



INSTRUCTIONS FOR SDB/MBE/WBE UTILIZATION SUMMARY

The St. Petersburg Housing Authority (SPHA) is required by Federal Law as a Public Housing Agency to promote economic opportunities for the clientele it serves. Toward that end SPHA recognizes and considers the efforts of its Proposers in enlisting the services of small disadvantaged, minority and women owned businesses. The Utilization Summary included herein must be completed and submitted by each Proposer. It is designed to monitor the Proposer's commitment to fulfilling SPHA's objectives in promoting economic opportunities for small disadvantaged, minority and women owned businesses. The following instructions are designed to assist in the preparation of the Utilization Summary.

1. Enter the dollar amount of the base bid submitted by Proposer.
2. Indicate what dollar amount of the base bid Proposer intends to utilize in partnering, joint venturing, or subcontracting with Small Disadvantaged, Minority and Women Owned Businesses as those terms are defined at the bottom of the Utilization Summary page.
3. Enter the complete name and address of the Small Disadvantaged, Minority, and Women Owned Businesses Proposer intends to utilize and indicate whether the business is an SDB, MBE, or WBE.
4. Specify the trade, telephone number, and Anticipated Dollar Amount to be paid to the firms named.
5. Contractor's representative signs and dates Utilization Summary.
6. Submit Utilization Summary with proposal.
7. After the contract is awarded, each invoice or draw request submitted by Contractor, complete the total dollars allocated to SDB, MBE, and WBE firms from the contract amount, the % of the base bid.
8. Contractor's representative signs and submits Utilization Summary with each invoice or draw request.

SMALL DISADVANTAGED BUSINESS (SDB)
 MINORITY BUSINESS ENTERPRISE (MBE)
 WOMEN'S BUSINESS ENTERPRISE (WBE)
 UTILIZATION SUMMARY

Description of work: _____
 Project # _____

Base Bid \$ _____

Total SDB, MBE, WBE Goal.\$ _____

Certified Contractor's or Subcontractor's Name & Address	SDB	MBE	WBE	Trade	Tele. #	Dollar Amount

Total Dollar Amount Achieved for SDB , MBE , WBE Goal \$ _____

SDB , MBE , WBE Percentage of Base Bid Achieved _____% (Percentage may be rounded to the nearest tenth %) _____%

Note: If the Utilization Summary Form does not indicate that the goal has been met, then the prime contractor must include with its payment/draw request to THE HOUSING AUTHORITY OF THE CITY OF ST. PETERSBURG all documentation of good faith efforts to comply with Paragraph 38 of the General Conditions of the Contract for Construction.

Certified True and Correct by _____

Contractor's Representative
Title
Date

- ? "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are: Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, Hasidic Jewish Americans.
- ? "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. Citizens and who also control and operate the business.
- ? "Small disadvantaged enterprise" as used in this provision, means small businesses that meet specific social, economic, ownership, and control eligibility criteria.

