



Wayne County

Human Relations Division

UNIFORM CERTIFICATION 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

Uniform - Rev 5/08

Human Relations Division • 600 Randolph, 5th floor • Detroit, MI 48226 • (313) 224-5021 • fax (313) 224-6932

Thank you for your interest in Wayne County certification programs. This packet is for firm's applying for certification as a County Based Enterprise (CBE), Targeted Growth Community Enterprise (TGCE), Small Business Enterprise (SBE), and Expanding Business Enterprise (EBE). **You may apply for any combination of the certifications.** Be sure to complete only the sections that apply to the certifications you are applying for. A fact sheet is attached for each of the four programs. Please read and complete the contents of this packet carefully. **Minority and Women owned firms – Complete section 2 sign and date the MBE/WBE declaration in section 5 to register as a MBE/WBE. Complete all other sections as applicable.**

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 are not eligible for SBE certification. Check MBE/WBE Declaration if you are applying for MBE/WBE registration.
- A mandatory on-site visit will be conducted for firms applying for CBE and/or TGCE certification. 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.
- **To be eligible to reapply using the recertification application, you must reapply within two (2) years of the expiration date(s) of your certification(s).** If you allow more than two (2) years to lapse, you must complete this first time form again.

All information will be regarded as confidential business information and it will be safeguarded from disclosure unless state and/or federal law require release.

Please note: If 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 effective 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**

Persons 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 by mail. The Uniform Certification application and additional information regarding Wayne County's Mentor Venture and Joint Venture programs can also be accessed via the Internet at www.humanrelations.waynecounty.com

Certified firms are eligible for equalization credits **(up to 10%)** on Wayne County bids. See table below.

NOTE: For the purposes of credit allocations, a **SBE** cannot be considered a **EBE**, and vice versa
For the purposes of credit allocations, a **JV** cannot be considered a **MV**, and vice versa

County Based Enterprise (CBE)	1%, 3% or 5% (% determined by contract amount)
Small Business Enterprise (SBE)	1%
Expanding Business Enterprise (EBE)	2%
Joint Venture (JV)	1%
Mentor Venture (MV)	1%
Targeted Growth Community Enterprise (TGCE)	2%

UNIFORM CERTIFICATION PACKET FOR

CBE, TGCE, SBE & EBE Certification

(Includes MBE / WBE Registration)

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SECTION 1

REQUIRED DOCUMENTS SECTION

(TO BE COMPLETED BY ALL APPLICANTS)

SECTION 1 – REQUIRED DOCUMENTS SECTION

WHAT ARE YOU APPLYING FOR??

Check the numbers that corresponds with the certification(s) you are applying for. Check MBE/WBE Declaration only if you are applying for MBE/WBE Registration.

1 **CBE & SBE**

2 **CBE**

3 **SBE**

4 **Non-Profit CBE**

5 **TGCE (Targeted Growth Community Enterprise)**

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 **EBE (Expanding Business Enterprise)**

MBE/WBE Declaration (MBE/WBE)

Find the number(s) you checked above (1 - 6), and check the same number(s) again on the following page. Submit the documents that correspond to your number(s).

****DO NOT SUBMIT DUPLICATE COPIES OF THE SAME DOCUMENTS****

IMPORTANT:

A firm certified as both SBE and EBE will only receive equalization credit per award for EITHER SBE OR EBE, not both

SECTION 1 – CONTINUED

Check the numbers (1 - 6) that correspond with what you are applying for and submit the requested documents. Check MBE/WBE Declaration if applicable.

1 CBE and SBE

SUBMIT THE FOLLOWING DOCUMENTS to apply for CBE and SBE:

- Completed Sections 1, 2, 3, 4, and 5 (the affidavit)
- Copy of valid Business Structure Document (Cert/Articles of Incorporation or Organization/Certificate of Assumed Name)
- 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)**
- Completed CBE/TGCE Tax Statement (enclosed)– **Property owners must take form to the office of the Wayne County Treasurer***
- Copy of **Signed lease agreement(s) OR Title/Deed** COVERING THE LAST TWELVE (12) MONTHS for the Wayne County property from which you conduct business
- Copy of **Signed lease agreement(s) OR Title/Deed** COVERING CURRENT PERIOD for the Wayne County property from which you conduct business
- Copies of three (3) **Signed contracts/transactions** entered into, completed or ongoing during the **last 12 months**. Submit copies of all contracts if less than three (3). Submit three (3) signed statements from customers or grant letters if contracts are n/a.
- Copies of all required licenses needed by your firm to conduct business (if applicable)

2 County Based Enterprise (CBE)

SUBMIT THE FOLLOWING DOCUMENTS to apply for CBE:

- Completed Sections 1, 2, 3, and 5 (the affidavit)
- Copy of valid Business Structure Document (Cert/Articles of Incorporation or Organization/Certificate of Assumed Name)
- Completed CBE/TGCE Tax Statement (enclosed)– **Property owners must take form to the office of the Wayne County Treasurer***
- Copy of **Signed lease agreement(s) OR Title/Deed** COVERING THE LAST (12) MONTHS for the Wayne County property from which you conduct business
- Copy of **Signed lease agreement(s) OR Title/Deed** COVERING CURRENT PERIOD for the Wayne County property from which you conduct business
- Copies of three (3) **Signed contracts/transactions** entered into, completed or ongoing during the **last 12 months**. Submit copies of all contracts if less than three (3). Submit three (3) signed statements from customers or grant letters if contracts are n/a.
- Copies of all required licenses needed by your firm to conduct business (if applicable)

3 Small Business Enterprise (SBE)

SUBMIT THE FOLLOWING DOCUMENTS to apply for SBE:

- Completed Sections 1, 2, 4 and 5 (the affidavit)
- Copy of valid Business Structure Document (Cert/Articles of Incorporation or Organization)
- 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) – A minimum of one year of tax returns is req'd.**
- Copies of all required licenses needed by your firm to conduct business (if applicable)

4 Non-Profit CBE

SUBMIT THE FOLLOWING DOCUMENTS to apply for Non Profit CBE:

- Completed Sections 1, 2, 3, and 5 (the affidavit)
- Copy of valid Business Structure Document (Cert/Articles of Incorporation) **AND** 501-c3 letter
- Completed CBE/TGCE Tax Statement (enclosed)– **Property owners must take form to the office of the Wayne County Treasurer***
- Copy of **Signed lease agreement(s) OR Title/Deed** COVERING CURRENT PERIOD & THE LAST TWELVE (12) MONTHS for the Wayne County property from which you conduct business
- Signed letter from the owner of the Wayne County property verifying that space is donated/leased to the non-profit for its business use if a lease, title or deed is not available.
- Copies of three (3) **Signed contracts/transactions** entered into, completed or ongoing during the **last 12 months**. Submit copies of all contracts if less than three (3). Submit three (3) signed statements from customers or grant letters if contracts are n/a.
- Copies of all required licenses needed by your firm to conduct business (if applicable)

****Applying for both CBE and TGCE?***

****Submit ONE TGCE/CBE tax statement per Wayne County Business Property Address****

5 TGCE

SUBMIT THE FOLLOWING DOCUMENTS to apply for TGCE:

- Completed Sections **1, 2, 3a, and 5 (the affidavit)**
- Submit all documents listed under **CHECKBOX #2** for CBE certification. Refer to the previous page for the list of documents.

6 EBE

SUBMIT THE FOLLOWING DOCUMENTS to apply for EBE:

- Completed Sections **1, 2, 4a, and 5 (the affidavit)**
- Submit all documents listed under **CHECKBOX #3** for SBE certification. Refer to the previous page for the list of documents.
(Sole proprietors and Partnerships are eligible for EBE certification (they are not eligible for SBE certification); if you are a sole proprietor, submit a copy of your firm's Certificate of Assumed name, if you are a partnership, submit a copy of your firm's Certificate of Partnership)

MBE/WBE DECLARATION

- Completed Sections **1, 2 and 5 (the declaration and affidavit)**

****Applying for both CBE and TGCE?***

****Submit ONE TGCE/CBE tax statement per Wayne County Business Property Address****

SECTION 2

GENERAL INFORMATION

(TO BE COMPLETED BY ALL APPLICANTS)

**WAYNE COUNTY HUMAN RELATIONS DIVISION
Uniform Certification Application**

SECTION 2: GENERAL INFORMATION

(THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS - 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:		Fed Tax ID or SSN:	
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: () ()
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"/> Non-Profit			
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			
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:			
Please Answer Each Question:			
1) Describe the products and services your firm is qualified to provide to Wayne County:			
2) What date was your firm legally established/incorporated? (Month/Day/Year)_____			
3) What date did your firm become active and operational ?_____			
4) Current number of employees_____. Current number of employees at the Wayne County offices(s) (if applicable)_____			
5) Check appropriate answer: This business operates: <input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME			
6) Does the firm have any subsidiaries or affiliates? <input type="checkbox"/> Yes <input type="checkbox"/> No			
7) Is the applicant firm a subsidiary or affiliate of another firm? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered yes to question 6 or 7 , 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)			

8) List the NAICS (North American Industrial Classification System) codes and NIGP (National Institute of Government Purchasing) codes that correspond with the products and/or services your firm can provide to Wayne County. Visit www.naics.com to search 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

9) 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

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

10) 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:

11) 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:

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

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

20____	\$
20____	\$
20____	\$

14) 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 Declaration in Section 5.**

*******END OF SECTION 2*******

SECTION 3

**COUNTY BASED
ENTERPRISE
(CBE)**

(TO BE COMPLETED BY CBE APPLICANTS)

**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" portion of the CBE/TGCE tax statement. Property owners must have the CBE/TGCE tax statement validated 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.

SECTION 3: COUNTY BASED ENTERPRISE (CBE)

(TO BE COMPLETED BY FIRMS APPLYING FOR COUNTY BASED ENTERPRISE (CBE) CERTIFICATION)

1) State the Wayne County address from which you propose to perform Wayne County contracts:

Street Address:	City:	Zip Code:	Time located here: ___yrs. ___mos.
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2) If located at the above address for less than one year, state the previous Wayne County Based address:

Street Address:	City:	Zip Code:	Time located here: ___yrs ___mos
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3) State the Address of the applicant firm's **Headquarters**:

Street Address:	City:	County:	State:	Zip Code:
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Wayne County Based Business Ph # ()

Wayne County Based Business Fax # ()

4) This firm operates as a: **For Profit Company** **Non-Profit Company**

5) Has your firm been conducting business at a permanent street address in Wayne County **on an ongoing basis for a minimum of one year**? **Yes** **No**

If the answer is **NO** to this question, you **do not** have to complete this section. The applicant firm must have conducted business on an ongoing basis for a minimum of one year prior to application.

6) Has the applicant firm been dealing for at least one year on a regular commercial basis in the kind of goods or service which it proposes to provide to Wayne County? **Yes** **No**

If the answer is **NO** to this question, you do not have to complete this section. The applicant firm must deal for at least one year on a regular commercial basis in the kind of goods or service which it proposes to provide to Wayne County.

7) List the following for the applicant firm:

Total number of contracts/jobs **entered into during** the last 12 months _____

Total number of contracts/jobs **completed** during the last 12 months _____

Total number of contracts/jobs that **remained active and ongoing** during the entire last 12 months _____

8) Are you able to provide a viable product to both governmental and private sector clientele? **Yes** **No**

9) How many employees are based at the Wayne County Based office? _____

How many employees are employed overall by the firm including offices outside of Wayne County? _____

10) Does the applicant firm have at least 50% of its regular full-time employees based at the Wayne County location to perform the proposed contract? **Yes** **No**

11) List by City and State, all other branches, subsidiaries, facilities or other operations affiliated with the applicant firm:
(attach a separate sheet if necessary)

Operation Type (office / warehouse / storage / distribution)	City	State

12) Is the applicant firm/applicant property owners **current on its payments of real and personal property taxes** to Wayne County for the property specified to perform the proposed contract? **Yes** **No** **N/A (LESSEES ONLY)**

****NOTE:** If NO, please be advised that you must pay all delinquent real and personal property taxes related to the Wayne County business property before you will be eligible for County Based Enterprise certification. All delinquent taxes can be paid at the Office of the Wayne County Treasurer at the address below. **ATTENTION BUSINESS PROPERTY OWNER APPLICANTS** - You must **have the attached Tax Statement validated by the office of the Wayne County Treasurer** for application completion**. After you complete the PROPERTY OWNER PORTION 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

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 <u>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.</u> 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:		<small>(*the applicant must include this information*)</small>
Property Identifier Number:		<small>(*the applicant must include this information*)</small>

****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.

Human Relations Division • 600 Randolph, 5th floor • Detroit, MI 48226 • (313) 224-5021 • fax (313) 224-6932

Section 3A

Targeted Growth Community Enterprise (TGCE)

(TO BE COMPLETED BY TGCE APPLICANTS)

**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" portion of the CBE/TGCE tax statement. Property owners must have the CBE/TGCE tax statement validated 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.

SECTION 3 A:
TARGETED GROWTH COMMUNITY ENTERPRISE (TGCE)
 (TO BE COMPLETED BY FIRMS APPLYING FOR COUNTY BASED ENTERPRISE (TGCE) CERTIFICATION)

1) State the Targeted Growth Community address from which you propose to perform Wayne County contracts:

Street Address:	City:	Zip Code:	Time located here: ___yrs. ___mos.
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2) If located at the above address for less than one year, state the previous Targeted Growth Community address:

Street Address:	City:	Zip Code:	Time located here: ___yrs ___mos
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3) State the Address of the applicant firm's **Headquarters**:

Street Address:	City:	County:	State:	Zip Code:
-----------------	-------	---------	--------	-----------

TGCE Business Ph # ()

TGCE Business Fax # ()

4) This firm operates as a: **For Profit Company** **Non-Profit Company**

5) Has your firm been conducting business at a permanent street address in a Targeted Growth Community **on an ongoing basis for a minimum of one year**? **Yes** **No**

If the answer is **NO** to this question, you **do not** have to complete this section. The applicant firm must have conducted business on an ongoing basis for a minimum of one year prior to application.

6) Has the applicant firm been dealing for at least one year on a regular commercial basis in the kind of goods or service which it proposes to provide to Wayne County? **Yes** **No**

If the answer is **NO** to this question, you do not have to complete this section. The applicant firm must deal for at least one year on a regular commercial basis in the kind of goods or service which it proposes to provide to Wayne County.

7) List the following for the applicant firm:

Total number of contracts/jobs **entered into during** the last 12 months _____

Total number of contracts/jobs **completed** during the last 12 months _____

Total number of contracts/jobs that **remained active and ongoing** during the entire last 12 months _____

8) Are you able to provide a viable product to both governmental and private sector clientele? **Yes** **No**

9) How many employees are based at the TGCE office? _____

How many employees are employed overall by the firm including offices outside of the Targeted Growth Community? _____

10) Does the applicant firm have an adequate number of regular full-time employees based at the TGCE location to perform the proposed contract? **Yes** **No**

11) List by City and State, all other branches, subsidiaries, facilities or other operations affiliated with the applicant firm:
 (attach a separate sheet if necessary)

Operation Type (office / warehouse / storage / distribution)	City	State

12) Is the applicant firm **current on its payments of real and personal property taxes** to Wayne County and the Targeted Growth Community municipality for all real and personal property specified and ordinarily needed to perform the proposed contract? **Yes** **No** **N/A (LESSEES ONLY)**

****NOTE:** If NO, please be advised that you must pay all delinquent real and personal property taxes related to the TGCE business property before you will be eligible for TGCE certification. All delinquent County taxes can be paid at the Office of the Wayne County Treasurer at the address below. Visit the treasurer's office of your respective Targeted Growth Community to address any unpaid city taxes. **ATTENTION BUSINESS PROPERTY OWNER APPLICANTS** - You must **have the attached Tax Statement validated by the office of the Wayne County Treasurer** for application completion". After you complete the PROPERTY OWNER PORTION 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

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 the 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 <u>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.</u> 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 <u>DO NOT</u> 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:
(*the applicant must include this information*)		
Municipality:		
(*the applicant must include this information*)		
Property Identifier Number:		

****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.

Human Relations Division • 600 Randolph, 5th floor • Detroit, MI 48226 • (313) 224-5021 • fax (313) 224-6932

SECTION 4

**SMALL BUSINESS
ENTERPRISE
(SBE)**

(TO BE COMPLETED BY SBE APPLICANTS)

**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.

SECTION 4: SMALL BUSINESS ENTERPRISE (SBE)

(TO BE COMPLETED BY FIRMS APPLYING FOR SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION)

1) Is the applicant firm a For-Profit firm? Yes No

If the answer is **NO** to #1, you **do not** need to complete this section. Only for-profit firms are eligible to be certified as a Small Business Enterprise.

2) Are you a sole proprietor or a partnership? Yes No

If the answer is **YES** to #3, you **do not** need to complete this section. Individuals, Sole Proprietorships and Partnerships are NOT eligible for SBE certification.

3) Has the applicant firm been established and operating for **at least one year** prior to the date of this application?
 Yes No

If the answer is **NO** to #2, you **do not** need to complete this section. Only firms established and operating for **at least one year** prior to the date of application are eligible to be certified as a Small Business Enterprise.

WAYNE COUNTY 3 FISCAL YEAR ANNUAL GROSS RECEIPT AVERAGE CAPS FOR SBE CERTIFICATION

(Check only **ONE** box that corresponds with this firm's **PRIMARY** industry)

Manufacturing <input type="checkbox"/>	500 Employees	311-339
General Construction <input type="checkbox"/>	\$28,000,000	236-237
Specialty Construction <input type="checkbox"/>	\$12,000,000	238
Wholesale <input type="checkbox"/>	100 Employees	423-425
Retail <input type="checkbox"/>	\$6,000,000	441-454
Professional Service <input type="checkbox"/>	\$6,000,000	541
Other Service <input type="checkbox"/> Other Service includes: Agricultural, Forestry, Fishing and Hunting industries Mining Industries Transportation industries (truck, transit and ground passenger) Information industries (Publishers, Video, Record production, Broadcasting, Internet Publishing/Broadcasting, Telecommunications, ISPs, Web portals and other information services) Finance and Insurance industries Real Estate industries Rental and Leasing industries Management industries Administrative and Support industries Waste management and Remediation industries Educational Services industries Health Care and Social Assistance industries Arts Entertainment and Recreation industries Accommodation and Food Service industries Other Services (Repair and Maintenance services, Personal and Laundry services, Religious, Grant making, Civic, Professional and Similar organizations, etc)	\$6,000,000	(Various sub sectors)

4) Please list the gross receipts for the **APPLICANT FIRM** for the last three (3) fiscal years

Indicate year:	
20_____	\$
20_____	\$
20_____	\$

AFFILIATION SECTION

Human Relations Division • 600 Randolph, 5th floor • Detroit, MI 48226 • (313) 224-5021 • fax (313) 224-6932

5) Does the applicant firm have any affiliates or subsidiaries (see definition of affiliate in Attachment A of this section)?

NO YES

If the answer is **NO** to this question, **STOP HERE**, you have completed section 4. If you answered **YES**, please go on to the next question.

6) Are you an affiliate or subsidiary of a firm that is **NOT** a Small Business Enterprise according to the three year average gross receipt caps above?

Yes No

****If the answer is **YES** to #5, you **do not** need to complete the rest of this section. Firms are not eligible for Small Business Enterprise certification if it is an affiliate or subsidiary of a firm that is not a Small Business Enterprise as defined by Wayne County Procurement Ordinance.****

AFFILIATE GROSS RECEIPTS SECTION

Please list the gross receipts for each eligible **AFFILIATE** (include parent companies, subsidiaries, etc) for the last three (3) fiscal years. Include additional sheets as necessary. Check N/A if no affiliates or subsidiaries exist: **N/A**

Name of Affiliate #1: _____

Gross Receipts of Affiliate #1 for the last three years:

20_____ \$

20_____ \$

20_____ \$

Name of Affiliate #2: _____

Gross Receipts of Affiliate #2 for the last three years:

20_____ \$

20_____ \$

20_____ \$

Name of Affiliate #3: _____

Gross Receipts of Affiliate #3 for the last three years:

20_____ \$

20_____ \$

20_____ \$

Make additional copies as necessary to list additional affiliates

*******END OF SECTION 4*******

Attachment A

(SBE APPLICANTS – READ CAREFULLY)

SMALL BUSINESS ADMINISTRATION SIZE REGULATIONS - AFFILIATION

(13 CFR 121.401)

121.401 Affiliation.

(a) General rules. (1) Except as otherwise noted, size determinations shall include the applicant concern and all its domestic and foreign affiliates.

Moreover, all affiliates, regardless of whether organized for profit, must be included.

(2) Except as otherwise provided in this section, concerns are affiliates of each other when either directly or indirectly

(i) One concern controls or has the power to control the other, or

(ii) A third party or parties controls or has the power to control both, or

(iii) An "identity of interest" between or among parties exists such that affiliation may be found.

(3) In determining whether affiliation exists, consideration shall be given to all appropriate factors, including common ownership, common management, and contractual relationships.

(b) Exclusion from affiliation coverage. Portfolio or client concerns owned in whole or substantial part by investment companies licensed, or development companies qualifying under the Small Business Investment Act of 1958, as amended, or by Investment Companies registered under the Small Business Investment Act of 1958, as amended, or by Investment Company Act of 1940, as amended, concerns owned and controlled by Indian Tribes, or concerns owned and controlled by Alaska Regional or Village Corporations organized pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601, et seq.) are not considered affiliates of such investment companies, development companies, tribes or Alaska Regional or Village Corporations.

(c) Nature of control in determining affiliation. Every business concern is considered to have one or more parties who directly or indirectly control or have the power to control it. Control may be affirmative or negative and it is immaterial whether it is exercised so long as the power to control exists.

Example. A party owning 50 percent of the voting stock of a concern would have negative power to control such concern since such party can block any action of the other stockholders. Also the bylaws of a corporation may permit a stockholder with less than 50 percent of the voting stock of a concern would have negative power to control such concern since such party can block any action of the other stockholders. Also, the bylaws of a corporation may permit a stockholder with less than 50 percent of the voting stock to block any actions taken by the other stockholders. Affiliation exists when one or more parties have the power to control a concern while at the same time another party, or other parties, may be in control of the concern at the will of the party with the power to control. (2) Control can arise through stock ownership; occupancy of director, officer or key employee positions; contractual or other business relations; or combinations of these and other factors.

(3) Control can arise through management positions where a concern's voting stock is so widely distributed that no effective control can be established.

Example. In a corporation where the officers and directors own various size blocks of stock totaling 40 percent of a concern's voting stock, but no officer or director has a block sufficient to give him control or the power to control and the remaining 60 percent is widely distributed with no individual stockholder having a stock interest greater than 10 percent, management has the power to control.

(d) Identity of interest between and among persons as an affiliation determinant. Affiliation can arise between or among two or more persons with an identity of interest, such as members of the same family or persons with common investments in more than one concern. In determining who controls or has the power to control a concern, persons with an identity of interest may be treated as though they were one person.

(e) Affiliation through stock ownership. (1) A person is presumed to control or have the power to control a concern if he or she owns or controls or has the power to control 50 percent or more of its voting stock.

(2) A person is presumed to control or have the power to control a concern even though he or she owns, controls or has the power to control less than 50 percent of the concern's voting stock, if the block of stock he or she owns, controls or has the power to control is large as compared with any other outstanding block of stock.

(3) If two or more persons each owns, controls or has the power to control less than 50% of the voting stock of a concern, such minority holdings are equal or approximately equal in size, and the aggregate of these minority holdings is large as compared with any other stock holding, the presumption arises that each such person individually controls or has the power to control the concern; however, such presumption may be rebutted by a showing that such control or power to control, in fact, does not exist.

Example: Assume that Firms A and B each own 40 percent of Firm C. Assume further that Firm A has 200 employees. Firm B has 400 employees. Firm C alone has 50 employees and that the applicable size standard is 500 employees. This subsection requires that both Firm A and Firm B be considered to individually control Firm C and that their employees be aggregated with those of Firm C to determine Firm C's size. Therefore, Firm C would be considered small because Firm A's employees plus its employees (200+50) would fall short of the 500 employee size standard as would the total of Firm B's employees plus its employees (400+50).

(f) Affiliation arising under stock options, convertible debentures, and agreements to merge. Stock options, convertible debentures, and agreements to merge (including agreements in principle) are generally considered to have a present effect on the power to control the concern. Therefore, in making a size determination, such options, debentures, and agreements are generally treated as though the rights held thereunder had been exercised. However, an affiliate cannot use such options and debentures to appear to terminate its control over another concern before it actually does so.

Example 1. If company "A" holds an option to purchase a controlling interest in company "B", the situation is treated as though company "A" had exercised its rights and had become owner of a controlling interest in company "B". The employees or annual receipts, as the case may be, of both concerns must be taken into account in determining size.

Example 2. If large company "A" holds 70% (70 of 100 outstanding shares) of the voting stock of company "B" and gives a third party an option to purchase 25 shares of concern "B", company "B" will be deemed to be an affiliate of company "A" until the third party actually exercises its option to purchase such shares. In order to prevent large company "A" from circumventing the intent of the regulation which gives present effect to stock options, the option is not considered to have present effect in this case.

Example 3. If company "A" has entered into an agreement to merge with company "B" in the future, the situation is treated as though the merger has taken place.

(g) Affiliation under voting trusts. (1) If the primary purpose of a voting trust, or similar agreement, is to separate voting power from beneficial ownership of voting stock for the purpose of shifting control of or the power to control a concern in order that such concern or another concern may qualify as a small business within the size regulations, such voting trust shall not be considered valid for this purpose regardless of whether it is or is not recognized within the appropriate jurisdiction. However, if a voting trust is primarily entered into for a legitimate purpose other than that described above, and it is recognized within the appropriate jurisdiction, it may be considered valid for the purpose of a size determination.

(2) Agreements to divest (including agreements in principle) are not considered to have a present effect on the power to control the concern.

(h) Affiliation through common management. Affiliation generally arises where officers, directors, or key employees serve as the majority or otherwise as the controlling element of the board of directors and/or the management of another concern.

(i) Affiliation through common facilities. Affiliation generally arises where one concern share office space and/or employees and/or other facilities with another concern, particularly where such concerns are in the same or related industry or field of operations, or where such concerns were formerly affiliated.

(j) Affiliation with a newly organized concern. Affiliation generally arises where former officers, directors, principal stockholders, and/or key employees of one concern organize a new concern in the same or a related industry or field of operation, and serve as its officers, directors, principal stockholders, and/or key employees, and the one concern is furnishing or will furnish the other concern with subcontracts, financial or technical assistance, bid or performance bond indemnification, and/or other facilities, whether for a fee or otherwise.

(k) Affiliation through contractual relationships. Affiliation generally arises where one concern is dependent upon another concern for contracts and business to such a degree that its economic viability would be in jeopardy without such contracts/business.

(l) Affiliation under joint venture arrangements. (1) A joint venture for size determination purposes is an association of concerns and/or individuals, with interests in any degree or proportion, formed by contract, express or implied, to engage in and carry out a single, specific business venture for joint profit for which purpose they combine their efforts, property, money, skill and knowledge, but not on a continuing or permanent basis for conducting business generally. The determination whether an entity is a joint venture is based upon the facts of the business operation, regardless of how the business operation may be designated by the parties involved. An agreement to share profits/losses proportionate to each party's contribution to the business operation is a significant factor in determining whether the business operation is a joint venture.

(2) For the purpose of financial assistance to a joint venture, the parties thereto are considered to be affiliated with each other. Where the financial assistance, however, is to a concern for its own use, outside the joint venture, an affiliation determination shall not automatically arise from the existence of the joint venture arrangement. In this latter situation, the existence of affiliation shall be determined under these regulations.

(3) Concerns bidding on a particular procurement or property sale as joint ventures are affiliated with each other with regard to performance of the contract. This determination of affiliation does not extend to other contracts or business outside the joint venture arrangement.

(4) An ostensible subcontractor which performs or vital requirements of a contract may have such a controlling role that it must be considered a joint venture affiliated on the contract with the prime contractor. In determining whether subcontracting rises to the level of affiliation as a joint venture, SBA considers whether the prime contractor has unusual reliance on the subcontractor.

(5) Even though a concern might not be an affiliate of its joint ventures for the purpose of operations apart from the joint venture, it nevertheless must include its proportionate share of the joint venture receipts or employees in determining its eligibility under the size standards.

(m) Affiliation under franchise and license agreements. In determining whether the franchisor controls or has the power to control and, therefore, is affiliated with the franchisee, the restraints, relating to standardized quality, advertising, accounting format and other provisions, imposed on a franchisee by its franchise agreement shall generally not be considered, provided that the franchisee has the right to profit from its efforts and bears the risk of loss commensurate with ownership. Alternatively, even though a franchisee may not be controlled by the franchisor by virtue of such provisions in the franchise agreement, control and, thus, affiliation could arise through other means, such as common ownership, common management or excessive restrictions upon the sale of the franchise interest.

SECTION 4A

EXPANDING BUSINESS ENTERPRISE (EBE)

TO BE COMPLETED BY EBE APPLICANTS

**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 4 A: EXPANDING BUSINESS ENTERPRISE (EBE)

(TO BE COMPLETED BY FIRMS APPLYING FOR EXPANDING BUSINESS ENTERPRISE (EBE) CERTIFICATION)

1) Is the applicant firm a **For-Profit** firm? **Yes** **No**

If the answer is **NO** to **#1**, you **do not** need to complete this section. Only for-profit firms are eligible to be certified as an Expanding Business Enterprise.

2) Has the applicant firm been established and operating for **at least one year** prior to the date of this application?
 Yes **No**

If the answer is **NO** to **#2**, you **do not** need to complete this section. Only firms in business for at least one year are eligible to be certified as an Expanding Business Enterprise.

3) Does your firm have average annual gross receipts (3 year average) of **one million (\$1,000,000) or less**?
 Yes **No**

If the answer is **NO** to **#3**, you **do not** need to complete this section. Only firms with average gross receipts of \$1,000,000 or less are eligible to be certified as an Expanding Business Enterprise.

4) Does the applicant firm employ **NO MORE THAN fifteen (15) employees** **Yes** **No**

If the answer is **NO** to **#4**, you **do not** need to complete this section. Only firms fifteen (15) employees or less are eligible to be certified as an Expanding Business Enterprise.

5) Please list the gross receipts for the **APPLICANT FIRM** for the last three (3) fiscal years

Indicate year:	
20_____	\$ _____
20_____	\$ _____
20_____	\$ _____

AFFILIATION SECTION

6) Does the applicant firm have any affiliates or subsidiaries (see definition of affiliate in Attachment A of this section)?
 Yes **No**

If the answer is **NO** to this question, **STOP HERE**, you have completed section 4. If you answered **YES**, please go on to the next question.

7) Are you an affiliate or subsidiary of a firm that is **NOT** a Expanding Business Enterprise according to the three year average gross receipt cap of \$1,000,000?
 Yes **No**

****If the answer is **YES** to this question, you **do not** need to complete the rest of this section. Firms are not eligible for Expanding Business Enterprise certification if it is an affiliate or subsidiary of a firm that is not an Expanding Business Enterprise as defined by Wayne County Procurement Ordinance. If you answered **NO**, complete the next page with information regarding your affiliates****

AFFILIATE GROSS RECEIPTS SECTION

8) Please list the gross receipts for each eligible **AFFILIATE** (include parent companies, subsidiaries, etc) for the last three (3) fiscal years. Include additional sheets as necessary. Check N/A if no affiliates or subsidiaries exist: **N/A**

Name of Affiliate #1: _____

Gross Receipts of Affiliate #1 for the last three years:

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

Name of Affiliate #2: _____

Gross Receipts of Affiliate #2 for the last three years:

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

Name of Affiliate #3: _____

Gross Receipts of Affiliate #3 for the last three years:

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

Make additional copies as necessary to list additional affiliates

*******END OF SECTION 4A*******

SECTION 5

AFFIDAVIT

(TO BE COMPLETED BY ALL APPLICANTS)

&

MBE/WBE

DECLARATION

(TO BE COMPLETED BY MINORITY AND/OR WOMAN OWNED & CONTROLLED FIRMS
& MINORITY OR WOMAN CONTROLLED NON-PROFIT FIRMS)

****NOTE: THIS IS A REGISTRATION FOR RECORD KEEPING PURPOSES ONLY
NO EQUALIZATION CREDITS ARE AWARDED BASED UPON MBE/WBE REGISTRATION****

SECTION 5 – 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 _____ (printed full name of Owner, President, CEO or COO) swear or affirm that I understand all of the questions in this application and attest that 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 _____

Print name (Owner, President, CEO, or COO) _____

Signature _____ **Date** _____

Notary Section

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

SECTION 5 – CONTINUED

****THIS PAGE APPLIES TO MINORITY AND WOMAN OWNED AND CONTROLLED FIRMS ONLY****

MBE/WBE DECLARATION

(Recognized minority persons are **United States citizens or lawful permanent residents** who are:
Black, Hispanic, Asian (Including Indian and Pacific), Native American and 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) has satisfied all other criteria/requirements administered by the Human Relations Division. I certify that I will notify Wayne County Human Relations in the event that my firm no longer meets the criteria of this declaration.

Print Name (President/CEO) _____

Signature of President/CEO _____ Date _____

MBE/WBE FIRMS, COMPLETE BELOW FOR ALL OWNERS:

Name	Gender	Ethnicity	% Owned	Title/Office

SECTION 6

**FREQUENTLY ASKED
QUESTIONS**

(FAQ)

FREQUENTLY ASKED QUESTIONS

- 1. Q. How long does the certification process take?**

A. Certification processing takes approximately six to eight weeks. To assist in the process, please be sure to submit all requested supporting documents. Failure to submit the supporting documents with the application will delay the process.
- 2. Q. Is there a fee for certification?**

A. No, currently there is no fee for certification
- 3. Q. Is the recertification process the same as the initial certification process?**

A. The recertification application is a shortened form and requires fewer supporting documents to be submitted upon recertification. ****Please note****, to reapply using the recertification form, you must reapply within two (2) years from your expiration date(s). If more than two (2) years have lapsed, you must apply using this form.
- 4. Q. How long do I have to be in business for certification?**

A. CBE Certification – 1 year minimum
SBE Certification – 1 year minimum
TGCE Certification – 1 year minimum
EBE Certification – 1 year minimum
MBE/WBE Declaration – No minimum time requirement
- 5. Q. Can the Uniform Certification application be faxed in to Wayne County?**

A. Due to the large number of supporting documents that are generally required, we do not advise faxing the application.
- 6. Q. Can the Uniform Certification application be submitted electronically via www.waynecounty.com?**

A. Currently, the Uniform Certification application cannot be submitted electronically. Due to the supporting documents that are required, submittal via mail or walk-in is advised.