

FORM B - DBE PROCUREMENTS MADE DURING QUARTER

Federal Quarter & Year: _____

1st (Oct-Dec); 2nd (Jan-Mar);
3rd (Apr-Jun); 4th (Jul-Sep)

Procurement Made By		Business Enterprise		Total Dollar Value of Procurement	Date of Procurement Award MM/DD/YY	Type of Product or Service (see key below)	Name/Address of DBE Contractor or Vendor
Loan Recipient	Prime Contractor	MBE	WBE				
				\$			
				\$			
				\$			
				\$			

Type of Product or Service: 1=Construction 2=Supplies 3=Services 4=Equipment

Loan Recipient:		SRF Project Number		Amount Paid this Quarter		Cumulative Amount Paid to Date	
DBE Reporting Contact for Loan Recipient:		Phone:	SRF Loan Amount:		MBEs:	\$	\$
State SRF Contact: Matthew Stearns		Phone: (303) 691-4064	e-mail: cdphe_grantsandloans@state.co.us		WBEs:	\$	\$
Print Name of Signature Authority of Loan Recipient:			Telephone Number:		Signature:		Date:
Print Name of Prime Contractor & Project Manager			Telephone Number:		Signature of Contractor Project Manager:		Date:

Form is due to Matt Stearns within 5 days after the end of each quarter throughout construction- 1/5, 4/5, 7/5, 10/5.

Instructions for completing and submitting Form B.

1. Federal Quarter/Year: Enter the corresponding quarter and federal fiscal year for each quarter submitted. Do not enter multiple quarters on one sheet.
2. Procurement Made By: Check whether the procurement was awarded by the recipient or the prime contractor
3. Business Enterprise: Check whether the business enterprise was Minority owned (MBE) or Women owned (WBE) business
4. Total Value of Procurement: Enter the total amount of the bid award
5. Date of Procurement Award: Enter the date the bid was **awarded**
6. Name/Address of DBE Contractor or Vendor: Enter the full name and address including city, state and zip of the awarded bidder. Use one sheet per prime contractor for all awards; do not use separate sheets for each business awarded.
7. Loan Recipient: Enter the full name of the recipient.
8. SRF Project Number: Enter the project number of the loan recipient as identified in the Intended Use Plan. This is a 6 digit number ending in the letter W (wastewater) or D (drinking water). If you do not know the project number, contact your project manager for assistance.
9. Loan Recipient DBE Contact: Enter the name of the person responsible for completing Form B.
10. Phone: Enter the phone number of the person responsible for completing Form B.
11. SRF Loan Amount: Enter the amount of the loan that was closed with the Colorado Water Resources and Power Development Authority Exhibit B of the loan agreement.
12. Amount Paid This Quarter: Enter the total amount disbursed to the awarded business for each quarter for each of the MBE and/or WBE you have paid out. Do not use a separate sheet for each business paid just use a total amount and do not enter a contract award amount.
13. Cumulative Amount Paid to Date: Add the previous quarter cumulative amount to the amount paid in the current quarter to calculate the cumulative amount paid to date.
14. Print Name of Signature Authority for Loan Recipient: This should be the same person who has authority to sign off on pay requests
15. Telephone Number: Phone number of 14.
16. Signature: Signature of 14. The form is incomplete if there are no signatures and will be returned to the loan recipient.
17. Date: Date the form was signed by 14.
18. Print Name of Prime Contractor & Project Manager: Company name and project manager name.
19. Telephone Number: Phone number of 18. .
20. Signature of Contractor Project Manager: Signature of 18. The form is incomplete if there are no signatures and will be returned to the loan recipient.
21. Date: Date the form was signed by 18.