



DATE: April 14, 2023

TO: Cynthia Blue, Neighborhood Housing & Strategy Senior Manager

FROM: Allison Staton, M/WBE Compliance Officer

SUBJECT: M/WBE Memo for Goal Setting - Greensboro Urban Ministry Mechanical Renovations Project (ARP Funds)

The M/WBE Office reviewed the documentation submitted by the Housing & Neighborhood Development Department for the mechanical renovations project for compliance with the City's M/WBE utilization requirements. The established goals for the project is MBE 5.42% and WBE 6.98%.

Please be reminded that during the performance of the contract, if there are any changes, including scopes of work or subcontractor replacement, the Department and Contractor must contact the M/WBE Office for approval before making any such changes or substitutions.

Thank You,

Cc: Timothy Jackson, III, M/WBE Coordinator