



ROBERT BENTLEY
GOVERNOR

JIM BYARD, JR.
DIRECTOR

STATE OF ALABAMA

MEMORANDUM

TO: All CDBG and Disaster Grantees
FROM: Shabbir Olia, Unit Chief, CED Programs
DATE: November 14, 2013
RE: **HUD Form 2516 (Contract and Subcontract Activity Form)**

Starting with FY-2014*, there will be a procedure change for Form 2516 as follows:

- **Report All Contracts and Subcontracts Each Fiscal Year:** All contracts and subcontracts with CDBG participation will be reported each year. Each fiscal year (including the closeout fiscal year) the total CDBG dollar amount for each contract and subcontract will be reported. (ADECA will subtract out prior year contracts.) Please provide information even if there is no change in activity from the previous year.
- **Do Not Report Local Funds:** Only contracts and subcontracts that have CDBG dollars in them will be reported. (For example, if the administration is paid from local only funds, it will not be reported to ADECA). If both CDBG dollars and local dollars are included in a contract, report only the CDBG dollars.
- **First Report:** The first report will not be due until all Letter of Conditional Commitment (LCC) start-up requirements have been met and the Grant Agreement has been signed by the locality.
- ***Fiscal Year 2014:** The fiscal year 2014 began on October 1, 2013, and will end on September 30, 2014.
- **Use the Current Budget:** Each contract amount reported will reflect the current or closeout budget including any de-obligations and change orders that change the CDBG funds for administration, engineering/architecture, construction, etc.

Closeout Form 2516: At closeout, the closeout FY-2014 Form 2516 will be checked against each line item in the closeout budget. This procedure change will apply to each CDBG and Disaster grant with a closeout letter dated **October 1, 2013**, and later.

Please direct any questions to Johnnie Streeter at (334) 242-5451 or Jan Thomas at (334) 353-2909.