**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.

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| --- | --- | --- | --- | --- |
| 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: | | | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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”

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| Prepared By: |  |  | Date: |  |