

## 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 DED project number for this CDBG grant.
4. Contact person – enter name of the person responsible for completing and submitting CSAR report for the grantee to DED
5. Enter phone number of contact person & their email address.
6. Enter the Federal fiscal year reporting period (12- month period beginning October 1, 20\_\_ - September 30, 20\_\_).
7. Enter date the CSAR report is submitted to CDBG.
8. Grant Activity Number – enter applicable activity number from Funding Approval.
9. Amount of contract/subcontract – enter the exact dollar amount. **Be sure to report only CDBG funds in this column.**
10. **Enter the date of contract award by grantee or date of execution of the contract by the grantee.**
11. 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.
12. 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.
13. 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).
14. 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).
15. 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.**
16. 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.
17. 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).