

Lcdo. Angel M. Castillo Rodríguez
Comisionado

Maureen Calderón Alera, MBA
Sub Comisionada



"La mano amiga de los municipios"

CIRCULAR INFORMATIVA 2007-11

1 de agosto de 2007

**A TODOS LOS ALCALDES, DIRECTORES
DE PROGRAMAS FEDERALES Y
ESPECIALISTA EN NORMAS LABORALES
DE LOS MUNICIPIOS "NON-ENTITLEMENT"**

Lcdo. Angel M. Castillo Rodríguez
Comisionado

RADICACION INFORME HUD-2516 "CONTRACT AND SUBCONTRACT ACTIVITY"

Como es de su conocimiento, el Informe "Contract and Subcontract Activity" (Forma HUD-2516) es utilizado por el Gobierno Federal, para medir cuantitativamente la participación de las pequeñas empresas en los contratos financiado con los fondos del programa CDBG. Este informe debe ser completado anualmente cubriendo el periodo de **octubre de 2006 a septiembre de 2007**.

A esos efectos, le requerimos la radicación del mencionado informe **antes del 26 de septiembre de 2007**. El mismo puede ser remitido vía facsímile al (787) 763-5970, con atención a la Sra. Yvonne Guerra, Supervisora del Area de Asistencia Técnica de Programas Federales.

Adjunto los formularios necesarios para incluir la información solicitada. Es importante mencionar, que **se utilizará un formulario para cada año programa.**

Para aclarar cualquier duda sobre el particular, favor comunicarse al teléfono (787) 754-1600 extensión 302. Debe referirse al número de control 7-46.

AMCTRM/YG/MEMO RADICACION INFORME HUD-2516 CONTRACT AND SUBCONTRACT ACTIVITY (7-46)

Anejos

"Toda la Correspondencia oficial deberá dirigirse al Comisionado"

**INSTRUCCIONES PARA CUMPLIMENTAR EL “CONTRACT AND SUBCONTRACT
ACTIVITY REPORT” (FORMA HUD-2516)**

1. GRANTEE - Municipio
2. LOCATION - Dirección Municipio
3. CONTACT PERSON - a. Nombre de la persona que prepara el informe
b. Número de teléfono
4. REPORTING PERIOD - Periodo que cubre el informe (oct 1, 2006 a sept 30, 2007)
5. PROGRAM CODE - (No aplica)
6. DATE SUBMITTED - Fecha de radicación de informe a OCAM
- 7^a PROJECT NUMBER - Numero de proyecto: Ej: 07-FC-03-001
- 7^b AMOUNT OF CONTRACT - Costo de Contrato (s)
- 7^c TYPE OF TRADE CODE - Escoger una de las siguientes codificaciones que aplican al Programa CDBG.
 - (1) Nueva construcción
 - (2) Rehabilitación sustancial
 - (3) Reparación
 - (4) Servicios
 - (5) Servicios profesionales
 - (6) Servicio de Arquitectura e Ingeniería
- 7^d RACIAL ETHNIC- Origen racial (Escoger una de las siguientes codificaciones)
 - (1) Blanco americano
 - (2) Negro Americano
 - (3) Indio Americano
 - (4) Hispano
 - (5) Asiático
 - (6) Judío
- 7^e WOMEN OWNED BUSINESS - Dueño de Empresa del sexo femenino (indicar sí o no)
- 7^f PRIME CONTRACTOR ID NUMBER - Número de Seguro Social Patronal del Contratista
- 7^g SECTION 3 - Aplicabilidad de la Sec. 3. indicando si contratista ofrece empleo a residentes del Municipio. (Indicar sí o no)
- 7^h Subcontractor ID Number - Número Seguro Social Patronal de Subcontratista
- 7ⁱ Section 3 Aplicabilidad de la Sec. 3 indicando si subcontratista ofrece empleo a residentes del Municipio. (Indicar sí o no)
- 7^j Contractor/Subcontractor, name and address - Nombre de la Compañía, Dirección completa y el Código postal

This report is to be completed by grantees, developers, sponsors, builders, agencies, and/or project owners for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitlement and small cities); Urban Development Action Grants; Housing Development Grants; Multifamily Insured and Noninsured; Public and Indian Housing Authorities; and contracts entered into by recipients of CDBG rehabilitation assistance.

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.

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

completed for public and Indian housing and most community development programs. Form HUD-60002 is to be completed by all other HUD programs including State administered community development programs covered under Section 3.

A Section 3 contractor/subcontractor is a business concern that provides economic opportunities to low- and very low-income residents of the metropolitan area (or nonmetropolitan county), including a business concern that is 51 percent or more owned by low- or very low-income residents; employs a substantial number of low- or very low-income residents; or provides subcontracting or business development opportunities to businesses owned by low- or very 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.

The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(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 and 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 costs or unusually high or low-income families. Very low-income persons means low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

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.

Enter the prime contractor's ID in item 7f. for all contracts and subcontracts. Include only contracts executed during this reporting period. PHAs/IHAs are to report all contracts/subcontracts.

Community Development Programs

1. **Grantee:** Enter the name of the unit of government submitting this report.
3. **Contact Person:** Enter name and phone of person responsible for maintaining and submitting contract/subcontract data.
- 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.
- 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.
- 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.
- 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. 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.
- 7e. **Woman Owned Business:** Enter Yes or No.
- 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.
- 7g. **Section 3 Contractor:** 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.
- 7i. **Section 3 Contractor:** Enter Yes or No.

7j. Contractor/Subcontractor Name and Address: Enter this information for each
Previous editions are obsolete.

firm receiving contract/subcontract activity only one time on each report for each firm.

Multifamily Housing Programs

1. **Grantee/Project Owner:** Enter the name of the unit of government, agency or mortgagor entity submitting this report.
3. **Contact Person:** Same as item 3 under CPD Programs.
4. **Reporting Period:** Check only one period.
5. **Program Code:** Enter the appropriate program code.
- 7a. **Grant/Project Number:** Enter the HUD Project Number or Housing Development Grant or number assigned.
- 7b. **Amount of Contract/Subcontract:** Same as item 7b. under CPD Programs.
- 7c. **Type of Trade:** Same as item 7c. under CPD Programs.
- 7d. **Business Racial/Ethnic/Gender Code:** Same as item 7d. under CPD Programs.
- 7e. **Woman Owned Business:** Enter Yes or No.
- 7f. **Contractor Identification (ID) Number:** Same as item 7f. under CPD Programs.
- 7g. **Section 3 Contractor:** Enter Yes or No.
- 7h. **Subcontractor Identification (ID) Number:** Same as item 7h. under CPD Programs.
- 7i. **Section 3 Contractor:** Enter Yes or No.
- 7j. **Contractor/Subcontractor Name and Address:** Same as item 7j. under CPD Programs.

Public Housing and Indian Housing Programs

PHAs/IHAs are to report all contracts/subcontracts. Include only contracts executed during this reporting period.

1. **Project Owner:** Enter the name of the unit of government, agency or mortgagor entity submitting this report. Check box as appropriate.
3. **Contact Person:** Same as item 3 under CPD Programs.
4. **Reporting Period:** Check only one period.
5. **Program Code:** Enter the appropriate program code.
- 7a. **Grant/Project Number:** Enter the HUD Project Number or Housing Development Grant or number assigned.
- 7b. **Amount of Contract/Subcontract:** Same as item 7b. under CPD Programs.
- 7c. **Type of Trade:** Same as item 7c. under CPD Programs.
- 7d. **Business Racial/Ethnic/Gender Code:** Same as item 7d. under CPD Programs.
- 7e. **Woman Owned Business:** Enter Yes or No.
- 7f. **Contractor Identification (ID) Number:** Same as item 7f. under CPD Programs.
- 7g. **Section 3 Contractor:** Enter Yes or No.
- 7h. **Subcontractor Identification (ID) Number:** Same as item 7h. under CPD Programs.
- 7i. **Section 3 Contractor:** Enter Yes or No.
- 7j. **Contractor/Subcontractor Name and Address:** Same as item 7j. under CPD Programs.