New York State Division of Criminal Justice Services

LOCAL ASSISTANCE MWBE SUBCONTRACTOR/SUPPLIER UTILIZATION PROPOSAL FORM

IMPORTANT: A LOCAL ASSISTANCE MWBE SUBCONTRACTOR/SUPPLIER UTILIZATION PROPOSAL FORM (DCJS -3301) MUST BE SUBMITTED WITH BID OR PROPOSAL. IN ADDITION TO THE INITIAL SUBMITTAL OF THIS FORM, IT MUST BE SUBMITTED FOR EACH SUBSEQUENT CONTRACT/RENEWAL PERIOD AND WITH ANY REQUESTS FOR BUDGET MODIFICATION, PROVIDING DETAIL OF NEW OR REASSESSED GOALS.

Grantee (Contractor) Information:

1. Name: Legal Assistance of Western New York, Inc.°	**Address:** 361 South Main Street; Geneva NY 14456	
Contact Person/Title: Katherine Howard, CFO		**Telephone Number:** 585-295-5604
2. Contract Number: LG13139803	**Project Number:** LG13-1089-D00	**3. DUNS Number:** 799001326
4. Project/RFP Title: LawNY Rochester Re-Entry Project	**5. Project Location (Municipality/County/Region):** Rochester/Monroe County	
6. Contract Amount: $35,333	**7.Grantee Discretionary NPS Amount:** $0	**8. Contract Award Period:** 1/1/14 – 12/31/14

9. Description of Goods/Services/Supplies Provided: Funds will provide legal assistance to individuals who are re-entering society following incarceration or a stay in a drug treatment program.

10. MWBE Subcontractor/Supplier Name and Address	11. NYS MWBE Certified Number	12. Description of Services & Supplies	13. MBE Goal Amount	14. WBE Goal Amount	15. Date of Subcontract	19. MWBE Status and Certification	VERIFIED BY DCJS
						☐ MBE ☐ WBE ☐ NYS Certified ☐ Certification Pending	☐
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						☐ MBE ☐ WBE ☐ NYS Certified ☐ Certification Pending	☐
16. Discretionary NPS Amount:		17. Total MWBE Goals:	$0	$0			
		18. Total MWBE Percentages:	0%	0%			

NOTE: If NYS MWBE Certification is pending, a copy of the notice of application receipt issued by the NYS Empire State Development Corporation must accompany this form.

20. Contractor Certification : Katherine Howard ☐ My firm proposes to use the MWBEs listed above.

21. ☒ **I certify that to the best of my knowledge, the information provided herein is complete and accurate.** **Date:** 11/6/13

FOR DCJS USE ONLY

MWBE Firms: ☐ NYS Certified ☐ Certification Pending ☐ Unknown

Reviewer Comments:

OPDF Contract Manager: Jana A Gardiner **Review Date:** 11/6/13