



U.S. Department of Housing and Urban Development

San Francisco Regional Office - Region IX

450 Golden Gate Avenue

San Francisco, California 94102-3448

www.hud.gov

espanol.hud.gov

September 1, 2004

RE: Minority Business Enterprise (MBE)

Attention all Public Housing Authorities:

This is to remind you that annual reporting requirement of Minority Business Enterprise (MBE) contract activity for the year October 1, 2003 through September 30, 2004 is due by November 1, 2004.

All MBE data should be reported on HUD Form 2516 - Contract and Subcontract Activity (attached). If you did not have any contracting activity, you are still required to submit the form indicating no activity. Please email your report to: jesse_martinez@hud.gov, send to the following address, or fax to:

Jesse Martinez

U.S. Department of HUD, Office of Public Housing

450 Golden Gate Avenue

San Francisco, CA 94102

Phone No. (415) 436-8183

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Thank you for your cooperation. If you have any questions please contact Mr. Martinez.