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Attn.:

It is a requirement that all subcontracts awarded to Small, Minority Owned or Women Owned Businesses be accounted for quarterly.

Please circle the appropriate choice that best describes your firm, authorize below and return to our office as soon as possible.

**A. "Minority Owned Business"** A "minority owned business" means a business concern at least 51 percent owned by, and whose management and daily business operations are controlled by one or more members of a socially and economically disadvantaged minority group, namely US citizens who are African American, Hispanic Americans, Native Americans, Asian Pacific Americans or Asian Indian Americans.

- a. Native Americans means American Indians, Eskimos, Aleuts and Native Hawaiians.
- b. Asian Pacific Americans means US citizens whose origins are Japanese, Chinese, Filipino, Vietnamese, Korean, Samoan, Guamanian, Laotian, Cambodian, or in the Trust Territories of the Pacific.
- c. Asian Indian Americans means US citizens whose origins are in the Indian subcontinent.

**B. "Small Business"** A "small business" means a business, including affiliates, that is independently owned and operated, is not dominant in the production of performance of the supplies or services being purchased, and has no more than 500 employees, unless a different size standard has been established by the Small Business Administration (see 13 CFR 121). For subcontracts of \$25,000 or less, a subcontractor having no more than 500 employees qualifies as a small business without regard to other factors.

**C. "Women Owned Business"** A "women owned business" means a business concern which is at least 51 percent owned, controlled and operated by a woman or women. Controlled is defined as actively involved in day-to-day management.

**D. "None of the Above"**

Please verify that the above information is correct by means of your signature below. Should you have any questions, please feel free to call.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title