

ATTACHMENT E  
SAMPLE AIM REPORT

## Agency Letterhead

NAME: OFFENDER, JOE AL  
REFERRAL DATE: 02/15/2008

DOB: 12 10 1959

IDENTIFIER: IJC 33872  
I/M REPORT DATE: 02/26/2008

= data merged into a template Word document from the database. Contents of the report can be added to or changed by the report writer.

### IDENTIFYING INFORMATION

JOE AL OFFENDER is a 42-year-old DIVORCED, CAUCASIAN MALE. Mr. Offender resides at 1000 Main Street, Milwaukee. He has lived at this address for the past 5 years with his mother. He is a lifelong Milwaukee resident. This information has been verified with his mother, Mary Offender.

### CURRENT CHARGES

Defendant is charged with one count of BURGLARY (2008-CF-90).

### CRIMINAL HISTORY

According to SELF-REPORT, CCAP, REVIEW OF OTHER AVAILABLE RECORDS and an INTERVIEW WITH THE DEFENDANT on 02/19/2008, Mr. OFFENDER was first arrested at age 22, has 3 prior arrests, 1 previous adult conviction for FORGERY and 0 prior episodes of adult prison confinement. ... *can add more detail of the offender's previous arrests/convictions, compliance with previous episodes of community supervision, time between last involvement in criminal justice system and the date of current crime, etc...*

### EDUCATIONAL HISTORY

Mr. Offender completed the 10th grade at North Division High School. He has not obtained his GED/HSED.

### EMPLOYMENT HISTORY

Mr. Offender is not employed. He reports last employment through a temp service approximately 1.5 years ago.

### RISK: (assessed risk to commit further crime in the community)

Using the Milwaukee County Pretrial Risk Assessment Tool, the defendant assessed as presenting low to moderate for pretrial misconduct. Identified risk factors include previous failure to appear.

Using the LSI-R Risk and Needs Assessment, the defendant is assessed as presenting a LOW-to-MODERATE level of risk to commit a new crime.

Elevated risk factors include:

- Education/Employment
- Financial Stability
- Alcohol/Drug Use

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NEEDS: (assessed needs that are directly related to the individual's criminal behavior)

High Needs to Reduce Risk: EMPLOYMENT, EDUCATION/NOCCATIONAL,  
 SUBSTANCE ABUSE (alcohol)

Assets to Reduce Risk: FAMILY/MARITAL RELATIONSHIPS  
 MOTIVATION TO CHANGE

ADDICTION SEVERITY INDEX/AODA SCREENING AND LEVEL OF TREATMENT:

LIMITATIONS/UNIQUE NEEDS: (assessed motivation to change, learning style, gender and cultural needs)

To increase risk reduction and treatment intervention effect, the following factors presented by the defendant need to be taken into account by the supervising agency and/or treatment provider when creating an intervention plan:

- CONCENTRATION PROBLEMS ARE EVIDENT
- MAY HAVE A LEARNING DISABILITY
- HISTORY OF MENTAL HEALTH INTERVENTIONS

The defendant's assessed overall level of motivation to engage in change can be characterized as MODERATE, meaning the defendant recognizes a need to change and/or is already making changes to his or her behavior, but requires oversight and support to maintain any gains. *... can add more information related to the defendant's expressed level of motivation to change, degree of support from others to successfully engage in interventions that are intended to effect change, and whatever the defendant may be involved in to address his/her risk to engage in future criminal acts.*

COMMUNITY-BASED PROGRAM AVAILABILITY:

In view of the defendant's assessed risk, needs and presenting limitations or unique needs, the following provides an initial review of community-based services and their availability:

Agency Ictll'rhcad

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REPORT DATE: 02 26/2008

Priority

Availability

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**1. SUBSTANCE ABUSE                      WAITING LIST**

Two local AODA providers provide services to persons involved in the criminal justice system who have a history of mental health issues and who require more intensive outpatient oversight and case management. The level and intensity of services will be determined following the completion of a comprehensive AODA assessment, conducted by the County Central Intake Unit. Availability of needed services is dependent upon the level of services assessed, including: inpatient, waiting list up to 120 days; intensive outpatient, waiting list up to 60 days; outpatient, waiting list up to 45 days; aftercare (AAINA or other support group), no waiting list.

**2. EMPLOYMENT TRAINING      AVAILABLE**

The One-Stop Job Center provides no-cost vocational and career development assessment, and placement services.

Priority

Availability

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**3. EDUCATION                              AVAILABLE**

The local Technical College provides low-cost day and evening HSED/GED education classes. Enrolment in the program requires a brief interview, an educational assessment, and copies of high school transcripts to determine scope of courses needed to complete and whether the student will need special education assistance,

**CASE MANAGEMENT:** Describe supervision/service delivery plan (frequency of contacts, substance testing, treatment needs, other needs, etc)

SIGNATURE:

DATE:

Ce:

## ADDENDUMS

## MILWAUKEE COUNTY

## COMMUNITY BUSINESS DEVELOPMENT PARTNERS (CBOP) OFFICE

## PROVISIONS GOVERNING GOOD FAITH EFFORTS

(Based upon 49 CFR Part 26, Appendix A, attached)

## 1. COMMITMENT TO SUBCONTRACT WITH OBE FIRMS FORM (OBE-014PS) AND GOOD-FAITH EFFORTS CERTIFICATE (DBO-001PS).

In the event you are the low bidder/successful proposer you will be so informed in writing promptly after bid/proposal opening/review. As indicated in the bid/IRFP documents, within three (3) working days of being so notified, you must supply the Commitment to Subcontract with DBE Firms Form (DBD-014PS) which is included with the contract documents. This form is to establish that you have received from the listed DBE contractors signed commitments sufficient to satisfy the DBE goal for that project. If you indicate in this document that you have not met the DBE goal, your bid may be rejected as non-responsive. If you wish to ask for a waiver of the goal, you must submit the form entitled Certificate of Good-Faith Efforts, DBD-001PS at the time you submit the Commitment to Subcontract with DBE Firms Form.

## 2. GOOD-FAITH EFFORT PROCEDURE.

The DBD-001PS form constitutes your written request for a waiver from the goal, and is used by the contracting officer to determine whether you made a good-faith attempt to secure the services of DBE subcontractors. Review and complete it carefully. The contracting officer will review the completed form, and any attachments, and may contact companies listed as having been asked to submit bids and may take other steps to verify the information provided in the DBD-001 form. The contracting officer will give you a written response to your waiver request in writing, within three (3) working days of the date the DBD-DOIC form was submitted. If the waiver is denied, you have three (3) working days from the date you receive the denial in which to submit to the contracting officer a written request for an administrative hearing to challenge the denial. You will be notified promptly of the time and place of the hearing, which will occur within three (3) working days of the receipt of your request for such appeal. At the administrative hearing you may submit any information you have in support of your waiver application. You may be represented by counsel if you wish. The hearing officer will be a person who was not involved in evaluating your original bid. The hearing officer has discretion whether to consider any evidence, which was not previously submitted with, the DBD-001PS form for review by the contracting officer.

## 3. GUIDELINES FOR ENGAGING IN GOOD-FAITH EFFORTS.

Also included in this packet is Appendix A of 49 CFR 26 upon which form DBD-001PS is based. Review this carefully. This document sets forth the kind of activities that the county would reasonably expect of a contractor who was actively and aggressively seeking to engage DBE subcontractors. Both, the contracting officer and the administrative hearing officer(s) will be guided in their decisions by Appendix A and the contents of the bidder/proposer's DBD-001PS. At the administrative hearing the contracting officer will present the rationale for denying the waiver, and you will have an opportunity to present your case and rebut any statements or evidence. The burden of proof is on the bidder/proposer to convince the hearing officer that a good-faith waiver is warranted by the evidence. The hearing officer will promptly issue a written decision setting forth the basis for his or her decision. This decision is final.

## 4. CONSEQUENCES OF YOUR FAILURE TO PRACTICE GOOD FAITH EFFORTS.

If the hearing officer(s) determine(s) that your DBE participation effort lacked good faith efforts, the contracting department may reject your proposal.

If you **have any questions about the good-faith effort process, please contact the Milwaukee County Community Business Development Partners (CBDP) Office at 414-278-5248.**

APPENDIX "A" TO 49 CFR PART 26  
GUIDANCE CONCERNING GOOD FAITH EFFORTS

- I. When Milwaukee County establishes a OBE contract goal on a DOT-assisted contract a bidder/proposer must, in order to be responsible and/or responsive, make good faith efforts to meet the goal. The bidder/proposer can meet this requirement in either of two ways. First, the bidder/proposer can meet the goal, documenting commitments for participation by DSE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder/proposer can document adequate good faith efforts. This means that the bidder/proposer must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.
- II. In any situation in which Milwaukee County has established a contract goal, part 26 requires you to use the good faith effort mechanism of this part. As a recipient, it is up to you to make a fair and reasonable judgment whether a bidder/proposer that did not meet the goal made adequate good faith efforts. It is important for you to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder/proposer has made. The efforts employed by the bidder/proposer should be those that one could reasonably expect a bidder/proposer to take if the bidder/proposer were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. We emphasize, however, that your determination concerning the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.
- III. The Department also strongly cautions Milwaukee County against requiring that a bidder/proposer meet a contract goal (i.e., obtain a specified amount of DBE participation) in order to be awarded a contract, even though the bidder/proposer makes an adequate good faith efforts showing. This rule specifically prohibits you from ignoring bona fide good faith efforts.
- IV. The following is a list of types of actions, which Milwaukee County should consider as part of the bidder/proposer's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases:
  - A. Soliciting through all reasonable and available means (e. g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder/proposer must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder/proposer must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.
  - B. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
  - C. Soliciting through all reasonable and available means (e. g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBBs who have the capability to perform the work of the contract. The bidder/proposer must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder/proposer must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.
  - D. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, *even* when the prime contractor might otherwise prefer to perform these work items with its own forces.
  - E. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
  - F. Negotiating in good faith with interested DBEs.
    - (1) It is the consultant/service provider's responsibility to make a portion of the work available to DBE subcontractors and to select those portions of the work consistent with the available DBE subcontractors,

so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.

- (2) A consultant/service provider using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder/proposer's failure to meet the contract DBE goal, as long as reasonable. Also, the ability or desire of a consultant/service provider to do the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts. Prime consultants/service providers contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.

- G. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.
- H. Making efforts to assist interested DBEs in obtaining lines of credit or insurance as required by the recipient or contractor.
- I. Making efforts to assist interested DBEs in obtaining necessary resources or related assistance or services.
- J. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

In determining whether a consultant/service provider has made good faith efforts, Milwaukee County may take into account the performance of other bidders/proposers in meeting the contract. For example, when the apparent successful consultant/service provider fails to meet the contract goal, but others meet it, Milwaukee County may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful consultant/service provider could have met the goal. If the apparent successful bidder/proposer fails to meet the goal, but meets or exceeds the average DBE participation obtained by other consultants/service providers, Milwaukee County may view this, in conjunction with other factors, as evidence of the apparent successful bidder/proposer having made good faith efforts.



ADDENDUMB

MILWAUKEE COUNTY
COMMUNITY BUSINESS DEVELOPMENT PARTNERS (CBDP) OFFICE

CERTIFICATE OF GOOD FAITH EFFORTS

The intent of this certification is to document the good faith efforts implemented by the apparent successful consultant/service provider in soliciting and utilizing DBE firms to meet OBE participation requirements.

Failure to implement "good faith" efforts to the satisfaction of Milwaukee County could result in the rejection of the proposal.

I, \_\_\_\_\_, do hereby acknowledge that I am the \_\_\_\_\_ of \_\_\_\_\_, who has been identified as the apparent successful consultant/service provider on the following Milwaukee County Project:

Table with 4 columns: Project No., Project Title, Total Contract Amount, and DRE Percentage (Goal, Pledged).

Provide a brief summary on why you believe your firm is unable to meet the DOE participation goals on this project (Attach additional pages if necessary.)

Horizontal lines for providing a summary of why goals are not met.

I hereby certify that I have utilized comprehensive "good faith" efforts to solicit and utilize DBE firms to meet the DBE participation requirements of this contract proposal, as demonstrated by my responses to the following questions:

A. Identifying Subcontract Work Items

Consultants/service providers are encouraged to select portions of work to be subcontracted in a manner which will increase the likelihood of meeting DBE goals. In selecting work to be subcontracted, consultant/service provider will consider, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation.

1. Which portions or section(s) of the contract proposal, in terms of the nature of work, were selected to be subcontracted to DBE firms (or broken down into economically feasible units to facilitate DBE participation)?

Horizontal lines for providing answers to the subcontracting questions.

D. Notifying ODE Firms of Contracting Opportunities

2. In the table below, indicate which firms received written notification of work items to be subcontracted. In the appropriate space, also indicate when firms received subsequent telephone solicitations. Please attach additional page(s) so that all companies contacted are listed. (Attach photocopies of all written solicitations to DBE firms to this certificate.)

| Company Contacted | Date of Written Notification | DBE (Yes/No) | Date of Follow-up Telephone Call |
|-------------------|------------------------------|--------------|----------------------------------|
|-------------------|------------------------------|--------------|----------------------------------|

3. Identify publications in which announcements or notifications were placed and published, if any. (Attach copies of proof of each announcement or notification.)

| Published Announcement/Publication (please describe) | Date |
|--|------|
|  |      |
|  |      |
|  |      |
|  |      |

4. Identify DBE associations or organizations that received written notifications, including dates of all notifications. Provide name of person and date of follow-up call. If no follow-up calls made, explain why not. (Attach copies of letters sent as proof of notification.)

| DBE Association/Organization | Date of Notification | Contact Person | Date of Follow-Up Call |
|------------------------------|----------------------|----------------|------------------------|
|------------------------------|----------------------|----------------|------------------------|

5. Were the services of the Milwaukee County's Community Business Development Partners (CBDP) Office used to assist in the recruitment of DBE firms?

Yes  No

Contact was made by: telephone  written correspondence

Date contacted: \_\_\_\_\_ Person Contacted: \_\_\_\_\_

**C. Providing OREs With Assistance**

6. Explain any efforts undertaken to provide DBE firms with adequate information about project scope of work and requirements of the contract:

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7. Describe any efforts undertaken to assist interested DBE firms in obtaining lines of credit or insurance required by Milwaukee County or the contractor:

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8. Describe any other efforts initialed to provide special assistance to DBE firms interested in participating in the project.

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**D. Soliciting Proposal/Quotes From Interested DBE Firms**

Contractors must solicit proposal/quotes in good faith with interested DBE firms. Quotes, proposals, and bids from interested DBE firms must not be rejected by contractors without sound justification.

9. Indicate in the table below which DBE firms submitted quotes on the contract proposal. Also, provide a brief explanation of why any of these DBE project quotes were rejected. Please attach additional pages(s) if necessary.

| <del>Name/Address/Contact Person of DBE Firm</del> | <del>Work Quoted and Explanation for Rejecting Quotes</del> |
|--|---|
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|  |   |
|  |   |
|  |   |
|  |   |
|  |   |

10. Other comments you want Milwaukee County to consider:

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NOTE: The information requested as set forth above is the minimum information required by Milwaukee County's Community Business Development Partners (CBOP) Office and CBOP may request the Contractor to submit information on certain other actions taken to secure DBE participation in an effort to meet the goals.

AFFIDAVIT

STATE OF WISCONSIN)

) ss

COUNTY OF

)

The undersigned, having been first duly sworn, says that the information given in the above certificate is true and correct to the best of his/her knowledge and belief.

Signed: \_\_\_\_\_

Bidder/ Authorized Representative

Subscribed and sworn to before me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, 20\_\_\_\_

GOOD-FAITH EFFORTS WAIVER DENIAL  
REQUEST FOR ADMINISTRATIVE HEARING

Your request for a good faith efforts' waiver has been denied, and you are entitled to request an administrative hearing to appeal that denial. If you wish to have such a hearing, please sign this form on the bottom and return to the Community Business Development Partners (CBDP) Office no later than 5:00 PM on \_\_\_\_\_ A faxed request may be sent to (414) 223-1958.

At the administrative review, a hearing officer will hear your argument why the waiver should be granted. The evidence he or she reviews will be the entire DBE participation file you submitted to the contracting officer. The hearing officer, in his or her discretion, may receive additional evidence, but any such evidence not previously submitted with your bid and Commitment to Subcontract with OBE Firms forms, must be submitted to the CBOP at the same time you file your request for hearing. No further evidence will be received or considered which was not submitted with this hearing request. You need not submit anything already submitted in connection with the original good-faith waiver request.

Within three (3) working days following the receipt of your hearing request, a hearing will be held. You will be notified promptly of the time and place of the hearing and the identity of the hearing officer, who was not involved in the original good-faith waiver denial. Because of the need to promptly resolve this matter and proceed with the awarding of the contract, a postponement of the hearing will be granted only upon a showing of substantial cause. Your failure to appear at the hearing constitutes a withdrawal of your request.

THE UNDERSIGNED, AN AUTHORIZED REPRESENTATIVE OF \_\_\_\_\_, ~~HEREWITH~~  
**REQUESTS AN ADMINISTRATIVE HEARING TO APPEAL THE DENIAL OF THE**  
COMI'ANY'S GOOD-FAITH EFFORTS WAIVER REQUEST.

DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
TITLE: \_\_\_\_\_

**SUBMIT WITH ALL YOUR  
PAYMENT APPLICATIONS**

**DISADVANTAGED BUSINESS ENTERPRISE  
PROFESSIONAL SERVICES "DBE" UTILIZATION REPORT\***

NAME OF CONSULTANT \_\_\_\_\_ TELEPHONE NO, \_\_\_\_\_  
 ADDRESS, \_\_\_\_\_ CITY \_\_\_\_\_, STATE\_\_\_\_\_(ZIP CODE) \_\_\_\_\_  
 PROJECT TITLE, \_\_\_\_\_, PROJECT#, \_\_\_\_\_  
 TOTAL CONTRACT \$ AMT \_\_\_\_\_ TOTAL CONTRACT PAYMENT YTD \$ \_\_\_\_\_ CONTRACT % COMPLETE \_\_\_\_\_  
 TOTAL DBE CONTRACT \$ AMT \_\_\_\_\_ TOTAL DBE PAYMENT YTD \$, \_\_\_\_\_ DBE % COMPLETE \_\_\_\_\_  
 COUNTY PROJECT/CONTACT PERSON, \_\_\_\_\_ TELEPHONE NO, \_\_\_\_\_  
 REPORT FOR THE PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_ 200 \_\_\_\_\_ FINAL REPORT: ( ) Yes ( ) No

List Disadvantaged Business Enterprise firms utilized in connection with the above Project, either as sub consultants or suppliers in the last period.

| NAME OF<br>DBE FIRM | SUB-CONTRACT<br>\$ AMOUNT | WORK/SERVICE<br>PERFORMED | AMT.OF<br>PAYMENTS<br>THIS PERIOD | AMT, OF<br>PAYMENTS<br>TO DATE | REMAINING<br>BALANCE |
|---------------------|---------------------------|---------------------------|-----------------------------------|--------------------------------|----------------------|
|---------------------|---------------------------|---------------------------|-----------------------------------|--------------------------------|----------------------|

Report Prepared by:

Approved by:\_\_\_\_\_  
(Name & Title)

-Directions for completion of report - see reverse side

""If the % DBE completion is less than the % contract completion , please attach an explanation as to why the DBE requirements are not being met at this time.

DIRECTIONS FOR COMPLETING THE "DBE" UTILIZATION REPORT

This report must be submitted with each payment application.

1. Prime consultant's registered company name.
2. Prime consultant's business telephone number.
3. Prime consultant's business address.
4. City in which prime consultant firm is located.
5. State in which prime consultant is located.
6. Zip code for prime consultant's place of business.
7. Name of County Project
8. Project number as stated in the Bid Announcements and Specifications.
9. Total dollar amount of contract awarded prime consultant by Milwaukee County.
10. Total dollar amount of payments to all employees, suppliers and all 5subconsultants to date.
11. County Project Manager/Contact Person with whom your firm coordinates the progress of the project.
12. Telephone number of the above County representative.
13. The period and year for which payments are being reported.
14. The line next to Final Report **is** to be checked only when the final payments have been made to all DBE subconsultants.
15. The name(s) of DBE firm(s) having received payment in the preceding month or period.
16. Total dollar amount of the work subcontracted to the listed firm(s).
17. The work or service performed by the listed DBE firm(s).
18. The dollar amount of payments made to each DBE subconsultant for the period being reported.
19. The total dollar amount paid to each DBE subconsultant to date (cumulative). As an example-if the report covers the first payment to a DBE subconsultant, the amounts listed **in** the last two columns would be the same; however, **if** previous payments had been made in preceding periods the columns would differ: the column "Amount of Payments for the Period" would show only the payment for the period being reported and the next column would show the subtotal of payments (cumulative) to each DBE subconsultant to date.
20. Remaining balance of the subcontract to the listed DBE firm(s).
21. Prime consultant's staff that actually prepared the report.
22. Prime consultant's officer or personnel authorized to review and approve the DBE Utilization Report.
23. Please mail this form to: CBOP Office, 2711 W. Wells Street, Room 807, Milwaukee, WI 53208

THIS REPORT MUST BE SUBMITTED EACH PAYMENT APPLICATION EVEN IF NO ACTIVITY TOOK PLACE DURING THE PERIOD BEING REPORTED

IF YOU HAVE ANY PROBLEMS OR CONCERNS WITH ANY DBE, CALL THE CBDP OFFICE AT (414) 278-5248

MILWAUKEE COUNTY  
DCOMMUNITY BUSINESS DEVELOPMENT PARTNERS (CROP) OFFICE  
PROFESSIONAL SERVICES DBE SUBCONSULTANT PAYMENT  
CERTIFICATION

"D8E" SUBCONSULrANT PAYMENT CERTIFICATION

This form must be allachcd to the final Certificate for Payment Request by Primary Contractor/Consultants.

County Department Issuing Contract/Projec( \_\_\_\_\_)

ContractfProject Title \_\_\_\_\_

OBE Firm: \_\_\_\_\_

Project No. \_\_\_\_\_ Project Name: \_\_\_\_\_

'SECTION (A) DBE COMPANY COMPLETES IF FINAL PAYMENT IIHAs11  
BEEN RECEIVED

I hereby certify that our firm received \$ \_\_\_\_\_ total payment for  
subcontract work on the above reference Milwaukee County project or contract.

Date \_\_\_\_\_, 200\_

SECTION (B) BOTH PRIME CONTRACTOR AND ORE COMPANY COMPLETE IF FULL  
PAYMENT **HAS NOT** BEEN MADE TO DBE SUBCONTRACTOR.S AND A  
BALANCE REMAINS TO BE PAID.

I hereby certify that our firm has paid to date a total of \$ \_\_\_\_\_ and will pay the balance of \$ \_\_\_\_\_  
to \_\_\_\_\_ upon receipt of payment from  
Milwaukee County for subcontract work on the above referenced project.

Date \_\_\_\_\_ "20o \_\_\_\_\_

\_\_\_\_\_  
(Prime Contractor's Signature)

\_\_\_\_\_  
(Print Name & Title)

\_\_\_\_\_  
(DBE Subcontractor Signature)

\_\_\_\_\_  
(Print Name & Title)