



## DIVERSITY BUSINESS INFORMATION

### INSTRUCTIONS

For Title VI Compliance, Anderson County Government requests voluntary disclosure of the following information, related to the owner/operator of the company. Information should be **notarized** and **mailed to** Anderson County Government, 100 N. Main Street, Room 214, Clinton, TN 38740. or email to [purchasing@andersontn.org](mailto:purchasing@andersontn.org) or by fax to (865) 457-6252.

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### Definitions For Determining Minority, Women And Small-Owned Firms

The guidelines for determining minority, women and small-owned firms are defined as follows:

**"MINORITY"** means a person who is a citizen or lawful permanent resident of the United States and who is:

- o Black (a person having origins in any of the black racial groups of Africa);
- o Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
- o Asian American (a person having origins in any of the original peoples of the Far East, Southeast
- o Asia, the Indian subcontinent, or the Pacific Islands); or
- o American Indian and Alaskan Native (a person having origins in any of the original peoples of North America).

**"MINORITY BUSINESS ENTERPRISE"** shall mean a minority business:

A continuing, independent, for profit business which performs a commercially useful function, and is at least 51 percent owned and controlled by one or more minority individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned and controlled by one or more minorities. Whose management and daily business operations are controlled by one or more of minority individuals. "Control" as used in the above clause, means exercising the power to make policy decision. "Operate," as used in the above clause, means being actively involved in the day-to-day management of the business.

**"WOMEN BUSINESS ENTERPRISE"** shall mean women business:

A continuing, independent, for profit business which performs a commercially useful function, and which is at least 51 percent owned and controlled by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned and controlled by one or more women. Whose management and daily business operations are controlled by one or more of such individuals. "Control" as used in the above clause, means exercising the power to make policy decision. "Operate," as used in the above clause, means being actively involved in the day-to-day management of the business.

**DIVERSITY BUSINESS INFORMATION  
ANDERSON COUNTY GOVERNMENT**

**BID NUMBER:** \_\_\_\_\_

**BID TITLE:** \_\_\_\_\_

**IMPORTANT! NOTARY AND COPY OF CERTIFICATION REQUIRED**

**VENDOR/CONTRACTOR NAME:** \_\_\_\_\_

**Type of Company:** (Check One)

(\_\_\_\_) Corporation    (\_\_\_\_) Partnership    (\_\_\_\_) Limited Liability    (\_\_\_\_) Sole Proprietor

Is your company 51% Owned or Operated by a Minority Group? Yes \_\_\_ No\_\_\_

If yes, check the ethnic category and indicate % of ownership:

- American Indian/Alaskan Native \_\_\_\_%
- African American \_\_\_\_%
- Hispanic \_\_\_\_%
- Asian/Pacific Islander \_\_\_\_%
- Other \_\_\_\_% \_\_\_\_\_(please indicate)

Please name the entity of certification: \_\_\_\_\_

Please provide copy of certification letter or certificate

**I, HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

**Signature:** \_\_\_\_\_ **OFFICER OF THE COMPANY**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**NOTARY ACKNOWLEDGEMENT:**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

ON \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, \_\_\_\_\_,

PERSONALLY APPEARED \_\_\_\_\_, PERSONALLY KNOWN TO ME (OR PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/ THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON (S) ACTED, EXECUTED THE INSTRUMENT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE OF NOTARY: \_\_\_\_\_

PRINTED FULL NAME OF NOTARY: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

Q CERTIFYING AGENCIES

1. Governor's Office of Diversity Business Enterprise (GODBE)  
Sheila Simpson, Program Director  
27<sup>th</sup> Floor, William R. Snodgrass TN Tower  
312 8<sup>th</sup> Avenue North, Nashville, TN 37243  
[Sheila.j.simpson@state.tn.us](mailto:Sheila.j.simpson@state.tn.us)  
615-253-4657
  
2. Office of Minority and Women Business Assistance  
Michelle Lane, Director Office of Minority and Women Business Assistance  
[Michelle.Lane@nashville.gov](mailto:Michelle.Lane@nashville.gov)  
John Irvin, Minority-Small Business Liaison  
[John.Irvin@nashville.gov](mailto:John.Irvin@nashville.gov)  
Metropolitan Government of Nashville and Davidson County  
<https://smartrac.nashville.gov>  
222 Third Avenue North, Suite 650  
Nashville, TN 37201  
615-880-2814
  
3. U. S. Small Business Administration  
Kena Dixon. Business Development Specialist  
50 Vantage Way, Suite 201, Nashville, TN 37228  
[Kena.dixon@sba.gov](mailto:Kena.dixon@sba.gov)  
615-736-7426
  
4. Tennessee Department of Transportation  
Small Business Development  
Deborah Luter, Director  
[deborah.luter@state.tn.us](mailto:deborah.luter@state.tn.us)  
Ross Webb  
505 Deaderick Street, Suite 400  
Nashville, TN 37243  
651-741-3681
  
5. Tennessee Minority Supplier Development Council (TMSDC)  
Cheri Henderson, Executive Director  
220 Athens Way, Suite 105, Plaza 1, Nashville, TN 37228  
[info@tmsdc.net](mailto:info@tmsdc.net)  
615-259-4699