



CONTRACT AND SUBCONTRACT ACTIVITY – ANNUAL REPORT DUE FIRST BUSINESS DAY IN OCTOBER

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. Reporting Period: Oct. 1, 20__(Yr) – Sept. 30, 20__(Yr)			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. Subcontractor Employer ID number	18. Contractor or Subcontractor Name and Address					
									Name	Street or P.O. Box	City	State	Zip Code	

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 Federal fiscal year reporting period (12- month period beginning October 1, 20__ - September 30, 20__).
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. A Section 3 business is one that is either 51% owned by a Section 3 resident(s) of the grantee's jurisdiction or county, or 30% of all full-time employees are Section 3 residents, or any project contractor that awards 25% of all its subcontracts to a Section 3 business(es).
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).