



# Homes and Community Renewal

ANDREW M. CUOMO  
Governor

RUTHANNE VISNAUSKAS  
Commissioner/CEO

Office of Economic Opportunity and Partnership Development  
Website: [www.nyshcr.org](http://www.nyshcr.org)

## Good Faith Efforts Guide

Program compliance with the New York State Homes & Community Renewal Minority and Women-Owned Business Enterprises (M/WBE) and Service-Disabled Veteran-Owned-Business (SDVOB) policy will be evaluated based upon the use of “good faith efforts” to achieve maximum participation results. Program 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 and SDVOB

### **Specific Recommendations:**

- Utilize New York State Directory of Certified M/WBE firms and Office of General Services for SDVOB firms as resources
- Incorporate as part of all subcontracts, provisions of the General Conditions in the contract which relate to, Equal Employment Opportunity (EEO), Minority and Women-Owned Business Enterprises and Service-Disabled Veteran-Owned-Business
- Advertisements placed in periodicals and internet targeting M/WBEs and SDVOBs for recruitment purposes
- Establish contact and working relationships with M/WBE and SDVOB firms
- Ensure solicited and completed follow-ups to M/WBEs and SDVOBs in a timely manner
- Provide M/WBEs and SDVOBs adequate time to review plans/specs and respond to solicitations
- Notify and request assistance from the Office of Economic Opportunity and Partnership Development of difficulties preventing M/WBE and SDVOB participation
- Submit a complete, acceptable Utilization Plan in accordance with the applicable goal requirements for participation, of certified New York State Minority and Women-Owned Business Enterprises and Service-Disabled Veteran-Owned-Business established in the contract
- Document and maintain additional records of “good faith effort” to address project’s goals