**Section I. BUSINESS OPPORTUNITIES REPORT (BOR)**

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| **UGLG:** | **Funding Agreement #** | **Contact Person** | **Phone Number** | **Address, City, State Zip Code +4** |
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| **Project Name:** |       |

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| **Contractor Information – Report those contracts $10,000 or greater** |
| **A.****Amount of Contract** | **B.****Type of Trade Code\*** | **C.****Racial Code\*** | **D.****Hispanic****Owned****(Y/N)** | **E.****Women Owned****(Y/N)** | **F.** **IRS Tax ID Number** | **G.****DUNS Number** | **H.****Sec. 3 (Y/N)** | **I.****Legal Name** | **J.****Street Address** | **K.****City** | **L.****State** | **M.****Zip Code** | **N.****Date of Contract** |
| $      |       |       |       |       |       |       |       |       |       |       |       |       |       |
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 *\*See Demographic and Trade Code table below for information*

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| **Sub-contractor Information – Report those sub-contracts $10,000 or greater** |
| **A.****Amount of Contract** | **B.****Type of Trade Code\*** | **C.****Racial Code\*** | **D.****Hispanic****Owned****(Y/N)** | **E.****Women Owned****(Y/N)** | **F.****IRS Tax ID (EIN)** **Number** | **G.****Sec. 3 (Y/N)** | **H.****Legal Name** | **I.****Street Address** | **J.****City** | **K.****State** | **L.****Zip Code** | **M.****Date of Contract** |
| $      |       |       |       |       |       |       |       |       |       |       |       |       |
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 *\*See Demographic and Trade Code table below for information*

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| **Vendors/Suppliers/Professional Service Providers Information – Report those contracts $10,000 or greater** |
| **A.****Amount of Contract** | **B.****Type of Trade Code\*** | **C.****Racial Code\*** | **D.****Hispanic****Owned****(Y/N)** | **E.****Women Owned****(Y/N)** | **F.****IRS Tax ID (EIN)** **Number** | **G.****Sec. 3 (Y/N)** | **H.****Legal Name** | **I.****Street Address** | **J.****City** | **K.****State** | **L.****Zip Code** | **M.****Date of Contract** |
| $      |       |       |       |       |       |       |       |       |       |       |       |       |
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 *\*See Demographic and Trade Code table below for information*

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| **Demographic and Trade Codes** |
| **Race** |  | **Type of Trade Code (All CPD Activities)** |
| 11 – White | 16 – American Indian or Alaskan Native and White | 1 – New Construction |
| 12 – African American | 17 – Asian and White | 2 – Education/Training |
| 13 - Asian | 18 – African American and White | 3 – Other (i.e. rehabilitation, administration, professional, public services) |
| 14 – American Indian or Alaskan Native | 19 – American Indian or Alaskan Native and African American |
| 15 – Native Hawaiian or Other Pacific Islander | 20 – Other Multi-racial |  |

**Section I. BUSINESS OPPORTUNITIES REPORT FORM (BOR)**

**Instructions**

*This form should be completed as contracts are awarded to the engineer, contractor, etc.* ***Use continuation pages as necessary.***

To complete the BOR, gather the following materials:

1. all Payment Requests (F-3s and F-4s)
2. all contracts and purchase orders
3. ledgers
4. Tax ID numbers for all prime contractors and sub-contractors.
5. DUNS numbers for all prime contractors (NOTE: Both DUNS and Tax ID Numbers are 9 digits long.)

**Provide the required information for all contracts or purchases of $10,000 and over.**

**Each contract requires its own line item. For example, Community A contracts with Highline Construction for two separate housing rehab units. Each unit has its own contract and therefore each contract must appear on a separate line of the BOR.**

Fill out Unit of General Local Government (UGLG) and Contract information at the top of the form.

**CONTRACTOR SECTION:**

A. Enter the total amount of the provider’s contract (CDBG and any other funds) including any change orders. Any contractor that appears on the BOR should have also appeared on Payment Requests.

B. Enter the type of trade using the codes 1-3 all CPD activities (i.e. rehabilitation, administration, professional or public services are code 3, you will almost never have a code 2) at the bottom of the BOR form.

C. \*Indicate the race of the owner(s) of the company using the Demographic/Race codes (11-20) at the bottom of the BOR form.

D. \*Enter (Y)es or (N)o to indicate if the business is Hispanic-owned.

E. \*Enter (Y)es or (N)o to indicate if the business is woman-owned.

F. Enter the business’ IRS Tax ID/EIN Number. Each number should be 9 digits long. REQUIRED

G. Enter the business’ DUNS Number. Each number should be 9 digits long. REQUIRED

H. Enter (Y)es or (N)o to indicate if the contractor was Section 3 covered (contract was $100,000 or more). Section 3 does not apply to Public Service activities or Equipment purchases.

I - M. Enter the Legal Name and address of the business.

N. Enter the date of the contract with the contractor/vendor/professional service provider.

**SUB-CONTRACTORS AND VENDORS/SUPPLIERS SECTIONS:**

1. Enter the total amount of the provider’s contract (CDBG and any other funds) including any change orders. Any subcontractors, vendors, Suppliers or professional service providers that appear on the BOR should have also appeared on Payment Requests.

B. Enter the type of trade using the codes 1-3 all activities (i.e. rehabilitation or public services are code 3, you will almost never have a code 2) at the bottom of the BOR form.

C. \*Indicate the race of the owner(s) of the company using the Demographic/Race codes (11-20) at the bottom of the BOR form.

D. \*Enter (Y)es or (N)o to indicate if the business is Hispanic-owned.

E. \*Enter (Y)es or (N)o to indicate if the business is woman-owned.

F. Enter the business’ IRS Tax ID/EIN Number only for Subcontractors, vendors, suppliers, service providers. Each number should be 9 digits long. REQUIRED

G. Enter (Y)es or (N)o to indicate if the contractor was Section 3 covered (contract was $100,000 or more). Section 3 does not apply to Public Service activities or Equipment purchases.

H - L. Enter the Legal Name and address of the business.

M. Enter the date of the contract with the contractor/vendor/professional service provider.

\*ADOH is required to collect information regarding the race, ethnicity, and gender of business owners from which goods and services have been procured. There is no requirement, however, that a certain percentage of contracts or a certain dollar amount must be awarded to any such firm; and the number of contracts or dollar amount awarded to minority and/or woman owned businesses does not impact in any way on the recipient. The recipient is responsible only to report the information requested and of course, not to discriminate.

This information may be available in the contract or the recipient may find it necessary to contact the provider.