

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC GROWTH
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 is required. Failure to complete and execute this form may result in the termination of the construction subcontract.

If you have a current certificate from the Michigan Department of Transportation attached copies and skip pages 1 and 2 of Certificate for Minority/Woman-Owned Business Enterprise.

CERTIFICATE AS TO CORPORATE DOCUMENTS AND OFFICERS

I, _____ certify that I am the duly elected, qualified and
(Insert name of Corporate Secretary)
Acting Corporate Secretary of _____ a Michigan
(Insert legal name of corporation)

corporation (herein referred, to as the 'Corporation' }, that the **Articles of Incorporation** delivered herewith are a true and correct copy of the Articles of Incorporation of the Corporation, as amended through the date hereof, and that such Articles of Incorporation remain in full force and effect as of the date hereof.

I further certify that the document attached hereto, consisting of _____ pages, is a true and correct copy of the **By-Laws** of the Corporation, including all amendments thereto through the date hereof, and that such Corporate By-Laws remain in full force and effect as of the date hereof.

I further certify that the following are the Board of Directors and the duly elected, qualified and acting officers of the corporation as of the date hereof.

Board of Directors

Officers of Corporation

President _____
Vice-President _____
Secretary _____
Treasurer _____

I further certify that the attached **Minutes of the Corporation** describing the Corporate Resolution, as to the issuance of shares of the Corporation, is a true and correct copy of the Minutes of the Corporation and that no other authorized shares have been issued other than as set forth in the attached Corporate Minutes.

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, as amended.

IN WITNESS WHEREOF, I have hereunto set my hand and the corporate seal of the Corporation this
_____ day of _____ 2011.

WITNESSES: (Two required)

(Signature of Corporate Secretary)

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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 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
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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:

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)

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CERTIFICATE FOR WOMEN OWNED BUSINESS ENTERPRISE (WBE)

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 women-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 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)

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CERTIFICATE FOR WOMEN OWNED BUSINESS ENTERPRISE (WBE)

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 Group

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:

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)

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 make significant decisions on behalf of the company) by a minority or women or group persons.