



State of Oregon Department of Environmental Quality

# Annual New Procurements and Minority Business Enterprise and Women-owned Business Enterprise Report

Clean Water State Revolving Fund

Contact: [Regional Project Officer](#)

The Oregon Department of Environmental Quality's Clean Water State Revolving Fund may require a borrower using construction-related loan funds to report the total dollar amounts awarded through new procurements between the previous Oct. 1 and Sept. 30 (federal fiscal year) each year.

Borrowers must submit this completed reporting form when the combined total of funds awarded for supplies, equipment, construction or services is \$250,000 or more for that reporting period.

If applicable, this completed reporting form is due to CWSRF staff within 14 days after the reporting period has ended.

The total amount includes awards to contractors and vendors. The borrower must specifically list the amounts awarded to federal and state-certified minority-owned and women-owned business enterprises.

“Procurement” is defined as expenditures toward supplies, equipment, contracts, consultants, services, and the object class category "other" including sub-contracts. These are the costs in all the CWSRF Disbursement Request Budget Line items except Administrative costs. Procurement does not include travel, personnel, fringe or indirect costs.

If the project was completed during the applicable reporting period, please indicate this by checking Final Report on Question 2.

If no procurements were made during the reporting period, please check the box on Question 6.

## Reporting Details

### 1. Reporting Period (Please indicate the year of reporting):

October 1,		through	September 30,	
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### 2. Report Type (Please indicate if Annual or Final Report):

<input type="checkbox"/>	Annual (Project Ongoing)	<input type="checkbox"/>	Final Report (Project Completed)
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## Loan and Borrower Information

### 3. Borrower Reporting Contact:

Name:	Dept./Organization:	Title:
Telephone:	Email:	

**4. Loan Number (starting with R):**

**5. Project Name:**

**Reporting Year Procurements and Good Faith Efforts**

**6. Check this box if no procurements were made this reporting period.**

**7. Total Procurements & MBE/WBE Accomplishments**

Type	Construction	Non-Construction	Total
Total Procurement			
MBE/WBE Combined Procurement			

**8. If procurements were made, please confirm that your organization has followed the six Good Faith Efforts found in [40 CFR Part 33, Subpart C](#), [40 CFR 33.501](#), and [2 CFR 200.321](#).**

<input type="checkbox"/>	Yes, the organization has implemented and documented each of the six Good Faith Efforts on the procurements made during this reporting period.
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**9. If procurements were made, but no MBE/WBE procurements are being reported, check the applicable box(es) for the reason(s) why no MBE/WBE procurements were made.**

<input type="checkbox"/>	No MBE/WBE(s) applied	
<input type="checkbox"/>	No MBE/WBE(s) were qualified	
<input type="checkbox"/>	Other, please specify:	

**Signature**

Authorized Signature	Date
Typed Name	Title

**Non-discrimination statement**

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