

## Required DBE Goal Elements for Update

*(The italicized text that is in the parenthesis is instructions to the recipient to tailor information to their specific goal update.)*

**Name of Recipient:**

**Goal Period:** FY-200X – October 1, 200X through September 30, 200X

**DOT-assisted contract amount:** *(dollars)*

**DBE Goal:** *(percentage)*

**Total dollar amount to be expended on DBE's:**

**Describe the Number and Type of Projects for this FY:**

- a.
- b.

**Market Area:** *[List counties/parishes for local market area]*

**Determination of Market Area:** *[State the applicable reasons that the market area was determined to be so]*

- a. Substantial majority (at least \_\_\_% of the contractors and subcontractors come from this area), and
- b. Substantial majority (at least \_\_\_% of the contracting dollars will be spent in this area.)

**Step 1. Analysis:** Actual relative availability of DBE's

*[Part 26.45 allows for the goal to be set by various different methods. The example provided below is the most often used method but is not mandatory to use.]*

Method: Use DBE Directories and Census Bureau Data

*[For each project, please provide the following information]*

NAICS	Type of Work	Total DBE's	Total All Firms
Total			

Divide the total number of DBE's by the total number of All Firms = base figure for each project.

*[Weighting is not mandatory, but is encouraged for a more accurate base figure. See Tips for Setting-Goals on the DOT DBE Website - <http://osdbu.dot.gov/dbeprogram/index.cfm> for more instructions on weighting.]*

To determine the overall base figure for more than one project, add all the project percentages together.

**Step 2. Analysis:** Adjustment to Step 1 base figure to make it more precise.

Three factors to consider in the adjustment of Step 1 base figure:

- a. First, the recipient researched its market area for any disparity studies that may have been conducted in the last 7 years and found none *[or whatever found]*. We contacted \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

- b. Second, the recipient addressed other factors by researching and contacting the following offices:

*(Examples only – you may have other points of contacts) – state research and efforts*

1. Organizations serving or representing DBE’s, minority-owned or women-owned businesses *(state results of research)*
  2. State or local offices of procurement *(state results of research)*
  3. Federal, state or local offices responsible for enforcing Civil Rights laws *(state results of research)*
  4. State or local offices responsible for minority or women’s affairs *(state results of research)*
- c. Third, the recipient examined the historic overall DBE goals accomplishments at the airport in recent years, i.e., 3-4 years, specifically, the annual “Report of DBE Goal Accomplishments, Uniform Report of DBE Awards or Commitments and Payments, and supplemented by contractual closeout information, and summarized below:

Recipients Historic DBE Accomplishments for DOT-Assisted Contracts  
*(3-4 years analysis of similar or the same type of work)*

Fiscal Year	Goal	Accomplishments	Type of Work

The median percentage of accomplishments for all similar projects over recent years is \_\_%. When we compare this median with the proposed base figure for FY-200X, we determine that our adjusted overall goal is \_\_%.

\_\_% base figure + \_\_% (historical median) divided by 2 = \_\_adjusted overall goal

**Breakout of Estimated Race Neutral (RN) and Race Conscious (RC) Participation.**  
26.51(b)(1-9)

The recipient will meet the maximum feasible portion of its overall goal by using RN means of facilitating DBE participation. *[Use all the applicable RN measures that the recipient will use to increase DBE participation:]*

**[Examples]**

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitates DBE, and other small businesses, participation;
2. Providing assistance in overcoming limitations such as inability to obtain bonding or financing;
3. Providing technical assistance and other services;
4. Carrying out information and communications programs on contracting procedures and specific contract opportunities;
5. Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBE’s and other small businesses;
6. Providing services to help DBE’s and other small businesses improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency;

7. Establishing a program to assist new, start-up firms, particularly in fields in which DBE participation has historically been low;
8. Ensuring distribution of DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors;
9. Assist DBE's and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media; and
10. *[You may have other race neutral measures.]*

The recipient estimates that in meeting its overall goal \_\_%, it will obtain \_\_% from RN participation and \_\_% through RC measures.

*[Add a summary of the basis of the estimated breakout of RN and RC DBE participation:]*

The recipient will adjust the estimated breakout of RN and RC DBE participation as needed to reflect actual DBE participation (see Section 26.51(f)) and track and report RN and RC participation separately. For reporting purposes, RN DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract obtained through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal, DBE participation on a prime contract exceeding a contract goal and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

#### **Public Participation – this should be active participation and not just a list**

**Consultation:** Section 26.45(g)(1). *[In establishing the proposed goal, consult with minority, women's and general contractor groups, community organizations who can share information on the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBE's and the recipients efforts to establish a level playing field for the participation of DBE's. Summarize efforts and the comments received.]*

**Published Notice:** Section 26.45 (g)(2). *[After you finish the consultation the recipient announces to the proposed goal to the public. This notice should be done in the general circulation media **and** available minority-focused media **and** trade association publications that the proposed overall goal and its rationale is available for inspection. Summarize efforts and the comments received. Include a copy of the actual media notices.]*

#### **Sample Public Notice Language:**

##### **PUBLIC NOTICE**

The *[recipient's name]* Airport hereby announces its fiscal year 200X goal of \_\_% for Disadvantaged Business Enterprise (DBE) airport construction projects. The proposed goal and rationale is available for inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday at *[location's name and address]* for 30 days from the date of this publication.

Comments on the DBE goal will be accepted for 45 days from the date of this publication and can be sent to the following:

*[DBELO, name, complete address]*

or

Federal Aviation Administration

Civil Rights Staff, ASW-9

*[Insert Address]*

**Contract Goals**

The recipient will use contract goals to meet any portion of the overall goal that the recipient does not project being able to meet using RN means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the recipient's overall goal that is not projected to be met through the use of RN means.

The recipient will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. It need not establish a contract goal on every such contract, and the size of the contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work and availability of DBE's to perform the particular type of work).

The recipient will express its contract goals as a percentage of *(total amount of DBE-assisted contract)* **or** *(the Federal share of a DOT-assisted contract)*.