

TERRY E. BRANSTAD  
GOVERNOR

RODNEY A. ROBERTS, DIRECTOR

KIM REYNOLDS  
LT. GOVERNOR

Dear Targeted Small Business (TSB) Applicant:

In order to qualify for the Targeted Small Business financial and technical assistance programs, you must be certified as a Targeted Small Business by the Department of Inspections and Appeals.

For certification as a TSB, you must at a minimum, meet all of the following criteria:

- Be located in the State of Iowa.
- Be operated for a profit.
- Have an annual gross income of less than four million dollars computed as an average of the three preceding fiscal years. (Gross income means the total sales less the cost of goods sold plus any income from investments and from incidentals or outside operations or sources.)
- Be owned, operated and actively managed by one or more women, minorities or persons with a disability. (A “minority person” means an individual who is Black, Hispanic, Asian, Pacific Islander, American Indian or Alaskan Native American. “Disability” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual.)

An applicant must comply with all of the program’s eligibility standards. A complete list of these eligibility standards can be found in Iowa Administrative Code chapter 481—25, available on the Department’s web site at <http://dia.iowa.gov>, or by requesting a copy from this office.

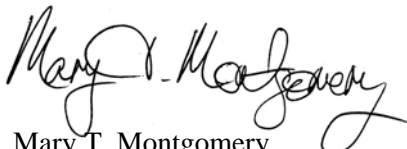
When a certification determination has been made, you will be notified in writing by this office.

Enclosed you will find a certification application which must be completed in full. From the Document List, you must also submit all documentation under “All Applicants” **and** the “type of ownership” that is pertinent to your business. Be sure to include the non-refundable \$25.00 application processing fee.

Do not leave any spaces blank on the application. If a question is not applicable to your business, insert “N/A” in the space provided for your answer.

If you have any questions regarding the certification process, please feel free to contact us at (515) 281-5796. Return the application and any attachments to the address listed below.

Sincerely,



Mary T. Montgomery  
TSB Certification Administrator  
[Mary.Montgomery@dia.iowa.gov](mailto:Mary.Montgomery@dia.iowa.gov)  
515-281-5796

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ADMINISTRATION  
(515) 281-5457  
FAX: (515) 242-6863

ADMINISTRATIVE HEARINGS  
(515) 281-6468  
FAX: (515) 281-4477  
Telephone Number for the Hearing Impaired: (515) 242-6515

HEALTH FACILITIES  
(515) 281-4115  
FAX: (515) 242-5022

INVESTIGATIONS  
(515) 281-5714  
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