

MBE/WBE Utilization Report

NPS Grants Program, Maine Department of Environmental Protection

Instructions: If grant funds were used for procurement since the last invoice, submit this MBE/WBE Utilization report with payment request. If the procurement did not involve MBE/WBE vendors, fill out project information and Item #1 and list \$0 on Item #2. If there was procurement using MBE/WBE vendor(s), complete Items #1, 2 and 3.

Project #: _____ Project Title: _____

Grantee: _____

1. Total Procurement Amount in the Reporting Period: _____

2. MBE/WBE Procurement Accomplished in the Reporting Period: _____

3. MBE/WBE Vendor Information:

a. Vendor Name: _____ Date _____ Amount: _____

Vendor Address: _____

Procurement Summary: _____

Procurement Code (below): _____ Check applicable box: WBE MBE

b. Vendor Name: _____ Date _____ Amount: _____

Vendor Address: _____

Procurement Summary: _____

Procurement Code (below): _____ Check applicable box: WBE MBE

Procurement Codes: 1 = construction; 2 = supplies; 3 = services; 4 = equipment
Procurement means acquisition of supplies, equipment, construction or services.
MBE means "minority business enterprise; **WBE** means "women's business enterprise"

Prepared By: _____ Date: _____