



MSHDA

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
735 EAST MICHIGAN AVENUE · P.O. BOX 30044 · LANSING, MICHIGAN 48909

MBE / WBE Application

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.

CERTIFICATE AS TO CORPORATE DOCUMENTS AND OFFICERS

I, _____ certify that I am the duly elected, qualified corporate secretary of _____
(Insert legal name of corporation)

a Michigan Corporation (herein referred, to as the 'Corporation'), and 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 \$10,000), 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 _____ 20__

(Signature of Corporate Secretary)

Witness 1

Witness 2

TWO WITNESSES REQUIRED



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**CERTIFICATE FOR MINORITY OWNED BUSINESS ENTERPRISE (MBE) AND/
OR 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) Phone #

is a MBE WBE business based upon the following information (Must Answer A, B or C):

A. Sole Proprietorship Yes No Owner's Signature _____
Race _____ Gender _____

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	Indicate if Female	Percent of Interest

C. The minority person(s) or female(s) listed above, receive more than 51% of the net profits and losses attributable to the business: Yes No

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

3. 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

4. Name of Business Entity) _____ By: _____

WITNESSES: (Two required) _____



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TIPS FOR MBE/WBE APPLICATION
Minority and/or Female 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.

DOCUMENTS TO SUBMIT WITH THE APPLICATION:

ARTICLES OF INCORPORATION

LICENSE (IF REQUIRED FOR TRADE)

ANNUAL FILINGS WITH THE STATE OF MICHIGAN

Upon completion, please email the application and supporting documentation to

Haywood Edwards @ edwardsh3@michigan.gov.

If you have any questions, please contact Haywood at 517-241-0541.