



COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF BUSINESS AND TECHNOLOGY
STATE OFFICE OF MINORITY AND WOMEN BUSINESS ASSISTANCE

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March 27, 2008

Ms. Karen A. Koller
RCAP Solutions, Inc.
205 School Street, Box 159
Gardner, MA 01440-0159

Dear Ms. Koller:

Congratulations on your certification! The State Office of Minority and Women Business Assistance (SOMWBA) is pleased to notify you that your organization was **certified** as a **woman non-profit organization (WNPO)** under the certified business description of. **TECHNICAL ASSISTANCE TO RURAL, UNDERSERVED COMMUNITIES IN THE AREAS OF DRINKING WATER AND WASTE WATER MANAGEMENT; ASSET MANAGEMENT TRAINING; HOUSING AND RENTAL ASSISTANCE, REAL ESTATE SERVICES; PROPERTY MANAGEMENT; HOUSING AND WORKFORCE COUNSELING AND SUPPORTIVE SERVICES; DEVELOP AND REHABILITATE AFFORDABLE HOUSING, ELDERLY AND SUPPORTIVE HOUSING; MANAGE SUBSIDIZED AND ASSISTED LIVING HOUSING; EDUCATION AND TRAINING TO COMMUNITY LEADERS AND STAKEHOLDERS; TECHNICAL ASSISTANCE FOR NOT-FOR-PROFIT COOPERATIVE FORMATION AND ASSET ACQUISITION.**

Your organization will be listed in both the SOMWBA Directory and in the Massachusetts Central Register which are published at regular intervals. Additionally, the SOMWBA Directory is distributed to social service agencies that seek to fulfill **WNPO** requirements.

Furthermore, you have a continuing duty to notify SOMWBA of a change in any information that is relevant to the firm's certification eligibility and to ensure that the information and documentation relied upon by SOMWBA to certify or to maintain the certification of the business enterprise is accurate, complete and not misleading. You are required to notify SOMWBA in writing of any change of such information or documentation within thirty calendar days. By way of example and not limitation, any change in ownership, control, investment, ongoing or independence may be considered material. Failure to abide by the continuing duty requirements shall constitute grounds for the business entity's decertification.

Certification is not a fixed designation and SOMWBA reserves the right to monitor your company, do random spot checks, site visits and to conduct periodic reviews of your company's books, contracts, company structure, facilities, job locations; to seek other relevant information and documentation; and to revoke certification of your firm should this become necessary.

Your organization's certification automatically will expire two years from the date of certification. If your organization continues to meet all applicable certification criteria, no later than thirty (30) business days before your organization's certification renewal date of **March 27, 2010**, and every two years thereafter, please send SOMWBA the following documents to renew your certification:

- 1) Copies of the two most recent annual reports filed with the Division of Charities of the Attorney General's Office;
- 2) Copies of the two most recent annual reports filed with the Office of the Secretary of State;

A notarized statement that indicates under the pains and penalties of perjury that...



- 3) 51% or more of our directors/trustees are minorities, women or minority-women;
- 4) 51% or more of our voting members are minorities, women or minority-women;
- 5) The organization continues to be tax exempt under section 501 (c) (3) or 501 (c) (4) of the Internal Revenue code;
- 6) The organization is in compliance with, and in good standing legally under, the laws of its governing jurisdiction and any filing requirements of the Public Charities Division of the Attorney General of Massachusetts, and
- 7) The organization continues to be independent, ongoing and controlled by minorities, women or minority-women as defined under 425 CMR 2.00 et seq.

Additionally, every six years, certified companies that wish to remain certified must undergo a substantive review of their certification status with a SOMWBA certification specialist who will re-evaluate the company to determine whether it continues to meet the applicable certification criteria. If you wish to recertify your company when it becomes due for a substantive review, you will have to submit the applicable recertification application and all required information and documentation to SOMWBA no later than forty-five (45) business days prior to the date of certification expiration (i.e., the recertification date). At that time, a certification specialist will be assigned to evaluate your company and will make a report and recommendation to the Certification Committee (CC) on whether or not the company continues to meet the applicable certification criteria.

As provided above in 425 CMR 2.00, if your company has a change of address or telephone number, please send a signed letter within thirty days of the change on company letterhead to notify SOMWBA of the new address or telephone number.

Very truly yours,



Mark Waterbury
Deputy Director, Certification