



## URA Minority Workforce Inclusion Narrative Requirements

The Urban Redevelopment Authority of Pittsburgh (the “URA”) is committed to diversity and inclusion within all its projects and activities. In accordance with City of Pittsburgh Executive Order Number 2018-03, the URA requires that all respondents demonstrate and document a good faith effort to meet or exceed the city’s 12 percent minority workforce inclusion goal for all URA projects with total project costs of \$500,000 or greater. As a matter of policy, all proposal packages submitted to the URA must include a Minority Workforce Inclusion (MWI) Narrative detailing how the respondent plans to meet the URA’s expressed MWI goal of 12 percent. If awarded the project, the respondent will be asked to submit a MWI plan evidencing that 12 percent of the labor hours are fulfilled by minority workers.

The MWI Narrative should be written on company letterhead and included in the respondent’s proposal package. The narrative should include the following information:

- A one- or two-page summary detailing how the respondent plans to achieve the 12 percent MWI goal by hiring minorities to work on the project
- The narrative should clearly state the respondent’s current diverse workforce composition.
- The narrative should identify any long-term and short-term workforce opportunities that will materialize as a result of the contract.
- The narrative should include any organizations, workforce agencies, apprenticeship programs and/or labor unions the respondent will utilize to meet the inclusionary workforce goal.
- The narrative should state an expressed commitment to demonstrate and evidence a good faith effort to meet the URA’s MWI goal.
- The narrative should state an expressed commitment to remain in communication with the URA’s MWBE Program Office staff and provide a MWI plan should the project be awarded.

The letter should be addressed to: Jazmine Derico, MWBE Compliance Associate, 412 Boulevard of the Allies, Suite 901, Pittsburgh, PA 15219.

The successful respondent will be asked to submit a final MWI plan and subsequent MWI tracking reports. The URA requires that respondents demonstrate a good faith effort to hire minorities for performed work in connection with URA contracts. The URA acknowledges the City of Pittsburgh’s goal of 12 percent MWI. The URA adheres to the Equal Employment Opportunity Commission’s definition of racial minority which includes: American Indian or Alaskan Native, Asian or Pacific Islander, African-American, Black and/or Hispanic. Any questions about MWI requirements should be emailed to [mwbe@ura.org](mailto:mwbe@ura.org).

Effective July 1, 2018; Revised June 16, 2022