MBE/WBE – Attachment B

Reporting Period July 1, 2015 to June 30, 2016

General Instructions

The Department of Housing and Community Development (HCD) must report all contracts, subcontracts, and Memorandum of Understanding (MOUs) that were executed by CDBG Recipient, subrecipients, administrative subcontractors, contractors, subcontractors, etc. during the reporting period.

Regardless of the dollar amount, CDBG Recipient must submit “Attachment B – (for CDBG Recipients Only)” to report all contracts/subcontracts they have executed during the reporting period.

CDBG Recipient is responsible to provide the “Attachment B – Stand-Alone (for Contractors or Subcontractors)” to all Contractors and Subcontractors to report all contracts and subcontracts executed by the contractors and subcontractors during the reporting period.

Attachment B – (for CDBG Recipients Only):

1. CDBG Recipient Name – Auto-filled from Matrix.
2. Date – Date completing the form.
3. Preparer’s Name – Person completing the form. Contact person for HCD Staff to call in regards to questions on the form.
4. Preparer’s Organization – Name of your organization.
5. Preparer’s Telephone Number – Provide contact telephone number.
6. CDBG Standard Agreement Number(s)/Program Income (PI) – List complete CDBG Standard Agreement number(s). Example: 14-CDBG-1000 or PI

Note: For contracts/subcontracts with grant funds and PI, list the Standard Agreement number. Contracts using PI only, list “PI”.

1. Does this Activity involve any Construction – Select “yes” or “no” from drop-down menu.
2. Total CDBG Award Amount – This is the total amount of the contract for an activity (includes Activity Delivery). For Program Income only, enter $0.
3. Contract or Subcontract Amount – Enter the total amount of contract or subcontract executed. Dollar amount must be listed even if contract is based on performance or estimate.
4. Contract or Subcontract Execution Date – Enter date the contract or subcontract was executed. Execution date must be in the reporting period. Example: 6/7/16
5. Contract Type – Select either “construction” or “non-construction” from drop- down menu.
6. Trade Type Code – Select most appropriate code from drop-down menu.
7. Contractor or Subcontractor Business Race/Ethnic Code – Select the race/ethnicity from the drop-down menu which indicates the race/ethnic of the owner(s) and controller(s). If 51% or more is not owned and controlled by any single racial/ethnic or gender category, enter the code which is most appropriate.
8. Women Owned Business – Select “yes” or “no” to identify whether or not the business is a women owned business. If 51% or more is not owned and controlled by any gender category, enter the code which is most appropriate.
9. Section 3 Business – Select “yes” or “no” from the drop-down menu. (Please refer to “Sec 3 Glossary” tab in the APR Workbook. Scroll down to #6 Section 3 Businesses.)
10. Contractor (C) or Subcontractor (S) and IRS Employer ID Number (EIN) – Enter numbers only. Must be 9 digits. For Social Security Numbers, enter 000000000 (9 zeros).
11. Contractor/Subcontractor Information – Provide name, address, city, State, and zip code of the contractor or subcontractor that Grantee has executed a contract or subcontract with during the reporting period.
12. Any changes to the original Attachment B, identify the revision number and date of revision -



Attachment B – Stand-Alone Report (for Contractors and Subcontractors:

1. CDBG Recipient Name – Select the CDBG Grantee from “drop-down” menu.
2. Contractor or Subcontractor Name – Enter the name of the Contractor or Subcontractor who is reporting on this form.
3. Date – Date completing the form.
4. Preparer’s Name – Person completing the form. If HCD Staff has questions about the completion of the form, this person would be the contact.
5. Preparer’s Organization – Name of your organization.
6. Preparer’s Telephone Number – Provide contact telephone number.
7. CDBG Standard Agreement Number(s)/Program Income (PI) – List complete CDBG Standard Agreement number(s). Example: 14-CDBG-1000 or PI

Note: For contracts/subcontracts with grant funds and PI, list the Standard Agreement number. Contracts using PI only, list “PI”.

1. Does this Activity involve any Construction – Select “yes” or “no” from drop-down menu.
2. Total CDBG Award Amount – This is the total amount of the contract for the activity (includes Activity Delivery). For Program Income only, enter $0.
3. Contract or Subcontract Amount – Enter the total amount of contract or subcontract executed. Dollar amount must be listed even if contract is based on performance or estimate.
4. Contract or Subcontract Execution Date – Enter date the contract or subcontract was executed. Execution date must be in the reporting period. Example: 6/7/16
5. Contract Type – Select either “construction” or “non-construction” from drop- down menu.
6. Trade Type Code – Select most appropriate code from drop-down menu.
7. Contractor or Subcontractor Business Race/Ethnic Code – Select the race/ethnicity from the drop-down menu which indicates the race/ethnic of the owner(s) and controller(s). If 51% or more is not owned and controlled by any single racial/ethnic or gender category, enter the code which is most appropriate.
8. Women Owned Business – Select “yes” or “no” to identify whether or not the business is a women owned business. If 51% or more is not owned and controlled by any gender category, enter the code which is most appropriate.
9. Section 3 Business – Select “yes” or “no” from the drop-down menu. (Please refer to “Sec 3 Glossary” tab in the APR Workbook. Scroll down to #6 Section 3 Businesses.)
10. Contractor (C) or Subcontractor (S) and IRS Employer ID Number (EIN) – Enter numbers only. Must be 9 digits. For Social Security Numbers, enter 000000000 (9 zeros).
11. Contractor/Subcontractor Information – Provide name, address, city, State, and zip code of the contractor or subcontractor that Grantee has executed a contract or subcontract with during the reporting period.
12. Any changes to the original Attachment B, identify the revision number and date of revision -



1. Do not report duplicate contracts. Example: the contract between the CDBG Recipient and the General Contractor should only be listed on the CDBG Recipient’s Attachment B; it should not be reported again on the General Contractors Attachment B – Stand-Alone Report.

Effective 6-16-16