

TCEQ HUB Progress Assessment Report (PAR)

Part A. Identifying Information.

1. TCEQ Contract No.: _____ 2. Your Invoice No. _____
3. Work Order No. (if applicable) _____ 4. For work completed between ____ / ____ / ____ and ____ / ____ / ____
5. Prime Contractor ("You"): _____ 6. Prime Contractor Vendor ID #: _____
7. Contact: _____ 8. Phone: (____) _____ - _____
9. Is the Prime Contractor a Texas certified HUB and performing at least 25% of the total value of the contract? Yes ___ No ___

Part B. Current Invoice FOR HUB and/or Non-HUB Subcontracting Information.

10. Check box if no HUB and/or Non-HUB subcontractors have been used this period, otherwise fill out below listed table:

Name and Address of HUB and/or Non-HUB Subcontractor	Vendor ID No.	Type of HUB	Provided*:	Value of this subcontractor's participation for this invoicing period
		<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Services <input type="checkbox"/> Commodities	\$ _____
		<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Services <input type="checkbox"/> Commodities	\$ _____
		<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Services <input type="checkbox"/> Commodities	\$ _____
Total				\$ _____

* If subcontractor's services include both labor and materials, check "services" only.

Note: If you need room to list more subcontractors, enter this information on a plain sheet of paper and attach it to this form.

11. Total of current invoice: \$ _____
12. Total of current invoices from certified HUB subcontractors: \$ _____
13. Percent of HUB expenditures for this invoice: _____ %
(line 12 ÷ line 11) x 100

Part C. Total Contract/HUB Subcontracting Information

14. Total amount invoiced to date: \$ _____
15. Total invoiced from certified HUB Subcontractors to date: \$ _____
16. Percent of HUB invoices for total contract to date: _____ %
(line 15 ÷ line 14) x 100
17. HUB subcontracting goal for this contract: _____ %

Part D. Affirmation. The information provided on this form is complete and correct. You or *our representative must sign here:*

18. Name: _____ Signature _____ 19. Date: _____

Part E. Other Information. For TCEQ use only. (Project manager: Complete this box and sign.)

Type of funding: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Both	Date In: ____ / ____ / ____ PCA Code(s) _____
Check if prime contractor is one of the following: <input type="checkbox"/> River Authority <input type="checkbox"/> Interlocal	Printed Name: _____
Index: _____ COBJ: _____	Signature: _____

General Information

The purpose of this form is to help the Texas Commission on Environmental Quality (TCEQ; “us”) to track the value of business we do with Texas-certified “historically underutilized businesses” (HUBs) and federally designated “minority- or woman-owned business enterprises” (MWBEs). In this form, the acronym “HUB” refers to both of these classes of businesses.

Do I Have to Complete This Form?

If we have awarded you a contract to provide us with professional services, other services, or commodities *and* your contract contains a subcontracting plan, then you must complete this form each time you submit an invoice or set of invoices to us—even if no subcontracting occurred during the period covered by these invoices.

If you are a HUB, you must perform at least 25 percent of the total value of the contract with your own or leased employees as defined by the Internal Revenue Service in order for the agency to receive 100 percent HUB credit for the entire contract. You may subcontract more than 75 percent of the contract with HUBs or non-HUB subcontractors, but you must report to us the value—both dollar amount and percentage—of your contract that was actually performed by you and your subcontractors during each invoicing period.

Where Do I Turn This Form In?

When you have completed this form, attach it to your invoices and submit it to our project manager for your contract.

Where Can I Get More Answers?

If you have any other questions, call the project manager named on your contract or our HUB Program Director: (512/239-1273).

Definitions

These brief definitions may help you complete this form. For terms where a full legal definition may be helpful, we have cited the rule or law that gives that definition.

Commodities—materials, supplies, or equipment. May include consumable articles (for example, office supplies) or durable items (for example, computers, furniture, or equipment).

Other services—all services other than construction and professional services, including consulting services (Texas Government Code, Chapter 2254, Subchapter B).

Prime contractor (or “prime”)—any business, agency, or individual who provides commodities or services to us under a purchase order or other contract.

Professional services—services of accountants, architects, engineers, land surveyors, optometrists, and physicians (Texas Government Code, Chapter 2254, Subchapter A).

Services—(1) functions performed for us by an outside source—for example, equipment repair, consulting, hazardous waste disposal, or work by short-term temporary employees.
(2) similar functions performed for the prime contractor by an outside source.

Subcontractor—any business, agency, or individual (other than an employee) who provides commodities or services to the prime contractor.

Total contract (Item 14)—on this form, total value of your contract with us, including all monetary amendments, if any.

Vendor ID No.—the 11-digit taxpayer identification number assigned to this subcontractor by Comptroller of Public Accounts. The subcontractor should be able to provide you with this number.

Instructions

1. **TCEQ Contract No.** - Enter the contract number we have assigned to this contract. This number appears on the first page of the contract

2. **Your Invoice No.** - Enter your invoice number for each invoice you are submitting with this form.

3. **Work Order No.** - If applicable, enter your work order number for the site, phase, or program.

4. **For work completed between** - Enter the period of time in which the work covered by these invoices was carried out.

5. **Prime Contractor** - Enter the name of the contractor to which we awarded this contract.

6. **Prime Contractor Vendor ID#** - Enter the 11-digit vendor identification number the Comptroller of Public Accounts has assigned the prime contractor.

7. **Contact** - Enter the name of the person authorized to complete this form for the prime contractor. We will contact this person if we have any questions about the information you have provided on this form.

8. **Phone** - Enter the phone number at which we can reach the contact person named in Item 7.

9. Indicate “Yes” or “No”.

10. **HUB and/or Non-HUB Subcontractor Information - First column**—Enter the complete name and address of each subcontractor. Enter information about this subcontractor in the remaining columns of this row. Check box if no subcontractors were used during this invoicing period.

Second column—Enter the 13-digit vendor identification number the Comptroller of Public Accounts has assigned to this HUB subcontractor.

Third column—You have three options:

- If this subcontractor is a minority-owned business enterprise, check “MBE.”
- If this subcontractor is a woman-owned business enterprise, check “WBE.”
- If this subcontractor qualifies as *both* an MBE *and* a WBE, check *both* boxes.

Fourth column—Indicate, by checking the appropriate box, whether the subcontractor provided services or commodities. (If both, check “services” only.)

Fifth column—Enter the total of all invoices attached for this HUB subcontractor.

11. **Total of current invoice** - Enter the total of the Prime Contractor’s current invoice.

12. **Total of current invoices from certified HUB subcontractors** - Enter the total amount of all attached invoices from HUBs.

13. **Percent of HUB expenditures for this invoice** - Use the instructions on the PAR form to calculate the percentage of this invoice that HUB subcontractors have completed.

14. **Total amount invoiced to date** - Enter the total of all invoices you have submitted to us to date for this contract, including the invoices attached to this PAR form.

15. **Total of HUB expenditures on the total contract to date** - Enter the total of all HUB subcontractor invoices for this contract to date.

16. **Percent of HUB invoices for the total contract to date** - Use the instructions on the PAR form to calculate the percentage of this contract that HUB subcontractors have completed to date.

17. **HUB Subcontracting goal for this contract** - The HUB goal is stated as a percentage in your contract. Enter the HUB goal here.

18. **Name and Signature** - The contractor or authorized representative of the contractor.

19. **Date** - Enter the date you completed this report.