**How to Complete and Submit the DHCD M/WBE Self Evaluation**

As part of the full application submission to DHCD, each sponsor is required to put together a written MBE & WBE plan that outlines the sponsor’s commitment to diverse development team assembly and diverse supplier contracting and is specific to the project for which the sponsor is submitting a full application.

While DHCD’s M/WBE Self Evaluation includes instructions for how to put together a comprehensive and robust written MBE & WBE plan, there is no set template for this written plan; it is up to the sponsor to decide what information to include. Sponsors are encouraged to watch [DHCD’s recorded webinar](https://www.youtube.com/watch?v=OrtsaXjX8pc) on the M/WBE Self-Evaluation prior to drafting the narrative plan and completing the self-evaluation.

Once the sponsor has written the plan, the sponsor should proceed to complete the M/WBE Self Evaluation as follows:

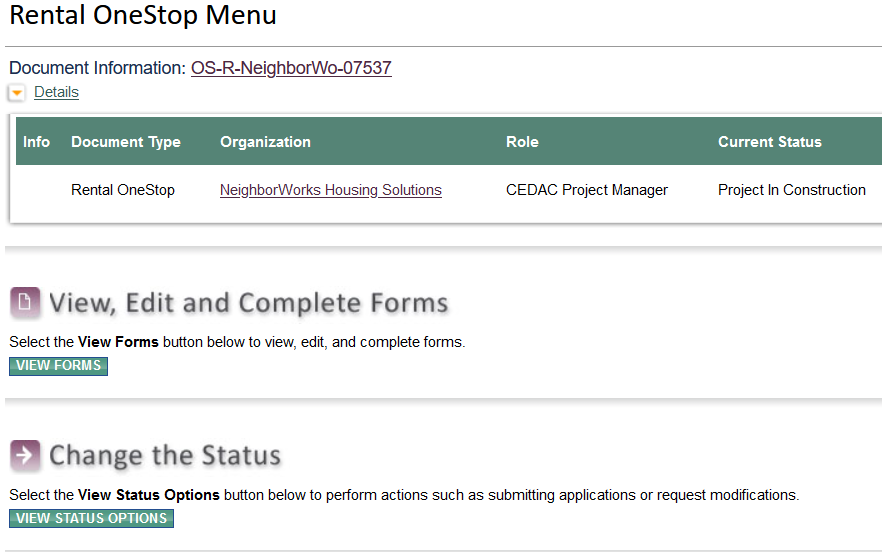
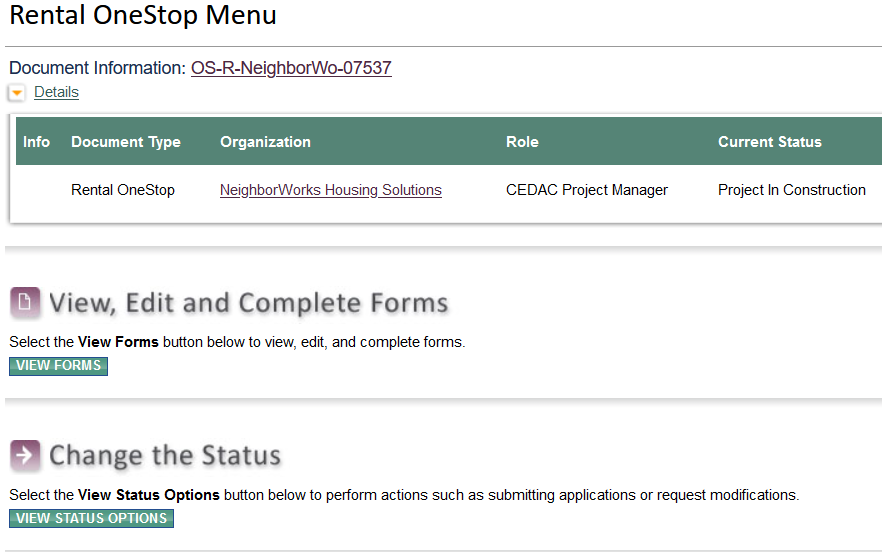
1. Open the M/WBE Self Evaluation and scroll down to the section titled “MBE & WBE and Section 3 Form”.
   1. If you do not have a copy of the M/WBE Self Evaluation, you can download it from CEDAC’s [website](https://cedac.org/wp-content/uploads/2022/10/DHCD-MBE-and-WBE-Checklist-Appendix-C.docx).
2. Fill in the requested information in the “MBE & WBE and Section 3 Form” based on the information included in the sponsor’s written MBE & WBE plan.
3. Attach the completed “MBE & WBE and Section 3 Form” to the end of the written MBE & WBE plan in either pdf or Word format. This combined document serves as Exhibit 32.2 for the purpose of uploading the information to Intelligrants.
   1. For information on how to upload the combined Exhibit 32.2 document to Intelligrants, please see the instructions on the following page.
4. Upload the combined document as Exhibit 32.2 in Intelligrants.
5. Separately, email the combined document (i.e. the written plan and the completed “MBE & WBE and Section 3 Form” attached to the end of the plan) to Kate Racer ([catherine.racer@mass.gov](mailto:catherine.racer@mass.gov)) and Rebecca Frawley Wachtel ([rebecca.frawley@mass.gov](mailto:rebecca.frawley@mass.gov)) at DHCD.

If you have any questions about the M/WBE Self Evaluation or how to submit it, please contact Will Morgan at [wmorgan@cedac.org](mailto:wmorgan@cedac.org).

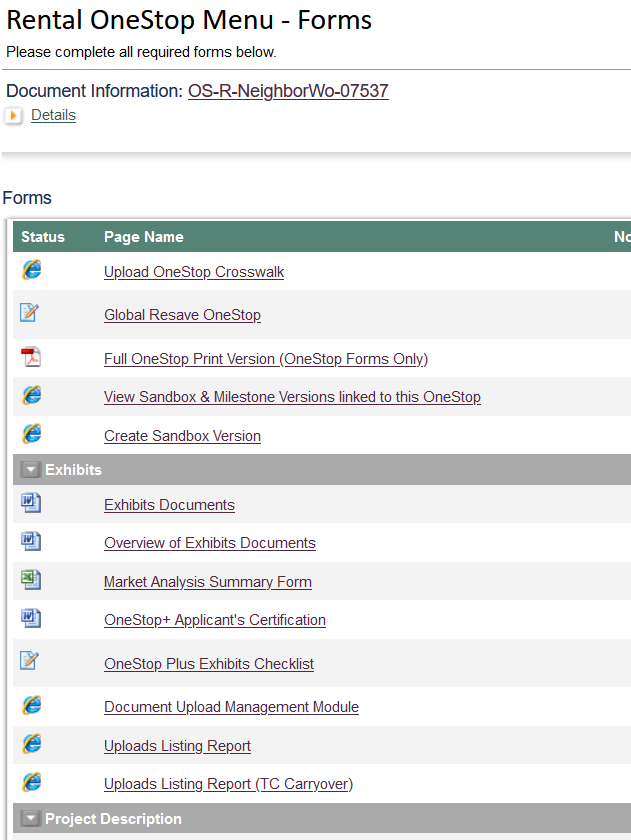
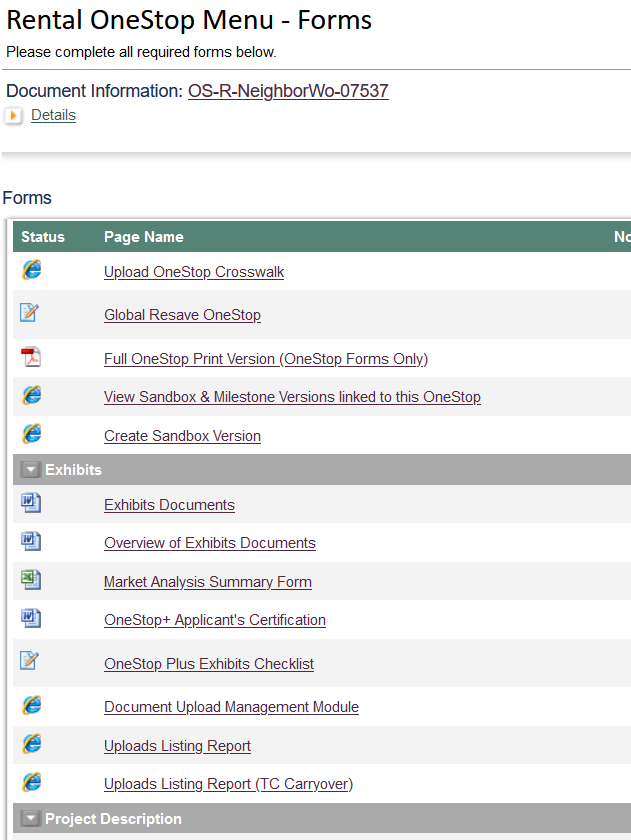
Instructions for Uploading Exhibit 32.2 to Intelligrants

Once the sponsor has attached the completed “MBE & WBE and Section 3 Form” to the end of the written MBE & WBE plan, the combined document should be uploaded to Intelligrants as Exhibit 32.2, using the following instructions.

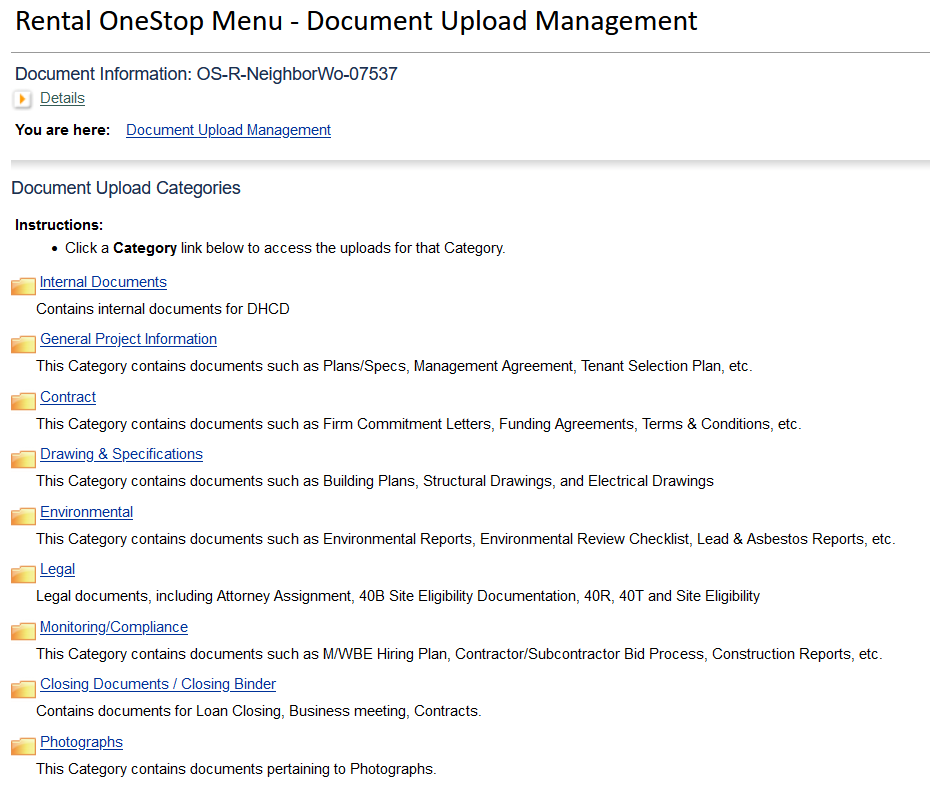
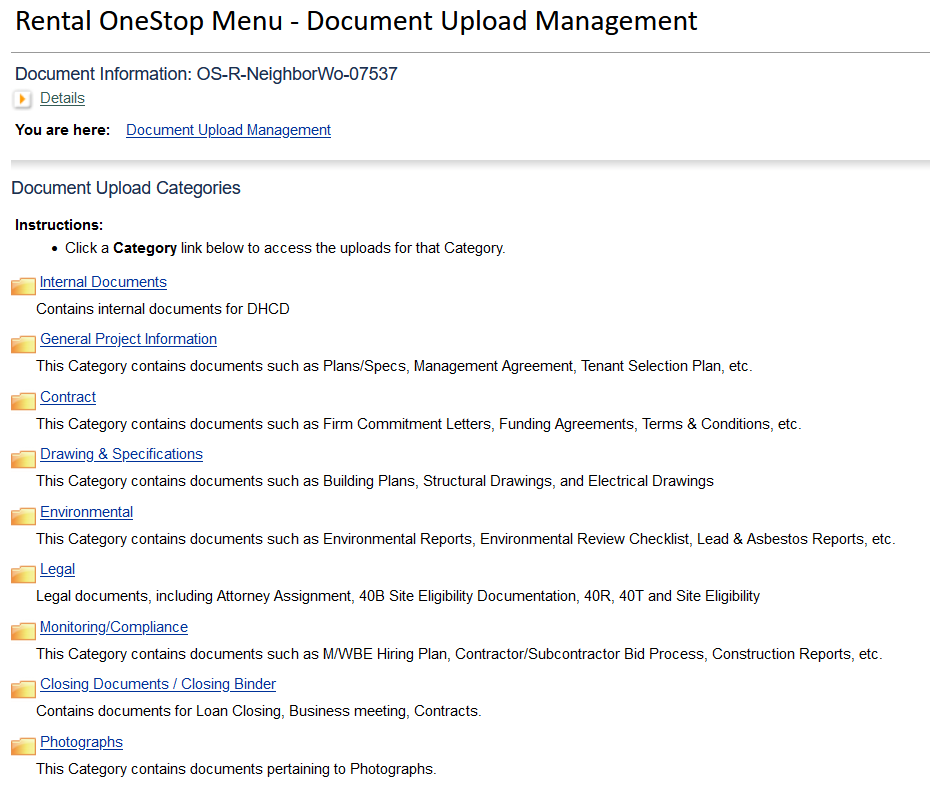
1. In Intelligrants, navigate to the project’s OneStop
2. On the “Rental OneStop Menu” page, click the “Forms” button (highlighted in yellow).



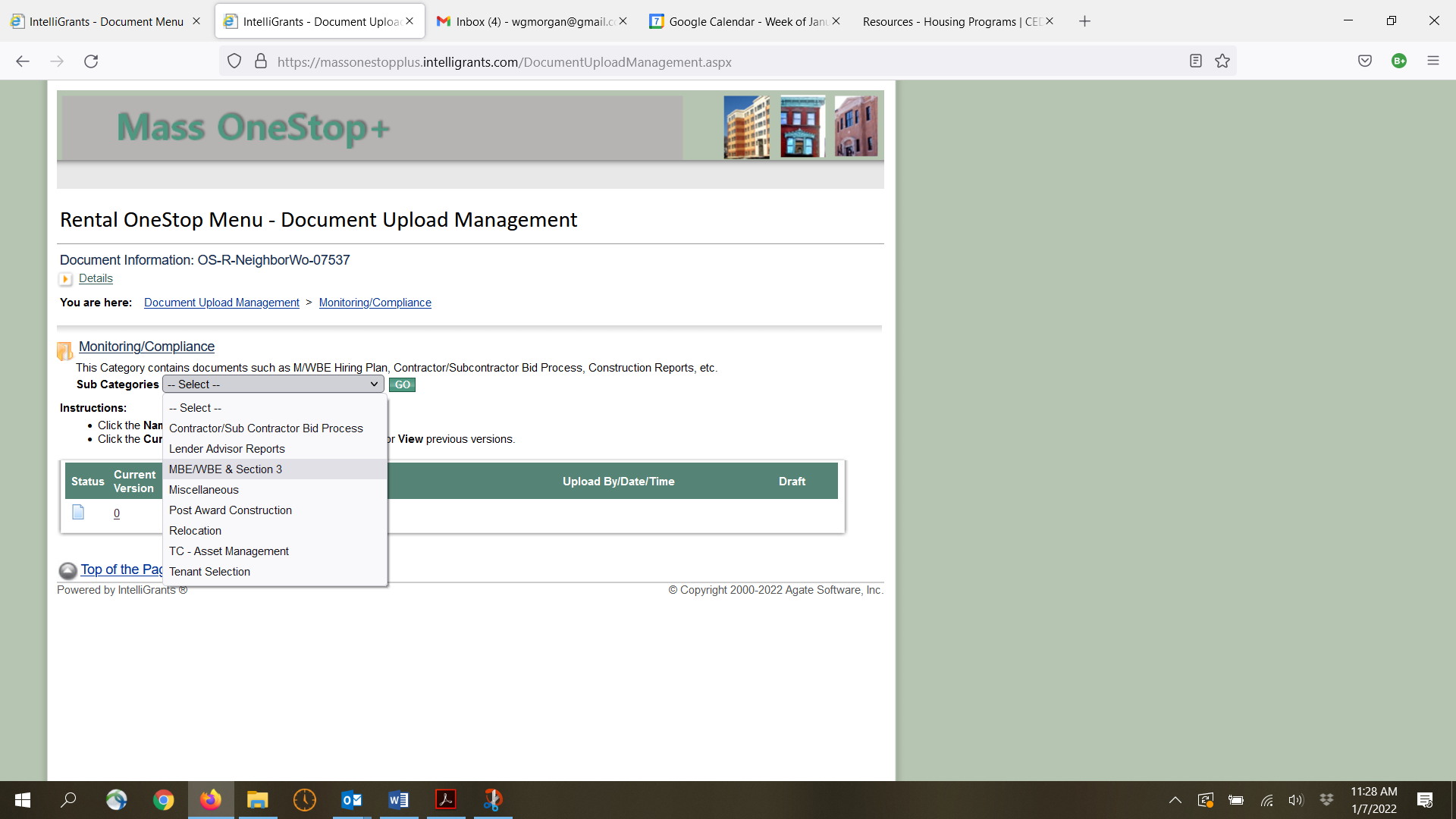
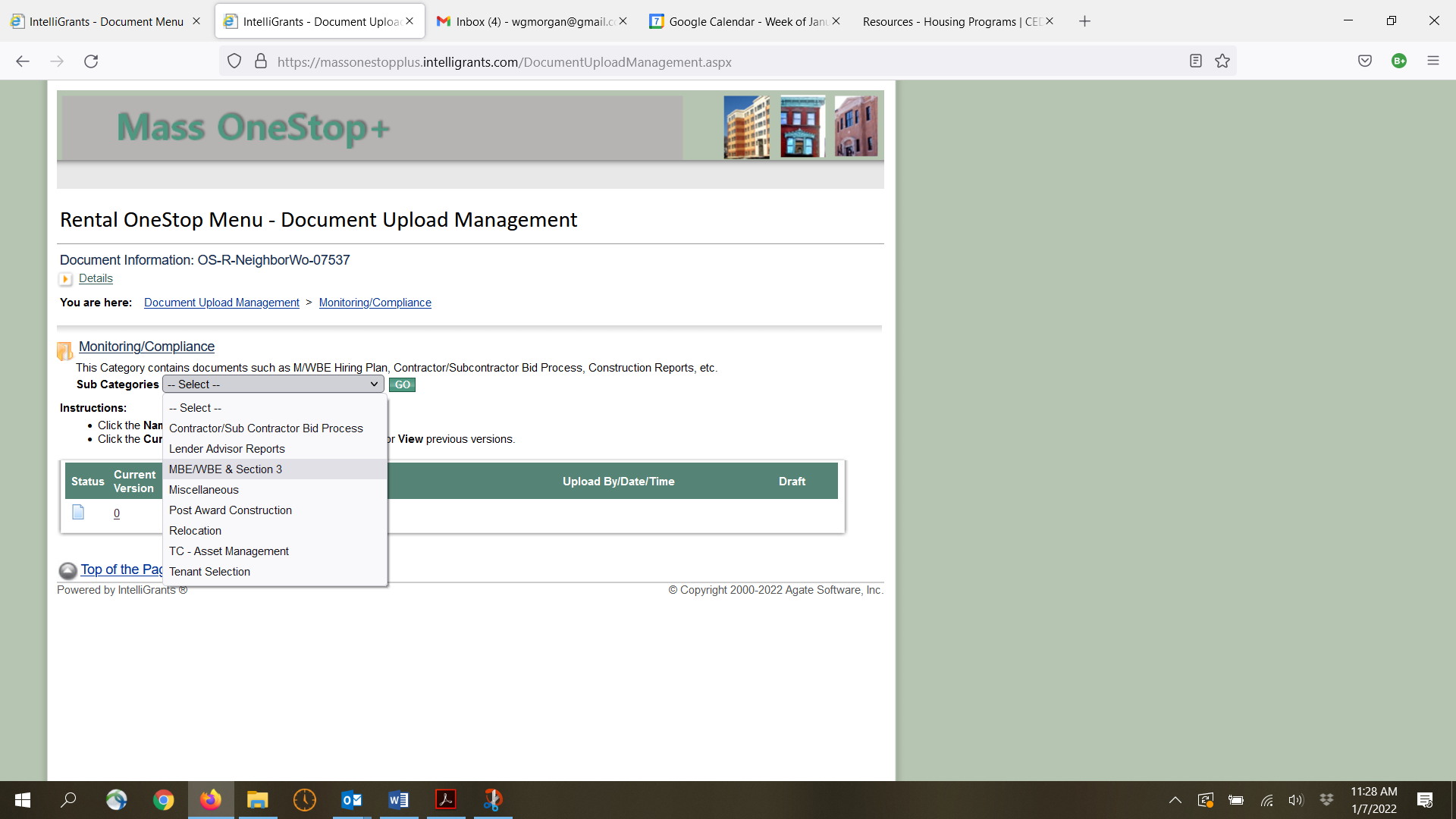
1. On the next page, click the “Document Upload Management Module” button in the “Exhibits” section. Once clicked, a separate window titled “Rental OneStop Menu – Document Upload Management” will open in your internet browser.



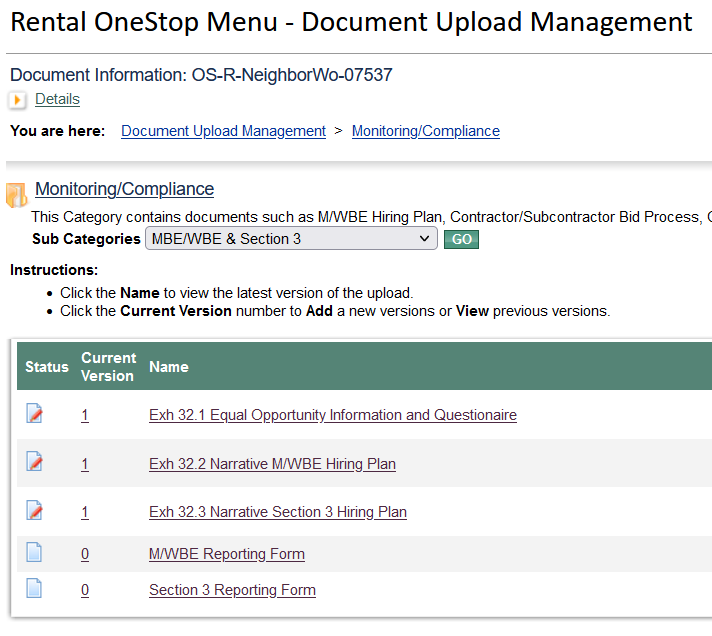
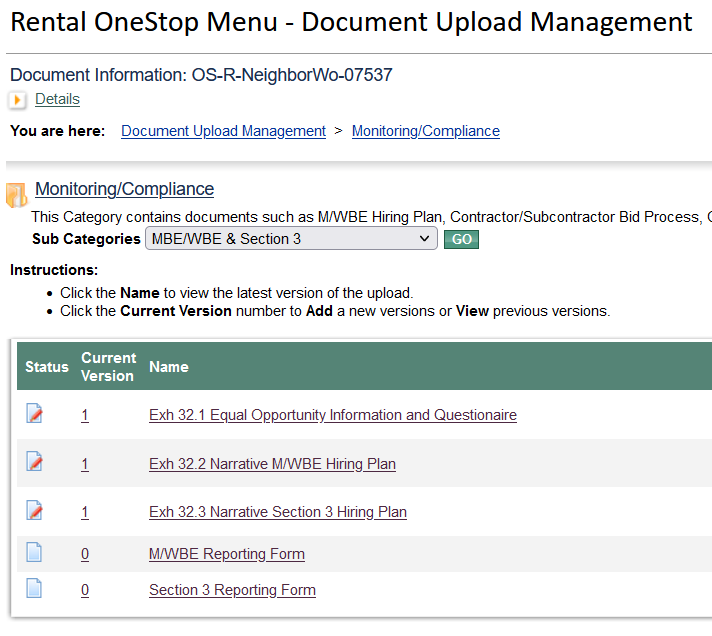
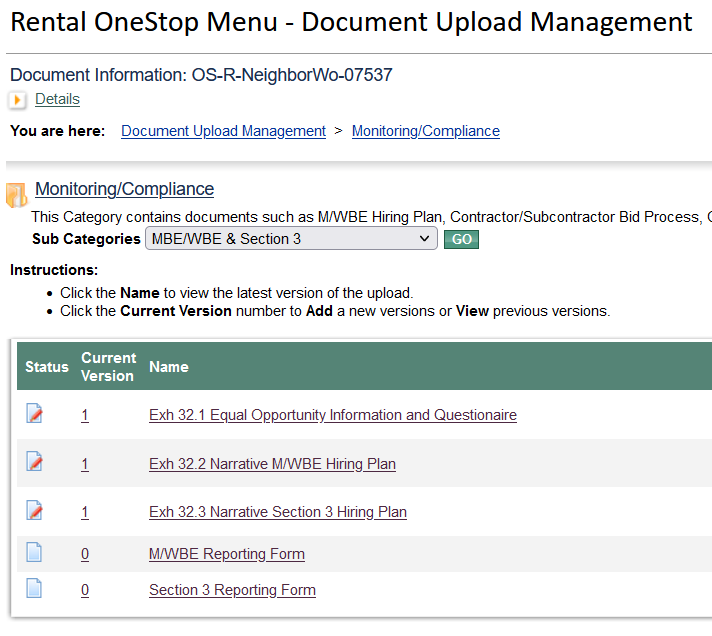
1. In the new “Document Upload Management” window, click the “Monitoring/Compliance” button.



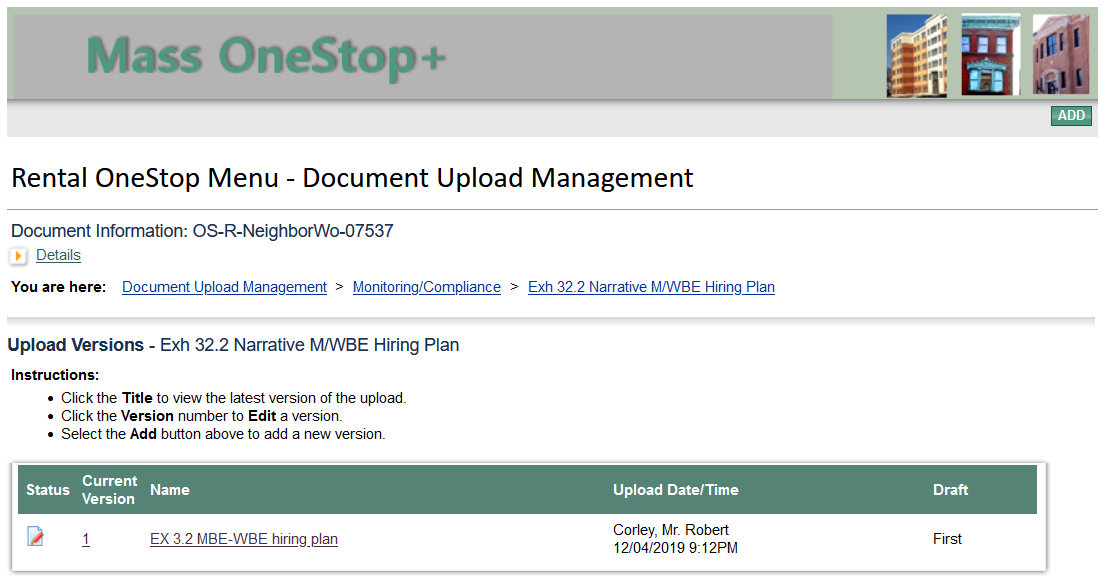
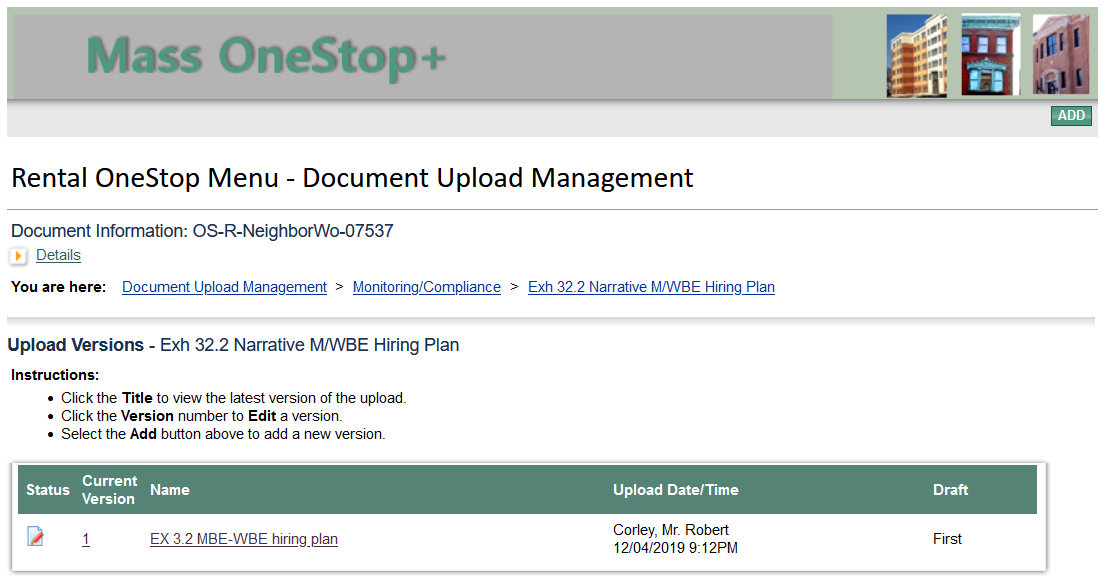
1. On the next page, select “MBE/WBE & Section 3” from the “Subcategories” drop-down menu.



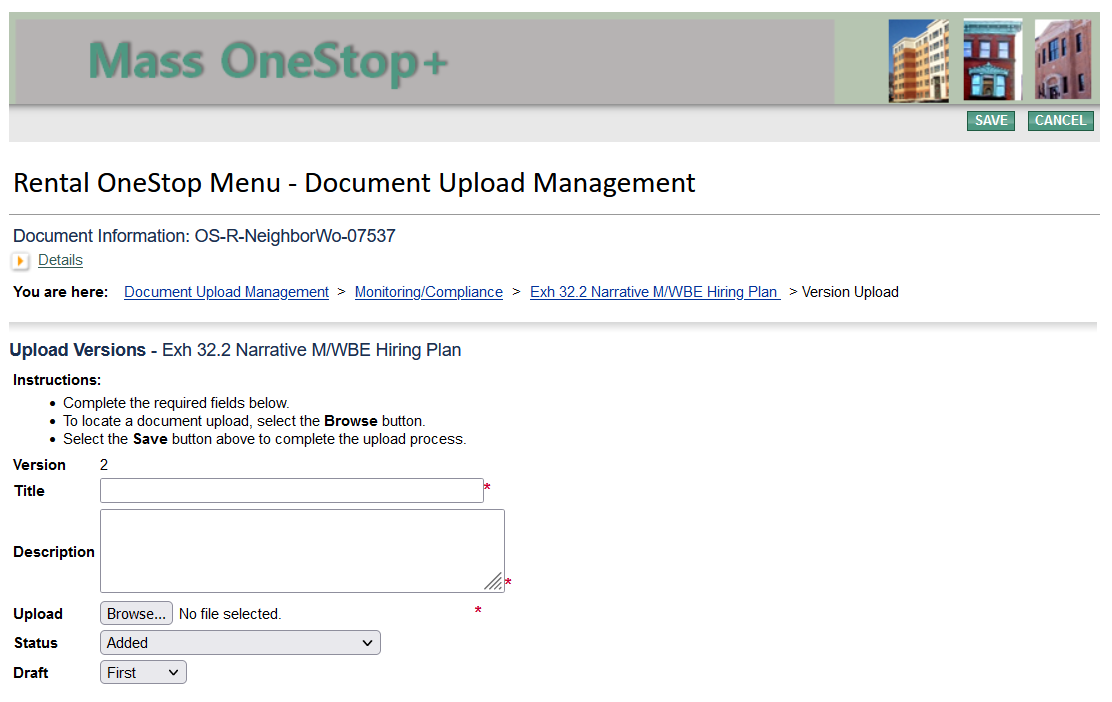
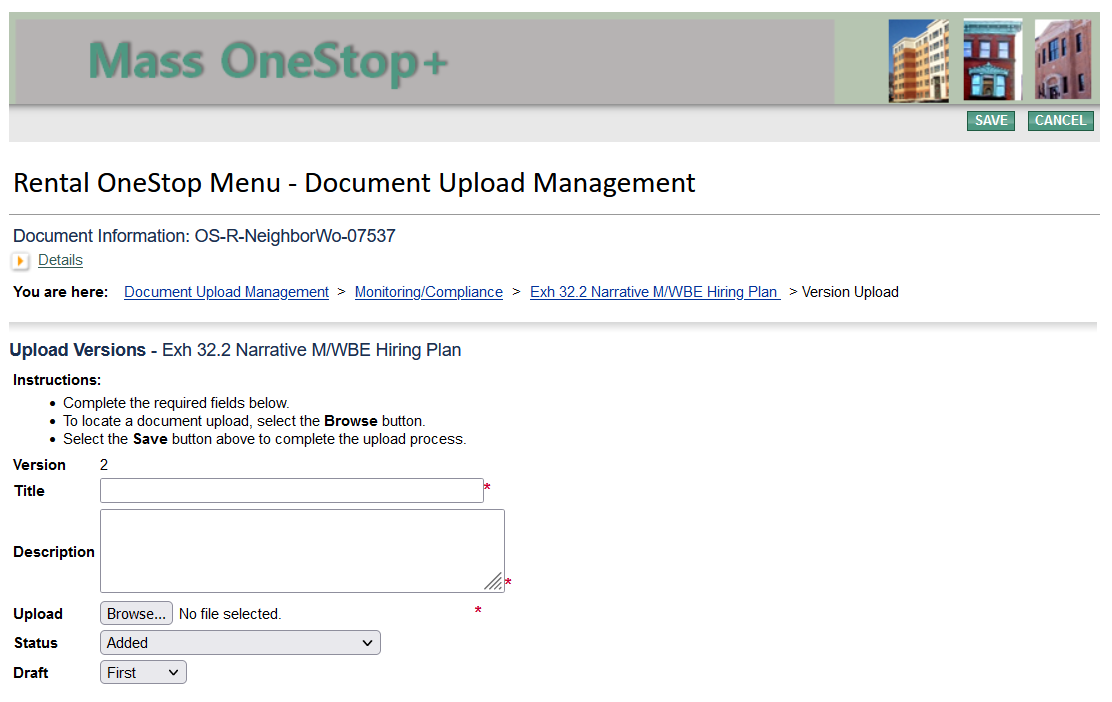
1. On the next page, in the second row labeled “Exh. 32.2 Narrative M/WBE Hiring Plan,” click on the number in the “Current Version” column.



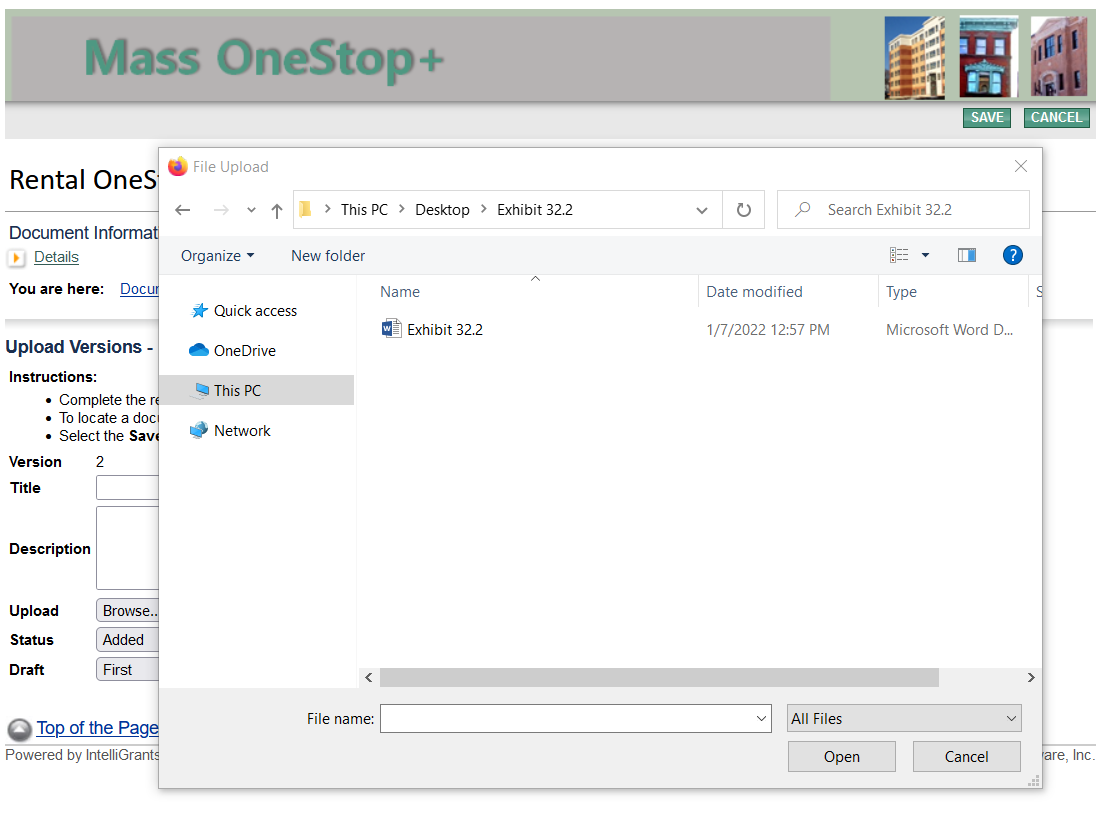
1. On the next page, click the “Add” button in the top-right corner.



1. On the next page, click the “Browse” button. A new window will open on your screen.



1. In the new window, browse to the location on your computer where the combined Exhibit 32.2 document is saved. Click on the document name and then click “Open.”



1. On the next page, click “Save” in the top-right corner. This is the final step.

