



December 23, 2025

Nina Kubota
President & CEO
nkubota@nycsca.org
(718) 472-8003

Ethan Carrier
General Counsel
NYC COIB
2 Lafayette Street
New York, NY 10007

Dear Mr. Carrier:

This letter serves to notify the COIB that consistent with Rule 1-13(e), I hereby designate Maria Osorio, in her official capacity as Senior Director, Business Development and Chief Diversity Officer, to serve on the Board of the Regional Alliance for Small Contractors (RASC). RASC is a nonprofit organization dedicated to helping businesses develop and grow. They assist contractors in capacity-building programs to obtain opportunities for economic and workforce development. Among other things, they promote the representation of minorities and women in ownership, management, and workforce of construction and related businesses. Their services include training, contract compliance, and consultation.

The mission and goals of RASC directly align with and support the mission and goals of the SCA's Business Development Division (BDD), of which Ms. Osorio is the leader. The goal of BDD is to develop a nationally recognized business development program that effectively promotes the growth, education and prosperity of the largest possible group of diverse SCA certified and qualified minority-owned, woman-owned and local business enterprise (MWLBE) firms; to assure the successful participation of these firms in the SCA's construction program; and to encourage the creation of other opportunities for these firms in the greater construction industry.

The Board of RASC consists of professionals from various State and City Authorities, including the NY Power Authority, the Dormitory Authority, Battery Park City Authority, the Metropolitan Transportation Authority, and the Port Authority of NY and NJ, along with executives from several small contractors who have experience with government projects.

The Board meets four times a year for approximately two hours per meeting. There is no compensation for RASC Board members. I am advised that Ms. Osorio does not anticipate any conflicts between her day-to-day responsibilities at the SCA and involvement with the Board.

I support Ms. Osorio serving in this role, subject to any required stipulations and/or recusals on her part. I am also requesting that Ms. Osorio be allowed the reasonable and incidental use of SCA time, equipment, supplies and resources for her participation on the Board as part of her SCA duties. Although the SCA has



contracts with several RASC member firms, it does not have any with RASC directly. The SCA pays an annual \$5000 membership fee to RASC, but Ms. Osorio has no involvement in the setting of that fee, which is the same fee for all corporate members.

Your consideration of this request is greatly appreciated. Please do not hesitate to contact me or General Counsel Nadine Rivellese who can be reached at 718-472-8220.

Sincerely,

A handwritten signature in black ink, appearing to read "Nina Kubota".

Nina Kubota
President & CEO