

TARRANT COUNTY COLLEGE DISTRICT

Subcontractor/Sub-consultant Historically Underutilized Business Utilization Report

1. Project Name	Campus	2. Project#	3. Application #	4. Application Date	5. Reporting Period From	6. Reporting Period To	7. Minority Goal	8. Scheduled Completion
							%	

This report is required by The Tarrant County College District – Failure to comply may result in TCCD commencing proceedings to impose sanctions on the contractor/consultant. In addition to pursuing other legal remedies, sanctions may include the withholding of payments for work committed to Historically Underutilized Business Enterprises (HUB) participants and a negative recommendation on future bids by the contractor/consultant for the Tarrant County College District.

9. Prime Contractors Name					10. Prime Tel#	11. Prime Fax#
Purchase Order # (PO)						
12. Contractor's Street Address / Suite	13. City	14. State	15. Zip	16. Project Manager	17. MGR's Tel #	18. MGR's Fax#
19. Current Contract Amount	20. Total Draw This Month	21. % HUB Part to Date	22. Total Draw on Project from start	23. % Complete		
24. Certification Agency	25. Minority Status	26. Geographic Location	Note: Please read additional instructions posted on the web site which define the pull down selections for 24, 25, 26, 30, 31, &32.			



If you are a Prime Contractor that is not a HUB Enterprise please select 'Does Not Apply' for each of these fields.

Commencing contract award, partial release of lien is expected from each HUB subcontractor / Sub-consultant and shall accompany any application and certification for payment. Prompt payment to CONTRACTOR/CONSULTANT is dependent on appropriate documentation. The signature below of corporate officer attests to the accuracy of the information.

Company Seal _____ Signature of Company Officer _____ Date _____

_____ Title _____ Telephone Number _____

STATE OF TEXAS, TARRANT COUNTY IN WITNESS WHEREOF, I have hereunto set my hand and official seal this _____ Day of _____, _____.

Notary Public, State of Texas

My Commission Expires _____

INSTRUCTIONS

1.	Name of Project		32.	Geographic Location Sub -Subcontractors
2.	Project Number - School District Number		33.	List project total for each subcontractor / sub-consultant
3.	Application Number – from AIA document G702 or from Project Manager		34.	This month’s draw amount for each subcontractor/ sub-consultant.
4.	Application date is same date as on draw application		35.	To date total paid to each subcontractor / sub-consultant
5.	Reporting Period – from AIA document G702		36.	Start date for each subcontractor / sub-consultant
6.	Reporting Period – To		37.	Scheduled completion date for each subcontractor / sub-consultant
7.	Minority Goal As Set By The School district for this project.			
8.	Scheduled Completion date for your project			
9.	Business name of prime contractor			
10.	Prime contractor Telephone Number			
11.	Prime contractor Fax Number			
12.	Contractor’s Street Address / Suite			
13.	Contractor’s City			
14.	Contractor’s State			
15.	Contractor’s Zip			
16.	Project Manager			
17.	MGR’s Tel #			NOTE:
18.	MGR’s Fax#		1.	This form must be submitted with every pay application
19.	Amount of contract including base bid change orders and exercised alternatives		2.	You should submit the partial release of liens with the draw application.
20.	The total of this draw as authorized on the AIA document G702		3.	You should have a copy of the minority certification for <u>every</u> certified minority subcontractor/ sub-consultant on the job
21.	Percentage of project completed to this date		4.	<u>This form must be notarized.</u>
22.	The total amount drawn on this project since it commenced		5.	For additional information see instructions attached on the web site.
23.	Percentage of project completed to this date			
24.	Certification Agency- Prime (if applicable)			
25.	Minority Status- Prime (if applicable)			
26.	Geographic Location- Prime (if applicable)			
27.	Federal Identification Number			
28.	Business name of Subcontractor/Sub-Consultant			
29.	Brief description of work each sub will perform. (Roofing, HVAC, trash removal, consulting, etc.)			
30.	Certification Agency- Subcontractors			
31.	Minority Status - Subcontractors			