

**Georgia Department of Community Affairs  
Office of Special Housing Initiatives  
Minority Business Enterprise/Women Business Enterprise Data  
Collection Form**

**INSTRUCTIONS**

In order to comply with HOME Investment Partnerships Program data reporting requirements, DCA requires that a HOME loan recipient complete the attached form providing information on the minority business enterprise (MBE) or woman business enterprise (WBE) status of each contractor and subcontractor. A minority/woman business enterprise is one in which fifty-one percent or more of the ownership is by minorities/women. Completion of this form is required before the conversion of the HOME construction loan to a permanent loan.

**Please report on each contractor and subcontractor involved in your project. Organize your report to list the Primary Contractor information first, followed by the subcontractor information.** Make photocopies of this form if more space is necessary.

**A. Project Information**

*Please enter all of the project-specific information on the spaces provided. They are as follows:*

- Project Name
- Owner Name
- Name of Contact Person
- Development Location (include city and county)
- Phone Number (including area code)
- Date of Submission (the date you submit the form to DCA)

**B. Primary Contractor/Subcontractor Information**

*Every project should have a prime contractor identified. If the owner is serving as the prime, then please provide the owner's information accordingly. For each contractor and subcontractor that worked on the project, regardless of MBE/WBE status, enter the following information on the space provided:*

- Name
- General Contractor ID Number/Subcontractor ID Number (mandatory information – this is generally a Tax ID Number or a Social Security Number)
- Mailing Address

- City
- State
- Zip Code
- Contract Amount (**Please Note: The contract amount for the primary contractor should not include any money paid out to subcontractors, but only what was kept by the primary contractor as fees and/or payments.**)
- MBE/WBE? (Do not leave blank, columns must contain a “y” or “n”)
- Race or Ethnicity Code (Do not leave blank, refer to codes at the bottom of the form.)
- Trade Code (Do not leave blank, refer to codes at the bottom of the form)
- Section 3 (Do not leave blank, columns must contain a “y” or “n”)

DCA appreciates your effort to provide us with complete and accurate information that we, in turn, are required to provide to HUD.

