





**INSTRUCTIONS - AAP 19LL NYS**

**Contract No:** Enter the Sponsor's contract number.  
**PIN:** Enter the Project Identification Number.  
**Project Sponsor:** Enter the name of the Sponsor who released the contract (e.g., Albany County).  
**County(ies):** Enter the name(s) of the county(ies) where the contract is located (e.g., Albany County).  
**Initial:** Place a check mark if this is the initial schedule for contract award.  
**Amendment:** Place a check mark if this is a schedule amending utilization after contract award.  
**Contractor Name:** Enter the business name for the prime contracting firm.  
**Contractor Fed ID No:** Enter the Federal Identification number associated with the prime contracting firm.  
**Contract Bid Amount:** Enter the contract's low bid amount in US dollars.  
**Contract MBE or WBE Goal %:** Enter the MBE or WBE goal that is assigned to this contract, expressed as a percentage.  
**Contract MBE or WBE Goal \$:** The MBE or WBE goal will be expressed in US dollars; *Excel will calculate and fill automatically.*

**UTILIZATION INFORMATION SECTION**

**MBE or WBE Name:** Enter the business name for the MBE or WBE firm.  
**Fed ID No:** Enter the Federal Identification number associated with the MBE or WBE firm.  
**Work Category:** This field has a drop down menu; select one category from the list.  
**WBE Utilization:** Enter the total amount of the work assigned to the MBE or WBE in US dollars.  
**Total Commitments:** The MBE or WBE total utilization will be expressed in US dollars; *Excel will calculate and fill automatically.*  
**Contract MBE or WBE Goal:** The MBE or WBE goal will be expressed in US dollars; *Excel will copy from above section and fill automatically.*  
**Difference:** The difference between utilization and the goal expressed in US dollars; *Excel will calculate and fill automatically.*