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1. 1. mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
2. 2. fax: (202) 690-7442; or
3. 3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov) <<mailto:program.intake@usda.gov>> .

This institution is an equal opportunity provider.

Westside School District shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps include, at minimum:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists; Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.