

## 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: \_\_\_\_\_