State of Nevada

Department of Business & Industry

**HOUSING DIVISION**





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**NEVADA HOUSING DIVISION**

**ANNUAL REPORT OF CONTRACT AND SUBCONTRACT ACTIVITY**

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| --- | --- |
| 1. **Grantee/Project Owner/Developer/Sponsor/Builder Agency**

 | 1. **Location (City, State, Zip)**

 |
| **3a. Name of Contact Person** | **3b. Phone Number (Including Area Code)** | 1. **Reporting Period**

 |
| **Grant/Project Number or****HUD Case Number or****Other identification of****Property, dwelling unit, etc.****5a.** | **Amount of****Contract or****Subcontract****5b.** | **Type of****Trade****Code****(See****Below)****5c.** | **Contractor or****Subcontractor****Business****Racial/Ethnic****Code****(See below)****5d.** | **Women****Owned****Business****(Yes or****No)****5e.** | **Prime Contractor****ID** **Number****5f.** | **Sec.****3****(Yes****or****No)****5g.** | **Subcontractor****ID Number****5h.** | **Sec.****3****(Yes****or****No)****5i.** | **Contractor/Subcontractor Name and Address****5j.** |
|  |  |  |  |  |  |  |  |  | **Name** | **Street** | **City** | **State** | **Zip Code** |
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|  **5c: Type of Trade Code**1. **New Construction 6. Professional**
2. **Substantial Rehab. 7. Tenant Services**
3. **Repair 8. Education/Training**
4. **Service 9. Arch./Engrn.Appraisal**
5. **Project Mangt. 0. Other**
 | **5d: Racial/Ethnic Codes**1. **White American**
2. **Black American**
3. **Native American**
4. **Hispanic American**
5. **Asian/Pacific American**
6. **Hasidic Jew**
 |  |
| 1. **Grantee/Project Owner/Developer/Sponsor/Builder Agency**

 | 1. **Location (City, State, Zip)**

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|  |  |  |  |  |  |  |  |  | **Name** | **Street** | **City** | **State** | **Zip Code** |
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**INSTRUCTIONS FOR COMPLETING THE ANNUAL**

 **REPORT OF CONTRACT AND SUBCONTRACT ACTIVITY**

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| **This report is to be completed by grantees, developers, sponsors, builders, agencies and/or project owners for reporting contract and subcontract activities of $10,000 or more under the HOME and Low-Income Housing Trust Fund programs.****Contracts/subcontracts of less than $10,000 need to be reported only if such contracts represent a significant portion of your total contracting activity. Include only contracts executed during this reporting period.** **This form includes Section 3 contract data in columns 5g. and 5i.. Section 3 requires that the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. Recipients who enter a “Yes” in either column must also complete Part 1 of form HUD-60002 to report employment and training opportunities data. (A Section 3 contractor/subcontractor is a business concern that provides economic opportunities to low- and very low-income residents of the metropolitan area or non-metropolitan county, including a business concern that is 51 percent or more owned by low-or very low-income residents; employs a substantial number of low-or very low-income residents; or provides subcontracting or business development opportunities to businesses owned by low-or very low-income residents. Low- and very low-income residents include participants in Youthbuild programs established under Subtitle D of Title IV of the Cranston-Gonzalez National Affordable Housing Act.)** **Low-income is defined as persons or families whose income does not exceed 80 percent of median income for the area, as defined by HUD. Very low-income is defined as persons or families whose income does not exceed 50 percent of median income for the area as defined by HUD.** |

1. **Grantee:** Enter the name of the Grantee submitting this report.

**3. Contact Person:** Enter name and phone of person responsible for maintaining and submitting contact/subcontract data.

**5a. Grant Number:** Enter the program number or project number that was provided by the Division.

**5b. Amount of Contract/Subcontract:** Enter the dollar amount rounded to the nearest dollar. If subcontractor ID number is provided in 7f, the dollar figure would be for the subcontract only and not for the prime contract.

**5c. Type of Trade:** Enter the numeric codes which best indicates the contractor’s/subcontractor’s service. If subcontractor ID number is provided in 6f.., the type of trade code would be for the subcontractor only and not for the prime contractor. The “other” category includes supply, professional services and all other activities except construction and education/training activities.

**5d. Business Racial/Ethnic/Gender Code:** Enter the numeric code which indicates the racial/ethnic/gender character of the owner(s) and controller(s) of 51% of the business. When 51% or more is not owned and controlled by any single racial/ethnic/gender category, enter the code which seems most appropriate. If the subcontractor ID number is provided, the code would apply to the subcontractor and not to the prime contractor.

**5e. Woman Owned Business:** Enter Yes or No.

**5f. Contractor Identification (ID) Number:** Enter the Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of HUD funds. Note that the Employer (IRS) Number must be provided for each contract/subcontract awarded.

**5g. Section 3 Contractor:** Enter Yes or No. (If Yes-HUD requires that form HUD-60002 be completed and forwarded to the Division as well)

**5h. Subcontractor Identification (ID) Number:** Enter the Employer (IRS) Number of the subcontractor as the unique identifier for each subcontract awarded from HUD funds. When the subcontractor ID Number is provided, the respective Prime Contractor ID Number must also be provided.

**5i. Section 3 Contractor:** Enter Yes or No. (If Yes-HUD requires that form HUD-60002 be completed and forwarded to the Division as well)

**5j. Contractor/Subcontractor Name and Address:** Enter this information for each firm receiving contract/subcontract activity only one time on each report for each firm.