

A-46: CONTRACT AND SUBCONTRACT ACTIVITY

Contract and Subcontract Activity

U.S. Department of Housing and Urban Development

OMB Approval No.: 2535-0117 (exp. 10/31/2013)

Public Reporting Burden for this collection of information is estimated to average 50 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. This information is voluntary. 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 Order 12421 dated July 14, 1983, directs the Minority Business Development Plans shall be developed by each Federal Agency and that these 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 enterprises (MBE) goals. The Department requires the information to provide guidance and oversight for programs for the development of minority business enterprises 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. While no assurance of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

Privacy Act Notice - The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in the form by virtue of Title 12, United States Code, Section 1701, et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. It will not be disclosed or released outside the United States Department of Housing and Urban Development without your consent, except as required or permitted by law.

1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency

Check if: PHA IHA

2. Location (City, State, ZIP Code)

3a. Name of Contact Person

3b. Phone Number (including Area Code)

4. Reporting Period 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.

6. Date submitted to Field Office

7a. Grant/Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc.	7b. Amount of Contract or Subcontract	7c. Type of Trade Code (See legend)	7d. Contributor or Subcontractor Business Code (See legend)	7e. Women Owned Business (Yes or No)	7f. Prime Contractor Identification Number	7g. Sec. 9 Identification (ID)	7h. Subcontractor Identification (ID) Number	7i. Sec. 9 Identification (ID) Number	5. Program Code (Not applicable for CPD programs.) See explanation of codes at bottom of page. Use a separate sheet for each program code.						
									Name	Street	City	State	Zip Code		

7c: Type of Trade Codes:
Housing/Public Housing:
 1 = New Construction
 2 = Substantial Rehab.
 3 = Repair
 4 = Education/Training
 5 = Project Mgmt.
 6 = Professional
 7 = Tenant Services
 8 = Education/Training
 9 = Acquisition/ Appraisal
 0 = Other

7d: Racial/Ethnic Codes:
 1 = White Americans
 2 = Black Americans
 3 = Native Americans
 4 = Hispanic Americans
 5 = Asian/Pacific Americans
 6 = Hispanic Jews

5: Program Codes (Complete for Housing and Public and Insein Housing programs only):
 1 = All Insured, including Section 8
 2 = Flexible Subsidy
 3 = Section 8 Noninsured, Non-HFDA
 4 = Insured (Management)
 5 = Section 202
 6 = HUD-Head (Management)
 7 = Public/Indian Housing

Form HUD-2516 (8/99)

Contracts/subcontracts of less than \$10,000 need be reported only if such contracts represent a significant portion of your total contracting activity. Include only contracts executed during this reporting period.	or provides subcontracting or business development opportunities to businesses owned by low or 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.	Submit two (2) copies of this report to your local HUD Office within ten (10) days after the end of the reporting period you checked in item 4 on the front. Complete item 7h. Only once for each contractor/subcontractor on each semi-annual report.
This form has been modified to capture Section 3 contract data in columns 7g and 7i. 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 using this form to report Section 3 contract data must also use Part I of form HUD-60002 to report employment and training opportunities data. Form HUD-2516 is to be	The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section3(b)(2) of the United States Housing Act of 1937. Low-income persons mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller an larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction	Enter the prime contractor's ID in item 7f. for all contracts and subcontracts. Include only contracts expected during this reporting period. PHAs/IHAs are to report all contracts/subcontracts.
Community Development Programs	Multifamily Housing Programs	Public Housing and Indian Housing Programs
1. Grantee: Enter the name of the unit of government submitting this report.	1. Grantee/Project Owner: Enter the name of the unit of government, agency or mortgagor entity submitting this report.	PHAs/IHAs are to report all contracts/subcontracts. Include only contracts executed during this reporting period.
3. Contact Person: Enter name and phone of person responsible for maintaining and submitting contract/subcontract data.	3. Contact Person: Same as item 3 under CPD Programs.	1. Project Owner: Enter the name of the unit of government, agency or mortgagor entity submitting this report. Check box as appropriate.
7a. Grant Number: Enter the HUD Community Development Block Grant Identification Number (with dashes). For example: B-32-MC-25-0034. For Entitlement Programs and Small City multi-year comprehensive programs, enter the latest approved grant number.	4. Reporting Period: Check only one period.	3. Contact Person: Same as item 3 under CPD Programs.
7b. 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.	5. Program Code: Enter the appropriate program code.	4. Reporting Period: Check only one period.
7c. Type of Trade: Enter the numeric codes which best indicates the contractor's/subcontractor's service. If subcontractor ID number is provided in 7f., 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.	7a. Grant/Project Number: Enter the HUD Project Number or Housing Development Grant or number assigned.	5. Program Code: Enter the appropriate program code.
7d. 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.	7b. Amount of Contract/Subcontract: Same as item 7b. under CPD Programs.	7a. Grant/Project Number: Enter the HUD Project Number or Housing Development Grant or number assigned.
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.	7c. Type of Trade: Same as item 7c. under CPD Programs.	7b. Amount of Contract/Subcontract: Same as item 7b. under CPD Programs.
7e. Woman Owned Business: Enter Yes or No.	7d. Business Racial/Ethnic/Gender Code: Same as item 7d. under CPD Programs.	7c. Type of Trade: Same as item 7c. under CPD Programs.
7f. 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.	7e. Woman Owned Business: Enter Yes or No.	7d. Business Racial/Ethnic/Gender Code: Same as item 7d. under CPD Programs.
7g. Section 3 Contractor: Enter Yes or No.	7f. Contractor Identification (ID) Number: Same as item 7f. under CPD Programs.	7e. Woman Owned Business: Enter Yes or No.
7h. 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.	7g. Section 3 Contractor: Enter Yes or No.	7f. Contractor Identification (ID) Number: Same as item 7f. under CPD Programs.
7i. Section 3 Contractor: Enter Yes or No.	7h. Subcontractor Identification (ID) Number: Same as item 7h. under CPD Programs.	7g. Section 3 Contractor: Enter Yes or No.
7j. Contractor/Subcontractor Name and Address: Enter this information for each firm receiving contract/subcontract activity only one time on each report for each firm.	7i. Section 3 Contractor: Enter Yes or No.	7h. Subcontractor Identification (ID) Number: Same as item 7h. under CPD Programs.
	7j. Contractor/Subcontractor Name and Address: Same as item 7j. under CPD Programs.	7i. Section 3 Contractor: Enter Yes or No.
		7j. Contractor/Subcontractor Name and Address: Same as item 7j. under CPD Programs.