DEPARTMENT OF TRANSPORTATION
CIVIL RIGHTS
1823 14th STREET - MS-79
SACRAMENTO, CA 95814
(916) 324-1700
(916) 324-1862 FAX
(916) 324-2252 TTY
(866) 810-6346 TOLL FREE

Dear Business Owner:

Thank you for your interest in the State of California Minority Business Enterprise (SMBE) and Women Business Enterprise (SWBE) Program.

If you wish to be considered for State certification, please complete the attached SMBE/SWBE application.

In order to avoid unnecessary delays, please complete all portions of the application. Indicate non-applicable items by using "N/A". Copies of documents requested in the questionnaire are required and must be submitted. Additional documentation may be requested if it is considered necessary to make a certification determination. Incomplete applications, or any without the required documents, will not be evaluated until such documents are submitted.

Only small business concerns as defined by the United States Small Business Administration that are owned and controlled by one or more socially and economically disadvantaged individuals, can be certified as a SMBE/SWBE. Owned and controlled means:

> At least 51 percent of the small business concern is owned by one or more minorities or, in the case of a publicly owned business, at least 51 percent of all issued stock is owned by one or more minorities; and
>
> Whose management and daily business operations are controlled by one or more such individuals.

A WBE is a small business owned and controlled by one or more women. Owned and controlled means that:

> At least 51 percent of the small business concern is owned by one or more women; and
>
> Whose management and daily business operations are controlled by one or more women who own it.