



**Minority Business Development**

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<http://www.richmondgov.com/MBD>

**PLEASE ATTACH INVOICES FROM YOUR SUBCONTRACTORS**

**MONTHLY COMPLIANCE REPORT (MBE-3)**

Contractor/Subcontractor	Sheet of	Month/ Year	Date Submitted to the City of Richmond
Project Name		Contract No.	

Vendor Name Address Phone No./Fed ID No. or SSN	MBE		ESB		NON MBE/ESB		Subcontract Complete		Scope of Work
	Paid This Month	Paid-to-Date	Paid This Month	Paid-to-Date	Paid This Month	Paid-to-Date	Yes	No	
	Date Paid	Subcontract amt.	Date Paid	Subcontract amt.	Date Paid	Subcontract amt.			
ABC Co., Inc. 110 Main Street, Anywhere, USA (XXX) 555-5555 54-XXXXXX	\$2,000	\$8,000					<input type="checkbox"/>	<input type="checkbox"/>	
	3/01/2008	\$30,000					<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	
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							<input type="checkbox"/>	<input type="checkbox"/>	

**MBE-ESB-3 Monthly Compliance Report Form – Revised Date 1/21/2021**

All firms listed in this directory have registered with the City of Richmond as a minority owned business (MBE) or certified as an Emerging Small Business (ESB). It should be noted, that there are MBE businesses listed in this directory that are not certified. Therefore, any prime contractor/vendor desiring to use a registered MBE firm that is not certified, must be aware, that the registered MBE firm has 180 days to get certified or before the completion of the contract, whichever is less, or the prime contractor/vendor risks not receiving credit toward the minority participation goal for the said project.

## Minority Business Enterprise/Emerging Small Business

### Monthly Compliance Monitoring Report

#### Instructions/Definitions

- 1. Vendor Name, Address, Phone No., Federal ID No.** - provide vendor name, address, phone number and include Federal ID number in column.
- 2. MBE Paid This Month/Date Paid-** provide amount paid to MBE subcontractor/supplier during current pay application. (Definition of Minority Business Enterprise (MBE) - a business that is at least 51% owned and controlled by minority group members. In case of a publicly owned business, at least 51% of the stock is minority owned and minority group members control the business. Minority group members are citizens of the United States who are African American, Hispanic American, Asian American, or American Indian.  
**MBE Paid to Date** – provide total amount paid to MBE subcontractor/supplier up to this pay application  
**Dollar Value of Subcontract** – provide total subcontract dollar amount of original contract agreement. In summary, only work performed by MBE/ESBs counts toward the minority participation goal. Refer to City of Richmond Office of Minority Business Development Policy and Procedures Section 6-1.0 through 6-5.10.
- 3. ESB Paid This Month** – provide amount paid to ESB subcontractor/supplier during current pay application. (Definition of Emerging Small Business (ESB) – a business that (1) has been certified by the Office of Minority Business Enterprise for a period of seven years or less, (2) In summary, only work performed by MBE/ESBs counts toward the minority participation goal. Refer to City of Richmond Office of Minority Business Development Policy and Procedures Section 6-1.0 through 6-5.10.
- has annual gross receipts for each of its three fiscal years preceding application for certification of \$500,000 or less if engaged in the construction of business or of \$250,000 or less if engaged in a non-construction business, (3) has fewer than ten employees, (4) is not a subsidiary of another business and does not belong to a group of businesses owned and controlled by the same individuals, (5) has its principal place of business within the City of Richmond Enterprise Zone, (6) possesses a City Business license, and (7) pays personal property, real estate, and business taxes to the City of Richmond.  
**ESB Paid to Date** – provide total amount paid to ESB subcontractor/supplier up to this pay application.  
**Dollar Value of Subcontract** – provide total subcontract dollar amount of original contract agreement.
- 4. NON-MBE/ESB Paid This Month / Date Paid** – provide amount paid to subcontractor/supplier during current pay application.
- 5. Subcontract Completed** – did the subcontract work or supplier satisfy the conditions of the contract agreement?
- 6. Scope of Work** – describe work or service performed.
- 7. Invoices** – include all invoices for all payments.
- 8. MBE-3 Report & Invoices** – all MBE-3 forms and invoices can be mailed or emailed to [MBD.Compliance@RichmondGov.com](mailto:MBD.Compliance@RichmondGov.com)