

SLEEPY HOLLOW LOCAL DEVELOPMENT CORPORATION

MINORITY AND WOMEN – OWNED BUSINESS ENTERPRISES POLICY

The members of the Board of Directors (the “Board”) of the Sleepy Hollow Local Development Corporation (the “Corporation”), a duly established local development corporation created pursuant to Section 1411 of the Not-for-Profit Corporation Law of the State of New York (the “State”), along with the officers and staff of the Corporation, shall comply with and adhere to the provisions of the Not-For-Profit Corporation Law of the State.

The Corporation has an unwavering commitment to adhering to ethical, unbiased and legal standards in all of its activities, as set forth in its Code of Conduct.

Further, the State requires all contractors and subcontractors to adhere to Minority- and Women-Owned Business Enterprises ("MWBE") regulations and policies in order to enhance MWBE participation in State-funded projects.

The Corporation will and will cause its contractors and subcontractors to take good faith actions to achieve the MWBE contract participations goals set by the State for this area by taking the following steps:

- (1) Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MWBEs including solicitations to MWBE contractor associations.
- (2) Request a list of State-certified MWBEs from the contracting State agency and solicit bids from them directly.
- (3) Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective MWBEs.
- (4) Where feasible, divide the work into smaller portions to enhanced participations by MWBEs and encourage the formation of joint venture and other partnerships among MWBE contractors to enhance their participation.
- (5) Document and maintain records of bid solicitation, including those to MWBEs and the results thereof. The Corporation will also maintain records of actions that its subcontractors have taken toward meeting MWBE contract participation goals.
- (6) Ensure that progress payments to MWBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives developed to encourage MWBE participation.

The Assistant Secretary is appointed Compliance Officer, to be responsible for insuring adherence to all contract participation goals as set forth by the contracting State agency and shall report periodically on organizational compliance, as deemed appropriate, to the Board.

Approved and adopted January 13, 2020.
Approved and adopted March 20, 2023