



Mitchell J. Landrieu
Mayor, City of New Orleans

Cheryl Teamer
Chairman, New Orleans Aviation Board

Iftikhar Ahmad
Director, New Orleans Aviation Board

DISADVANTAGED BUSINESS ENTERPRISE PLAN
FOR
THE LOUIS ARMSTRONG NEW ORLEANS INTERNATIONAL AIRPORT

Federal Aviation Administration
Submitted February 2012
Revision Submitted February 2014
Approved March 2014

New Orleans Aviation Board DBE Plan
Table of Contents

Policy Statement (26.1, 26.23) 1
 Resolution of Intent 1

Subpart A – General Requirements 2
 Objectives (26.1)..... 2
 Applicability (26.3)..... 2
 Definition of Terms (26.5)..... 2
 Nondiscrimination Requirements (26.7)..... 2
 Record Keeping Requirements (26.11) 2

Subpart B – Administrative Requirements 3
 DBE Program Updates (26.21)..... 3
 The New Orleans Aviation Board 3
 DBE Liaison Officer (DBELO) (26.25) 4
 Federal Financial Assistance Agreement Assurance (26.13(a))..... 7
 Waivers (26.15) 8
 DBE Financial Institutions..... 8
 Directory (26.31) 8
 Over Concentration (26.33) 8
 Business Development Programs (26.35)..... 9
 Required Contract Clauses (26.13, 26.29)..... 9
 Monitoring and Enforcement Mechanisms (26.37)..... 10

Subpart C – Goals, Good Faith Efforts and Counting..... 11
 Quotas (26.43) 11
 Overall Goals (26.45) 11
 Process 12
 Contract Goals (26.51)..... 13
 Good Faith Efforts (26.53)..... 13
 Demonstration of Good Faith Efforts 14
 Administrative Reconsideration 15
 Good Faith Efforts when a DBE is Replaced 15
 Grievance Procedure..... 16
 Counting DBE Participation..... 17

Subpart D – Certification Standards 18
 Certification Process (26.61 – 26.73) 18

Subpart E – Certification Procedures.....	18
Unified Certification Program (26.81).....	18
Procedures for Certification Decisions (26.83, 26.85)	18
Socially and Economically Disadvantaged Individuals.....	19
Process	20
Denials of Initial Requests for Certification (26.86)	22
Affidavits and Notices of Change or “No Change” (26.83(j))	22
Personal Net Worth (26.67(b))	22
Removal of DBE’s Eligibility (26.87).....	23
Certification Appeals to DOT (26.89).....	23
Subpart F – Compliance and Enforcement.....	24
Information, Confidentiality, Cooperation (26.109).....	24

ATTACHMENTS

- Attachment A: Organizational Chart
- Attachment B: DBE Program Goal Setting Methodology and Calculations
- Attachment C: Schedule of Contract Participation
- Attachment D: DBE Certification Application
- Attachment E: No Change Affidavit
- Attachment F: Personal Net Worth Statement and Affidavit of Personal Net Worth
- Attachment G: 49 CFR Part 26

POLICY STATEMENT (26.1, 26.23)

It is the official policy of the New Orleans Aviation Board (NOAB) to create a level playing field for Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, in contracts for which financial assistance is received from the U.S. Department of Transportation (DOT). This Disadvantaged Business Enterprise Program has been established as a condition of receiving assistance from the DOT, and the NOAB declares it will fully comply with the provisions of 49 CFR Part 26. NOAB also declares that it will not engage in any contraction activities which discriminate on the basis of race, color, national origin or sex, that it will create a level playing field for DBEs, ensure that this DBE program meets with applicable laws, remove any barriers which may impede DBE participation, assist in the development of DBE firms to compete successfully, ensure that the DBE Program is narrowly tailored in accordance with applicable laws, and implement DBE eligibility standards which are consistent with 49 CFR Part 26.


Resolution of Intent

WHEREAS, the New Orleans Aviation will take steps to ensure non-discrimination and to the principles of Equal Opportunity, and

WHEREAS, the U.S. Department of Transportation has established a program to assist Disadvantaged Business Enterprises, and

NOW, THEREFORE BE IT RESOLVED, that the New Orleans Aviation Board, as a recipient of federal funding assistance through the Airport Improvement Program (AIP) or any other federally funded source, acknowledges and commits itself to the Program issued by the Department of Transportation under Title 49 CFR Part 26 "Participation by Disadvantaged Business Enterprises in Department of Transportation Programs," and will help remove barriers to the participation of DBEs in DOT-assisted contracts.

The NOAB has disseminated this policy to all components of its organization, the DBE community and non-DBE community, and will implement the DBE program with the same priority with which it complies with other legal obligations imposed by DOT. Through advertising mediums, we have communicated with DBE and non-DBE businesses to let them know that a copy of this document was available for review and comment during a forty-five day period. Additionally, this document is made available to anyone who requests to see it during the normal business hours of the DBE Office. The DBE Liaison Officer. Iis responsible for implementing all aspects of this DBE program.


CHERYL TEAMER
Chairman, New Orleans Aviation Board

DATE: 9/23/15

SUBPART A – GENERAL REQUIREMENTS

Objectives (26.1)

The objectives are found in the policy statements on the first page of this program.

Applicability (26.3)

The NOAB is the recipient of Federal airport funds authorized by 49 U.S.C. 47101, *et seq.*

Definition of Terms (26.5)

Terms used in this program have the meanings defined in 49 CFR 26.5.

Nondiscrimination Requirements (26.7)

NOAB will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the NOAB will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Record Keeping Requirements (26.11)

The NOAB will report DBE participation to DOT as follows:

The NOAB will submit annually the Uniform Report of DBE Awards or Commitments and Payment Form, as modified for use by FAA recipients.

The NOAB will create and maintain a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidders list approach in calculating overall goals. The bidders list will include name, address, DBE/non-DBE status, age, and annual gross receipts of firms.

We will collect this information from bid documents that are submitted to NOAB at the time of a bid. This form contains name, address of bidding firm, a list of the DBE firm included in the bid or the firms Good Faith Efforts and the percentage and dollar amount of the work proposed for the DBE firm.

SUBPART B – ADMINISTRATIVE REQUIREMENTS

DBE Program Updates (26.21)

Since the NOAB has received a grant of \$250,000 or more for airport planning or development, and or operating assistance in a Federal fiscal year, we will continue to carry out this program until all funds from DOT financial assistance have been expended. NOAB will submit an updated goal annually by August 1 if NOAB plans to award contracts exceeding \$250,000 in FAA funds in that Federal fiscal year.

The New Orleans Aviation Board

The Louis Armstrong New Orleans International Airport (LANOIA) is owned by the City of New Orleans and operated by the New Orleans Aviation Board (NOAB), which is an unattached board under the Executive Branch of the City of New Orleans under the City Charter. LANOIA is located in Jefferson Parish (namely Kenner, Louisiana, the city in which the largest portion of the airport is located) and St. Charles Parish (a parish in which a portion of the airport is located). LANOIA is approximately fifteen (15) miles west of the City of New Orleans (Orleans Parish).

Pursuant to 49 CFR Part 26, the NOAB has established a program for DBE participation goals on airport- and heliport-related contracts and procurements for firms owned by socially- and economically-disadvantaged persons. Further, on any public work, construction project, or professional services contract, lease, or concession agreement which is funded in whole or part by federal dollars, the prime contractor is required to make Good Faith Efforts to contract with Louisiana Unified Certification Program (LAUCP) certified firms for work valued in an amount at least equal to the goal which has been established by NOAB for that contract.

The DBE Committee has been established by the NOAB as a standing Board Committee to supervise the implementation of this DBE Plan, provide oversight and assistance to the Board's DBE Liaison Officer (DBELO), ensure that DBE firms are given the opportunity to meaningfully participate on Board contracts, and to create and maintain an atmosphere that is conducive to successful DBE participation. The DBE Committee is comprised of three members of the NOAB who serve by appointment of the Chairperson of the NOAB.

The DBE Committee shall meet on an as-needed basis, at least annually, and its meetings are open to the public. A majority of the members present and voting may vote to meet in Executive Session in the event proprietary matters will be discussed. Notice of DBE Committee meetings must be provided to the members at least twenty-four (24) hours before the scheduled meeting with posting of said notices in a publicplace.

Items to be considered at each meeting shall be placed on the agenda through the Director of Aviation Office. However, the committee may consider off-agenda items at its discretion. Persons who wish to appear before the DBE Committee must make a written request addressed to the Committee Chairperson at the DBE Office address and must indicate their name, company affiliation and subject matter prior to the matter being placed on the Committee's agenda. Minutes shall be made and maintained of all DBE Committee meetings. The Committee shall provide a written report of its actions and recommendations to the NOAB. In implementing the Program, the Committee shall:

- ❖ Examine each NOAB contract and make recommendations to other standing NOAB committees as to whether the bid specifications, RFPs, RFBs and RFQs contain appropriate DBE provisions.
- ❖ Review each bid, proposal or other response to determine whether it complies with the bid or proposal documents with respect to DBE participation and recommend the award of each contract or rejection of bids, proposals or other responses based upon the level of DBE participation or Good Faith Efforts bid or proposed.
- ❖ Reconsider all denials for waivers of DBE participation goals made by the DBELO.
- ❖ Monitor DBE participation throughout the term of each contract to ensure that the DBE participation is both real and meaningful as required by the federal regulations and this DBE Plan.

The DBE Committee may delegate the investigation and reporting of any item herein listed, retaining the power to supervise the same.

DBE Liaison Officer (DBELO) (26.25)

In order to fulfill the goals of this plan, the NOAB has established a DBE Office. A DBELO has been appointed to coordinate and administer the Program and Plan. The DBELO will work with Legal Counsel and the DBE Committee to fulfill the duties and will supervise the activities of the DBE office and staff as well as the DBE consultant.

The DBELO will also work with other NOAB staff and consultants to facilitate effective implementation of this Plan and performance of the duties outline herein. The DBELO is the primary contact for the DBE program and has direct, independent access to the Director of Aviation. The Director of Aviation is the CEO and exercises overall responsibility and direction for the establishment of realistic goals and the aggressive participation of all staff toward the realization of the goals. The DBELO has a staff of three (3) who are assigned to the DBE Program on a full-time basis. A consultant has also been retained to provide technical assistance on an as-needed basis. Professionals within NOAB's Legal Counsel's office and Project Manager's office also have direct responsibility to ensure the flow of information to the DBELO. In order to create a level playing field in which DBEs can successfully compete in federally funded contracts, the DBELO will ensure that the following are implemented.

1. *Outreach*

- a) Develop and promote programs which increase the capability and numbers of DBEs which are able to provide services relevant to contracting opportunities.
- b) Provide bid plans and specifications to DBE Trade Associations and DBE agencies on a no-cost basis with sufficient lead time to allow DBE firms to prepare responsible bids and quotes.
- c) Provide information to DBEs about plans and specifications through the City Purchasing Department, local newspapers, and especially publications which are circulated through the minority community or directed to women and through quarterly Newsletters to be distributed to the business community and the general public.
- d) Provide advance notification to all known prospective bidders for informational pre-bid conferences and briefings which will outline scope of the work, delivery schedules, methods of bidding, quantities, specifications, and other exchanges of useful information. Such pre-bid conferences will be held on dates sufficiently in advance of the bid opening date to allow DBE firms reasonable time within which to prepare bids and quotes.
- e) Attend all pre-bid and pre-proposal conferences and explain the requirements of the DBE program.
- f) Provide prime contractors with access to the DBE directory to aid them in locating qualified DBEs who are interested in participating in the bid process for a particular portion of work.
- g) Explain the NOAB's DBE program requirements which affect the prime contractors; including suggested or required DBE solicitation procedures, specific contract goals, forms, documents, reports, and files which must be maintained throughout the term of the contract.
- h) Host a webpage to include updates of certification status, upcoming projects, contracts awarded, relevant forms and links to the LAUCP web page (www.laucp.org) and web pages of other LAUCP DBE certifying agencies.

2. *Certification*

- a) Investigate and certify the eligibility of DBEs which have the capability of providing services necessary for each targeted project as defined in the LAUCP.

- b) Supply updates, for the benefit of proposers and prime contract bidders, to the LAUCP directory of DBE firms which will include capabilities relevant to construction, engineering/professional service requirements for possible contract opportunities when they exist. Firm capacity will be recorded by standard industrial code.

3. *Education and Training*

- a) Offer instruction and clarification on bid specification procurement policy, procedures for sub-contracting, Davis-Bacon Act, and other contract requirements when applicable.
- b) Maintain a file of successful bidders and bid documents from past procurements and permit DBE contractors to review and evaluate such documents.
- c) Offer education and training to DBEs to assist them in becoming more competitive with respect to upcoming opportunities.
- d) Develop and implement a mentor-protégé program which will further assist emerging DBEs to compete for opportunities.

4. *Goal Setting*

- a) Develop and use appropriate techniques to promote DBE participation in covered contracts when the opportunity exists.
- b) Update overall goals on an annual basis.
- c) Consult with the Project Manager to ensure that the scope of work for each contract has been broken down to its most reasonably simple form in order to facilitate DBE participation.

5. *Monitoring and Compliance*

- a) Monitor actual utilization of DBEs on each covered contract.
- b) Review all bid and proposal submissions to ensure compliance with established DBE goals.
- c) Act on all requests for waivers of DBE participation goals based on a contractor's Good Faith Efforts.
- d) Review all substitutions of subcontractors after bid opening and during contract performance and oversee the NOAB's removal and/or substitution

process in order to ensure that the substitute firms are eligible DBEs and that all substitutions are made in good faith.

- e) Attend pre-bid and pre-proposal conferences to explain DBE contract goal criteria as it will affect review of prime contractor bids.
- f) Disseminate information relative to the impact of achieving the goals, DBE certification, and any other relevant information about NOAB's DBE goals and plan.
- g) Schedule additional sessions, as necessary, to help prime contractors and DBE firms obtain a thorough understanding of the responsibilities and duties incumbent upon them in the bidding process.

6. *Recordkeeping*

- a) Maintain complete records and reports of procedures which have been adopted by the NOAB in an effort to ensure compliance with the program, and specific efforts to identify and award contracts to DBE firms.
- b) Maintain files of successful bidders and the level of DBE participation bid or proposed. The bidders name, address DBE status, age and gross receipts will be recorded.

7. *Reports*

- a) Compile and distribute reports of statistical data as required by the DOT and other entities. Compliance information will be reported at least on an annual basis to the NOAB.
- b) Report goals on annual basis to FAA and DOT.

An Organizational chart displaying the DBELO's position is found in *Attachment A* of this program.

Federal Financial Assistance Agreement Assurance (26.13(a))

The NOAB shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. We shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The NOAB's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated, by reference, in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the NOAB of its failure to carry out its approved program, DOT may impose sanctions as provided for

under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C Section 1001 and/or the Program Fraud Civil Remedies Act of 1986, 31 U.S.C Section 3801 *et. seq.*

Waivers (26.15)

Should the NOAB at any time have the need to apply for a waiver, it will follow procedures set forth in 49 CFR 26.15.

DBE Financial Institutions

It is the policy of the NOAB to investigate the full extent of services offered by financial institutions owned and controlled by socially- and economically-disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions. We have made the following efforts to identify and use such institutions; the DBELO maintains an up-to-date listing of local and regional banks which are owned and managed by minorities or women. The listing reflects the latest knowledge available to the NOAB of the full range of services in each bank listed. The DBELO has the primary responsibility to carry out the NOAB's policy to utilize the services of these banks to the greatest extent possible. The NOAB will also encourage its contractors and subcontractors to utilize the services of these institutions whenever possible. To date, we have identified Liberty Bank and Dryades Savings Bank. Information on the availability of such institutions can be obtained from the DBELO.

Directory (26.31)

In accordance with the Louisiana Unified Certification Program (LAUCP), one internet-based database has been established and is maintained by the Louisiana Department of Transportation & Development (LADOTD) and encompasses monthly updates of certification status for all Louisiana certifying agencies. The directory lists the firm's name, address, phone number, and the type of work the firm has been certified to perform as a DBE. The Directory is available in the office of the DBELO at the Louis Armstrong New Orleans International Airport, via the NOAB Website at www.flymsy.com, and the LADOTD office and website at www.laucp.org.

Over Concentration (26.33)

The NOAB has not identified any overconcentration in any of its work types and, therefore, has not developed a program element to address this subject.

Business Development Programs (26.35)

The NOAB implements business development programs throughout the year as follows:

1. *Vendor Fair*

The NOAB invites the DBE and non-DBE community to events, held at least quarterly, that are designed to forge opportunities between these two groups. We provide experts who talk about upcoming contracting opportunities, certification procedures, bidding procedures, Good Faith Efforts, reporting procedures and mentoring DBEs. The program is designed to increase the capability and numbers of DBEs which are able to provide services relevant to contracting opportunities. The primary focus of each vendor fair depends on the contracting opportunities available at that time at LANOIA. However, workshops are always included which feature issues and upcoming opportunities in concessions, construction and professional services. Persons who are interested in participating in the programs can contact the office of the DBELO.

2. *Consultation*

The Board recognizes that DBE firms struggle with devising ways to effectively market their business. The DBE Department, along with its consultant, uses its knowledge and expertise to assist DBE owners with items that are necessary to get a business moving forward. Additionally, we forge partnership events with local business organizations, colleges and non-profit organizations to assist DBE firms with budgets, business plans, marketing, evaluating financial data and developing reports. These sessions are held in group settings or can be individually held upon request.

3. *Pre-Bid Conferences*

All currently certified DBEs and the general community are invited to pre-bid conferences by advertisements in the newspaper and on the NOAB website. This provides advance notification to all known prospective bidders of informational pre-bid conferences and briefings which will outline scope of the work, delivery schedules, methods of bidding, quantities, specifications, and other exchanges of useful information. Such pre-bid conferences will be held on dates sufficiently in advance of the bid opening date to allow DBE firms reasonable time within which to prepare bids/quotes.

Required Contract Clauses (26.13, 26.29)

The NOAB will include the following clauses in each DOT-assisted prime contract:

1. *Contractor Assurance*

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of

DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or other such remedy as the NOAB deems appropriate.

2. Prompt Payment

The prime contractor agrees to pay each subcontractor under this prime contractor for satisfactory performance of its contract no later than seven (7) days from the receipt of each payment the prime contractor receives from NOAB. The prime contractor further agrees to return retainage payments to each subcontractor within ten (10) days after the subcontractor's work is satisfactorily completed and accepted by NOAB and all lien delays under applicable law have expired. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the NOAB. This clause applies to both DBE and non-DBE subcontractors. Retainage payments may be held for non-compliance by the prime contractor with the prompt payment regulation.

Monitoring and Enforcement Mechanisms (26.37)

The NOAB will bring to the attention of DOT any false, fraudulent or dishonest conduct in connection with the program, so that DOT can take steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment of Program Fraud and Civil Penalties rules) provided in 49 CFR 26.107. The NOAB will also consider similar action under our own legal authorities, including responsibility determinations in awarding future contracts. The DBELO will make prompt compliance determinations regarding prime contractors. Documentation of non-compliance will include the specific areas in which the contractor failed to comply. In these instances, appropriate legal action, consistent with DBE and other contract provisions, will be taken.

The NOAB may specify in contract and/or bid documents that penalties may be assessed whenever DBE goals are not maintained on a contract and where sufficient Good Faith Efforts have not been documented to warrant a waiver.

Penalties may include fines, withholding payments or retainage, debarment, or default and termination of the contract. However, these remedies will be implemented only after written notice and an opportunity for a hearing and upon recommendation by the DBELO and the Legal Counsel.

SUBPART C – GOALS, GOOD FAITH EFFORTS AND COUNTING

Quotas (26.43)

We do not use quotas, in any way, in the administration of this DBE program.

Overall Goals (26.45)

1. DBE Participation Goals

The NOAB will set an overall goal for DBE participation each year that this Plan is in effect. This goal will reflect a level of participation by DBEs which would be expected in the absence of discrimination. The goal will also take into account the availability of DBE firms which are ready, willing and able to perform the desired services. Contract goals may be established by the NOAB to the extent that DBE participation is needed to meet overall goals which cannot be met by race neutral measures. Every contract may not have an individual goal, but where goals have been established, they will be expressed as a percentage of the total amount of the DOT-assisted contract.

Where not prohibited by state or local law, the NOAB may set aside contracts for DBEs in limiting and extreme circumstances where no other method can be reasonably expected to redress egregious instances of discrimination. In such a case, the NOAB will make findings of fact and conclusions, which also includes an analysis of the DBEs who are eligible to compete. A set-aside is defined as a procurement technique that limits consideration of bids or proposals to those submitted by DBEs.

2. Monitoring Payments to DBEs

The NOAB will require prime contractors to maintain records of payments made to DBEs for five years (extended from the previous three-year requirement) following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the NOAB or DOT. This reporting requirement also extends to any certified DBE subcontractor.

The NOAB will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award and will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amount stated in the Schedule of Contract Participation. These actions are not all-inclusive, and other tasks may be instituted to effectively verify DBE payments. Actions may include desk audits to review all material and information concerning the contractor's compliance; on-site reviews that include interviews and visits to project locations; and inspection of documents and/or information not available at the desk audit that pertains to the contractor's compliance.

NOAB may perform further investigation that may be called for due to any lack of proper record keeping, failure of the prime contractor to cooperate, failure of DBEs to cooperate, visible evidence of unsatisfactory performance or other evidence of compliance deficiency.

3. *Records*

Contractors shall establish and maintain records and submit regular reports to the DBELO on at least a quarterly basis, which will identify and assess progress in achieving DBE subcontracting goals. Contractors are required to maintain, for five years (extended from the previous three-year requirement) after the expiration of each contract, such records as are necessary to determine compliance with their DBE obligations.

Reports are due to the DBE office by the twentieth day after the end of each quarter (January 20th, April 20th, July 20th and October 20th). In the event that a report is submitted late, the NOAB may levy a fine of \$100 per day for each day that a report is late. The DBELO, with the assistance of Legal Counsel's office, will levy and collect the fine. This assessment for reporting late is not required by the FAA.

4. *Reporting to DOT*

We will report DBE participation to DOT as follows: The NOAB will submit annually, DOT Form 4630, as modified for use by the FAA.

Process

The NOAB submits its overall goals to DOT by August 1 of each year. Before establishing the overall goal each year, the NOAB will consult with members of the DBE business community, the NOAB staff, the NOAB Project Manager, and DBE and non-DBE prime contractors to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the results of our prior efforts to establish a level playing field.

Following this consultation, we will publish a notice of the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the DBE Office for 30 days following the date of the notice, and that we and DOT will accept comments on the goals for 45 days from the date of the notice. This notice will be printed in at least the following newspaper types; two minority focused newspapers and two general interest newspapers and the NOAB website. Normally, we will issue this notice by July 1 of each year. The notice will include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

Our overall goal submission to DOT will include a summary of information and comments received during the public participation process and our responses. We will begin using our overall goal on October 1 of each year, unless we receive other

instructions from DOT. The specific calculations with regard to the current goal may be found in *Attachment B* of this document.

Contract Goals (26.51)

NOAB will use contract goals to meet any portion of the overall goal which the NOAB does not project being able to meet using race-neutral 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 our overall goal that is not projected to be met through the use of race neutral means.

The award of the contract will also depend upon satisfaction of the NOAB's DBE and/or Good Faith Efforts requirements. Good faith compliance with the goals through the life of the contract is required. Each bidder must submit with its bid, the names, scope of work and dollar value of the work for each proposed DBE subcontractor and/or partner on the Schedule of Contract Participation. If the Schedule of Contract Participation proposes less than the established goal, the bidder must submit with its bid a detailed statement of its Good Faith Efforts to be considered responsive and responsible. The DBELO will make the initial decision on whether a bidder has made sufficient Good Faith Efforts to be regarded as responsive and responsible. The Schedule of Contract Participation is included as *Attachment C*.

Good Faith Efforts (26.53)

The NOAB treats bidder compliance with Good Faith Efforts requirements as a matter of responsiveness. Each solicitation for which a contract goal has been established will require the lowest, responsive and responsible bidder to submit the following information by 5:00 pm the next business day after bid opening. All other bidders will provide this information upon request.:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. If the contract goal is not met, evidence of Good Faith Efforts.

Demonstration of Good Faith Efforts

Before receiving a contract award, the contractor must meet the DBE goals or show that it has made Good Faith Efforts to do so. In determining whether the contractor has made Good Faith Efforts, the DBELO will consider the following:

1. Whether the contractor attended any pre-bid or pre-proposal meetings that may have been scheduled by the Board to inform DBE firms of subcontracting opportunities and/or requesting lists of NOAB certified DBEs;
2. Whether the contractor advertised potential subcontracts in general circulation and trade association publications and allowed the subcontractors a reasonable time to respond;
3. Whether the contractor provided written notices to a reasonable number of specific DBEs and allowed sufficient time for the DBEs to participate effectively;
4. Whether the contractor followed up initial solicitations of interest by contacting DBEs to determine with certainty whether the DBEs were interested in bidding;
5. Whether the contractor selected portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goals (including where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation);
6. Whether the contractor provided interested DBEs with adequate information about the plans, specifications and requirements of the contract;
7. Whether the contractor negotiated in “good faith” with interested DBEs and did not reject DBEs as unqualified without sound reason based on a thorough investigation of their capabilities. A bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm’s price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidders’ failure to meet the contract DBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make Good Faith Efforts. Prime contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable;
8. If the contractor rejects a DBE as unqualified, the contractor should state his reason(s) in writing. Sound reasons for rejection based on a thorough

investigation of capabilities of the DBE should be stated. A DBE's standing within an industry, membership in specific groups, organizations, or associations and political or social affiliations are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.

9. Whether the contractor has used the services of available minority community organizations, minority contractors' groups, local state and federal minority business assistance offices, and other organizations that provide assistance in the recruitment and placement of minority or women-owned firms;
10. Efforts to negotiate with DBEs for specific subcontracts, which include names, addresses, telephone numbers of DBEs that were contacted, a description of information provided to those DBE firms, and a statement of why additional agreements with DBEs were not reached.

The obligation of the bidder/proposer is to make Good Faith Efforts. The bidder/proposer can demonstrate that it has done so either by meeting the contract goal or documenting Good Faith Efforts. Other examples of good faith efforts are found in Appendix A to 49 CFR Part 26.

The DBELO is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient Good Faith Efforts to be regarded as responsive. The DBELO will ensure that all information is complete and accurate and adequately documents the bidder/offeror's Good Faith Efforts before we commit to the performance of the contract by the bidder/offeror.

Administrative Reconsideration

The DBELO will make the initial decision on whether a bidder has made sufficient Good Faith Efforts to be regarded as responsive. If the DBELO denies a request for a waiver, the NOAB will inform the bidder of its right to request reconsideration. The request must be in writing and received by the DBE office within seven (7) days of receipt of the waiver denial. As part of this reconsideration, the bidder will have the opportunity to provide written materials and arguments concerning the issue of whether it met the goal or made adequate Good Faith Efforts to do so. A quorum of the DBE Committee will reconsider the decision of the DBELO and the argument of the bidder and will issue a written decision within thirty (30) days of receipt of the request for reconsideration by the DBE Office. The result of the reconsideration process is not administratively appealable to the DOT.

Good Faith Efforts when a DBE is Replaced (Removal and Substitution)

Any and all requests for authorization to remove and/or substitute a subcontractor(s) must be made in writing by the prime contractor or subcontractor seeking removal or

substitution. The request must be made on the form provided by NOAB's Project Manager or, in the case of an in-house project, the DBELO. All requests for removal and/or substitution must be accompanied by documentation in support of the request. In the event that the subcontractor sought to be replaced is a DBE, the prime contractor or subcontractor making the request must submit with the request the name(s) of the replacement contractor(s) who are currently certified by the NOAB.

The NOAB's Project Manager or, where appropriate, DBELO, shall distribute copies of the request and supporting document to all members of the panel which shall review evidence, testimony and/or documents. A hearing may be convened for the purpose of taking and reviewing evidence. The subcontractor may waive the right to a hearing and ask that the matter be decided based upon documentary evidence. The panel shall consist of the Project Manager, the DBELO, Legal Counsel and the DBE Consultant.

All members of the panel shall have a vote with the exception of the attorney from the Legal Counsel's office, who shall sit solely in an advisory capacity. No later than fifteen (15) days after the hearing is concluded or in the event the hearing is waived, within ten (10) days of receipt of a request, the panel will issue a written decision, making a recommendation to the DBE Committee and any other supervising NOAB Committee. In the event the subcontractor whose removal or substitution is sought is a DBE, the recommendation shall first be made to the DBE Committee and then to any other supervising NOAB Committee prior to removing or substituting a DBE. Both Committees shall make a recommendation to the full NOAB Board, who shall make the final decision. If the contractor fails or refuses to comply with NOAB's recommendation, NOAB will issue an order freezing all or part of the payments due to the contractor until satisfactory action has been taken. If the contractor still fails to comply, the NOAB may place the contractor in default.

We will require a contractor to make Good Faith Efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Office immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

Grievance Procedure

The DBELO will implement the following grievance procedure to encourage all DBEs to seek help. Often, a DBE will not approach the DBE office until a minor problem has escalated into a major issue that caused the default or termination of the DBE. If there is timely and early intervention by NOAB Staff, some of these failures may be averted and the problem solved at a lower cost. The following procedure shall be followed:

Phase I

- a) When a DBE starts an NOAB contract, the DBELO should mail a written copy of the grievance procedure to the company and meet with the principals to discuss the contents.
- b) The first line of communication for a problem lies with the DBELO. Complaints must be provided to the DBELO in writing.
- c) The DBELO shall first try to solve the problem with the DBE and the other company(ies) involved with the grievance.
- d) The DBELO should prepare a written synopsis of the problem and the solution, if any. A copy of this report should be given to the DBE.
- e) The DBELO must complete Phase I within fifteen (15) days of the receipt of the document discussing the complaint.

Phase II

- a) If the DBELO is unable to engineer an acceptable solution to the problem within the allotted time, a grievance committee shall be convened. This committee shall be comprised of the DBELO, a representative of NOAB's Planning and Development Department, DBE Manager for the NOAB's Project Manager, Legal Counsel, and DBE Consultant.
- b) The grievances committee shall investigate the complaint and issue a written report proposing a solution within fifteen (15) days of the receipt of the DBELO's written synopsis of the problem and solution, if any.

Phase III

- a) If the grievance committee fails to reach an acceptable solution within the allotted time, the grievance shall be referred to the DBE Committee. The complaint, DBELO report and grievance committee report shall be considered by the DBE Committee in resolving the problem. The DBE Committee shall resolve and close the file with thirty (30) days of the receipt of the grievance committee's written report and shall make a recommendation to the NOAB as to the appropriate resolution of the grievance.

Counting DBE Participation

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55. We will not count the participation of a DBE subcontract toward a contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.

SUBPART D – CERTIFICATION STANDARDS

Certification Process (26.61 – 26.73)

The NOAB will use the certification standards of Subpart D of 49 CFR Part 26 and the certification procedures of Subpart E of 49 CFR Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. We will make our certification decisions based on the facts as a whole.

SUBPART E – CERTIFICATION PROCEDURES

Unified Certification Program (26.81)

Effective March 4, 2002, in accordance with 49 CFR 26.81, the State of Louisiana has developed a Unified Certification Plan which contains definitions, requirements, processes and forms to be used by The New Orleans Metropolitan Certifying Agency (NOMCA), consisting of the NOAB, the Orleans Levee District and the New Orleans Regional Transit Authority; and the Louisiana Department of Transportation & Development (LADOTD). Each Certifying Agency will be responsible for certifying firms whose primary place of business is located in that agencies region. The LADOTD may certify any firm doing business in the State of Louisiana with the exception of any firm whose primary line of work falls under the concessionaire category. Concessionaires must be certified by the agency closest to their primary place of business. Firms whose primary place of business is outside the State of Louisiana can be certified by any agency, as long as that firm has previously obtained DBE certification from its home state UCP.

Procedures for Certification Decisions (26.83, 26.85)

The NOAB will certify only those businesses which are at least fifty-one percent (51%) owned and controlled by persons who are socially and economically disadvantaged. The DBE is an independent business where ownership and control by minorities or women are real, substantial and continuing. The DBE owners must share in the risks and profits commensurate with their ownership interests. The DBE owners must also possess the power to direct or cause the direction of the day-to-day management and make major decisions of the firm. There can be no restrictions in the bylaws or articles of incorporation or other documents, which prevent the DBE owners from making a business decision without the cooperation or vote of the non-DBE owners. If non-DBE members of the firm are disproportionately responsible for the operation of the firm, then the firm cannot be considered as or certified as a DBE. Certification as a DBE is valid until the NOAB removes the firm's certification by the standards set forth in 49 CFR

26.87 – Removal of Eligibility. The DBELO shall issue certification decisions on behalf of NOAB.

Socially and Economically Disadvantaged Individuals

Individuals who are members of the following groups who are citizens of the United States (or lawful permanent residents) may be reputedly presumed to be socially and economically disadvantaged:

- a) Women;
- b) Black Americans, which includes person having origins in any of the Black racial groups of Africa;
- c) Hispanic Americans, which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish; or Portuguese culture or origin, regardless of race;
- d) Native Americans, which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
- e) Asian-Pacific Americans, which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma, Vietnam, Laos Cambodia, Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands, the Commonwealth of the Northern Marianas, Islands, Macao, Fiji, Tonga, Kiribati, Tuvalu, Nauru, Federated States of Micronesia or Hong Kong;
- f) Subcontinental Asian Americans, which includes persons whose origins, are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka; and
- g) Other minorities found to be disadvantaged by the Small Business Administration (SBA)

It will be the responsibility of each applicant to establish membership in the above designated groups by community identification or ancestry. The NOAB will generally assume that business owners who establish membership in one of these groups are socially and economically disadvantaged. However, this presumption may be rebutted by a third party in a decertification proceeding or by evidence that the presumably disadvantaged individual have a net worth in excess of \$1.32 million.

Other individuals may be found to be socially and economically disadvantaged on a case-by-case basis. If such individual requests that his or her firm be certified as a DBE, the NOAB, as part of the certification process, will determine whether the individual is socially and economically disadvantaged using the criteria in 49 CFR Part 26. It is the

responsibility of these owners to demonstrate that their disadvantaged status arose from individual circumstances, rather than by virtue of membership in a group.

Process

Each firm desiring to be certified as a DBE must complete and submit a Schedule A application to the DBE office. An application will not be considered complete unless the Schedule A is properly notarized and all required supporting documents are submitted. If an applicant does not submit all requested documents, the file may be closed and returned to the applicant upon notice by the DBELO. The NOAB will use the certification standards of Subpart D of Part 26 and the certification procedures of Subpart E of Part 26 to determine eligibility. Community property laws, if any, of the state of residency will be applied. Decisions on applications for certification will be made within 90 days of receiving a complete application. The NOAB may extend this time period once, for an additional 60 days, upon written notice to the firm, explaining fully and specifically the reasons for the extension.

NOAB will adhere to the certification standards of 49 CFR 26.85 for firms currently certified in their home state at the time of their application submission to the NOAB.

Certification decisions will be made based on the facts as a whole. The NOAB will take at least the following steps in determining whether a firm may be certified as a DBE or Joint Venture DBE:

1. *Site Visit* – Perform a site visit to the offices of the firm and to any job sites on which the firm is working at the time of the eligibility investigation. Principals of the applicant firm must be interviewed. Office and job site visits may be omitted from the investigation in any of the following situations:
 - When the NOAB, in its discretion, accepts the certification of another DOT recipient, which includes site visits conforming to the regulations. On-site reviews which are over three years old will not be utilized.
 - If a firm has obtained certification by a DOT recipient in its home state prior to applying with the NOAB.
2. Obtain the resumes or work histories of the principal owners of the firm and personally interview these individuals.
3. Analyze the ownership of stock in the firm if it is a corporation.
4. Analyze the bonding and financial capacity of the firm.
5. Determine the work history of the firm, including contracts it has received and work it has completed.

6. Obtain or compile a list of equipment owned or available to the firm
7. Obtain the licenses of the firm and its key personnel to perform the work it seeks to do as part of the DBE Program.
8. Obtain a statement from the firm of the type of work it is capable of performing.
9. Obtain current personal and company financial statements and tax returns for the disadvantaged individuals in order to determine net worth.
10. Obtain tax returns for both the organization and individual owners for the most current three years.
11. Obtain a Statement of Social Disadvantage.
12. Obtain organizational documents.
13. Obtain status of marital regime and division of property statement.
14. Obtain statements of initial contributions.

Special Requirements

Dealers, Material Suppliers and Manufactures

- Commercially useful function, normally a counting concept will be considered by the NOAB in administering contracts to evaluate the firm's method of supplying materials. In accordance with the requirements of commercially useful function as defined in 49 CFR 26.55, standard industry practices will be taken into account when considering a firm's method of supplying products. However, when standard industry practices violate DBE program requirements, DBE program requirements will prevail. It is the responsibility of the NOAB to determine whether a DBE is performing a commercially useful function
- In order for a firm to qualify as a DBE supplier of metal and/or concrete pipe for highway, street and bridge construction and maintenance, the firm must also manufacture the pipe. Metal and/or concrete pipe is specialty pipe which is project specific, and is inspected during the manufacturing process. This arrangement provides for a no warehousing of metal and concrete pipe, and essentially requires the manufacturer to be the supplier. Merely ordering pipe from a fabricator, and in turn selling it to contractors, is not consistent with normal industry practice.

Truckers

- To be DBE certified, trucking firms must own at least one fully operational truck. The owner is not required to drive the truck and may hire drivers. The truck must have a current registration and be properly licensed. The owner of the trucking firm must also meet all other eligibility requirements.

DBEs will be required to inform the NOAB, by affidavit, of any change in its circumstances affecting its ability to meet the size, disadvantaged status, ownership or control criteria of 49 CFR Part 26, or of any material change in the information provided with the certification application.

The NOAB certification application form and documentation requirements are found in ***Attachment D*** of this document. For information about the certification process or to apply for certification, firms should contact:

New Orleans Aviation Board
 Mrs. Philistine Ferrand
 DBE Liaison Office
 P.O. Box 20007
 New Orleans, LA 70141
 (504) 303-7610 (tel)
 (504) 303-7614 (fax)
 E-mail philisti@flymsy.com

Denials of Initial Requests for Certification (26.86)

If certification is denied, the applicant may not reapply with the NOAB until at least one year from the date of a final decision on the initial certification application. The applicant may make an appeal to DOT.

Affidavits and Notices of Change or “No Change” (26.83(j))

Once certified, a DBE shall update its submission every year by submitting a Schedule C, (Affidavit of No Change), and current financial statement and tax returns. At any time that a change occurs in the ownership or control criteria of 49 CFR Part 26; and/or the firms ability to meet size and disadvantaged status, the DBE shall promptly notify the DBELO in a written affidavit and submit a new Schedule A. Failure to submit affidavits and notices of “no change” prior to the firm’s expiration will result in the initiation of decertification procedures. ***Attachment E*** sets forth our Affidavit of No Change

Personal Net Worth (26.67(b))

We will require all disadvantaged owners of applicants and of currently certified DBEs whose eligibility under 49 CFR Part 26 we review to submit a statement of personal net

worth. PNW statement will be required at the time of the DBE firm's application and annual review. *Attachment F* sets forth our personal net worth schedule.

Removal of DBE's Eligibility (26.87)

To ensure separation of functions in a decertification, we have determined that the Executive Committee of the LAUCP will decide all appeals of the DBELO's decision. We have established an administrative "firewall" to ensure that the Executive Committee will not have participated in any way in the decertification proceedings against the firm including in the decision to initiate such a proceeding. If we deny a firm's application or decertify it, it may not reapply until twelve (12) months have passed from our action.

Whenever the NOAB has reason to believe that a firm with a current certification is no longer eligible, the firm will be afforded due process prior to deciding on its eligibility. Decertification may be initiated by a complaint filed by a third party or by the NOAB. Procedures will be consistent with 49 CFR 26.87, and will minimally include the following:

1. A letter will be sent to the firm, stating that the NOAB is contemplating decertification, with a brief description of the reasons for the proposed action.
2. The firm will be given an opportunity to respond in writing to present information and arguments. At the request of the firm, an informal hearing will be convened. A firm remains an eligible DBE during the pendency of NOAB's decertification proceeding.

Certification Appeals to DOT (26.89)

An applicant who is dissatisfied with a certification decision of the NOAB can appeal to the DOT Office of Civil Rights. This proceeding is an administrative review of the record and will not involve a new hearing. When NOAB denies an appeal of a certification action or completes a decertification, it shall advise the firm that an appeal must be filed with the DOT within 90 days of the decision. An appeal must be in writing, dated, signed and mailed to the address below. By requesting an appeal, the applicant specifically consents to the transfer of its information confidential or otherwise to DOT. An appeal may be filed with the DOT before administrative remedies are exhausted with the NOAB. The NOAB's decision will remain in effect during the pendency of an appeal to the DOT.

**Department of Transportation Office of Civil Rights Certification Appeals Branch
400 7th St., SW, Room 2104 Washington DC 20590**

The NOAB will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for DOT-assisted contracting (e.g., certify a firm if DOT has determined that our denial of its application was erroneous).

SUBPART F – COMPLIANCE AND ENFORCEMENT

Information, Confidentiality, Cooperation (26.109)

The NOAB will safeguard from disclosure to third parties, any information that may reasonably be regarded as confidential business information, consistent with Federal, State and Local laws pursuant to 49 CFR 26.109. Notwithstanding any contrary provisions of state or local law, financial information which is submitted by an applicant for DBE certification must be kept confidential by the NOAB and will not be released to any third party except upon written consent by the party whom the information pertains, except to transmit information to DOT in the event of an appeal. As additional protection for confidential information, applicants should complete the designation of confidentiality form and return it to the DBELO with each Schedule submitted.

Monitoring Payments to DBE

We will require prime contractors to maintain records and documents of payments to DBEs for five (5) years (extended from the previous three-year requirement) following the performance of the contract. These records will be made available for inspection upon request by an authorized representative of the NOAB or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the Schedule of Contract Participation.

ATTACHMENTS

Attachment A
Organizational Chart

Attachment B
DBE Program Goal Setting Methodology and Calculations

Attachment C
Schedule of Contract Participation

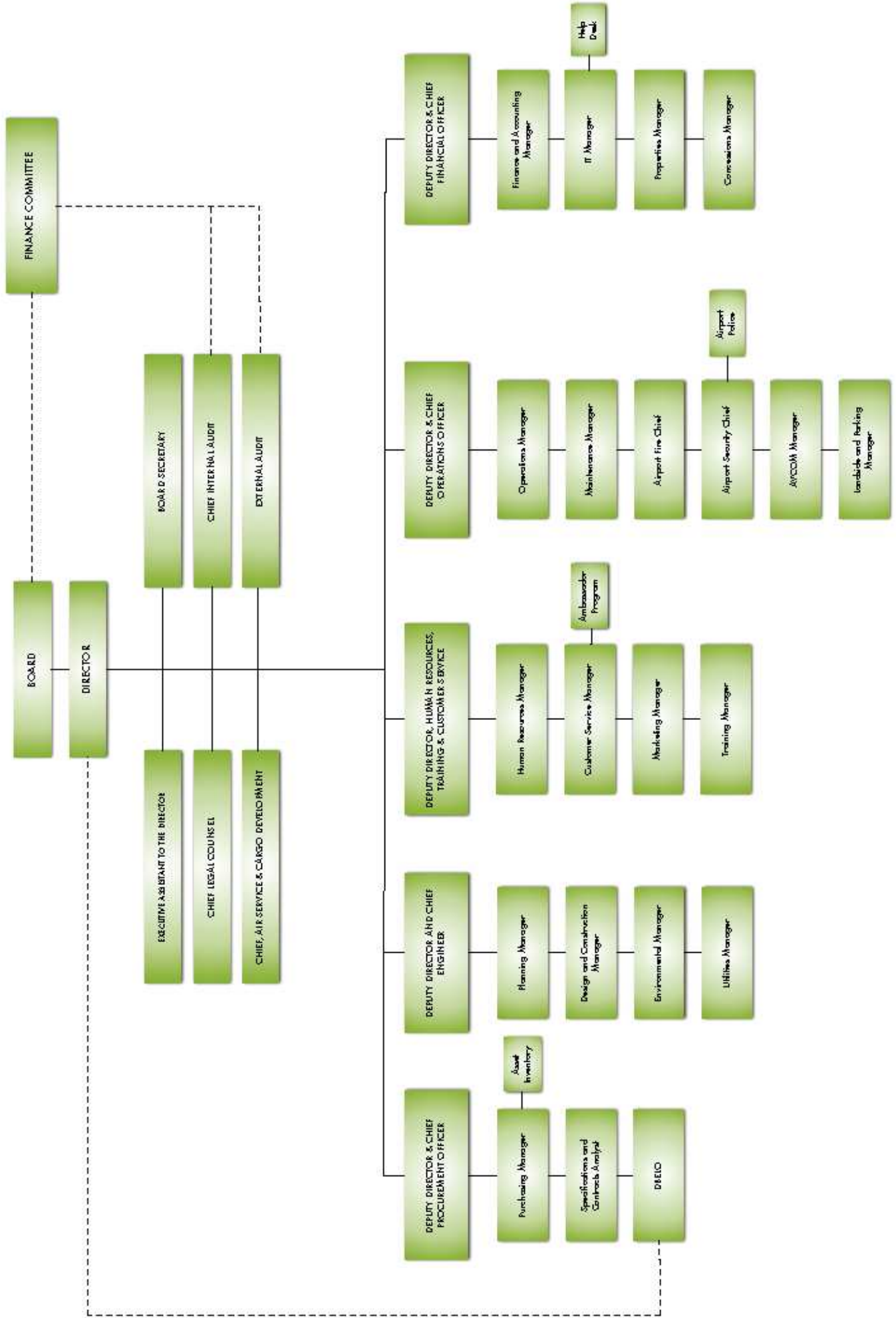
Attachment D
DBE Certification Application

Attachment E
No Change Affidavit

Attachment F
Personal Net Worth Statement and
Affidavit of Personal Net Worth

Attachment G
49 CFR Part 26

***Attachment A:
Organizational Chart***



***Attachment B:
DBE Program Goal Setting
Methodology and Calculations***



**NEW ORLEANS AVIATION BOARD (NOAB)
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM
Goal Setting Methodology and Calculations**

**Federal Fiscal Year 2011
(October 1, 2010 to September 30, 2011)
(REVISED MAY, 2011)**

Goal Overview

The New Orleans Aviation Board proposes an overall Disadvantaged Business Enterprise (DBE) Goal applicable to contracting opportunities that are budgeted to receive federal financial assistance from the U.S. Department of Transportation. The goal was developed in compliance with Federal Regulations set forth by 49 CFR Part 26. **The proposed overall goal for FAA-assisted contracts scheduled for FY 2011 is 29.04%.**

Local Market Area

Upon becoming a Certifying Agency in Louisiana’s Unified Certification Program, all federal DBE goals were set based on the state’s UCP registry as the overall source of DBE participation for federally funded projects. However, the airport’s primary market is the metropolitan New Orleans area, including the parishes of Orleans, Jefferson, St. Tammany, Plaquemines, St. John, Tangipahoa and St. Bernard. Approximately 90% of the airport’s vendors are located in the local area, with over 80% of contract dollars being spent in the New Orleans region.

Table 1: Capital Improvement Projects/Financing Sources

Capital Improvement Projects	Amount	Financing Sources	Amount
(f) Extension of Taxiway G - Phase 1	\$19,500,000	Airport Improvement Plan (AIP)	\$26,293,385
(f) New Airfield Rescue and Fire Fighting Truck	\$1,342,753	Public Facilities Charge - Pay Go	\$16,768,368
(f) Runway 6/24 Conversion - Design & Construction	\$8,400,000	Bond Financing	\$13,000,000
(f) Wildlife Management Plan Implementation	\$634,000	Transportation Security Administration	\$82,429,000
In-Line Baggage Inspection System	\$95,885,000	Local Funds	\$24,672,667
West Terminal Consolidated Checkpoint	\$31,312,000	State of LA - Aviation Trust	\$4,000,000
Sterile Corridor	\$2,478,000	Customer Facility Charge	\$6,525,000
Airport Planning/Response Bldg.	\$6,525,000	Other 3rd Party Funding	\$91,000,000
Airport Hotel Project	\$65,000,000		
Parking Garage Expansion	\$26,000,000		
(f) AOA Fence Replacement	\$3,785,000		
Facility Improvement Projects - Concrete & HVAC	\$3,826,667		
	\$264,688,420		\$264,688,420

(f) Federally-funded projects

Federally-funded Projects - Contracting Opportunities (\$)

During the fiscal year beginning October 1, 2010 through September 30, 2011, the Louis Armstrong New Orleans International Airport will deploy an estimated \$265 million in capital expenditures to improve various portions of the facility. To fund its capital program, the airport will also utilize various financing mechanisms, including the FAA's Airport Improvement Program. **This goal calculation is limited to only those projects funded under the FAA's Airport Improvement Program.** During FY 2011, a total of five (5) projects will be funded with by the FAA, but only three (3) with meaningful opportunities for DBE participation. However, those projects are sizeable in dollars (**approximately \$32 million**). Thus, as the Taxiway G, AOA Fence Replacement and Runway 6/24 Conversion projects represent 94% of contracting opportunities for FY 2011, the DBE goal will be based primarily on those projects.

Table 2: FAA-Assisted Capital Projects

Project Budgets (\$)	Project Value
Extension of Taxiway G – Phase 1	\$19,500,000
New Airfield Rescue and Fire Fighting Truck*	\$1,342,753
Runway 6/24 Conversion	\$8,400,000
AOA Fence Replacement	\$3,735,000
Wildlife Management Plan Implementation*	\$634,000
Total Projects (\$)	\$33,611,753

*DBE contracting opportunities are not anticipated in these projects.

North American Industry Classification System (NAICS) Code

In order to obtain an accurate count of ready, willing and able DBEs, each project was examined and its "scope of services" was detailed for the purpose of defining the type of work and skill-sets necessary to complete the scheduled work. Each work type was assigned a six digit North American Industry Classification System (NAICS) Code.

NAICS was developed jointly by the U.S., Canada, and Mexico to provide new comparability in statistics about business activity across North America. After establishing NAICS codes, contracting dollars were estimated for each work type on a project basis.

Table 3: - Work Categories and Contracting Dollars

NAICS	Work Categories	Taxiway Gulf	Runway 6/24	AOA Fence	Total	% Work
237310	Mobilization	\$2,000,000	\$850,000	\$0	\$2,850,000	9.00%
238910	Site Preparation Contractors	\$850,000	\$1,500,000	\$175,000	\$2,525,000	7.98%
238910	Lightweight Fill Material	\$11,500,000	\$450,000	\$0	\$11,950,000	37.77%
238110	Concrete Reinforcement	\$1,335,000	\$0	\$0	\$1,335,000	4.22%
238110	Concrete Pavement	\$3,000,000	\$0	\$0	\$3,000,000	9.48%
237310	Asphalt Pavement	\$0	\$4,845,000	\$0	\$4,845,000	15.32%
238210	Drainage/Electrical Concrete Conduit Piping	\$450,000	\$250,000	\$0	\$700,000	2.21%
238210	Electrical	\$320,000	\$450,000	\$0	\$770,000	2.43%
561730	Seeding Contractors	\$15,000	\$15,000	\$0	\$30,000	0.09%
237310	Airfield Painting	\$30,000	\$40,000	\$0	\$70,000	0.22%
238990	Fence Installation Contractors	\$30,000	\$40,000	\$3,560,000	\$3,630,000	11.47%
		\$19,500,000	\$8,400,000	\$3,735,000	\$31,635,000	100.00%

Ready, Willing and Able Contracting Pool

The estimated number of certified DBE businesses is approximately 700 in the state and 450 in Region 2 – including Construction companies, Professional and Technical service providers, Airport Concessionaires, and Goods & Service suppliers. For the purposes of this analysis, only DBEs’ certified in Region 2 by the New Orleans Metropolitan Certifying Agency. **In Louisiana’s UCP, Region 2 includes the following certifying agencies: Louis Armstrong New Orleans International Airport, the New Orleans Regional Transit Authority and the Orleans Levee District.** All agencies are located in the metropolitan New Orleans area. Thus, Region 2 will be considered as the vendor target market.

The list of certified-DBE contractors is compared to a more global list of businesses, segregated by NAICS Code. The U.S. Census Bureau’s County Business Pattern (USCBP) database is used to determine the general market population of ready, willing businesses.

Table 4: Base Figure Calculation

NAICS	Work Categories	Total	% Work	LAUCP (Reg. 2)	USCBP (Metro NO)	Weighted %
237310	Mobilization	\$2,850,000	9.01%	22	30	6.61%
238910	Demolition/Excavation	\$2,350,000	7.43%	23	102	1.68%
238910	Lightweight Fill Material	\$11,950,000	37.77%	18	102	6.67%
238110	Concrete Reinforcement	\$1,335,000	4.22%	11	42	1.11%
238110	Concrete Pavement	\$3,000,000	9.48%	11	42	2.48%
237310	Asphalt Pavement	\$4,845,000	15.32%	0	30	0.00%
238210	Drainage/Electrical Concrete Conduit Piping	\$700,000	2.21%	15	362	0.09%
238210	Electrical	\$770,000	2.43%	15	362	0.10%
561730	Seeding	\$30,000	0.09%	5	190	0.00%
237310	Airfield Painting	\$70,000	0.22%	22	30	0.18%
238990	Fence Installation Contractors	\$3,735,000	11.81%	11	100	1.30%
		\$31,635,000	100.00%			20.19%

The Base Figure calculation weighs the relative availability of DBE contractors to the relative amount of contracting opportunities available for the total pool of contractors in metro New

Orleans area. Based on raw data, LA UCP (Region 2) DBE-certified businesses represent approximately 20% of the total available businesses in the metro New Orleans region.

Base Figure Adjustments

After calculating the Base Figure of 20.19%, it was determined that this rate of participation is inconsistent with historical data and that adjustments to the Base Figure are warranted. To ensure that the goals for the NOAB truly reflect the participation expected absent to effects of discrimination, this methodology goes beyond the raw formula derived by comparing databases; the methodology factors other subjective considerations into the formula to better estimate local market conditions.

The following data was considered in determining an adjustment to the Base Figure: 1) past DBE participation, 2) disparity studies and 3) bidders list – including adjustments to the local directory data.

For the purpose of this analysis, adjustments were made based on a combination of historical DBE participation and contract bidding history.

Table 5: Past DBE Participation

Fiscal Years	Goal %	Past Participation %	Race Neutral
Fiscal Year 2004 – 2005	33.48%	35.70%	2.22%
Fiscal Year 2005 – 2006	33.50%	34.90%	1.40%
Fiscal Year 2006 – 2007	34.53%	45.10%	10.57%
Fiscal Year 2007 – 2008	26.16%	40.40%	14.24%
Fiscal Year 2008 – 2009	36.05%	33.30%	(2.75%)
Totals	163.72%	189.40%	25.68%
Averages (Totals divided by 5)	32.74%	37.89%	5.14%
Median (5 Year Mid-Point)	33.50%	35.70%	2.22%

Over the past five (5) years, the average DBE participation 37.89%. The median DBE participation was 35.70%. Average Race Neutral DBE participation was 5.14% compared to the Median DBE participation of 2.22%. As the average past participation DBE accomplishments reflects a more accurate depiction of trends over the past five years, the Base DBE goal will be adjusted using the 37.89% figure. Likewise, the Race Neutral component of the goal will be 5.14%.

Other Adjustment Factors Considered

The airport has inquired about the availability of disparity study data in the New Orleans area as well as the state of Louisiana from other like-funded agencies, such as the Louisiana Department

of Transportation as well as other local and regional airports. There are no studies currently available and none conducted within the last seven (7) years. The airport had previously conducted an informal DBE utilization assessment during the 1990's in preparation for implementing its DBE program. However, that study is deemed to be dated and not useful for this analysis. The airport is currently in the process of studying its options relative to a disparity study which may lead to the drafting of a Request for Proposal to seek qualified disparity researchers. As of this writing, a final determination has not been made.

Consultation: As part of the consultation effort, a letter and e-mail was sent to various minorities, women, state and business development organizations listed below to obtain information regarding the availability of disadvantaged and small business, potential social or economic barriers, historic or current discriminatory practices, or general lack of opportunities which may prevent disadvantaged, women or small businesses from participating on airport related projects and NOAB's efforts to establish a level playing field for DBE and non-DBE participation on airport contracts. Further, we continue to contact currently certified firms that attend our quarterly outreach meetings as well as firms identified as possible program participants for information on the barriers to participating in our program. At the time of this submittal we have not received any formal written responses.

Louisiana Minority Supplier Development Council
400 Poydras Street, Suite 1350
New Orleans, LA 70130
rfrederick@lamsdc.org; fax 504-299-2961

Department of Veterans Affairs
Regional Small Business Development
2626 Canal Street, Suite 203
New Orleans, LA 70119
Bridget.both@clarkmccarthyhp.com; fax 504-335-2401

Louisiana Regional Black Chamber
2800 Frenchmen Street
New Orleans, LA 70122
info@louisianabcc.org; abaker@bakerreadymix.com; fax 504-947-8085

Louisiana Economic Development Association
1051 North Third Street
Baton Rouge, LA 70802-5239
Lisa.anderson2@la.gov; fax 225-342-5706

SCORE New Orleans Chapter 44
365 Canal Street, Suite 2820
New Orleans, LA 70130
www.neworleans.scorechapter.org; fax 504-528-7477

Use of Race Neutral Means

Historically, the NOAB achieved DBE participation through the use of race neutral and race conscious means – contract goals. Establishing contract goals will continue to be used to meet any portion of the overall goal the NOAB does not project being able to meet using race neutral means. Contract goals will be established only on those DOT-assisted contracts that have subcontracting opportunities. Contract goals need not be established on every such contract, the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work). The NOAB will endeavor to create a contracting environment that facilitates the maximization of the DBE goal through race neutral means. The following race neutral measures will be taken to increase DBE participation:

1. Encourage prime contractors to subcontract portions of their work that they would normally perform in-house.
2. Continue to provide technical assistance to DBE firms; including assisting with bonding, back-office, financial and marketing services.
3. Continue to provide education and training programs to encourage an expansion of services, which are offered to DBEs and small businesses.
4. Ensure that the DBE website is updated with available opportunities for DBE-owned and other small business firms in the community.
5. Continue to conduct pre-bid seminars for DBE and small business firms on contracts that have a high degree of specialized technology.
6. Utilize emerging technology to include the DBE directory in the DBE office's web site.
7. Continue to allow DBEs and small businesses to use the contract value as collateral to finance contract bonds.

In order to ensure that the DBE program is narrowly tailored to overcome the effects of discrimination, the airport will track and report race neutral and race conscious DBE participation. For reporting purposes, race neutral DBE participation includes, but is not limited to, the following: DBE participation through a prime contract, where DBE participation is obtained through customary competitive procurement procedures; DBE participation on a prime contract exceeding a stated 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 and Consultation

The involvement of interested community and business stakeholders is the ultimate measure to gauge the fairness and effectiveness of DBE participation goals. Louis Armstrong New Orleans International Airport (LANOIA) is currently and will continue to consult with, but not limited to, the following stakeholders: Louisiana Minority Business Council, Hispanic Chambers of

Commerce, the New Orleans Chamber, minority and women's business groups, community organizations, trade associations, as well as currently certified disadvantaged businesses, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and LANOIA's efforts to increase participation of DBEs. At the time of this submittal, no information from minority stakeholders had been received based upon recent contact. If or when such information becomes available, we will provide an addendum to this report and re-submit to the FAA for further review.

A notice of the proposed overall goal will be available to the public for 30 days following the date of the notice and comments regarding these documents will be accepted for 45 days after the date the notice is published. The public notice will indicate the location(s) where the proposal can be reviewed and where comments can be transmitted. The notice will be published in the following publications:

1. The Louisiana Weekly
2. The Times Picayune
3. Data News Weekly
4. LANOIA Website: www.flymsy.com

Calculation of the FY 2011 DBE Goal

The base DBE goal calculated for FY 2009 projects is 20.19%.

The five (5) year average DBE participation was 37.89%.

The FY 2011 DBE Goal is calculated using the following formula:

$$\begin{aligned} & ((5 \text{ Year DBE Participation Average} + \text{FY 2009 Base Goal})/2) = \text{Adjusted DBE Goal} \\ & ((37.89\% + 20.19\%) \text{ divided by } 2) = 29.04\% \end{aligned}$$

Given the fact that the overall DBE goal has been exceeded by an average of 5.14%% during the past five (5) years, this figure is used as a basis for estimating the amount of non-contract DBE participation (Race-neutral means). If the airport is to achieve the overall goal of 29.04%, approximately 5.14% is expected to be generated by race neutral means and 23.90% is expected to be generated by contract goal compliance or Race-Conscious means on these project that are similar in nature.

***Attachment C:
Schedule of Contract
Participation***

**SCHEDULE OF CONTRACT PARTICIPATION AND SL/DBE COMMITMENT
PRIME(S) & SUB-CONTRACTOR/CONSULTANT/VENDOR(S)
INSTRUCTIONS**

Fill out fields **NOAB Project Title, NOAB Project No., Project Type and Project SL/DBE Goal.**

Complete a table row for each firm that will participate in the contract, including the prime. Additional pages are provided should the number of firms exceed the number of rows provided on Page 1.

Column A. Indicate the firm's role: Prime, Sub-Tier 2 (first-level sub), Sub-Tier 3 (sub of a sub), Manufacturer, Regular Dealer/Supplier, or Broker/Agent. Please note that only 60% of the value of Regular Dealer/Supplier commissions and fees can be counted toward SL/DBE participation

Column B. Provide the name and address of the firm.

Column C. Provide the principal contact person and phone number of the firm.

Column D. Describe the work, goods, and/or services to be provided by the firm.

Column E. Indicate the dollar amount of work assigned to the firm. On the row **Total Value of Participation**, enter the Total Bid Amount which equals the sum of the Base Bid and any Alternatives.

Column F. Indicate the value of work assigned to the firm as a percent of the total bid amount. This percent should equal the amount indicated in Column E divided by the total bid amount. On the row **Total Value of Participation**, enter the total percent value of work – should equal 100% to account for all work being performed on the contract.

Column G. Indicate whether firm is a DBE, ACDBE, SLDBE or non-DBE, with priority relevant to the type of goal. DBE-certified means federally certified by a member of the Louisiana Unified Certification Program (www.LAUCP.org) - an ACDBE designation recognizes the firm as an Airport Concessionaire. SLDBE-certified means locally certified with the State & Local Disadvantaged Enterprise Program through the New Orleans Aviation Board, City of New Orleans, Sewerage & Water Board, or Jazz Casino Company, LLC d/b/a Harrah's New Orleans Jazz Casino. On the row **Total Value of Participation**, enter the total SL/DBE participation counted towards SL/DBE goal as a percentage of Total Bid Amount. If any part of the contract is federally funded, (AC)DBE goal and requirements take precedence. Firms must be (AC)DBE- or SLDBE-certified at the time of bid submission in order to count their participation towards that specific goal. Firm(s) that are providing Regular Dealer/Supplier work or purchases can only have 60% of their value counted toward SL/DBE goal.

Good Faith Efforts to Secure SL/(AC)DBE Participation

If required, please attach documents to establish that Good Faith Efforts were undertaken to secure SL/(AC)DBE participation respective with CFR 49 Part 26, Appendix A, Part IV, quoted below:

IV. The following is a list of types of actions which you should consider as part of the bidder's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

A. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.

B. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.

C. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.

D. (1) Negotiating in good faith with interested DBEs. It is the bidder's responsibility to make a portion of the work available to DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and suppliers, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.

(2) A bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.

E. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.

F. Making efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.

G. Making efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

H. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

SAMPLE

**SCHEDULE OF CONTRACT PARTICIPATION AND SL/DBE COMMITMENT
PRIME(S) & SUB-CONTRACTOR/CONSULTANT/VENDOR(S)**

**(APPARENT LOW BIDDER MUST SUBMIT BY 5:00 PM THE NEXT BUSINESS DAY AFTER BID OR PROPOSAL
DATE AND TIME, AND OTHER BIDDERS UPON REQUEST.)**

NOAB Project Title: _____

NOAB Project No.: _____

Project Type (Specify DBE or SLDBE.): _____

Project SL/DBE Goal: _____ %

A	B	C	D	E	F	G
FIRM ROLE <i>*Prime, Sub-Tier 2, Manufacturer, Supplier, etc.</i>	FIRM NAME AND ADDRESS	PRINCIPAL CONTACT NAME AND PHONE NUMBER	WORK TO BE SUBCONTRACTED / GOODS / SERVICES TO BE PURCHASED	\$ VALUE OF WORK / PURCHASES	% VALUE OF WORK / PURCHASES	(AC)DBE, SLDBE or non-DBE
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	

TOTAL VALUE OF PARTICIPATION FROM CONTINUATION PAGES:

\$	%	%
Enter Total Bid Amount	Total Must Equal 100%	Total SL/DBE Participation
\$	%	%

** SL/DBE Regular Dealer/Supplier work/purchases is counted at 60% participation toward goal.*

TOTAL VALUE OF PARTICIPATION:

➡ If Total SL/DBE Participation is less than the goal, refer to the Good Faith Efforts section of the Instructions and attach necessary documentation. If contract is (partially) federally funded, DBE goal and requirements take precedence. Firms must be DBE- or SLDBE-certified to count participation towards that goal.

The undersigned Prime firm will enter into a formal written agreement with the Subcontractors / Consultants / Vendors identified herein for work and/or goods and services as shown in this schedule, conditioned upon the execution of a contract with the NOAB. The undersigned agrees to be contractually bound to maintain the level of SL/DBE participation set forth above. Failure to comply with this agreement constitutes breach of contract.

Signature

Title

SWORN AND SUBSCRIBED, before me, this _____ day of _____, _____

NOTARY PUBLIC

(Seal)

My commission expires _____

**SCHEDULE OF CONTRACT PARTICIPATION AND SL/DBE COMMITMENT
PRIME(S) & SUB-CONTRACTOR/CONSULTANT/VENDOR(S)**

**(APPARENT LOW BIDDER MUST SUBMIT BY 5:00 PM THE NEXT BUSINESS DAY AFTER BID OR PROPOSAL
DATE AND TIME, AND OTHER BIDDERS UPON REQUEST.)**

A	B	C	D	E	F	G
FIRM ROLE <i>*Prime, Sub-Tier 2, Manufacturer, Supplier, etc.</i>	FIRM NAME AND ADDRESS	PRINCIPAL CONTACT NAME AND PHONE NUMBER	WORK TO BE SUBCONTRACTED / GOODS / SERVICES TO BE PURCHASED	\$ VALUE OF WORK / PURCHASES	% VALUE OF WORK / PURCHASES	(AC)DBE, SLDBE or non-DBE
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	

** SL/DBE Regular Dealer/Supplier work/purchases is counted at 60% participation toward goal.*

TOTAL VALUE OF PARTICIPATION FOR CONTINUATION PAGE 1:

Total \$ Value of Work Purchases	Total % Value of Work Purchases	Total SL/(AC)DBE Participation
\$	%	%

**SCHEDULE OF CONTRACT PARTICIPATION AND SL/DBE COMMITMENT
PRIME(S) & SUB-CONTRACTOR/CONSULTANT/VENDOR(S)**

**(APPARENT LOW BIDDER MUST SUBMIT BY 5:00 PM THE NEXT BUSINESS DAY AFTER BID OR PROPOSAL
DATE AND TIME, AND OTHER BIDDERS UPON REQUEST.)**

A	B	C	D	E	F	G
FIRM ROLE	FIRM NAME AND ADDRESS	PRINCIPAL CONTACT NAME AND PHONE NUMBER	WORK TO BE SUBCONTRACTED / GOODS / SERVICES TO BE PURCHASED	\$ VALUE OF WORK / PURCHASES	% VALUE OF WORK / PURCHASES	(AC)DBE, SLDDBE or non-DBE
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	

** SL/DBE Regular Dealer/Supplier work/purchases is counted at 60% participation toward goal.*

TOTAL VALUE OF PARTICIPATION FOR CONTINUATION PAGE 2:

Total \$ Value of Work Purchases	Total % Value of Work Purchases	Total SL/(AC)DBE Participation
\$	%	%

**SCHEDULE OF CONTRACT PARTICIPATION AND SL/DBE COMMITMENT
PRIME(S) & SUB-CONTRACTOR/CONSULTANT/VENDOR(S)**

**(APPARENT LOW BIDDER MUST SUBMIT BY 5:00 PM THE NEXT BUSINESS DAY AFTER BID OR PROPOSAL
DATE AND TIME, AND OTHER BIDDERS UPON REQUEST.)**

A	B	C	D	E	F	G
FIRM ROLE <small>*Prime, Sub-Tier 2, Manufacturer, Supplier, etc.</small>	FIRM NAME AND ADDRESS	PRINCIPAL CONTACT NAME AND PHONE NUMBER	WORK TO BE SUBCONTRACTED / GOODS / SERVICES TO BE PURCHASED	\$ VALUE OF WORK / PURCHASES	% VALUE OF WORK / PURCHASES	(AC)DBE, SLDBE or non-DBE
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	

** SL/DBE Regular Dealer/Supplier work/purchases is counted at 60% participation toward goal.*

Total \$ Value of Work Purchases	Total % Value of Work Purchases	Total SL/(AC)DBE Participation
\$	%	%

TOTAL VALUE OF PARTICIPATION FOR CONTINUATION PAGE 3:

**SCHEDULE OF CONTRACT PARTICIPATION AND SL/DBE COMMITMENT
PRIME(S) & SUB-CONTRACTOR/CONSULTANT/VENDOR(S)**

(APPARENT LOW BIDDER MUST SUBMIT BY 5:00 PM THE NEXT BUSINESS DAY AFTER BID OR PROPOSAL DATE AND TIME, AND OTHER BIDDERS UPON REQUEST.)

A	B	C	D	E	F	G
FIRM ROLE	FIRM NAME AND ADDRESS	PRINCIPAL CONTACT NAME AND PHONE NUMBER	WORK TO BE SUBCONTRACTED / GOODS / SERVICES TO BE PURCHASED	\$ VALUE OF WORK / PURCHASES	% VALUE OF WORK / PURCHASES	(AC)DBE, SLDDBE or non-DBE
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	
				\$	%	



* SL/DBE Regular Dealer/Supplier work/purchases is counted at 60% participation toward goal.

Total \$ Value of Work Purchases	Total % Value of Work Purchases	Total SL/(AC)DBE Participation
\$	%	%

TOTAL VALUE OF PARTICIPATION FOR CONTINUATION PAGE 4:

***Attachment D:
DBE Certification Application***

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM UNIFORM CERTIFICATION APPLICATION



New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office

INSTRUCTIONS FOR COMPLETING THE DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM UNIFORM CERTIFICATION APPLICATION

NOTE: If you require additional space for any question in this application, please attach additional sheets or copies as needed, taking care to indicate on each attached sheet/copy the section and number of this application to which it refers

Section 1: CERTIFICATION INFORMATION

A. Prior/Other Certifications

Check the appropriate box indicating for which program your firm is currently certified. If you are already certified as a DBE, indicate in the appropriate box the name of the certifying agency that has previously certified your firm, and also indicate whether your firm has undergone an onsite visit. If your firm has already undergone an onsite visit/review, indicate the most recent date of that review and the state UCP that conducted the review.

NOTE: If your firm is currently certified under the SBA's 8(a) and/or SDB programs, you may not have to complete this application. You should contact your state UCP to find out about a streamlined application process for firms that are already certified under the 8(a) and SDB programs.

B. Prior/Other Applications and Privileges

Indicate whether your firm or any of the persons listed has ever withdrawn an application for a DBE program or an SBA 8(a) or SDB program, or whether any have ever been denied certification, decertified, debarred, suspended, or had bidding privileges denied or restricted by any state or local agency or Federal entity. If your answer is yes, indicate the date of such action, identify the name of the agency, and explain fully the nature of the action in the space provided.

Section 2: GENERAL INFORMATION

A. Contact Information

- (1) State the name and title of the person who will serve as your firm's primary contact under this application.
- (2) State the legal name of your firm, as indicated in your firm's Articles of Incorporation.
- (3) Indicate the primary phone number of your firm.
- (4) Indicate a secondary phone number, if any.
- (5) Indicate your firm's fax number, if any.
- (6) Indicate your firm's or your contact person's email address.
- (7) Indicate your firm's website address, if any.
- (8) State the street address of your firm (i.e. the physical location of its offices -- not a post office box address).
- (9) State the mailing address of your firm, if it is different from your firm's street address.

B. Business Profile

- (1) In the box provided, briefly describe the primary business and professional activities in which your firm engages.
- (2) Give the Federal Tax ID number of your firm as provided on your firm's filed tax returns, if you

have one. This could also be the Social Security number of the owner of your firm.

- (3) Give the date on which your firm was officially established, as stated in your firm's Articles of Incorporation.
- (4) Give the date on which you and/or each other owner took ownership of the firm.
- (5) Check the appropriate box that describes the manner in which you and each other owner acquired ownership of your firm. If you checked "Other," explain in the space provided.
- (6) Check the appropriate box that indicates whether your firm is "for profit."

NOTE: If you checked "No," then you do NOT qualify for the DBE program and therefore do not need to complete the rest of this application. The DBE program requires all participating firms be for-profit enterprises.

- (7) Check the appropriate box that describes the legal form of ownership of your firm, as indicated in your firm's Articles of Incorporation. If you checked "Other," briefly explain in the space provided.
 - (8) Check the appropriate box that indicates whether your firm has ever existed under different ownership, a different type of ownership, or a different name. If you checked "Yes," specify which and briefly explain the circumstances in the space provided.
 - (9) Indicate in the spaces provided how many employees your firm has, specifying the number of employees who work on a full-time and part-time basis.
 - (10) Specify the total gross receipts of your firm for each of the past three years, as declared in your firm's filed tax returns.
- #### C. Relationships with Other Businesses
- (1) Check the appropriate box that indicates whether your firm is co-located at any of its business locations, or whether your firm shares a telephone number(s), a post office box, any office space, a yard, warehouse, other facilities, any equipment, or any office staff with any other business, organization, or entity of any kind. If you answered "Yes," then specify the name of the other firm(s) and briefly explain the nature of the shared facilities or other items in the space provided.
 - (2) Check the appropriate box that indicates whether at present, or at any time in the past:
 - (a) your firm has been a subsidiary of any other firm;

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM UNIFORM CERTIFICATION APPLICATION



New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office

- (b) your firm consisted of a partnership in which one or more of the partners are other firms;
 - (c) your firm has owned any percentage of any other firm; and
 - (d) your firm has had any subsidiaries of its own.
- (3) Check the appropriate box that indicates whether any other firm has ever had an ownership interest in your firm.
- (4) If you answered "Yes" to any of the questions in (2)(a)-(d) or (3), identify the name, address and type of business for each.

D. Immediate Family Member Businesses

Check the appropriate box that indicates whether any of your immediate family members own or manage another company. An "immediate family member" is any person who is your father, mother, husband, wife, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, mother-in-law, or father-in-law. If you answered "Yes," provide the name of each relative, your relationship to them, the name of the company they own or manage, the type of business, and whether they own or manage the company.

Section 3: OWNERSHIP

Identify all individuals or holding companies with any ownership interest in your firm, providing the information requested below (if your firm has more than one owner, provide completed copies of this section for each additional owner):

A. Background Information

- (1) Give the name of the owner.
- (2) State his/her title or position within your firm.
- (3) Give his/her home phone number.
- (4) State his/her home (street) address.
- (5) Check the appropriate box that indicates this owner's gender.
- (6) Check the appropriate box that indicates this owner's ethnicity (check all that apply). If you checked "Other," specify this owner's ethnic group/identity not otherwise listed.
- (7) Check the appropriate box to indicate whether this owner is a U.S. citizen.
- (8) If this owner is not a U.S. citizen, check the appropriate box that indicates whether this owner is a lawfully admitted permanent resident. If this owner is neither a U.S. citizen nor a lawfully admitted permanent resident of the U.S., then this owner is NOT eligible for certification as a DBE owner. This, however, does not necessarily disqualify your firm altogether from the DBE program if another owner is a U.S. citizen or lawfully admitted permanent resident and meets the program's other qualifying requirements.

B. Ownership Interest

- (1) State the number of years during which this owner has been an owner of your firm.
- (2) Indicate the dollar value of this owner's initial investment to acquire an ownership interest in your firm, broken down by cash, real estate, equipment, and/or other investment.
- (3) State the percentage of total ownership control of your firm that this owner possesses.
- (4) State the familial relationship of this owner to each other owner of your firm.
- (5) Indicate the number, percentage of the total, class, date acquired, and method by which this owner acquired his/her shares of stock in your firm.
- (6) Check the appropriate box that indicates whether this owner performs a management or supervisory function for any other business. If you checked "Yes," state the name of the other business and this owner's title or function held in that business.
- (7) Check the appropriate box that indicates whether this owner owns or works for any other firm(s) that has any relationship with your firm. If you checked "Yes," identify the name of the other business and this owner's title or function held in that business. Briefly describe the nature of the business relationship in the space provided.

C. Disadvantaged Status

NOTE: You only need to complete this section for each owner that is applying for DBE qualification (i.e. for each owner who is claiming to be "socially and economically disadvantaged" and whose ownership interest is to be counted toward the control and 51% ownership requirements of the DBE program)

- (1) Indicate in the space provided the total Personal Net Worth (PNW) of each owner who is applying for DBE qualification. Use the PNW calculator form at the end of this application to compute each owner's PNW.
- (2) Check the appropriate box that indicates whether any trust has ever been created for the benefit of this disadvantaged owner. If you answered "Yes," briefly explain the nature, history, purpose, and current value of the trust(s).

Section 4: CONTROL

A. Identify your firm's Officers and Board of Directors:

- (1) In the space provided, state the name, title, date of appointment, ethnicity, and gender of each officer of your firm.
- (2) In the space provided, state the name, title, date of appointment, ethnicity, and gender of each individual serving on your firm's Board of Directors.

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM UNIFORM CERTIFICATION APPLICATION



*New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office*

- (3) Check the appropriate box that indicates whether any of your firm's officers and/or directors listed above performs a management or supervisory function for any other business. If you answered "Yes," identify each person by name, his/her title, the name of the other business in which s/he is involved, and his/her function performed in that other business.
- (4) Check the appropriate box that indicates whether any of your firm's officers and/or directors listed above own or work for any other firm(s) that has a relationship with your firm. If you answered "Yes," identify the name of the firm, the officer or director, and the nature of his/her business relationship with that other firm.
- B. Identify your firm's management personnel (by name, title, ethnicity, and gender) who control your firm in the following areas:**
- (1) Making of financial decisions on your firm's behalf, including the acquisition of lines of credit, surety bonds, supplies, etc.;
 - (2) Estimating and bidding, including calculation of cost estimates, bid preparation and submission;
 - (3) Negotiating and contract execution, including participation in any of your firm's negotiations and executing contracts on your firm's behalf;
 - (4) Hiring and/or firing of management personnel, including interviewing and conducting performance evaluations;
 - (5) Field/Production operations supervision, including site supervision, scheduling, project management services, etc.;
 - (6) Office management;
 - (7) Marketing and sales;
 - (8) Purchasing of major equipment;
 - (9) Signing company checks (for any purpose); and
 - (10) Conducting any other financial transactions on your firm's behalf not otherwise listed.
 - (11) Check the appropriate box that indicates whether any of the persons listed in (1) through (10) above perform a management or supervisory function for any other business. If you answered "Yes," identify each person by name, his/her title, the name of the other business in which s/he is involved, and his/her function performed in that other business.
 - (12) Check the appropriate box that indicates whether any of the persons listed in (1) through (10) above own or work for any other firm(s) that has a relationship with your firm. If you answered "Yes," identify the name of the firm, the name of the person, and the nature of his/her business relationship with that other firm.
- C. Indicate your firm's inventory in the following categories:**
- (1) **Equipment**
State the type, make and model, and current dollar value of each piece of equipment held and/or used by your firm. Indicate whether each piece is either owned or leased by your firm.
 - (2) **Vehicles**
State the type, make and model, and current dollar value of each motor vehicle held and/or used by your firm. Indicate whether each vehicle is either owned or leased by your firm.
 - (3) **Office Space**
State the street address of each office space held and/or used by your firm. Indicate whether your firm owns or leases the office space and the current dollar value of that property or its lease.
 - (4) **Storage Space**
State the street address of each storage space held and/or used by your firm. Indicate whether your firm owns or leases the storage space and the current dollar value of that property or its lease.
- D. Does your firm rely on any other firm for management functions or employee payroll?**
Check the appropriate box that indicates whether your firm relies on any other firm for management functions or for employee payroll. If you answered "Yes," briefly explain the nature of that reliance and the extent to which the other firm carries out such functions.
- E. Financial Information**
- (1) **Banking Information**
 - (a) State the name of your firm's bank.
 - (b) Give the main phone number of your firm's bank branch.
 - (c) Give the address of your firm's bank branch.
 - (2) **Bonding Information**
 - (a) State your firm's Binder Number.
 - (b) State the name of your firm's bond agent and/or broker.
 - (c) Give your agent's/broker's phone number.
 - (d) Give your agent's/broker's address.
 - (e) State your firm's bonding limits (in dollars), specifying both the Aggregate and Project Limits.
- F. Identify all sources, amounts, and purposes of money loaned to your firm, including the names of persons or firms securing the loan, if other than the listed owner:**
State the name and address of each source, the original dollar amount and the current balance of each loan, and the purpose for which each loan was made to your firm.
- G. List all contributions or transfers of assets to/from your firm and to/from any of its owners over the past two years:**
Indicate in the spaces provided, the type of contribution or asset that was transferred, its current dollar value, the person or firm from whom it was transferred, the person or firm to whom it was transferred, the relationship between the two persons and/or firms, and the date of the transfer.

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
UNIFORM CERTIFICATION APPLICATION**



*New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office*

H. List current licenses/permits held by any owner or employee of your firm.

List the name of each person in your firm who holds a professional license or permit, the type of permit or license, the expiration date of the permit or license, and the license/permit number and issuing State of the license or permit.

I. List the three largest contracts completed by your firm in the past three years, if any.

List the name of each owner or contractor for each contract, the name and location of the projects under each contract, the type of work performed on each contract, and the dollar value of each contract.

J. List the three largest active jobs on which your firm is currently working.

For each active job listed, state the name of the prime contractor and the project number, the location, the type of work performed, the project start date, the anticipated completion date, and the dollar value of the contract.

AFFIDAVIT & SIGNATURE

Carefully read the attached affidavit in its entirety. Fill in the required information for each blank space, and sign and date the affidavit in the presence of a Notary Public, who must then notarize the form.

SAMPLE

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
UNIFORM CERTIFICATION APPLICATION**



New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
49 C.F.R. PART 26**

UNIFORM CERTIFICATION APPLICATION

ROADMAP FOR APPLICANTS

- ① **Should I apply?**
 - Is your firm at least 51%-owned by a socially and economically disadvantaged individual(s) who also controls the firm?
 - Is the disadvantaged owner a U.S. citizen or lawfully admitted permanent resident of the U.S.?
 - Is your firm a small business that meets the Small Business Administration's (SBA) size standard and does not exceed \$17.42 million gross annual receipts?
 - Is your firm organized as a for-profit business?

⇒ If you answered "Yes" to all of the questions above, you may be eligible to participate in the U.S. DOT DBE program.
- ② **Is there an easier way to apply?**

If you are currently certified by the SBA as an 8(s) and/or SBD firm, you may be eligible for a streamlined certification application process. Under this process, the certifying agency to which you are applying will accept your current SBA application package in lieu of requiring you to fill out and submit this form. **NOTE: You must still meet the requirements for the DBE program, including undergoing an on-site review.**
- ③ **Be sure to attach all of the required documents listed in the Documents Check List at the end of this form with your completed application.**
- ④ **Where can I find more information?**
 - U.S. DOT – <http://osdbuweb.dot.gov/business/dbe/index.html> (this site provides useful links to the rules and regulations governing the DBE program, questions and answers, and other pertinent information)
 - SBA – <http://www.ntis.gov/naics> (provides a listing of NAICS codes) and <http://www.sba.gov/size/indextableofsize.html> (provides a listing of SIC codes)
 - 49 CFR Part 26 (the rules and regulations governing the DBE program)

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
UNIFORM CERTIFICATION APPLICATION**



New Orleans Aviation Board
Disadvantaged Business Enterprise
DBE Program Office

Under Sec. 26.107 of 49 CFR Part 26, dated February 2, 1999, if at any time, the Department or a recipient has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, the Department may initiate suspension or debarment proceedings against the person or firm under 49 CFR Part 29, take enforcement action under 49 CFR Part 31, Program Fraud and Civil Remedies, and/or refer the matter to the Department of Justice for criminal prosecution under 18 U.S.C. 1001, which prohibits false statements in Federal programs.

Section 1: CERTIFICATION INFORMATION

A. Prior/Other Certifications

Is your firm currently certified for any of the following programs? <i>(If Yes, check appropriate box(es).)</i>	<input type="checkbox"/> DBE	Name of certifying agency:
		Has your firm's state UCP conducted an on-site visit? <input type="checkbox"/> Yes, on ___ / ___ / ___ State: _____ <input type="checkbox"/> No
	<input type="checkbox"/> 8(a) <input type="checkbox"/> SDB	⊗ STOP! If you checked either the 8(a) or SDB box, you <u>may not</u> have to complete this application. Ask your state UCP about the streamlined application process under SBA-DOT-MOU.

B. Prior/Other Applications and Privileges

Has your firm (under any name) or any of its owners, Board of Directors, officers or management personnel, ever withdrawn an application for any of the programs listed above, or ever been denied certification, decertified, or debarred or suspended or otherwise had bidding privileges denied or restricted by any state or local agency, or Federal entity?
 Yes, on ___ / ___ / ___ No
 If Yes, identify State and name of state, local or Federal agency and explain the nature of the action:

Section 2: GENERAL INFORMATION

A. Contact Information

(1) Contact Person and title:		(2) Legal name of firm:			
(3) Phone #:	(4) Other Phone#:	(5) Fax #:			
(6) E-mail:		(7) Website <i>(if have one)</i> :			
(8) Street address of firm <i>(No P.O. Box)</i> :		City:	County/Parish:	State:	Zip:
(9) Street address of firm <i>(if different)</i> :		City:	County/Parish:	State:	Zip:

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
UNIFORM CERTIFICATION APPLICATION**



New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office

B. Business Profile

(1) Describe the primary activities of your firm:	(2) Federal Tax ID (if any):
(3) This firm was established on ____ / ____ / ____.	(4) I/We have owned this firm since ____ / ____ / ____.
(5) Method of acquisition (check all that apply): <input type="checkbox"/> Started new business <input type="checkbox"/> Bought existing business <input type="checkbox"/> Inherited business <input type="checkbox"/> Secured concession <input type="checkbox"/> Merger or consolidation <input type="checkbox"/> Other (explain): _____	
(6) Is your firm "for profit?" <input type="checkbox"/> Yes <input type="checkbox"/> No	⊗ STOP! If your firm is NOT for-profit, then you do NOT qualify for this program and NOT need to fill out this application.
(7) Type of firm (check all that apply): <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other, describe: _____	
(8) Has your firm ever existed under different ownership, a different type of ownership, or a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain: _____	
(9) Number of employees: Full-time _____ Part-Time _____ Total _____	
(10) Specify the gross receipts of the firm for the last 3 years: Year _____ Total Receipts \$ _____ Year _____ Total Receipts \$ _____ Year _____ Total Receipts \$ _____	

C. Relationships with Other Businesses

(1) Is your firm co-located at any of its business locations, or does it share a telephone number, P.O. Box, office space, yard, warehouse, facilities, equipment, or office staff, with any other business, organization or entity? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, identify: Other Firm's name: _____ Explain nature of shared facilities: _____	
(2) At present, or at any time in the past, has your firm:	(a) been a subsidiary of any other firm? <input type="checkbox"/> Yes <input type="checkbox"/> No
	(b) consisted of a partnership in which one or more of the partners are other firms? <input type="checkbox"/> Yes <input type="checkbox"/> No
	(c) owned any percentage of any other firm? <input type="checkbox"/> Yes <input type="checkbox"/> No
	(d) had any subsidiaries? <input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Has any other firm had an ownership interest in your firm at-present or at any time in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
UNIFORM CERTIFICATION APPLICATION**



New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office

(4) If you answered "Yes" to any of the questions in (2)(a)-(d) and/or (3), identify the following for each (*attach additional sheets, if needed*):

	<u>Name</u>	<u>Address</u>	<u>Type of Business</u>
1.			
2.			
3.			

D. Immediate Family Member Businesses

Do any of your immediate family members own or manage another company?

Yes No If Yes, then list (*attach additional sheets, if needed*):

	<u>Name</u>	<u>Relationship</u>	<u>Company</u>	<u>Type of Business</u>	<u>Own or Manage?</u>
1.					
2.					

Section 3: OWNERSHIP

Identify all individuals or holding companies with any ownership interest in your firm, proving the information requested below (*If more than one owner, attach separate sheets for each additional owner*):

A. Background Information

(1) Name:	(2) Title:	(3) Home Phone #:
(4) Home Address (<i>street and number</i>)	City	State Zip
(5) Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	(6) Ethnic group membership (<i>check all that apply</i>):	
(7) U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic <input type="checkbox"/> Native American
(8) Lawfully Admitted Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Asian Pacific	<input type="checkbox"/> Subcontinent Asian
	<input type="checkbox"/> Other (specify): _____	

B. Ownership Interest

(1) Number of years as owner:	(2) Initial investment to acquire ownership interest in firm:	<u>Type</u>	<u>Dollar Value</u>
(3) Percentage owned:		Cash	\$
(4) Familial relationship to other owners:		Real Estate	\$
		Equipment	\$
		Other	\$
(5) Shares of Stock:	<u>Number</u>	<u>Percentage</u>	<u>Class</u>
			<u>Date acquired</u>
			<u>Method Acquired</u>
(6) Does this owner perform a management or supervisory function for any other business? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, identify:			
Name of Business: _____		Function/Title: _____	

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
UNIFORM CERTIFICATION APPLICATION**



*New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office*

(7) Does this owner own or work for any other firm(s) that has a relationship with this firm (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.)?
 Yes No If Yes, identify:
 Name of Business: _____ Function/Title: _____
 Nature of Business Relationship: _____

C. Disadvantaged Status – NOTE: Complete this section only for each owner applying for DBE qualification (i.e. for each owner claiming to be socially and economically disadvantaged).

(1) What is the Personal Net Worth (PNW) of the owner(s) applying for DBE qualification? (Use and attach the Personal Financial Statement form at the end of this application; attach additional sheets if more than one owner is applying)

(2) Has any trust been created for the benefit of this disadvantaged owner(s)?
 Yes No If Yes, explain (attach additional sheets, if needed):

Section 4: CONTROL

A. Identify your firm’s Officers & Board of Directors (If additional space is required, attach a separate sheet):

	Name	Title	Date Appointed	Ethnicity	Gender
(1) Officers of the Company	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
(2) Board of Directors	(a)				
	(b)				
	(c)				
	(d)				
	(e)				

(3) Do any of the persons listed in (1) and/or (2) above perform a management or supervisory function for any other business? Yes No If Yes, identify for each:
 Person: _____ Title: _____
 Business: _____ Function: _____

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
UNIFORM CERTIFICATION APPLICATION**



New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office

(4) Do any of the persons listed in (1) and/or (2) above own or work for any other firm(s) that has a relationship with this firm (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.)?
 Yes No If Yes, identify for each:
 Firm Name: _____ Person: _____
 Nature of Business Relationship: _____

B. Identify your firm’s management personnel who control your firm in the following areas (If more than two persons, attach a separate sheet):

	Name	Title	Ethnicity	Gender
(1) Financial Decisions <i>(responsibility for acquisition of lines of credit, surety bonding, supplies, etc.)</i>	a.			
	b.			
(2) Estimating and Bidding	a.			
	b.			
(3) Negotiating and Contract Execution	a.			
	b.			
(4) Hiring/Firing of Management Personnel	a.			
	b.			
(5) Field/Production Operations Supervisor	a.			
	b.			
(6) Office Management	a.			
	b.			
(7) Marketing/Sales	a.			
	b.			
(8) Purchasing of Major Equipment	a.			
	b.			
(9) Authorized to Sign Company Checks (for any purpose)	a.			
	b.			
(10) Authorized to Make Financial Transactions	a.			
	b.			

(11) Do any of the persons listed in (1) through (10) above perform a management or supervisory function for any other business? Yes No If Yes, identify for each:
 Person: _____ Title: _____
 Business: _____ Function: _____

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
UNIFORM CERTIFICATION APPLICATION**



New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office

(12) Do any of the persons listed in (1) through (10) above own or work for any other firm(s) that has a relationship with this firm (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.)? Yes No If Yes, identify for each:

Firm Name: _____ Person: _____
Nature of Business Relationship: _____

C. Indicate your firm's inventory in the following categories (attach additional sheets if needed):

(1) Equipment

Type of Equipment	Make/Model	Current Value	Owned or Leased?
(a)			
(b)			
(c)			

(2) Vehicles

Type of Equipment	Make/Model	Current Value	Owned or Leased?
(a)			
(b)			
(c)			

(3) Office Space

Type of Equipment	Make/Model	Owned or Leased?	Current Value of Property or Lease
(a)			
(b)			

(4) Storage Space

Type of Equipment	Make/Model	Owned or Leased?	Current Value of Property or Lease
(a)			
(b)			

D. Does your firm rely on any other firm for management functions or employee payroll? Yes No

If Yes, explain:

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
UNIFORM CERTIFICATION APPLICATION**



*New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office*

E. Financial Information

(1) Banking Information:
 (a) Name of bank: _____ (b) Phone No: (_____) _____
 (c) Address of bank: _____ City: _____ State: _____ Zip: _____

(2) Bonding Information: If you have bonding capacity, identify:
 (a) Binder No: _____
 (b) Name of agent/broker: _____ (c) Phone No: (_____) _____
 (d) Address of agent/broker: _____ City: _____ State: _____ Zip: _____
 (e) Bonding limit: Aggregate limit \$ _____ Project limit \$ _____

F. Identify all sources, amounts, and purposes of money loaned to your firm, including the names of any persons or firms securing the loan, if other than the listed owner:

Name of Source	Address of Source	Name of person Securing the Loan	Original Amount	Current Balance	Purpose of Loan
1.					
2.					
3.					

G. List all contributions of transfers of assets to/from your firm and to/from any of its owners over the past two years (attach additional sheets if needed):

Contribution/Asset	Dollar Value	From Whom Transferred	To Whom Transferred	Relationship	Date of Transfer
1.					
2.					
3.					

H. List current licenses/permits held by any owner and/or employee of your firm (e.g. contractor, engineer, architect, etc.) (attach additional sheets if needed):

Name of License/Permit Holder	Type of License/Permit	Expiration Date	License Number and State
1.			
2.			
3.			

I. List the three largest contracts completed by your firm in the past three years, if any:

Name of Owner/Contractor	Name/Location of Project	Type of Work Performed	Dollar Value of Contract
1.			
2.			
3.			

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
UNIFORM CERTIFICATION APPLICATION**



*New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office*

J. List the three largest active jobs on which your firm is currently working:

Name of Prime Contractor and Project Number	Location of Project	Type of Work	Project Start Date	Anticipated Completion Date	Dollar Value of Contract
1.					
2.					
3.					

SAMPLE

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
UNIFORM CERTIFICATION APPLICATION**



*New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office*

AFFIDAVIT OF CERTIFICATION

This form must be signed and notarized for each owner upon which disadvantaged status is relied.

A MATERIAL OR FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION, REVOCATION OF A PRIOR APPROVAL, INITIATION OF SUSPENSION OR DEBARMENT PROCEEDINGS, AND MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE FEDERAL AND STATE LAW.

I _____ (full name printed), swear or affirm under penalty of law that I am _____ (title) of applicant firm _____ (firm name) and that I have read and understood all of the questions in this application and that all of the foregoing information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities and pertinent history of the named firm as well as the ownership, control, and affiliations thereof.

I recognize that the information submitted in this application is for the purpose of inducing certification approval by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorize such agency to contact any entity named in the application, and the named firm's bonding companies, banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm's eligibility.

I agree to submit to government audit, examination and review of books, records, documents and files, in whatever form they exist, of the named firm and its affiliates, inspection of its places(s) of business and equipment, and to permit interviews of its principals, agents, and employees. I understand that refusal to permit such inquiries shall be grounds for denial of certification.

If awarded a contract or subcontract, I agree to promptly and directly provide the prime contractor, if any, and the Department, recipient agency, or federal funding agency on an ongoing basis, current, complete and accurate information regarding (1) work performed on the project; (2) payments; and (3) proposed changes, if any, to the foregoing arrangements.

I agree to provide written notice to the recipient agency or Unified Certification Program (UCP) of any material change in the information contained in the original application within 30 calendar days of such change (e.g., ownership, address, telephone number, etc.).

I acknowledge and agree that any misrepresentations in this application or in records pertaining to a contract or subcontract will be grounds for terminating any contract or subcontract which may be awarded; denial or revocation of certification; suspension and debarment; and for initiating action under federal and/or state law concerning false statement, fraud or other applicable offenses.

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
UNIFORM CERTIFICATION APPLICATION**



*New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office*

I hereby certify that I am a (circle all that apply):

Female Black American Hispanic American Native American

Asian-Pacific American Subcontinent Asian American

Other (specify) _____

I have held myself out as a member of that group and have acted as a member of that group. I certify that I am an owner of the company seeking DBE certification and that I have been subjected to racial or ethnic prejudice or cultural bias within American society because of my identity as a member of the above circled group.

I further certify that my personal net worth does not exceed \$1.32M, and that my ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially and economically disadvantaged.

I declare, under penalty of perjury, that the information provided in this application and supporting documents relating to my disadvantaged status and me is true and correct.

Signature: _____

Date: _____

NOTARY CERTIFICATE:

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM UNIFORM CERTIFICATION APPLICATION



New Orleans Aviation Board
Disadvantaged Business Enterprise
(DBE) Program Office

DBE UNIFORM CERTIFICATION APPLICATION SUPPORTING DOCUMENTS CHECKLIST

In order to complete your application for DBE certification, you must attach copies of all of the following documents as they apply to you and your firm.

All Applicants

- Work experience resumes (that include places of ownership/employment with corresponding dates), for all owners and officers of your firm
- Personal Financial Statement (form available with this application)
- Personal tax returns for the past three years, if applicable, for each owner claiming disadvantaged status
- Your firm's tax returns (gross receipts) and all related schedules for the past three years
- Documented proof of contributions used to acquire ownership for each owner (*e.g. both sides of cancelled checks*)
- Your firm's signed loan agreements, security agreements, and bonding forms
- Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases
- List of equipment leased and signed lease agreements
- List of construction equipment and/or vehicles owned and titles/proof of ownership
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past two years
- Year-end balance sheets and income statements for the past three years (*or life of firm, if less than three years*); a new business must provide a current balance sheet
- All relevant licenses, license renewal forms, permits, and haul authority forms
- DBE and SBA 8(a) or SDB certifications, denials, and/or decertifications, if applicable
- Bank authorization and signatory cards
- Schedule of salaries (or other compensation or remuneration) paid to all officers, managers, owners, and/or directors of the firm
- Trust agreements held by any owner claiming disadvantaged status, if any

Partnership or Joint Venture

- Original and any amended Partnership or Joint Venture Agreements

Corporation or LLC

- Official Articles of Incorporation (*signed by the state official*)
- Both sides of all corporate stock certificates and your firm's stock transfer ledger
- Shareholders' Agreement
- Minutes of all stockholders and board of directors meetings
- Corporate by-laws and any amendments
- Corporate bank resolution and bank signature cards
- Official Certificate of Formation and Operating Agreement with any amendments (for LLCs)

Trucking Company

- Documented proof of ownership of the company
- Insurance agreements for each truck owned or operated by your firm
- Title(s) and registration certificate(s) for each truck owned or operated by your firm
- List of U.S. DOT numbers for each truck owned or operated by your firm\

Regular Dealer

- Proof of warehouse ownership or lease
- List of product lines carried
- List of distribution equipment owned and/or leased

***Attachment E:
No Change Affidavit***

**SCHEDULE C
VERIFICATION OF NO CHANGE**

STATE OF _____

COUNTY/PARISH OF _____

BEFORE ME, the undersigned notary public, duly authorized in and for the state and county/parish aforesaid, personally came and appeared _____,

Name of Owner

who first being duly sworn did depose and say that:

1. His/her business, _____, was certified by the New Orleans
Name of Firm
Aviation Board on _____.

2. Over the twelve (12) months which have passed since certification or since the most recent anniversary of certification, there have been no changes in the circumstances of _____ which affect its ability to meet the size, disadvantaged status, ownership
Name of Firm
or control requirements of 49 C.F.R. Part 26.

3. There have been no material changes in the information provided in the application form of _____ other than changes of which she/he has already notified the New Orleans
Name of Firm
Aviation Board, pursuant to the requirements of 49 C.F.R. Part 26.

4. _____ continues to meet the Small Business Administration
Name of Firm
business size criteria and the overall gross receipts of _____ do not exceed the
Name of Firm
gross receipts cap set forth in 49 C.F.R. Part 26.

5. The attached documentation is accurate and supports his/her declaration of the size and gross receipts of _____.
Name of Firm

SWORN TO AND SUBSCRIBED before me this _____, day of _____, _____.

NOTARY PUBLIC

(Seal)

My commission expires _____.

*Attachment F:
Personal Net Worth Statement
and
Affidavit of Personal Net
Worth*



PERSONAL FINANCIAL STATEMENT

New Orleans Aviation Board

As of _____, 20____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name: _____ Business Phone: _____

Residence Address: _____ Residence Phone: _____

City, State & Zip Code: _____

Business Name of Applicant: _____

ASSETS	(Omit Cents)	LIABILITIES	(Omit Cents)
Cash on hand & in Banks.....	\$ _____	Accounts Payable.....	\$ _____
Savings Accounts.....	\$ _____	Notes Payable to Bank and Others	\$ _____
IRA or Other Retirement Account.....	\$ _____	(Describe in Section 2)	
Accounts & Notes Receivable.....	\$ _____	Installment Account (Auto)	\$ _____
Life Insurance – Cash Surrender Value Only	\$ _____	Mo. Payments \$ _____	
(Complete Section 8)		Installment Account (Other)	\$ _____
Stocks and Bonds.....	\$ _____	Mo. Payments \$ _____	
(Describe in Section 3)		Loan on Life Insurance.....	\$ _____
Real Estate	\$ _____	Mortgages on Real Estate.....	\$ _____
(Describe in Section 4)		(Describe in Section 4)	
Automobile – Present Value.....	\$ _____	Unpaid Taxes.....	\$ _____
Other Personal Property	\$ _____	(Describe in Section 6)	
(Describe in Section 5)		Other Liabilities.....	\$ _____
Other Assets	\$ _____	(Describe in Section 7)	
(Describe in Section 5)		Total Liabilities	\$ Error! Reference source not found.
Total.....	\$ Error! Reference source not found.	Net Worth	\$ Error! Reference source not found.
		Total	\$ Error! Reference source not found.

Section 1. Source of Income	Contingent Liabilities
Salary	As Endorser or Co-Maker.....
Net Investment Income.....	Legal Claims & Judgments
Real Estate Income.....	Provision for Federal Income Tax.....
Other Income (Describe below)*	Other Special Debt

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (Monthly, etc.)	How secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

# of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency.)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail)

Section 8. Life Insurance Held (Give face amount and cash surrender value of policies – name of insurance company and beneficiaries.)

I authorize NOAB to make inquiries as necessary to verify the accuracy of the statements made. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining DBE certification. I understand FALSE statements may result in forfeiture of certification and possible prosecution by the U.S Attorney General (Ref?)

Signature: _____ Date: _____

Signature: _____ Date: _____

PLEASE NOTE: If you have questions or comments concerning this estimate or any other aspect of this information, please contact the Disadvantaged Business Enterprise Office, New Orleans International Airport, P.O. Box 20007, New Orleans, LA 70141.

**SCHEDULE E
AFFIDAVIT OF PERSONAL NET WORTH**

STATE OF _____

COUNTY/PARISH OF _____

BEFORE ME, the undersigned notary public, duly authorized in the State and County (Parish) aforesaid, personally came and appeared _____, Name of Owner, who first being duly sworn did depose and state that:

1. He/she is the (an) owner of, _____, Name of Firm
_____, Firm Address.
2. His/her total personal net worth is \$ _____, as of the date written herein below.
3. This affidavit is based upon the personal financial statement/balance sheet attached hereto and incorporated herein as if copied *in extenso*.
4. This affidavit is submitted in connection with the application for DBE certification filed on behalf of _____, Name of Firm, _____, Firm Address.

SWORN TO AND SUBSCRIBED before me this _____, day of _____, _____.

NOTARY PUBLIC

(Seal)

My commission expires _____.

***Attachment G:
49 CFR Part 26***

49 CFR Part 26

Authority: 23 U.S.C. 304 and 324; 42 U.S.C. 2000d, et seq. ; 49 U.S.C. 47107, 47113, 47123; Sec. 1101(b), Pub. L. 105-178, 112 Stat. 107, 113.

Source: 64 FR 5126, Feb. 2, 1999, unless otherwise noted.

return arrow [Back to Top](#)

SUBPART A—GENERAL

§26.1 What are the objectives of this part?

This part seeks to achieve several objectives:

- (a) To ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- (b) To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- (c) To ensure that the Department's DBE program is narrowly tailored in accordance with applicable law;
- (d) To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as DBEs;
- (e) To help remove barriers to the participation of DBEs in DOT-assisted contracts;
- (f) To assist the development of firms that can compete successfully in the marketplace outside the DBE program; and
- (g) To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

§26.3 To whom does this part apply?

- (a) If you are a recipient of any of the following types of funds, this part applies to you:
 - (1) Federal-aid highway funds authorized under Titles I (other than Part B) and V of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), Pub. L. 102-240, 105 Stat. 1914, or Titles I, III, and V of the Transportation Equity Act for the 21st Century (TEA-21), Pub. L. 105-178, 112 Stat. 107.
 - (2) Federal transit funds authorized by Titles I, III, V and VI of ISTEA, Pub. L. 102-240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, III, and V of the TEA-21, Pub. L. 105-178.
 - (3) Airport funds authorized by 49 U.S.C. 47101, et seq.
- (b) [Reserved]
- (c) If you are letting a contract, and that contract is to be performed entirely outside the United States, its territories and possessions, Puerto Rico, Guam, or the Northern Marianas Islands, this part does not apply to the contract.
- (d) If you are letting a contract in which DOT financial assistance does not participate, this part does not apply to the contract.

§26.5 What do the terms used in this part mean?

Affiliation has the same meaning the term has in the Small Business Administration (SBA) regulations, 13 CFR part 121.

- (1) Except as otherwise provided in 13 CFR part 121, concerns are affiliates of each other when, either directly or indirectly:
 - (i) One concern controls or has the power to control the other; or
 - (ii) A third party or parties controls or has the power to control both; or
 - (iii) An identity of interest between or among parties exists such that affiliation may be found.
- (2) In determining whether affiliation exists, it is necessary to consider all appropriate factors, including common ownership, common management, and contractual relationships. Affiliates must be considered together in determining whether a concern meets small business size criteria and the statutory cap on the participation of firms in the DBE program.

Alaska Native means a citizen of the United States who is a person of one-fourth degree or more Alaskan Indian (including Tsimshian Indians not enrolled in the Metlaktla Indian Community), Eskimo, or Aleut blood, or a combination of those bloodlines. The term includes, in the absence of proof of a minimum blood quantum, any citizen whom a Native village or Native group regards as an Alaska Native if their father or mother is regarded as an Alaska Native.

Alaska Native Corporation (ANC) means any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act, as amended (43 U.S.C. 1601, et seq.).

Compliance means that a recipient has correctly implemented the requirements of this part.

Contract means a legally binding relationship obligating a seller to furnish supplies or services (including, but not limited to, construction and professional services) and the buyer to pay for them. For purposes of this part, a lease is considered to be a contract.

Contractor means one who participates, through a contract or subcontract (at any tier), in a DOT-assisted highway, transit, or airport program.

Department or DOT means the U.S. Department of Transportation, including the Office of the Secretary, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Federal Aviation Administration (FAA).

Disadvantaged business enterprise or DBE means a for-profit small business concern—

- (1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
- (2) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

DOT-assisted contract means any contract between a recipient and a contractor (at any tier) funded in whole or in part with DOT financial assistance, including letters of credit or loan guarantees, except a contract solely for the purchase of land.

DOT/SBA Memorandum of Understanding or MOU, refers to the agreement signed on November 23, 1999, between the Department of Transportation (DOT) and the Small Business Administration (SBA) streamlining certification procedures for participation in SBA's 8(a) Business Development (8(a) BD) and Small Disadvantaged Business (SDB) programs, and DOT's Disadvantaged Business Enterprise (DBE) program for small and disadvantaged businesses.

Good faith efforts means efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement.

Home state means the state in which a DBE firm or applicant for DBE certification maintains its principal place of business.

Immediate family member means father, mother, husband, wife, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, mother-in-law, or father-in-law.

Indian tribe means any Indian tribe, band, nation, or other organized group or community of Indians, including any ANC, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians, or is recognized as such by the State in which the tribe, band, nation, group, or community resides. See definition of “tribally-owned concern” in this section.

Joint venture means an association of a DBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the DBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

Native Hawaiian means any individual whose ancestors were natives, prior to 1778, of the area which now comprises the State of Hawaii.

Native Hawaiian Organization means any community service organization serving Native Hawaiians in the State of Hawaii which is a not-for-profit organization chartered by the State of Hawaii, is controlled by Native Hawaiians, and whose business activities will principally benefit such Native Hawaiians.

Noncompliance means that a recipient has not correctly implemented the requirements of this part.

Operating Administration or OA means any of the following parts of DOT: the Federal Aviation Administration (FAA), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). The “Administrator” of an operating administration includes his or her designees.

Personal net worth means the net value of the assets of an individual remaining after total liabilities are deducted. An individual's personal net worth does not include: The individual's ownership interest in an applicant or participating DBE firm; or the individual's equity in his or her primary place of residence. An individual's personal net worth includes only his or her own share of assets held jointly or as community property with the individual's spouse.

Primary industry classification means the North American Industrial Classification System (NAICS) designation which best describes the primary business of a firm. The NAICS is described in the North American Industry Classification Manual—United States, 1997 which is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA, 22161; by calling 1 (800) 553-6847; or via the Internet at: <http://www.ntis.gov/product/naics.htm>.

Primary recipient means a recipient which receives DOT financial assistance and passes some or all of it on to another recipient.

Principal place of business means the business location where the individuals who manage the firm's day-to-day operations spend most working hours and where top management's business records are kept. If the offices from which management is directed and where business records are kept are in different locations, the recipient will determine the principal place of business for DBE program purposes.

Program means any undertaking on a recipient's part to use DOT financial assistance, authorized by the laws to which this part applies.

Race-conscious measure or program is one that is focused specifically on assisting only DBEs, including women-owned DBEs.

Race-neutral measure or program is one that is, or can be, used to assist all small businesses. For the purposes of this part, race-neutral includes gender-neutrality.

Recipient is any entity, public or private, to which DOT financial assistance is extended, whether directly or through another recipient, through the programs of the FAA, FHWA, or FTA, or who has applied for such assistance.

Secretary means the Secretary of Transportation or his/her designee.

Set-aside means a contracting practice restricting eligibility for the competitive award of a contract solely to DBE firms.

Small Business Administration or SBA means the United States Small Business Administration.

SBA certified firm refers to firms that have a current, valid certification from or recognized by the SBA under the 8(a) BD or SDB programs.

Small business concern means, with respect to firms seeking to participate as DBEs in DOT-assisted contracts, a small business concern as defined pursuant to section 3 of the Small Business Act and Small Business Administration regulations implementing it (13 CFR part 121) that also does not exceed the cap on average annual gross receipts specified in §26.65(b).

Socially and economically disadvantaged individual means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is—

- (1) Any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis.
- (2) Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
 - (i) “Black Americans,” which includes persons having origins in any of the Black racial groups of Africa;
 - (ii) “Hispanic Americans,” which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - (iii) “Native Americans,” which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
 - (iv) “Asian-Pacific Americans,” which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
 - (v) “Subcontinent Asian Americans,” which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
 - (vi) Women;
 - (vii) Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

Tribally-owned concern means any concern at least 51 percent owned by an Indian tribe as defined in this section.

You refers to a recipient, unless a statement in the text of this part or the context requires otherwise (i.e., ‘You must do XYZ’ means that recipients must do XYZ).

[64 FR 5126, Feb. 2, 1999, as amended at 64 FR 34570, June 28, 1999; 68 FR 35553, June 16, 2003; 76 FR 5096, Jan. 28, 2011]

§26.7 What discriminatory actions are forbidden?

- (a) You must never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by this part on the basis of race, color, sex, or national origin.
- (b) In administering your DBE program, you must not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color, sex, or national origin.

§26.9 How does the Department issue guidance and interpretations under this part?

- (a) Only guidance and interpretations (including interpretations set forth in certification appeal decisions) consistent with this part 26 and issued after March 4, 1999 express the official positions and views of the Department of Transportation or any of its operating administrations.

- (b) The Secretary of Transportation, Office of the Secretary of Transportation, FHWA, FTA, and FAA may issue written interpretations of or written guidance concerning this part. Written interpretations and guidance are valid, and express the official positions and views of the Department of Transportation or any of its operating administrations, only if they are issued over the signature of the Secretary of Transportation or if they contain the following statement:

The General Counsel of the Department of Transportation has reviewed this document and approved it as consistent with the language and intent of 49 CFR part 26.

[72 FR 15617, Apr. 2, 2007]

§26.11 What records do recipients keep and report?

- (a) You must transmit the Uniform Report of DBE Awards or Commitments and Payments, found in Appendix B to this part, at the intervals stated on the form.
- (b) You must continue to provide data about your DBE program to the Department as directed by DOT operating administrations.
- (c) You must create and maintain a bidders list.
- (1) The purpose of this list is to provide you as accurate data as possible about the universe of DBE and non-DBE contractors and subcontractors who seek to work on your Federally-assisted contracts for use in helping you set your overall goals.
- (2) You must obtain the following information about DBE and non-DBE contractors and subcontractors who seek to work on your Federally-assisted contracts:
- (i) Firm name;
- (ii) Firm address;
- (iii) Firm's status as a DBE or non-DBE;
- (iv) Age of the firm; and
- (v) The annual gross receipts of the firm. You may obtain this information by asking each firm to indicate into what gross receipts bracket they fit (e.g., less than \$500,000; \$500,000-\$1 million; \$1-2 million; \$2-5 million; etc.) rather than requesting an exact figure from the firm.
- (3) You may acquire the information for your bidders list in a variety of ways. For example, you can collect the data from all bidders, before or after the bid due date. You can conduct a survey that will result in statistically sound estimate of the universe of DBE and non-DBE contractors and subcontractors who seek to work on your Federally-assisted contracts. You may combine different data collection approaches (e.g., collect name and address information from all bidders, while conducting a survey with respect to age and gross receipts information).

[64 FR 5126, Feb. 2, 1999, as amended at 65 FR 68951, Nov. 15, 2000; 76 FR 5096, Jan. 28, 2011]

§26.13 What assurances must recipients and contractors make?

- (a) Each financial assistance agreement you sign with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and

may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- (b) Each contract you sign with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

§26.15 How can recipients apply for exemptions or waivers?

- (a) You can apply for an exemption from any provision of this part. To apply, you must request the exemption in writing from the Office of the Secretary of Transportation, FHWA, FTA, or FAA. The Secretary will grant the request only if it documents special or exceptional circumstances, not likely to be generally applicable, and not contemplated in connection with the rulemaking that established this part, that make your compliance with a specific provision of this part impractical. You must agree to take any steps that the Department specifies to comply with the intent of the provision from which an exemption is granted. The Secretary will issue a written response to all exemption requests.
- (b) You can apply for a waiver of any provision of Subpart B or C of this part including, but not limited to, any provisions regarding administrative requirements, overall goals, contract goals or good faith efforts. Program waivers are for the purpose of authorizing you to operate a DBE program that achieves the objectives of this part by means that may differ from one or more of the requirements of Subpart B or C of this part. To receive a program waiver, you must follow these procedures:
- (1) You must apply through the concerned operating administration. The application must include a specific program proposal and address how you will meet the criteria of paragraph (b)(2) of this section. Before submitting your application, you must have had public participation in developing your proposal, including consultation with the DBE community and at least one public hearing. Your application must include a summary of the public participation process and the information gathered through it.
- (2) Your application must show that—
- (i) There is a reasonable basis to conclude that you could achieve a level of DBE participation consistent with the objectives of this part using different or innovative means other than those that are provided in subpart B or C of this part;
- (ii) Conditions in your jurisdiction are appropriate for implementing the proposal;
- (iii) Your proposal would prevent discrimination against any individual or group in access to contracting opportunities or other benefits of the program; and
- (iv) Your proposal is consistent with applicable law and program requirements of the concerned operating administration's financial assistance program.
- (3) The Secretary has the authority to approve your application. If the Secretary grants your application, you may administer your DBE program as provided in your proposal, subject to the following conditions:
- (i) DBE eligibility is determined as provided in subparts D and E of this part, and DBE participation is counted as provided in §26.49;
- (ii) Your level of DBE participation continues to be consistent with the objectives of this part;
- (iii) There is a reasonable limitation on the duration of your modified program; and
- (iv) Any other conditions the Secretary makes on the grant of the waiver.
- (4) The Secretary may end a program waiver at any time and require you to comply with this part's provisions. The Secretary may also extend the waiver, if he or she determines that all requirements of paragraphs (b)(2) and (3) of

this section continue to be met. Any such extension shall be for no longer than period originally set for the duration of the program.

SUBPART B—ADMINISTRATIVE REQUIREMENTS FOR DBE PROGRAMS FOR FEDERALLY-ASSISTED CONTRACTING

§26.21 Who must have a DBE program?

- (a) If you are in one of these categories and let DOT-assisted contracts, you must have a DBE program meeting the requirements of this part:
 - (1) All FHWA recipients receiving funds authorized by a statute to which this part applies;
 - (2) FTA recipients receiving planning, capital and/or operating assistance who will award prime contracts (excluding transit vehicle purchases) exceeding \$250,000 in FTA funds in a Federal fiscal year;
 - (3) FAA recipients receiving grants for airport planning or development who will award prime contracts exceeding \$250,000 in FAA funds in a Federal fiscal year.
- (b) (1) You must submit a DBE program conforming to this part by August 31, 1999 to the concerned operating administration (OA). Once the OA has approved your program, the approval counts for all of your DOT-assisted programs (except that goals are reviewed by the particular operating administration that provides funding for your DOT-assisted contracts).
- (2) You do not have to submit regular updates of your DBE programs, as long as you remain in compliance. However, you must submit significant changes in the program for approval.
- (c) You are not eligible to receive DOT financial assistance unless DOT has approved your DBE program and you are in compliance with it and this part. You must continue to carry out your program until all funds from DOT financial assistance have been expended.

[64 FR 5126, Feb. 2, 1999, as amended at 64 FR 34570, June 28, 1999; 65 FR 68951, Nov. 15, 2000]

§26.23 What is the requirement for a policy statement?

You must issue a signed and dated policy statement that expresses your commitment to your DBE program, states its objectives, and outlines responsibilities for its implementation. You must circulate the statement throughout your organization and to the DBE and non-DBE business communities that perform work on your DOT-assisted contracts.

§26.25 What is the requirement for a liaison officer?

You must have a DBE liaison officer, who shall have direct, independent access to your Chief Executive Officer concerning DBE program matters. The liaison officer shall be responsible for implementing all aspects of your DBE program. You must also have adequate staff to administer the program in compliance with this part.

§26.27 What efforts must recipients make concerning DBE financial institutions?

You must thoroughly investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in your community and make reasonable efforts to use these institutions. You must also encourage prime contractors to use such institutions.

§26.29 What prompt payment mechanisms must recipients have?

- (a) You must establish, as part of your DBE program, a contract clause to require prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 30 days from receipt of each payment you make to the prime contractor.
- (b) You must ensure prompt and full payment of retainage from the prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. You must use one of the following methods to comply with this requirement:
 - (1) You may decline to hold retainage from prime contractors and prohibit prime contractors from holding retainage from subcontractors.
 - (2) You may decline to hold retainage from prime contractors and require a contract clause obligating prime contractors to make prompt and full payment of any retainage kept by prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed.
 - (3) You may hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 30 days after your payment to the prime contractor.
- (c) For purposes of this section, a subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the recipient. When a recipient has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.
- (d) Your DBE program must provide appropriate means to enforce the requirements of this section. These means may include appropriate penalties for failure to comply, the terms and conditions of which you set. Your program may also provide that any delay or postponement of payment among the parties may take place only for good cause, with your prior written approval.
- (e) You may also establish, as part of your DBE program, any of the following additional mechanisms to ensure prompt payment:
 - (1) A contract clause that requires prime contractors to include in their subcontracts language providing that prime contractors and subcontractors will use appropriate alternative dispute resolution mechanisms to resolve payment disputes. You may specify the nature of such mechanisms.
 - (2) A contract clause providing that the prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have performed.
 - (3) Other mechanisms, consistent with this part and applicable state and local law, to ensure that DBEs and other contractors are fully and promptly paid.

[68 FR 35553, June 16, 2003]

§26.31 What information must you include in your DBE directory?

- (a) In the directory required under §26.81(g) of this Part, you must list all firms eligible to participate as DBEs in your program. In the listing for each firm, you must include its address, phone number, and the types of work the firm has been certified to perform as a DBE.
- (b) You must list each type of work for which a firm is eligible to be certified by using the most specific NAICS code available to describe each type of work. You must make any changes to your current directory entries necessary to meet the requirement of this paragraph (a) by August 26, 2011.

[76 FR 5096, Jan. 28, 2011]

§26.33 What steps must a recipient take to address overconcentration of DBEs in certain types of work?

- (a) If you determine that DBE firms are so overconcentrated in a certain type of work as to unduly burden the opportunity of non-DBE firms to participate in this type of work, you must devise appropriate measures to address this overconcentration.
- (b) These measures may include the use of incentives, technical assistance, business development programs, mentor-protégé programs, and other appropriate measures designed to assist DBEs in performing work outside of the specific field in which you have determined that non-DBEs are unduly burdened. You may also consider varying your use of contract goals, to the extent consistent with §26.51, to ensure that non-DBEs are not unfairly prevented from competing for subcontracts.
- (c) You must obtain the approval of the concerned DOT operating administration for your determination of overconcentration and the measures you devise to address it. Once approved, the measures become part of your DBE program.

§26.35 What role do business development and mentor-protégé programs have in the DBE program?

- (a) You may or, if an operating administration directs you to, you must establish a DBE business development program (BDP) to assist firms in gaining the ability to compete successfully in the marketplace outside the DBE program. You may require a DBE firm, as a condition of receiving assistance through the BDP, to agree to terminate its participation in the DBE program after a certain time has passed or certain objectives have been reached. See Appendix C of this part for guidance on administering BDP programs.
- (b) As part of a BDP or separately, you may establish a “mentor-protégé” program, in which another DBE or non-DBE firm is the principal source of business development assistance to a DBE firm.
 - (1) Only firms you have certified as DBEs before they are proposed for participation in a mentor-protégé program are eligible to participate in the mentor-protégé program.
 - (2) During the course of the mentor-protégé relationship, you must:
 - (i) Not award DBE credit to a non-DBE mentor firm for using its own protégé firm for more than one half of its goal on any contract let by the recipient; and
 - (ii) Not award DBE credit to a non-DBE mentor firm for using its own protégé firm for more than every other contract performed by the protégé firm.
 - (3) For purposes of making determinations of business size under this part, you must not treat protégé firms as affiliates of mentor firms, when both firms are participating under an approved mentor-protégé program. See Appendix D of this part for guidance concerning the operation of mentor-protégé programs.
- (c) Your BDPs and mentor-protégé programs must be approved by the concerned operating administration before you implement them. Once approved, they become part of your DBE program.

§26.37 What are a recipient's responsibilities for monitoring the performance of other program participants?

- (a) You must implement appropriate mechanisms to ensure compliance with the part's requirements by all program participants (e.g., applying legal and contract remedies available under Federal, state and local law). You must set forth these mechanisms in your DBE program.
- (b) Your DBE program must also include a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award or subsequently (e.g., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed. This mechanism must include a written certification that you have reviewed contracting records and monitored work sites in your state for this purpose. The monitoring to which this paragraph refers may be conducted in conjunction with monitoring of contract performance for other purposes (e.g., close-out reviews for a contract).

- (c) This mechanism must provide for a running tally of actual DBE attainments (e.g., payments actually made to DBE firms), including a means of comparing these attainments to commitments. In your reports of DBE participation to the Department, you must display both commitments and attainments.

[64 FR 5126, Feb. 2, 1999, as amended at 65 FR 68951, Nov. 15, 2000; 68 FR 35554, June 16, 2003; 76 FR 5097, Jan. 28, 2011]

§26.39 Fostering small business participation.

- (a) Your DBE program must include an element to structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.
- (b) This element must be submitted to the appropriate DOT operating administration for approval as a part of your DBE program by February 28, 2012. As part of this program element you may include, but are not limited to, the following strategies:
 - (1) Establishing a race-neutral small business set-aside for prime contracts under a stated amount (e.g., \$1 million).
 - (2) In multi-year design-build contracts or other large contracts (e.g., for “megaprojects”) requiring bidders on the prime contract to specify elements of the contract or specific subcontracts that are of a size that small businesses, including DBEs, can reasonably perform.
 - (3) On prime contracts not having DBE contract goals, requiring the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all the work involved.
 - (4) Identifying alternative acquisition strategies and structuring procurements to facilitate the ability of consortia or joint ventures consisting of small businesses, including DBEs, to compete for and perform prime contracts.
 - (5) To meet the portion of your overall goal you project to meet through race-neutral measures, ensuring that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform.
- (c) You must actively implement your program elements to foster small business participation. Doing so is a requirement of good faith implementation of your DBE program.

[76 FR 5097, Jan. 28, 2011]

SUBPART C—GOALS, GOOD FAITH EFFORTS, AND COUNTING

§26.41 What is the role of the statutory 10 percent goal in this program?

- (a) The statutes authorizing this program provide that, except to the extent the Secretary determines otherwise, not less than 10 percent of the authorized funds are to be expended with DBEs.
- (b) This 10 percent goal is an aspirational goal at the national level, which the Department uses as a tool in evaluating and monitoring DBEs' opportunities to participate in DOT-assisted contracts.
- (c) The national 10 percent goal does not authorize or require recipients to set overall or contract goals at the 10 percent level, or any other particular level, or to take any special administrative steps if their goals are above or below 10 percent.

§26.43 Can recipients use set-asides or quotas as part of this program?

- (a) You are not permitted to use quotas for DBEs on DOT-assisted contracts subject to this part.
- (b) You may not set-aside contracts for DBEs on DOT-assisted contracts subject to this part, except that, in limited and extreme circumstances, you may use set-asides when no other method could be reasonably expected to redress egregious instances of discrimination.

§26.45 How do recipients set overall goals?

- (a)
 - (1) Except as provided in paragraph (a)(2) of this section, you must set an overall goal for DBE participation in your DOT-assisted contracts.
 - (2) If you are a FTA or FAA recipient who reasonably anticipates awarding (excluding transit vehicle purchases) \$250,000 or less in FTA or FAA funds in prime contracts in a Federal fiscal year, you are not required to develop overall goals for FTA or FAA respectively for that fiscal year. However, if you have an existing DBE program, it must remain in effect and you must seek to fulfill the objectives outlined in §26.1.
- (b) Your overall goal must be based on demonstrable evidence of the availability of ready, willing and able DBEs relative to all businesses ready, willing and able to participate on your DOT-assisted contracts (hereafter, the “relative availability of DBEs”). The goal must reflect your determination of the level of DBE participation you would expect absent the effects of discrimination. You cannot simply rely on either the 10 percent national goal, your previous overall goal or past DBE participation rates in your program without reference to the relative availability of DBEs in your market.
- (c) Step 1. You must begin your goal setting process by determining a base figure for the relative availability of DBEs. The following are examples of approaches that you may take toward determining a base figure. These examples are provided as a starting point for your goal setting process. Any percentage figure derived from one of these examples should be considered a basis from which you begin when examining all evidence available in your jurisdiction. These examples are not intended as an exhaustive list. Other methods or combinations of methods to determine a base figure may be used, subject to approval by the concerned operating administration.
 - (1) Use DBE Directories and Census Bureau Data. Determine the number of ready, willing and able DBEs in your market from your DBE directory. Using the Census Bureau's County Business Pattern (CBP) data base, determine the number of all ready, willing and able businesses available in your market that perform work in the same NAICS codes. (Information about the CBP data base may be obtained from the Census Bureau at their web site, www.census.gov/epcd/cbp/view/cbpview.html.) Divide the number of DBEs by the number of all businesses to derive a base figure for the relative availability of DBEs in your market.
 - (2) Use a bidders list. Determine the number of DBEs that have bid or quoted on your DOT-assisted prime contracts or subcontracts in the previous year. Determine the number of all businesses that have bid or quoted on prime or subcontracts in the same time period. Divide the number of DBE bidders and quoters by the number for all businesses to derive a base figure for the relative availability of DBEs in your market.
 - (3) Use data from a disparity study. Use a percentage figure derived from data in a valid, applicable disparity study.
 - (4) Use the goal of another DOT recipient. If another DOT recipient in the same, or substantially similar, market has set an overall goal in compliance with this rule, you may use that goal as a base figure for your goal.
 - (5) Alternative methods. You may use other methods to determine a base figure for your overall goal. Any methodology you choose must be based on demonstrable evidence of local market conditions and be designed to ultimately attain a goal that is rationally related to the relative availability of DBEs in your market.

- (d) Step 2. Once you have calculated a base figure, you must examine all of the evidence available in your jurisdiction to determine what adjustment, if any, is needed to the base figure in order to arrive at your overall goal.
- (1) There are many types of evidence that must be considered when adjusting the base figure. These include:
 - (i) The current capacity of DBEs to perform work in your DOT-assisted contracting program, as measured by the volume of work DBEs have performed in recent years;
 - (ii) Evidence from disparity studies conducted anywhere within your jurisdiction, to the extent it is not already accounted for in your base figure; and
 - (iii) If your base figure is the goal of another recipient, you must adjust it for differences in your local market and your contracting program.
 - (2) If available, you must consider evidence from related fields that affect the opportunities for DBEs to form, grow and compete. These include, but are not limited to:
 - (i) Statistical disparities in the ability of DBEs to get the financing, bonding and insurance required to participate in your program;
 - (ii) Data on employment, self-employment, education, training and union apprenticeship programs, to the extent you can relate it to the opportunities for DBEs to perform in your program.
 - (3) If you attempt to make an adjustment to your base figure to account for the continuing effects of past discrimination (often called the “but for” factor) or the effects of an ongoing DBE program, the adjustment must be based on demonstrable evidence that is logically and directly related to the effect for which the adjustment is sought.
 - (e) Once you have determined a percentage figure in accordance with paragraphs (c) and (d) of this section, you should express your overall goal as follows:
 - (1) If you are an FHWA recipient, as a percentage of all Federal-aid highway funds you will expend in FHWA-assisted contracts in the forthcoming three fiscal years.
 - (2) If you are an FTA or FAA recipient, as a percentage of all FT or FAA funds (exclusive of FTA funds to be used for the purchase of transit vehicles) that you will expend in FTA or FAA-assisted contracts in the three forthcoming fiscal years.
 - (3) In appropriate cases, the FHWA, FTA or FAA Administrator may permit or require you to express your overall goal as a percentage of funds for a particular grant or project or group of grants and/or projects. Like other overall goals, a project goal may be adjusted to reflect changed circumstances, with the concurrence of the appropriate operating administration.
 - (i) A project goal is an overall goal, and must meet all the substantive and procedural requirements of this section pertaining to overall goals.
 - (ii) A project goal covers the entire length of the project to which it applies.
 - (iii) The project goal should include a projection of the DBE participation anticipated to be obtained during each fiscal year covered by the project goal.
 - (iv) The funds for the project to which the project goal pertains are separated from the base from which your regular overall goal, applicable to contracts not part of the project covered by a project goal, is calculated.

- (f) (1) (i) If you set your overall goal on a fiscal year basis, you must submit it to the applicable DOT operating administration by August 1 at three-year intervals, based on a schedule established by the FHWA, FTA, or FAA, as applicable, and posted on that agency's Web site.
 - (ii) You may adjust your three-year overall goal during the three-year period to which it applies, in order to reflect changed circumstances. You must submit such an adjustment to the concerned operating administration for review and approval.
 - (iii) The operating administration may direct you to undertake a review of your goal if necessary to ensure that the goal continues to fit your circumstances appropriately.
 - (iv) While you are required to submit an overall goal to FHWA, FTA, or FAA only every three years, the overall goal and the provisions of Sec. 26.47(c) apply to each year during that three-year period.
 - (v) You may make, for informational purposes, projections of your expected DBE achievements during each of the three years covered by your overall goal. However, it is the overall goal itself, and not these informational projections, to which the provisions of section 26.47(c) of this part apply.
 - (2) If you are a recipient and set your overall goal on a project or grant basis as provided in paragraph (e)(3) of this section, you must submit the goal for review at a time determined by the FHWA, FTA or FAA Administrator, as applicable.
 - (3) You must include with your overall goal submission a description of the methodology you used to establish the goal, including your base figure and the evidence with which it was calculated, and the adjustments you made to the base figure and the evidence you relied on for the adjustments. You should also include a summary listing of the relevant available evidence in your jurisdiction and, where applicable, an explanation of why you did not use that evidence to adjust your base figure. You must also include your projection of the portions of the overall goal you expect to meet through race-neutral and race-conscious measures, respectively (see 26.51(c)).
 - (4) You are not required to obtain prior operating administration concurrence with your overall goal. However, if the operating administration's review suggests that your overall goal has not been correctly calculated, or that your method for calculating goals is inadequate, the operating administration may, after consulting with you, adjust your overall goal or require that you do so. The adjusted overall goal is binding on you.
 - (5) If you need additional time to collect data or take other steps to develop an approach to setting overall goals, you may request the approval of the concerned operating administration for an interim goal and/or goal-setting mechanism. Such a mechanism must:
 - (i) Reflect the relative availability of DBEs in your local market to the maximum extent feasible given the data available to you; and
 - (ii) Avoid imposing undue burdens on non-DBEs.
 - (6) Timely submission and operating administration approval of your overall goal is a condition of eligibility for DOT financial assistance.
 - (7) If you fail to establish and implement goals as provided in this section, you are not in compliance with this part. If you establish and implement goals in a way different from that provided in this part, you are not in compliance with this part. If you fail to comply with this requirement, you are not eligible to receive DOT financial assistance.
- (g) In establishing an overall goal, you must provide for public participation. This public participation must include:
- (1) Consultation with minority, women's and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and your efforts to establish a level playing field for the participation of DBEs.
 - (2) A published notice announcing your proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at your principal office for 30 days following the date of the notice, and informing the public that you and the Department will accept comments on the goals for 45 days from the date of the notice. The notice must include addresses to which comments may be sent, and you must publish it in general circulation media and available minority-focused media and trade association publications.

- (h) Your overall goals must provide for participation by all certified DBEs and must not be subdivided into group-specific goals.

[64 FR 5126, Feb. 2, 1999, as amended at 64 FR 34570, June 28, 1999; 65 FR 68951, Nov. 15, 2000; 68 FR 35553, June 16, 2003; 75 FR 5536, Feb. 3, 2010; 76 FR 5097, Jan. 28, 2011]

§26.47 Can recipients be penalized for failing to meet overall goals?

- (a) You cannot be penalized, or treated by the Department as being in noncompliance with this rule, because your DBE participation falls short of your overall goal, unless you have failed to administer your program in good faith.
- (b) If you do not have an approved DBE program or overall goal, or if you fail to implement your program in good faith, you are in noncompliance with this part.
- (c) If the awards and commitments shown on your Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, you must do the following in order to be regarded by the Department as implementing your DBE program in good faith:
- (1) Analyze in detail the reasons for the difference between the overall goal and your awards and commitments in that fiscal year;
 - (2) Establish specific steps and milestones to correct the problems you have identified in your analysis and to enable you to meet fully your goal for the new fiscal year;
 - (3)
 - (i) If you are a state highway agency; one of the 50 largest transit authorities as determined by the FTA; or an Operational Evolution Partnership Plan airport or other airport designated by the FAA, you must submit, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraphs (c)(1) and (2) of this section to the appropriate operating administration for approval. If the operating administration approves the report, you will be regarded as complying with the requirements of this section for the remainder of the fiscal year.
 - (ii) As a transit authority or airport not meeting the criteria of paragraph (c)(3)(i) of this section, you must retain analysis and corrective actions in your records for three years and make it available to FTA or FAA on request for their review.
 - (4) FHWA, FTA, or FAA may impose conditions on the recipient as part of its approval of the recipient's analysis and corrective actions including, but not limited to, modifications to your overall goal methodology, changes in your race-conscious/race-neutral split, or the introduction of additional race-neutral or race-conscious measures.
 - (5) You may be regarded as being in noncompliance with this Part, and therefore subject to the remedies in §26.103 or §26.105 of this part and other applicable regulations, for failing to implement your DBE program in good faith if any of the following things occur:
 - (i) You do not submit your analysis and corrective actions to FHWA, FTA, or FAA in a timely manner as required under paragraph (c)(3) of this section;
 - (ii) FHWA, FTA, or FAA disapproves your analysis or corrective actions; or
 - (iii) You do not fully implement the corrective actions to which you have committed or conditions that FHWA, FTA, or FAA has imposed following review of your analysis and corrective actions.
- (d) If, as recipient, your Uniform Report of DBE Awards or Commitments and Payments or other information coming to the attention of FTA, FHWA, or FAA, demonstrates that current trends make it unlikely that you will achieve DBE awards and commitments that would be necessary to allow you to meet your overall goal at the end of the fiscal year, FHWA, FTA, or FAA, as applicable, may require you to make further good faith efforts, such as by modifying your race-conscious/race-neutral split or introducing additional race-neutral or race-conscious measures for the remainder of the fiscal year.

[64 FR 5126, Feb. 2, 1999, as amended at 76 FR 5098, Jan. 28, 2011]

§26.49 How are overall goals established for transit vehicle manufacturers?

- (a) If you are an FTA recipient, you must require in your DBE program that each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, certify that it has complied with the requirements of this section. You do not include FTA assistance used in transit vehicle procurements in the base amount from which your overall goal is calculated.
- (b) If you are a transit vehicle manufacturer, you must establish and submit for FTA's approval an annual overall percentage goal. In setting your overall goal, you should be guided, to the extent applicable, by the principles underlying §26.45. The base from which you calculate this goal is the amount of FTA financial assistance included in transit vehicle contracts you will perform during the fiscal year in question. You must exclude from this base funds attributable to work performed outside the United States and its territories, possessions, and commonwealths. The requirements and procedures of this part with respect to submission and approval of overall goals apply to you as they do to recipients.
- (c) As a transit vehicle manufacturer, you may make the certification required by this section if you have submitted the goal this section requires and FTA has approved it or not disapproved it.
- (d) As a recipient, you may, with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of complying through the procedures of this section.
- (e) If you are an FHWA or FAA recipient, you may, with FHWA or FAA approval, use the procedures of this section with respect to procurements of vehicles or specialized equipment. If you choose to do so, then the manufacturers of this equipment must meet the same requirements (including goal approval by FHWA or FAA) as transit vehicle manufacturers must meet in FTA-assisted procurements.

§26.51 What means do recipients use to meet overall goals?

- (a) You must meet the maximum feasible portion of your overall goal by using race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures, is awarded a subcontract on a prime contract that does not carry a DBE goal, or even if there is a DBE goal, wins a subcontract from a prime contractor that did not consider its DBE status in making the award (e.g., a prime contractor that uses a strict low bid system to award subcontracts).
- (b) Race-neutral means include, but are not limited to, the following:
 - (1) Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under §26.39 of this part.
 - (2) Providing assistance in overcoming limitations such as inability to obtain bonding or financing (e.g., by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and providing services to help DBEs, and other small businesses, obtain bonding and financing);
 - (3) Providing technical assistance and other services;
 - (4) Carrying out information and communications programs on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders; ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors; provision of information in languages other than English, where appropriate);
 - (5) Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses;
 - (6) Providing services to help DBEs, 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 your DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors; and
- (9) Assisting DBEs, and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media.
- (c) Each time you submit your overall goal for review by the concerned operating administration, you must also submit your projection of the portion of the goal that you expect to meet through race-neutral means and your basis for that projection. This projection is subject to approval by the concerned operating administration, in conjunction with its review of your overall goal.
- (d) You must establish contract goals to meet any portion of your overall goal you do not project being able to meet using race-neutral means.
 - (e) The following provisions apply to the use of contract goals:
 - (1) You may use contract goals only on those DOT-assisted contracts that have subcontracting possibilities.
 - (2) You are not required to set a contract goal on every DOT-assisted contract. You are not required to set each contract goal at the same percentage level as the overall goal. The goal for a specific contract may be higher or lower than that percentage level of the overall goal, depending on such factors as the type of work involved, the location of the work, and the availability of DBEs for the work of the particular contract. However, over the period covered by your overall goal, you must set contract goals so that they will cumulatively result in meeting any portion of your overall goal you do not project being able to meet through the use of race-neutral means.
 - (3) Operating administration approval of each contract goal is not necessarily required. However, operating administrations may review and approve or disapprove any contract goal you establish.
 - (4) Your contract goals must provide for participation by all certified DBEs and must not be subdivided into group-specific goals.
- (f) To ensure that your DBE program continues to be narrowly tailored to overcome the effects of discrimination, you must adjust your use of contract goals as follows:
 - (1) If your approved projection under paragraph (c) of this section estimates that you can meet your entire overall goal for a given year through race-neutral means, you must implement your program without setting contract goals during that year, unless it becomes necessary in order meet your overall goal.

Example to paragraph (f)(1): Your overall goal for Year 1 is 12 percent. You estimate that you can obtain 12 percent or more DBE participation through the use of race-neutral measures, without any use of contract goals. In this case, you do not set any contract goals for the contracts that will be performed in Year 1. However, if part way through Year 1, your DBE awards or commitments are not at a level that would permit you to achieve your overall goal for Year 1, you could begin setting race-conscious DBE contract goals during the remainder of the year as part of your obligation to implement your program in good faith.

- (2) If, during the course of any year in which you are using contract goals, you determine that you will exceed your overall goal, you must reduce or eliminate the use of contract goals to the extent necessary to ensure that the use of contract goals does not result in exceeding the overall goal. If you determine that you will fall short of your overall goal, then you must make appropriate modifications in your use of race-neutral and/or race-conscious measures to allow you to meet the overall goal.

Example to paragraph (f)(2): In Year II, your overall goal is 12 percent. You have estimated that you can obtain 5 percent DBE participation through use of race-neutral measures. You therefore plan to obtain the remaining 7 percent participation through use of DBE goals. By September, you have already obtained 11 percent DBE participation for the year. For contracts let during the remainder of the year, you use contract goals only to the extent necessary to obtain an additional one percent DBE participation. However, if you determine in September that your participation for the year is likely to be only 8 percent total, then you would increase your use of race-neutral and/or race-conscious means during the remainder of the year in order to achieve your overall goal.

- (3) If the DBE participation you have obtained by race-neutral means alone meets or exceeds your overall goals for two consecutive years, you are not required to make a projection of the amount of your goal you can meet using such means in the next year. You do not set contract goals on any contracts in the next year. You continue using only race-neutral means to meet your overall goals unless and until you do not meet your overall goal for a year.

Example to paragraph (f)(3): Your overall goal for Years I and Year II is 10 percent. The DBE participation you obtain through race-neutral measures alone is 10 percent or more in each year. (For this purpose, it does not matter whether you obtained additional DBE participation through using contract goals in these years.) In Year III and following years, you do not need to make a projection under paragraph (c) of this section of the portion of your overall goal you expect to meet using race-neutral means. You simply use race-neutral means to achieve your overall goals. However, if in Year VI your DBE participation falls short of your overall goal, then you must make a paragraph (c) projection for Year VII and, if necessary, resume use of contract goals in that year.

- (4) If you obtain DBE participation that exceeds your overall goal in two consecutive years through the use of contract goals (i.e., not through the use of race-neutral means alone), you must reduce your use of contract goals proportionately in the following year.

Example to paragraph (f)(4): In Years I and II, your overall goal is 12 percent, and you obtain 14 and 16 percent DBE participation, respectively. You have exceeded your goals over the two-year period by an average of 25 percent. In Year III, your overall goal is again 12 percent, and your paragraph (c) projection estimates that you will obtain 4 percent DBE participation through race-neutral means and 8 percent through contract goals. You then reduce the contract goal projection by 25 percent (i.e., from 8 to 6 percent) and set contract goals accordingly during the year. If in Year III you obtain 11 percent participation, you do not use this contract goal adjustment mechanism for Year IV, because there have not been two consecutive years of exceeding overall goals.

- (g) In any year in which you project meeting part of your goal through race-neutral means and the remainder through contract goals, you must maintain data separately on DBE achievements in those contracts with and without contract goals, respectively. You must report this data to the concerned operating administration as provided in §26.11.

[64 FR 5126, Feb. 2, 1999, as amended at 76 FR 5098, Jan. 28, 2011]

§26.53 What are the good faith efforts procedures recipients follow in situations where there are contract goals?

- (a) When you have established a DBE contract goal, you must award the contract only to a bidder/offeror who makes good faith efforts to meet it. You must determine that a bidder/offeror has made good faith efforts if the bidder/offeror does either of the following things:
- (1) Documents that it has obtained enough DBE participation to meet the goal; or
 - (2) Documents that it made adequate good faith efforts to meet the goal, even though it did not succeed in obtaining enough DBE participation to do so. If the bidder/offeror does document adequate good faith efforts, you must not deny award of the contract on the basis that the bidder/offeror failed to meet the goal. See Appendix A of this part for guidance in determining the adequacy of a bidder/offeror's good faith efforts.
- (b) In your solicitations for DOT-assisted contracts for which a contract goal has been established, you must require the following:
- (1) Award of the contract will be conditioned on meeting the requirements of this section;
 - (2) All bidders/offerors will be required to submit the following information to the recipient, at the time provided in paragraph (b)(3) of this section:
 - (i) The names and addresses of DBE firms that will participate in the contract;
 - (ii) A description of the work that each DBE will perform;
 - (iii) The dollar amount of the participation of each DBE firm participating;
 - (iv) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;

- (v) Written confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
 - (vi) If the contract goal is not met, evidence of good faith efforts (see Appendix A of this part); and
- (3) At your discretion, the bidder/offeror must present the information required by paragraph (b)(2) of this section—
- (i) Under sealed bid procedures, as a matter of responsiveness, or with initial proposals, under contract negotiation procedures; or
 - (ii) At any time before you commit yourself to the performance of the contract by the bidder/offeror, as a matter of responsibility.
- (c) You must make sure all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before committing yourself to the performance of the contract by the bidder/offeror.
- (d) If you determine that the apparent successful bidder/offeror has failed to meet the requirements of paragraph (a) of this section, you must, before awarding the contract, provide the bidder/offeror an opportunity for administrative reconsideration.
- (1) As part of this reconsideration, the bidder/offeror must have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so.
 - (2) Your decision on reconsideration must be made by an official who did not take part in the original determination that the bidder/offeror failed to meet the goal or make adequate good faith efforts to do so.
 - (3) The bidder/offeror must have the opportunity to meet in person with your reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so.
 - (4) You must send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so.
 - (5) The result of the reconsideration process is not administratively appealable to the Department of Transportation.
- (e) In a “design-build” or “turnkey” contracting situation, in which the recipient lets a master contract to a contractor, who in turn lets subsequent subcontracts for the work of the project, a recipient may establish a goal for the project. The master contractor then establishes contract goals, as appropriate, for the subcontracts it lets. Recipients must maintain oversight of the master contractor's activities to ensure that they are conducted consistent with the requirements of this part.
- (f) (1) You must require that a prime contractor not terminate a DBE subcontractor listed in response to paragraph (b)(2) of this section (or an approved substitute DBE firm) without your prior written consent. This includes, but is not limited to, instances in which a prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm.
- (2) You may provide such written consent only if you agree, for reasons stated in your concurrence document, that the prime contractor has good cause to terminate the DBE firm.
- (3) For purposes of this paragraph, good cause includes the following circumstances:
- (i) The listed DBE subcontractor fails or refuses to execute a written contract;
 - (ii) The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided, however, that good cause does not exist if the failure or refusal of the DBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
 - (iii) The listed DBE subcontractor fails or refuses to meet the prime contractor's reasonable, nondiscriminatory bond requirements.
 - (iv) The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;

- (v) The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant 2 CFR Parts 180, 215 and 1,200 or applicable state law;
 - (vii) You have determined that the listed DBE subcontractor is not a responsible contractor;
 - (vi) The listed DBE subcontractor voluntarily withdraws from the project and provides to you written notice of its withdrawal;
 - (vii) The listed DBE is ineligible to receive DBE credit for the type of work required;
 - (viii) A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract;
 - (ix) Other documented good cause that you determine compels the termination of the DBE subcontractor. Provided, that good cause does not exist if the prime contractor seeks to terminate a DBE it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the DBE contractor was engaged or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award.
- (4) Before transmitting to you its request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to you, of its intent to request to terminate and/or substitute, and the reason for the request.
 - (5) The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise you and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why you should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), you may provide a response period shorter than five days.
 - (6) In addition to post-award terminations, the provisions of this section apply to preaward deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.
- (g) When a DBE subcontractor is terminated, or fails to complete its work on the contract for any reason, you must require the prime contractor to make good faith efforts to find another DBE subcontractor to substitute for the original DBE. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the contract as the DBE that was terminated, to the extent needed to meet the contract goal you established for the procurement.
 - (h) You must include in each prime contract a provision for appropriate administrative remedies that you will invoke if the prime contractor fails to comply with the requirements of this section.
 - (i) You must apply the requirements of this section to DBE bidders/offerors for prime contracts. In determining whether a DBE bidder/offeror for a prime contract has met a contract goal, you count the work the DBE has committed to performing with its own forces as well as the work that it has committed to be performed by DBE subcontractors and DBE suppliers.

[64 FR 5126, Feb. 2, 1999, as amended at 76 FR 5098, Jan. 28, 2011]

§26.55 How is DBE participation counted toward goals?

- (a) When a DBE participates in a contract, you count only the value of the work actually performed by the DBE toward DBE goals.
 - (1) Count the entire amount of that portion of a construction contract (or other contract not covered by paragraph (a)(2) of this section) that is performed by the DBE's own forces. Include the cost of supplies and materials obtained by the DBE for the work of the contract, including supplies purchased or equipment leased by the DBE (except supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate).
 - (2) Count the entire amount of fees or commissions charged by a DBE firm for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance of a DOT-assisted contract, toward DBE goals, provided you determine the fee to be reasonable and not excessive as compared with fees customarily allowed for similar services.

- (3) When a DBE subcontracts part of the work of its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals.
- (b) When a DBE performs as a participant in a joint venture, count a portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces toward DBE goals.
- (c) Count expenditures to a DBE contractor toward DBE goals only if the DBE is performing a commercially useful function on that contract.
- (1) A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a commercially useful function, you must evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the DBE credit claimed for its performance of the work, and other relevant factors.
 - (2) A DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, you must examine similar transactions, particularly those in which DBEs do not participate.
 - (3) If a DBE does not perform or exercise responsibility for at least 30 percent of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of a contract than would be expected on the basis of normal industry practice for the type of work involved, you must presume that it is not performing a commercially useful function.
 - (4) When a DBE is presumed not to be performing a commercially useful function as provided in paragraph (c)(3) of this section, the DBE may present evidence to rebut this presumption. You may determine that the firm is performing a commercially useful function given the type of work involved and normal industry practices.
 - (5) Your decisions on commercially useful function matters are subject to review by the concerned operating administration, but are not administratively appealable to DOT.
- (d) Use the following factors in determining whether a DBE trucking company is performing a commercially useful function:
- (1) The DBE must be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular contract, and there cannot be a contrived arrangement for the purpose of meeting DBE goals.
 - (2) The DBE must itself own and operate at least one fully licensed, insured, and operational truck used on the contract.
 - (3) The DBE receives credit for the total value of the transportation services it provides on the contract using trucks it owns, insures, and operates using drivers it employs.
 - (4) The DBE may lease trucks from another DBE firm, including an owner-operator who is certified as a DBE. The DBE who leases trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the contract.

- (5) The DBE may also lease trucks from a non-DBE firm, including from an owner-operator. The DBE who leases trucks from a non-DBE is entitled to credit for the total value of transportation services provided by non-DBE lessees not to exceed the value of transportation services provided by DBE-owned trucks on the contract. Additional participation by non-DBE lessees receives credit only for the fee or commission it receives as a result of the lease arrangement. If a recipient chooses this approach, it must obtain written consent from the appropriate Department Operating Administration.

Example to this paragraph (d)(5): DBE Firm X uses two of its own trucks on a contract. It leases two trucks from DBE Firm Y and six trucks from non-DBE Firm Z. DBE credit would be awarded for the total value of transportation services provided by Firm X and Firm Y, and may also be awarded for the total value of transportation services provided by four of the six trucks provided by Firm Z. In all, full credit would be allowed for the participation of eight trucks. With respect to the other two trucks provided by Firm Z, DBE credit could be awarded only for the fees or commissions pertaining to those trucks Firm X receives as a result of the lease with Firm Z.

- (6) For purposes of this paragraph (d), a lease must indicate that the DBE has exclusive use of and control over the truck. This does not preclude the leased truck from working for others during the term of the lease with the consent of the DBE, so long as the lease gives the DBE absolute priority for use of the leased truck. Leased trucks must display the name and identification number of the DBE.
- (e) Count expenditures with DBEs for materials or supplies toward DBE goals as provided in the following:
- (1) (i) If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies toward DBE goals.
- (ii) For purposes of this paragraph (e)(1), a manufacturer is a firm that operates or maintains a factory or establishment that produces, on the premises, the materials, supplies, articles, or equipment required under the contract and of the general character described by the specifications.
- (2) (i) If the materials or supplies are purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies toward DBE goals.
- (ii) For purposes of this section, a regular dealer is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business.
- (a) To be a regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question.
- (b) A person may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone, or asphalt without owning, operating, or maintaining a place of business as provided in this paragraph (e)(2)(ii) if the person both owns and operates distribution equipment for the products. Any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not on an ad hoc or contract-by-contract basis.
- (c) Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not regular dealers within the meaning of this paragraph (e)(2).
- (3) With respect to materials or supplies purchased from a DBE which is neither a manufacturer nor a regular dealer, count the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on a job site, toward DBE goals, provided you determine the fees to be reasonable and not excessive as compared with fees customarily allowed for similar services. Do not count any portion of the cost of the materials and supplies themselves toward DBE goals, however.
- (f) If a firm is not currently certified as a DBE in accordance with the standards of subpart D of this part at the time of the execution of the contract, do not count the firm's participation toward any DBE goals, except as provided for in §26.87(i).

- (g) Do not count the dollar value of work performed under a contract with a firm after it has ceased to be certified toward your overall goal.
- (h) Do not count the participation of a DBE subcontractor toward a contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.

[64 FR 5126, Feb. 2, 1999, as amended at 65 FR 68951, Nov. 15, 2000; 68 FR 35554, June 16, 2003]

SUBPART D—CERTIFICATION STANDARDS

§26.61 How are burdens of proof allocated in the certification process?

- (a) In determining whether to certify a firm as eligible to participate as a DBE, you must apply the standards of this subpart.
- (b) The firm seeking certification has the burden of demonstrating to you, by a preponderance of the evidence, that it meets the requirements of this subpart concerning group membership or individual disadvantage, business size, ownership, and control.
- (c) You must rebuttably presume that members of the designated groups identified in §26.67(a) are socially and economically disadvantaged. This means they do not have the burden of proving to you that they are socially and economically disadvantaged. In order to obtain the benefit of the rebuttable presumption, individuals must submit a signed, notarized statement that they are a member of one of the groups in §26.67(a). Applicants do have the obligation to provide you information concerning their economic disadvantage (see §26.67).
- (d) Individuals who are not presumed to be socially and economically disadvantaged, and individuals concerning whom the presumption of disadvantage has been rebutted, have the burden of proving to you, by a preponderance of the evidence, that they are socially and economically disadvantaged. (See Appendix E of this part.)
- (e) You must make determinations concerning whether individuals and firms have met their burden of demonstrating group membership, ownership, control, and social and economic disadvantage (where disadvantage must be demonstrated on an individual basis) by considering all the facts in the record, viewed as a whole.

[64 FR 5126, Feb. 2, 1999, as amended at 68 FR 35554, June 16, 2003]

§26.63 What rules govern group membership determinations?

- (a) (1) If, after reviewing the signed notarized statement of membership in a presumptively disadvantaged group (see §26.61(c)), you have a well founded reason to question the individual's claim of membership in that group, you must require the individual to present additional evidence that he or she is a member of the group.
- (2) You must provide the individual a written explanation of your reasons for questioning his or her group membership and a written request for additional evidence as outlined in paragraph (b) of this section.
- (3) In implementing this section, you must take special care to ensure that you do not impose a disproportionate burden on members of any particular designated group. Imposing a disproportionate burden on members of a particular group could violate §26.7(b) and/or Title VI of the Civil Rights Act of 1964 and 49 CFR part 21.

- (b) In making such a determination, you must consider whether the person has held himself out to be a member of the group over a long period of time prior to application for certification and whether the person is regarded as a member of the group by the relevant community. You may require the applicant to produce appropriate documentation of group membership.
 - (1) If you determine that an individual claiming to be a member of a group presumed to be disadvantaged is not a member of a designated disadvantaged group, the individual must demonstrate social and economic disadvantage on an individual basis.
 - (2) Your decisions concerning membership in a designated group are subject to the certification appeals procedure of §26.89.

[64 FR 5126, Feb. 2, 1999, as amended at 68 FR 35554, June 16, 2003]

§26.65 What rules govern business size determinations?

- (a) To be an eligible DBE, a firm (including its affiliates) must be an existing small business, as defined by Small Business Administration (SBA) standards. As a recipient, you must apply current SBA business size standard(s) found in 13 CFR part 121 appropriate to the type(s) of work the firm seeks to perform in DOT-assisted contracts.
- (b) Even if it meets the requirements of paragraph (a) of this section, a firm is not an eligible DBE in any Federal fiscal year if the firm (including its affiliates) has had average annual gross receipts, as defined by SBA regulations (see 13 CFR 121.402), over the firm's previous three fiscal years, in excess of \$22.41 million.
- (c) The Department adjusts the number in paragraph (b) of this section annually using the Department of Commerce price deflators for purchases by State and local governments as the basis for this adjustment.

[74 FR 15224, Apr. 3, 2009]

§26.67 What rules determine social and economic disadvantage?

- (a) Presumption of disadvantage. (1) You must rebuttably presume that citizens of the United States (or lawfully admitted permanent residents) who are women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, or other minorities found to be disadvantaged by the SBA, are socially and economically disadvantaged individuals. You must require applicants to submit a signed, notarized certification that each presumptively disadvantaged owner is, in fact, socially and economically disadvantaged.
- (2)
 - (i) You must require each individual owner of a firm applying to participate as a DBE, whose ownership and control are relied upon for DBE certification to certify that he or she has a personal net worth that does not exceed \$1.32 million.
 - (ii) You must require each individual who makes this certification to support it with a signed, notarized statement of personal net worth, with appropriate supporting documentation. This statement and documentation must not be unduly lengthy, burdensome, or intrusive.
- (iii) In determining an individual's net worth, you must observe the following requirements:
 - (a) Exclude an individual's ownership interest in the applicant firm;
 - (b) Exclude the individual's equity in his or her primary residence (except any portion of such equity that is attributable to excessive withdrawals from the applicant firm).
 - (c) Do not use a contingent liability to reduce an individual's net worth.

- (d) With respect to assets held in vested pension plans, Individual Retirement Accounts, 401(k) accounts, or other retirement savings or investment programs in which the assets cannot be distributed to the individual at the present time without significant adverse tax or interest consequences, include only the present value of such assets, less the tax and interest penalties that would accrue if the asset were distributed at the present time.
- (iv) Notwithstanding any provision of Federal or state law, you must not release an individual's personal net worth statement nor any documents pertaining to it to any third party without the written consent of the submitter. Provided, that you must transmit this information to DOT in any certification appeal proceeding under section 26.89 of this part or to any other state to which the individual's firm has applied for certification under §26.85 of this part.
- (b) Rebuttal of presumption of disadvantage. (1) If the statement of personal net worth that an individual submits under paragraph (a)(2) of this section shows that the individual's personal net worth exceeds \$1.32 million, the individual's presumption of economic disadvantage is rebutted. You are not required to have a proceeding under paragraph (b)(2) of this section in order to rebut the presumption of economic disadvantage in this case.
 - (2) If you have a reasonable basis to believe that an individual who is a member of one of the designated groups is not, in fact, socially and/or economically disadvantaged you may, at any time, start a proceeding to determine whether the presumption should be regarded as rebutted with respect to that individual. Your proceeding must follow the procedures of §26.87.
 - (3) In such a proceeding, you have the burden of demonstrating, by a preponderance of the evidence, that the individual is not socially and economically disadvantaged. You may require the individual to produce information relevant to the determination of his or her disadvantage.
 - (4) When an individual's presumption of social and/or economic disadvantage has been rebutted, his or her ownership and control of the firm in question cannot be used for purposes of DBE eligibility under this subpart unless and until he or she makes an individual showing of social and/or economic disadvantage. If the basis for rebutting the presumption is a determination that the individual's personal net worth exceeds \$1.32 million, the individual is no longer eligible for participation in the program and cannot regain eligibility by making an individual showing of disadvantage.
- (c) [Reserved]
- (d) Individual determinations of social and economic disadvantage. Firms owned and controlled by individuals who are not presumed to be socially and economically disadvantaged (including individuals whose presumed disadvantage has been rebutted) may apply for DBE certification. You must make a case-by-case determination of whether each individual whose ownership and control are relied upon for DBE certification is socially and economically disadvantaged. In such a proceeding, the applicant firm has the burden of demonstrating to you, by a preponderance of the evidence, that the individuals who own and control it are socially and economically disadvantaged. An individual whose personal net worth exceeds \$1.32 million shall not be deemed to be economically disadvantaged. In making these determinations, use the guidance found in Appendix E of this part. You must require that applicants provide sufficient information to permit determinations under the guidance of Appendix E of this part.

§26.69 What rules govern determinations of ownership?

- (a) In determining whether the socially and economically disadvantaged participants in a firm own the firm, you must consider all the facts in the record, viewed as a whole.
- (b) To be an eligible DBE, a firm must be at least 51 percent owned by socially and economically disadvantaged individuals.
 - (1) In the case of a corporation, such individuals must own at least 51 percent of the each class of voting stock outstanding and 51 percent of the aggregate of all stock outstanding.
 - (2) In the case of a partnership, 51 percent of each class of partnership interest must be owned by socially and economically disadvantaged individuals. Such ownership must be reflected in the firm's partnership agreement.
 - (3) In the case of a limited liability company, at least 51 percent of each class of member interest must be owned by socially and economically disadvantaged individuals.
- (c) The firm's ownership by socially and economically disadvantaged individuals must be real, substantial, and continuing, going beyond pro forma ownership of the firm as reflected in ownership documents. The disadvantaged owners must enjoy the customary incidents of ownership, and share in the risks and profits commensurate with their ownership interests, as demonstrated by the substance, not merely the form, of arrangements.
- (d) All securities that constitute ownership of a firm shall be held directly by disadvantaged persons. Except as provided in this paragraph (d), no securities or assets held in trust, or by any guardian for a minor, are considered as held by disadvantaged persons in determining the ownership of a firm. However, securities or assets held in trust are regarded as held by a disadvantaged individual for purposes of determining ownership of the firm, if—
 - (1) The beneficial owner of securities or assets held in trust is a disadvantaged individual, and the trustee is the same or another such individual; or
 - (2) The beneficial owner of a trust is a disadvantaged individual who, rather than the trustee, exercises effective control over the management, policy-making, and daily operational activities of the firm. Assets held in a revocable living trust may be counted only in the situation where the same disadvantaged individual is the sole grantor, beneficiary, and trustee.
- (e) The contributions of capital or expertise by the socially and economically disadvantaged owners to acquire their ownership interests must be real and substantial. Examples of insufficient contributions include a promise to contribute capital, an unsecured note payable to the firm or an owner who is not a disadvantaged individual, or mere participation in a firm's activities as an employee. Debt instruments from financial institutions or other organizations that lend funds in the normal course of their business do not render a firm ineligible, even if the debtor's ownership interest is security for the loan.
- (f) The following requirements apply to situations in which expertise is relied upon as part of a disadvantaged owner's contribution to acquire ownership:
 - (1) The owner's expertise must be—
 - (i) In a specialized field;
 - (ii) Of outstanding quality;
 - (iii) In areas critical to the firm's operations;
 - (iv) Indispensable to the firm's potential success;
 - (v) Specific to the type of work the firm performs; and
 - (vi) Documented in the records of the firm. These records must clearly show the contribution of expertise and its value to the firm.
 - (2) The individual whose expertise is relied upon must have a significant financial investment in the firm.

- (g) You must always deem as held by a socially and economically disadvantaged individual, for purposes of determining ownership, all interests in a business or other assets obtained by the individual—
 - (1) As the result of a final property settlement or court order in a divorce or legal separation, provided that no term or condition of the agreement or divorce decree is inconsistent with this section; or
 - (2) Through inheritance, or otherwise because of the death of the former owner.
- (h) (1) You must presume as not being held by a socially and economically disadvantaged individual, for purposes of determining ownership, all interests in a business or other assets obtained by the individual as the result of a gift, or transfer without adequate consideration, from any non-disadvantaged individual or non-DBE firm who is—
 - (i) Involved in the same firm for which the individual is seeking certification, or an affiliate of that firm;
 - (ii) Involved in the same or a similar line of business; or
 - (iii) Engaged in an ongoing business relationship with the firm, or an affiliate of the firm, for which the individual is seeking certification.
- (2) To overcome this presumption and permit the interests or assets to be counted, the disadvantaged individual must demonstrate to you, by clear and convincing evidence, that—
 - (i) The gift or transfer to the disadvantaged individual was made for reasons other than obtaining certification as a DBE; and
 - (ii) The disadvantaged individual actually controls the management, policy, and operations of the firm, notwithstanding the continuing participation of a non-disadvantaged individual who provided the gift or transfer.
- (i) You must apply the following rules in situations in which marital assets form a basis for ownership of a firm:
 - (1) When marital assets (other than the assets of the business in question), held jointly or as community property by both spouses, are used to acquire the ownership interest asserted by one spouse, you must deem the ownership interest in the firm to have been acquired by that spouse with his or her own individual resources, provided that the other spouse irrevocably renounces and transfers all rights in the ownership interest in the manner sanctioned by the laws of the state in which either spouse or the firm is domiciled. You do not count a greater portion of joint or community property assets toward ownership than state law would recognize as belonging to the socially and economically disadvantaged owner of the applicant firm.
 - (2) A copy of the document legally transferring and renouncing the other spouse's rights in the jointly owned or community assets used to acquire an ownership interest in the firm must be included as part of the firm's application for DBE certification.
- (j) You may consider the following factors in determining the ownership of a firm. However, you must not regard a contribution of capital as failing to be real and substantial, or find a firm ineligible, solely because—
 - (1) A socially and economically disadvantaged individual acquired his or her ownership interest as the result of a gift, or transfer without adequate consideration, other than the types set forth in paragraph (h) of this section;
 - (2) There is a provision for the co-signature of a spouse who is not a socially and economically disadvantaged individual on financing agreements, contracts for the purchase or sale of real or personal property, bank signature cards, or other documents; or
 - (3) Ownership of the firm in question or its assets is transferred for adequate consideration from a spouse who is not a socially and economically disadvantaged individual to a spouse who is such an individual. In this case, you must give particularly close and careful scrutiny to the ownership and control of a firm to ensure that it is owned and controlled, in substance as well as in form, by a socially and economically disadvantaged individual.

§26.71 What rules govern determinations concerning control?

- (a) In determining whether socially and economically disadvantaged owners control a firm, you must consider all the facts in the record, viewed as a whole.
- (b) Only an independent business may be certified as a DBE. An independent business is one the viability of which does not depend on its relationship with another firm or firms.
 - (1) In determining whether a potential DBE is an independent business, you must scrutinize relationships with non-DBE firms, in such areas as personnel, facilities, equipment, financial and/or bonding support, and other resources.
 - (2) You must consider whether present or recent employer/employee relationships between the disadvantaged owner(s) of the potential DBE and non-DBE firms or persons associated with non-DBE firms compromise the independence of the potential DBE firm.
 - (3) You must examine the firm's relationships with prime contractors to determine whether a pattern of exclusive or primary dealings with a prime contractor compromises the independence of the potential DBE firm.
 - (4) In considering factors related to the independence of a potential DBE firm, you must consider the consistency of relationships between the potential DBE and non-DBE firms with normal industry practice.
- (c) A DBE firm must not be subject to any formal or informal restrictions which limit the customary discretion of the socially and economically disadvantaged owners. There can be no restrictions through corporate charter provisions, by-law provisions, contracts or any other formal or informal devices (e.g., cumulative voting rights, voting powers attached to different classes of stock, employment contracts, requirements for concurrence by non-disadvantaged partners, conditions precedent or subsequent, executory agreements, voting trusts, restrictions on or assignments of voting rights) that prevent the socially and economically disadvantaged owners, without the cooperation or vote of any non-disadvantaged individual, from making any business decision of the firm. This paragraph does not preclude a spousal co-signature on documents as provided for in §26.69(j)(2).
- (d) The socially and economically disadvantaged owners must possess the power to direct or cause the direction of the management and policies of the firm and to make day-to-day as well as long-term decisions on matters of management, policy and operations.
 - (1) A disadvantaged owner must hold the highest officer position in the company (e.g., chief executive officer or president).
 - (2) In a corporation, disadvantaged owners must control the board of directors.
 - (3) In a partnership, one or more disadvantaged owners must serve as general partners, with control over all partnership decisions.
- (e) Individuals who are not socially and economically disadvantaged may be involved in a DBE firm as owners, managers, employees, stockholders, officers, and/or directors. Such individuals must not, however, possess or exercise the power to control the firm, or be disproportionately responsible for the operation of the firm.
- (f) The socially and economically disadvantaged owners of the firm may delegate various areas of the management, policymaking, or daily operations of the firm to other participants in the firm, regardless of whether these participants are socially and economically disadvantaged individuals. Such delegations of authority must be revocable, and the socially and economically disadvantaged owners must retain the power to hire and fire any person to whom such authority is delegated. The managerial role of the socially and economically disadvantaged owners in the firm's overall affairs must be such that the recipient can reasonably conclude that the socially and economically disadvantaged owners actually exercise control over the firm's operations, management, and policy.
- (g) The socially and economically disadvantaged owners must have an overall understanding of, and managerial and technical competence and experience directly related to, the type of business in which the firm is engaged and the firm's operations. The socially and economically disadvantaged owners are not required to have experience or expertise in every critical area of the firm's operations, or to have greater experience or expertise in a given field than managers or key employees. The socially and economically disadvantaged owners must have the ability to intelligently and critically evaluate information presented by other participants in the firm's activities and to use this information to make independent decisions concerning the firm's daily operations, management, and policymaking. Generally, expertise

limited to office management, administration, or bookkeeping functions unrelated to the principal business activities of the firm is insufficient to demonstrate control.

- (h) If state or local law requires the persons to have a particular license or other credential in order to own and/or control a certain type of firm, then the socially and economically disadvantaged persons who own and control a potential DBE firm of that type must possess the required license or credential. If state or local law does not require such a person to have such a license or credential to own and/or control a firm, you must not deny certification solely on the ground that the person lacks the license or credential. However, you may take into account the absence of the license or credential as one factor in determining whether the socially and economically disadvantaged owners actually control the firm.
- (i)
 - (1) You may consider differences in remuneration between the socially and economically disadvantaged owners and other participants in the firm in determining whether to certify a firm as a DBE. Such consideration shall be in the context of the duties of the persons involved, normal industry practices, the firm's policy and practice concerning reinvestment of income, and any other explanations for the differences proffered by the firm. You may determine that a firm is controlled by its socially and economically disadvantaged owner although that owner's remuneration is lower than that of some other participants in the firm.
 - (2) In a case where a non-disadvantaged individual formerly controlled the firm, and a socially and economically disadvantaged individual now controls it, you may consider a difference between the remuneration of the former and current controller of the firm as a factor in determining who controls the firm, particularly when the non-disadvantaged individual remains involved with the firm and continues to receive greater compensation than the disadvantaged individual.
- (j) In order to be viewed as controlling a firm, a socially and economically disadvantaged owner cannot engage in outside employment or other business interests that conflict with the management of the firm or prevent the individual from devoting sufficient time and attention to the affairs of the firm to control its activities. For example, absentee ownership of a business and part-time work in a full-time firm are not viewed as constituting control. However, an individual could be viewed as controlling a part-time business that operates only on evenings and/or weekends, if the individual controls it all the time it is operating.
- (k)
 - (1) A socially and economically disadvantaged individual may control a firm even though one or more of the individual's immediate family members (who themselves are not socially and economically disadvantaged individuals) participate in the firm as a manager, employee, owner, or in another capacity. Except as otherwise provided in this paragraph, you must make a judgment about the control the socially and economically disadvantaged owner exercises vis-a-vis other persons involved in the business as you do in other situations, without regard to whether or not the other persons are immediate family members.
 - (2) If you cannot determine that the socially and economically disadvantaged owners—as distinct from the family as a whole—control the firm, then the socially and economically disadvantaged owners have failed to carry their burden of proof concerning control, even though they may participate significantly in the firm's activities.
- (l) Where a firm was formerly owned and/or controlled by a non-disadvantaged individual (whether or not an immediate family member), ownership and/or control were transferred to a socially and economically disadvantaged individual, and the non-disadvantaged individual remains involved with the firm in any capacity, the disadvantaged individual now owning the firm must demonstrate to you, by clear and convincing evidence, that:
 - (1) The transfer of ownership and/or control to the disadvantaged individual was made for reasons other than obtaining certification as a DBE; and
 - (2) The disadvantaged individual actually controls the management, policy, and operations of the firm, notwithstanding the continuing participation of a non-disadvantaged individual who formerly owned and/or controlled the firm.
- (m) In determining whether a firm is controlled by its socially and economically disadvantaged owners, you may consider whether the firm owns equipment necessary to perform its work. However, you must not determine that a firm is not controlled by socially and economically disadvantaged individuals solely because the firm leases, rather than owns, such equipment, where leasing equipment is a normal industry practice and the lease does not involve a relationship with a prime contractor or other party that compromises the independence of the firm.
- (n) You must grant certification to a firm only for specific types of work in which the socially and economically disadvantaged owners have the ability to control the firm. To become certified in an additional type of work, the firm need demonstrate to you only that its socially and economically disadvantaged owners are able to control the firm with

respect to that type of work. You must not require that the firm be recertified or submit a new application for certification, but you must verify the disadvantaged owner's control of the firm in the additional type of work.

- (1) The types of work a firm can perform (whether on initial certification or when a new type of work is added) must be described in terms of the most specific available NAICS code for that type of work. If you choose, you may also, in addition to applying the appropriate NAICS code, apply a descriptor from a classification scheme of equivalent detail and specificity. A correct NAICS code is one that describes, as specifically as possible, the principal goods or services which the firm would provide to DOT recipients. Multiple NAICS codes may be assigned where appropriate. Program participants must rely on, and not depart from, the plain meaning of NAICS code descriptions in determining the scope of a firm's certification. If your Directory does not list types of work for any firm in a manner consistent with this paragraph (a)(1), you must update the Directory entry for that firm to meet the requirements of this paragraph (a)(1) by August 28, 2011.
 - (2) Firms and recipients must check carefully to make sure that the NAICS codes cited in a certification are kept up-to-date and accurately reflect work which the UCP has determined the firm's owners can control. The firm bears the burden of providing detailed company information the certifying agency needs to make an appropriate NAICS code designation.
 - (3) If a firm believes that there is not a NAICS code that fully or clearly describes the type(s) of work in which it is seeking to be certified as a DBE, the firm may request that the certifying agency, in its certification documentation, supplement the assigned NAICS code(s) with a clear, specific, and detailed narrative description of the type of work in which the firm is certified. A vague, general, or confusing description is not sufficient for this purpose, and recipients should not rely on such a description in determining whether a firm's participation can be counted toward DBE goals.
 - (4) A certifier is not precluded from changing a certification classification or description if there is a factual basis in the record. However, certifiers must not make after-the-fact statements about the scope of a certification, not supported by evidence in the record of the certification action.
- (o) A business operating under a franchise or license agreement may be certified if it meets the standards in this subpart and the franchiser or licensor is not affiliated with the franchisee or licensee. In determining whether affiliation exists, you should generally not consider the restraints relating to standardized quality, advertising, accounting format, and other provisions imposed on the franchisee or licensee by the franchise agreement or license, provided that the franchisee or licensee has the right to profit from its efforts and bears the risk of loss commensurate with ownership. Alternatively, even though a franchisee or licensee may not be controlled by virtue of such provisions in the franchise agreement or license, affiliation could arise through other means, such as common management or excessive restrictions on the sale or transfer of the franchise interest or license.
- (p) In order for a partnership to be controlled by socially and economically disadvantaged individuals, any non-disadvantaged partners must not have the power, without the specific written concurrence of the socially and economically disadvantaged partner(s), to contractually bind the partnership or subject the partnership to contract or tort liability.
- (q) The socially and economically disadvantaged individuals controlling a firm may use an employee leasing company. The use of such a company does not preclude the socially and economically disadvantaged individuals from controlling their firm if they continue to maintain an employer-employee relationship with the leased employees. This includes being responsible for hiring, firing, training, assigning, and otherwise controlling the on-the-job activities of the employees, as well as ultimate responsibility for wage and tax obligations related to the employees.

[64 FR 5126, Feb. 2, 1999, as amended at 76 FR 5099, Jan. 28, 2011]

§26.73 What are other rules affecting certification?

- (a) (1) Consideration of whether a firm performs a commercially useful function or is a regular dealer pertains solely to counting toward DBE goals the participation of firms that have already been certified as DBEs. Except as provided in paragraph (a)(2) of this section, you must not consider commercially useful function issues in any way in making decisions about whether to certify a firm as a DBE.
- (2) You may consider, in making certification decisions, whether a firm has exhibited a pattern of conduct indicating its involvement in attempts to evade or subvert the intent or requirements of the DBE program.

- (b) (1) You must evaluate the eligibility of a firm on the basis of present circumstances. You must not refuse to certify a firm based solely on historical information indicating a lack of ownership or control of the firm by socially and economically disadvantaged individuals at some time in the past, if the firm currently meets the ownership and control standards of this part.
- (2) You must not refuse to certify a firm solely on the basis that it is a newly formed firm, has not completed projects or contracts at the time of its application, has not yet realized profits from its activities, or has not demonstrated a potential for success. If the firm meets disadvantaged, size, ownership, and control requirements of this Part, the firm is eligible for certification.
- (c) DBE firms and firms seeking DBE certification shall cooperate fully with your requests (and DOT requests) for information relevant to the certification process. Failure or refusal to provide such information is a ground for a denial or removal of certification.
- (d) Only firms organized for profit may be eligible DBEs. Not-for-profit organizations, even though controlled by socially and economically disadvantaged individuals, are not eligible to be certified as DBEs.
- (e) An eligible DBE firm must be owned by individuals who are socially and economically disadvantaged. Except as provided in this paragraph, a firm that is not owned by such individuals, but instead is owned by another firm—even a DBE firm—cannot be an eligible DBE.
- (1) If socially and economically disadvantaged individuals own and control a firm through a parent or holding company, established for tax, capitalization or other purposes consistent with industry practice, and the parent or holding company in turn owns and controls an operating subsidiary, you may certify the subsidiary if it otherwise meets all requirements of this subpart. In this situation, the individual owners and controllers of the parent or holding company are deemed to control the subsidiary through the parent or holding company.
- (2) You may certify such a subsidiary only if there is cumulatively 51 percent ownership of the subsidiary by socially and economically disadvantaged individuals. The following examples illustrate how this cumulative ownership provision works:
- Example 1: Socially and economically disadvantaged individuals own 100 percent of a holding company, which has a wholly-owned subsidiary. The subsidiary may be certified, if it meets all other requirements.
- Example 2: Disadvantaged individuals own 100 percent of the holding company, which owns 51 percent of a subsidiary. The subsidiary may be certified, if all other requirements are met.
- Example 3: Disadvantaged individuals own 80 percent of the holding company, which in turn owns 70 percent of a subsidiary. In this case, the cumulative ownership of the subsidiary by disadvantaged individuals is 56 percent (80 percent of the 70 percent). This is more than 51 percent, so you may certify the subsidiary, if all other requirements are met.
- Example 4: Same as Example 2 or 3, but someone other than the socially and economically disadvantaged owners of the parent or holding company controls the subsidiary. Even though the subsidiary is owned by disadvantaged individuals, through the holding or parent company, you cannot certify it because it fails to meet control requirements.
- Example 5: Disadvantaged individuals own 60 percent of the holding company, which in turn owns 51 percent of a subsidiary. In this case, the cumulative ownership of the subsidiary by disadvantaged individuals is about 31 percent. This is less than 51 percent, so you cannot certify the subsidiary.
- Example 6: The holding company, in addition to the subsidiary seeking certification, owns several other companies. The combined gross receipts of the holding companies and its subsidiaries are greater than the size standard for the subsidiary seeking certification and/or the gross receipts cap of §26.65(b). Under the rules concerning affiliation, the subsidiary fails to meet the size standard and cannot be certified.
- (f) Recognition of a business as a separate entity for tax or corporate purposes is not necessarily sufficient to demonstrate that a firm is an independent business, owned and controlled by socially and economically disadvantaged individuals.
- (g) You must not require a DBE firm to be prequalified as a condition for certification unless the recipient requires all firms that participate in its contracts and subcontracts to be prequalified.

- (h) A firm that is owned by an Indian tribe or Native Hawaiian organization, rather than by Indians or Native Hawaiians as individuals, may be eligible for certification. Such a firm must meet the size standards of §26.35. Such a firm must be controlled by socially and economically disadvantaged individuals, as provided in §26.71.
 - (i) The following special rules apply to the certification of firms related to Alaska Native Corporations (ANCs).
 - (1) Notwithstanding any other provisions of this subpart, a direct or indirect subsidiary corporation, joint venture, or partnership entity of an ANC is eligible for certification as a DBE if it meets all of the following requirements:
 - (i) The Settlement Common Stock of the underlying ANC and other stock of the ANC held by holders of the Settlement Common Stock and by Natives and descendants of Natives represents a majority of both the total equity of the ANC and the total voting power of the corporation for purposes of electing directors;
 - (ii) The shares of stock or other units of common ownership interest in the subsidiary, joint venture, or partnership entity held by the ANC and by holders of its Settlement Common Stock represent a majority of both the total equity of the entity and the total voting power of the entity for the purpose of electing directors, the general partner, or principal officers; and
 - (iii) The subsidiary, joint venture, or partnership entity has been certified by the Small Business Administration under the 8(a) or small disadvantaged business program.
 - (2) As a recipient to whom an ANC-related entity applies for certification, you do not use the DOT uniform application form (see Appendix F of this part). You must obtain from the firm documentation sufficient to demonstrate that entity meets the requirements of paragraph (i)(1) of this section. You must also obtain sufficient information about the firm to allow you to administer your program (e.g., information that would appear in your DBE Directory).
 - (3) If an ANC-related firm does not meet all the conditions of paragraph (i)(1) of this section, then it must meet the requirements of paragraph (h) of this section in order to be certified, on the same basis as firms owned by Indian Tribes or Native Hawaiian Organizations.

[64 FR 5126, Feb. 2, 1999, as amended at 68 FR 35555, June 16, 2003; 76 FR 5099, Jan. 28, 2011]

SUBPART E—CERTIFICATION PROCEDURES

§26.81 What are the requirements for Unified Certification Programs?

- (a) You and all other DOT recipients in your state must participate in a Unified Certification Program (UCP).
 - (1) Within three years of March 4, 1999, you and the other recipients in your state must sign an agreement establishing the UCP for that state and submit the agreement to the Secretary for approval. The Secretary may, on the basis of extenuating circumstances shown by the recipients in the state, extend this deadline for no more than one additional year.
 - (2) The agreement must provide for the establishment of a UCP meeting all the requirements of this section. The agreement must specify that the UCP will follow all certification procedures and standards of this part, on the same basis as recipients; that the UCP shall cooperate fully with oversight, review, and monitoring activities of DOT and its operating administrations; and that the UCP shall implement DOT directives and guidance concerning certification matters. The agreement shall also commit recipients to ensuring that the UCP has sufficient resources and expertise to carry out the requirements of this part. The agreement shall include an implementation schedule ensuring that the UCP is fully operational no later than 18 months following the approval of the agreement by the Secretary.
 - (3) Subject to approval by the Secretary, the UCP in each state may take any form acceptable to the recipients in that state.

- (4) The Secretary shall review the UCP and approve it, disapprove it, or remand it to the recipients in the state for revisions. A complete agreement which is not disapproved or remanded within 180 days of its receipt is deemed to be accepted.
 - (5) If you and the other recipients in your state fail to meet the deadlines set forth in this paragraph (a), you shall have the opportunity to make an explanation to the Secretary why a deadline could not be met and why meeting the deadline was beyond your control. If you fail to make such an explanation, or the explanation does not justify the failure to meet the deadline, the Secretary shall direct you to complete the required action by a date certain. If you and the other recipients fail to carry out this direction in a timely manner, you are collectively in noncompliance with this part.
- (b) The UCP shall make all certification decisions on behalf of all DOT recipients in the state with respect to participation in the DOT DBE Program.
 - (1) Certification decisions by the UCP shall be binding on all DOT recipients within the state.
 - (2) The UCP shall provide “one-stop shopping” to applicants for certification, such that an applicant is required to apply only once for a DBE certification that will be honored by all recipients in the state.
 - (3) All obligations of recipients with respect to certification and nondiscrimination must be carried out by UCPs, and recipients may use only UCPs that comply with the certification and nondiscrimination requirements of this part.
 - (c) All certifications by UCPs shall be pre-certifications; i.e., certifications that have been made final before the due date for bids or offers on a contract on which a firm seeks to participate as a DBE.
 - (d) A UCP is not required to process an application for certification from a firm having its principal place of business outside the state if the firm is not certified by the UCP in the state in which it maintains its principal place of business. The “home state” UCP shall share its information and documents concerning the firm with other UCPs that are considering the firm's application.
 - (e) Subject to DOT approval as provided in this section, the recipients in two or more states may form a regional UCP. UCPs may also enter into written reciprocity agreements with other UCPs. Such an agreement shall outline the specific responsibilities of each participant. A UCP may accept the certification of any other UCP or DOT recipient.
 - (f) Pending the establishment of UCPs meeting the requirements of this section, you may enter into agreements with other recipients, on a regional or inter-jurisdictional basis, to perform certification functions required by this part. You may also grant reciprocity to other recipient's certification decisions.
 - (g) Each UCP shall maintain a unified DBE directory containing, for all firms certified by the UCP (including those from other states certified under the provisions of this part), the information required by §26.31. The UCP shall make the directory available to the public electronically, on the internet, as well as in print. The UCP shall update the electronic version of the directory by including additions, deletions, and other changes as soon as they are made and shall revise the print version of the Directory at least once a year.
 - (h) Except as otherwise specified in this section, all provisions of this subpart and subpart D of this part pertaining to recipients also apply to UCPs.

[64 FR 5126, Feb. 2, 1999, as amended at 76 FR 5100, Jan. 28, 2011]

§26.83 What procedures do recipients follow in making certification decisions?

- (a) You must ensure that only firms certified as eligible DBEs under this section participate as DBEs in your program.
- (b) You must determine the eligibility of firms as DBEs consistent with the standards of subpart D of this part. When a UCP is formed, the UCP must meet all the requirements of subpart D of this part and this subpart that recipients are required to meet.
- (c) You must take all the following steps in determining whether a DBE firm meets the standards of subpart D of this part:
 - (1) Perform an on-site visit to the offices of the firm. You must interview the principal officers of the firm and review their résumés and/or work histories. You must also perform an on-site visit to job sites if there are such sites on

- which the firm is working at the time of the eligibility investigation in your jurisdiction or local area. You may rely upon the site visit report of any other recipient with respect to a firm applying for certification;
- (2) If the firm is a corporation, analyze the ownership of stock in the firm;
 - (3) Analyze the bonding and financial capacity of the firm;
 - (4) Determine the work history of the firm, including contracts it has received and work it has completed;
 - (5) Obtain a statement from the firm of the type of work it prefers to perform as part of the DBE program and its preferred locations for performing the work, if any;
 - (6) Obtain or compile a list of the equipment owned by or available to the firm and the licenses the firm and its key personnel possess to perform the work it seeks to do as part of the DBE program;
 - (7) Require potential DBEs to complete and submit an appropriate application form, unless the potential DBE is an SBA certified firm applying pursuant to the DOT/SBA MOU.
 - (i) You must use the application form provided in Appendix F to this part without change or revision. However, you may provide in your DBE program, with the approval of the concerned operating administration, for supplementing the form by requesting additional information not inconsistent with this part.
 - (ii) You must make sure that the applicant attests to the accuracy and truthfulness of the information on the application form. This shall be done either in the form of an affidavit sworn to by the applicant before a person who is authorized by state law to administer oaths or in the form of an unsworn declaration executed under penalty of perjury of the laws of the United States.
 - (iii) You must review all information on the form prior to making a decision about the eligibility of the firm.
- (d) When another recipient, in connection with its consideration of the eligibility of a firm, makes a written request for certification information you have obtained about that firm (e.g., including application materials or the report of a site visit, if you have made one to the firm), you must promptly make the information available to the other recipient.
 - (e) [Reserved]
 - (f) Subject to the approval of the concerned operating administration as part of your DBE program, you may impose a reasonable application fee for certification. Fee waivers shall be made in appropriate cases.
 - (g) You must safeguard from disclosure to unauthorized persons information gathered as part of the certification process that may reasonably be regarded as proprietary or other confidential business information, consistent with applicable Federal, state, and local law.
 - (h) Once you have certified a DBE, it shall remain certified until and unless you have removed its certification, in whole or in part, through the procedures of section 26.87. You may not require DBEs to reapply for certification or require "recertification" of currently certified firms. However, you may conduct a certification review of a certified DBE firm, including a new on-site review, three years from the date of the firm's most recent certification, or sooner if appropriate in light of changed circumstances (e.g., of the kind requiring notice under paragraph (i) of this section), a complaint, or other information concerning the firm's eligibility. If you have grounds to question the firm's eligibility, you may conduct an on-site review on an unannounced basis, at the firm's offices and jobsites.
 - (i) If you are a DBE, you must inform the recipient or UCP in writing of any change in circumstances affecting your ability to meet size, disadvantaged status, ownership, or control requirements of this part or any material change in the information provided in your application form.
 - (1) Changes in management responsibility among members of a limited liability company are covered by this requirement.
 - (2) You must attach supporting documentation describing in detail the nature of such changes.
 - (3) The notice must take the form of an affidavit sworn to by the applicant before a person who is authorized by state law to administer oaths or of an unsworn declaration executed under penalty of perjury of the laws of the United States. You must provide the written notification within 30 days of the occurrence of the change. If you fail to make timely notification of such a change, you will be deemed to have failed to cooperate under §26.109(c).

- (j) If you are a DBE, you must provide to the recipient, every year on the anniversary of the date of your certification, an affidavit sworn to by the firm's owners before a person who is authorized by state law to administer oaths or an unsworn declaration executed under penalty of perjury of the laws of the United States. This affidavit must affirm that there have been no changes in the firm's circumstances affecting its ability to meet size, disadvantaged status, ownership, or control requirements of this part or any material changes in the information provided in its application form, except for changes about which you have notified the recipient under paragraph (i) of this section. The affidavit shall specifically affirm that your firm continues to meet SBA business size criteria and the overall gross receipts cap of this part, documenting this affirmation with supporting documentation of your firm's size and gross receipts. If you fail to provide this affidavit in a timely manner, you will be deemed to have failed to cooperate under §26.109(c).
- (k) If you are a recipient, you must make decisions on applications for certification within 90 days of receiving from the applicant firm all information required under this part. You may extend this time period once, for no more than an additional 60 days, upon written notice to the firm, explaining fully and specifically the reasons for the extension. You may establish a different time frame in your DBE program, upon a showing that this time frame is not feasible, and subject to the approval of the concerned operating administration. Your failure to make a decision by the applicable deadline under this paragraph is deemed a constructive denial of the application, on the basis of which the firm may appeal to DOT under §26.89.
- (l) As a recipient or UCP, you must advise each applicant within 30 days from your receipt of the application whether the application is complete and suitable for evaluation and, if not, what additional information or action is required.
- (m) Except as otherwise provided in this paragraph, if an applicant for DBE certification withdraws its application before you have issued a decision on the application, the applicant can resubmit the application at any time. As a recipient or UCP, you may not apply the waiting period provided under §26.86(c) of this part before allowing the applicant to resubmit its application. However, you may place the reapplication at the "end of the line," behind other applications that have been made since the firm's previous application was withdrawn. You may also apply the waiting period provided under §26.86(c) of this part to a firm that has established a pattern of frequently withdrawing applications before you make a decision.

[64 FR 5126, Feb. 2, 1999, as amended at 68 FR 35555, June 16, 2003; 76 FR 5100, Jan. 28, 2011]

§26.85 Interstate certification.

- (a) This section applies with respect to any firm that is currently certified in its home state.
- (b) When a firm currently certified in its home state ("State A") applies to another State ("State B") for DBE certification, State B may, at its discretion, accept State A's certification and certify the firm, without further procedures.
 - (1) To obtain certification in this manner, the firm must provide to State B a copy of its certification notice from State A.
 - (2) Before certifying the firm, State B must confirm that the firm has a current valid certification from State A. State B can do so by reviewing State A's electronic directory or obtaining written confirmation from State A.
- (c) In any situation in which State B chooses not to accept State A's certification of a firm as provided in paragraph (b) of this section, as the applicant firm you must provide the information in paragraphs (c)(1) through (4) of this section to State B.
 - (1) You must provide to State B a complete copy of the application form, all supporting documents, and any other information you have submitted to State A or any other state related to your firm's certification. This includes affidavits of no change (see §26.83(j)) and any notices of changes (see §26.83(i)) that you have submitted to State A, as well as any correspondence you have had with State A's UCP or any other recipient concerning your application or status as a DBE firm.
 - (2) You must also provide to State B any notices or correspondence from states other than State A relating to your status as an applicant or certified DBE in those states. For example, if you have been denied certification or decertified in State C, or subject to a decertification action there, you must inform State B of this fact and provide all documentation concerning this action to State B.
 - (3) If you have filed a certification appeal with DOT (see §26.89), you must inform State B of the fact and provide your letter of appeal and DOT's response to State B.

- (4) You must submit an affidavit sworn to by the firm's owners before a person who is authorized by State law to administer oaths or an unsworn declaration executed under penalty of perjury of the laws of the United States.
 - (i) This affidavit must affirm that you have submitted all the information required by 49 CFR 26.85(c) and the information is complete and, in the case of the information required by §26.85(c)(1), is an identical copy of the information submitted to State A.
 - (ii) If the on-site report from State A supporting your certification in State A is more than three years old, as of the date of your application to State B, State B may require that your affidavit also affirm that the facts in the on-site report remain true and correct.
- (d) As State B, when you receive from an applicant firm all the information required by paragraph (c) of this section, you must take the following actions:
 - (1) Within seven days contact State A and request a copy of the site visit review report for the firm (see §26.83(c)(1)), any updates to the site visit review, and any evaluation of the firm based on the site visit. As State A, you must transmit this information to State B within seven days of receiving the request. A pattern by State B of not making such requests in a timely manner or by "State A" or any other State of not complying with such requests in a timely manner is noncompliance with this Part.
 - (2) Determine whether there is good cause to believe that State A's certification of the firm is erroneous or should not apply in your State. Reasons for making such a determination may include the following:
 - (i) Evidence that State A's certification was obtained by fraud;
 - (ii) New information, not available to State A at the time of its certification, showing that the firm does not meet all eligibility criteria;
 - (iii) State A's certification was factually erroneous or was inconsistent with the requirements of this part;
 - (iv) The State law of State B requires a result different from that of the State law of State A.
 - (v) The information provided by the applicant firm did not meet the requirements of paragraph (c) of this section.
 - (3) If, as State B, unless you have determined that there is good cause to believe that State A's certification is erroneous or should not apply in your State, you must, no later than 60 days from the date on which you received from the applicant firm all the information required by paragraph (c) of this section, send to the applicant firm a notice that it is certified and place the firm on your directory of certified firms.
 - (4) If, as State B, you have determined that there is good cause to believe that State A's certification is erroneous or should not apply in your State, you must, no later than 60 days from the date on which you received from the applicant firm all the information required by paragraph (c) of this section, send to the applicant firm a notice stating the reasons for your determination.
 - (i) This notice must state with particularity the specific reasons why State B believes that the firm does not meet the requirements of this Part for DBE eligibility and must offer the firm an opportunity to respond to State B with respect to these reasons.
 - (ii) The firm may elect to respond in writing, to request an in-person meeting with State B's decision maker to discuss State B's objections to the firm's eligibility, or both. If the firm requests a meeting, as State B you must schedule the meeting to take place within 30 days of receiving the firm's request.
 - (iii) The firm bears the burden of demonstrating, by a preponderance of evidence, that it meets the requirements of this Part with respect to the particularized issues raised by State B's notice. The firm is not otherwise responsible for further demonstrating its eligibility to State B.
 - (iv) The decision maker for State B must be an individual who is thoroughly familiar with the provisions of this Part concerning certification.
 - (v) State B must issue a written decision within 30 days of the receipt of the written response from the firm or the meeting with the decision maker, whichever is later.

- (vi) The firm's application for certification is stayed pending the outcome of this process.
- (vii) A decision under this paragraph (d)(4) may be appealed to the Departmental Office of Civil Rights under s§26.89 of this part.
- (e) As State B, if you have not received from State A a copy of the site visit review report by a date 14 days after you have made a timely request for it, you may hold action required by paragraphs (d)(2) through (4) of this section in abeyance pending receipt of the site visit review report. In this event, you must, no later than 30 days from the date on which you received from an applicant firm all the information required by paragraph (c) of this section, notify the firm in writing of the delay in the process and the reason for it.
- (f) (1) As a UCP, when you deny a firm's application, reject the application of a firm certified in State A or any other State in which the firm is certified, through the procedures of paragraph (d)(4) of this section, or decertify a firm, in whole or in part, you must make an entry in the Department of Transportation Office of Civil Rights' (DOCR's) Ineligibility Determination Online Database. You must enter the following information:
 - (i) The name of the firm;
 - (ii) The name(s) of the firm's owner(s);
 - (iii) The type and date of the action;
 - (iv) The reason for the action.
- (2) As a UCP, you must check the DOCR Web site at least once every month to determine whether any firm that is applying to you for certification or that you have already certified is on the list.
- (3) For any such firm that is on the list, you must promptly request a copy of the listed decision from the UCP that made it. As the UCP receiving such a request, you must provide a copy of the decision to the requesting UCP within 7 days of receiving the request. As the UCP receiving the decision, you must then consider the information in the decision in determining what, if any, action to take with respect to the certified DBE firm or applicant.
- (g) You must implement the requirements of this section beginning January 1, 2012.

[76 FR 5100, Jan. 28, 2011]

§26.86 What rules govern recipients' denials of initial requests for certification?

- (a) When you deny a request by a firm, which is not currently certified with you, to be certified as a DBE, you must provide the firm a written explanation of the reasons for the denial, specifically referencing the evidence in the record that supports each reason for the denial. All documents and other information on which the denial is based must be made available to the applicant, on request.
- (b) When you deny DBE certification to a firm certified by the SBA, you must notify the SBA in writing. The notification must include the reason for denial.
- (c) When a firm is denied certification, you must establish a time period of no more than twelve months that must elapse before the firm may reapply to the recipient for certification. You may provide, in your DBE program, subject to approval by the concerned operating administration, a shorter waiting period for reapplication. The time period for reapplication begins to run on the date the explanation required by paragraph (a) of this section is received by the firm.
- (d) When you make an administratively final denial of certification concerning a firm, the firm may appeal the denial to the Department under §26.89.

[64 FR 5126, Feb. 2, 1999. Redesignated and amended at 68 FR 35555, June 16, 2003]

§26.87 What procedures does a recipient use to remove a DBE's eligibility?

- (a) Ineligibility complaints. (1) Any person may file with you a written complaint alleging that a currently-certified firm is ineligible and specifying the alleged reasons why the firm is ineligible. You are not required to accept a general allegation that a firm is ineligible or an anonymous complaint. The complaint may include any information or

arguments supporting the complainant's assertion that the firm is ineligible and should not continue to be certified. Confidentiality of complainants' identities must be protected as provided in §26.109(b).

- (2) You must review your records concerning the firm, any material provided by the firm and the complainant, and other available information. You may request additional information from the firm or conduct any other investigation that you deem necessary.
 - (3) If you determine, based on this review, that there is reasonable cause to believe that the firm is ineligible, you must provide written notice to the firm that you propose to find the firm ineligible, setting forth the reasons for the proposed determination. If you determine that such reasonable cause does not exist, you must notify the complainant and the firm in writing of this determination and the reasons for it. All statements of reasons for findings on the issue of reasonable cause must specifically reference the evidence in the record on which each reason is based.
- (b) Recipient-initiated proceedings. If, based on notification by the firm of a change in its circumstances or other information that comes to your attention, you determine that there is reasonable cause to believe that a currently certified firm is ineligible, you must provide written notice to the firm that you propose to find the firm ineligible, setting forth the reasons for the proposed determination. The statement of reasons for the finding of reasonable cause must specifically reference the evidence in the record on which each reason is based.
- (c) DOT directive to initiate proceeding. (1) If the concerned operating administration determines that information in your certification records, or other information available to the concerned operating administration, provides reasonable cause to believe that a firm you certified does not meet the eligibility criteria of this part, the concerned operating administration may direct you to initiate a proceeding to remove the firm's certification.
- (2) The concerned operating administration must provide you and the firm a notice setting forth the reasons for the directive, including any relevant documentation or other information.
 - (3) You must immediately commence and prosecute a proceeding to remove eligibility as provided by paragraph (b) of this section.
- (d) Hearing. When you notify a firm that there is reasonable cause to remove its eligibility, as provided in paragraph (a), (b), or (c) of this section, you must give the firm an opportunity for an informal hearing, at which the firm may respond to the reasons for the proposal to remove its eligibility in person and provide information and arguments concerning why it should remain certified.
- (1) In such a proceeding, you bear the burden of proving, by a preponderance of the evidence, that the firm does not meet the certification standards of this part.
 - (2) You must maintain a complete record of the hearing, by any means acceptable under state law for the retention of a verbatim record of an administrative hearing. If there is an appeal to DOT under §26.89, you must provide a transcript of the hearing to DOT and, on request, to the firm. You must retain the original record of the hearing. You may charge the firm only for the cost of copying the record.
 - (3) The firm may elect to present information and arguments in writing, without going to a hearing. In such a situation, you bear the same burden of proving, by a preponderance of the evidence, that the firm does not meet the certification standards, as you would during a hearing.
- (e) Separation of functions. You must ensure that the decision in a proceeding to remove a firm's eligibility is made by an office and personnel that did not take part in actions leading to or seeking to implement the proposal to remove the firm's eligibility and are not subject, with respect to the matter, to direction from the office or personnel who did take part in these actions.
- (1) Your method of implementing this requirement must be made part of your DBE program.
 - (2) The decisionmaker must be an individual who is knowledgeable about the certification requirements of your DBE program and this part.
 - (3) Before a UCP is operational in its state, a small airport or small transit authority (i.e., an airport or transit authority serving an area with less than 250,000 population) is required to meet this requirement only to the extent feasible.

- (f) Grounds for decision. You must not base a decision to remove eligibility on a reinterpretation or changed opinion of information available to the recipient at the time of its certification of the firm. You may base such a decision only on one or more of the following:
 - (1) Changes in the firm's circumstances since the certification of the firm by the recipient that render the firm unable to meet the eligibility standards of this part;
 - (2) Information or evidence not available to you at the time the firm was certified;
 - (3) Information that was concealed or misrepresented by the firm in previous certification actions by a recipient;
 - (4) A change in the certification standards or requirements of the Department since you certified the firm; or
 - (5) A documented finding that your determination to certify the firm was factually erroneous.
- (g) Notice of decision. Following your decision, you must provide the firm written notice of the decision and the reasons for it, including specific references to the evidence in the record that supports each reason for the decision. The notice must inform the firm of the consequences of your decision and of the availability of an appeal to the Department of Transportation under §26.89. You must send copies of the notice to the complainant in an ineligibility complaint or the concerned operating administration that had directed you to initiate the proceeding.
- (h) [Reserved]
- (i) Status of firm during proceeding. (1) A firm remains an eligible DBE during the pendency of your proceeding to remove its eligibility.
 - (2) The firm does not become ineligible until the issuance of the notice provided for in paragraph (g) of this section.
- (j) Effects of removal of eligibility. When you remove a firm's eligibility, you must take the following action:
 - (1) When a prime contractor has made a commitment to using the ineligible firm, or you have made a commitment to using a DBE prime contractor, but a subcontract or contract has not been executed before you issue the decertification notice provided for in paragraph (g) of this section, the ineligible firm does not count toward the contract goal or overall goal. You must direct the prime contractor to meet the contract goal with an eligible DBE firm or demonstrate to you that it has made a good faith effort to do so.
 - (2) If a prime contractor has executed a subcontract with the firm before you have notified the firm of its ineligibility, the prime contractor may continue to use the firm on the contract and may continue to receive credit toward its DBE goal for the firm's work. In this case, or in a case where you have let a prime contract to the DBE that was later ruled ineligible, the portion of the ineligible firm's performance of the contract remaining after you issued the notice of its ineligibility shall not count toward your overall goal, but may count toward the contract goal.
 - (3) Exception: If the DBE's ineligibility is caused solely by its having exceeded the size standard during the performance of the contract, you may continue to count its participation on that contract toward overall and contract goals.
- (k) Availability of appeal. When you make an administratively final removal of a firm's eligibility under this section, the firm may appeal the removal to the Department under §26.89.

§26.89 What is the process for certification appeals to the Department of Transportation?

- (a) (1) If you are a firm that is denied certification or whose eligibility is removed by a recipient, including SBA-certified firms applying pursuant to the DOT/SBA MOU, you may make an administrative appeal to the Department.
 - (2) If you are a complainant in an ineligibility complaint to a recipient (including the concerned operating administration in the circumstances provided in §26.87(c)), you may appeal to the Department if the recipient does not find reasonable cause to propose removing the firm's eligibility or, following a removal of eligibility proceeding, determines that the firm is eligible.
 - (3) Send appeals to the following address: Department of Transportation, Office of Civil Rights, 1200 New Jersey Avenue, SE., Washington, DC 20590.
- (b) Pending the Department's decision in the matter, the recipient's decision remains in effect. The Department does not stay the effect of the recipient's decision while it is considering an appeal.
 - (c) If you want to file an appeal, you must send a letter to the Department within 90 days of the date of the recipient's final decision, including information and arguments concerning why the recipient's decision should be reversed. The Department may accept an appeal filed later than 90 days after the date of the decision if the Department determines that there was good cause for the late filing of the appeal.
 - (1) If you are an appellant who is a firm which has been denied certification, whose certification has been removed, whose owner is determined not to be a member of a designated disadvantaged group, or concerning whose owner the presumption of disadvantage has been rebutted, your letter must state the name and address of any other recipient which currently certifies the firm, which has rejected an application for certification from the firm or removed the firm's eligibility within one year prior to the date of the appeal, or before which an application for certification or a removal of eligibility is pending. Failure to provide this information may be deemed a failure to cooperate under §26.109(c).
 - (2) If you are an appellant other than one described in paragraph (c)(1) of this section, the Department will request, and the firm whose certification has been questioned shall promptly provide, the information called for in paragraph (c)(1) of this section. Failure to provide this information may be deemed a failure to cooperate under §26.109(c).
 - (d) When it receives an appeal, the Department requests a copy of the recipient's complete administrative record in the matter. If you are the recipient, you must provide the administrative record, including a hearing transcript, within 20 days of the Department's request. The Department may extend this time period on the basis of a recipient's showing of good cause. To facilitate the Department's review of a recipient's decision, you must ensure that such administrative records are well organized, indexed, and paginated. Records that do not comport with these requirements are not acceptable and will be returned to you to be corrected immediately. If an appeal is brought concerning one recipient's certification decision concerning a firm, and that recipient relied on the decision and/or administrative record of another recipient, this requirement applies to both recipients involved.
 - (e) The Department makes its decision based solely on the entire administrative record. The Department does not make a de novo review of the matter and does not conduct a hearing. The Department may supplement the administrative record by adding relevant information made available by the DOT Office of Inspector General; Federal, state, or local law enforcement authorities; officials of a DOT operating administration or other appropriate DOT office; a recipient; or a firm or other private party.
 - (f) As a recipient, when you provide supplementary information to the Department, you shall also make this information available to the firm and any third-party complainant involved, consistent with Federal or applicable state laws concerning freedom of information and privacy. The Department makes available, on request by the firm and any third-party complainant involved, any supplementary information it receives from any source.
 - (1) The Department affirms your decision unless it determines, based on the entire administrative record, that your decision is unsupported by substantial evidence or inconsistent with the substantive or procedural provisions of this part concerning certification.
 - (2) If the Department determines, after reviewing the entire administrative record, that your decision was unsupported by substantial evidence or inconsistent with the substantive or procedural provisions of this part concerning certification, the Department reverses your decision and directs you to certify the firm or remove its eligibility, as appropriate. You must take the action directed by the Department's decision immediately upon receiving written notice of it.

- (3) The Department is not required to reverse your decision if the Department determines that a procedural error did not result in fundamental unfairness to the appellant or substantially prejudice the opportunity of the appellant to present its case.
 - (4) If it appears that the record is incomplete or unclear with respect to matters likely to have a significant impact on the outcome of the case, the Department may remand the record to you with instructions seeking clarification or augmentation of the record before making a finding. The Department may also remand a case to you for further proceedings consistent with Department instructions concerning the proper application of the provisions of this part.
 - (5) The Department does not uphold your decision based on grounds not specified in your decision.
 - (6) The Department's decision is based on the status and circumstances of the firm as of the date of the decision being appealed.
 - (7) The Department provides written notice of its decision to you, the firm, and the complainant in an ineligibility complaint. A copy of the notice is also sent to any other recipient whose administrative record or decision has been involved in the proceeding (see paragraph (d) of this section). The Department will also notify the SBA in writing when DOT takes an action on an appeal that results in or confirms a loss of eligibility to any SBA-certified firm. The notice includes the reasons for the Department's decision, including specific references to the evidence in the record that supports each reason for the decision.
 - (8) The Department's policy is to make its decision within 180 days of receiving the complete administrative record. If the Department does not make its decision within this period, the Department provides written notice to concerned parties, including a statement of the reason for the delay and a date by which the appeal decision will be made.
- (g) All decisions under this section are administratively final, and are not subject to petitions for reconsideration.

[64 FR 5126, Feb. 2, 1999, as amended at 65 FR 68951, Nov. 15, 2000; 68 FR 35556, June 16, 2003; 73 FR 33329, June 12, 2008]

§26.91 What actions do recipients take following DOT certification appeal decisions?

- (a) If you are the recipient from whose action an appeal under §26.89 is taken, the decision is binding. It is not binding on other recipients.
- (b) If you are a recipient to which a DOT determination under §26.89 is applicable, you must take the following action:
 - (1) If the Department determines that you erroneously certified a firm, you must remove the firm's eligibility on receipt of the determination, without further proceedings on your part. Effective on the date of your receipt of the Department's determination, the consequences of a removal of eligibility set forth in §26.87(i) take effect.
 - (2) If the Department determines that you erroneously failed to find reasonable cause to remove the firm's eligibility, you must expeditiously commence a proceeding to determine whether the firm's eligibility should be removed, as provided in §26.87.
 - (3) If the Department determines that you erroneously declined to certify or removed the eligibility of the firm, you must certify the firm, effective on the date of your receipt of the written notice of Department's determination.
 - (4) If the Department determines that you erroneously determined that the presumption of social and economic disadvantage either should or should not be deemed rebutted, you must take appropriate corrective action as determined by the Department.
 - (5) If the Department affirms your determination, no further action is necessary.
- (c) Where DOT has upheld your denial of certification to or removal of eligibility from a firm, or directed the removal of a firm's eligibility, other recipients with whom the firm is certified may commence a proceeding to remove the firm's eligibility under §26.87. Such recipients must not remove the firm's eligibility absent such a proceeding. Where DOT has reversed your denial of certification to or removal of eligibility from a firm, other recipients must take the DOT action into account in any certification action involving the firm. However, other recipients are not required to certify the firm based on the DOT decision.

SUBPART F—COMPLIANCE AND ENFORCEMENT

§26.101 What compliance procedures apply to recipients?

- (a) If you fail to comply with any requirement of this part, you may be subject to formal enforcement action under §26.103 or §26.105 or appropriate program sanctions by the concerned operating administration, such as the suspension or termination of Federal funds, or refusal to approve projects, grants or contracts until deficiencies are remedied. Program sanctions may include, in the case of the FHWA program, actions provided for under 23 CFR 1.36; in the case of the FAA program, actions consistent with 49 U.S.C. 47106(d), 47111(d), and 47122; and in the case of the FTA program, any actions permitted under 49 U.S.C. chapter 53 or applicable FTA program requirements.
- (b) As provided in statute, you will not be subject to compliance actions or sanctions for failing to carry out any requirement of this part because you have been prevented from complying because a Federal court has issued a final order in which the court found that the requirement is unconstitutional.

§26.103 What enforcement actions apply in FHWA and FTA programs?

The provisions of this section apply to enforcement actions under FHWA and FTA programs:

- (a) Noncompliance complaints. Any person who believes that a recipient has failed to comply with its obligations under this part may file a written complaint with the concerned operating administration's Office of Civil Rights. If you want to file a complaint, you must do so no later than 180 days after the date of the alleged violation or the date on which you learned of a continuing course of conduct in violation of this part. In response to your written request, the Office of Civil Rights may extend the time for filing in the interest of justice, specifying in writing the reason for so doing. The Office of Civil Rights may protect the confidentiality of your identity as provided in §26.109(b). Complaints under this part are limited to allegations of violation of the provisions of this part.
- (b) Compliance reviews. The concerned operating administration may review the recipient's compliance with this part at any time, including reviews of paperwork and on-site reviews, as appropriate. The Office of Civil Rights may direct the operating administration to initiate a compliance review based on complaints received.
- (c) Reasonable cause notice. If it appears, from the investigation of a complaint or the results of a compliance review, that you, as a recipient, are in noncompliance with this part, the appropriate DOT office promptly sends you, return receipt requested, a written notice advising you that there is reasonable cause to find you in noncompliance. The notice states the reasons for this finding and directs you to reply within 30 days concerning whether you wish to begin conciliation.
- (d) Conciliation. (1) If you request conciliation, the appropriate DOT office shall pursue conciliation for at least 30, but not more than 120, days from the date of your request. The appropriate DOT office may extend the conciliation period for up to 30 days for good cause, consistent with applicable statutes.
 - (2) If you and the appropriate DOT office sign a conciliation agreement, then the matter is regarded as closed and you are regarded as being in compliance. The conciliation agreement sets forth the measures you have taken or will take to ensure compliance. While a conciliation agreement is in effect, you remain eligible for FHWA or FTA financial assistance.
 - (3) The concerned operating administration shall monitor your implementation of the conciliation agreement and ensure that its terms are complied with. If you fail to carry out the terms of a conciliation agreement, you are in noncompliance.
 - (4) If you do not request conciliation, or a conciliation agreement is not signed within the time provided in paragraph (d)(1) of this section, then enforcement proceedings begin.
- (e) Enforcement actions. (1) Enforcement actions are taken as provided in this subpart.
 - (2) Applicable findings in enforcement proceedings are binding on all DOT offices.

§26.105 What enforcement actions apply in FAA programs?

- (a) Compliance with all requirements of this part by airport sponsors and other recipients of FAA financial assistance is enforced through the procedures of Title 49 of the United States Code, including 49 U.S.C. 47106(d), 47111(d), and 47122, and regulations implementing them.
- (b) The provisions of §26.103(b) and this section apply to enforcement actions in FAA programs.
- (c) Any person who knows of a violation of this part by a recipient of FAA funds may file a complaint under 14 CFR part 16 with the Federal Aviation Administration Office of Chief Counsel.

§26.107 What enforcement actions apply to firms participating in the DBE program?

- (a) If you are a firm that does not meet the eligibility criteria of subpart D of this part and that attempts to participate in a DOT-assisted program as a DBE on the basis of false, fraudulent, or deceitful statements or representations or under circumstances indicating a serious lack of business integrity or honesty, the Department may initiate suspension or debarment proceedings against you under 2 CFR parts 180 and 1200.
- (b) If you are a firm that, in order to meet DBE contract goals or other DBE program requirements, uses or attempts to use, on the basis of false, fraudulent or deceitful statements or representations or under circumstances indicating a serious lack of business integrity or honesty, another firm that does not meet the eligibility criteria of subpart D of this part, the Department may initiate suspension or debarment proceedings against you under 2 CFR parts 180 and 1200.
- (c) In a suspension or debarment proceeding brought under paragraph (a) or (b) of this section, the concerned operating administration may consider the fact that a purported DBE has been certified by a recipient. Such certification does not preclude the Department from determining that the purported DBE, or another firm that has used or attempted to use it to meet DBE goals, should be suspended or debarred.
- (d) The Department may take enforcement action under 49 CFR Part 31, Program Fraud and Civil Remedies, against any participant in the DBE program whose conduct is subject to such action under 49 CFR part 31.
- (e) The Department may refer to the Department of Justice, for prosecution under 18 U.S.C. 1001 or other applicable provisions of law, any person who makes a false or fraudulent statement in connection with participation of a DBE in any DOT-assisted program or otherwise violates applicable Federal statutes.

[64 FR 5126, Feb. 2, 1999, as amended at 76 FR 5101, Jan. 28, 2011]

§26.109 What are the rules governing information, confidentiality, cooperation, and intimidation or retaliation?

- (a) Availability of records. (1) In responding to requests for information concerning any aspect of the DBE program, the Department complies with provisions of the Federal Freedom of Information and Privacy Acts (5 U.S.C. 552 and 552a). The Department may make available to the public any information concerning the DBE program release of which is not prohibited by Federal law.
(2) Notwithstanding any provision of Federal or state law, you must not release any information that may reasonably be construed as confidential business information to any third party without the written consent of the firm that submitted the information. This includes applications for DBE certification and supporting information. However, you must transmit this information to DOT in any certification appeal proceeding under §26.89 of this part or to any other state to which the individual's firm has applied for certification under §26.85 of this part.
- (b) Confidentiality of information on complainants. Notwithstanding the provisions of paragraph (a) of this section, the identity of complainants shall be kept confidential, at their election. If such confidentiality will hinder the investigation, proceeding or hearing, or result in a denial of appropriate administrative due process to other parties, the complainant must be advised for the purpose of waiving the privilege. Complainants are advised that, in some circumstances, failure to waive the privilege may result in the closure of the investigation or dismissal of the proceeding or hearing. FAA follows the procedures of 14 CFR part 16 with respect to confidentiality of information in complaints.
- (c) Cooperation. All participants in the Department's DBE program (including, but not limited to, recipients, DBE firms and applicants for DBE certification, complainants and appellants, and contractors using DBE firms to meet contract goals) are required to cooperate fully and promptly with DOT and recipient compliance reviews, certification reviews, investigations, and other requests for information. Failure to do so shall be a ground for appropriate action against the

party involved (e.g., with respect to recipients, a finding of noncompliance; with respect to DBE firms, denial of certification or removal of eligibility and/or suspension and debarment; with respect to a complainant or appellant, dismissal of the complaint or appeal; with respect to a contractor which uses DBE firms to meet goals, findings of non-responsibility for future contracts and/or suspension and debarment).

- (d) Intimidation and retaliation. If you are a recipient, contractor, or any other participant in the program, you must not intimidate, threaten, coerce, or discriminate against any individual or firm for the purpose of interfering with any right or privilege secured by this part or because the individual or firm has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this part. If you violate this prohibition, you are in noncompliance with this part.

[64 FR 5126, Feb. 2, 1999, as amended at 68 FR 35556, June 16, 2003; 76 FR 5101, Jan. 28, 2011]