

URA Minority Workforce Inclusion (MWI) Narrative Requirements

The Urban Redevelopment Authority of Pittsburgh (URA) is committed to diversity and inclusion within its programs and activities and encourages the full participation of minority and women-owned businesses on URA affiliated projects and initiatives.

In accordance with City of Pittsburgh Executive Order Number 2018-03¹, the URA requires that projects submit a MWI Plan if:

- 1) The total project cost is greater than \$500,000; and
- 2) Either:
 - a. A transfer of land by the Authority to the developer or transfer or sale of land by an Authority to the developer where such land was acquired, in whole or in part, from the City pursuant to the cooperation agreement between the City and the Authority; or
 - b. Loans or grants to the funding recipient from the URA.

The URA requires that all qualifying projects demonstrate a good-faith effort to hire minorities in work to be performed. The URA acknowledges the City of Pittsburgh's goal of 12% MWI.

The purpose of the MWI narrative is to provide a brief description and overview of how the project intends to meet the 12% MWI goal.

The MWI Narrative must be submitted to your project manager, lending analyst, or URA contact **prior to the first board action or loan review committee, whichever occurs earlier**. The narrative should be revised and re-submitted as the project progresses and finalized prior to awarding any contracts included in the total project cost.

¹<https://pittsburgh.legistar.com/ViewReport.ashx?M=R&N=TextL5&GID=115&ID=22882&GUID=LATEST&Title=Legislation+Text>

MWI Narrative

Organizational Information	
Organization Name:	
Organizational Address:	
City:	
State:	
Zip:	
Project Contact Information	
Name:	
Title:	
Telephone (XXX-XXX-XXXX)	
E-mail:	
Project Overview	
Project Name:	
Please provide a brief description of your project:	

[INSERT ORGANIZATION LETTERHEAD]

Project Address:	
Total Project Cost:	
MWI Participation	
Please describe the scope of work for the project:	
Please describe your organization's current diverse workforce composition:	
Please describe the outreach efforts you will undertake to ensure that minorities are aware of the opportunity:	

Please describe how you plan to hire minorities to work on the project:

Please identify any long-term and short-term workforce opportunities that will materialize as a result of the project?

Please list any organizations, workforce agencies, apprenticeship programs and/or labor unions that you will utilize to meet the MWI goal, and describe how these groups will be used:

[INSERT ORGANIZATION LETTERHEAD]

Please sign below to confirm the project's commitment to demonstrating good-faith effort to meet the URA's MWI goal:

Signature

Date

Please sign below to confirm the project's commitment to remain in communication with the URA's Grants and Compliance team to develop a finalized MWI Plan:

Signature

Date

[INSERT ORGANIZATION LETTERHEAD]

Internal Office Use Only	
Date Approved:	
MWBE Office Signature:	
MWBE Office Name:	
Notes:	