



CITY OF MILWAUKEE | OFFICE OF SMALL BUSINESS DEVELOPMENT

FORM D –MONTHLY REPORT

This form should be used to report Prime Contractor to Small, Minority and Women Business Enterprises (SMWBE) and Labor Surplus Areas (LSA) Firm Contractor payment activity for the duration of the contract. Form D should be completed in its entirety and submitted no later than the 20th of every month to the DOA-Office of Small Business Development via email to osbd@milwaukee.gov. If this represents the final report, a Form E –Subcontractor Final Payment Certification should be attached for each subcontractor.

I. GENERAL INFORMATION (REQUIRED)

Month: _____ Final Payment: Yes _____ No _____

Prime Contractor _____ Certification? SBE _____ MBE _____ WBE _____ LSA _____

Address _____

City, State, Zip Code _____

Purchase Order/Contract # _____ Project Name/Number _____

Description of service performed and/or materials supplied: _____

Prime Contractor Total Award \$ _____ Prime Contractor Payment to Date \$ _____

State Date _____ Completion Date _____

Participation Goal	MBE	\$ _____	% _____	WBE	\$ _____	% _____
	SBE	\$ _____	% _____	LSA	\$ _____	% _____

II. SUBCONTRACTOR PAYMENT INFORMATION

List all MWSBE & LSA subcontractor firm(s) utilized in connection with the above contract/purchase order, either as service performed and/or supplier for the month.

Name of Firm	Service Performed/Materials Supplied	Certification Type	Amount Paid for the Month \$	Total Amount Paid to Date \$
Total Payments \$				

III. ACKNOWLEDGEMENT (REQUIRED)

I/we hereby certify that I/we have ready the above and approved this information to be precise and confirmed. I further understand that failure to return this form by the specified time may cause a delay in payments (if applicable).

Name of Authorized Representative _____ Signature _____

Title _____ Date _____

If you need to provide additional subcontractor information, please duplicate this page as needed.



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INSTRUCTIONS

I. GENERAL INFORMATION

- a) Please provide all contractual information as indicated in Section I.
- b) If the purchase order/ contract or project includes Small, Minority and Women Business Enterprises (SMWBE) and Labor Surplus Areas (LSA) firm participation, please indicate the percentage in the designated area.
- c) Please visit the following websites for lists of certified firms.
 - City of Milwaukee Small Business Enterprise (SBE) certification directory: <https://milwaukee.diversitycompliance.com/>
 - State of Wisconsin Women Business Enterprise (WBE) and Minority Business Enterprise (MBE) certification directory: <https://wisdp.wi.gov/Search.aspx>
 - Labor Surplus Area firms (LSA): https://www.doleta.gov/LSA/eta_default.cfm

II. SUBCONTRACTOR PAYMENT INFORMATION

- a) Monthly reports are due by the 20th of each month via email only to osbd@milwaukee.gov and the subject line should read “Form D - Monthly Report”
- b) The data should indicate payments for the previous month. If there are zero payments for a reporting period, a monthly report indicating such should still be submitted.
- c) Please, only report payments to SMWBE & LSA Firms. Non- SMWBE & LSA Firms will not be counted towards participation totals.
- d) Please duplicate the form if you need to add additional payment information.

III. ACKNOWLEDGEMENT

- a) Sign and date Form D indicating that all information is precise and confirmed. Unsigned forms will not be accepted.