

**Exhibit SS2  
Certification Form\*\***

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC GROWTH  
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
735 E. Michigan Avenue  
P.O. Box 30044, Lansing, MI 48909

This form is issued under authority of Act 346 P.A. 1966. Completion and execution of this form is required. Failure to complete and execute this form may result in the termination of the construction subcontract.

**CERTIFICATE FOR MINORITY OWNED BUSINESS ENTERPRISE (MBE)**

The undersigned, \_\_\_\_\_  
(Insert Title)

Certify to the following:

1. \_\_\_\_\_  
(Insert Legal Name of Entity) (Insert I.R.S. Number)  
\_\_\_\_\_  
(Insert Address, City, State, & County of entity)

is a minority-owned and controlled business based upon the following information (Must Answer A, B or C):

A. Sole Proprietorship (select one)      Yes                       No

Owner is \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Race \_\_\_\_\_

B. If a General Limited Liability or Limited Partner or Joint Venture:

List Name(s) of all General Partner(s) or Joint Venture(s)	Indicate whether Minority or if Non-Minority*	State Name of Minority Group	Percent of Interest

\*Refer to "Definitions of Minority Groups." (Add multiracial information if applicable)

STATE OF MICHIGAN  
 DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES  
 MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
 735 E. Michigan Avenue  
 PO Box 30044 — Lansing, MI 48909

This form is issued under authority of Act 346 P.A. 1966. Completion and execution of this form is required. Failure to complete and execute this form may result in the termination of the construction subcontract.

**CERTIFICATE FOR MINORITY OWNED BUSINESS ENTERPRISE (MBE)**

C. If a Corporation:

List Name(s) of all Board of Directors	Indicate whether Minority or if Non-Minority	State name of Minority Group	Percent of Interest

List of Shareholders	Number of Shares Owned	Indicate whether Minority or if Non-Minority	State Name Minority

2. The minority person(s) listed above, receives more than 50% of the net profits and losses attributable to the business:    Yes             No

3. Of the person(s) listed above the following controls the daily management and operation of the business:

3.5. License(s) Held: Type: \_\_\_\_\_ State: \_\_\_\_ License Holder: \_\_\_\_\_ License #: \_\_\_\_\_ N/A \_\_\_\_\_

4. The undersigned hereby acknowledges that any intentional false statement in this certificate or willful misrepresentation relative thereto, made with the intent of securing participation in any program financed by the Michigan State Housing Development Authority is a felony (if the amount of the contract exceeds \$100.00), punishable by a fine or imprisonment under Section 46.7 of Act 346 P.A. 1966.

WITNESSES: (Two required)

By: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 (Name of Business Entity)

\_\_\_\_\_  
 Date

\*Refer to "Definitions of Minority Groups." (Add multiracial information if applicable)

\*\*Note to Reviewer: Blue Font indicates proposed new language. Black font reflects current document language.

EXHIBIT SS3  
Sample Approval Letter



STATE OF MICHIGAN

RICK SNYDER  
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

KEVIN ELSENHEIMER  
EXECUTIVE DIRECTOR

May 4, 2016

<Contact Person>  
<M/WBE Firm Name>  
<Address>

Approval Expires:  
May 4th, 2019

Re: *Approval of Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE)*

Dear <Contact Person>:

This letter is to acknowledge the receipt of the business documents for <M/WBE Firm Name>. These documents have been reviewed by the Construction Disbursements & Equal Employment Opportunity Section of the Michigan State Housing Development Authority (MSHDA), and based upon that review; your company has been determined to meet the established criteria for being deemed a Minority Owned Business Enterprise (MBE) and a Woman Owned Business Enterprise (WBE).

~~And~~ Should your firm receive a subcontract to perform on a development financed by MSHDA, your company must perform at least 51% of any contract awarded it ~~Also~~, and you must also submit the required subcontractor information packet and project work hours reports in order for the general contractor to receive credit toward his or her equal employment project goals. It is to be noted that if performing work in a trade that requires licensing, <M/WBE Firm Name> may perform only the work that it is licensed to perform, unless working under the direct supervision and permit of another licensed contractor.

The name <M/WBE Firm Name> will be listed in MSHDA's Minority and Woman Owned Business Enterprise Directories. The inclusion of your company's name in these directories will not impose any obligation on MSHDA or any general contractor to solicit your firm to do work or to supply materials for MSHDA-financed developments.

Also, MSHDA is not recommending, warranting, or providing any guarantees or assurances of the performance of the companies listed in the directories. These Directories are for information purposes only.

Finally, please be advised that failure to renew ownership status with MSHDA before the noted ~~date~~ expires ~~expiration date will be cause for your company's name to be removed from MSHDA's~~ Minority and Woman Owned Business Enterprise Directories. If you have any further concerns or questions regarding this matter, please feel free to contact me via email [EdwardsH3@michigan.gov](mailto:EdwardsH3@michigan.gov) or by phone at (517) 241-0541.

Sincerely,

Haywood J. Edwards, Sr.  
MSHDA's Program Reporting Specialist, EEO Section Michigan  
State Housing Development Authority  
cc: File

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735 East Michigan Avenue, P.O. Box 30044, Lansing, Michigan 48909  
[michigan.gov/mshda](http://michigan.gov/mshda) • 517.373.8370 • FAX 517.335.4797 • TTY 800.382.4568

**DOCUMENTS TO SUBMIT WITH MBE/WBE APPLICATION**  
**Minority must have 51% Controlling Interest**

MBE/WBE Subcontractor/Supplier certifies as one of the following;

- **Sole proprietorship;** a copy of Certificate of Assumed Name or Certificate of DBA
- **Limited Liability Company;** Articles of Organization Limited Liability Company, Operating Agreement to Limited Liability Company Minutes of Organization to Limited Liability Company
- **Corporation;** Articles of Incorporation, Bylaws of Incorporation and any amendments; Minutes of Incorporation;

**NOTE:** In order to be considered a minority or woman owned company, a company must be owned (at least 51% interest in profits and losses by a minority or a woman), operated (participation in the daily management and operation of the company) and controlled (minority person must have and actually exercise authority to independently makes significant decisions on behalf of the company) by a minority or women or group persons.



09/07/2016

**M/WBE BUSINESS ISSUES SOLUTION STATEMENT**

**I. Purpose**

The purpose of this Solution Statement is to propose equitable resolution to the Minority and Women Owned business issues as highlighted in the Position Statement dated May 11, 2016.

The goals of these proposed solutions are as follows:

- A. Preserve the integrity of MSHDA's Minority and Women Business Enterprise (M/WBE) certification process. This process is fundamental for exposing deception where it may be attempted.
- B. Further clarify that MSHDA approved M/WBE Certification does not indicate MSHDA's recommendation, warrant, or provide any guarantees or assurances of the performance of M/WBE Certified firms.
- C. Provide licensing information to firms using MSHDA's M/WBE Directories.
- D. Insure that M/WBE firms perform work in accordance with the standards established by the Michigan Occupational Code.

**II. Proposed Solutions**

- A. *Building Activities That May or May Not Require a License Handout*
  - i. Solution #1: Eliminate this handout from MSHDA's Preconstruction Meeting presentation. It is irrelevant to subcontractors in attendance as all will be working under the General Contractor's permit and license.  
**OR**
  - ii. Solution #2: Revise MSHDA communication language used when presenting the handout. Language should encourage Trade Contractors to become licensed and include a statement that per Article 24 of the Occupational Code, for those trades performing work under the permit and license of another licensed contractor, no license is required.  
**AND**  
Edit the language on the handout (See Exhibit SS1)
- B. Edit MSHDA's M/WBE Directory to include:
  - i. Format the Directory into 2 parts – one for licensed M/WBE's, one for unlicensed M/WBE's.
  - ii. Edit the M/WBE Certification form to capture license information. (See Exhibit SS2, page 2)
  - iii. Add the following MSHDA disclaimer to the directories: "MSHDA is not recommending, warranting, or providing any guarantees or assurances of the performance of the companies listed in this directory. This Directory is for information purposes only."
- C. Edit the M/WBE certification approval letter. (See Exhibit SS3)

EXHIBIT SS1  
MSHDA Handout

**BUILDING ACTIVITIES THAT MAY OR MAY NOT REQUIRE A LICENSE**

Refer to the definition of a residential builder and the list of specialty trades for a residential maintenance and alteration contractor to see what is definitely required to be licensed. Per Article 24 of the Occupational Code, for those trades working under the permit and license of another licensed contractor, no license is required. Review Article 24 of the Occupational Code and read sections 339.2401, 339.2403, and 339.2404 for further information.

The following is a basic list of trades that may or may not require a license. Call the Michigan Department of License at (517) 241-9288 for trades not shown.

Awnings.....	No License Required
Asphalt Paving.....	No License Required
Basement Waterproofing.....	License Required
Carpentry.....	License Required
Carpeting and vinyl floors (not wood).....	No License Required
Concrete.....	License Required
Dry Walling.....	No License Required
Excavation.....	License Required
Fences.....	No License Required
Gutters.....	License Required
House Moving.....	No License Required
House Wrecking.....	License Required
Insulation Work.....	License Required
Laying Wood Floors.....	Carpentry License
Masonry.....	License Required
Painting & Decorating.....	License Required
Pavers without mortar.....	No License Required
Plaster and Lath.....	No License Required
Roofing.....	License Required
Screen & Storm Sash.....	License Required
Sewer and Septic, Water.....	License Required
Lines, Sprinkler.....	No License Required
Siding.....	License Required
Swimming Pools.....	License Required
Tile and Marble.....	License Required

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