

URA Minority and Women-Owned Business Enterprise (MWBE) Narrative

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.

The URA's Minority and Women-Owned Business Enterprise (MWBE) Program requires the following types of projects to submit an MWBE plan for the construction contracts and purchases:

- Projects with a total project cost greater than or equal to \$250,000 that involve either:
 - o 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
 - o Loans or grants to the funding recipient from the URA
- Professional services contracts¹ that are greater than or equal to \$75,000 to submit an MWBE plan.
 - o The City of Pittsburgh defines a professional services contract as "A contract involving services provided by consultants or professionals including but not limited to members of the medical or legal profession, registered architects, appraisers, auditors, engineers, certified public accountants or other professional services, including provision of such services by non-profit entities, that involve quality as the paramount concern and require a recognized professional and special expertise. For purposes of this Section, this term shall also encompass 'personal service contracts.'"

The URA requires that all qualifying projects demonstrate a good-faith effort to obtain the participation of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) in work to be performed. The URA acknowledges the City of Pittsburgh's goal of 18% MBE participation and 7% WBE participation in qualifying projects. The URA has also adopted the Hill District Master Plan's MWBE participation goals; for projects located within the Greater Hill District, with goals of 30% MBE participation and 15% WBE participation.

The MWBE narrative is the first step of submitting an MWBE plan to the URA for a qualifying project. The MWBE 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 construction commencement.

The MWBE program team will also use the MWBE Narrative to document a good faith effort (GFE) for projects with MWBE Final Plans that do not meet the MBE and/or WBE goals. The following table lists the point system utilized.

Tier 1 Effort	Easy, low-cost measures to demonstrate good faith effort. Each activity is worth 1 GFE Point.
Tier 2 Effort	Reasonable cost-effective measures to demonstrate good faith effort. Each activity is worth 2 GFE Points.
Tier 3 Effort	Tangible and/or resource-driven measures to demonstrate good faith effort. Each activity is worth 3 GFE Points.
GFE Scoring	<p>Projects must earn at least 8 points, which are supported by satisfactory forms of evidence.</p> <ul style="list-style-type: none"> • 0-7 points: Insufficient good faith effort • 8-14 points: Reasonable good faith effort • 15-17 points: Significant good faith effort • 17 or more points: Exemplary good faith effort

¹ City of Pittsburgh Code § 161.02A(a)(4) - <https://ecode360.com/45431039>

[INSERT ORGANIZATION LETTERHEAD]

MWBE 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:			
Is your project located within the Greater Hill District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Total Project Cost:			
MBE and WBE Participation			
Please describe the scope of work for the project:			
Please indicate areas of the scope of work that can be subcontracted:			
Please describe the outreach efforts you will undertake to ensure that MBE and WBE firms are aware of the opportunity:			

Please list any MWBE firms that will be included as a part of the team or invited to bid on work:

Good Faith Effort – Tier 1 Efforts. Each question is worth 1 GFE point.

Do you intend to utilize the services of available minority community organizations and other organizations that aid in the recruitment and placement of MBEs and WBEs?

☐ Yes ☐ No ☐ Did Achieve

Please describe how if yes or did achieve are selected above, and include supporting documentation if achieved. Supporting documentation includes but is not limited to: Letters from agency confirming outreach attempts and/or notes or emails confirming meeting details.

Do you intend to utilize the Pennsylvania Unified Certification Program (PAUCP) Directory and/or other resources to locate and identify potential firms to subcontract with?

☐ Yes ☐ No ☐ Did Achieve

Please describe how if yes or did achieve are selected above, and include supporting documentation if achieved. Supporting documentation includes but is not limited to: Copies of certificates, csv extraction from the PAUCP website, or screenshots of PAUCP website.

Do you intend to provide a reasonable number of MBEs and WBEs written notice via email or mail regarding subcontracting and/or supplier opportunities?

☐ Yes ☐ No ☐ Did Achieve

Please describe how if yes or did achieve are selected above, and include supporting documentation if achieved. Supporting documentation includes but is not limited to: Copies of emails and letters sent.

Do you intend to follow-up on solicitations with MBEs and WBEs to determine interest?

☐ Yes ☐ No ☐ Did Achieve

Please describe how if yes or did achieve are selected above, and include supporting documentation if achieved. Supporting documentation includes but is not limited to: Copies of emails, notes from meetings, or phone conversations.

Do you intend to provide interested MBEs and WBEs with plans, specifications, scope of work, and requirements of the contract?

☐ Yes ☐ No ☐ Did Achieve

Please describe how if yes or did achieve are selected above, and include supporting documentation if achieved. Supporting documentation includes but is not limited to: Signed acknowledgments from M/WBEs confirming receipt of scope of work and contract requirements, or emails showing materials were sent.

Do you intend to provide MBEs and WBEs with feedback when bids and/or price quotations are rejected?

☐ Yes ☐ No ☐ Did Achieve

Please describe how if yes or did achieve are selected above, and include supporting documentation if achieved. Supporting documentation includes but is not limited to: Copies of feedback sent via email or mail.

Good Faith Effort – Tier 2 Efforts. Each question is worth 2 GFE points.

Do you intend to hold a pre-bid or pre-proposal meeting to discuss upcoming opportunities at least two weeks in advance of solicitation due date?

☐ Yes ☐ No ☐ Did Achieve

Please describe how if yes or did achieve are selected above, and include supporting documentation if achieved. Supporting documentation includes but is not limited to: Sign-in sheets, flyers, social media posts and emails promoting the meetings, venue and catering receipts, or event photos.

Do you intend to advertise and conduct outreach with minority and women-owned businesses at least two weeks in advance of solicitation due date in general, trade, and minority-focused media such as the Courier, Soul Blast, Post-Gazette, etc.?

☐ Yes ☐ No ☐ Did Achieve

Please describe how if yes or did achieve are selected above, and include supporting documentation if achieved. Supporting documentation includes but is not limited to: Copy of advertisement in the Courier, Post Gazette, social media, or Soul Pitt, etc.

Do you intend to make efforts to assist interested M/WBEs in obtaining bonding, lines of credit, insurance, equipment, materials, supplies, or other project-related components?

☐ Yes ☐ No ☐ Did Achieve

Please describe how if yes or did achieve are selected above, and include supporting documentation if achieved. Supporting documentation includes but is not limited to: Narrative report summarizing efforts.

Good Faith Effort – Tier 3 Efforts. Each question is worth 3 GFE points.

Do you intend to identify and designate economically feasible portions of the work to be performed by MBEs and WBEs. This may include breaking down the contract into sub-contracts to ensure participation?

☐ Yes ☐ No ☐ Did Achieve

Please describe how if yes or did achieve are selected above, and include supporting documentation if achieved. Supporting documentation includes but is not limited to: Budget indicating how the work was chunked.

[INSERT ORGANIZATION LETTERHEAD]

Do you intend to enter into a formal contract or secure signed letters of commitment with MBEs and WBEs?

☐ Yes ☐ No ☐ Did Achieve

Please describe how if yes or did achieve are selected above, and include supporting documentation if achieved. Supporting documentation includes but is not limited to: Copies of signed letters.

Please sign below to confirm the project's commitment to demonstrating good-faith effort to meet the URA's MBE and WBE participation goals:

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 MWBE Plan:

Signature

Date

[INSERT ORGANIZATION LETTERHEAD]

Internal Office Use Only	
Date Approved:	
MWBE Office Signature	
MWBE Office Name:	
Notes:	
GFE Score (if applicable):	