

MBE OFFICER

Role of Designated Minority Business Enterprise Officer

The Minority Business Enterprise Officer is the designated local government official responsible for administering an approved comprehensive Minority and Women-owned Business Enterprise Program established as part of a project or contract associated with NYS CWSRF and DWSRF funding.

MISSION: This individual helps to achieve positive results by coordinating the M/WBE Program for the project owner serving as M/WBE Program spokesperson, reaching out to the M/WBE community, and serving as a resource person on the policies and practices of the program.

TASKS & ACTIVITIES: To achieve the M/WBE goals, the M/WBE Officer generally performs the following tasks and activities:

- **GUIDES DEVELOPMENT OF UTILIZATION PLANS** - Assures the utilization plans are done correctly and transmitted on a timely basis to EFC. Works with consultants and contractors to alleviate any deficiencies and problematic areas in the utilization plans before being submitted to EFC.
- **REVIEWS GOOD FAITH EFFORTS** - Helps in monitoring the quality and the acceptability of the good faith effort by reviewing the documentation kept by consultants/contractors.
- **PROVIDES INFORMATION ON M/WBE OPPORTUNITIES** - Proactively reaches out to M/WBEs and readily makes available information on the subcontracting opportunities available for minority and women owned business enterprises.
- **M/WBE PROGRAM LIAISON** - Anticipates and keeps abreast of issues that may arise, such as changes in the utilization plan, that may affect the program. Communicates as needed with EFC M/WBE staff about the progress of the M/WBE Program; and notifies the appropriate EFC contact in advance of pre-bid, pre-construction, and progress meetings and may provide M/WBE Program guidance to contractors.
- **PROGRAM ACCOUNTABILITY** - Maintains a M/WBE Program file for review by EFC M/WBE staff. Minimal records kept in project files ordinarily include good faith effort documentation, i.e. meeting minutes, signed subagreements between consultant/contractor and NYS certified M/WBEs, certified payrolls, and legally signed purchase orders accompanied by copies of both sides of canceled checks or other payment verification (signed notarized statements) which prove actual M/WBE participation. Also expedites monthly and quarterly compliance reports as required by program. **PLEASE BE ADVISED THAT PROVIDING**

**THIS INFORMATION IS THE MUNICIPALITY'S RESPONSIBILITY -
NOT THE CONSULTANT'S.**

- FACILITATES, AUDITS, INSPECTIONS AND CLOSE-OUTS - Makes necessary information available for compliance reviews, audits and close-outs of project or contracts.