

**CDBG CONTRACTOR, SUBCONTRACTOR, VENDOR REPORT**

**AGENCY NAME:** \_\_\_\_\_

**IRS FEIN #:** \_\_\_\_\_

Please submit this report quarterly or annually by October 15 for the period covering October 1 to September 30.

Indicate X if No Contract Activity During Report Period

**Report Period:** From: \_\_\_\_\_ 20 \_\_\_\_\_ To: \_\_\_\_\_ 20 \_\_\_\_\_  
MONTH, DATE YEAR MONTH, DATE YEAR

Report the following whenever CDBG funds are used to purchase goods or services or pay a contractor or subcontractor:

- a. From a **Minority-owned vendor or business (Minority Business Enterprise: MBE);**
- b. From a **Female-owned vendor or business (Women Business Enterprise: WBE);** OR
- c. Valued at **more than \$10,000 from ANY vendor or business.**

Firm Name	Address	City	State	Zip	Type of Trade Code	Racial/Ethnic Code	Woman owned Business	Section 3 Contractor	Contractor IRS FEIN #	Contract Amount
					(See below)	(See below)	(Y/N)	(Y/N)		
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										

Type of Trade Code:  
 1 = New Construction, Rehab or Repair  
 2 = Education/Training  
 3 = Other (supply, professional services, etc.)

Racial/Ethnic Code of Business Ownership:  
 1 = White Americans  
 2 = Black Americans  
 3 = Native Americans  
 4 = Hispanic Americans  
 5 = Asian/Pacific Americans  
 6 = Hasidic Jews

Woman-owned business  
 Y- Yes  
 N- No

Section 3 Business  
*(Certified by DCR)*  
 Y- Yes  
 N- No

Consult the City's M/WBE, Disadvantaged or Section 3 Business Directories here:  
<http://www.cityofmadison.com/dcr/aaTBDDir.cfm>

For **Racial/Ethnic Code**, enter the numeric code which indicates the racial/ethnic or gender character of the owner(s) and controller(s) of 51% of the business. When 51% or more is not owned and controlled by any single racial/ethnic category, enter the code which seems most appropriate. *(Instructions from HUD Form 2516.)*

For **Type of Trade**, enter the numeric codes which best indicates the contractor's/subcontractor's service. The "other" category includes supply, professional services (e.g., accounting, cleaning) and all other activities except rehab/construction and education/training activities.