



U.S. Department of Housing and Urban Development

Seattle Regional Office  
Seattle Federal Office Building  
Office of Public Housing  
909 First Avenue, Suite 360  
Seattle, WA 98104-1000

November 17, 2004

## ***PHA CIRCULAR***

**ATTENTION: ALL PUBLIC HOUSING AGENCIES IN THE JURISDICTION  
OF THE WASHINGTON STATE OFFICE**

**NO. 04-05**

**SUBJECT: MINORITY BUSINESS ENTERPRISE (MBE) REPORT**

**APPLIES TO:  
LIPH**

***NOTE: Forms, Handbooks, Notices, and other directives issued by HUD Headquarters  
may be ordered by calling 1-800-767-7468, or faxing an order to (202) 708-2313.***

### **FORM HUD-2516 MINORITY BUSINESS ENTERPRISE (MBE) REPORTS** (Applies to Public Housing)

HUD Headquarters has notified the field offices that the 2004 MBE report for the reporting period of October 1, 2003, through September 30, 2004, is due December 10, 2004.

In an effort to streamline the reporting process, we have enclosed a copy of the HUD-2516 (8/98) and the HUD 2516-A (9/98). Either or both forms may be used by you and submitted to this office.

On the HUD-2516-A there is only one line to fill in (line 1). However you will need to remember that column 2 will be the total of columns 4 through 9.

There is only one PROGRAM CODE applicable to public housing [form HUD-2516 (8/98), item 5: Program Code].

Please submit your completed form, **including negative reports** to:

Office of Public Housing, OAPH  
U.S. Department of Housing & Urban Development  
Washington State Office  
Seattle Federal Office Building  
909 First Avenue, Suite 360  
Seattle, WA 98104-1000

Should you have any questions please call Debra Sutton (206) 220-5290 extension 6219.

Sincerely,

Harlan L. Stewart  
Director  
Office Of Public Housing

Enclosures