



**COUNTY OF ERIE/CITY OF BUFFALO
JOINT CERTIFICATION COMMITTEE**

CERTIFICATION APPLICATION

General Instructions: Please type or print clearly. Do not leave any spaces blank on the application. If a question is not applicable to your business, insert "N/A" in the space provided for your answer. You may make photocopies of the completed application as necessary. Whenever the space is insufficient to answer a question completely, attach additional sheets as necessary. Use the question number to identify any answer continued on an additional sheet. Retain a copy of your entire application.

Date: _____

Name and Street Address of Applicant Firm

Enter the full legal name of the enterprise. (For example, a corporation named ABC Construction, Inc. should be identified as "ABC Construction, Inc." not as "ABC Construction.")

Name: _____

Street: _____

City: _____ State: _____ Zip Code: _____

"Doing Business As" (DBA) Name (Complete if firm does business under an assumed or trade name that is different from its legal name)

Mailing Address (if different from above)

Street: _____

City: _____ State: _____ Zip Code: _____

Business Phone Number: _____ Ext. _____ Fax: _____

Email: _____ Web Address: _____

Federal Employer Identification Number (EIN) or Social Security Number (A Federal EIN is required for most business activities. For an application and/or additional information, contact the United States Internal Revenue Service website <http://www.irs.gov>. Sole Proprietorships may submit social security number of the owner in lieu of the federal EIN.

Name of Company's President, Chief Executive Officer, and Owner

Name & Title of Officer of the Firm who can be contacted during application review process:

DEFINITIONS & GROUP CODE OF MBE AND WBE

UNDER EACH CERTIFICATION CATEGORY, OWNERSHIP MUST BE REAL SUBSTANTIAL AND CONTINUING. THE APPLICANT MUST HAVE AND EXERCISE THE AUTHORITY TO INDEPENDENTLY CONTROL THE BUSINESS DECISIONS OF THE ENTERPRISE

WOMEN OWNED BUSINESS ENTERPRISE (WBE)

A business enterprise in which at least fifty-one percent (51%) is owned by citizens or permanent resident aliens who are women.

MINORITY BUSINESS ENTERPRISE (MBE)

A business enterprise in which at least fifty-one percent (51%) is owned by citizens or permanent resident aliens who meet the following definitions:

| Group Code | Group Name | Group Definition |
|------------|-----------------|---|
| 01 | Black | Persons having origins from any of the Black, African racial groups |
| 02 | Hispanic | Persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Indian or Hispanic origin, regardless of race |
| 03 | Asian-Pacific | Persons having origins from the Far East, Southeast Asia or the Pacific Islands |
| 04 | Asian-Indian | Persons having origins from the Indian subcontinent |
| 05 | Native American | Persons having origins in any of the original peoples of North America |
| 06 | Non-Minority | Persons whose culture or origin is other than those defined above |

1. Firm is applying for certification as:

☐ Minority Business Enterprise (MBE)

☐ Women-Owned Business Enterprise

**2. Name & Position of all person(s) with ownership interest. (Check all applicable. If no positions are held, state "none."
For Group Codes, above.)

| Name | Position | Group Code | % Owned | Gender | US Citizen/Permanent Resident Alien |
|-------|----------|------------|---------|---|---|
| _____ | _____ | _____ | _____ | <input type="checkbox"/> M <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> M <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> M <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> |

3. Are you currently involved in the bidding process or other contract/purchase order negotiations with any governmental agency, department, or authority?

☐ Yes

☐ No

If Yes, please identify the agency, department, or authority.

4. Specify Type of Current Ownership

☐ Sole Proprietorship _____ Date Established _____ Certificate of Trade Name on file in _____ County

☐ Partnership _____ Date Established _____ Business Certificate for Partners on file in _____ County

☐ Corporation _____ Date Established _____ Certificate of Incorporation on file in _____ County

☐ LLC/LLP _____ Date Established _____ Certificate of Incorporation on file in _____ County

5. Did the business exist under a different type of business ownership prior to the date indicated in question 4?

☐ No

☐ If Yes, please explain _____

6. Has your Certification of Incorporation been amended?

☐ No

☐ If Yes, please explain _____

7. Method of Acquisition (Check all applicable):

☐ Started New Business

☐ Bought Existing Business

☐ Secured Franchise

☐ Secured Concession

☐ Inherited Business

☐ Merger or Consolidation

☐ Other: _____

Date of Acquisition: _____

8. Please identify the cash and capital contributions to the firm as identified in question 7, including gifts, equipment, loans, and expertise.

| Contributor/Source | Amount/Value | Type of Contribution | Date of Contribution |
|--------------------|--------------|----------------------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

9. If the firm is a partnership, please complete for all partners.

| Name | Total Amount/Value of Contribution | Date of Ownership |
|-------|------------------------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

10. If the firm is a corporation, please complete for all shareholders.

| Name/Contributor | No. of Shares | Common or Preferred | Amount Paid when Purchased | Date of Contribution |
|------------------|---------------|---------------------|----------------------------|----------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

11. If a corporation, number of shares:

Common Authorized: _____ Common Issued: _____
 Preferred Authorized: _____ Preferred Issued: _____

12. Gross Sales/Tax Returns. *Please provide tax returns for the last 3 years. (If in business for less than 3 years complete as applicable.)*

| Amount | Amount | Amount |
|---------------------|------------------|----------------------|
| _____ | _____ | _____ |
| Current Year 20____ | Last Year 20____ | Previous Year 20____ |

13. Number of Employees *(Provide average over the past year).*

| | |
|-----------------|-----------------|
| Permanent | Temporary |
| Full-Time _____ | Full-Time _____ |
| Part-Time _____ | Part-Time _____ |

14. If licensing, permits or accreditation is required to conduct the business, please identify:

| Type of License/Permit | Issued By | Issue Date | Exp. Date | Holder/Registrant |
|------------------------|-----------|------------|-----------|-------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

15. Check all that best describes the business operation. (For definition see application instructions)**

- ☐ Construction-Related
 ☐ Customer Service
 ☐ Broker
☐ Professional Service
 ☐ Manufacturer
 ☐ Supplier**
☐ Retail
 ☐ Technical Service
☐ Other (Explain): _____

16. Describe principle products/commodities sold, specialties or services offered. (Please explain.)

17. Identify those individuals responsible for managerial operations (State if owner or non-owner). *For Group Codes, see 2 Page.

| Name & Title | Gender | Group Code | Owner |
|-------------------------------|---|------------|--|
| 1. Financial Decisions | | | |
| Name & Title | Gender | Group Code | Owner |
| _____ | <input type="checkbox"/> M <input type="checkbox"/> F | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | <input type="checkbox"/> M <input type="checkbox"/> F | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | <input type="checkbox"/> M <input type="checkbox"/> F | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Estimating | | | |
| Name & Title | Gender | Group Code | Owner |
| _____ | <input type="checkbox"/> M <input type="checkbox"/> F | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | <input type="checkbox"/> M <input type="checkbox"/> F | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | <input type="checkbox"/> M <input type="checkbox"/> F | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Preparing Bids | | | |
| Name & Title | Gender | Group Code | Owner |
| _____ | <input type="checkbox"/> M <input type="checkbox"/> F | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | <input type="checkbox"/> M <input type="checkbox"/> F | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | <input type="checkbox"/> M <input type="checkbox"/> F | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Negotiating Bonding | | | |
| Name & Title | Gender | Group Code | Owner |
| _____ | <input type="checkbox"/> M <input type="checkbox"/> F | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | <input type="checkbox"/> M <input type="checkbox"/> F | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | <input type="checkbox"/> M <input type="checkbox"/> F | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |

5. Negotiating Insurance

Name & Title

Gender

☐ M ☐ F

☐ M ☐ F

☐ M ☐ F

Group Code

Owner

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

6. Marketing & Sales

Name & Title

Gender

☐ M ☐ F

☐ M ☐ F

☐ M ☐ F

Group Code

Owner

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

7. Hiring & Firing

Name & Title

Gender

☐ M ☐ F

☐ M ☐ F

☐ M ☐ F

Group Code

Owner

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

8. Supervising Field Operations

Name & Title

Gender

☐ M ☐ F

☐ M ☐ F

☐ M ☐ F

Group Code

Owner

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

9. Purchasing Equipment/Supplies

Name & Title

Gender

☐ M ☐ F

☐ M ☐ F

☐ M ☐ F

Group Code

Owner

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

10. Managing & Signing Payroll

Name & Title

Gender

☐ M ☐ F

☐ M ☐ F

☐ M ☐ F

Group Code

Owner

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

11. Negotiating Contracts

Name & Title

Gender

Group Code

Owner

☐ M ☐ F

☐ M ☐ F

☐ M ☐ F

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

12. Signatories for Business Accounts

Name & Title

Gender

Group Code

Owner

☐ M ☐ F

☐ M ☐ F

☐ M ☐ F

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

18. Please identify additional staff persons. (If any individual also works for another firm, please check yes and provide the person's name, his/her position, other firm's name, address, and phone number.)

1. Office Staff

Name & Position

Other Firm Name & Address

Phone

2. Field/Supervisory Staff

Name & Position

Other Firm Name & Address

Phone

3. Estimator

Name & Position

Other Firm Name & Address

Phone

4. Controller

Name & Position

Other Firm Name & Address

Phone

5. Consultant (For firms involved in providing consultant service or advisory service.)

Name & Position

Other Firm Name & Address

Phone

19. Does this firm share the following with any other firm? If yes, please provide the other firm's name, address, and phone number.

| | | | |
|----|---------------------------------|---------|-------|
| 1. | Office Space Other Firm Name | Address | Phone |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |

| | | | |
|----|-------------------------------|---------|-------|
| 2. | Yard Space Other Firm Name | Address | Phone |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |

| | | | |
|----|--|---------|-------|
| 3. | Equipment (include rentals) Other Firm Name | Address | Phone |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |

20. List rented, leased, or owned warehouse, plant, yard, and office facilities.

| | | |
|---------------|---|---|
| Facility Type | Owner or Name of Lessor and/or rental agent | If rented or leased Amount of yearly payment |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

21. List major equipment or machinery that is owned or leased by the firm.

| | | | |
|-------|----------------------|------------------|---------------|
| Type | Depreciated \$ Value | Acquisition Date | Payment Terms |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

22. Do any principles, officers and/or owners of the firm have an affiliation (i.e. business interest or employment) with any other firm? ☐ Yes ☐ No *If Yes, please complete the following.*

| | | | | |
|----------------|---------------------|--------------|--------------------|-----------------------|
| Name of Person | Firm Name & Address | Phone Number | Nature of Business | Nature of Affiliation |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

23. Attorney for Firm

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number: _____

24. CPA/Accountant for Firm

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number: _____

25. Has the firm applied for certification as an M/WBE with another governmental agency, department or authority?

☐ Yes

☐ No

If Yes, please complete the following.

| Agency | Date | Contact Person | Phone | Specify MBE or WBE |
|------------------|-------|----------------|-------|-----------------------|
| 1. Pending With | | | | |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| 2. Certified By | | | | |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| 3. Registered By | | | | |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

26. List the three largest accounts for which the applicant has provided goods or services within the last two years.

| Firm Name | Phone | Account Dollar Amount | Location of Performance | Duration |
|-----------|-------|--------------------------|----------------------------|----------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

27. Identify Bank(s) where firm's accounts are maintained.

| Bank Name | Address | Contact | Account Type | Account Number (Last 4 digits only) |
|-----------|---------|---------|--------------|--|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

28. Do you have a Line of Credit? ☐ Yes ☐ No *If Yes, please identify.*

| Source | Limit | Name of Guarantor(s) |
|--------|-------|----------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

29. List major current creditors and/or lenders and types of investments and/or loans in the firm.

| Name of Creditor/Lender | Type of Investment Credit/Loan | Dollar Value of Investment Terms/Credit/Loans |
|-------------------------|-----------------------------------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

30. If your company is owned in full or in part by another firm, please identify the firm and the percentage of ownership interest. Include venture capitalists and other similar investors.

| Firm Name | Address | % Ownership |
|-----------|---------|-------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

31. Is the firm bonded? ☐ Yes ☐ No

Bonding Company _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Contact Person _____

Type _____ Limit _____

SUPPORTING DOCUMENTS

A. REQUIRED FOR ALL APPLICANTS

Attach copies of the following, if applicable. Please indicate documents submitted by checking appropriate boxes. Applicant must provide copies of the completed application to all five members of the JCC Committee

NOTE: If appropriate documents are not submitted AND no written explanation is given, the application will be returned to you.

- ☐ 1. Resumes of all principles, partners, officers, and/or key employees of the firm as per questions 2, 13, and 17. Show home address and phone number, education, training, and employment dates.
- ☐ 2. Bank signature card, bank resolution, or letter from the bank identifying persons authorized to conduct transactions, level of authority and limitations, if any.
- ☐ 3. Current Financial Statement. (Balance Sheet and Profit & Loss Statement.)
- ☐ 4. Most recent two years', complete and signed (original signature), tax returns both Federal and State taxes ("corporate and personal"), (where applicable City tax returns) including all schedules (e.g. Schedule K-1). If e-filed (please sign copies).
- ☐ 5. Proof of sources of capitalization/investments.
- ☐ 6. Proof of ethnicity (i.e. Birth Certificate, Baptismal Certificate, Certificate of Indian Status, etc.)
- ☐ 7. Proof of US Citizenship (i.e. Birth Certificate, US Passport, Naturalization Certificate, Picture ID, etc.)
- ☐ 8. Proof of permanent resident alien status (i.e. permanent resident "green" card).
- ☐ 9. Lease Agreements per questions 20 and 21.
- ☐ 10. All third party agreements including, equipment rental, purchase agreements, management service agreements, etc.
- ☐ 11. Any employment agreements.
- ☐ 12. Vehicle registration(s).
- ☐ 13. Any certification, decertification or denial of certification documentation. Out-of-state firms should attach a copy of their home state certification, if similar process exists.
- ☐ 14. Written request for exemption from disclosure regarding trade secrets.
- ☐ 15. If Out-of-state firm, the Authority to Do Business in New York State.

B. REQUIRED FOR SOLE PROPRIETORSHIP

(Attach copies of the following: Please indicate documents submitted by a check mark.)

- ☐ 1. Copy of Certificate Trade Name or Business Trade Name filed with County Clerk (If doing business under an assumed name)

C. REQUIRED FOR PARTNERSHIP AND A JOINT VENTURE PARTNERSHIP

(Attach copies of the following: Please indicate documents submitted by a check mark.)

- ☐ 1. Business Certificate
- ☐ 2. Partnership Agreement
- ☐ 3. Buy-out Rights

SUPPORTING DOCUMENTS

D. REQUIRED FOR A CORPORATION

(Attach copies of the following, if applicable. Please indicate documents submitted by a check mark.)

- ☐ 1. Articles of Incorporation, including date approved by State
- ☐ 2. Corporation by-laws
- ☐ 3. Minutes of first corporate organizational meeting and amendments
- ☐ 4. Copies of all issued stock certificates, front and back, as well as, next unissued certificate
- ☐ 5. Copy of stock ledger
- ☐ 6. If applicable, furnish copies of agreements relating to:
 - ☐ Stock Options
 - ☐ Shareholder Agreements
 - ☐ Shareholder voter rights
 - ☐ Restriction on the disposal of stock loan agreements
 - ☐ Facts pertaining to the value of shares
 - ☐ Buy-out rights
 - ☐ Restriction on the control of the corporation

E. REQUIRED FOR ALL LLC/LLPs

(Attach copies of the following, if applicable. Please indicate documents submitted by a check mark.)

- ☐ 1. Certificate of Registration
- ☐ 2. Articles of Organization
- ☐ 3. Operating Agreement

VERIFICATION

STATE OF _____)

COUNTY OF _____) SS:

A)

_____, being duly sworn, states he or she is the owner of (or a partner in) the enterprise making the foregoing Application and that the statements and representations made in the Application are true to his or her own knowledge.

B)

_____, being duly sworn, states that he or she is the
Name of Corporate Officer

_____, of _____, Title
of Corporate Officer Name of Corporation

the enterprise making the foregoing Application, that he or she has read the Application and knows its contents, that the statements and representations made in the Application are true to his or her own knowledge, and that the Application is made at the direction of the Board of Directors of the Corporation.

Signature

Date

Sworn to before me this _____

Day of _____, 20__

Notary Public

Person assisting in completing the Application

Print Name

Signature

Phone Number

ATTACHMENT A: JCC - MWBE CERTIFICATION INDIVIDUAL PERSONAL NET WORTH AFFIDAVIT

County of Erie and City of Buffalo – Joint Certification Committee

Each individual owner relied upon for certification as a minority or women-owned business enterprise (hereinafter “MWBE”) must complete this form and provide the applicable supplemental documentation as referenced below as part of the application for certification or recertification.

The personal net worth of each individual upon which certification is relied upon cannot exceed 15 million dollars. For certification purposes, personal net worth shall mean the aggregate adjusted net value of the assets of an individual remaining after total liabilities are deducted. Personal net worth includes the individual's share of assets held jointly with said individual's spouse but does not include the individual's ownership interest in the certified minority and women-owned business enterprise, the individual's equity in his or her primary residence, or up to five hundred thousand dollars of the present cash value of any qualified retirement savings plan or individual retirement account held by the individual less any penalties for early withdrawal.

I, _____, being duly sworn state that the last four digits of my social security number is: XXX-XX-_____ and I am a woman or a member of a minority group as defined in Article 15-A of the Executive Law. I own _____ percent of the equity in _____, the business applying for certification or re-certification as an M or WBE with the JCC. I have read the definition of net worth set forth in the statement above, and have calculated my net worth to be \$_____.

Further, I understand that I am required to provide, with this affidavit, a true, executed copy of my submitted federal and state personal tax returns including all statements and schedules as filed for the prior taxable year. I am also required to submit a complete Personal Financial Statement or Worksheet. I understand the tax returns I have submitted to the Joint Certification Committee as part of the certification or re-certification process must be true and correct copies of my personal tax returns and include all schedules, statements and amendments which I have submitted to the IRS and the state or, in the event that I have paid taxes in multiple jurisdictions, states where I have filed my most recent state income taxes. By signing below I am attesting that I am providing this as part of the application for certification or re-certification, and acknowledge any false statement made by the applicant will result in the denial of certification and is punishable as a Class E Felony under Section 175.35 of the Penal Law.

(Signature)
(Print) State of New York, County of _____. On this _____ day of _____ 20____,
before me appeared (Name) _____ to
me personally known, who being duly sworn, properly did execute the foregoing affidavit and did state
that s/he was properly authorized by (Name of Firm) _____
to execute the affidavit and did so as his or her free act and deed.

Notary Public _____

Commission Expires _____

Attachment B: JCC MWBE CERTIFICATION SMALL BUSINESS AFFIDAVIT

County of Erie and City of Buffalo – Joint Certification Committee

Each applicant firm applying for certification as a minority or women-owned business enterprise (hereinafter “MWBE”) must complete this form and provide supporting documentation upon request as part of the application for certification or recertification. All applicant firms must be a business which has a significant business presence in the State, be independently owned and operated, and not dominant in its field, and in no event employs more than three hundred people.

I, _____, being a duly sworn authorized representative and owner of the applicant firm _____ state that my firm employs _____ full time equivalent employees and in no event exceed three hundred people. I attest my firm is not dominant in its field, and has a significant business presence in the state of New York as required under Article 15-A of the Executive Law. I understand that I may be required to provide, with this affidavit, a true, executed copy of the applicant firms federal and state tax returns including all statements and schedules as filed for the prior taxable year, payroll records, W2s and other related documentation to support the claims set forth in this affidavit.

By signing below I am attesting that I am providing this as part of the application for certification or recertification, and acknowledge any false statement made by the applicant will result in the denial of certification and is punishable as a Class E Felony under Section 175.35 of the Penal Law.

(Signature) (Print)

State of New York, County of _____. On this _____ day of _____ 20____,
before me appeared

(Name) _____ to me personally
known, who being duly Sworn, properly did execute the foregoing affidavit and did state that s/he was
properly authorized by (Name of Firm)

_____ to execute the affidavit and did
so as his or her free act and deed.

Notary Public _____

Commission Expires _____

ATTACHMENT B: PERSONAL FINANCIAL STATEMENT WORKSHEET

Complete this worksheet to determine the individual personal net worth as part of the application for MWBE Certification with the division of minority and women business development.

| | |
|-----------------------------|-----------------|
| Name of Applicant Business: | Business Phone: |
|-----------------------------|-----------------|

Check One: ☐ Single Individual ☐ Married Individual

| | |
|--------------------|------------------|
| Name: | |
| Residence Address: | Residence Phone: |

| Assets | | Liabilities | |
|--|----|---|----|
| Cash on hand in Banks | \$ | Accounts Payable (Describe in Section 7) | \$ |
| Savings Accounts | \$ | Notes Payable to Bank and Others (Describe in Section 2) | \$ |
| IRA & Other Retirement Account (Complete Section 9) | \$ | Installment Account (Auto) | \$ |
| Accounts & Notes Receivable | \$ | Installment Account (Other) | \$ |
| Life Insurance – Cash Surrender Value Only | \$ | Loan on Life Insurance | \$ |
| Stocks and Bonds (Describe in Section 3) | \$ | Mortgage on Real Estate (Describe in Section 4) | \$ |
| Real Estate (do not include primary residence from Section 4) | \$ | Unpaid Taxes (Describe in Section 6) | \$ |
| Automobile – Present Value | \$ | Other Liabilities (Describe in Section 7) | \$ |
| Other Personal Property | \$ | Other Liabilities (Describe in Section 7) | \$ |
| Other Assets | \$ | | |
| Total Assets | \$ | Total Liabilities | \$ |

| | |
|------------------------------------|------|
| Adjusted Personal Net Worth | \$ 0 |
|------------------------------------|------|

| Section 1. Source of Income (Prior Year) | | Contingent Liabilities | |
|--|----|-----------------------------------|----|
| Salary | \$ | As Endorser or Co-Maker | \$ |
| Gross Investment Income | \$ | Legal Claims & Judgments | \$ |
| Gross Real Estate Income | \$ | Provisions for Federal Income Tax | \$ |
| Other Income (Describe below)* | \$ | Other Special Debt | \$ |

Description of Other Income in Section 1

**Alimony or child support payments need not be disclosed in "Other Income" unless is desired to have such payments counted toward total income.*

| Section 2. Notes Payable to Banks and Others | | | | | |
|--|------------------|-----------------|-------------|-----------|-------------|
| Use attachments if necessary. Each attachment must be identified as part of this statement and signed. | | | | | |
| Name and Address of Noteholder(s) | Original Balance | Current Balance | Payment Amt | Frequency | How Secured |
| | \$ | \$ | \$ | | |

| Section 3. Stocks and Bonds | | | | | |
|--|--------------------|------|---------------------------------|----------------------------|-------------|
| Use attachments if necessary. Each attachment must be identified as part of this statement and signed. | | | | | |
| No. of Shares | Name of Securities | Cost | Market Value Quotation/Exchange | Date of Quotation/Exchange | Total Value |
| | | \$ | \$ | | \$ |

| Section 4. Real Estate Owned. List each parcel separately. DO NOT include primary residence. | | | | |
|--|--------------------|------------|------------|------------|
| Use attachments if necessary. Each attachment must be identified as part of this statement and signed. | | | | |
| | Primary Residence* | Property B | Property C | Property D |
| Type of Property | | | | |
| Address | | | | |
| Date Purchased | | | | |
| Original Cost | \$ | \$ | \$ | \$ |
| Present Market Value | \$ | \$ | \$ | \$ |
| Name & Address of Mortgage Holder | | | | |
| Mortgage Account No. | | | | |
| Mortgage Balance | \$ | \$ | \$ | \$ |
| Amount of Payment per Year | \$ | \$ | \$ | \$ |
| State of Mortgage | | | | |

***Do not include primary residence in calculations on first page of the Personal Net Worth Worksheet**

Section 5. Other Personal Property and Other Assets.

Describe, and if any is pledged security, state name and address of lien holder, amount of lien, terms of payment and if delinquency. Ownership interest in affiliate firms must be included. Use attachments if necessary. Each attachment must be identified as part of this statement and signed.

Section 6. Unpaid Taxes.

Describe in detail Use attachments if necessary. Each attachment must be identified as part of this statement and signed.

Section 7. Other Liabilities.

Describe in detail Use attachments if necessary. Each attachment must be identified as part of this statement and signed.

Section 8. Life Insurance Held.

Describe in detail Use attachments if necessary. Each attachment must be identified as part of this statement and signed.

Section 9. Other Assets.

Describe in detail Use attachments if necessary. Each attachment must be identified as part of this statement and signed.

| Type of Account | Current Face Value | Minus Any Penalties | Current Value if Withdrawn Today |
|-----------------|--------------------|---------------------|----------------------------------|
| | \$ | \$ | \$ |

Authorization.

| | | |
|------------|-------|-------------------------|
| Signature: | Date: | Social Security Number: |
|------------|-------|-------------------------|

Print Form

County of Erie and City of Buffalo Joint Certification Committee

MBE/WBE/Dual Disclosure Affidavit

The Following Agencies are voting Members of the Committee:

Please return completed application and documents to the following voting members of the Joint MBE/WBE Certification Committee.

EMAILS WILL NOT BE ACCEPTED.

James O. Blackwell

Director
County of Erie
Division of Equal Employment Opportunity
95 Franklin Street Room 931
Buffalo, New York 14202
(716) 858-7913
E-Mail: James.Blackwell@erie.gov

Fatima Morrell, Ed.D.

Assistant Superintendent of Curriculum, Assessment, and Instruction
Buffalo City School District
City Hall Room 2008 65 Niagara Square
Buffalo, New York 14202
(716)-816-3584
Fax (716) 851-3746
E-Mail: fmorrell@buffaloschools.org

Chantele M. Thompson, MPA, M. ED

Chief Diversity Officer
226 City Hall
65 Niagara Street
Buffalo, New York 14202
(716) 851-4920
Fax (716) 851-4360
E-Mail: cmthompson@buffalony.gov

Charles Riley, PMP

Supervising Accountant
Buffalo Sewer Authority
1038 City Hall, 65 Niagara Square
Buffalo, New York 14202
(716) 851-4664 ext. 4215
E-Mail: criley@buffalosewer.org

Ali Elhaddad

Architect
Buffalo Municipal Housing Authority
320 Perry Street
Buffalo, New York 14204-2207
(716) 855-6711 ext. 233
E-Mail: aelhaddad@bmhahousing.com