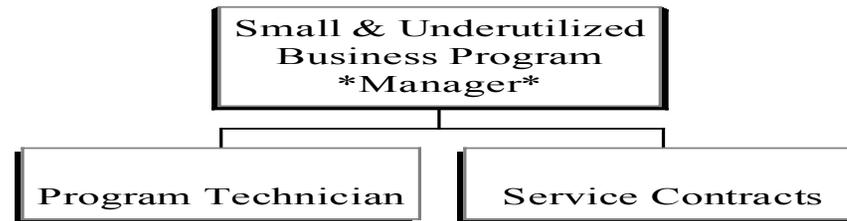


Small and Underutilized Business Program(SUBP) Organization Chart



Program Technician

- Perform routine unit administrative detail.
- Maintain program database and prepare reports from the database as needed (HUD, HOME/HOW, unit quarterly reports, etc.).
- Calculate project goals to forward to SUBP Manager for review and approval.
- Assist with preparation of program reports as assigned.
- Establish and maintain program files, documents,

Cert Program

- Certification services provided for the City of Minneapolis, Hennepin County, Ramsey County, City of St. Paul, and St. Paul Public Schools via contract. Processes application and maintains certification list.

Business Management / Technical Assistance

- Provides assistance to MBE's and WBE's experiencing problems with business operations and procedures.
- Coach business owner on process of writing a formalized plan of action.
- Conducts educational seminars for certified SBE's, MBE's, and WBE's.
- Conduct database analysis, develop and implement improved database application and efficiency

SUBP MANAGER'S RESPONSIBILITIES

- Administer and direct the Small and Underutilized Business Enterprise Program [SUBP].
- Make all necessary efforts to provide networking and informational resources to the eligible business community; engage in all other feasible outreach efforts to develop and maintain contacts and relationships with the eligible business community.
- Establish and publish requirements for outreach, good faith efforts and compliance with outreach requirements
- Manage, operate and evaluate Small and Underutilized Business Program [SUBP], including, but not limited to participation of contractors, subcontractors and certified SBEs, MBEs and WBEs; coordination and cooperation of City departments and MCDA in the utilization of SBEs, MBEs and WBEs;
- Set project goals for utilization of WBEs and MBEs on City-funded projects. Perform bid analysis and make award recommendations.