



## MBE/WBE Utilization Plan Outline

Please use this outline as a guide when preparing your MBE/WBE Utilization Plan.

Development name and location: \_\_\_\_\_

Developer name: \_\_\_\_\_

General contractor name: \_\_\_\_\_

Priority/Preference: MBE/WBE    Developer Group    Mentor/Protégé    Exceeding

### Part 1:

- Begin your summary with your participation commitment percentages of both hard and soft costs
- Summarize your plan and commitment to the MBE/WBE initiative
- Indicate any previous history of securing MBE/WBE participation

### Part 2:

#### Soft Costs:

- Itemize the soft cost work and estimated cost and percentage which will be contracted out to MBE/WBEs
- Provide names of entities, and designate whether an MBE or WBE
- Describe in detail methods of outreach
- Include certification documents

#### Hard Costs:

- Itemize the hard cost work and estimated cost and percentage which will be contracted out to MBE/WBEs
- Provide names of entities if known and designate whether an MBE or WBE
- Describe in detail methods of outreach

### Part 3:

- Provide any additional information or documentation you feel will be helpful in the evaluation of your plan
- Include previous history of work performed with MHDC
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Part 4: Attach MBE/WBE certifications for prospective hard cost contractors

**Please be sure to sign and date your Utilization Plan.**