

# MBE/WBE APPLICATION WORKSHOP 2021



**MISSOURI HOUSING**

**DEVELOPMENT COMMISSION**



## IN THE APPLICATION

- If you are an MBE/WBE be sure that you check the box under that tab and the specific category ... developer group, mentor protégé, etc.
- If you are claiming to “Exceed” the 10 and 5 percent goals (20/15), check the box.



# MBE/WBE Utilization Plan Outline


Please use this outline as a guide in preparing your Utilization Plan


Development name and location:

Developer name:

General contractor name:

Preference: Developer, Developer Group, Mentor/Protégé , and/or Exceeding

- 
- Developer should clearly state who you are
  - MBE/WBE Developer identify yourself
  - If you fall under one of the following groups:

- 
- If you are a Mentor/Protégé include the agreement. The agreement will define the relationship, roles and duties, and the fee arrangement. This document should be signed by the parties.
  - If you are part of a Developer Group clearly define the roles and the parties.
  - Exceeding should clearly state to what extent you will exceed the 10/5 percent. The goal of at least 20/15 percent is satisfactory.

## 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 and planned outreach

## Part 2:

### Soft Costs

- Itemize the soft cost work, and estimate cost and percentage which you anticipate for MBE/WBE contracts

- Provide contractors name and indicate whether MBE/WBE
- Describe in detail methods of outreach; include any news articles or supporting documentation of previous developments
- Include MBE/WBE certification documents

## Hard Costs

Itemize the estimate hard cost contracts and percentages which will be awarded to MBE/WBE

- Provide name of contractors and contract amount and indicating whether MBE/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

### Part 4:

- Attach MBE/WBE certifications for prospective hard cost contractors
- PLEASE SIGN YOUR UTILIZATION PLAN



## In Summary:

### **Please follow the outline**

- Indicate your preference – be sure that you clearly define the relationship and include a signed agreement
- List your soft cost contractors and contract amounts; project hard cost/contractors
- Include MBE/WBE Certification documents
- List previous MHDC development history
- List Outreach plans
- **SIGN THE UTILIZATION PLAN**

Contact: [Sbutler@MHDC.com](mailto:Sbutler@MHDC.com)

