

MBE/WBE OUTREACH AND PARTICIPATION CHECKLIST

Documentation of Minority Business Enterprise/Woman-Owned Business Enterprise (MBE/WBE) outreach and utilization must be made in all projects involving construction, procurement of materials, and procurement of services. The following Checklist plus copies of the documentation for each category checked must be completed and forwarded to the assigned Grants Compliance Project Manager prior to the start of each project.

To: (Assigned Grants Administration Project Manager) _____

From: (Name of Department/Division or Agency) _____

RE: (Contract Number) _____

Project Name _____ **Date Sent** _____

Check (X) appropriate box.

ACTION TAKEN

- | | |
|---|--|
| <input type="checkbox"/> 1. Encouraged MBE/WBE participation through Advertisements, Announcements.
(Please provide Copy.) | <input type="checkbox"/> 5. Encouraged joint ventures among minority and non-minority firms to increase MBE/WBE participation. |
| <input type="checkbox"/> 2. Utilized minority publications.
Name: _____
(Please provide copy.) | <input type="checkbox"/> 6. Divided contract into smaller components to facilitate MBE/WBE participation. |
| <input type="checkbox"/> 3. Contacted firms on MBE/WBE Directory. | <input type="checkbox"/> 7. Presentation by Equal Opportunity Department at Pre-bid/Pre-Construction Meetings. |
| <input type="checkbox"/> 4. Enlisted services of organizations assisting MBE/WBE's. | <input type="checkbox"/> Other: _____ |

MBE/WBE's Contacted (Attach list if more space needed)	*Code	Address/Phone	Type of Work/ Type of Purchase	Bid Submitted (Y/N)	Bid Awarded (Y/N)

The undersigned certifies that the above minority contractors/suppliers listed were solicited and awarded bids (as indicated) for this project.

Signature/Date

*Ethnic Codes: 1-White; 2-Black; 3-American Indian/Native; 4-Hispanic; 5-Asian/Pacific Islander; and 6-Women.