

EXHIBIT 3-I

CONTRACT REPORTING FORM

Montana Department of Commerce CONTRACT AND SUBCONTRACT ACTIVITY

1. Grantee Name					3.a) MDOC Contract Nmbr			4.a) Date Submitted				
2.a) Contact Person			2.b) Phone		3.b) Project Name			4.b) Period Covered by Report				
Contractor's Registration Number 5.a)	Amount of Contract 5.b)	Type of Trade Code (1 thru 3) 5.c)	Ethnic (E); Racial (R) Code 5.d)		Woman- owned Business: Y or N 5.e)	Contractor ID Number 5.f)	Sub- contractor ID Number 5.g)	Contractor/Subcontractor Name and Address 5.h)				
			E	R				Name	Street	City	State	Zip

**Type of Trade
(Select 1)**

- 1 - Construction
- 2 - Education and Training
- 3 - Other

**Ethnicity Code (E)
(Select 1)**

- 9 - Hispanic
- 10 - Not-Hispanic

**Racial Code (R)
(Select 1 or more)**

- 11 - White
- 12 - Black/ African American
- 13 - Asian
- 14 - American Indian/Alaska Native
- 15 - Native Hawaiian/Other Pacific Islander

- 16 - American Indian/Alaska Native & White
- 17 - Asian & White
- 18 - Black/African American & White
- 19 - American Indian/Alaska Native & Black/African American
- 20 - Other Multi Racial

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.