**Beginning FIVE (5) DAYS following the end of the first calendar quarter after a contract is awarded; quarterly compliance reports will be due for the preceding quarter's activity.**

**Instructions:** *List all M/WBEs used during the quarter, providing all requested information in appropriate columns. In the event that an M/WBE is used more than one time during the quarter, list the M/WBE only once for each expenditure category. Use the Expenditure Code below to indicate the category of expenditures for which the M/WBE was used.*

| | | | | |
|---|---|---|---|---|
| **Expenditure Code:** | **C – Commodities** | **SC – Services** | **CC – Construction Consultants** | **CN – Construction** |
| **Grants Expenditure Code:** | **GM – Materials/Equipment** | | **GC – Construction** | **GS – Services/Consultants** |

| | | |
|---|---|---|
| **Contract Number:** | **Reporting Period:**<br>☐ **Q1: April 1 – June 30** ☐ **Q3: Oct. 1 – Dec. 31**<br>☐ **Q2: July 1 – Sept. 30** ☐ **Q4: Jan. 1 – March 30** | **M/WBE Goal:**<br>**% MBE** **% WBE** |
| **Contractor:** | | |

| A | B | C |
|---|---|---|
| **Amount of Actual Expenditures in Reporting Period** | **MBE Subcontracting Expenditures in Reporting Period** | **WBE Subcontracting Expenditures in Reporting Period** |
| **$**<br>**(if none enter 0)** | **$**<br>**(if none enter 0)** | **$**<br>**(if none enter 0)** |

| M/WBE FEIN/SFS VENDOR ID | M/WBE Vendor Name | Certification | Work Status This Report | Expenditure Code | Product Code | Amount |
|---|---|---|---|---|---|---|
| FEIN:<br>SFS ID: | | ☐ MBE<br>☐ WBE<br>☐ Dual | ☐ Active<br>☐ Inactive<br>☐ Complete | | | $ |
| FEIN:<br>SFS ID: | | ☐ MBE<br>☐ WBE<br>☐ Dual | ☐ Active<br>☐ Inactive<br>☐ Complete | | | $ |
| FEIN:<br>SFS ID: | | ☐ MBE<br>☐ WBE<br>☐ Dual | ☐ Active<br>☐ Inactive<br>☐ Complete | | | $ |
| FEIN:<br>SFS ID: | | ☐ MBE<br>☐ WBE<br>☐ Dual | ☐ Active<br>☐ Inactive<br>☐ Complete | | | $ |
| | | | | | | **Total: $** |

| | | | |
|---|---|---|---|
| **Name and Title of Preparer (Print or Type):** | **Telephone No:** | **E-mail Address:** | |
| **Signature:** | **Date:** | **FOR AGENCY USE ONLY** | |
| | | **Reviewed By:** | **Date:** |
| **Quarterly Reports should be submitted to: mwbe@omh.ny.gov** | | | |

| | |
|---|---|
| **Column A:** | **Total Amount of Actual Expenditures in Report Period:** Enter the amount ($) expended in total for the Reporting Period. |
| **Column B:** | **MBE Subcontracting Expenditures:** Enter the total amount ($) of expenditures with certified Minority owned businesses made during the report period under the contract. |
| **Column C:** | **WBE Subcontracting Expenditures:** Enter the total amount ($) of expenditures with certified Women owned businesses made during the report period under the contract. |

**Expenditure:** An actual payment which is made by an agency, either through the Office of the State Comptroller or by the agency's finance office directly, including subcontractor/supplier payments made by a prime contractor and verified by the agency.

**Grants:** For the purposes of this report, grants are monies dispensed by a contracting governmental agency to a person or institution to accomplish a public purpose authorized by law. According to Article 15-A, grants are considered State contracts. For the purpose of compliance reporting, the recipient of the grant is considered to be the "contractor". These contracts are subject to M/WBE goals and reported in the same fashion as any other contractor.

**Not-for-Profit:** According to Article 15-A, Not-for-Profits entities are considered to be "contractors". These contracts are subject to M/WBE goals and reported in the same fashion as any other contractor.

Use the following codes in the Product Code column to indicate the category of work for which the M/WBE was utilized

**PRODUCT CODE KEY:**

| | |
|---|---|
| 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 (plumbing, heating, electrical, carpentry) |
| D | Manufacturing (production of goods |
| E | Transportation, Communication, Sanitary Services (e.g., delivery services, warehousing, broadcasting and cable systems) |
| F/G | Wholesale/Retail Goods (e.g. gravel, hospital supplies, food stores, computer stores, office supplies) |
| G52 | Construction Materials (e.g., lumber, paint, lawn supplies |
| H | Financial, Insurance and Real Estate Services |
| I | Services |
| I73 | Business Services (e.g., copying, advertising, secretarial, janitorial, rental services or equipment, computer programming, security services |
| I80 | Health Services |
| I81 | Legal Services |
| I82 | Educational Services (e.g., AIDS education, automobile safety, tutoring, public speaking |
| I83 | Social Services (e.g., counselors, vocational training, child care) |
| I87 | Engineering, architectural, accounting, research, management and related services |