress Reports must be completed upon submittal of each Payment Application Request to WCAA Accounts Payable. The prime contractor is responsible for the accurate completion and timely submission of this report.

A separate SBE Progress Report must be completed by the prime contractor for each SBE participant doing work or providing services on the contract. The reports must be submitted electronically to the WCAA Business Diversity Unit at business.diversity@wcaa.us. Failure to provide complete and accurate SBE Progress Reports 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. SBE Subcontractor/Supplier Name: \_\_\_\_\_  
*N/A (Check box if reporting SBE participation completed by Prime Contractor)*
- 4. Detailed description of the work performed by the subcontractor/supplier during this reporting period: \_\_\_\_\_

## B. SBE Payments

- 1. Total WCAA contract value: \_\_\_\_\_
- 2. Percentage committed to SBE: \_\_\_\_\_ %

3. Total dollar amount paid to SBE contractor/supplier: \_\_\_\_\_

This Period	Total to Date

*If reporting SBE Prime participation, only include the cost of work self-performed (amounts paid to subcontractors/suppliers should be excluded).*

## 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;
- 1. 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/Supplier (First Tier)

\_\_\_\_\_  
Subcontractor/Supplier Name (First Tier)

\_\_\_\_\_  
 Authorized Representative - Printed Name      Title      Signature      Date

### Subcontractor/Supplier (Second Tier) *(if applicable)*

\_\_\_\_\_  
Subcontractor/Supplier Name (Second Tier)

\_\_\_\_\_  
 Authorized Representative - Printed Name      Title      Signature      Date