



COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM MONTHLY UTILIZATION REPORT

FINAL

This report is required by Miami Dade County (MDC). Failure to comply may result in MDC commencing proceedings to impose sanctions on the successful bidder, in addition to pursuing any other available legal remedy. Sanctions may include the suspension of any payment or part thereof, termination or cancellation of the contract, and the denial to participate in any further contracts awarded by MDC. Pursuant to Florida Statutes (F.S.) 834.06 whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of their official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. 755.082, F.S. 755.083 and F.S. 755.084.

REPORTING PERIOD		PROJECT NAME:				%	CSBE PROJECT MEASURES
FROM:		PROJECT NUMBER:		PROJECTED START DATE:			TRADE SET-ASIDE
TO:		PROJECT LOCATION:					GOALS
							SET-ASIDE
							SIC CODE

PRIME CONTRACTOR												
NAME:				PHONE:			CONTRACT AWARD DATE	CONTRACT AWARD AMOUNT	CHANGE ORDER AMOUNT	CONTRACT PERIOD	% COMPLETE TO DATE	COMPLETION DATE
ADDRESS:												
DATE OF REQUISITION	AMOUNT REQUISITIONED THIS PERIOD	AMOUNT REQUISITIONED TO DATE	DATE OF LAST PAYMENT BY MIAMI-DADE COUNTY	LAST PAYMENT AMOUNT BY MIAMI-DADE COUNTY	Was last MDC Payment within 14 days of Prime's Requisition?	TOTAL AMOUNT PAID BY MIAMI-DADE COUNTY	Did last MDC Payment Equal Requisition Amount?	If No, please explain				
					YES OR NO		YES OR NO					

COMMUNITY SMALL BUSINESS ENTERPRISE (CSBE) OPPORTUNITIES

* Dollars reported in this column may ONLY be for work performed by CSBE(s) under an executed subcontract between the prime contractor and the CSBE listed on a SBD approved Schedule of Intent Affidavit (DBD Form 400).

NAME OF CSBE	GOAL %	TIER 1, 2, 3, 4	CSBE MAKE-UP <input checked="" type="checkbox"/>	CONTRACT PERIOD		DESCRIPTION OF WORK	SIGNED CONTRACT AGREEMENT <input checked="" type="checkbox"/>	CONTRACT AMOUNT	AMOUNT REQUISITIONED THIS PERIOD	DATE OF REQUISITION (FROM SUB)	AMOUNT REQUISITIONED TO DATE	LAST PAYMENT	LAST PAYMENT DATE	Was last pmt. within 2 days of MDC payment to Prime? (Y/N)	* PAID TO DATE
				START DATE	END DATE										
TOTAL															

Executed by: _____
 Signature of Affiant _____
 Printed Name of Affiant _____
 Date _____ Phone _____

Sworn before me: _____
 This _____ Day of _____ 20 _____

Department of Small Business Development Community Small Business Enterprise (CSBE) Program Instructions for the Monthly Utilization Report (MUR)

FINAL: Indicate if MUR is the final submission (**Final MUR should be submitted upon the completion and final payment of project**)

Reporting Period: The period for which the MUR payment information is being submitted. The MUR is due on the 10th of every month, as a result the reporting period will be the prior month.

Project Name: The assigned project name as it is identified in the contract documents

Project Number: The assigned project number as it is identified in the contract documents

Project Location: The address or descriptive location of project work site

Projected Start Date: Notice to Proceed Date or date of work commencement

Project Manager and Phone: Project manager name and telephone number

CSBE Project Measures: Percentage of measure applicable to this project (enter value in appropriate row for measure type)

Prime Contractor: Name of Awardee, address and telephone phone Number

Contract Award Date: Date of contract award

Contract Award Amount: The dollar amount awarded in the contract documents

Change Order Amount: The total amount of all approved change orders thru the listed reporting period.

Contract Period: Total number of days of the contract as listed in contract documents and/or approved change order(s)

% Complete To Date: The proportion of work that has been completed for this project stated as a percentage

Formula: $[\text{Total Amount Requisitioned to Date} / (\text{Contract Award Amount} + \text{Changer Order Amount New Contract Amount})]$

Completion Date: The anticipated date the project will be completed

Amount Requisitioned this Period: The dollar amount billed/requisitioned to MDC for work performed during the listed reporting period

Date Requisitioned: The date the requisitioned amount was submitted to MDC

Total Amount Requisitioned to Date: The total dollar amount requisitioned from project inception through the reporting period

Last Payment by Miami Dade County (MDC): The last dollar amount paid to Prime by MDC for reporting period

Department of Small Business Development Community Small Business Enterprise (CSBE) Program Instructions for the Monthly Utilization Report (MUR)

Date of Last Payment by MDC: The date of the last payment by MDC for the reporting period

Was last MDC payment within 14 days of Prime's requisition: Check YES if payment by MDC was made within 14 days of prime's requisition; Check NO if payment by MDC was not made within 14 days of prime's **undisputed** requisition.

Did last MDC Payment Equal Requisition Amount: If requisition was paid in full check "YES"; if requisition amount was not paid in full check "NO" and explain reasons for payment difference in space provided

Total Amount Paid by MDC: The total amount paid to date by MDC as of the reporting period

Name of CSBE: The legal name of all subcontractor(s) meeting a goal listed on the Prime's Schedule of Intent (SOI) or Set-aside List of Subcontractor(s) approved by SBD.

Goal %: The goal percentage that is being fulfilled by the CSBE subcontractor. If the percentage is different from the percentage listed on the SBD approved SOI, a new SOI must be submitted to SBD for review and approval.

Tier (1, 2, 3, 4): The level of subcontractor participation (Tier 1 = subcontractor has a contract with the Prime; Tier 2 = subcontractor has a contract with the 1Tier Subcontractor; Tier 3 = Subcontractor has a contract with the Tier 2 subcontractor; Tier 4 =subcontractor has a contract with the Tier 3 subcontractor)

CSBE Make-up: Check if listed firm is meeting a CSBE make up.

Contract Period: The actual or anticipated beginning and ending date for all work performed by the listed subcontractor(s).

Description of Work: A brief description of the scope of work to be performed by CSBE subcontractor(s). If the scope of work or percentage is different from that listed on the SBD approved SOI, a new SOI must be submitted to SBD for review and approval.

Signed Contract Agreement: Check if Prime has an executed agreement with CSBE subcontractor listed.

Contract Amount: The dollar value of the executed agreement between the prime contractor and CSBE subcontractor. If the agreement amount is different from the value of the SBD approved SOI, a new SOI must be submitted to SBD for review and approval.

Amount Requisitioned this Period: Actual dollar amount requisitioned by the CSBE subcontractor during the listed reporting period

Date of Requisition (from Sub): The date of the requisition submitted by CSBE subcontractor for payment during the reporting period.

Amount Requisitioned to Date: The total dollar amount requisitioned/billed by the listed CSBE firm from project inception thru the listed reporting period.

Department of Small Business Development Community Small Business Enterprise (CSBE) Program Instructions for the Monthly Utilization Report (MUR)

Total dollar amount requisitioned as of reporting period by the CSBE subcontractor(s)

Last Payment: The last dollar amount paid to CSBE subcontractor(s) for the reporting period

Last Payment Date: The date of last payment of CSBE subcontractor(s) for the reporting period

Was last payment within 2 days of MDC payment to prime: "Y" for Yes if payment to subcontractor(s) was made within 2 days of MDC payment to prime; "N" for No if payment to subcontractor(s) was not made within 2 days of MDC payment to prime

Paid to Date: The total amount paid to the listed CSBE subcontractor(s) from project inception thru the listed reporting period

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Total: The total of each column where applicable

Executed by: The signature and printed name of the CEO, President, or an officer of the company, legally authorized to represent the prime

Date: Current Date

Phone: Phone number that signing officer may be reached

Sworn before me: Notary Information