

ATTACHMENT J

MINORITY & WOMEN BUSINESS ENTERPRISES PLAN

Policy Statement: The agency/organization below is committed to fully support all possible participation of firms owned and operated by Arkansas Minority Business and Women Business Enterprises by establishing a goal to procure contracted goods and services from Arkansas Minority Business and Women Business Enterprises when expending HOME/NHTF/HOME-ARP funds each fiscal year.

Name of Agency/Organization

Mailing Address

Street Address

Telephone

Fax

**Contracting Personnel of Agency or Organization Responsible for
Administering this Compliance Plan**

Name

Title

Email

Phone

Signature

Date

Procedures and initiatives that you should consider are as follows. It is required that you implement these procedures and document initiatives to interact with MBE and WBE businesses.

| Projected Date Procedures or Initiatives are to be Implemented | Procedures or Initiatives to be Implemented |
|---|---|
| | Utilize MBE & WBE Directories maintained with the Minority and Women-Owned Enterprise Division of Arkansas Economic and Development Commission (AEDC). These directories may be searched by geographic region and specific enterprise type. |
| | Create statement of policy and commitment to affirmatively market contract opportunities to MBEs/WBEs in the print media of widest local circulation. Maintain evidence of publication. |
| | Place ads or announcements in local print and/or electronic media to market and promote contract and business opportunities for MBEs/WBEs. Maintain evidence of publication and save screen shots of electronic adds. |
| | Divide procurement transactions in separate and/or smaller procurements to permit maximum participation by these business types. |
| | Post bulletins of contract opportunities to project sites, and local bulletin boards. Maintain evidence of publication |
| | Other: |

MBE/WBE Purchasing Goals in Dollars Projected Total

HOME Funds to be Expended: \$
 Projected MBE/WBE services and products: \$
 Projected Percent %

NHTF Funds to be Expended: \$
 Projected MBE/WBE services and products: \$
 Projected Percent %

HOME-ARP Funds to be Expended: \$
 Projected MBE/WBE services and products: \$
 Projected Percent %