**MINORITY AND WOMEN’S BUSINESS ENTERPRISE PARTICIPATION**

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| Project Sponsor: |       |
| Project Number: |       |
| Contract Description: |       |
|       |
| Documentation of affirmative steps for Minority and Women’s Business Enterprise participation in this contract has been obtained from the apparent lowest, responsive, responsible bidder,      |
| (Firm’s Name) |
| and it has been reviewed to ensure that the bidder has satisfactorily carried out the following affirmative steps:1. Included qualified minority and women’s businesses on solicitation lists.
2. Solicited minority and women’s businesses whenever they are potential sources.
3. Divided total requirements, when economically feasible, into small tasks or quantities to permit maximum participation by minority and women’s businesses.
4. Where feasible, established delivery schedules which will encourage participation by minority and women’s businesses.
5. Used the services and assistance of the U.S. Department of Commerce’s Minority Business Development Agency (MBDA) and the U.S. Small Business Administration to identify MBEs/WBEs.

(Note: The loan applicant/recipient shall maintain the documentation in the project file and make it available upon request.)The loan applicant/recipient has made a good faith effort to facilitate Minority and Women’s Business Enterprise participation in this contract.I, the undersigned representative of the loan applicant/recipient, hereby certify that all information provided herein is correct to the best of my knowledge and belief. |
|  |  |       |
| (Signature) |  | (Date) |
|       |
| Typed Name and Title of Authorized Representative(Mayor, City Manager, Commissioner, President, owner, etc.) |