

THE GUIDE

to the U.S. Department of Commerce

FOR WOMEN
BUSINESS
OWNERS





January 1980

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FOREWORD

THE GUIDE has been prepared primarily for the woman business owner. If you are a woman interested in becoming a business owner, you may also find this guide useful.


The information for this guide was originally collected by the U.S. Department of Commerce Task Force on Women's Business Enterprise in response to President Carter's Executive Order 12138, issued May 18, 1979, establishing a national policy on women's business enterprise. The Task Force felt that this information would be of most value if it were made available to those for whom the information was collected—the woman business owner.

This report identifies U.S. Department of Commerce programs that can help women business owners. In most of these programs, targets for assisting women's business enterprise have been established.

In order to provide the most timely information, THE GUIDE emphasizes those Commerce resources available for assistance in Fiscal Year 1980 (October 1, 1979 to September 30, 1980). However, Commerce's commitment to all U.S. businesses, including women-owned firms, extends beyond any one fiscal year. Target levels for Fiscal Year 1980 appear here to give the woman business owner a sense of Commerce's commitment and ability to assist women's business enterprise.

The Department of Commerce has a number of unique and important resources that are available to women business owners. These include: The Economic Development Administration's financial assistance to medium- and large-sized firms; the Minority Business Development Agency's management and technical assistance programs for minority women; and the International Trade Administration's access to local businesses through its District Office network. Commerce's allocation of resources to women's business enterprise represents a strong commitment to the President's directive.

I hope that you, the woman business owner, will find THE GUIDE a helpful resource in working with the U.S. Department of Commerce.

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INTRODUCTION

The U.S. Department of Commerce

Historically, the mission of the U.S. Department of Commerce is to foster, promote and develop the foreign and domestic commerce of the United States.

U.S. business is as broad and diverse as can be imagined. Likewise, the Department of Commerce has a broad range of programs, including those which encourage business growth (such as Commerce's International Trade Administration and Maritime Administration): assist States, communities and individuals toward economic progress (e.g., Commerce's Minority Business Development Agency and Economic Development Administration); study the uses of the physical environment and oceanic life (e.g., Commerce's National Oceanic and Atmospheric Administration); oversee the effective use and growth of scientific and technical resources (through Commerce's National Telecommunications and Information Administration and the Office of Science and Technology); and develop information on the Nation to help achieve increased social and economic benefit (e.g., the Bureau of the Census and the Bureau of Economic Analysis). By facilitating the development of U.S. industry and international trade and by helping States and communities, the U.S. Department of Commerce plays a significant role in helping to strengthen the economy of the United States.

Currently, the Department is in the midst of three major reorganizations that will increase its responsibility in promoting the health of the U.S. economy. The International Trade Administration (ITA), formerly the Industry and Trade Administration, will be in existence by the time this guide goes to print. The mission of this new organization is to promote aggressively and assist U.S. export capabilities. The second reorganization affects the Economic Development Administration (EDA), which will shortly experience a significant expansion to its activities. Finally, the Office of Minority Business Enterprise has been reorganized under the new Minority Business Development Agency (MBDA). It, too, has expanded responsibilities.

The U.S. Department of Commerce has a unique

position in the Federal Government. There are many direct and indirect ways in which Commerce can assist businesses. This guide gives the woman business owner a general but comprehensive map to Commerce's resources that are most tailored to fit her needs.

Assistance to Women Business Owners

So often, lack of knowledge of Federal programs, of Federal regulations, or of how to access the Federal system inhibits the establishment, maintenance, or expansion of business enterprise. Over-regulation, burdensome paperwork and a labyrinthian organizational structure are terms frequently used by the U.S. business community to describe the Federal Government and its impact on business.

President Carter has long been a proponent of facilitating Federal and private sector interaction. Regulatory and paperwork reform have been two major initiatives undertaken by his Administration to make the Federal Government more responsive to the business community and its needs. In addition, as early as 1976, President Carter spoke of the vital role women business owners play in the U.S. economy. He recognized that many women entrepreneurs face special obstacles in starting or developing their own businesses, and he committed his Administration to assisting in the removal of these obstacles, especially those within the Federal Government.

In August, 1977, the President created the Inter-agency Task Force on Women Business Owners to analyze these obstacles and recommend ways by which they could be overcome. The following June, the Task Force issued its report to the President, entitled, *The Bottom Line: Unequal Enterprise in America*. With respect to Federal Government programs, the Task Force reported that women business owners are hampered in gaining access to the Federal procurement system; that there are few management and technical assistance programs focused even in part on assisting women entrepreneurs; and, that existing loan and grant programs provide little assistance to women entrepreneurs. The Task Force also addressed the problem of

women business owners who, like small business owners, have difficulty in obtaining credit from financial institutions.

Executive Order 12138

In response to the Task Force findings and recommendations, President Carter issued Executive Order 12138 on May 18, 1979. Through the Executive Order, President Carter directed all Federal agencies and departments to examine their programs and identify those resources that could be targeted to women's business enterprise. THE GUIDE is Commerce's report to women business owners on the identification of those programs, and it provides an explanation of how those resources will be directed to assist the development of women's business enterprise.

Definitions

A business that is WOMEN-OWNED is at least 51 percent owned by a woman or women who also control and operate it. Control means exercising the power to make policy decisions concerning the business. Operate means active involvement in the day-to-day management of the business.

WOMEN'S BUSINESS ENTERPRISE is a woman-owned business or businesses or the efforts of a woman or women to establish, maintain or develop such a business or businesses.

How to use THE GUIDE

The programs that have been identified for THE GUIDE are not specifically mandated by legislation (with the exception of the National Telecommunications and Information Administration's grant program) to assist women's business enterprise. Commerce has no such specific *mandate*, but the Department does have the commitment and program resources available to assist women's business enterprise. While it should be noted that many of Commerce's applicable programs may not be as helpful to the very small business—a frequent characteristic of women-owned businesses—there are still many resources in Commerce available to women.

In the following pages the purpose of each of Commerce's agencies (or organizations) is stated, followed by a description of applicable programs available to the woman entrepreneur. Programs that can assist women business owners are categorized as either FINANCIAL ASSISTANCE or BUSINESS ASSISTANCE programs.

FINANCIAL ASSISTANCE programs can pro-

vide the woman entrepreneur with loans, loan guarantees, or interest rate subsidies for her business.

BUSINESS ASSISTANCE programs include:

- GRANTS

- to women business owners.
- to organizations which provide assistance to women's business enterprise in the form of management and technical assistance.
- to grantees who subcontract with women-owned firms.

(See program descriptions for: Economic Development Administration, Minority Business Development Agency, National Telecommunications and Information Administration, Maritime Administration.)

- OUTREACH

- by Commerce agencies to identify and assist women business owners.

(See program descriptions for: International Trade Administration, Economic Development Administration, Maritime Administration, Office of Science and Technology.)

- INFORMATION AND DATA

- collected on services requested by women business owners to be used by agencies in targeting their resources.
- Compiled for public dissemination and to provide a more complete profile of women-owned businesses.

(See program descriptions for: Bureau of the Census, Economic Development Administration, Minority Business Development Agency, Maritime Administration.)

- PROGRAM ADMINISTRATION

- inhouse efforts to assist women business owners.

(See program descriptions for: the Economic Development Administration, International Trade Administration, Maritime Administration, National Oceanic and Atmospheric Administration, Office of Science and Technology.)

Each agency section ends with a reference to the *Catalog of Federal Domestic Assistance*. This catalog is a general purpose guide to all Federal Government programs that provide assistance to U.S. public and private organizations. It is updated annually and may be purchased from the U.S. Gov-

ernment Printing Office. To avoid the cost of purchasing this catalog, the woman business owner can usually find a copy in any Government or Government Depository library.

An overview of applicable commerce programs is presented in the MATRIX OF ASSISTANCE. The left-hand column of the Matrix lists types of assistance. The right-side of the Matrix contains a list of Commerce's agencies. Where several agencies offer the same type of assistance, the woman business owner need only choose that agency whose mission is closest to her own.

In the APPENDIX, the name, address and phone number of each agency's Washington and regional

contacts are listed. Members of the Commerce Task Force on Women's Business Enterprise are identified, as well as members of the Interagency Committee on Women's Business Enterprise. The text of the President's Executive Order 12138, a current organizational chart of the U.S. Department of Commerce and a description of the Minority Bank Deposit program may also be found in the APPENDIX.

The lists of Commerce contacts are provided here to identify knowledgeable program people who can assist you, the woman business owner in your dealings with the U.S. Department of Commerce. We hope you will feel free to call on us.

MATRIX
OF
ASSISTANCE FOR WOMEN'S BUSINESS ENTERPRISE

Contributing Agencies* and Page References

	EDA	ITA	MBDA	AD	O/S	MAR NTIA	CENSUS	NOAA	S&T
FINANCIAL ASSISTANCE									
Loans and loan guarantees for Women's Business Enterprise.	5								
BUSINESS ASSISTANCE									
• Grants									
-To business assistance organizations for providing assistance to women entrepreneurs.	6		9						
-To women-owned businesses.	6						11		
-To organizations which are being encouraged to subcontract with women-owned firms.	6				10				
• Management and Technical Assistance									
-Provided by Commerce personnel to women entrepreneurs.	7	7	9	10					
-Provided by organizations funded by Commerce.	6		9						
• Outreach									
-Recruiting women members, especially women business owners, for advisory boards, councils, etc.	7	8							13
-Sponsor or co-sponsor seminars and conferences specifically oriented to women business owners.		8							
• Information and Data									
-Collecting and maintaining data on women's business enterprise served.	7	8	10	10					
-Centralizing information maintained on women's business enterprise by establishing a clearinghouse or producing a directory of women-owned firms.			8		10	11			
-Profiling women entrepreneur clients.		8	10					12	
-Profiling women's business enterprise.								12	
• Program Administration (In-house affirmative efforts to implement Executive Order 12138)									
-Permanently assigning staff to implement the Executive Order.	7						11		
-Encouraging recipients of Federal funds to subcontract with women-owned firms.	6, 16			10	16			12, 16	
-Developing annual agency plans on how to assist women's business enterprise.	7						11		
-Developing small or large purchasing goals to buy from women-owned firms.	14			10	14	14			

* EDA-Economic Development Administration
ITA-International Trade Administration
MBDA-Minority Business Development Administration formerly OMBE
MARAD-Maritime Administration
O/S-Office of the Secretary

NTIA-National Telecommunications and Information Administration
CENSUS-Bureau of the Census
NOAA-National Oceanic and Atmospheric Administration
S&T-Office of Science and Technology

AGENCY: Economic Development Administration (EDA)

MISSION

The Economic Development Administration (EDA) provides assistance in the form of direct loans, loan guarantees, interest rate subsidies and grants to economically distressed areas in order to stimulate private sector jobs and investment. By accessing the vast resources of the private sector, EDA has a significant impact on economically troubled communities through retention of existing jobs, creation of new jobs and income, and expansion of tax bases.

EDA resources include:

- providing assistance to private businesses that expand or locate in economically troubled areas;
- financing special projects that provide immediate jobs for the unemployed;
- public works and economic development grants for the design, construction and rehabilitation of public facilities;
- funding State economic development projects.

FINANCIAL ASSISTANCE

EDA financial assistance is available to businesses seeking to establish, expand, or maintain operations in EDA-designated areas where such assistance will be a substantial economic benefit to the residents. Under EDA's Development Finance program, it can provide loans, loan guarantees and interest rate subsidies.

Loans and Interest Rate Subsidies

Direct Loans are available for up to 75 percent of fixed assets, such as land, buildings, machinery and equipment for industrial or commercial enterprises. A minimum investment of 15 percent is required.

Direct *fixed asset* loans are made at the lending rate established by the U.S. Department of Treasury. These loans may extend a maximum of 25 years.

Direct *working capital* loans are available for the full amount required by the applicants. These loans may extend to a maximum of 5 years. For the required equity investment the applicant should be in operation and have existing net working capital of at least 15 percent of total working capital requirements.

Interest Rate Subsidies are available for loans for up to seven percentage points. The resulting interest rate on the loan cannot be below 3 percent.

EDA has not provided much loan assistance to women's business enterprise in the past because women-owned firms are typically smaller enterprises. However, recent data indicate that more requests for larger Federal loans and loan guarantees are being made by women entrepreneurs.

EDA hopes to make a total of 30 loans or loan guarantees through its regional offices to women-owned firms in Fiscal Year 1980. EDA's current policy on loans and loan guarantees requires a loan or guarantee to be for a minimum of \$500,000. Congress intended that EDA primarily assist medium-sized to large-sized firms that can create jobs in economically depressed areas.

Loan Guarantees

EDA also provides loan guarantees to businesses seeking to establish, expand or maintain operations in EDA-designated areas where such assistance will have a beneficial impact on the economy. Loan guarantees on fixed assets are available for a maximum of 25 years at a rate negotiated by EDA and the participating bank. The negotiated rate is at a level comparable with the rate charged to preferred customers. As least 15 percent of the eligible project cost must be in the form of equity or a subordinated loan. Only then can EDA provide a guarantee on 90 percent of the remaining loan balance. Loan guarantees on 90 percent of working capital are available for a five-year term provided the borrower has 15 percent of the total working capital requirements on hand.

Fiscal Year 1980

Total available for Direct Loans and Subsidies

Total available for Loan Guarantees

Funds targeted to Women's Business Enterprise for Direct Loans, Interest Subsidies and Loan Guarantees

EDA can provide financial assistance to women's business enterprise *if* each firm is in compliance with all EDA requirements. The funds that EDA has identified for financial assistance to women's business enterprise should be regarded *only* as a

* EDA's monetary resources could not be identified in terms of dollars at the time THE GUIDE went to print. These figures will be released when EDA's Fiscal Year 1980 appropriation levels have been determined by Congress.

minimum; EDA will be fully responsive to all loan applications received.

BUSINESS ASSISTANCE

Grants

The EDA Technical Assistance Program provides funds to States, local governments, nonprofit organizations and occasionally to profit-making concerns. Activities may include feasibility studies, administrative expenses related to the development of institutional capacity for economic growth activities, and demonstration projects with a national applicability. EDA funds cover up to 75 percent of activity costs. Two types of Technical Assistance activities will benefit women in Fiscal Year 1980. These include special projects and the University Center program.

Special Project Activities

During Fiscal Year 1980, EDA will provide Technical Assistance resources to projects whose primary objectives are to promote the growth of women-owned businesses as well as to generate permanent jobs and income. This will include one substantial project that will assist women-owned businesses to become eligible for EDA's Development Finance program. (See EDA programs described under FINANCIAL ASSISTANCE.)

The American Women's Economic Development Corporation (AWED), currently being funded by EDA, is serving as a model to the Interagency Committee on Women's Business Enterprise in structuring the Business Development Plan. The plan will be administered by the Small Business Administration.

Other examples of assistance provided by EDA include:

- Volunteer Urban Consulting Group in New York City provides management and technical assistance to women in EDA-designated areas in New York City.
- Women's Development Corporation is a commercial development project in Providence, R.I., with a focus on entrepreneurial development for women.
- National Association of Women in Commerce, located in Sacramento, is developing a guide on how to sell to the Federal Government. It will be available from the Government Printing Office by July 1980.

University Centers

EDA University Centers are being directed to expand their management and technical assistance

to women. A total of 32 centers, each affiliated with a university in an EDA-designated area, provide business assistance and counseling to business owners and entrepreneurs. Women entrepreneurs may seek assistance from the University Centers.

To improve the access of women to existing EDA sources of management and business assistance, the University Centers will undertake the following in Fiscal Year 1980:

- Each University Center will have a goal of assuring that 15 percent of its clients are women entrepreneurs;
- Each University Center will conduct an annual one-day seminar for women's business enterprise on business development issues.
- Five selected University Centers will develop a comprehensive assistance program for women's business enterprise.

A list of EDA's University Centers can be found in the Appendix.

Fiscal Year 1980

**Total available to the
Technical Assistance Program
Funds targeted to Women's
Business Enterprise** *

EDA Public Works Program

EDA is also encouraging grants and contract recipients to subcontract with women-owned firms. (For further information on contracting with EDA and the Department of Commerce see the section of THE GUIDE entitled, "Selling to the U.S. Department of Commerce.") EDA's Public Works program targets funds for subcontracting.

Public works assistance is available to States, local governments, Indian tribes and nonprofit organizations for project activities within EDA-designated areas. Assistance may be provided for the cost of public works needed to attract new industry and encourage business expansion. Eligible grant recipients may subcontract with for-profit construction contractors and related businesses to carry out the grant activity.

Fiscal Year 1980

**Total available to the
Public Works Program
Funds targeted to Women's
Business Enterprise** *

* EDA's monetary resources could not be identified in terms of dollars at the time THE GUIDE went to print. These figures will be released when EDA's Fiscal Year 1980 appropriation levels have been determined by Congress.

EDA Revolving Loan Fund

Another EDA effort to assist women-owned firms is through the Revolving Loan Fund, which makes resources available to local units of government and nonprofit organizations in eligible EDA areas for small business loans. These resources are typically used to generate joint public-private investments that create jobs.

Loan selection criteria have been modified to reward utilization of revolving funds to assist women entrepreneurs.

Fiscal Year 1980

Total available to the Revolving Loan Fund

Outreach

EDA is encouraging the participation of women, including women business owners, on Economic Development District boards and Overall Economic Development Plan (OEDP) Committees. Both these types of groups represent a cross-section of public and private interests within EDA-designated areas. OEDP Committees review and assess economic development plans prepared for the areas. EDA fund-

* FDA's monetary resources could not be identified in terms of dollars at the time THE GUIDE went to print. These figures will be released when EDA's Fiscal Year 1980 appropriation levels have been determined by Congress.

ing decisions are contingent upon committee review and endorsement of individual projects.

Information and Data

EDA will collect data on women's business enterprises receiving assistance. A profile, which will be developed from this data, will aid EDA in structuring a more responsive Women's Business Enterprise program.

In addition, EDA recently published the *Small Business Guide, A Directory of Federal Government Business Assistance Programs for Women Business Owners*. Copies may be purchased from the U.S. Government Printing Office.

Program Administration

EDA has made a real commitment to assist women-owned businesses by assigning one full-time professional in Washington to coordinate activities occurring at the regional level. An annual program will be developed and overseen by an intra-EDA task force headed by the Assistant Secretary's appointee. If you are a woman interested in EDA's programs, please contact the regional representative nearest to you. EDA's regional contacts are listed in the Appendix.

For further information on EDA's programs, see the *Catalog of Federal Domestic Assistance*, Section 11.3.

ORGANIZATION: International Trade Administration (ITA)

MISSION

The International Trade Administration (ITA) is charged with broadening the export-awareness of U.S. firms and facilitating their entry into international trade.

The U.S. Commercial Service, an organization of ITA, represents Commerce to the business communities of the United States. The Service provides information, technical assistance and general business counseling, including export and investment matters. The Service has 44 district offices, listed in the APPENDIX, through which business services are provided to firms seeking assistance.

FINANCIAL ASSISTANCE

None.

BUSINESS ASSISTANCE

Outreach

The International Trade Administration is well prepared to provide services to businesses through the District Offices of the U.S. Commercial Service. Although services provided are mainly export-oriented, the Trade Specialists in District Offices are experts on the business conditions in their respective geographic regions. Trade Specialists can advise and refer the woman business owner to further sources of assistance.

Each Trade Specialist is assigned responsibility on the basis of geographic territories. All businesses or individuals within the territory who require continued business development assistance are handled as individual business accounts of the Trade Specialist.

Each District Office maintains a Business Reference Library which is open to the public. All District Offices maintain the same basic collection of books, periodicals and audio-visual presentations that may be useful to the woman entrepreneur. A guide to this basic collection, entitled *Selected Publications to Aid Business and Industry*, is available from all District Offices.

ITA also reaches women business owners through the Congressionally-sponsored Federal Procurement Conferences which it co-produces with the Department of Defense on behalf of the Executive Branch. ITA has a counselor for women business owners at each of these conferences. See the section of THE GUIDE, entitled "Selling to the U.S. Department of Commerce," for further information on the Federal Procurement Conferences.

Program Administration

The ITA Clearinghouse

Identifying those firms and women who are potential clients of Commerce's programs is of immediate importance in assisting women's business enterprise. The ITA Clearinghouse will help to identify these clients and will maintain basic information on women's business enterprise.

Because the U.S. Commercial Service has substantial contact with the business community through its many District Offices, it is well suited to identify women-owned firms and women business owners. It is the only organization in Commerce with the unique capability to disseminate national program information to the local business communities and to the local media through its District Offices and through the 900-plus associate offices (such as Chambers of Commerce and State development agencies).

The ITA Clearinghouse is currently in the organizational stages. The following description outlines its proposed functions and tasks:

- A specialized form is being developed to collect regularly information on women-owned firms and the types of assistance requested by women entrepreneurs.

This information will be used to identify women business owners who are interested in Commerce programs as well as target program resources more effectively to promote women's business enterprise.

Basic information is already being collected by Trade Specialists in the District Offices of the U.S. Commercial Service. They report at least monthly on conference and seminar attendance of women and on the number of women counseled by Trade Specialists.

- The Clearinghouse intends to maintain a source file on Government programs that can provide speakers on matters which concern women business owners. Items will also be published in Commerce periodicals and other business-related publications that would be of interest to women business owners.
- The Clearinghouse Coordinator will assist in augmenting the Department's Procurement Source List of women-owned businesses.
- The Clearinghouse will also offer assistance in locating qualified women and women business owners

-to attend Federal Procurement Conferences.

-for membership on District Export Councils which work with ITA District Offices to stimulate export awareness. Members are representatives of firms, service organizations, and State or local governments which, in some way, are involved in exporting.

-for membership on the National Defense Executive Reserve. This reserve force is composed of senior executives from all types of businesses, as well as members of the professions and the academic community. These volunteers assist the Government in industrial mobilization during national emergencies.

-for membership on other Government advisory groups (such as those mentioned in the program description of the Economic Development Administration).

- Should a Government-wide Information Clearinghouse on Women's Business Enterprise be developed, as proposed by the original Inter-agency Task Force, the ITA Clearinghouse will forward pertinent material to it.

For further information on ITA's programs, see the *Catalog of Federal Domestic Assistance*, Section 11.1.

AGENCY: Minority Business Development Agency (MBDA) formerly the Office of Minority Business Enterprise (OMBE)

MISSION

The minority business enterprise program, established in 1969 by Presidential Order, is designed to promote business development and expansion for the socially and economically disadvantaged 1-primarily the traditional racial minorities. The minority business program operates essentially in three general areas: (1) Providing management and technical assistance services to individual minority business owners and minority firms; (2) Coordinating programs through the Federal Government in support of minority business; and (3) Encouraging support for minority business in the private business sector. The ultimate objective of the program is to help minority businesses develop into medium and large-size firms in growth industries that produce jobs, add stability to communities and improve the overall economy.

FINANCIAL ASSISTANCE

None.

BUSINESS ASSISTANCE

Program money available to the Minority Business Development Agency (MBDA) is used primarily to provide funding to business assistance organizations which, in turn, provide management and technical assistance to minority entrepreneurs and minority firms. These organizations are located throughout the country. For assistance in locating the nearest one, women business owners should contact the closest regional MBDA representative. These representatives are listed in the APPENDIX.

Grants

MBDA provides grants to business assistance organizations to provide both General and Specialized management and technical assistance to minority firms and entrepreneurs.

General Business Assistance includes information, referrals and counseling, especially in:

- Obtaining direct financial assistance (e.g., loans, loan guarantees, trade credit, bank lines of credit) ;
- Obtaining contracts by matching the procure-

¹ Women *as a group* have not been declared a minority, nor as socially or economically disadvantaged, and thus are not considered part of the basic constituency of the MBDA program.

ment needs of Federal agencies, State and local governments, and major corporations with the minority firms that can supply these organizations;

- Facilitating new business starts and expansions by evaluating proposals, conducting feasibility studies and locational/market analyses; by developing business plans; and by assuring effective implementation of plans;
- Identifying and securing franchised businesses for would-be minority franchisees.
- Referring requests for special assistance in areas beyond the capability of the business assistance organization.

Specialized Business Assistance is designed to:

- Help client firms penetrate and expand in growth industries, such as energy, transportation, telecommunications, and non-residential construction;
- Help client firms in cost estimation and bid preparation for construction contracting;
- Assist firms to increase capitalization;
- Link appropriate firms to specific technology-based business opportunities and source of financing.

All minority persons and firms, regardless of size, are eligible for General Business Assistance offered by MBDA. Specialized Business Assistance is available only to minority firms which meet the following criteria:

- An existing firm must have an annual sales volume of \$150,000, have at least five paid employees, or show a reasonable likelihood of achieving either level after 12 months of MBDA assistance;
- or
- A prospective entrepreneur must show a reasonable likelihood that the firm's annual sales volume will reach \$150,000, or the firm will have at least five paid employees within two years after MBDA assistance is rendered.

Fiscal Year 1980

Total available to MBDA	\$58,689,000
Funds targeted for Minority	
Women's Business	
Enterprise	\$ 6,600,000

Information and Data

MBDA maintains a computerized data system which provides information on clients and client firms assisted by MBDA's business assistance organizations. In this manner, MBDA is better able to characterize its clients, and thus focus on their needs. For example, MBDA determined that in Fiscal Year 1979 approximately 16 percent of its clients were female. In Fiscal Year 1980, MBDA is directing

its business assistance organizations to maintain this percentage.

The MBDA Data File collects information on client firm size (in assets and number of employees), type of assistance needed, and type of business activity the firm is involved in.

For further information on MBDA's programs, see the *Catalog of Federal Domestic Assistance*, Section 11.8.

AGENCY: Maritime Administration (MARAD)

MISSION

The Maritime Administration (MARAD) promotes the U.S. Merchant Marine and America's private shipbuilding industry with the intent of sustaining the Nation's economic vitality and helping to assure national security. In carrying out its mission, MARAD:

- Administers financial assistance programs for shipbuilders and ship operators;
- Sponsors cost-shared research and development to advance the technology, competitiveness and productivity of the maritime industry;
- Develops promotional programs to generate shipper support for U.S.-flag vessels;
- Promotes port development, domestic shipping, minority business enterprise and women's business enterprise in the maritime industry;
- Negotiates international maritime agreements and participates in international maritime forums;
- Operates the U.S. Merchant Marine Academy at Kings Point, New York;
- Provides other maritime personnel training;
- Maintains a reserve fleet of merchant vessels for defense mobilization purposes.

FINANCIAL ASSISTANCE

Recipients of MARAD's financial assistance are shipbuilders. While none of these shipbuilding firms is currently women-owned. MARAD is developing secondary efforts to move affirmatively in support of the President's Executive Order. These efforts are discussed below.

BUSINESS ASSISTANCE

Grants

In the areas of research and development, it is not known how many women-owned firms are involved in this high technology, marine-oriented field. MARAD, however, has already been in contact with

several women-owned firms to assist them in their efforts to obtain contracts to develop technological improvements for the American merchant marine.

	<i>Fiscal Year 1980</i>
Total available to MARAD	
Research & Development	\$16,400,000
Funds targeted for Women's	
Business Enterprise	\$ 100,000

Outreach

Both central and regional MARAD staff provide technical assistance to women-owned firms in becoming contractors, subcontractors and suppliers to the maritime industry.

Information and Data

MARAD is developing a data base on women-owned businesses which are contractors or subcontractors in the maritime industry. In addition, MARAD is developing a directory of women-owned businesses with a marine capability.

Program Administration

To encourage MARAD's prime contractors to subcontract with women-owned businesses, MARAD developed a standard contractual clause now included in MARAD's contracts with shipbuilders. The clause requires contractors actively to seek subcontractors that are women-owned firms capable of supplying the contractors.

MARAD has also earmarked its procurement funds in Fiscal Years 1980 and 1981 to make at least \$100,000 of small purchases (under \$10,000 each) from women-owned firms.

MARAD is participating in the Government-wide Minority Bank Deposit Program by making daily deposits at a women-owned bank. (Please see the APPENDIX for a description of this program.)

For further information on MARAD's programs, see the *Catalog of Federal Domestic Assistance*, Section 11.50.

AGENCY: Office of the Secretary (O/S)

MISSION

The Secretary and supporting administrative offices provide policy direction and general management to the Department. The Office of the Secretary is the principal support to the Secretary in providing advice to the President on matters relating to the Department of Commerce's mission.

FINANCIAL ASSISTANCE

None.

BUSINESS ASSISTANCE

The Office of the Secretary assists women entrepreneurs primarily in providing support and administrative direction to Commerce programs which can assist women's business enterprise. This office provided staff and financial support to the original Task Force on Women Business Owners and for selected

activities of the Interagency Committee on Women's Business Enterprise. THE GUIDE is supported by the Office of the Secretary. Central procuring activities and procurement policy originate from this office. In short, the Office of the Secretary is the focal point for the Department of Commerce's commitment to U.S. business and women's business

members of Commerce's Task Force on women's Business Enterprise come from this office.

Please note that the Office of the Secretary does have regional representatives, called Secretarial Representatives. While these representatives are generalists who are well-informed on all the Department's activities, specific agency regional contacts, listed in the APPENDIX, will be better able to answer programmatic questions.

A list of these Secretarial Representatives can be found in the APPENDIX.

AGENCY: National Telecommunications and Information Administration (NTIA)

MISSION

The National Telecommunications and Information Administration was formed on March 26, 1978 by an Executive Order. This Order established a broad national role on telecommunications and information issues for the Department of Commerce. Subsequently, NTIA has been given significant responsibility in the areas of communications security, privacy protection, the application of public service satellites, and public telecommunications facilities planning and construction.

NTIA's broad goals include: (1) formulating policies to support the development, growth and regulation of telecommunications, information and related industries, (2) furthering the efficient development and use of telecommunications and information services, (3) providing policy and management for the use of the electromagnetic spectrum, and (4) providing telecommunications facilities grants to public service users.

FINANCIAL ASSISTANCE

None.

BUSINESS ASSISTANCE

Grants

NTIA provides assistance in the form of grants for the cost of planning and up to 75% matching grants for construction of public telecommunications facilities. By statute, NTIA is required to give special consideration to applications for grants which would increase minority and female ownership of public telecommunications facilities. In addition, Commerce must take affirmative steps to inform minorities and women of the availability of funds.

Thus, NTIA is mandated to provide grants to minorities and women, when possible. For women to be eligible for "Special Consideration" in processing grants, over 50 percent of the board of directors must be female and/or over 50 percent of management must be in the hands of women. Documentation is required. "Favorable Consideration" is provided to those businesses with 20 percent or more of the board and operating control in the hands of women.

It should be noted that these grants go to *publicly* owned telecommunication entities facilities. In this context ownership is "control of an entity through possession or exercise of the normal incidents of ownership, participation on the governing board, holding of corporate office, etc." In short, ownership must be more than paper control; it must include control of day-to-day management, too.

Fiscal Year 1980

Total available for NTIA	
Grants	\$23,705,000
Funds targeted for Women's	
Business Enterprise	\$ 2,500,000

For further information on NTIA's grant program, see the *Catalog of Federal Domestic Assistance*, Section 11.55.

AGENCY: Bureau of the Census (CENSUS)

MISSION

The Bureau of the Census is a statistical agency which collects, tabulates and publishes a wide variety of data about the people and the economy of the United States. These data are utilized by Congress, the Executive Branch, and the general public in the development and evaluation of economic and social programs.

FINANCIAL ASSISTANCE

None.

BUSINESS ASSISTANCE

Information and Data

The Bureau of the Census is currently conducting two surveys related to women business owners. The Regular Survey of Women-owned Businesses, conducted every five years, was first conducted in 1972. The current survey uses 1977 Census data to collect

information about the number of women-owned firms, their gross receipts, their average payrolls, and the number of persons employed by these firms. With this information, national and regional profiles of women-owned firms can be developed.

The other survey in progress is the Special Survey of Women-owned Businesses. This survey was designed to collect more in-depth information about the characteristics of women-owned businesses and their owners, such as the average amount of financing needed by women to start a business.

These statistical profiles of women-owned firms and their owners will help the Federal Government to address the special needs of women's business enterprise. Preliminary results of both surveys are expected sometime in January 1980. Final results will be published and available to the general public sometime in the early Spring.

For further information on CENSUS' programs, see the *Catalog of Federal Domestic Assistance*, Section 11.0.

AGENCY: National Oceanic and Atmospheric Administration (NOAA)

MISSION

To expand the effective and rational use of ocean resources; monitor and predict conditions in the atmosphere, ocean and space; and examine the impact of proposed changes on the environment.

FINANCIAL ASSISTANCE

None of NOAA's programs provides money resources that can be specifically targeted to women's business enterprise. NOAA's loans and loan guarantees are provided through the Coastal Energy Impact Fund to States and communities affected by coastal energy activities.

BUSINESS ASSISTANCE

Program Administration

Again, none of NOAA's programs can be provided directly to women-owned firms. NOAA's grants go to States, universities, and non-profit organizations.

Nevertheless, NOAA is taking affirmative action regarding women-owned firms. NOAA has sent a letter to each grant recipient stating NOAA's support for the President's policy on women's business enterprise. The letter urges NOAA's grant recipients

to support actively the President's policy, whenever possible.

NOAA is also urging its many procurement offices to increase purchases from women-owned firms. A list of these offices can be found in the section of

THE GUIDE entitled, "Selling to the U.S. Department of Commerce".

For further information on NOAA's programs, see the *Catalog of Federal Domestic Assistance*, Section 11.4.

AGENCY **Office of Science and Technology (S&T)**

MISSION

This agency exercises policy direction over the National Bureau of Standards, the Patent and Trademark Office, the National Technical Information Service, the Office of Environmental Affairs and the Office of Product Standards. In addition, the Office of Science and Technology coordinates, reviews, evaluates, and in some instances, initiates research and development involving science and technology. Additionally, the Assistant Secretary serves as the primary adviser to the Secretary on all Departmental matters concerned with science and the application of existing and new technology.

The National Bureau of Standards (NBS) maintains and develops the Nation's standards of measurement. NBS also produces standard physical and chemical measurements for use in commerce and industry. In this manner, NBS assures that equity prevails in trade for both buyers and sellers.

The Patent and Trademark Office (PTO) is charged with protecting business investments and consumers through the laws relating to the registration of patents and trademarks. Primarily, PTO examines patent and trademark applications and grants patents and trademarks when appropriate.

The National Technical Information Service (NTIS) makes Federal technological, scientific, economic, and engineering information readily accessible to business, industry, Government and other interested individuals. NTIS provides and promotes an array of products and services designed to permit wider utilization of technology. It also serves as the primary source for the public sale of Government

sponsored research and engineering reports, research-in-progress reports, machine processable data files, and computer programs.

The Office of Product Standards provides analytical services needed by the Secretary to carry out responsibility for the development of Federal policies related to domestic and international standards activities.

The Office of Environmental Affairs has the responsibility for supervision of Departmental activities to assure proper implementation of the National environmental laws, development of Departmental and Administration environmental policies, and providing technological assistance to cities and industries in meeting environmental control requirements.

FINANCIAL ASSISTANCE

None.

BUSINESS ASSISTANCE

Outreach

The Office of Science and Technology is directing its bureaus to increase the participation of women on advisory committees.

Program Administration

Wherever possible, S&T will provide technical advice and input to Departmental programs assisting women's business enterprise.

For further information, see the *Catalog of Federal Domestic Assistance* Sections 11.6 and 11.9.

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The Office of Procurement and ADP Management within the Department of Commerce is located in Main Commerce Building. This office handles contracts for all of Commerce's agencies in metropolitan Washington, with the exception of the National Bureau of Standard (NBS) located in Gaithersburg, Maryland. NBS procurement represents more than half of all procurement expenditures of the Department. Elsewhere in the United States, various agencies of Commerce have contracting offices. The principal ones are: The National Oceanic and Atmospheric Administration offices in Boulder, Colorado, Norfolk, Virginia, Seattle, Washington, and Kansas City, Missouri; the Maritime Administration at the Merchant Marine Academy, Kings Point, New York and its regional offices in New Orleans and San Francisco; and the Bureau of Census office at Jeffersonville, Indiana.

(See the following pages for a list of procuring offices and addresses. Also, see the list of Commerce agencies for which the central procuring office in Main Commerce makes purchases.)

The Department of Commerce makes major purchases (over \$10,000) of the following items: studies and R&D contracts relating to economic development, economics, commercial shipping, shipbuilding, marine and ocean sciences, weather observation, fishery management, electronics and communications. Also, the Department procures a wide variety of ADP hardware and software, printing, graphic, photographic, visual arts, map and chart material, construction/architecture/engineering services, laboratory supplies and equipment, and a broad range of scientific equipment used in the physical sciences. A more complete list of commodities and services purchased by Commerce can also be found in the following pages.

Procurement Goals

President Carter established a Government-wide procurement goal at the time he signed Executive Order 12138. In Fiscal Year 1980 the overall Government goal for purchasing from women-owned firms on prime contracts is for *at least \$150,000,000*. This is double the previous year's actual purchases from women-owned firms. The President set an additional goal for Fiscal Year 1981 to *redouble* the Fiscal Year 1979 expenditure.

The Department of Commerce has established a goal of purchasing at least \$2,000,000 in contracts of over \$10,000 from women-owned firms during

Fiscal Year 1980. In Fiscal Year 1981, the goal is \$4,000,000-or double FY 80's goal. In Fiscal Year 1979, only \$1,000,000 in contracts of over \$10,000 was identified as going to women-owned firms. Commerce has every intention of improving on its purchases from women-owned firms. However, in comparison to other Government departments, Commerce does not have a large procuring capacity. In addition, more than half of Commerce's procuring transactions are for the purchase of scientific commodities and services, a field with a limited number of women-owned firms.

Nevertheless, Commerce is determined to make more purchases from women-owned firms. The best way of doing this is by increasing Commerce's knowledge of and, therefore, ability to procure from women-owned firms. To do this, Commerce is undertaking a major effort to increase the number of women-owned businesses in Commerce's existing list of procurement sources. The Department is actively seeking information on women-owned firms that market goods or services bought by the Department.

Commerce procurement goals are also being established for purchases under \$10,000. The Economic Development Administration (EDA), for example, is targeting three percent of its procurement funds to make purchases from women-owned firms. EDA buys research, program evaluation, and computer services.

Likewise, the Maritime Administration (MARAD) has targeted \$100,000 of its small purchasing money for women-owned firms in Fiscal Year 1980. In Fiscal Year 1981, MARAD intends to double this figure.

Becoming a U.S. Government Supplier

Because the U.S. Government is only beginning to collect information on women-owned firms, locating these firms with the experience and capacity to handle larger Federal contracts is currently a difficult task. To assist the Government in recognizing women-owned firms that it can buy from, the women business owner can take several important steps:

1. Apply to each Government Agency which buys commodities or services that the women-owned firm can supply. Be selective. Get to know the agency procuring and program personnel who are most likely to buy and use the firm's products or services.

The Department of Commerce is particularly interested in identifying women-owned firms. Increasing Commerce's Procurement Source List will help the Department meet its goals for procuring from women-owned firms.

If a women-owned firm can supply any of the commodities or services listed on Page 17, and the firm is interested in selling to the Department of Commerce, then the firm should complete an application to get placed on Commerce's Bidder's List. To do this, Standard Form 129 (SF 129), found elsewhere in this guide, is the appropriate application form. A description of the firm's capabilities should be included with the application. Send the completed form to:

James Maruca
Office of Small & Disadvantaged Business
Utilization
14th and E Street, N.W.
Washington, D.C. 20230
Phone: (202) 377-5614

Application forms may also be obtained from any field office of:

The Department of Commerce
The Small Business Administration
The General Services Administration

2. Apply to the Small Business Administration's PASS (Procurement Automated Source System) program. Through this recently established program, SBA hopes to improve significantly both Government contract and subcontract opportunities for interested small businesses. SBA hopes to increase the number of woman-owned firms registered with PASS by 15,000 names by the end of Fiscal Year 1980 (September 30, 1980).

By registering with PASS, the small business owner potentially has access to over 300 major procurement offices of the Federal Government and 60 prime contractors located throughout the United States.

The woman business owner may obtain applications for PASS from any SBA field office. (See the listing of these offices in this section of THE GUIDE.)

Since PASS is relatively new, the Department of Commerce recommends that the woman business owner apply to both PASS and Government Agency procuring office(s). The personal contact with people actually buying and using the goods and services

is indispensable in selling to the U.S. Government—or, for that matter, to any potential buyer. To meet potential buyers and users:

3. Attend a Federal Procurement Conference, co-produced by the U.S. Commercial Service (see the section on ITA) and the Department of Defense. Contact the local Commerce or SBA field office about possible future conferences to be held in the area.

These conferences are sponsored by a member of Congress. The primary intent of these conferences is to unite buyers and sellers under one roof so that they may become acquainted.

4. Read the *Commerce Business Daily* which lists all Government procurement awards and notices. Published every work day, the *CBD* lists:

Requests for bids and proposals for proposed
or more and proposed military procurement actions of \$10,000 or more.

Procurement reserved for small business.

Prime contracts awarded.

Contractors seeking subcontract assistance.

Upcoming sales of property (including real estate, machinery, equipment, and supplies.)

Research and development leads and foreign government tenders in the United States.

An annual subscription may be ordered from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, or from field offices of the U.S. Department of Commerce.

The *CBD* is available for inspection at the district offices of the Department of Commerce.

The Small Business Administration publishes the following directories of general procurement interest:

U.S. Government Purchasing and Sales Directory, may be obtained from the Superintendent of Documents.

Selling to the U.S. Government is available directly from the Small Business Administration.

The General Services Administration, in its publication entitled *Doing Business with the Federal Government* provides a more elaborate clarification of overall Government procurement principles, procedures and programs. This publication is

available free from the General Services Administration's Business Service Center or any SBA field office.

A guide on how to sell to the Federal Government will be available from the Government Printing Office in July 1980. It is being produced by the National Association of Women in Commerce and funded by the Commerce's Economic Development Administration.

Subcontracting

Efforts are underway to encourage Federal prime contractors to seek out and subcontract with women-owned firms. Within Commerce, agencies have acted positively in urging contractors to subcontract with women-owned firms.

The Maritime Administration, for example, has designed a special contract clause for contracts with shipbuilders. The clause urges contractors to actively seek out and use women-owned firms as either subcontractors or suppliers to the shipbuilders.

Another Commerce agency, the National Oceanic and Atmospheric Administration has written each of its grantees (State agencies, universities, and non-profits) to urge them to subcontract with women-owned firms when possible.

The Economic Development Administration is encouraging its grantees, especially its Public Works Grants recipients, to subcontract with women-owned firms. Please see the program descriptions for EDA for further information.

Through the Office of Management and Budget's Office of Federal Procurement Policy (OFPP), Government-wide procurement regulations are being revised to assure that Federal prime contractors increase their use of women-owned firms as subcontractors. Through pilot programs, OFPP is exploring the feasibility of developing incentive clauses to increase subcontracting with women-owned firms. (Evaluation of the pilot programs will not be completed until October 1980.)

Central Procurement

The Department buys goods and services through a centralized procurement office for the following major operating units:

Economic Development Administration
International Trade Administration
Minority Business Development Agency

National Oceanic and Atmospheric Administration

National Weather Service
Environmental Data Service
Environmental Research Laboratories
National Ocean Survey
National Environmental Satellite Service
National Marine Fisheries Service

Maritime Administration

National Telecommunications and Information Administration

Bureau of Economic Analysis
Bureau of Census
National Bureau of Standards
Patent and Trademark Office
United States Travel Service

What the Department of Commerce buys

Commodities

Aerological equipment and supplies
Chemicals and chemistry apparatus
Communications equipment, components, and supplies
Compressed gases
Electrical equipment, components and supplies
General purpose and scientific computer systems
Laboratory instruments and supplies
Photographic equipment, accessories and supplies
Machine tools
Map and chart materials
Marine products
Meteorological instruments
Navigation instruments
Observational equipment-weather
Oceanographic equipment
Recorders, digital
Seismological equipment
Test instrumentation-electrical, electronic and scientific
Vacuum pumps, accessories and supplies

Services

Architectural and engineering
Consultant
Data processing
Economic development feasibility studies
Exhibits-design and fabrication
Graphics and visual arts
Laboratory
Language translation
Photographic

Promotional, trade and travel
Research and development
Subscriptions
Trade and market studies

**U.S. DEPARTMENT OF COMMERCE
PROCUREMENT OFFICES**

**OFFICE OF PROCUREMENT AND ADP
MANAGEMENT**

Procurement Div., RM 6510, Main Commerce Bldg.,
Washington, DC 20230, 202-377-5614

**NATIONAL TECHNICAL INFORMATION
SERVICE**

Procurement & Communication Br., 5285 Port Royal
Rd., Springfield, VA 22161, 703-577-4720

***NATIONAL BUREAU OF STANDARDS**

Office Services Div. Bldg. 301, RM B158, Gaithers-
burg, MD 20234, 301-921-3521

NBS-Procurement Division
Washington, DC 20234
301-921-3551

NBS-Contracting Officer
325 Broadway, Boulder, CO 80302
303-499-1000 X3515

***BUREAU OF THE CENSUS**

Property & Supply Br., RM 1021, FOB4, Suitland,
MD 20233, 301-763-5584

BUREAU OF THE CENSUS

Purchasing Office, 1201 E. 10th St., Jeffersonville,
IN 47130, 812-333-3351

***MARITIME ADMINISTRATION**

Supply Management Div., RM 6720, Main Com-
merce Bldg., Washington, DC 20230, 202-377-3995

U.S. Merchant Marine Academy, Contracting Officer,
Kings Point, NY 11024 516-482-8200, X 584

Eastern Regional Office, Contracting Officer, 26 Fed-
eral Plaza, New York City, NY 10007, 212-264-1325

Central Regional Office, Contracting Officer, ITM
Building, 2 Canal St., New Orleans, LA, 504-589-
6591

Western Regional Office, Contracting Officer, 450
Golden Gate Ave., San Francisco, CA 94102, 415-
556-6728

***PATENT AND TRADEMARK OFFICE**

Office Services Div., RM 2-10D07, Washington, DC
20231, 703-557-3563

***NATIONAL OCEANIC & ATMOSPHERIC
ADMINISTRATION**

Office of the Assistant Administrator for Administra-
tion, Special Assistant for Procurement, 6010 Execu-
tive Boulevard, Rockville, MD 20852, 301-496-8867

Eastern Region, National Weather Service, Chief,
Procurement & Supply Management Br., WFE54,
585 Stewart Ave., Garden City, NY 11530, 212-
995-8669

Southern Region, National Weather Service, Chief,
Procurement & Supply Br., WFS54, 819 Taylor
Street, Fort Worth, TX 76102, 817-334-2640

Central Region, National Weather Service, Chief,
Procurement & Supply, WFC54, 601 E. 12th St.,
Kansas City, MO 64106, 816-374-5461

Western Region, National Weather Service, Chief,
Procurement & Supply, WFW5, Box 11188, Federal
Bldg., 125 South State St., Salt Lake City, UT 84111,
801-524-4002

Alaska Region, National Weather Service, Chief,
Administrative Operations Br., WFA53, 632 6th
Ave., Anchorage, AK 99501, Seattle Operator 206-
442-0150 ask for Alaska 265-4724

Pacific Region, National Weather Service Chief,
Procurement & Supply Br., WFP53, Bethel-Pauahi
Bldg., 1149 Bethel St., Honolulu, HA 96813, 415-
556-0220, ask for Honolulu 808-546-5698

Atlantic Marine Center, National Ocean Service,
Chief, Procurement & Supply Br., CAM11, 439 West
York St., Norfolk, VA 23510, 703-441-6201/441-
6280

National Data Buoy Center, National Space Techno-
logy Lab., Bay St. Louis, MS 39529, 601-688-2810

Southeast Region, National Marine Fishery Service,
Chief, Procurement & General Services Div., FSE43,
Federal Office Bldg., 144 First Ave., South St. Peters-
burg, FL 33701, 813-893-3159

Northeast Region, National Marine Fishery Service,
Chief, Procurement & General Services Div., FNE43,
Federal Bldg, 14 Elm St., Gloucester, MA 09130,
617-281-3600

Environmental Research Labs, Assistant Director,
Office of Research Support Services, R5x1, Research
Bldg. 3, East University Campus, 325 Broadway,
Boulder, CO 80302, 303-499-6432

National Climatic Center, Environmental Data Serv-
ice Federal Bldg., Room 74, Asheville, NC 28801,
704-254-2850, X 241

Northwest Administrative Service Office (NASO),
Chief, Administrative Operations Div., ADS3, Lake
Union Bldg., 1700 West Lake Ave., North Seattle,
WA 98109, 206-442-7767/5222

**NATIONAL TELECOMMUNICATIONS AND
INFORMATION ADMINISTRATION**

NBS Contracting Officer, 325 Broadway, Boulder,
CO 80302, 303-499-1000, X 3487

* Also makes small purchases (under \$10,000).

SMALL BUSINESS ADMINISTRATION

Procurement Source Specialists

AREA	NAME/PHONE	ADDRESS
Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, Vermont	(617) 223-3162 James Ingram	60 Batterymarch St. 10th Floor Boston, MA 02110
New York, New Jersey, Puerto Rico, Virgin Islands	(212) 264-5270 Abraham Schmilowitz	26 Federal Plaza New York, NY 10007
Pennsylvania, Maryland, Delaware, District of Columbia, Virginia, West Virginia	(215) 596-5988 John Blanks	231 St. Asaphs Road One Bala Cynwyd Plaza Bala Cynwyd, PA 19004
North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Kentucky, Tennessee	(404) 881-4588 Stephen B. Smithfield	1375 Peachtree St., NE 5th Floor Atlanta, GA 30309
Ohio, Illinois, Indiana, Michigan, Wisconsin, Minnesota	(312) 353-0438 John Noeth	219 S. Dearborn St. Room 838 Chicago, IL 60604
Texas, Louisiana, Arkansas, Oklahoma, New Mexico	(214) 729-7639 John Bateman	1720 Regal Row Dallas, TX 75235
Kansas, Missouri, Nebraska, Iowa	(816) 374-3516	911 Walnut St.-23 FL Kansas City, MO 64106
Colorado, Wyoming, Utah, Montana, North Dakota, South Dakota	(303) 837-3686 Jack Price	1405 Curtis Street 22nd Floor Denver, CO 80202
Southern California (Zip Codes 90,000-92,000), Arizona	(213) 688-2946 John Lang	350 S. Figueroa St. 6th Floor Los Angeles, CA 90071
Northern California (Zip Codes 93,000-95,999), Hawaii, Nevada, Guam	(415) 556-1650 Peter Saugman	Box 36044 450 Golden Gate Ave. San Francisco, CA 94102
Oregon, Idaho, Washington, Alaska	(206) 442-0390 Chester Ferguson	710 Second Avenue Seattle, WA 98104



BIDDER'S MAILING LIST APPLICATION

INITIAL APPLICATION
REVISION

FORM APPROVED OMB NO.
29-R0069

Fill in all spaces. Insert "NA" in blocks not applicable. Type or print all entries. See reverse for Instructions.

TO (Enter name and address of Federal agency to which form is submitted. Include ZIP Code)

DATE

1. APPLICANTS NAME AND ADDRESS (Include county and ZIP Code)

2. ADDRESS (Include county and ZIP Code) TO WHICH SOLICITATIONS ARE TO BE MAILED (If different from item 1)

3. TYPE OF ORGANIZATION (Check one)

INDIVIDUAL

PARTNERSHIP

NON-PROFIT ORGANIZATION

CORPORATION, INCORPORATED UNDER THE LAWS OF THE STATE OF

4. HOW LONG IN PRESENT BUSINESS

5. NAMES OF OFFICERS, OWNERS, OR PARTNERS

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER

OWNERS OR PARTNERS

6. AFFILIATES OF APPLICANT (Names, locations and nature of affiliation. See definition on reverse)

PERSONS AUTHORIZED TO SIGN BIDS, OFFERS, AND CONTRACTS IN YOUR NAME (Indicate if agent)

NAME

OFFICIAL CAPACITY

TEL. NO. (Incl. area code)

8. IDENTIFY EQUIPMENT, SUPPLIES, MATERIALS, AND/OR SERVICES ON WHICH YOU DESIRE TO BID (See attached Federal agency & supplemental listing and instructions, if any)

9. WOMEN-OWNED BUSINESS TYPE OF OWNERSHIP (See definitions on reverse)

MINORITY BUSINESS ENTERPRISE

OTHER THAN MINORITY BUSINESS ENTERPRISE

10. TYPE OF BUSINESS (See definitions on reverse)

MANUFACTURER OR PRODUCER

REGULAR DEALER (Type 1)

REGULAR DEALER (Type E)

SERVICE ESTABLISHMENT

CONSTRUCTION CONCERN

RESEARCH AND DEVELOPMENT FIRM

0 SURPLUS DEALER (Check this box if you are also a dealer in surplus goods)

11. SIZE OF BUSINESS (See definitions on reverse)

1 SMALL BUSINESS CONCERN-

OTHER THAN SMALL BUSINESS CONCERN

-If you are a small business concern, fill in (a) and (b):

(a) AVERAGE NUMBER OF EMPLOYEES (Including affiliates) FOR FOUR PRECEDING CALEN. QUARTERS

(b) AVERAGE ANNUAL SALES OR RECEIPTS FOR PRECEDING THREE FISCAL YEARS

12. FLOOR SPACE (Square feet)

MANUFACTURING

WAREHOUSE

13.

NET WORTH

DATE AMOUNT

14. SECURITY CLEARANCE (if applicable, check highest clearance authorized)

FOR TOP SECRET SECRET CONFIDENTIAL NAMES OF AGENCIES WHICH GRANTED SECURITY CLEARANCES (Include dates)

KEY PERSONNEL

PLANT ONLY

THIS SPACE FOR USE BY THE GOVERNMENT

CERTIFICATION

I certify that information supplied herein (Including all pages attached) is correct and that neither the applicant nor any person (Or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government from bidding for furnishing materials, supplies, or services to the Government or any agency thereof.

SIGNATURE

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN (Type or print)

INFORMATION AND INSTRUCTIONS

Persons or concerns wishing to be added to a particular agency's bidder's mailing list for supplies or services shall file this properly completed and certified Bidder's Mailing List Application, together with such other lists as may be attached to this application form, with each procurement office of the Federal agency with which they desire to do business. If a Federal agency has attached a Supplemental Commodity List with instructions, complete the application as instructed. Otherwise, identify in item 8 the equipment, supplies and/or services on which you desire to bid. The application shall be submitted and signed by the principal Es distinguished from an agent, however constituted.

After placement on the bidder's mailing list of an agency, a supplier's failure to respond (submission of bid, or notice in writing, that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item) to Invitations for Bids will be understood by the agency to indicate lack of interest and concurrence in the removal of the supplier's name from the purchasing activity's bidder's mailing list for the items concerned.

DEFINITION RELATING TO TYPE OF OWNERSHIP

(See item 9)

Minority business enterprise. A minority business enterprise is defined as a "business, at least 50 percent of which is owned by minority group members or, in case of publicly owned businesses, at least 51 percent of the stock of which is owned by minority group members." For the purpose of this definition, minority group members are Negroes, Spanish-speaking American persons, American-Orientals, American-Indians, American-Eskimos, and American-Aleuts.

TYPE OF BUSINESS DEFINITIONS

(See item 10)

a. Manufacturer or producer--means a person (or concern) owning, operating, or maintaining a store, warehouse, or other establishment that produces, on the premises, the materials, supplies, articles, or equipment of the general character of those listed in item 8, or in the Federal Agency's Supplemental Commodity List, if attached.

b. Regular dealer (Type 1)--means a person (or concern) who owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character listed in item 8 or in the Federal Agency's Supplemental Commodity List, if attached, are bought, kept in stock, and sold to the public in the usual course of business.

c. Regular dealer (Type 2)--in the case of supplies of particular kinds (at present, petroleum, lumber and timber products, machine tools, raw cotton, green coffee, hay, grain, feed, or straw, agricultural liming materials, tea, raw or unmanufactured cotton linters). Regular dealer--means a person (or concern) satisfying the requirements of the regulations (Code of Federal Regulations, Title 41, 50-2C1.101(b)) as amended from time to time, prescribed by the Secretary of Labor under the Walsh-Healey Public Contracts Act (Title 41 U.S. Code 35-45). For coal dealers see Code of Federal Regulations, Title 41, 50-201.604(a).

d. Service establishment--means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (but not limited to) repairing, cleaning, redecorating, or rental of personal property, including the furnishing of necessary repair parts or other supplies as part of the services performed.

- **COMMERCE BUSINESS DAILY**--The Commerce Business Daily, published by the Department of Commerce, contains information concerning proposed procurements, sales, and contract awards. For further information concerning this publication, contact your local Commerce Field Office.

e. Construction concern--means a concern (or person) engaged in construction, alteration or repair (including dredging, excavating, and painting) of buildings, structures and other real property.

DEFINITIONS RELATING TO SIZE OF BUSINESS

(See item 11)

a. Small business concern--A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is bidding on Government contracts and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 15, Part 121, as amended, which contains detailed industry definitions and related procedures.)

b. Affiliates--Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other, or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship. (See items 6 and 11.)

c. Number of employees - In connection with the determination of small business status, "number of employees" means the average employment of any concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12 months. If a concern has not been in existence for 12 months, "number of employees" means the average employment of such concern and its affiliates during the period that such concern has been in existence based on the number of persons employed during each of the pay periods of the period that such concern has been in business. (See item 11.)

Definition of a Woman-Owned Business--A business that is at least 51 percent owned by a woman or women who also control and operate it. Control in the context of the program means exercising the power to make policy decisions. Operate for purposes of the program means active involvement in the day-to-day management.

Presidential Documents

Executive Order 11943 of May 16, 1979

Creating a National Women's Business Enterprise Policy and Prescribing Arrangements for Developing, Coordinating and Implementing a National Program for Women's Business Enterprise

Whereas the Congress of the United States has passed the Women's Business Enterprise Act of 1975 (Public Law 94-142) and the Women's Business Enterprise Act of 1976 (Public Law 94-310) and the President is authorized to execute the laws of the United States in accordance with the Constitution;

1. That the President is committed to the goal of increasing the participation of women in the Nation's business enterprise and to the goal of increasing the economic well-being of women entrepreneurs and their families;

2. That the President is committed to the goal of increasing the economic well-being of women entrepreneurs and their families;

3. That the President is committed to the goal of increasing the economic well-being of women entrepreneurs and their families;

By the authority vested in me as President of the United States of America, in order to create a National Women's Business Enterprise Policy and to prescribe arrangements for developing, coordinating and implementing a national program for women's business enterprise, it is my order as follows:

APPENDIX

- 1-1. The provisions of the Women's Business Enterprise Act of 1975 (Public Law 94-142) and the Women's Business Enterprise Act of 1976 (Public Law 94-310) shall apply to the extent that they are not inconsistent with the provisions of this order.
- 1-2. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-3. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-4. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-5. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-6. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
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- 1-8. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-9. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-10. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-11. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-12. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
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- 1-14. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-15. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-16. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-17. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-18. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-19. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.
- 1-20. The Secretary of Commerce and the Secretary of Labor shall coordinate and supervise the implementation of the National Women's Business Enterprise Policy and the National Program for Women's Business Enterprise.

Presidential Documents

Executive Order 12138 of May 18, 1979

Creating a National Women's Business Enterprise Policy and Prescribing Arrangements for Developing, Coordinating and Implementing a National Program for Women's Business Enterprise

In response to the findings of the Interagency Task Force on Women Business Owners and congressional findings that recognize:

1. the significant role which small business and women entrepreneurs can play in promoting full employment and balanced growth in our economy;
2. the many obstacles facing women entrepreneurs; and
3. the need to aid and stimulate women's business enterprise;

By the authority vested in me as President of the United States of America, in order to create a National Women's Business Enterprise Policy and to prescribe arrangements for developing, coordinating and implementing a national program for women's business enterprise, it is ordered as follows:

1-1. Responsibilities of the Federal Departments and Agencies.

1-101. Within the constraints of statutory authority and as otherwise permitted by law:

(a) Each department and agency of the Executive Branch shall take appropriate action to facilitate, preserve and strengthen women's business enterprise and to ensure full participation by women in the free enterprise system.

(b) Each department and agency shall take affirmative action in support of women's business enterprise in appropriate programs and activities including but not limited to:

- (1) management, technical, financial and procurement assistance,
- (2) business-related education, training, counseling and information dissemination, and
- (3) procurement.

(c) Each department or agency empowered to extend Federal financial assistance to any program or activity shall issue regulations requiring the recipient of such assistance to take appropriate affirmative action in support of women's business enterprise and to prohibit actions or policies which discriminate against women's business enterprise on the ground of sex. For purposes of this subsection, Federal financial assistance means assistance extended by way of grant, cooperative agreement, loan or contract other than a contract of insurance or guaranty. These regulations shall prescribe sanctions for noncompliance. Unless otherwise specified by law, no agency sanctions shall be applied until the agency or department concerned has advised the appropriate person or persons of the failure to comply with its regulations and has determined that compliance cannot be secured by voluntary means.

1-102. For purposes of this Order, affirmative action may include, but is not limited to, creating or supporting new programs responsive to the special needs of women's business enterprise, establishing incentives to promote business or business-related opportunities for women's business enterprise, collecting and disseminating information in support of women's business enterprise, and insuring to women's business enterprise knowledge of and

ready access to business-related services and resources. If, in implementing this Order, an agency undertakes to use or to require compliance with numerical set-asides, or similar measures, it shall state the purpose of such measure, and the measure shall be designed on the basis of pertinent factual findings of discrimination against women's business enterprise and the need for such measure.

1-103. In carrying out their responsibilities under Section 1-1, the departments and agencies shall consult the Department of Justice, and the Department of Justice shall provide legal guidance concerning these responsibilities.

1-2. *Establishment of the Interagency Committee on Women's Business Enterprise.*

1-201. To help insure that the actions ordered above are carried out in an effective manner, I hereby establish the Interagency Committee on Women's Business Enterprise (hereinafter called the Committee).

1-202. The Chairperson of the Committee (hereinafter called the Chairperson) shall be appointed by the President. The Chairperson shall be the presiding officer of the Committee and shall have such duties as prescribed in this Order or by the Committee in its rules of procedure. The Chairperson may also represent his or her department, agency or office on the Committee.

1-203. The Committee shall be composed of the Chairperson and other members appointed by the heads of departments and agencies from among high level policy-making officials. In making these appointments, the recommendations of the Chairperson shall be taken into consideration. The following departments and agencies and such other departments and agencies as the Chairperson shall select shall be members of the Committee: the Departments of Agriculture; Commerce; Defense; Energy; Health, Education, and Welfare; Housing and Urban Development; Interior; Justice; Labor; Transportation; Treasury; the Federal Trade Commission; General Services Administration; National Science Foundation; Office of Federal Procurement Policy; and the Small Business Administration. These members shall have a vote. Nonvoting members shall include the Executive Director of the Committee and at least one but no more than three representatives from the Executive Office of the President appointed by the President.

1-204. The Committee shall meet at least quarterly at the call of the Chairperson, and at such other times as may be determined to be useful according to the rules of procedure adopted by the Committee.

1-205. The Administrator of the Small Business Administration shall provide an Executive Director and adequate staff and administrative support for the Committee. The staff shall be located in the Office of the Chief Counsel for Advocacy of the Small Business Administration, or in such other office as may be established specifically to further the policies expressed herein. Nothing in this Section prohibits the use of other properly available funds and resources in support of the Committee.

1-3. *Functions of the Committee.* The Committee shall in a manner consistent with law:

1-301. Promote, coordinate and monitor the plans, programs and operations of the departments and agencies of the Executive Branch which may contribute to the establishment, preservation and strengthening of women's business enterprise. It may, as appropriate, develop comprehensive interagency plans and specific program goals for women's business enterprise with the cooperation of the departments and agencies.

1-302. Establish such policies, definitions, procedures and guidelines to govern the implementation, interpretation and application of this order, and generally perform such functions and take such steps as the Committee may deem to be necessary or appropriate to achieve the purposes and carry out the provisions hereof.

1-303. Promote the mobilization of activities and resources of State and local governments, business and trade associations, private industry, colleges and universities, foundations, professional organizations, and volunteer and other groups toward the growth of women's business enterprise, and facilitate the coordination of the efforts of these groups with those of the departments and agencies.

1-304. Make an annual assessment of the progress made in the Federal Government toward assisting women's business enterprise to enter the mainstream of business ownership and to provide recommendations for future actions to the President.

1-305. Convene and consult as necessary with persons inside and outside government to develop and promote new ideas concerning the development of women's business enterprise.

1-306. Consider the findings and recommendations of government and private sector investigations and studies of the problems of women entrepreneurs, and promote further research into such problems.

1-307. Design a comprehensive and innovative plan for a joint Federal and private sector effort to develop increased numbers of new women-owned businesses and larger and more successful women-owned businesses. The plan should set specific reasonable targets which can be achieved at reasonable and identifiable costs and should provide for the measurement of progress towards these targets at the end of two and five years. Related outcomes such as income and tax revenues generated, jobs created, new products and services introduced or new domestic or foreign markets created should also be projected and measured in relation to costs wherever possible. The Committee should submit the plan to the President for approval within six months of the effective date of this Order.

1-4. Other Responsibilities of the Federal Departments and Agencies.

1-401. The head of each department and agency shall designate a high level official to have the responsibility for the participation and cooperation of that department or agency in carrying out this Executive order. This person may be the same person who is the department or agency's representative to the Committee.

1-402. To the extent permitted by law, each department and agency upon request by the Chairperson shall furnish information, assistance and reports and otherwise cooperate with the Chairperson and the Committee in the performance of their functions hereunder. Each department or agency shall ensure that systematic data collection processes are capable of providing the Committee current data helpful in evaluating and promoting the efforts herein described.

1-403. The officials designated under Section 1-401, when so requested, shall review the policies and programs of the women's business enterprise program, and shall keep the Chairperson informed of proposed budget, plans and programs of their departments or agencies affecting women's business enterprise.

1-404. Each Federal department or agency, within constraints of law, shall continue current efforts to foster and promote women's business enterprise and to support the program herein set forth, and shall cooperate with the Chairperson and the Committee in increasing the total Federal effort.

1-5. Reports.

1-501. The Chairperson shall, promptly after the close of the fiscal year, submit to the President a full report of the activities of the Committee hereunder during the previous fiscal year. Further, the Chairperson shall, from time to time, submit to the President the Committee's recommendations for legislation or other action to promote the purposes of this Order.

1-502. Each Federal department and agency shall report to the Chairperson as hereinabove provided on a timely basis so that the Chairperson and the Committee can consider such reports for the Committee report to the President.

1-6. *Definitions.* For the purposes of this Order, the following definitions shall apply:

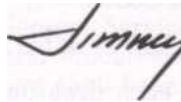
1-601. "Women-owned business" means a business that is at least 51 percent owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.

1-602. "Women's business enterprise" means a woman-owned business or businesses or the efforts of a woman or women to establish, maintain or develop such a business or businesses.

1-603. Nothing in subsections 1-601 or 1-602 of this Section (1-6) should be construed to prohibit the use of other definitions of a woman-owned business or women's business enterprise by departments and agencies of the Executive Branch where other definitions are deemed reasonable and useful for any purpose not inconsistent with the purposes of this Order. Wherever feasible, departments and agencies should use the definition of a woman-owned business in subsection 1-601 above for monitoring performance with respect to women's business enterprise in order to assure comparability of data throughout the Federal Government.

1-7. *Construction.* Nothing in this Order shall be construed as limiting the meaning or effect of any existing Executive order.

THE WHITE HOUSE,
May 18, 1979.



INTERAGENCY COMMITTEE MEMBERS

Chairperson	Patricia A. Mathis, Director Merit Systems Review and Special Studies Merit Systems Protection Board 1717 H Street, N.W.-Room 300 Washington, DC 20419 653-7208
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Department of Defense	Dale W. Church Deputy Under Secretary for Research and Engineering Department of Defense Pentagon Building-Room 3E144 Washington, DC 20301 695-7145
Department of Energy	Michael Tashjian, Director Procurement and Contracts Management Department of Energy 1000 Independence Ave., S.W. Mail Station 1J030 Washington, DC 20585 252-8613
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Department of Housing and Urban Development	Donna Shalala Assistant Secretary for Policy Development and Research Department of Housing and Urban Development 451 7th Street, N.W.-Room 8100 Washington, DC 20410 755-5600

INTERAGENCY COMMITTEE MEMBERS-Continued

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INTERAGENCY COMMITTEE MEMBERS-Continued

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Department of the Treasury

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THE MINORITY BANK DEPOSIT PROGRAM

The Federal Government's Minority Bank Deposit Program (MBDP) is one program contributing to the Government-wide effort to support the development of minority and women's business enterprise. The Program began in 1970, and, in 1976, was expanded to admit qualified women's banks. The Program is designed to insure and increase full and active participation of eligible minority and women's banks within the framework of efficient Federal cash management.

The U.S. Department of the Treasury coordinates the Program. Treasury determines eligibility for Program participation and assists individual minority and women's banks to become familiar with Federal agencies' collection and disbursement needs, and to negotiate provision of banking services necessary to satisfy those needs.

Minority Banks are those which are owned or controlled by members of minority groups, as defined in Executive Order 11625. Minority ownership means that more than 50 percent of the bank's outstanding stock is owned by minorities. Minority control means that, through the use of voting proxies or trust agreements, minorities have control over more than 50 percent of a bank's stock.

In keeping with Executive Order 12138, women's banks are those banks which are owned, controlled and operated by women. Control in this context means exercising the power to make policy decisions. Operate means being actively involved in the day-to-day management.

A minority or women's bank can offer its services to a Federal Government agency, just as it does to any other customer. By contacting a Federal agency, a bank may determine what Federal monies may be

deposited locally and whether the agency will establish a banking relationship with the MBDP bank.

The Department of Commerce has a lead role in the Program not only because one of its organizations, the Minority Business Development Agency, is responsible for MBDP efforts in the private sector, but also because Commerce has many programs involving grants, contracts and reimbursables which become deposits in banks throughout the country. Over the past three years, Commerce's participation in the Program has increased dramatically. As of October, 1979, all of the Maritime Administration's eligible deposits have been placed in a women-owned bank.

Women-Owned Financial Institutions Which Participate in the Minority Bank Deposit Program

First Women's Bank of California

Los Angeles, CA

California Coastal Bank

San Diego, CA

Western Women's Bank

San Francisco, CA

The Women's Bank, NA

Denver, CO

Connecticut Women's Bank

Greenwich, CT

The Women's National Bank

Washington, DC

First Women's Bank

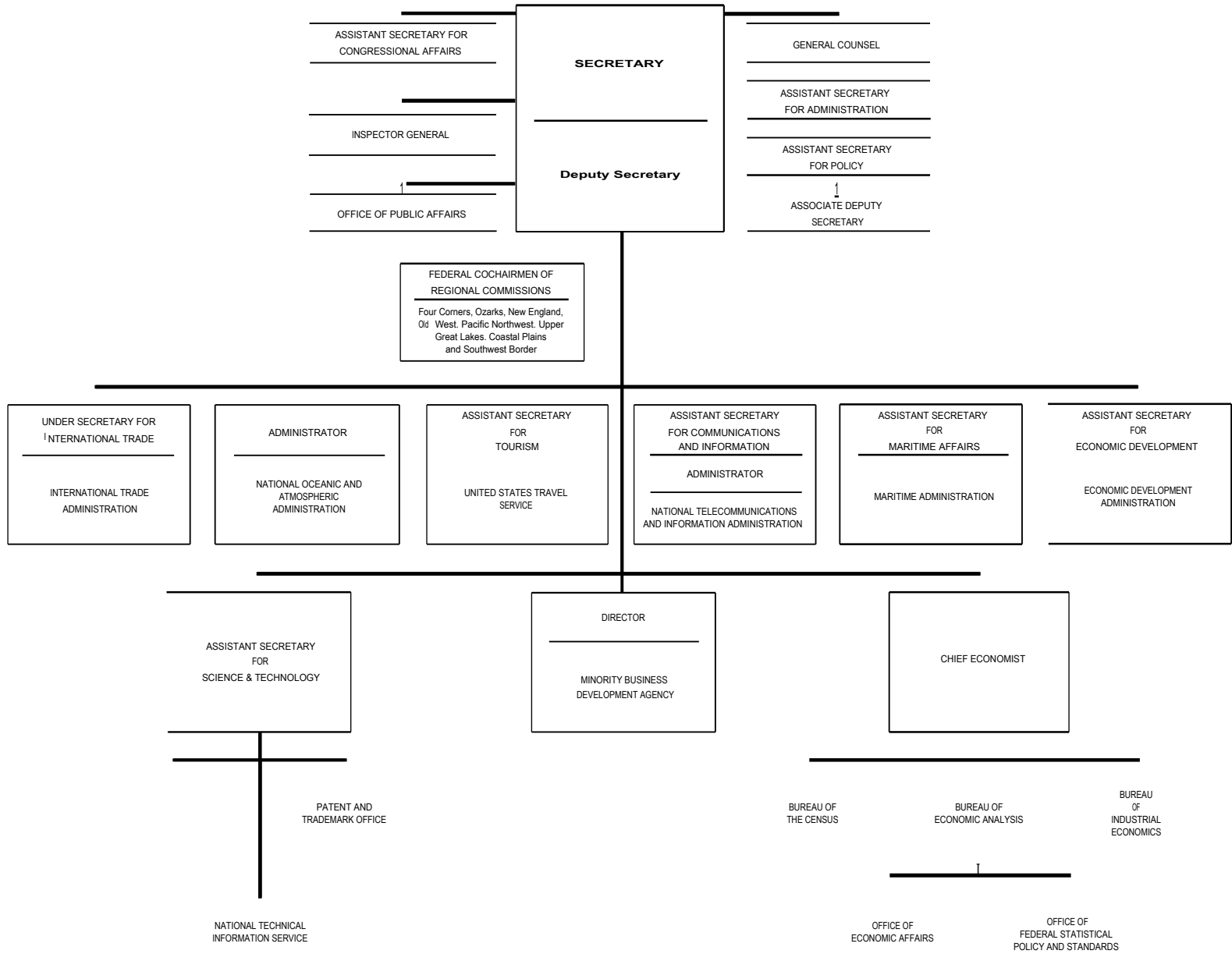
New York, NY

Women's Bank

Richmond, VA

U.S. DEPARTMENT OF COMMERCE

To be Released with
Attachment to DOO 1-1



U.S. Department of Commerce Contacts

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Elaine Murphy
Rocky Mountain Regional Office

Four new regional offices will be opened in New York City, Boston, Kansas City, and San Francisco in March 1980.

* Member, Commerce Task Force on Women's Business Enterprise.

Directory of University Centers Effective July 15, 1979

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Jacksonville-815 S. Main Street, Suite 100, 32207, Area Code 904 Tel 791-2796, FTS 946-2796

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Savannah-James W. McIntire, Director, 222 U.S. Courthouse & P.O. Box 9746, 125-29 Bull Street, 31412, Area Code 912 Tel 232-4321, Ext. 204, FTS 248-4204

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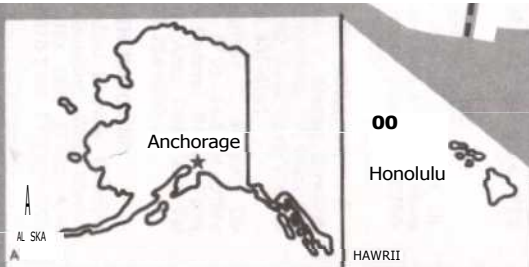
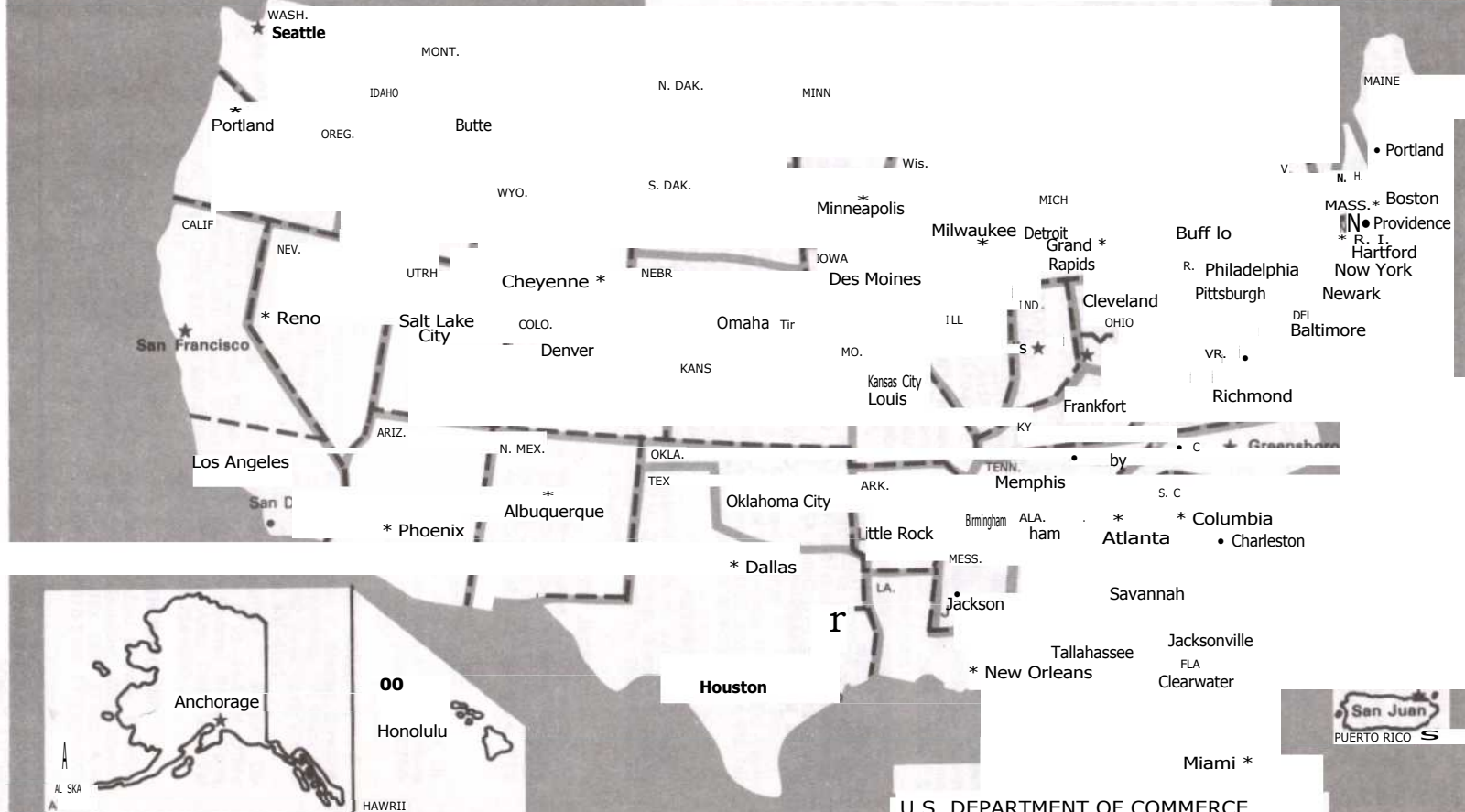
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