

## MBE/WBE OUTREACH PLAN GUIDE FORM

### Minority and Women's Business Enterprises Outreach Procedures

(Owner's name may be substituted for the blank space; however, Owner is responsible for each item in the plan) The MBE/WBE Outreach Plan Guide Form must be submitted with the second and final construction draw request.

DCA has established procedures to encourage the use of minority and women's business enterprises (MBE/WBE) in HOME-assisted housing in accordance with the Interim Rule of the Home Investment Partnerships (HOME) Program. These procedures are intended to further the objectives of Executive Orders 11625, 12432 and 12138.

- (a) Informing the public, owners and potential MBE/WBE about the MBE/WBE outreach policy/procedures
  1. \_\_\_\_\_ will publish its Minority/Women's Business Enterprises Policy Statement in the newspaper of widest statewide circulation and other minority/women oriented newspapers of widest statewide circulation.
  2. \_\_\_\_\_ will develop and maintain a solicitation list of certified MBE/WBE with capabilities, services, supplies and/or products which are related to housing development. All state recipients, subrecipients, prime contractors, and owners of HOME-assisted housing will be required to do the same, whenever financially feasible. The services and assistance of the Minority Business Development Agency of the U.S. Department of Commerce and other appropriate federal and state agencies will be sought in accomplishing this task.
  
- (b) MBE/WBE participation in the HOME programs
  1. To the maximum extent possible, MBE/WBE will be included in all contracts which \_\_\_\_\_ enters related to the provision of affordable housing under the HOME program. All state recipients, subrecipients, prime contractors, and owners of HOME-assisted housing will also be required, to the maximum extent possible, to do the same.
  2. When economically feasible, \_\_\_\_\_ will divide total requirements into small tasks and quantities to permit the maximum participation by MBE/WBE and will require the same of the state recipients, subrecipients, prime contractors, and owners of HOME-assisted housing.
  3. When economically feasible, \_\_\_\_\_ will establish delivery schedules which encourage MBE/WBE participation in HOME programs and will require the same of the state recipients, subrecipients, prime contractors, and owners of HOME-assisted housing.
  
- (c) Compliance

DCA will require that all state recipients, subrecipients, prime contractors, and owners of HOME-assisted housing comply with the MBE/WBE outreach program procedures as a condition of assistance. This requirement will be included as a legal covenant in the appropriate Performance Agreement.
  
- (d) Record keeping procedures

DCA will maintain records which will describe MBE/WBE outreach activities taken and will require the prime contractors, developers and owners of HOME-assisted housing to do the same and submit annual reports on their MBE/WBE outreach activities to DCA as a condition of receipt of HOME funds.
  
- (e) MBE/WBE outreach assessment and corrective actions

DCA will review annually the success of its MBE/WBE outreach efforts associated with the HOME programs and will take corrective action to strengthen any weaknesses in its MBE/WBE outreach activities. This assessment will be completed for each SR, CHDO, prime contractor, and owner of HOME-assisted housing consisting of more than four units (smaller housing projects will be assessed every two years). Each will be required to take corrective action to strengthen any weakness. Failure to do so may result in the pursuit of remedies by DCA.