



**DATE:** November 14, 2019

**TO:** Cynthia Blue, Manager of Housing Services Division

**FROM:** Shadi Zeidan, M/WBE Specialist

**DEPARTMENT:** Neighborhood Development

**SUBJECT:** M/WBE Memo for Housing Counseling and Loan Processing

The M/WBE Office reviewed the documentation submitted for the above services to determine compliance with the City of Greensboro's M/WBE Program Plan. No M/WBE firms were available to provide the work.

Housing Consultants Group was the selected vendor and will self-perform the duties required for the contract.

Please be reminded that during the performance of the contract, if there is a change to the scope of work either through change orders or additions; the M/WBE Office must be contacted prior to making any such changes or additions.

Please give me a call at 336-373-2674 if you have any questions.

Cc: Gwen Carter, M/WBE Coordinator  
Allison Staton, Senior M/WBE Specialist