

**FORM D: CONTRACTOR PARTICIPATION REPORT  
For All Agreements**



Use this form:

- To document voluntary and mandatory state and federal reporting requirements around Minority- and Women-Owned Business Enterprises and Disadvantaged Business Enterprises.
- When sending payment requests which include payments to any private sector contractors and subcontractors.
- To track compliance with federal suspension & debarment requirements.
- Indicate if no contractor expenditures to report (check box below right). (Completed Form D is required whether reporting or not.)

Agreement No: \_\_\_\_\_ Payment Request \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Recipient Name: \_\_\_\_\_

No Contractor Expenditures to Report

(Do not complete table below.)

**INSTRUCTIONS: Report ALL primary contractors and sub-contractors on this form.**

- (1) Indicate each primary contractor and subcontractor on a separate line, listing subcontractors below the appropriate primary contractor.
- (2) Identify each contractor as primary (P) or sub (S).
- (3) Enter contractor address.
- (4) Enter contractor phone number.
- (5) Enter the contractor's invoice amount included in the current payment request.
- (6) Identify which category – Construction (C), Supplies (S), Services (SVS) or Equipment (E) – best describes the work included in this payment request.
- (7) Identify type of certification – disadvantaged (DBE), minority- (MBE) or women-owned (WBE) – if applicable.
- (8) Review your funding agreement to see whether this requirement applies. Federally funded agreements may require the Recipient to search the System for Award Management (SAM) at <https://www.sam.gov/> for each of their contractors and subcontractors prior to signing contracts with them. This is to ensure the contractors/subcontractors have not been suspended, debarred or excluded from receiving federal funds. If it applies, send the SAM search page to Ecology for each contractor and subcontractor. If required, Ecology funding programs may withhold payment for contractor expenses if documentation is not in place.

(1) Contractor	(2) P=Primary S=Sub	(3) Contractor Address	(4) Contractor Phone Number	(5) Contractor Amount in this Request	(6) C=Construction S=Supplies SVS=Services E=Equipment	(7) Certified DBE=Disadvantaged MBE=Minority WBE=Women	(8) SAM Search Copy Sent to Ecology? Yes or N/A

If you need this document in a format for the visually impaired, call the Fiscal Administrative Assistant at (360) 407-7054. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

**FOR ECOLOGY OFFICE USE ONLY**

<b>Project #</b>	<b>A19 Payment Date</b>	<b>Fiscal Month Paid</b>