



Municipality of Anchorage

Completing Form 10-031

Form 10-031 is for Prime Contractors to report the monthly payments made to its respective DBE subcontractors, in accordance with 49 CFR 26.29 to the DBE officer. This form needs to be completed from the starting date of the project to the final payment made to the DBE subcontractor(s). The 10-031 form should be completed even if there are no payments made that month to the subcontractor(s). Instructions for acquiring, filling out, and delivering the 10-031 are as follows:

- Get the form
 - From OEO website: www.muni.org
- Header information
 - Project name and number, using the Federal ID and the AKSAS number
 - Prime Contractors' name
 - Month and year the payments are for
 - Mark whether the Prime a DBE
 - Copy of check/invoice
- Subcontractors, Manufacturers, Brokers, and Regular Dealers
 - Separate out each participant
 - **Separate further by the Work Performed or the 3-digit Bid Item Number**
 - Enter the amounts paid for the month and the total paid to date
 - Mark whether this month's payment is the final payment (once final payment is made and indicated on a 10-031, the DBE does not need to appear on subsequent 10-031s)
- Enter in subtotals
 - Brokers and Regular Dealers need to enter the percents of subtotal as queried
 - Sign and date at the end of the form, to testify that all payments are listed and accurate
 - Send form to the OEO DBE Officer

Mailing Address:
OEO
P.O. BOX 196650
Anchorage, AK 99519-6650

Fax: (907) 343-4875
Email: oeo@muni.org196650

If there are any questions please contact the DBE Officer at (907) 343-4897.



MONTHLY SUMMARY OF DISADVANTAGED BUSINESS 30 DAY PROGRESS REPORT

Federal-Aid Contracts

Municipality of Anchorage • 632 W. 6th Avenue, Suite 170, First Floor • Anchorage, AK 99519-6650

FOR PAYMENTS MADE IN:	
MONTH	YEAR

Please read instructions before completing this form.

Submit this form to the DBE Officer by the 15th of the month following the reporting month. (i.e.: Work performed in January will be paid in February; the summary report for January must be submitted to the DBE by March 15). It is required that each contractor provides proof of payment to all small businesses or DBE's within 7 business days of payment from the Municipality. For monitoring purposes, please attach a copy of your checks to the DBE Sub Contractor listed for payment(s) made during this reporting period.

1. Project Name	Project Number	
4. Prime Contractor Name		

The undersigned affirms that the information that they are providing to the Municipality of Anchorage is accurate and complete to the best of their knowledge. Further, the undersigned authorizes the Municipality of Anchorage to verify the accuracy of the information provided. Please note that the Municipality of Anchorage, is required to report to the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take steps (e.g. referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in §26.109. Municipality of Anchorage, will consider similar action under our own legal authorities, including responsibility determinations in future contracts.

10. Name Of Person Preparing Report	11. Title	12. Signature	13. Date (mm/dd/yy)
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SUBCONTRACTORS

14. Firm (DBE) Name		15. Bid items Paid (List Separately)	16. Agreed Price	17. Amount Paid This Period	18. Amount Paid To Date	19. % of Work Completed To Date	20. Final Payment	
							Yes	No
1.								
2.								
3.								
4.								
5.								

If more spaces are required, use as many copies of the second page of this form as necessary. The contractor must sign each sheet to certify its content and completion.

Are additional pages attached Yes No

10. Name Of Person Preparing Report	11. Title	12. Signature	13. Date (mm/dd/yy)
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SUBCONTRACTORS CONTINUED

14. Firm (DBE) Name		15. Bid Items Paid (List Separately)	16. Agreed Price	17. Amount Paid This Period	18. Amount Paid To Date	19. % of Work Completed To Date	20. Final Payment Yes No	

If more spaces are required, use as many copies of the second page of this form as necessary. The contractor must sign each sheet to certify its content and completion.

Are additional pages attached Yes No

10. Name Of Person Preparing Report	11. Title	12. Signature	13. Date (mm/dd/yy)
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MANUFACTURES (100% DBE Credit)

21. Firm (DBE Manufacture) Name		22. Product Manufactured	23. Amount Paid This Period	24. Amount Paid To Date	20. Final Payment Yes No
1.					
2.					
3.					
4.					
5.					

BROKERS (5% DBE Credit For Brokerage Fee)

25. Firm (DBE Broker) Name		26. Product/ Service	27. DBE Brokertage Fee	28. Amount Paid This Period	29. Amount Paid To Date	20. Final Payment Yes No
1.						
2.						
3.						
4.						
5.						

REGULAR DEALERS (60% DBE Credit)

30. Firm (DBE Regular Dealer) Name		31. Materials Supplied	32. Amount Paid This Period	33. Amount Paid This Period (60%)	34. Amount Paid To Date	20. Final Payment Yes No
1.						
2.						
3.						
4.						
5.						

If more spaces are required, use as many copies of the second page of this form as necessary. The contractor must sign each sheet to certify its content and completion.

Are additional pages attached Yes No



Municipality of Anchorage

Please include an explanation of any zero dollar amounts for DBE's with a balance due. DBE Credit for the reporting period will not be issued without this information.

Please print off this page to write any explanation in the space provided above.