

Failure to submit this form will result in non-compliance

### M/WBE Quarterly Compliance Report

Is this a final report? Check One	
Yes	No

NYS OTDA Contract Number:

Contract Name:

The following information indicates the payment amounts made by the grantee/contractor 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.

Contractors Name and Address		Federal ID#	Goals/\$ Amt.		Paid to Contractor This Quarter:					
			MBE	%=						
			WBE	%=	Total Paid to Contractor To Date:					
Expenditure Code		Project Completion Date	Work Location		REPORTING PERIOD (BEGINNING 10 DAYS FOLLOWING THE END OF THE FIRST CALENDAR QUARTER):					
					1 <sup>st</sup> Quarter (4/1-6/30)		3 <sup>rd</sup> Quarter (10/1-12/31)			
					2 <sup>nd</sup> Quarter (7/1-9/30)		4 <sup>th</sup> Quarter (1/1-3/31)			
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#										
Name: FED ID#										
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Name: FED ID#										
Name: FED ID#										
Name: FED ID#										
Name: FED ID#										
Totals										

or send completed report to: [otda.sm.co.quarterly.compliance.reports@otda.ny.gov](mailto:otda.sm.co.quarterly.compliance.reports@otda.ny.gov) and cc your OTDA Program/Contract Manager.

Date \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

**\* EXPENDITURE CODE:**

**C** – Commodities, **SC** – Services/Consultants, **CC** – Construction Consultants, **CN** – Construction

**\*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

**\*WORK STATUS THIS REPORT:**

Active  
Inactive  
Complete