

Instructions for Completing the Housing Company Annual Report for M/WBE Utilization

The Housing Company Annual Report is to be completed by an authorized representative of the Housing Company/Mitchell-Lama and will document the M/WBE contracts awarded for the reporting year. Please note that all contracts for labor, services, supplies/equipment and/or material should be included except those funded by grant funds. Also, expenditures for construction, demolition, major repairs, renovation, acquisition or improvements to real property should be included except those funded by grant funds.

- Housing Company Name:** Provide name of the reporting Housing Company
- DHCR Housing Co. :** Indicate DHCR Housing Company Number
- Reporting Year:** Indicate reporting year
- Authorized Signature:** Signature of the official responsible for the report
- Date:** Indicate date the report was signed
- Name and Address of Firms Utilized:** Provide the name and address of all firms utilized
- Federal ID#:** Provide the Federal ID# for listed firm(s)
- Scope of Work:** Indicate the type of work performed (e.g. supplier, consultant, etc.)
- Dollar Value of Contract(s) Awarded:** Indicate the dollar amount of each contract awarded for the reporting year
- Dollar Value of MBE Contract(s) Awarded:** Indicate the total dollar amount of all MBE contracts awarded for reporting year (If firm is not MBE, leave blank)
- Dollar Value of WBE Contract(s) Awarded:** Indicate the total dollar amount of all WBE contracts awarded for reporting year (If firm is not WBE, leave blank)
- Utilization Calculations:** HCR use only. Leave blank.

Submit to: NYS Homes and Community Renewal
Office of Economic Opportunity & Partnership Development
Hampton Plaza
38-40 State Street, 2nd Floor
Albany, NY 12207
Attn: Terry Owens
Email: Terry.Owens@nyshcr.org