Contractual MWBE/SDVOB Utilization Monthly Reporting

**Contractor and Subcontractor Guidance on Reporting Utilization**

As contractually required, MWBE and/or SDVOB payments must be reported on a monthly or quarterly basis, as indicated in the contract, directly to OCSD. This is called the *audit*, and the period for which you are reporting is the *audit period*.

Contractors and grantees can report the monthly/quarterly utilization by submitting:

1. The information directly on the New York State Contract System, and having each subcontractor confirm payment online; or,
2. By completing OCSD-6 and providing all required backup documentation, as indicated by your OCSD Compliance Manager.

Utilization reporting must be completed for each reporting period, regardless whether payments were made to eligible subcontractors or not.

*Per contract requirements, payment information is required by the 10th day after the end of the reporting period, either monthly or quarterly.*

**Option 1: Reporting and Confirming Payments Online**

**Q1: How do I create an account on the NYSCS?**

To create an account:

1. Go to the NYSCS ([ny.newnycontracts.com](http://ny.newnycontracts.com))
2. Under **MWBE Certification**, select "Certify or Recertify with New York"
3. Under **Option 1: New Certification**, select "Create Account"
4. Complete **Sections 1 to 4** and click **Next**
5. Review your information, check "I would like to create an account in the system" and click **Next**
6. You have now created an account in the NYSCS.

If you have an account on the NYSCS and forgot your log in information, visit the NYSCS Password Reminder/Reset link: [https://ny.newnycontracts.com/FrontEnd/ForgetPassword.asp?TN=ny&XID=3598](https://ny.newnycontracts.com/FrontEnd/ForgetPassword.asp?TN=ny&XID=3598)

**Note**: Please make sure that your subcontractors have also created an account in the NYSCS, if they are not certified MWBEs and/or SDVOBs.

**Q2: How do I report utilization on the NYSCS?**

You may report payments when a Contract Audit opens within the contract record.

1. Under "Compliance Audit List" tab click on “View Audit”

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1 Manual submission of utilization compliance reports should only be completed after discussion and approval by your OCSD Compliance Manager.
2. Select “Report Subcontractor Payment” under **Audit Actions**

3. For each subcontractor select the “Submit Response” action under the **Subcontractor Payments for [Audit Period]** section

4. Submit all required payment information for the audit period being reported on, including the payment amount, payment date, and prompt payment per subcontractor paid.

5. **Attach proof of payment under “Supporting Documents”**

6. Once completed, click “Review.”
7. A summary page will appear. If all of the information is correct, click “Save”.

8. A notification will now be sent to the subcontractor to confirm they payment information.

Follow these steps to report payments on each subcontractor. If payments were not made to a subcontractor within the reporting period, follow the steps and include “$0” under “Amount Paid”. Any subcontractors with MWBE and/or SDVOB utilization in lower tiers must follow the same steps identified above.

Q3: After I have reported MWBE and/or SDVOB payments, how does each subcontractor confirm the payment?

The monthly/quarterly audit process is complete only after each subcontractor confirms the payment information included on the NYSCS.

**Subcontractor Payment Verification.** Each subcontractor must follow these steps to verify payment information provided by the prime contractor/grantee:

1. After logging in, under **Dashboard** on your Home screen, click on **Contract Audits**. Every contract audit/payment pending subcontractor verification will be listed there. Click on the number listed.
2. Select on “Incomplete” to open an audit

3. Select “Confirm payment received” to open and review the information provided.

4. Subcontractors must respond to each question and provide all of the information requested.
5. When all of the questions are answered, check “I am submitting this form with information that I understand to be correct and accurate.” And click “Save.”

Subcontractors must follow these steps for each audit verification found on the NYSCS.

Q4: What happens after I have reported MWBE and/or SDVOB payments for an audit period?

First, confirm that any subcontractors with lower tier NYS-certified subcontractors follow these steps as well.

Once all payments are reported for an audit period, your OCSD Compliance Manager will review the information provided and request additional information should they deem it necessary.

Option 2: Reporting Payments via Paper Forms

Form OCSD-6 should only be utilized if a request has been submitted to your OCSD Compliance Manager. In addition to completing the required form, proof of payment must also be provided. Proof of payment includes, but is not limited to, cancelled checks and lien waivers.