



735 E. Michigan Ave.
P.O. Box 30044
Lansing, MI 48909

CERTIFICATION OF SIGNED CONTRACT

MSHDA No.: _____
Development: _____

This is to certify that on this _____ day, of _____ 20____
_____ has entered into a written and binding
(NAME OF SUBCONTRACTOR)

Subcontract with _____ for the

Purpose* of supplying building materials and/or performing the following trade(s) work(s):

Trade Name: _____ Trade Code: _____

Initial contract dollar amount or credit limit is \$ _____

I also certify, it is confirmed that the following language is included in the contract along with a copy of the "Employment Practices."

"Failure on the part of the subcontractor to implement the Equal Employment Opportunity Plan requirements will be considered a breach of the contract, and may be considered cause for termination of the contract and removal from the project. In order to comply with this requirement, your firm must agree to incorporate the "Employment Practices Provision" of MSHDA's Article XV, of the General Conditions to the Construction Contract into this subcontract."

In addition, the Subcontract declares the minority and female skilled trades-people utilization commitment goals are included, which are _____ % for minority trades-people and **6.9 %** for female trades-people. Also, that the required "Approval Packet" forms are attached and executed by authorized individuals.

The undersigned acknowledges that any false pretense, including any false statement or representation; or the fraudulent obtaining of money, real or personal property; or the fraudulent use of an instrument, facility, article, or other valuable thing or service pursuant to his/her participation in any Michigan State Housing Development Authority program, is punishable by imprisonment for up to ten (10) years or by fine up to \$5,000.00.

Every contractor, subcontractor, or supplier must keep a complete set of contract work records for a period of at least three (3) years after the project is completed. It is also understood that MSHDA will select various projects on a random basis for full project record audits at which time all records must be made available to the MSHDA contract administrator.

Subcontractor's Signature (BLUE INK) _____ Date _____

General Contractor's Signature (BLUE INK) _____ Date _____



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CONTRACT AWARD AND UTILIZATION COMMITMENT

MSHDA No.: _____
Development #: _____
Development Address: _____

SPONSER(S): _____

Minority or Female Ownership: Black/African American ____% Hispanic or Latino ____% Asian ____%
American Indian or Alaska Native ____% Native Hawaiian or Pacific Islander ____% Other ____% or NA ____%
Female Ownership: _____

GENERAL CONTRACTOR

(If you are a subcontractor who is subcontracting to another subcontractor, please complete the General Contractor Block)

Business Name: _____
Address: _____
Principal Owner: _____
Telephone: _____ **Email:** _____

Minority or Female Ownership: Black/African American ____% Hispanic or Latino ____% Asian ____%
American Indian/Alaska Native ____% Native Hawaiian/Pacific Islander ____% Other ____% or NA ____%
Female Ownership: _____

Construction Contract Amount: _____ **Date of Award** _____

SUBCONTRACTOR

Business Name: _____
Address: _____

Principal Owner: _____
Telephone: _____ **Email:** _____

Minority or Female Ownership: Black/African American ____% Hispanic or Latino ____% Asian ____%
American Indian/Alaska Native ____% Native Hawaiian/Pacific Islander ____% Other ____% or NA ____%
Female Ownership: _____

Subcontract Amount: \$ _____ **Contract Award Date:** _____
If Joint Venture: \$ _____ Amount Minority \$ _____ Female, or \$ _____ Majority, or NA ____

Type of Contract: ____ Trade (work on site) ____ Supplier Only (materials) ____ Professional (arch, engineer, etc.)
Tier: ____ First ____ Second ____ Third ____ Fourth Or Service (waste, porta-john, etc.)

Estimated Starting Date: _____ **Estimated Completion Date:** _____

Goals: For total project hours worked is ____% Minorities and **6.9%** Females in each trade.

Subcontractor's EEO Officer or Owner Signature (BLUE INK)

Date

Note: A subcontractor who is subcontracting with another subcontractor (sub of a sub) must sign this General Contractor EEO Officer line.

GENERAL CONTRACTOR SIGNATURE:

General Contractor's EEO Officer or Owner Signature (BLUE INK)

Date



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WORKFORCE ANALYSIS

(Suppliers - Only Do Not Complete)

MSHDA No.: _____
Development: _____

CURRENT TOTAL MICHIGAN WORKFORCE BREAKDOWN

Job Category or Trade Include all employees	TOTAL EMPLOYEES		Non-Minorities		American Indian/ Alaska Native		Asian		Black or African American		Hispanic or Latino		Not Hispanic or Latino		Native Hawaiian/Other Pacific Islander		Handicapped	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female

IN COMPLIANCE WITH MSHDA EEO requirements, we hereby commit our firm to a total workforce integration of
____% minorities and 6.9% females. This is a percentage of the skilled trade hours worked on this project.

PROJECTED WORKFORCE ON THIS JOB

Job Category or Trade Include all employees	TOTAL EMPLOYEES		Non-Minorities		American Indian/ Alaska Native		Asian		Black or African American		Hispanic or Latino		Not Hispanic or Latino		Native Hawaiian/ Other Pacific Islander		Handicapped	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female

GROUPS: American Indian/Alaska Native, Asian, Black or African American, Hispanic or Latino, or Native Hawaiian or Other Pacific Islander, TBD

Company Name: _____

Authorized Signature (BLUE INK)

Printed Name

Date