



No. 2005-03
March 1, 2005

PROGRAM GUIDANCE

PROGRAM: Indian Community Development Block Grant (ICDBG)

FOR: All Tribal Government Leaders and Tribally Designated Housing Entities (TDHE)

RJB

FROM: Rodger J. Boyd, Deputy Assistant Secretary, PN

TOPIC: Minority Business Enterprise Reports

Purpose: This guidance revises Program Guidance 2002-14 previously issued to tribes and tribally designated housing entities (TDHE) on August 16, 2002, regarding the minority business enterprise reporting requirements for the Indian Community Development Block Grant (ICDBG) program.

Background: Executive Order 12432, Minority Business Enterprise Development, requires each Federal agency with substantial procurement or grant making authority to develop minority business development plans, and to provide an annual report on activities implementing these plans.

The regulations at 24 CFR Part 85.36 set out the Government's requirements for grantee procurement and contracting, including the requirement at §85.36(e) that grantees and sub-grantees take affirmative steps to ensure that minority firms, women's business enterprises, and labor surplus area firms are used whenever possible. HUD monitors compliance of this requirement through submission of the Contract and Subcontract Activity Report.

The ICDBG regulation at 24 CFR 1003.506(b) requires that grantees submit a minority business enterprise report to HUD on a semi-annual basis.

Submission: Please use the form HUD-2516, Contract and Subcontract Activity Report, to satisfy this requirement. The form, recently revised for this purpose, must be completed and submitted to the Area Office of Native American Programs (ONAP), as follows:

For reporting period ending:
March 31
September 30

Due:
April 10
October 10

Disregard the information in block 4 of the report that indicates this is an annual report. Instead, write in the appropriate reporting period indicated above. A regulatory change will be required before ONAP can change the reporting requirements for tribes to an annual submission. Until that occurs, the report must be submitted semi-annually.

Form: Attached for your use in developing this report is a copy of the revised form HUD-2516, Contract and Subcontract Activity Report. It is not yet available on the Internet or on HUDClips. We will notify you when it does become available on one of these sites.

Inquiries: If you have any questions regarding this report, please contact your local Area ONAP.

Attachment

Contract and Subcontract Activity

U.S. Department of Housing and Urban Development

OMB Approval No.: 2577-0088 (exp.10/31/2000)
OMB Approval No.: 2502-0355 (exp. 10/31/2004)

Public reporting burden for this collection of information is estimated to average .5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Information is vol HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

Executive Orders dated July 14, 1983, directs the Minority Business Development Plans shall be developed by each Federal Agency and the these annual plans shall establish minority business development objectives. The information is used by HUD to monitor and evaluate MBE activities against the total program activity and the designated minority business enterprise (MBE) goals. The Department requires the information to provide guidance and oversight for programs for the development of minority business enterprise concerning Minority Business Development. If the information is not collected HUD would not be able to establish meaningful MBE goals nor evaluate MBE performance against these goals.

Privacy Act Notice = The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the Information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq., and regu

1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency	Check if:	2. Location (City, State Zip Code)
	PH <input type="checkbox"/>	
	IH <input type="checkbox"/>	
	CPD <input type="checkbox"/>	
	Housing <input type="checkbox"/>	

3a. Name of Contact Person	3b. Phone Number (Including Area Code)	4. Reporting Period <input type="checkbox"/> Oct. 1 - Sept. 30 (Annual -FY)	5. Program Code (Not applicable for CPD programs.) See explanation of Codes at bottom of Page Use a separate sheet for each program code	<input style="width:50px; height:20px;" type="text"/>	6. Date Submitted to Field Office
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Grant/Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc. <small>7a.</small>	Amount of Contract or Subcontact <small>7b.</small>	Type of Trade Code (See below) <small>7c.</small>	Contractor or Subcontractor Business Racial/Ethnic (See below) <small>7d.</small>	Woman Owned Business (Yes or No) <small>7e.</small>	Prime Contractor Identification (ID) Number <small>7f.</small>	Sec. 3 <small>7g.</small>	Subcontractor Identification (ID) Number <small>7h.</small>	Sec. 3 <small>7i.</small>	Contractor/Subcontractor Name and Address					<small>7j.</small>	
									Name	Street	City	State	Zip		

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| 7c: Type of Trade Codes:
CPD:
1 = New Construction
2 = Education/Training
3 = Other

Housing/Public Housing:
1 = New Construction
2 = Substantial Rehab.
3 = Repair
4 = Service
5 = Project Mangt. | 7d: Racial/Ethnic Codes:
1 = White Americans
2 = Black Americans
3 = Native Americans
4 = Hispanic Americans
5 = Asian/Pacific Americans
6 = Hasidic Jews | 5: Program Codes (Complete for Housing and Public and Indian Housing programs only):
1 = All Insured, including Section8
2= Flexible Subsidy
3 = Section 8 Noninsured, Non-HFDA
4 = Insured (Management)
5 = Section 202
6 = HUD-Held (Management)
7 = Public/India Housing
8 = Section 811 |
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