



Guidelines for Completing 2nd Tier Reporting Program

KCP&L requires its Prime (1st Tier) Suppliers to provide quarterly reports of their spend with diverse suppliers. The information provided is used to file various regulatory reports required by federal, state, and local advocacy organizations.

KCP&L utilizes the following method for capturing and reporting Prime (1st Tier) Supplier spend.

Direct Expenditures

The **Direct** method is used when a Prime (1st Tier) Supplier can directly relate payments made for subcontracting a portion of a KCP&L contract/Purchase Order to a small diverse subcontractor. For example – the Prime Supplier provides general construction services to KCP&L and the Prime Supplier subcontracts earthmoving and painting to small diverse businesses. In this instance, 100% of the painting and earthmoving expenditures/payment to the small diverse business should be reported to KCP&L.

For your direct expenditures, please list the names of the small diverse businesses, addresses, ethnicity and dollar amounts. Do not combine WBE, MBE, small business, Veteran owned, etc. expenditures. The report is due by the **5th workday** beginning each quarter (Jan, Apr, Jul, Oct).

Please return the requested information by the required reporting period to:

By mail: Kansas City Power & Light.
Attn. Valerie Coyazo
17th floor, 1200 Main
Kansas City, MO 64106-2124

By fax: 816-556-2644

By Email: valerie.coyazo@kcpl.com

Questions concerning the completion of the Direct Expenditure report should be directed to Valerie Coyazo at 816-556-2843 or by email at: Valerie.coyazo@kcpl.com

KCP&L Supplier Diversity

DEFINITION CODES - DIRECT Expenditure Worksheet

- (1) **WORK DESCRIPTION** - a brief statement of the goods/services provided by the small business enterprise.
- (2) **KCPL Department #** - The department you are working with at KCP&L.
- (3) **Subcontracting/Supplier Name** - The name/telephone # of a contact within the small business enterprise whom can verify expenditures made by Supplier.
- (4) **Sub Contact Name & Phone #** - Name of subcontractor and their phone #
- (4) **Ethnic Code/DIVERSE BUSINESS TYPE**

WBE (Women-owned business enterprise) means (1) a business enterprise (a) that is at least 51% owned by a woman or women or (b) if a publicly owned business, at least 51% of the stock of which is owned by one or more women, and (2) whose management and daily business operations are controlled by one or more of those individuals.

MBE (Minority-owned business enterprise) means (1) a business enterprise (a) that is at least 51% owned by a minority individual or group(s) or (b) if a publicly owned business, at least 51% of the stock of which is owned by one or more minority groups, and (2) whose management and daily business operations are controlled by one or more of those individuals. The contracting company shall presume that minority includes, African Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, and Asian Indian Americans.

AA	African American	Persons having origin in any Black racial groups of Africa
AI	Asian Indian	Persons having origin in India, Pakistan and Bangladesh
ANC	Alaska Native	ANC: "Alaska Native Corporation (ANC)" means any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act, and which is considered a minority and economically disadvantaged concern.
AP	Asian-Pacific	Persons having origin in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, or Taiwan
HI	Hispanic American	Persons of Mexican, Puerto Rican, Cuban, South or Central American, Caribbean, and other Spanish culture or origin
NA	Native American	Persons having origin in any of the original peoples of North America or the Hawaiian Islands, in particular, American Indians, Eskimos, Aleuts, and Native Hawaiians

- (5) **Small Business** - A for profit enterprise presently located in the United States or its trust territories, and is at least 51% owned, controlled, operated and managed by a socially and economically disadvantaged individual or individuals, who must have a net worth of less than \$750,000, excluding the equity of the business and primary residence and must meet applicable size standards for small businesses in their industry.

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Hub Zone - A small business, located in a HUBZone (Historically Underutilized Business Zone), owned and controlled by one or more U.S. citizens, and at least 35% percent of its employees reside in a HUBZone.

Veteran Owned - a for profit business presently located in the United States or its trust territories, and is at least 51 percent owned, controlled, operated and managed by one or more veterans of U.S. citizenship.

Electronic version for your convenience:

