



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 3, 2006

PHA CIRCULAR

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

NO. 06-03

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 or online at <http://www.hudclips.org>*

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

The 2006 MBE report for the reporting period of October 1, 2005, through September 30, 2006, is due by December 1, 2006.

In an effort to streamline the reporting process, we have enclosed a copy of the HUD-2516-A (9/98).

The information in the "Grantee Column" should reflect the name of the city or county that receives the grant, **not the Housing Authority or subgrantee.**

The HUD-2516-A has two (2) rows and two (2) columns shaded. **Please Do Not Type In These Areas.**

On the HUD-2516-A there is only one line to fill in (line 1). Please note the following:

- a. Column 2 will be the total of columns 4, 6, 8, 10, 12 and 14; and
- b. Column 3 will be the total of columns 5, 7, 9, 11, 13 and 15.

You can either email a copy of this report **including negative reports** to Debra_Sutton@hud.gov or mail the hard copy of this report to this office at the address shown below.

Office of Public Housing, OAPH
U.S. Department of Housing & Urban Development
Washington State Office
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Please note this report is due in the HUD Field Office by December 1, 2006, so that all of the reports from the PHAs can be compiled and sent to HUD HQ by December 8, 2006.

Should you have any questions please contact Debra Sutton at 206.220.6219.

Sincerely,

//signed//

Harlan Stewart
Director
Office Of Public Housing

Enclosure