

M/WBE Policy of the Prospect Heights Neighborhood Development Council, Inc.

The Prospect Heights Neighborhood Development Council, Inc. (the “Council”) is committed to ensuring that minority and women owned business enterprises (“M/WBEs”) have a fair opportunity to contract with, and provide goods and services to, the Council. The Council supports promoting equality in economic opportunities for minorities and women, who have historically been disadvantaged. Under Article 15-A of the New York Executive Law, the State of New York certifies firms as M/WBEs. M/WBE firms with more than 50 employees are required to be state-certified to qualify under this M/WBE policy. With respect to firms with 50 or fewer employees, the M/WBE firm may also qualify by certifying in writing annually that it meets the criteria regarding ownership, management and operations required by the State of New York to qualify as an M-WBE (and producing reasonable documentation upon request).

In order to work towards M/WBE participation in the Council’s business engagements, the Council will take the following steps:

- (1) The Council commits to actively and affirmatively soliciting bids from M/WBEs in connection with any vendor or service contracts, purchases and engagements undertaken by the Council.
- (2) The Council will ask potential vendors and service providers what their M/WBE policies are and take into consideration whether the same align with the Council’s policy.
- (3) The treasurer will prepare an annual report to the Council’s Board on the dollar value of goods and services provided to the Council by MWBEs compared to total dollar value of goods and services provided to the Council.
- (4) The Council’s Board will establish goals for M/WBE contracting within six months of the adoption of this policy, review the Council’s M/WBE policy on an annual basis, and revise its M/WBE goals as appropriate.

**M/WBE Certification by Supplier
to Prospect Height Neighborhood Development Council (“PHNDC”)**

The undersigned affirms and declares that the Supplier is in compliance with the following criteria as an M/WBE.

1. Fifty-one percent (51%) of Supplier is owned, operated and controlled by citizens or permanent resident aliens who meet the definitions listed below. Their ownership is real, substantial and continuing, and the minority members and/or women must exercise the authority to independently control the day-to-day business decisions.
 - Black: Persons having origins from any of the Black African racial groups.
 - Hispanic: Persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Native American or Latin American origin, regardless of race.
 - Asian-Pacific: Persons having origins from the Far East, Southeast Asia or the Pacific Islands.
 - Asian-Indian Subcontinent: Persons having origins from the Indian subcontinent.
 - Native American or Alaskan Native: Persons having origins in any of the original peoples of North America.
 - Women.
2. Each minority or woman owner upon whom certification is based does not have a personal net worth exceeding \$15 million after allowable deductions listed below.
 - Primary residence or the mortgage for that residence.
 - Ownership interest in Supplier.
 - Ownership interest in a holding company established for the exclusive and sole purpose of leasing machinery, equipment, or vehicles exclusively to Supplier, that is majority owned by the minority group member or women relied upon for certification, and the holding company does not own any other assets of any kind.

- Up to \$750,000 of any qualified retirement savings plan.
- 3. The average number of individuals employed by Supplier over the last four calendar quarters has been less than 300.
- 4. Supplier has been active in business for more than one (1) year.

Supplier hereby agrees to provide information reasonably requested by PHNDC to verify the certification it has provided. Supplier further agrees to advise PHNDC promptly should any change to the status of its certification occur during the term of any agreement with PHNDC.

Legal name of Supplier: _____

Address: _____

EIN/TIN: _____

Names of individuals upon whom certification is based:

NOTE: A MATERIALLY FALSE STATEMENT WILLFULLY OR FRAUDULENTLY MADE IN CONNECTION WITH THIS CERTIFICATION, AND/OR THE FAILURE TO CONDUCT APPROPRIATE DUE DILIGENCE IN VERIFYING THE INFORMATION THAT IS THE SUBJECT MATTER OF THIS CERTIFICATION, MAY RESULT IN RENDERING SUPPLIER IN DEFAULT OF ITS AGREEMENT WITH PHNDC.

Certified by (signature): _____

Name: _____

Title: _____

Date: _____