

*Please check the diversity code that best represents your company and sign below:*

### \_\_\_ **Minority Business Enterprise (MBE)**

To qualify as a MBE, the firm must be a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated, and controlled by minority group members. Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, those minority group members control the management and daily operations. Minority group members are defined as:

- ✓ Asian-Indian – A U.S. citizen whose origins are from India, Pakistan or Bangladesh.
- ✓ Asian-Pacific – A U.S. citizen whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.
- ✓ African-American – A U.S. citizen having origins in any of the Black racial groups of Africa.
- ✓ Hispanic – A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas of Latin America or the following regions: Mexico, Central America, South America, and the Caribbean Basin, only.
- ✓ Native American – A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. Native Americans must be documented members of a North American tribe, band or otherwise organized group of native people who are indigenous to the continental United States and proof can be provided through a Native American Blood Degree Certificate (i.e., tribal registry letter, tribal roll register number). To certify your business as an MBE, contact your local SBA office to register as a “Small Disadvantaged Business” or 8(a) corporation on SBA Pro-Net or visit the National Minority Supplier Development Council home page.
- ✓ US Pan Asian American Chamber of Commerce

### \_\_\_ **Women Business Enterprise (WBE)**

To qualify as a WBE, the firm must be a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated, and controlled, by a woman or women members. Ownership by female individual’s means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, the management and daily operations are controlled by the woman or women members. Woman-owned businesses can be certified in any of three ways:

- ✓ Register with the Women’s Business Enterprise National Council
- ✓ Register with the National Women Business Owners Corporation
- ✓ Current state or municipal certifications clearly stating woman-owned status (subject to review)

### \_\_\_ **Lesbian Gay Bi-Sexual Transgender Business Enterprise (LGBTB)**

To qualify as an LGBTBE, the firm must be a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated, and controlled, by an LGBT person or persons. Ownership by LGBT individuals means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, the management and daily operations are controlled by the LGBT person or LGBT persons. To certify your business as an LGBT-owned business, please visit the National Gay & Lesbian Chamber of Commerce homepage. “8(a)”

The applicant firm must be a small business, must be unconditionally owned and controlled by one or more socially and economically disadvantaged individuals who are of good character and citizens of the United States, and must demonstrate potential for success. To certify your business as 8(a), visit the SBA 8(a) Business Development home page. Small Disadvantaged Business (SDB) To qualify as small disadvantaged business a firm can be found to be qualified SDB concern, if:

- ✓ A small business must be at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show by a “preponderance of the evidence” that they are disadvantaged.
- ✓ All individuals must have a net worth of less than \$750,000, excluding the equity of the business and primary residence.
- ✓ All applicants must also meet applicable size standards for small businesses in their industry. To become SDB certified, visit the SBA SDB home page.

**\_\_\_ HubZone (HZONE)**

To participate in the HUBZone Empowerment Contracting Program, a concern must be determined to be a "qualified HUBZone small business concern." A firm can be found to be a qualified HUBZone concern, if:

- ✓ It is small
- ✓ It is located in an "historically underutilized business zone" (HUBZone)
- ✓ It is owned and controlled by one or more U.S. Citizens, and
- ✓ At least 35% of its employees reside in a HUBZone.
- ✓ To see if your business is located a HUBZone or to become HUBZone certified, visit the HUBZone home page.

**\_\_\_ Veteran-Owned Business (VOB)**

Business must meet the requirements as a Small Business. It must be at least 51% owned and controlled by a U.S. Veteran or Veterans possessing a discharge other than dishonorable. Veteran-owned business can be certified two ways:

- ✓ Register with SBA Veterans' Program
- ✓ Register with SBA Pro-net

**\_\_\_ Disabled Veteran-Owned Business (DVOB)**

Business must meet the requirements as a Small Business. It must be at least 51% owned and controlled by a U.S. Veteran or Veterans possessing a discharge other than dishonorable. Disability may be any degree that was acquired or aggravated during active service.

**\_\_\_ Disadvantaged Business Enterprise (DBE)**

Means an offeror that represents, as part of its offer, that it is a small business under the size standard applicable to the acquisition; and either: it has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B, and: no material change in disadvantaged ownership and control has occurred since its certification; where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c) (2); and it is identified, on the date of its representation, as a certified small business concern in the Central Contractor Registration (CCR) database.

**\_\_\_ Not Applicable (N/A)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print \_\_\_\_\_ Date \_\_\_\_\_

Email address \_\_\_\_\_

Phone number \_\_\_\_\_

Fax number \_\_\_\_\_