

**Williamson Housing Authority
Williamson, West Virginia**

Minority Business Enterprises Policy

Adopted by PHA Board of Commissioners

Resolution No.: _____

Date of Adoption: _____

Effective Date of Implementation: _____

Minority Business Enterprises Policy

A "minority business enterprise" (MBE) is one that is owned or controlled by one or more socially or economically disadvantaged persons. Such persons include Blacks, Hispanic Americans, American Indians, Eskimos, Aleuts, Hasidic Jews, Asian Pacific Americans, and Asian Indians.

"Owned or controlled" by one or more socially and economically disadvantaged persons means that a socially and economically disadvantaged person or persons, or a for-profit business, or a non-profit organization controlled by such person or a for-profit business, or a non-profit organization controlled by such person or persons, possesses at least fifty-one percent (51%) of the ownership of the business, and its management and daily business operation are controlled by such persons.

The Williamson Housing Authority (herein referred to as PHA) will take the following actions to provide every feasible opportunity for minority business enterprises (MBEs) to participate in bidding for PHA work.

- A. The PHA will have a goal to award at least twenty percent (20%) of the dollar value of approved by Capital Fund Program (CFP) funds to contractors with MBE construction contractors, Architects/Engineers (A/E), or consultants (for both physical and management improvements). Where the main construction contract is awarded to an MBE, the PHA will count the entire dollar amount of the contract toward its MBE goal. Where the main construction contract is not awarded to an MBE, but one or more of the subcontract(s) is awarded to an MBE, the PHA will count the dollar value of such subcontracts toward the MBE goal. The PHA will not double count the dollar value of the main construction contract and its subcontracts. The PHA will report its MBE progress on Form HUD-2516, Contract and Subcontract Activity Report for Public and Indian Housing Programs.
- B. In addition to its existing procedures for publicizing upcoming Invitations for Bid or Requests for Proposals, the PHA will do the following to ensure that MBEs are aware of CFP bid opportunities:
 1. Purchase timely advertisement in media with a largely minority audience;
 2. Solicit bids or requests for proposals directly from existing MBE lists;
 3. Post signs around developments, in the PHA management office, and in local stores;

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4. Notify community organizations, public or private institutions, local minority business organizations, and trade associations; and,
 5. Notify resident organizations.
- C. The PHA will take appropriate affirmative action to assist women's business enterprises and maintain information and reports about such enterprises.
- D. The PHA will have a goal to award MBEs at least twenty percent (20%) of the dollar value of the total contracts awarded and purchases made under the development program.
- E. The PHA will have a goal to award MBEs at least ten percent (10%) of the total amount expended for management operations (i.e., expenditures for contracts and purchases for supplies and services, as distinguished from salaries, wages and benefits). A listing of the account numbers affected by MBE reporting is in HUD Notice PIH 88-11.

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