**Guidelines for MWBE/Buy IN/Buy NWI Compliance Plan**

As part of your grant agreement, it is understood that you will prepare a Compliance Plan which will include the following areas: MWBE Compliance (15/5), Utilization of Indiana and Northwest Indiana businesses. Policies and reporting forms reside on the RDA Website and some additional information for Buy IN is also available on the State of IN website for your reference. It is a requirement that you must submit your Compliance Plan **within 30 days of grant approval** to the compliance consultant’s at rda@successwithods.com.

Since your grant was awarded on (*month, day, year RDA Board granted award*), the RDA is asking for the Participation Plan to be submitted by \_\_\_ \_\_\_\_\_\_\_\_ (*30 days after grant award*) The plan should address all areas in the **shaded area** in order to comply with RDA Board Policy and to facilitate data collection/compliance monitoring in the future.

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|  | Policy Statement | COMPLIANCE PLAN CRITIERIA | Information to submit for compliance monitoring  |
| 1 | **MWBE COMPLIANCE**: Documentation of planned efforts to meet MBE/WBE compliance goals. | Provide the name and contact information of MWBE subcontractors and the expected contract price.Provide information on how you will find additional MWBE’s if problems occur. | Monthly Utilization Expenditure Report(click [here](http://www.in.gov/rda/files/MUER.pdf)) |
| 2 | The grantee shall report on efforts to hire and use Lake and Porter County-based companies as well as the number of Lake and Porter County residents used on RDA funded projects as well as their respective trades and overall wages. | Provide a plan for communication of this expectation to subcontractors and your process to:(1) gather this information from contractors/sub contractors(2) monitor utilization | Quarterly Contractor’s Report(click [here](http://www.in.gov/rda/files/MUER.pdf)) |

**MWBE Plan:**

The RDA strongly affirms its support as a matter of policy for the 15% MBE and 5% WBE spending goals contained in the enabling RDA legislation. Accordingly, moving forward grantees approved for funding will achieve these spending goals in the completion of projects funded or series provided to the RDA.

Plans should be returned to ODS, who will forward copies to the RDA office after review. If you should have any questions regarding this reporting requirement, please contact Desila Rosetti with ODS, (219) 395-9564.

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