# Outreach Plan Template

All Subrecipients and Successful Applicants must develop an MBE/WBE Plan based on HUD regulations, which must be submitted to DED for approval. The MBE/WBE Plan, pursuant to Federal regulations, must outline strategies to inform the opportunities, requirements, and practices that the awarded entity must adhere to in executing the MBE/WBE outreach.

DED will evaluate the good faith effort documentation submitted by all Subrecipients and Successful Applicants to make a determination. If DED determines that good faith efforts are in place the Compliance Plan will be accepted.

The following is the suggested template to use for structuring the MBE/WBE Plan.

1. Introduction
   1. Describe goals for achieving good faith efforts.
   2. Include definition for key terminology.
2. Efforts to Award Contracts to MBE/WBEs
   1. Detailed statement of good faith efforts to implement, see section 15.7.1 in Chapter 15 – MBE/WBE of the CDBG-DR Policy Manual for examples of acceptable types of efforts.
   2. A listing of all proposed MBE/WBEs to contact, including:
      1. Names, addresses, emails and telephone numbers of firms solicited;
      2. Method of contact (letter, telephone call, electronic mail, etc.)
      3. Consider efforts to:
         1. Solicit through reasonable and available means.
         2. Advertise in media and other venues oriented toward MBE/WBEs.
         3. Adequate information about the plans, specifications, and requirements of the contract, in a timely manner to assist them in responding to the solicitation.
         4. Negotiate in good faith with interested MBE/WBEs that have submitted bids.
         5. Not reject MBE/WBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities.

Recordkeeping

* 1. Describe approach to recordkeeping, including documentation to be collected.
  2. Include percentage by dollar value of the total project awarded to MBE/WBE contractors.