




PROCEDURE#:	<u>RDA-COM-05</u>	SUBJECT:	<u>Compliance, Self Certification MBE/WBE</u>
APPROVAL DATE:	<u>3/2/2010</u>		
EFFECTIVE DATE:	<u>3/2/2010</u>		
REVISION DATE:			
EXECUTIVE SPONSOR:	<u>RDA Board</u>		SIGNATURE

REFERENCE TO OTHER POLICIES AND PROCEDURES

M/WBE Program Requirements-approved by Board of Directors June 23, 2009

PURPOSE

To provide a process for minority and woman owned businesses that are not certified with the State of Indiana as M/WBE's to self-certify when employed as subcontractors for grantees receiving RDA funds.

POLICY

For the purposes of determining compliance and selecting M/WBE firms, the grantee shall select firms that are either certified by the State of Indiana or other State of Indiana-approved certifying agency **or are self-certified.**

PROCEDURE

1. Grantees will be provided with the self-certification policy and form from the compliance consultants during the orientation process after the grant agreement has been approved by the Board of Directors.
2. By signing the Self Certification form (Attachment A) the subcontractor is certifying that their firm must be 51 percent owned by qualifying minorities or women who:
 - Possess expertise in the field
 - Control the business enterprise
 - Are U.S. citizens
3. Qualifying minority groups include Blacks, Native Americans, Latino/Hispanics, Pacific Asians, and Subcontinent Asians. (*above definition taken from State of Indiana website*)
4. Grantees will submit monthly *Financial and Compliance* reports which will include subcontractors information including designation as to whether they are MBE, WBE or does not apply.
5. If subcontractors are listed as either MBE or WBE, the compliance consultants will contact the grantee and request (1) a copy of the state certification letter or (2) a signed self certification form.
6. The compliance consultants will be responsible for assuring documents have been collected from grantees and forwarded to the RDA office for the grantee files.

7. If a subcontractor provides services for multiple grantees, copies of the M/WBE state or self certification letters will be obtained for each individual grantee contract.
8. The compliance consultants will audit a random sample of subcontractors throughout the contract period to assure M/WBE status and to gather information regarding use of M/WBE's to be shared with the Executive Director.
9. If the Board has reason to believe the information provided is incorrect, the Board may take further action with the grantee or subcontractor based on individual situations.
10. The Board of Directors has the final and ultimate authority to establish and determine compliance, implementation and enforcement of all aspects of this policy.