

How to Complete and Submit the DHCD M/WBE Self Evaluation

As part of the full application submission to DHCD, each sponsor is required to put together a written MBE & WBE plan that outlines the sponsor's commitment to diverse development team assembly and diverse supplier contracting and is specific to the project for which the sponsor is submitting a full application.

While DHCD's M/WBE Self Evaluation includes instructions for how to put together a comprehensive and robust written MBE & WBE plan, there is no set template for this written plan; it is up to the sponsor to decide what information to include. Sponsors are encouraged to watch [DHCD's recorded webinar](#) on the M/WBE Self-Evaluation prior to drafting the narrative plan and completing the self-evaluation.

Once the sponsor has written the plan, the sponsor should proceed to complete the M/WBE Self Evaluation as follows:

1. Open the M/WBE Self Evaluation and scroll down to the section titled "MBE & WBE and Section 3 Form".
 - a. If you do not have a copy of the M/WBE Self Evaluation, you can download it from CEDAC's [website](#).
2. Fill in the requested information in the "MBE & WBE and Section 3 Form" based on the information included in the sponsor's written MBE & WBE plan.
3. Attach the completed "MBE & WBE and Section 3 Form" to the end of the written MBE & WBE plan in either pdf or Word format. This combined document serves as Exhibit 32.2 for the purpose of uploading the information to Intelligrants.
 - a. For information on how to upload the combined Exhibit 32.2 document to Intelligrants, please see the instructions on the following page.
4. Upload the combined document as Exhibit 32.2 in Intelligrants.
5. Separately, email the combined document (i.e. the written plan and the completed "MBE & WBE and Section 3 Form" attached to the end of the plan) to Kate Racer (catherine.racer@mass.gov) and Rebecca Frawley Wachtel (rebecca.frawley@mass.gov) at DHCD.


If you have any questions about the M/WBE Self Evaluation or how to submit it, please contact Will Morgan at wmorgan@cedac.org.

Instructions for Uploading Exhibit 32.2 to Intelligrants


Once the sponsor has attached the completed “MBE & WBE and Section 3 Form” to the end of the written MBE & WBE plan, the combined document should be uploaded to Intelligrants as Exhibit 32.2, using the following instructions.

1. In Intelligrants, navigate to the project’s OneStop
2. On the “Rental OneStop Menu” page, click the “Forms” button (highlighted in yellow).

Rental OneStop Menu


 [Details](#)

Info	Document Type	Organization	Role	Current Status
Rental OneStop				

 **View, Edit and Complete Forms**

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

 **Change the Status**


Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)














3. On the next page, click the “Document Upload Management Module” button in the “Exhibits” section. Once clicked, a separate window titled “Rental OneStop Menu – Document Upload Management” will open in your internet browser.

Rental OneStop Menu - Forms

Please complete all required forms below.

 [Details](#)

Forms

Status	Page Name	No
	Upload OneStop Crosswalk	
	Global Resave OneStop	
	Full OneStop Print Version (OneStop Forms Only)	
	View Sandbox & Milestone Versions linked to this OneStop	
	Create Sandbox Version	
Exhibits		
	Exhibits Documents	
	Overview of Exhibits Documents	
	Market Analysis Summary Form	
	OneStop+ Applicant's Certification	
	OneStop Plus Exhibits Checklist	
	Document Upload Management Module	
	Uploads Listing Report	
	Uploads Listing Report (TC Carryover)	
Project Description		

4. In the new “Document Upload Management” window, click the “Monitoring/Compliance” button.

Rental OneStop Menu - Document Upload Management


 [Details](#)

You are here: [Document Upload Management](#)

Document Upload Categories

Instructions:

- Click a **Category** link below to access the uploads for that Category.

 [Internal Documents](#)


Contains internal documents for DHCD

 [General Project Information](#)

This Category contains documents such as Plans/Specs, Management Agreement, Tenant Selection Plan, etc.

 [Contract](#)

This Category contains documents such as Firm Commitment Letters, Funding Agreements, Terms & Conditions, etc.

 [Drawing & Specifications](#)

This Category contains documents such as Building Plans, Structural Drawings, and Electrical Drawings

 [Environmental](#)

This Category contains documents such as Environmental Reports, Environmental Review Checklist, Lead & Asbestos Reports, etc.

 [Legal](#)

Legal documents, including Attorney Assignment, 40B Site Eligibility Documentation, 40R, 40T and Site Eligibility

 [Monitoring/Compliance](#)

This Category contains documents such as M/WBE Hiring Plan, Contractor/Subcontractor Bid Process, Construction Reports, etc.

 [Closing Documents / Closing Binder](#)

Contains documents for Loan Closing, Business meeting, Contracts.

 [Photographs](#)

This Category contains documents pertaining to Photographs.

5. On the next page, select “MBE/WBE & Section 3” from the “Subcategories” drop-down menu.

Rental OneStop Menu - Document Upload Management

[Details](#)

You are here: [Document Upload Management](#) > [Monitoring/Compliance](#)

Monitoring/Compliance

This Category contains documents such as M/WBE Hiring Plan, Contractor/Subcontractor Bid Process, Constr

Sub Categories

Instructions:

- Click the **Na**
- Click the **Cur**

or **View** previous versions.


Status	Current Version		Upload By/D
	0	MBE/WBE & Section 3	
		Miscellaneous	
		Post Award Construction	
		Relocation	
		TC - Asset Management	
		Tenant Selection	

[Top of the Page](#)


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6. On the next page, in the second row labeled “Exh. 32.2 Narrative M/WBE Hiring Plan,” click on the number in the “Current Version” column.

Rental OneStop Menu - Document Upload Management

 [Details](#)

You are here: [Document Upload Management](#) > [Monitoring/Compliance](#)






 [Monitoring/Compliance](#)

This Category contains documents such as M/WBE Hiring Plan, Contractor/Subcontractor Bid Process, (

Sub Categories


Instructions:

- Click the **Name** to view the latest version of the upload.
- Click the **Current Version** number to **Add** a new versions or **View** previous versions.

Status	Current Version	Name
	1	Exh 32.1 Equal Opportunity Information and Questionnaire
	0	Exh 32.2 Narrative M/WBE Hiring Plan
	1	Exh 32.3 Narrative Section 3 Hiring Plan
	0	M/WBE Reporting Form
	0	Section 3 Reporting Form

7. On the next page, click the “Add” button in the top-right corner.

Mass OneStop+

ADD

Rental OneStop Menu - Document Upload Management


[Details](#)

You are here: [Document Upload Management](#) > [Monitoring/Compliance](#) > [Exh 32.2 Narrative M/WBE Hiring Plan](#)

Upload Versions - Exh 32.2 Narrative M/WBE Hiring Plan


Instructions:

- Click the **Title** to view the latest version of the upload.
- Click the **Version** number to **Edit** a version.
- Select the **Add** button above to add a new version.

Status	Current Version	Name	Upload Date/Time	Draft
	1	EX 3.2 MBE-WBE hiring plan		First

8. On the next page, click the “Browse” button. A new window will open on your screen.

Mass OneStop+



SAVE CANCEL

Rental OneStop Menu - Document Upload Management

Details

You are here: [Document Upload Management](#) > [Monitoring/Compliance](#) > [Exh 32.2 Narrative M/WBE Hiring Plan](#) > Version Upload

Upload Versions - Exh 32.2 Narrative M/WBE Hiring Plan

Instructions:

- Complete the required fields below.
- To locate a document upload, select the **Browse** button.
- Select the **Save** button above to complete the upload process.

Version 2

Title

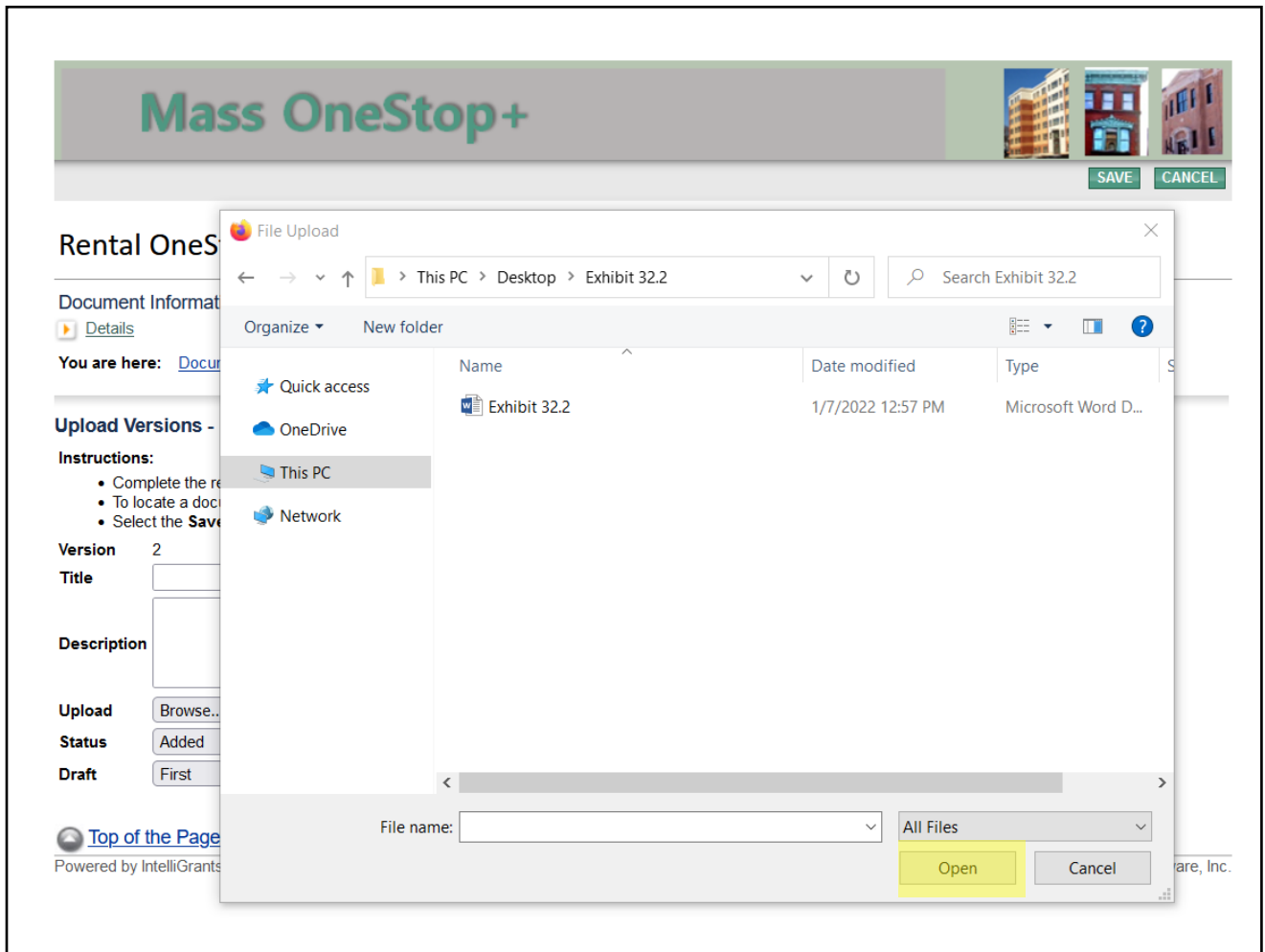
Description

Upload No file selected.





Status

Draft

9. In the new window, browse to the location on your computer where the combined Exhibit 32.2 document is saved. Click on the document name and then click “Open.”



10. On the next page, click “Save” in the top-right corner. This is the final step.



Rental OneStop Menu - Document Upload Management

[Details](#)

You are here: [Document Upload Management](#) > [Monitoring/Compliance](#) > [Exh 32.2 Narrative M/WBE Hiring Plan](#) > Version Upload

Upload Versions - Exh 32.2 Narrative M/WBE Hiring Plan

Instructions:

- Complete the required fields below.
- To locate a document upload, select the **Browse** button.
- Select the **Save** button above to complete the upload process.

Version 2

Title *

Description *

Upload No file selected. *

Status ▼

Draft ▼