Projects with Veterans Housing and Homeless Prevention (VHHP) Funding
Section 109(a) – Requires Plan to Award at Least 5% of Total Construction Costs to DVBE

Assignment of DVBE Plan Administrator: **The developer must assign a dedicated individual responsible for all aspects of the DVBE Plan Administrator role outlined below. Assignment of the dedicated individual must be made at least 6 months prior to beginning construction, and notification of this assignment must be sent to Gloria Anderson, CalVet SB/DVBE Advocate, at** Gloria.Anderson@CalVet.ca.gov, **916-651-3045. In Gloria's absence, contact Roberto Herrera at Roberto.Herrera@CalVet.ca.gov, 916-503-8048.**

DVBE Plan Administrator Role: The individual employee or consultant, who along with developer, is responsible for awarding at least 5% of the total construction costs to DVBE. DVBE Plan Administrator will do all of the following:

- Establish contact at least 6 months prior to beginning construction with Gloria Anderson, CalVet SB/DVBE Advocate, at Gloria.Anderson@CalVet.ca.gov, 916-651-3045. In Gloria's absence, contact Robert Beamer at Robert.Beamer@CalVet.ca.gov, 916-503-8375.
- Use methods such as those listed below to ensure DVBE participation as a contractor, subcontractor or supplier.
- Document all methods used and submit complete written justification and records (all contacts, solicitations and responses), should the project not achieve the 5% DVBE. Extra cost shall not be considered an acceptable reason for failing to meet the 5% DVBE requirement, unless the extra cost clearly renders the project infeasible.
- Contact Gloria Anderson immediately if there are changes to the pre-construction report that documents the names of DVBE contractors, subcontractors or suppliers and the amount to be paid to each DVBE. If a DVBE is dropped from the plan, another DVBE must be located to do the work.

Advertisements:
1. Place job with many builder's exchanges in the area. Advertise that you are looking for DVBE subs in all trades.
2. Make all trades available to DVBE subcontractors.
3. Distribute ads to DVBE organizations: California DVB Alliance, Mike Sabellico, Mike@dvba.org; Elite Service Disabled Veteran Small Business Network, Rick Fowler, rickfowlercont@sbcglobal.net; Southwest Veterans Business Resource Center, tlawrence@swvbc.org
4. Utilize Trade and Focus Publications and DVBE Referral Organizations; list can be accessed at http://www.dgs.ca.gov/pd/Resources.aspx by clicking on "Small Business & DVBE" in the blue bar.

5. Offer assistance in trying to obtain bonds, lines of credit or insurance. Offer assistance in obtaining necessary equipment, supplies, materials, or related assistance.
6. Make plans and specs available on line and in your office to DVBE subs. Offer to send DVBEs plans and specs via email or US mail.

Solicitations:
1. Contact Gloria Anderson, CalVet SB/DVBE Advocate, <u>and</u> the DVBE organizations for assistance in locating DVBE contractors, subcontractors and suppliers. See Advertisements, item 3 above, for DVBE organizations.
2. Send out bid solicitations to all qualified DVBEs. You can find a listing of DVBEs through this search engine https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx
3. Offer preference to non-DVBE subcontractors who commit to use DVBE suppliers and document the dollars spent with DVBE suppliers.
4. Initial email/fax solicitations should be made at least one month prior to the job's bid due date.
5. Follow-up with phone calls in the days following the original email/fax solicitation to let DVBE know that you can help them in the above-mentioned ways.
6. Second email/fax solicitation should be sent one week after original solicitation.
7. Second follow-up phone calls in the days following the second email/fax solicitation.

Preferences:
1. Offer a preference to DVBE contractors, subcontractors or suppliers whose price is within 5% of that of non-DVBE contractors, subcontractors or suppliers.
2. Extra cost shall not be considered an acceptable reason for failing to meet the 5% DVBE requirement, unless the extra cost clearly renders the project infeasible.