



CONTRACT AND SUBCONTRACT ACTIVITY REPORT

| 1. Grantee | | | | 2. Location (Street, City, State, Zip Code) | | | | | 3. Federal Award Identification Number | | | | |
|--------------------------|---------------------------------------|---------------------------|-----------------------------|---|--|---------------------------------|---|------------------------|--|--------------------|--------------------|-------|----------|
| 4. CDBG Project # | | 5. Name of Contact Person | | | 6. Phone Number (with area code) & Email | | | 7. Date Grant Awarded: | | | 8. Date Submitted: | | |
| 9. Grant Activity Number | 10. Amount of Contract/or Subcontract | 11. Date of Contract | 12. Ethnicity (Use # below) | 13. Hispanic (Yes/No) | 14. Female-Owned Business (yes/no) | 15. Section 3 Business (yes/no) | 16. Prime Contractor Employer ID number | 17. Employer ID number | 18. Contractor or Subcontractor Name and Address | | | | |
| | | | | | | | | | Name | Street or P.O. Box | City | State | Zip Code |
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HUD/CDBG Designated Racial Codes

1. White Americans
2. Black or African Americans
3. Native Americans
4. Hispanic Americans
5. Asian/Pacific Americans
6. Hasidic Jews

Grantee and/or subgrantee did NOT award any project contracts during this Federal fiscal year.

INSTRUCTIONS FOR COMPLETING CONTRACT AND SUBCONTRACT ACTIVITY REPORT (CSAR)

Instructions by Column and Box:

1. Grantee – enter the name of the unit of government submitting this report.
2. City Location – enter street, city, state, and zip code of grantee.
3. Enter "Federal Award Identification Number" from Box 9 on Grantee's Funding Approval.
4. Enter DED project number for this CDBG grant from Box 2 on Grantee's Funding Approval.
5. Contact person – enter name of the person responsible for completing and submitting CSAR report for the grantee to DED.
6. Enter phone number of contact person & their email address.
7. Enter the date grant awarded.
8. Enter date the CSAR report is submitted to CDBG.
9. Grant Activity Number – enter applicable activity number from Funding Approval.
10. Amount of contract/subcontract – enter the exact dollar amount. **Be sure to report only CDBG funds in this column.**
11. **Enter the date of contract award by grantee or date of execution of the contract by the grantee.**
12. HUD Ethnicity # Designation – enter the single number, from the CSAR form, (1 thru 6) that indicates the racial/ethnic character of the owner of 51% or more of the business. When 51% or more is not owned and controlled by any single racial/ethnic category, enter the number that seems most appropriate. The ethnic designations must be used for subcontractors and prime contractors.
13. Hispanic – enter yes or no indicating whether or not the owner/controllers are of Hispanic origin. Yes would indicate a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
14. Female-Owned Business – enter yes or no indicating whether or not the business is female-owned. A female-owned business is one that is 51% or more owned or controlled by a female(s).
15. Section 3 Business – enter yes or no indicating whether or not the contract is with a Section 3 business.
16. Contractor Employer Identification (ID) Number – enter the Employer (IRS) number of the prime contractor as the unique identifier for the prime recipient of CDBG funds. **Note that the IRS number must be provided for each contract and subcontract awarded.**
17. Subcontractor Identification (ID) Number – enter the Employer IRS number of each subcontractor awarded a subcontract paid with CDBG funds. When a subcontractor's IRS number is provided in column 16, the respective prime contractor's IRS number must also be provided in column 15.
18. Contractor/Subcontractor Name and Address – enter this information for all firms receiving CDBG funded contracts or subcontracts. (The street address information needs to be listed only once per firm on the Contract & Subcontract Activity Report (CSAR).