

## Appendix C: M/WBE Self-Evaluation

Sponsors and development teams must have a satisfactory history of diverse development team assembly and diverse supplier contracting, as well as a demonstrated commitment to full participation by MBE, WBE, and other diverse businesses in all areas of development, including contracts for construction, design, goods, and services. Diverse businesses may either be certified by the Massachusetts Supplier Diversity Office (SDO) or self-certify and can include sponsors, development partners and/or owners. Under the Qualified Allocation Plan, DHCD's scoring of projects will consider whether sponsors have provided sufficient evidence of both their history of diverse supplier contracting and their current plan for utilization of MBE and WBE businesses on the proposed project.

As part of this application, all sponsors must submit a current written plan (Exhibit 32.2) for outreach, recruitment, and utilization of MBE and WBE businesses and other diverse business enterprises. For those projects subject to Section 3 requirements, sponsors must also include information (Exhibit 32.3) for outreach, recruitment, and utilization of Section 3 workers and businesses within the plan. **Below are instructions for completing this written plan.**

Also, in order to enable DHCD to evaluate the provisions of each project's plan, **sponsors must complete the MBE & WBE and Section 3 Form** following these instructions and attach it to the written plan.

For additional information on MBE and WBE definitions, please see the Commonwealth's regulation at [425 CMR 2.02](#). [For additional information on the SDO, please see Executive Order No. 565](#). For additional information on Section 3 applicability and requirements, please see HUD's [Section 3 FAQ](#).

### **Instructions:**

The MBE & WBE and Section 3 Plan should:

- Be the sponsor's own plan, rather than the general contractor's plan
- Be specific to the project for which the sponsor is requesting funds and include efforts that are appropriate for the project type, its location and the population being served
- Indicate whether the sponsor, development partner (if applicable) and/or owner are diverse business enterprises themselves
- Discuss in detail the sponsor's prior track record with MBE and WBE business contracting in both hard and soft costs, including numerical performance data (as a percentage of total hard costs)
- If the general contractor has been selected, discuss in detail the general contractor's prior track record with MBE and WBE business contracting, including numerical performance data (as a percentage of total hard costs)

- Describe efforts to identify and solicit bids from MBE and WBE general contractors for the proposed project
- Include specific and separate goals for the percentage of total hard costs allocated to 1). MBEs and 2). WBEs
- If applicable, include specific and separate goals for the percentage of 1). total construction work hours by people of color; 2). total construction work hours by women; and 3). hard costs allocated to any other relevant diverse business or demographic categories (e.g., Disability-Owned Business Enterprise, Veteran Business Enterprise, etc.)
- If the project is subject to Section 3 requirements, include specific and separate goals for the percentage of 1) total construction work hours by Section 3 workers; 2) total construction work hours by Targeted Section 3 workers; and 3) total dollar amount of the construction contract to Section 3 businesses
- Include proactive steps for increasing MBE and WBE contracting by the general contractor during construction, even if the general contractor has not yet been selected (e.g. breaking trades into smaller tasks or quantities, hiring a recruiter, etc.)
- Discuss how the project's percentage goals for MBE and WBE business contracting during construction will be memorialized and tracked (e.g. goals written into construction contract, reporting requirements, etc.)
- Provide information on the sponsor's plan for MBE and WBE business contracting in soft costs, including any specific joint venture or subcontracting efforts. Soft costs include all project costs except for acquisition, hard costs, interest, taxes, fees, reserves, developer overhead and developer fee.
- Provide information on the sponsor's plan for MBE and WBE business contracting by the property manager during operations (for all costs, including goods, supplies and services), even if the property manager has not yet been selected.
- Discuss any other innovative or unique efforts for increasing diverse supplier or worker contracting, including engaging businesses with diverse management, staff, or boards that may not qualify as MBE or WBE

### **MBE & WBE and Section 3 Form**

All sponsors must complete the below form and attach it to the end of the plan. If Section 3 is applicable for the proposed project, please provide the requested Section 3 information.

## **GENERAL INFORMATION**

Project name:

Location:

Sponsor name:

Development partner name (if applicable):

Is sponsor a diverse business enterprise? If so, list relevant designations (e.g. MBE, WBE, etc.):

Is development partner (if applicable) a diverse business enterprise? If so, list relevant designations:

Is sponsor non-profit or for-profit?

## **CONSTRUCTION**

General contractor (if selected):

MBE contracting percentage goal during construction (as a percentage of total hard costs):

WBE contracting percentage goal during construction (as a percentage of total hard costs):

If applicable, other percentage goals for diverse contracting (e.g. Disability-Owned Business Enterprise, Veteran Business Enterprise, etc.) during construction (as a percentage of total hard costs):

If applicable, percentage goal for total construction work hours by people of color:

If applicable, percentage goal for total construction work hours by women:

If applicable, other contracting or hiring goals during construction not included above:

## **SOFT COSTS**

Property manager (if selected):

Please list all MBEs (business name and trade area) included in soft costs:

Please list all WBEs (business name and trade area) included in soft costs:

## **SECTION 3 (if applicable)**

Percentage goal for total construction work hours by Section 3 workers:

Percentage goal for total construction work hours by Targeted Section 3 workers:

Percentage goal for total dollar amount of construction contract to Section 3 businesses: