



Wayne County
Human Relations Division

UNIFORM RECERTIFICATION APPLICATION PACKET

For

County Based Enterprise (CBE)
Targeted Growth Community Enterprise (TGCE)
Small Business Enterprise (SBE)
Expanding Business Enterprise (EBE)
(Including MBE/WBE Registration)

WAYNE COUNTY HUMAN RELATIONS DIVISION
600 Randolph, 5th floor
Detroit, MI 48226
(313) 224-5021 (p)
(313) 224-6932 (f)
www.humanrelations.waynecounty.com



Thank you for your interest in Wayne County certification programs. This uniform recertification application packet is for firms re-applying for certification as a County Based Enterprise (CBE), Targeted Growth Community Enterprise (TGCE), Small Business Enterprise (SBE), Expanding Business Enterprise (EBE) and renewing the MBE/WBE registration. **ATTENTION CBE/TGCE/SBE and EBE applicants! IF IT HAS BEEN MORE THAN TWO (2) YEARS SINCE YOUR LAST EXPIRATION DATE(S) YOU CANNOT USE THIS FORM, YOU MUST COMPLETE THE FIRST TIME UNIFORM CERTIFICATION APPLICATION (THIS DOES NOT APPLY TO THE MBE/WBE REGISTRATION RENEWALS).**

Please remember the following when completing the packet:

- Submit all required documents **that correspond with the number** you check on the checklist **(1 thru 6)**. (All Non-Profits are to check #4 and submit the corresponding required documents). Non-profits, Sole Proprietors and Partnerships are not eligible for SBE certification. Check MBE/WBE Declaration if you are renewing the MBE/WBE registration.
- ALL APPLICANTS - Be sure to sign and date **the affirmations AND the affidavit**. Do not leave any blank spaces and make sure the appropriate information is entered into each space. Please make sure the affidavit page is notarized by a notary public.
- A mandatory on-site visit will be conducted for firms re-applying for CBE and TGCE recertification. During the visit, photos may be taken and the interview may be recorded. The interviewer will inform you of photos and tape recordings prior to conducting the activity.
- Incomplete applications may be returned to you.

All information will be regarded as confidential business information and it will be safeguarded from disclosure to unauthorized persons unless release is authorized by state and/or federal law.

Please note: If additional information/documentation is needed, you will be notified **once via certified mail** and given a **10-business day time period** in which to return the information. **Failure to submit the requested information in the allotted time will result in denial of the application as of the date specified on the notice;** you **will not** receive any other correspondence. There is a one-year wait period after a denial of request for certification.

Completed applications are to be mailed or delivered to:

**Wayne County Human Relations Division
600 Randolph, 5th floor
Detroit, MI 48226**

Applicants interested in applying for **Fair Employment Practices certification (FEP)** or **Disadvantaged Business Enterprise certification (DBE)** can log onto www.humanrelations.waynecounty.com to access the forms or call (313) 224-5021 to obtain a FEP or DBE application form. The Uniform Recertification Application form for CBE, TGCE, SBE, EBE and MBE/WBE can also be accessed via the Internet at www.humanrelations.waynecounty.com

UNIFORM RECERTIFICATION PACKET FOR
CBE, TGCE, SBE, and EBE CERTIFICATION
 (Includes MBE / WBE Registration renewal)

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**WAYNE COUNTY HUMAN RELATIONS DIVISION
COUNTY BASED ENTERPRISE (CBE) PROGRAM FACT SHEET**

■ **Program Description**

1. A program administered by the Wayne County Purchasing Division designed to encourage firms who do business with Wayne County to locate here and otherwise provide economic development incentives for firms committed to the growth of Wayne County and its underserved communities.
2. Certified CBE firms shall receive a CBE equalization percentage credit on their bids as indicated below:

Contract Amount	Equalization Percentage
Up to \$50,000	5%
\$50,000 to \$200,000	3%
\$200,000.01 and over	1%

3. The credit will not be applied to bids funded by federal funds unless regulations permit. Other limitations may also apply.

■ **What are the Certification Criteria?**

1. Firm is current in the payment of its County taxes of real or personal property within the past year on property which is ordinarily needed to perform the proposed contract
2. Firm has headquarters or it has been conducting business at a location with a permanent street address in the County on an ongoing basis for not less than one taxable year.
3. Firm has been dealing for at least one year on a regular commercial basis in the kind of goods or service which is the subject of the bid, or in a closely or logically allied product line
4. It is not merely displacing a business which has previously been the low bidder but does not qualify for the county-based credit, by buying from that business and re-selling to the County at a mark-up within the county-based credit
5. It provides a commercially viable product or service to a governmental and private sector clientele
6. At least 50% of its regular full-time employees are based at the County location to perform the proposed contract

■ **Certification Process**

1. Request CBE application from Human Relations, 600 Randolph, 5th Floor, Detroit, MI 48226, (313) 224-5021.
2. Lessees are to complete the Lessee "Only" section of the CBE/TGCE tax statement. Property owners must have the CBE/TGCE tax statement verified at the Wayne County Treasurer's Office for the address from which you conduct business. This must be done in person.
3. Complete CBE application and return with CBE/TGCE Tax statement to: **Wayne County Human Relations, 600 Randolph, 5th Floor, Detroit, MI 48226.**
4. Upon approval, a certificate will be issued to demonstrate certification.
5. Applicants rejected for certification may appeal to the Wayne County Purchasing Division.
6. Certification is valid for the term of the lease or a maximum of three (3) years.
7. CBE certification is required **BEFORE** the bid due date.

**WAYNE COUNTY HUMAN RELATIONS DIVISION
TARGETED GROWTH COMMUNITY ENTERPRISE (TGCE) PROGRAM FACT SHEET**

■ **Program Description**

1. A program administered by the Wayne County Purchasing Division designed to encourage firms who do business with Wayne County to locate here and otherwise provide economic development incentives for firms committed to the growth of Wayne County and its underserved communities.
2. Certified TGCE firms shall receive a 2% equalization percentage credit on their bids. Please refer to page two for a listing of all available equalization percentage credits.
3. The credit will not be applied to bids funded by federal funds unless regulations permit. Other limitations may also apply.

■ **What are the Certification Criteria?**

1. Firm is current in its payment of real or personal property within the Targeted Growth Community within the past year on property which is ordinarily needed to perform the proposed contract
2. Firm has its headquarters, or it has been conducting business at a location with a permanent street address in one of the Targeted Growth Communities on an ongoing basis for not less than one taxable year
3. Firm has been dealing for at least one year on a regular commercial basis in the kind of goods or service which is the subject of the bid, or in a closely or logically allied product line
4. Firm is not merely displacing a business which has previously been the low bidder but does not qualify for the TGCE credit, by buying from that business and re-selling to the County at a mark-up within the TGCE credit
5. Firm provides a commercially viable product or service to a governmental and private sector clientele
6. Firm has an adequate number of its regular full-time employees based at the Targeted Growth Community location to perform the proposed contract.

■ **Certification Process**

1. Request TGCE application from Human Relations, 600 Randolph, 5th Floor, Detroit, MI 48226, (313) 224-5021.
2. Lessees are to complete the Lessee "Only" section of the CBE/TGCE tax statement. Property owners must have the CBE/TGCE tax statement verified at the Wayne County Treasurer's Office for the address from which you conduct business. This must be done in person.
3. Complete the TGCE application and return with CBE/TGCE Tax statement to: **Wayne County Human Relations, 600 Randolph, 5th Floor, Detroit, MI 48226.**
4. Upon approval, a certificate will be issued to demonstrate certification.
5. Applicants rejected for certification may appeal to the Wayne County Purchasing Division.
6. Certification is valid for the term of the lease or a maximum of three (3) years.
7. TGCE certification is required **BEFORE** the bid due date.

**WAYNE COUNTY HUMAN RELATIONS DIVISION
SMALL BUSINESS ENTERPRISE (SBE) PROGRAM FACT SHEET**

■ **Program Operator:**

The SBE program is operated by the Wayne County Purchasing Division. Questions about available contract opportunities and procurement procedures should be addressed to director of Purchasing, 146 Wayne County Building, 600 Randolph St., Detroit, MI 48226. Phone (313) 224-5151.

■ **What are the Certification Criteria?**

Small businesses are defined as follows:

1. A for-profit corporation, not affiliated with or a subsidiary of a firm that is not a SBE. Individuals, Sole Proprietorships, Partnerships and Non-Profit firms are not eligible for SBE certification.
2. Has been in business for a minimum of one year.
3. Has average gross annual receipts/employees over the past three years not greater than the amounts shown below by industry:

- | | |
|--|--|
| <input type="checkbox"/> Manufacturing: | 500 employees |
| <input type="checkbox"/> General Construction: | \$28 Million |
| <input type="checkbox"/> Specialty Construction: | \$12 Million |
| <input type="checkbox"/> Wholesale: | 100 employees |
| <input type="checkbox"/> Retail: | \$6 Million |
| <input type="checkbox"/> Professional service: | \$6 Million (Required to be licensed by State Law) |
| <input type="checkbox"/> Other service: | \$6 Million |

■ **Certification Process:**

1. Request SBE application from the Human Relations Division, 600 Randolph, 5th fl, Detroit, MI 48226, (313) 224-5021.
2. Complete the SBE application and return with all requested documents to the Human Relations Division.
3. Upon approval, a certificate will be issued to demonstrate certification.
4. Applicants rejected for certification may appeal to the Wayne County Purchasing Division.
5. Certification is valid for three (3) years.
6. SBE certification is required **BEFORE** the bid due date.

WAYNE COUNTY HUMAN RELATIONS DIVISION EXPANDING BUSINESS ENTERPRISE (EBE) PROGRAM FACT SHEET

■ Program Operator:

The Expanding Business Enterprise program is operated by the Wayne County Purchasing Division. Questions about available contract opportunities and procurement procedures should be addressed to director of Purchasing, 146 Wayne County Building, 600 Randolph St., Detroit, MI 48226. Phone (313) 224-5151.

■ What are the Certification Criteria?

Expanding businesses are defined as follows:

1. A for-profit business, not affiliated with; or a subsidiary of a firm that is not a EBE. Non-Profit firms are not eligible for EBE certification.
2. Has been in business for a minimum of one year.
3. Has average annual gross receipts of one million (\$1,000,000) dollars or less.
4. Employs no more than 15 employees

■ Certification Process:

1. Request EBE application from the Human Relations Division, 600 Randolph, 5th fl, Detroit, MI 48226, (313) 224-5021.
2. Complete the EBE application and return with all requested documents to the Human Relations Division.
3. Upon approval, a certificate will be issued to demonstrate certification.
4. Applicants rejected for certification may appeal to the Wayne County Purchasing Division.
5. Certification is valid for three (3) years.
6. EBE certification is required **BEFORE** the bid due date.

SECTION 1

REQUIRED DOCUMENTS

SECTION

(TO BE COMPLETED BY ALL APPLICANTS)

SECTION 1 - REQUIRED DOCUMENTS SECTION

Check the number(s) that corresponds with the certification(s) you are re-applying for. Check MBE/WBE Declaration and complete the ownership table below only if you are renewing the MBE/WBE Registration:

- 1 CBE and SBE
- 2 County Based Enterprise (CBE)
- 3 Small Business Enterprise (SBE)
- 4 Non-Profit CBE
- 5 Targeted Growth Community Enterprise (TGCE)

Checkmark the Targeted Growth Community in which your firm is located:

- 1 Detroit 2 Ecorse 3 Hamtramck 4 Highland Park 5 Inkster
 6 Melvindale 7 River Rouge 8 Romulus 9 Sumpter Township 10 Taylor

- 6 Expanding Business Enterprise (EBE)
- MBE/WBE Declaration (MBE/WBE)

MBE/WBE firms, please complete below:

Name	Gender	Ethncity	% Owned	Title/Office

SECTION 1 - CONTINUED

Find and check the same numbers again below. Complete and Submit the documents that correspond to your number. Check MBE/WBE Declaration if applicable.

1 CBE and SBE (Sole Proprietors and Partnerships are **NOT** eligible for SBE certification)

SUBMIT THE FOLLOWING DOCUMENTS TO RENEW YOUR CBE AND SBE:

- Completed Sections 1, 2 and 3
- Completed CBE Tax Statement (enclosed) – **Property owners must take form to the office of the Wayne County Treasurer***
- Signed lease agreement OR Title/Deed COVERING THE CURRENT PERIOD for the Wayne County property from which you conduct business
- Signed and Dated copies of business tax returns (and schedules) filed for the last three (3) tax years for applicant firm and its affiliates (including parent company and subsidiaries)
- Copies of current licenses and permits required to operate the applicant business

2 COUNTY BASED ENTERPRISE (CBE)

SUBMIT THE FOLLOWING DOCUMENTS TO RENEW YOUR CBE:

- Completed Sections 1, 2 and 3
- Completed CBE/TGCE Tax Statement (enclosed) – **Property owners must take form to the office of the Wayne County Treasurer***
- Signed lease agreement OR Title/Deed COVERING THE CURRENT PERIOD for the Wayne County property from which you conduct business
- Copies of current licenses and permits required to operate the applicant business

3 SMALL BUSINESS ENTERPRISE (SBE) (Sole Proprietors and Partnerships are **NOT** Eligible)

SUBMIT THE FOLLOWING DOCUMENTS TO RENEW YOUR SBE:

- Completed Sections 1, 2 and 3 (exclude the CBE tax statement – that portion of section 2 is for CBE applicants only)
- Signed and Dated copies of business tax returns (and schedules) filed for the last three (3) tax years for applicant firm and its affiliates (including parent company and subsidiaries)
- Copies of current licenses and permits required to operate the applicant business

4 NON-PROFIT CBE

SUBMIT THE FOLLOWING DOCUMENTS TO RENEW YOUR NON-PROFIT CBE:

- Completed Sections 1, 2 and 3
- Completed CBE Tax Statement (enclosed) – **Property owners must take form to the office of the Wayne County Treasurer***
- Signed lease agreement OR Title/Deed COVERING THE CURRENT PERIOD for the Wayne County property from which you conduct business OR current letter verifying that office space is donated to the Non-Profit for its business use.
- Copies of current licenses and permits required to operate the applicant business

5 TGCE

SUBMIT THE FOLLOWING DOCUMENTS TO RENEW YOUR TGCE:

- Completed Sections 1, 2, and 3
- Submit all documents listed under **CHECKBOX #2** for CBE certification. Please see Checkbox #2 above.

6 EBE

SUBMIT THE FOLLOWING DOCUMENTS TO RENEW YOUR EBE:

- Completed Sections 1, 2, and 3
 - Submit all documents listed under **CHECKBOX #3** for SBE certification. Please see Checkbox #3 above.
- (Sole Proprietors and Partnerships are eligible for EBE certification - they are not eligible for SBE certification)

MBE/WBE DECLARATION

SUBMIT THE FOLLOWING DOCUMENTS TO RENEW YOUR MBE/WBE REGISTRATION:

COMPLETED SECTIONS 1, 2 AND 3 (exclude the CBE tax statement unless you are reapplying for CBE certification)

SECTION 2:

UNIFORM RECERTIFICATION APPLICATION FORM

(TO BE COMPLETED BY ALL APPLICANTS)

AND

THE CBE/TGCE TAX STATEMENT

(TAX STATEMENT TO BE COMPLETED BY CBE & TGCE APPLICANTS ONLY)

SECTION 2:

WAYNE COUNTY HUMAN RELATIONS DIVISION UNIFORM RECERTIFICATION APPLICATION

CHECK APPROPRIATE BOX(ES):

1 - CBE and SBE 2 - CBE 3 - SBE 4 - CBE Non-Profit 5 - TGCE 6 - EBE MBE/WBE Declaration

Firm Name:		HRD# (located on your uniform certificate):	
Street Address (Actual Street):			
City:	County:	State:	Zip Code:
Mailing Address (if different than above):			
Telephone: ()	Fax no: ()	Email address:	Website address:
Authorized Contact:		Contact's Title	Authorized Contact Telephone: ()
Is the above address a new/different address than the one that was previously reported to Human Relations <input type="checkbox"/> YES <input type="checkbox"/> NO			
ATTENTION - IF YOUR LAST EXPIRATION DATE(S) FOR ANY OF YOUR CERTIFICATIONS IS MORE THAN TWO AGO, YOU CANNOT USE THIS FORM TO RENEW. YOU MUST COMPLETE THE FIRST TIME FORM. PLEASE LIST THE EXPIRATION DATES OF THE CERTS YOU HOLD BELOW. IF YOU DO NOT KNOW WHEN YOUR CERTS EXPIRED, CONTACT HUMAN RELATIONS AT (313) 224-5021 TO FIND OUT IF YOU ARE ELIGIBLE TO COMPLETE THIS FORM (**THIS DOES NOT APPLY TO THE MBE/WBE REGISTRATION RENEWALS**).			
1) List the expiration dates of your certs here: CBE / / SBE / / TGCE / / EBE / /			
2) Business Tax Structure (Check one): <input type="checkbox"/> Corporation <input type="checkbox"/> S Corp <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Co. (LLC) <input type="checkbox"/> Limited Liability Partnership LLP <input type="checkbox"/> Non-Profit			
Has your business structure changed since your previous application? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, specify the date of the change (month/day/year) : _____/_____/20_____			
3) Business Structure Document you possess: <input type="checkbox"/> Certificate of Assumed Name <input type="checkbox"/> Certificate / Articles of Incorporation <input type="checkbox"/> Articles of Organization <input type="checkbox"/> Certificate of Partnership			
CBE and SBE firms: If your business structure has changed since your last application, please submit a copy of your new business structure document.			
4) Industry Type (Check all that apply): 1) <input type="checkbox"/> Manufacturing 2) <input type="checkbox"/> Construction 3) <input type="checkbox"/> Wholesale 4) <input type="checkbox"/> Retail 5) <input type="checkbox"/> Professional Services 6) <input type="checkbox"/> Other Services 7) <input type="checkbox"/> Transportation 8) <input type="checkbox"/> Finance, Insurance and Real Estate 9) <input type="checkbox"/> Mining 10) <input type="checkbox"/> Agriculture 11) <input type="checkbox"/> Other If other, describe here:			
5) Describe the products and services your firm is qualified to provide to Wayne County:			
6) Are any of the products/services outlined above, different from those listed in your last Wayne County certification application(s) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain here:			
7) Date your firm was legally established/incorporated? (Month/Day/Year) _____			
8) Check appropriate answer: This business operates: <input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME			
9) Current number of employees _____ Current number of employees at the Wayne County office(s) (if applicable) _____			
10) Has the firm established any affiliations with other firms since the last application? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered YES to this question, please list all relative firms and the nature of the relationship below:			
Name of Related Business:		Relationship to Applicant Firm (parent company, subsidiary, etc) :	
Firm 1)			
Firm 2)			
Firm 3)			

11) List the NAICS (North American Industrial Classification System) codes and NIGP (National Institute of Government Purchasing) codes that correspond with the products and/or service your firm can provide to Wayne County. Visit www.naics.com for a list of NAICS codes. Visit the vendor registration section of www.epurchasing.waynecounty.com for a list of NIGP codes.

NAICS 1	NAICS 2	NAICS 3	NAICS 4	NAICS 5	NAICS 6
NIGP 1	NIGP 2	NIGP 3	NIGP 4	NIGP 5	NIGP 6

12) Are licenses or permits required for the type of business you conduct? YES NO
If YES, **please submit copies of all current licenses and permits**

13) List current licenses/permits held by the firm, its owners, or employees (attach an additional sheet if necessary):

Name of License Holder/Permit Holder	Type of License/Permit	Expiration Date	License number and State

14) Check correct one if the firm is one of the following: **Broker** **Repackager** **Distributor**
If you checked one or more of these items, please describe your services here:

15) Has your firm filed the appropriate federal business income tax returns and/or tax filing extension requests for each year that your firm has earned income? **Yes** **No**

If you checked NO, explain here:

16) Check the **ENDING** month of your firm's **fiscal** year: Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

17) Please list the gross receipts for the **APPLICANT FIRM** for the last three (3) years :

20_____	\$
20_____	\$
20_____	\$

18) Is the applicant firm at least 51% owned and controlled by minorities or women? **Yes** **No** (For **non-profits**, minorities or women must control the Board of directors).

Check one: Female Black Hispanic Asian Native American Eskimo

If you answered **YES**, please complete the **MBE/WBE affirmation in Section 3.**

ATTENTION ALL CBE & TGCE APPLICANTS – You must complete the attached CBE/TGCE tax statement. **PROPERTY OWNERS, you must have the attached CBE/TGCE Tax Statement validated by the office of the Wayne County Treasurer.** After you complete the "PROPERTY OWNER" section of the CBE/TGCE Tax Statement, take the statement to the office of the Wayne County Treasurer for validation. **LESSEES "ONLY" – complete the LESSEE "ONLY" portion of the CBE/TGCE tax statement and sign where indicated. Treasurer's office validation is NOT required of LESSEES "ONLY".**

The Treasurer's office address is:

International Center Building • 400 Monroe, 5th floor • Detroit, MI 48226 • (313) 224-5950

Please be advised that you must pay all delinquent real and personal property taxes before you will be eligible for CBE or TGCE certification.

Current CBE/TGCE office information:
Address: _____ City: _____ Zip: _____ Time located here: _____yrs _____mos

Wayne County Business Ph # (_____) Wayne County Business Fax # (_____)

Wayne County Human Relations Division
COUNTY BASED (CBE) / TARGETED GROWTH COMMUNITY (TGCE) TAX STATEMENT

To be completed by ALL CBE & TGCE applicants.
 If the applicant is also the PROPERTY OWNER, the form is to be validated by the office of the Wayne County Treasurer
 (see Treasurer's address below)

Applicant: Please submit a separate copy of this form for each Wayne County business address. Make additional copies as needed.

LESSEE "ONLY" SECTION:

(Lessees "only", complete this portion)

Name of Applicant Business:		Today's Date:
Street address of leased Wayne County property: <small>(Complete a separate form for each Wayne County business property)</small>		
City:	State:	Zip Code:
LESSEE "ONLY" DEFINITION - Meaning that the principal owners and/or officers strictly lease the applicant property and hold no ownership of the applicant property either personally or indirectly through the applicant firm or another firm and HOLD NO RESPONSIBILITY for payment of Wayne Co. property taxes. If this definition applies, sign the acknowledgement below:		
I hereby acknowledge the <u>Lessee ONLY</u> status of the applicant firm and address:		
Print name of Owner, President, CEO, or COO _____		
Signature: _____		Date: _____
If you have completed the "Lessee Only" section above, you DO NOT need to complete the remainder of this tax statement. PLEASE PROCEED TO THE NEXT APPLICABLE SECTION.		

Business Property Owners - complete the section below**

PROPERTY OWNERS SECTION:

(must be taken to the Wayne Co. Treasurers office after completion)

Name of Applicant Business:		Today's Date:
Street Address of assessed Wayne County property: <small>(complete a separate form for each Wayne County business property):</small>		
City:	State:	Zip Code:
Municipality:		(*the applicant must include this information*)
Property Identifier Number:		(*the applicant must include this information*)

****PROPERTY OWNERS MUST HAVE THE SECTION BELOW VALIDATED AT THE OFFICE OF THE WAYNE Co. TREASURER****
 Office of the Wayne County Treasurer • 400 Monroe, 5th floor • Detroit, MI 48226

_____**(DO NOT WRITE BELOW THIS LINE----BOTTOM SECTION TO BE COMPLETED BY TREASURER'S OFFICE)**_____

REMARKS: _____

- This property has **delinquent REAL property taxes**. Please refer to attached statement.
- This statement certifies that all **Wayne County** real property taxes are paid. (**CBE and TGCE**)
- This statement certifies that all **Municipal** real property taxes are paid. (**TGCE**)

Date _____ Clerk: _____

Please return the form with the original signature and validation. Keep a copy for your records.

SECTION 3:

AFFIRMATION OF ELIGIBILITY AND AFFIDAVIT SECTION

(TO BE COMPLETED BY ALL APPLICANTS)

**(MBE/WBE AFFIRMATION APPLICABLE ONLY TO MINORITY AND/OR
WOMEN OWNED FIRMS)**

SECTION 3:

Uniform Recertification Application - Affirmations of Eligibility CBE CERTIFICATION AFFIRMATION OF ELIGIBILITY (CBE APPLICANTS)

I (name of President/CEO) _____ certify that

(name of firm) _____ continues to meet all of the eligibility requirements of a County Based Enterprise (CBE) as required by the Wayne County procurement ordinance. (Name of firm) _____ meets the following criteria; (1) has made payment of property taxes on real and personal property within the past year on property which is ordinarily needed to perform a proposed contract; (2) has its headquarters physically located within Wayne County, or has been conducting business at a location with a permanent street address in the County on an ongoing basis for not less than one taxable year immediately prior to the application for certification as a CBE; (3) has been dealing for at least one year on a regular commercial basis in the kind of goods or service which is the subject of the bid, or in a closely or logically allied product line; (4) provides a commercially viable product or service to a governmental and private sector clientele, and is not primarily dependent upon governmental set-aside awards; (5) has at least 50% of its regular full-time employees based at the County location to perform the proposed contract; and (6) has satisfied all other requirements administered by the Human Relations Division.

Print Name (President/CEO) _____

Signature of President/CEO _____ Date _____

SBE CERTIFICATION AFFIRMATION OF ELIGIBILITY (SBE APPLICANTS)

Check **ONLY** one: Manufacturing Construction Wholesale Retail Professional Service Other Services
 Other (Specify here): _____

I (name of President/CEO) _____ certify that

(name of firm) _____ continues to meet all of the eligibility requirements of a Small Business Enterprise (SBE) as required by the Wayne County procurement ordinance. (Name of firm) _____ meets the following criteria: (1) is not an affiliate or subsidiary of an entity that is not a small business enterprise; (2) has been in existence and operating for at least one year, prior to the date of application for certification; and (3) has gross receipts over a three year average that do not exceed the following gross receipt caps or employees for the following industries: Manufacturing (500 employees), General Construction (\$28 million), Specialty Construction (\$12 million), Wholesale (100 employees), Retail (\$6 million), Professional service (\$6 million), Other service (\$6 million); (4) is not a Individual, Sole Proprietor or Partnership; and (5) has satisfied all other criteria/requirements administered by the Human Relations Division.

Print Name (President/CEO) _____

Signature of President/CEO _____ Date _____

TGCE CERTIFICATION AFFIRMATION OF ELIGIBILITY (TGCE APPLICANTS)

Checkmark the Targeted Growth Community in which your firm is located:

1 Detroit 2 Ecorse 3 Hamtramck 4 Highland Park 5 Inkster 6 Melvindale 7 River Rouge 8 Romulus 9 Sumpter Township 10 Taylor

I (name of President/CEO) _____ certify that

(name of firm) _____ continues to meet all of the eligibility requirements of a Targeted Growth Community Enterprise (TGCE) as required by the Wayne County procurement ordinance. (Name of firm) _____ meets the following criteria; (1) has made payment of property taxes on real and personal property within the past year on property which is ordinarily needed to perform a proposed contract; (2) has its headquarters physically located within a Targeted Growth Community, or has been conducting business at a location with a permanent street address in a Targeted Growth Community on an ongoing basis for not less than one taxable year immediately prior to the application for certification as a CBE; (3) has been dealing for at least one year on a regular commercial basis in the kind of goods or service which is the subject of the bid, or in a closely or logically allied product line; (4) provides a commercially viable product or service to a governmental and private sector clientele, and is not primarily dependent upon governmental set-aside awards; (5) has an adequate number of its regular full-time employees based at the Targeted Growth Community location to perform the proposed contract; and (6) has satisfied all other requirements administered by the Human Relations Division.

Print Name (President/CEO) _____

Signature of President/CEO _____ Date _____

EBE Certification Affirmation of Eligibility (EBE Applicants)

I (name of President/CEO) _____ certify that

(name of firm) _____ continues to meet all of the eligibility requirements of a Expanding Business Enterprise (EBE) as required by the Wayne County procurement ordinance. (Name of firm) _____ meets the following criteria: (1) is not an affiliate or subsidiary of an entity that is not a expanding business enterprise; (2) has been in existence and operating for at least one year, prior to the date of application for certification; (3) has gross receipts over a three year average that do not exceed one million dollars; (4) has no more than 15 employees; and (5) has satisfied all other criteria/requirements administered by the Human Relations Division.

Print Name (President/CEO) _____

Signature of President/CEO _____ Date _____

MBE/WBE REGISTRATION AFFIRMATION OF ELIGIBILITY (MINORITY AND WOMEN OWNED FIRMS ONLY**)** (Recognized minority persons include US Citizens or permanent residents who are Black, Hispanic, Asian, Native American or Eskimo)

Check the one that applies to the ownership: Female Black Hispanic Asian Native American Eskimo

I (name of president/CEO) _____ certify that

(name of firm) _____ meets all of the eligibility requirements of a Minority Business Enterprise/Women Business Enterprise (MBE/WBE) as required by the Wayne County procurement ordinance. (Name of firm) _____ meets the following criteria: (1) at least 51% ownership by minorities and/or women (comprise at least 51% of the board of directors in the case of non-profits); (2) minority/female control of all decisions concerning the business; (3) the majority of management and board/partnership/member positions are held by minorities/women and (4) satisfies all other criteria/requirements administered by the Human Relations Division.

Print Name (President/CEO) _____

Signature of President/CEO _____ Date _____

RE-CERTIFICATION AFFIDAVIT

A MATERIAL OR FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION, REVOCATION OF A PRIOR APPROVAL, INITIATION OF SUSPENSION OR DEBARMENT PROCEEDINGS, AND MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO ANY AND ALL CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE STATE AND FEDERAL LAW.

I _____ (full name printed) swear or affirm that I understand all of the questions in this application and attest that the all of the responses and statements in this application, attachments and supporting documents are true and correct to the best of my knowledge. I understand that Wayne County reserves the right to require additional information as needed during the certification process and during the term of certification.

I agree to notify the Human Relations Division of any changes to the information reported in this application. Failure to notify Human Relations may result in revocation of certification.

I understand that any misrepresentations in this application, attachments or supporting documents may be grounds for denial or revocation of certification and disqualification and/or debarment from contracting with Wayne County.

I certify that I have the authority, as owner or Chief Executive/Administrative/Operations officer, to execute this affidavit and give the above assurances.

Name of applicant firm: _____

Name of Owner, CEO, COO or President (**Print name**): _____

Signature: _____ Date: _____

Notary Section

On this _____ day of _____, 20____, before me
appeared (**NAME OF OWNER, CEO, COO or President**) _____ duly

sworn, did execute the foregoing affidavit, and did state the he or she was properly authorized by
(**NAME OF FIRM**) _____ to execute the affidavit and did so as his or
her free act and deed.

Notary Public _____
(signature and stamp/seal)

Commission Expires: _____

State of _____ County of Commission: _____

Today's Date: _____

(Do not leave any spaces blank on this form – blank spaces render the affidavit invalid**)**