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**Housing Tax Credit
Certificate of Good Faith Efforts
Emerging Business Participation Program**

(Due immediately after HTC development places in service when Program goal is not achieved)

The intent of this certificate is to document the good faith efforts implemented by the owner in soliciting and utilizing emerging businesses to meet Emerging Business Program goals. This Certificate assists WHEDA in determining whether an owner has implemented comprehensive good faith efforts.

I, _____, hereby acknowledge I am the authorized representative of _____ who is the owner of the HTC development shown below.

Development Name & LIHTC Application #	Project Costs Subject to Participation (in Dollars)	Emerging Business	
		Program Goal (as a percent)	Expected Dollar Goal

The information requested below is the minimum information required by WHEDA. WHEDA may request submission of additional information regarding actions taken in efforts to meet Program goals.

PLEASE ATTACH ANY RELEVANT SUPPORTING DOCUMENTATION OR WRITTEN EXPLANATIONS EXCEEDING TEXTBOX/CHART SIZE

A. Summary of Emerging Business Program attempts

Provide a brief summary explaining why your firm was unable to meet the established Emerging Business Program goals for this development.

B. Identify Subcontract Work Items

Owners are encouraged to select portions of work to be subcontracted in a manner which increases the likelihood of meeting the Emerging Business Program goal. In selecting work for subcontract, owner considers, where appropriate, breaking down contracts into economically feasible units to facilitate emerging business participation.

Which portion(s) or section(s) of the contract proposal, in terms of the nature of work, were selected for contract to emerging businesses or broken down into economically feasible units?

C. Notifying Emerging Businesses of Contracting Opportunities

1. Identify emerging businesses that received written notifications (letters, emails, faxes, postcards, etc.) of work items to be subcontracted. Also indicate follow-up telephone solicitations. (Attach photocopies of all written solicitations to this Certificate.)

Company Name	Phone #	Date of written notification	Emerging Business? (Yes/No)	Date of follow-up phone call

2. Identify any publications in which announcements or notifications were published and the corresponding dates. If none, note “not applicable” in the chart below. (Attach photocopies of each announcement or notification.) (Include Solicitations for Bids posted on wheda.com)

3. Did emerging business associations or organizations receive written notifications (letters, emails, faxes, postcards, etc.)? Yes ___ No ___

If yes, specify: Association or organization name, contact person name and title, date of notification, and phone, email or address of person or firm. (Attach photocopies of each notification.) If no, please explain.

4. Were the services of a governmental agency or supplier diversity consultant used to assist in recruitment of emerging businesses? Yes ___ No ___

If yes, specify: Agency or consultant organization name, contact person name and title, date contacted, contact method (phone, email, written correspondence) and phone, email or address of person or firm. (Attach photocopies of each written notification.)

5. Explain efforts to make HTC development plans and specifications readily available to emerging businesses. Specifically identify plans rooms, online websites, etc. where plans were made available. (Include Solicitations for Bids posted on wheda.com)

Plan room & street address/website address where plans were posted	Date plans were made available

6. If the owner held a pre-bid meeting, please describe how firms were notified, date meeting(s) were held, where held, number of attendees and any follow up with attendees.

7. If a site visit or visits were conducted, please explain how firms were notified, date of visit(s), number of attendees and any follow-up with attendees.

D. Providing Emerging Businesses with Assistance

1. Explain any efforts undertaken to provide emerging businesses with adequate information about the development scope of work and requirements of the contract.

2. Describe any additional efforts to provide assistance to emerging businesses interested in participating in the development or comments you want considered.

E. Soliciting Bids from Interested Emerging Businesses

Contractors must solicit bids in good faith with interested emerging businesses. Quotes, proposals and bids from interested emerging businesses must not be rejected by contractors without sound justification. Indicate all emerging businesses that submitted bids for the development in the table below. Provide a brief explanation for any rejected bids.

Emerging Business Name & Address	Contract Person & Phone #	Work bid &/or reason for rejecting bid

I hereby certify that I have utilized comprehensive “good faith” efforts to solicit and utilize emerging businesses to meet the Emerging Business Program goals for this development.

Authorized Signor: _____

Printed Name & Title: _____

Date: _____

WHEDA Use

Approved: ____ Denied: ____

Reviewer’s Printed Name _____

Reviewer Signature _____

Date: _____

If denied, reason(s) for denial: