

**STATE WATER RESOURCES CONTROL BOARD
DIVISION OF FINANCIAL ASSISTANCE
MINORITY BUSINESS/WOMEN BUSINESS ENTERPRISE (MBE/WBE) UTILIZATION
FEDERAL CLEAN WATER GRANT OR STATE REVOLVING FUND LOAN
INSTRUCTIONS FOR COMPLETING THE UR 334**

- Box 1** Check this box only if *all* procurements (purchases) under this financing agreement or grant have been completed either during the reporting quarter or a prior quarter. If you check this box, we will no longer send you quarterly surveys.
- Box 2** State Revolving Fund Project Number.
- Box 3** Mark the appropriate quarter. If you are sending data for more than one quarter, copy the form and prepare multiple reports. (Note: reporting the information in the proper quarter is not as important as collecting and reporting all MBE/WBE purchases.)
- Box 4** Enter the total amount of payments paid to the contractor including previous quarters.
- Box 5** Enter the dates between which you plan to make procurements under the agreement or grant.
- Box 6** Enter the total dollar amount of payments paid to prime contractor for this reporting quarter. This total includes MBE, WBE, sub-contractor payments shown in box no. 9.
- Box 7** Enter the recipient or grantee name and address.
- Box 8** Enter the recipient or grantee contact person's name and phone number.
- Box 9** Enter details for the MBE or WBE purchases *only* and be sure to limit them to the same period used for Box 6. 1) Use either an "R" or a "C" to represent "Recipient" or "Contractor." 2) Enter a dollar total for either MBE or WBE and total the two columns at the bottom of the section. 3) Provide an award date. 4) Enter a product type choice from those at the bottom of the page. 5) List the vendor name and address in the right-hand column.
- Box 10** This box is for explanatory information or questions.
- Box 11** Provide an authorized representative signature
- Box 12** Enter the date of completion.