

**Material Participation Minority, Women’s and Veteran’s Businesses Certification,**  
**Part I, completed at Application**

If requesting points in ranking for material participation of minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business which meets eligibility criteria of the Small Diverse Business Program (SDB) operated by the Department of General Services or as a qualifying non-profit entity, provide information on the anticipated participation below. **(Please include all entities requesting points including Owner/Developer and Management Agent)**

**Total Development Costs \$** \_\_\_\_\_

Firm/Entity Name (if selected at application)	Entity Type	Certifying Body	Exp. Date	Service to be Provided	Contract Amount	% of Total Dev. Costs	Points Requested

The Agency monitors construction and plans to collect data (including a schedule of proposed/contracted qualified entities and value work); however, **as the Applicant(s)/Owner(s)** seeking consideration for participation of minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business **you must acknowledge and accept your responsibility to ensure program compliance during construction, and also to provide upon completion final documentation supporting compliance (see Part II).**

**Acknowledged and Accepted by the APPLICANT and CO-APPLICANT**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

**Material Participation Minority, Women’s and Veteran’s Businesses Certification,**  
**Part II, completed at final Cost Certification/Placed-In-Service**

At completion provide below the FINAL participation information for participation of minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business which meets eligibility criteria of the Small Diverse Business Program (SDB) operated by the Department of General Services or as a qualifying non-profit entity. **This fully completed certification must be submitted with the Placed-In-Service Package, copies of the supporting contracts/invoices, and third party certifications as prescribed by the DGS or other similar certifying bodies acceptable to the Agency (which may include out-of-state certifying entities) to demonstrate the work was performed by a qualified entity.**

Firm/Entity Name	Entity Type	Certifying Body	Exp. Date	Service Provided	*Final Amount

\*Supporting contracts/invoices in this Final Amount must be submitted.

As the Owner(s), we acknowledge and certify that the above final information is accurate, and that the failure to provide the required supporting documentation will result in the assessment of negative ranking points to future applications to the Agency.

**The above is Acknowledged and Accepted by the OWNER(S)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

### **Additional Guidance on Development Team – Material Participation of Minority, Women’s and Veteran’s Businesses**

The material participation in the development team of minority, women’s and veteran’s businesses may qualify the application for ranking points. We have received a number of questions regarding this selection criteria and provide the following clarification:

Question: For points, the application must demonstrate the entity meets the Department of General Services (“DGS”) eligibility criteria as a Small Diverse Business (“SDB”)?

Answer: See Tab 16. A list of the entities which would qualify as a Small Diverse Business must be submitted. In addition to providing the list of entities, submission of documentation evidencing SDB qualification including third party certifications is **strongly encouraged** with the application. At cost certification, the Agency will require submission of invoices and certifications demonstrating compliance by certifying entities acceptable to the Agency (which may include out-of-state certifying entities).

Question: Can an entity that performs site work only qualify under the General Contractor category?

Answer: No. The General Contractor is the prime contracting entity responsible for the construction of the development. All other entities performing construction related roles would fall into the Sub-Contractor/Vendor category.

Question: Is there a limit to the number of Sub-Contractors/Vendors that could qualify?

Answer: No. The total number of points for this category is 10 and can consist of a number of Sub-Contractors/Vendors.

Question: Will the Agency consider To Be Determined (“TBD”) Sub-Contractors/Vendors for points consideration?

Answer: The Agency understands that not all entities may be contracted with at the time of application. Since the Agency is encouraging participation on many levels, we will allow TBD Sub-Contractor/Vendor entities for consideration but will limit points to a **maximum of two (2) points**. All TBD Sub-Contractors/Vendors will be aggregated for purpose of determining the amount of points.

Question: What will need to be provided to demonstrate performance by the entity on the development team?

Answer: During construction, the Agency will monitor activities and plans to collect data (including a schedule of proposed/contracted qualified entities and value work) to ensure program compliance is met. However, as the owner you are responsible for compliance, and at cost certification you will be required to submit with the Placed-In-Service package a copy of your Application Material Participation Minority, Women’s and Veteran’s Businesses Certification with Part II completed with the final information, provide invoices and third party certifications by certifying entities acceptable to the Agency (which may include out-of-state certifying entities) to demonstrate the work was performed by a qualified entity.

Question: What happens if the development does not meet the participation levels outlined in the application?

Answer: The Agency **will assess negative ranking points on future application(s)** submitted by any applicant/ownership entity (or any related entity) listed on the initial application. The negative point assessment will be applied **(in accordance with Agency posted guidance)** to **all** applications submitted in which the applicant(s)/entities(s) apply to the Agency for funding. The negative points assessed will be an amount representative of the points not achieved, and based on our review of the documents supporting material participation.

Question: The QAP permits eligibility for points for non-profit Owner/Developers and Management Agents if a minimum of 51% of the members are qualified persons. How should this be documented?

Answer: The Agency will accept the following documentation to support participation:

- Organizational documents for the non-profit entity; and
- Certification from the Secretary of the non-profit board which includes: 1.) the total number of board members and 2.) a list of the members who are minorities, women or veterans and the term of their membership.

Question: Could a for-profit/non-project joint venture Owner/Developer entity get points in this category?

Answer: Yes. The Agency would look to the membership of the non-profit corporation for qualification. If the board meets the eligibility criteria and the non-profit corporation holds the majority ownership and the managing interest in the joint venture they would qualify for points in this category.