

# MONTHLY CDBG REGISTER OF CONTRACTORS, SUBCONTRACTORS, AND SUPPLIERS

## Explanation of Form

*What it is Used For:* To document all procurements of more than \$10,000 made in a CDBG project. To assist in assuring compliance with Section 3 and Davis-Bacon and the Related Acts.

*When it is Used:* Procurements are registered as they occur or on a monthly basis prior to submittal. This form is compiled by the Grantee, the General Contractor, and each subcontractor per the instructions below for each month and part of month during the course of a contract.

*Where it Goes:* The Grantee files all reviewed and accepted submittals in their procurement and equal opportunity project files.

- Instructions:*
- Complete the “Month Covered” and “Date Completed” in the top right corner.
  - ROUND CONTRACT AMOUNTS TO THE NEAREST DOLLAR.
  - RECORD THE PHYSICAL ADDRESS OF BUSINESS ONLY. P.O. Boxes and other mailing addresses are not acceptable.
  - A procurement is registered one time and only for the month in which it occurred; DO NOT DUPLICATE PROCUREMENTS ON SUBSEQUENT SUBMITTALS.

**GRANTEE’S RESPONSIBILITIES:** The Grantee should complete this form each month to register all applicable procurements with General Contractors, subcontractors and suppliers. For submittal to itself the Grantee completes line (1) of SECTION I; line (2) and (3) will be left blank. For every procurement with a General Contractor, the Grantee should complete lines (1) and (2) of SECTION I and supply the General Contractor with enough copies for the duration of the contract. After submission of the Register by its Prime, the Grantee must review the Register for completeness, accuracy and consistency with the *Register of Assigned Employees* and the *Payroll Report*. The Grantee should not pay the prime its final invoice until it has received all of the required Registers and has determined their accuracy.

**GENERAL CONTRACTOR’S RESPONSIBILITIES:** The General Contractor must prepare and submit this form every month and part of month to the Grantee along with any submittals received from subcontractors. The General Contractor must use the forms supplied by the Grantee in which lines (1) and (2) of SECTION I are already completed and line (3) remains blank.

In SECTION II, the Prime will identify each procurement as either ‘subcontractor’ or ‘supplier’ and will give complete information in the remaining columns. For every procurement with a subcontractor, the General Contractor should complete item (3) of SECTION I (lines (1) and (2) being already completed by the Grantee) and supply the subcontractor with enough copies for the duration of the subcontract. The General Contractor must obtain this form monthly from all of its subcontractors for submission to the Grantee.

**SUBCONTRACTOR’S RESPONSIBILITIES:** The Subcontractor must complete this form every month and part of month during the course of the contract for submittal to the General Contractor. The Subcontractor should use the forms supplied by the General Contractor in which SECTION I is already completed. In SECTION II, the Subcontractor will identify each procurement as either ‘subcontractor’ or ‘supplier’ and will give complete information in the remaining columns. The subcontractor must submit its final Register to the General Contractor with its final invoice. The General Contractor must review its subcontractor’s final register and verify that it is complete and accurate before payment of the final invoice to the subcontractor.

# Monthly CDBG Register of Contractors, Subcontractors and Suppliers

Month Covered: \_\_\_\_\_, 20\_\_\_\_

Register all procurements of more than \$10,000 one time only, in month of occurrence

## SECTION I: Identification of Level of Submittal, see instructions on back of form

(1) Grantee: \_\_\_\_\_ Grant #: \_\_\_\_\_ - \_\_\_\_\_ Project Name: \_\_\_\_\_ Section 3 County\*: \_\_\_\_\_  
 (2) General Contractor \_\_\_\_\_ IRS# (or owner's SSN) \_\_\_\_\_  
 (3) Subcontractor \_\_\_\_\_ IRS# (or owner's SSN) \_\_\_\_\_

## SECTION II: Details of Procurements

Choose one:	Name and Physical Address of Business, and IRS# (or owners' SSN)	Contract Description or Items Supplied	Amount of Contract or Purchase	Ownership of Business (check All that apply)
<input type="checkbox"/> General Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	IRS# (or SSN):		\$	<input type="checkbox"/> Minority-Owned Business <input type="checkbox"/> White American <input type="checkbox"/> Section 3 Business <input type="checkbox"/> African American <input type="checkbox"/> Female-Owned Business <input type="checkbox"/> Native** American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Not American Owned
<input type="checkbox"/> General Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	IRS# (or SSN):		\$	<input type="checkbox"/> Minority-Owned Business <input type="checkbox"/> White American <input type="checkbox"/> Section 3 Business <input type="checkbox"/> African American <input type="checkbox"/> Female-Owned Business <input type="checkbox"/> Native** American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Not American Owned
<input type="checkbox"/> General Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	IRS# (or SSN):		\$	<input type="checkbox"/> Minority-Owned Business <input type="checkbox"/> White American <input type="checkbox"/> Section 3 Business <input type="checkbox"/> African American <input type="checkbox"/> Female-Owned Business <input type="checkbox"/> Native** American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Not American Owned
<input type="checkbox"/> General Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	IRS# (or SSN):		\$	<input type="checkbox"/> Minority-Owned Business <input type="checkbox"/> White American <input type="checkbox"/> Section 3 Business <input type="checkbox"/> African American <input type="checkbox"/> Female-Owned Business <input type="checkbox"/> Native** American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Not American Owned

\*SECTION 3 RESIDENT: – A resident of the area in which Section 3 covered assistance is expended, and who qualifies as a low- or very low-income person.

SECTION 3 BUSINESS: – A business of the area in which 51% or more is owned by Section 3 residents or 30% of employed staff are Section 3 residents or 25% of subcontracts are committed to Section 3 businesses.

\*\*NATIVE AMERICAN: - American Indian/Alaskan Natives

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