**Page 1 of 2**

NEW YORK STATE – DEPARTMENT OF STATE (DOS)

 **MWBE QUARTERLY REPORT - FORM F Is this a final report? Check One**

 **Yes** [ ]  **No** [ ]

**NYS AGENCY Contract No.**        **Project No.**

The following information indicates the payment amounts made by the grantee/vendor to the NYS Certified M/WBE subcontractor on this project.

The payments as shown made are in compliance with contract documents for the above referenced project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor’s Name, Address/Phone**      | **Federal ID#**      | **Goals/$ Amt.**MBE      %=      WBE      %=       | **Contract Type:** [ ]  State Funded [ ]  Federally Funded**Paid to Contractor This Quarter**      **Total Paid to Contractor To Dat**e       |
| **Project Completion Date**      | **Work Location**      | **Reporting Period: Year**       [ ]  04/01 - 06/30 [ ]  10/01 - 12/31  [ ]  07/01 - 09/30 [ ]  01/01 - 03/31 |
| **CERTIFIED M/WBE Subcontractor/Vendor** | **Product Code\*** | **Work Status This Report** | **Total Subcontractor Contract Amount** | **Payments this Quarter** | **Previous Payments** | **Total Payment Made to Date** |
| **MBE** | **WBE** | **MBE** | **WBE** | **MBE** | **WBE** | **MBE** | **WBE** |
| **Name:**      **FED ID#**       |       | [ ]  **Active**[ ]  **Inactive**[ ]  **Complete** |       |       |       |       |       |       |       |       |
| **Name:**      **FED ID#**       |       | [ ]  **Active**[ ]  **Inactive**[ ]  **Complete** |       |       |       |       |       |       |       |       |
| **Name:**      **FED ID#**       |       | [ ]  **Active**[ ]  **Inactive**[ ]  **Complete** |       |       |       |       |       |       |       |       |
| **Name:**      **FED ID#**       |       | [ ]  **Active**[ ]  **Inactive**[ ]  **Complete** |       |       |       |       |       |       |       |       |
| **Total** |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

**\*See Page 2 of 2 for Instructions and Product Codes**

**Name**       **Title**       **Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**       **Phone Number**       **Email Address**

**DOS Form F - Page 2 of 2**

**Instructions:**

* Regularly check the Directory of NYS certified MWBEs to ensure that your MWBE subcontractors/vendors are still certified (The directory is located at <https://ny.newnycontracts.com/>).
* Enter the appropriate Product Key Code based on the list below.
* If you need to amend a previous utilization report, please enter the revised amounts in the “**Payments this Quarter**” column. Because the “**Previous Payments”** and “**Total Payment Made to Date”** columns only help to keep track of your utilization, you will not get additional credit for any changes made in these columns.
* For renewal *(e.g.: ONA)* and multi-year *(e.g.: CSBG)* contracts, the “**Total Payment Made to Date”** should only have data of the current fiscal or federal year.
* Enter the name, title, phone number and email address of the person completing the form. Sign and date the form in the designated boxes.
* Submit your report to your DOS Program/Project Analyst or the DOS MWBE Program at dos.sm.mwbe@dos.ny.gov.
* If you have any questions or need assistance with identifying certified MWBEs, contact your DOS Program/Project Analyst or the DOS MWBE Program at the above email address.

**PRODUCT KEY CODE**

A = Agriculture/ Landscaping (e.g., all forms of landscaping services)

B = Mining (e.g., geological investigations)

C = Construction

C15 = Building Construction – General Contractors

C16 = Heavy Construction (e.g., highway, pipe laying)

C17 = Special Trade Contractors (e.g., plumbing, heating, electrical, carpentry)

D = Manufacturing

E = Transportation, Communication and Sanitary Services (e.g., delivery services, warehousing, broadcasting and cable systems)

F/G = Wholesale/Retail Goods (e.g. hospital supplies and equipment, food stores, computer stores, office supplies

G52 = Construction Materials (e.g., lumber, paint, law supplies)

H = Financial, Insurance and Real Estate Services

I = Services

I73 = Business Services (e.g., copying, advertising, secretarial, janitorial, rental services of equipment, computer programming, security services)

I81 = Legal Services

I82 = Education Services (e.g., AIDS education, automobile safety, tutoring, public speaking)

I83 = Social Services (Counselors, vocational training, child care)

I87 = Engineering, architectural, accounting, research, management and related services