



**Address** 190 Queen Anne Ave N  
 PO Box 19028  
 Seattle, WA 98109  
**Telephone** 206-615-3300  
**Website** www.seattlehousing.org

**MINORITY/WOMEN OWNED BUSINESS ENTERPRISE SELF-IDENTIFICATION FORM  
 for  
 WORK PERFORMED ON SEATTLE HOUSING AUTHORITY PROJECTS**

Please complete the following information to be included in your business profile to be posted on Seattle Housing Authority's website. Please direct questions to Patti Armstrong at 206-615-3379. Fax completed form to 206-615-3410.

Company Name	
Doing Business As	
Description of Business Services	
Address	
Website	
Contact Person	
Email	
Phone Number	

The undersigned acknowledges and certifies that above company meets the minority/women owned business enterprise certification requirements as defined in Washington Administrative Code (WAC) Chapters 326-02 and 326-20, and hereby summarized below:

1. To be considered an eligible owner, you must be a U.S. citizen or lawful permanent resident **and** a member of one of the following groups:
  - o **Woman**
  - o **Black** – origins in any of the Black racial groups of Africa
  - o **Hispanic** – Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race
  - o **American Indian/Alaskan Native** – origins in any of the original peoples of North America
  - o **Asian American** – origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands

2. Eligible owner must own at least 51% of the business.
  - o Ownership percentages are not rounded. 50.99% ownership will not be rounded up to 51% ownership.
  - o Because Washington is a community property state, a business owned by a husband and wife is automatically deemed to be owned 50% by the husband and 50% by the wife.
3. Eligible owner must control the company's managerial and day-to-day operations. He/she must have both the legal authority and technical ability to control the company. If the State of Washington requires a professional license to perform the company's line of work, the eligible owner must hold this license, even if the owner is not the one performing the work.
4. Company must be an independent business, organized for profit, and legally licensed to do business in Washington.
5. Company must perform a "Commercially Useful Function". A "commercially useful function" is a real and actual service that is central and necessary to complete the product or service.

**The undersigned has completed the checklist on page two identifying status of its firm. The undersigned acknowledges SHA's rights to require the submission of additional information for purposes of verifying proof of ownership and eligibility status.**

Signature of Company Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Self-Identification Gender, Ethnicity and Small Business Checklist

Company Name: \_\_\_\_\_

**Women-Owned Business**

- |   |  |
|---|--|
| <input type="checkbox"/> Black American         | <input type="checkbox"/> Hispanic American |
| <input type="checkbox"/> Asian/Pacific American | <input type="checkbox"/> Hasidic Jew       |
| <input type="checkbox"/> Native American        | <input type="checkbox"/> White American    |

**Minority-Owned Business**

- |   |  |
|---|--|
| <input type="checkbox"/> Black American         | <input type="checkbox"/> Hispanic American |
| <input type="checkbox"/> Asian/Pacific American | <input type="checkbox"/> Hasidic Jew       |
| <input type="checkbox"/> Native American        |  |

**Combination-Owned Business** (50% owned by a minority male and 50% owned by a non-minority female)

- |   |  |
|---|--|
| <input type="checkbox"/> Black American         | <input type="checkbox"/> Hispanic American |
| <input type="checkbox"/> Asian/Pacific American | <input type="checkbox"/> Hasidic Jew       |
| <input type="checkbox"/> Native American        |  |

**Small Business.** A small business means a business concern, including its affiliates, that is independently owned and operated, not an affiliate or subsidiary of a business dominant in its field of operation, and qualified as a small business under the criteria and size standards in 13 CFR 121. Furthermore, a business is considered small according to the Small Business Administration's established guidelines provided to such businesses.

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

**Note:** This information will only be used for purposes of tracking and reporting on women and/or minority owned participation on SHA contracts.

Please return this form to:  
Patti Armstrong  
Seattle Housing Authority  
PO Box 19028  
Seattle, WA 98109  
Office Phone: 206-615-3379  
Fax: 206-615-3410  
Email: [Patti.Armstrong@seattlehousing.org](mailto:Patti.Armstrong@seattlehousing.org)