PROGRAM: Indian Community Development Block Grant (ICDBG)

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

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:

<table>
<thead>
<tr>
<th>For reporting period ending:</th>
<th>Due:</th>
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<tbody>
<tr>
<td>March 31</td>
<td>April 10</td>
</tr>
<tr>
<td>September 30</td>
<td>October 10</td>
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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
### U.S. Department of Housing and Urban Development

#### Grant/Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc.

7a. Amount of Contract or Subcontract

7b. Type of Trade Code

(See below)

7c. Contractor or Subcontractor Business Racial/Ethnic Code (See below)

7d. Woman Owned Business (Yes or No)

7e. Prime Contractor Identification Number

7f. Sec. 3 Prime Contractor Identification Number

7g. Sec. 3 Subcontractor Identification Number

7h. Contractor/Subcontractor Name and Address

7i. Name

7j. Street

7k. City

7l. State Zip

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#### ee. Program Codes (Complete for Housing and Public and Indian Housing programs only):

- 1 = All Insured, including Section 8
- 2 = Flexible Subsidy
- 3 = Section 8 Noninsured, Non-HUD
- 4 = Insured (Management)
- 5 = Section 202
- 6 = HUD-Held (Management
- 7 = Public/Indian Housing
- 8 = Section 811

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#### 5: Program Codes (Complete for Housing and Public and Indian Housing programs only):

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

2. Location (City, State Zip Code)

3. Name of Contact Person

4. Phone Number (Including Area Code)

5. Reporting Period

6. Date Submitted to Field Office

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#### Executive Orders dated July 14, 1983, directs the Minority Business Development Plans shall be developed by each Federal Agency and the those 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.