



**Office of Fair Housing and Equal Opportunity**  
**Website: [www.nyshcr.org](http://www.nyshcr.org)**

### **Good Faith Efforts Guide**

The Awardees or Contractor's compliance with the New York State Homes & Community Renewal minority and women-owned business enterprises (M/WBE) policy will be evaluated based upon the use of "good faith efforts" to achieve maximum participation results. Each awardee or contractor's efforts will be rated by applying the references in the guide and taking into account the following:

- Size of the contract
- Location of the project
- Capability and availability of M/WBE

### **Specific Recommendations:**

- Utilized New York State Directory of Certified M/WBE firms as resource document
- Incorporated as part of all subcontracts, provisions of the General Conditions in the contract which relate to, Equal Employment Opportunity (EEO), and Minority and Women-Owned Business Enterprises (M/WBE)
- Utilized frequent and timely advertisements in newspapers and periodicals catering to M/WBEs for recruitment purposes.
- Established contacts and working relationships within M/WBE firms
- Sent solicitations and completed follow-ups, in a timely fashion, to M/WBEs
- Provided certified M/WBEs adequate time to review plans/specs and to respond to solicitations
- Notified the Office of Fair Housing and Equal Opportunity of problems preventing M/WBE participation and requested assistance
- Submitted a complete, acceptable Utilization Plan in accordance with the applicable requirements to meet goals for participation of certified minority and women-owned business enterprise established in the State contract
- Documented and maintained records of all "good faith efforts" to address projects goals