

INSTRUCTIONS

The **Contractor Reporting Form** must be submitted with the draw request each time the draw request includes a payment to a contractor and/or subcontractor.

1. **Grantee Name:** Enter the name of the Grantee
- 2.a) **Contact Person:** Enter the name of the person responsible for maintaining and/or submitting contract/subcontract data.
- 2.b) **Phone:** Enter the telephone number of the Contact Person
- 3.a) **MDOC Contract Nmbr:** Enter the MDOC contract number
- 3.b) **Project Name:** Enter the Project Name
- 4.a) **Date Submitted:** Enter the date this report is being completed and submitted to MDOC
- 4.b) **Period Covered by Report:** Enter the period this report covers (e.g., 4/1/2010 – 4/30/2010)
5. **Contract/Subcontract:** Enter information regarding the contract(s) and subcontract(s) as follows:
 - 5.a) **Contractor's Registration Number:** Enter the contractor's or subcontractor's Construction Contractor Registration Number from Montana Department of Labor & Industry, if applicable
 - 5.b) **Amount of Contract:** Enter the amount of the contract or subcontract to the nearest dollar
 - 5.c) **Type of Trade:** Enter the type of trade numeric code that best indicates the contractor/subcontractor's service from the list provided. The "other" category includes supply, professional services, and all other activities except construction and education/training activities.
If reporting a subcontractor, enter the type of trade code only for the subcontractor, not the prime contractor.
 - 5.d) **Ethnic (E); Racial (R) Code:** Enter the numeric Ethnic code and Racial code in the applicable column from the lists provided that indicates the Ethnic and Racial character of the owner(s) and controller(s) of 51% of the contractor/ subcontractor, as applicable.
When 51% or more is not owned or controlled by any single Ethnic/Racial category, enter the code which seems most appropriate. If reporting a subcontractor (as indicated in 5.g), enter the Ethnic/Racial category code only for the subcontractor, not the prime contractor.
 - 5.e) **Woman-Owned Business:** Enter **Y** (yes) if the business is 51% or more woman-owned; or **N** (no) if the business is less than 51% woman-owned
 - 5.f) **Contractor ID Number:** Enter the Employer (IRS) Number of the prime contractor. The Employer (IRS) Number must be provided for each contract/subcontract awarded.
 - 5.g) **Subcontractor ID Number:** Employer (IRS) Number of the subcontractor for each subcontract awarded. When the subcontractor ID number is entered, the respective Prime Contractor ID Number must also be provided in 5.f)
 - 5.h) **Name & Address:** Enter the information for each prime contractor and subcontractor only one time on each report for each firm.