

**EXHIBIT 5-J** (Exhibit 5-J is the same as Exhibit 9-K and Exhibit 13-E.)

Montana Department of Commerce / CDBG Program <b>CONTRACT REPORTING FORM – CONTRACT AND SUBCONTRACT ACTIVITY</b> For contract and subcontract activities of \$10,000 or more										
Grantee Name						<u>Date Submitted:</u>				
Contact Person			Phone							
(A) Contractor's Montana Registration Number	(B) Amount of Contract	(C) Type of Trade (See codes below)	(D) Business Ethnicity, Racial Category and Gender (See codes below)	(E) Contractor ID Number	(F) Sub- contractor ID Number	(G) Contractor/Subcontractor -- Name and Address				
						<u>Name</u>	<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
		<u>Trade Codes</u> 1 Construction 2 Education / Training 3 Other	<b><u>ETHNICITY CODES:</u></b> HL: <u>Hispanic or Latino</u> . NHL: ( <u>Not Hispanic or Latino</u> ). <b><u>RACIAL CODES:</u></b> 1. <u>White</u> . 2. <u>Black or African American</u> . 3. <u>Asian</u> . 4. <u>American Indian or Alaskan Native</u> . 5. <u>Native Hawaiian or Other Pacific Islander</u> . 6. <u>American Indian or Alaskan Native and White</u> . 7. <u>Asian and White</u> . 8. <u>Black or African American and White</u> . 9. <u>American Indian or Alaskan Native and Black or African American</u> . 10. <u>Other Multi-racial</u> . <b><u>GENDER CODES:</u></b> WBE ( <u>Woman-owned</u> ).							

## EXHIBIT 5-J CONTRACT REPORTING FORM

(Exhibit 5-J is the same as Exhibit 9-K and Exhibit 13-E.)

### -- INSTRUCTIONS --

This report is to be used by grantees to report contract and subcontract activities of \$10,000 or more under the Community Development Block Grant (*Entitlement and Small Cities*). Grantees should also include contracts entered into by recipients of CDBG rehabilitation assistance. Contracts and subcontracts of less than \$10,000 may be reported at the option of the grantee, if the grantee believes that in the aggregate such contracts represent a significant portion of its contracting activity.

Business ethnicity, racial and gender codes (all of which are listed at the bottom of the form on page 1 of the form) are to be used to designate the ethnic, racial and gender character of the business entity receiving a contract or subcontract. To be classified in a particular racial, ethnic or gender category, a business entity must be 51% or more owned and controlled by the racial/ethnic/gender group members of the category. When a business is not 51% or more owned and controlled by a single racial/ethnic/gender group, enter the code for the group that seems most appropriate.

The contractors (*firms or organizations that contract directly with the local government receiving CDBG funds*) and subcontractors (*firms or organizations that contract with contractors*) names and addresses need only be included once on any quarterly report. The contractor's ID Number is to be shown on all prime contracts and on all of that contractor's subcontracts. For subcontracts, the subcontractor's ID number is also to be shown. When entering a subcontract show only the amount of the subcontract and the "type of trade" and business racial/ethnic/gender codes of the subcontractor. The form is to be completed as follows:

1. **Grantee Name.** Enter the name of the unit of government submitting report of contract/subcontract activity.
2. **Contact Person.** Enter name and phone number of person responsible for maintaining and submitting contract data at respective unit of government.
3. **Date Report Submitted.** Enter date the report is submitted to DOC.
4. **Contractor's Montana Registration Number [Column A].** Enter the contractor's license number.
5. **Amount of Contract [Column B].** Enter the dollar amount of the contract or subcontract. Round the figures to the nearest thousand dollars. If subcontractor ID Number is provided, the dollar figure would be for the subcontract only - not the prime contract.
6. **Type of Trade [Column C].** Enter the numeric code (*1 thru 3*) which best indicates the contractor's/subcontractor's service. If Subcontractor ID Number is provided, the type of trade code would be for the subcontractor only - not the prime contractor. The other category includes supply, professional services and all other activities except construction and education/training activities.

7. **Business Racial/Ethnicity/Gender Code [Column D].** Enter all the appropriate racial, ethnicity and gender codes (listed at the bottom of the form on page 1) that indicate the racial, ethnic and gender background of the contractor/subcontractor. If the Subcontractor ID Number is provided, the code would apply to the Subcontractor - not the Prime Contractor.
8. **Prime Contractor ID Number [Column E].** Enter the Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of CDBG funds. Note that the Employer's Number must be provided for each contract or subcontract awarded.
9. **Subcontractor ID Number [Column F].** Enter the Employer (IRS) Number of the Subcontractor as the unique identifier for each subcontract awarded from CDBG funds. (When the Subcontractor ID Number is provided, the respective Prime Contractor ID Number must also be provided.)
10. **Contractor/Subcontractor Name and Address [Column G].** Enter the name and address information for each firm receiving contract / subcontract activity. This information needs to be provided only one time on each report for each firm.