

Attachment C  
BRATS Title VI Plan, LEP Plan, and DBE Policy

### **Summary of public outreach and involvement activities performed : (examples)**

- Baldwin Regional Area Transit System staff has participated in and supported Community-Based Transportation Programs for disadvantaged communities.
- Public Meetings have been held at convenient times and accessible locations for the LEP populations.
- Utilized the newspapers for publishing meetings and in newspapers that service minorities.
- Staff attends local meetings to identify community needs and participates as a stakeholder agency.
- Staff participates in public outreach efforts to explain specific transit proposals and solicit comments. These outreach efforts include interactions at public open houses.
- Public notices are on the transit website, in the receptionist area, on the buses, and at bus stops.

### **Language Assistance Plan**

The Language Assistance Plan uses the Four Factor Analysis to identify Limited English Proficient (LEP) persons that need language assistance, outline how language assistance is available, and describes how staff considers the needs of LEP persons. The Limited English Proficiency Plan can be found in Attachment 5.

- (1) **The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.** This population will be program-specific. In addition to the number or proportion of LEP persons served, the recipient's analysis should, at a minimum, identify:
  - (a) How LEP persons interact with the recipient's agency;
  - (b) Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language group;
  - (c) The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice; and
  - (d) Whether LEP persons are underserved by the recipient due to language barriers.
- (2) **The frequency with which LEP persons come into contact with the program.** Recipients should survey key program areas and assess major points of contact with the public, such as:
  - (a) Use of bus and/or rail service;
  - (b) Purchase of passes and tickets through staff, vending machines, outlets, websites, and over the phone;
  - (c) Participation in public meetings;
  - (d) Customer service interactions;

- (e) Ridership surveys;
  - (f) Operator surveys.
- (3) **The nature and importance of the program, activity, or service provided by the program to people's lives.** Generally speaking, the more important the program, the more frequent the contact and the likelihood that language services will be needed. The provision of public transportation is a vital service, especially for people without access to personal vehicles. An MPO's regional planning activities will impact every person in a region. Development of a coordinated plan to meet the specific transportation needs of seniors and people with disabilities will often also meet the needs of LEP persons. A person who is LEP may have a disability that prevents the person from using fixed route service, thus making the person eligible for ADA complementary paratransit. Transit providers, States, and MPOs must assess their programs, activities and services to ensure they are providing meaningful access to LEP persons. Facilitated meetings with LEP persons are one method to inform the recipient on what the local LEP population considers to be an essential service, as well as the most effective means to provide language assistance.
- (4) **The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.** Resource and cost issues can often be reduced by technological advances, reasonable business practices, and the sharing of language assistance materials and services among and between recipients, advocacy groups, LEP populations and Federal agencies. Large entities and those entities serving a significant number of LEP persons should ensure that their resource limitations are well substantiated before using this factor as a reason to limit language assistance.

**An LEP Plan shall, at a minimum:**

- (a) Include the results of the Four Factor Analysis, including a description of the LEP population(s) served;
- (b) Describe how the recipient provides language assistance services by language;
- (c) Describe how the recipient provides notice to LEP persons about the availability of language assistance;
- (d) Describe how the recipient monitors, evaluates and updates the language access plan; and
- (e) Describe how the recipient trains employees to provide timely and reasonable language assistance to LEP populations.

### ***SAFE HARBOR PROVISION***

*(Applicable to providers that meet the safe harbor threshold of (5%) or 1,000 persons in a LEP language group of the total population)*

In accordance with the Safe Harbor Provision, the Baldwin Regional Area Transit System has analyzed which language groups exceed the 1,000 persons or five percent threshold. These language groups are listed in Attachment 5. Therefore, Baldwin Regional Area Transit System focuses translation efforts in Spanish, which is the largest language group other than English. Vital documents such as public notice, complaint forms, and complaint procedures will be available in Spanish upon request. The Baldwin Regional Area Transit System provides free translation services.

### **Minority Representation on Planning and Advisory Bodies**

*Minorities include American Indian & Alaska Native, Asian, Black, Hispanic or Latino, and Native Hawaiian or Other Pacific Islander.*

The Baldwin Regional Area Transit System will not on the grounds of race, color, or national origin deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.

The Baldwin Regional Area Transit System has transit-related, non-elected planning boards, advisory councils or committees, or similar committees that are selected by the Baldwin Regional Area Transit System.

A copy of a table depicting the racial breakdown of the membership of those committees can be found in Attachment 6.

All committees actively recruit and continue to reach out to community groups to find additional diverse individuals to represent Steering Committee and help provide experience and ideas to better transit services. Baldwin Rural Area Transportation's website shares the need for additional members and encourages participation.

### **Guidance on Determining Site or Location of Facilities (Construction)**

The Baldwin Regional Area Transit System has no construction projects scheduled. In the event that the Baldwin Regional Area Transit System decides to acquire land and/or construct facilities the Baldwin Regional Area Transit System shall not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any transit federally funded program based on the grounds of race, color, or national origin. The Baldwin Regional Area Transit System shall comply with all federal requirements including 49 CFR part 21 and FTA Circular 4702.1B and all subsequent provisions.

A copy of the Title VI Construction Project Analysis can be found in Attachment 8.

### **Additional Title VI Information**

Additional Title VI information is included in Attachment 10.

### **Board Meeting Resolutions of Approved Title VI Program**

The Baldwin County Commission originally approved the Title VI program on September 3, 2013 and then updated on May 17, 2016. A copy of the authorizing resolution is included as Attachment 11 from the May 17, 2016 update.

## *Attachment 1*

### Title VI Notice to Public

*(To be posted on the agency's website and all transit vehicles, stations, stops, receptionist areas and/or meeting rooms)*

## **TITLE VI NOTICE OF PROTECTION AGAINST DISCRIMINATION**

Baldwin Regional Area Transit System operates its programs without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Baldwin Regional Area Transit System.

For more information on the civil rights program and the procedures to file a complaint, contact the Director of Transportation at:

Baldwin Regional Area Transit System  
P.O. Box 907  
Robertsdale, Alabama 36567  
251-972-6814  
[www.baldwincountyal.gov](http://www.baldwincountyal.gov)

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590

***If information is needed in another language, then contact 251-972-6814.  
Si se necesita información en otro idioma, póngase en contacto con 251-972-6814.***

**\*\*If provider meets the safe harbor threshold - At a minimum the statement: "If information is needed in another language, then contact 251-972-6814"—should be stated in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor threshold.**

## *Attachment 2*

### Title VI Complaint Procedures

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the **Baldwin Regional Area Transit System** may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The **Baldwin Regional Area Transit System** investigates complaints received no more than 180 days after the alleged incident. The **Baldwin Regional Area Transit System** will process complaints that are complete.

Once the complaint is received, the **Baldwin Regional Area Transit System** will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The **Baldwin Regional Area Transit System** has 15 business days to investigate the complaint. If more information is needed to resolve the case, the **Baldwin Regional Area Transit System** may contact the complainant. The complainant has 15 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 15 business days, the **Baldwin Regional Area Transit System** can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

In a situation where the complainant is unable or incapable of providing a written complaint, a verbal complaint of discrimination may be made to the **Baldwin Regional Area Transit System**. Under these circumstances, the complainant will be interviewed and the **Baldwin Regional Area Transit System** will assist the complainant in converting the verbal allegations to a formal, written complaint.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has 15 business days after the date of the letter or the LOF to do so.

If the complainant is not satisfied with actions taken locally or if they demand further action, these unresolved complaints will be referred to Mr. Wiley Brooks, Alabama Department of Transportation, Modal Programs Bureau, 1100 John Overton Drive, Montgomery, Alabama 36110

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

**\*\*If information is needed in another language, then contact 251-972-6814.**  
*Se necesita información en otro idioma, póngase en contacto con 251-972-6814.*

**\*\*If provider meets the safe harbor threshold:** At a minimum the statement: "If information is needed in another language, then contact 251-972-6814"—should be stated in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor threshold.

## Attachment 3

### Title VI Complaint Form

<b>Section I:</b>		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
<b>Section II:</b>		
Are you filing this complaint on your own behalf? Circle	Yes	No
*If you answered "yes" to this question, go to <b>Section III</b> .		
If not, please supply the name and relationship of the person for whom you are complaining:		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	Yes	No
<b>Section III:</b>		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		
<b>Section IV</b>		
Have you previously filed a Title VI complaint with this agency? Circle	Yes	No

<b>Section V</b>	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
<b>Name:</b> _____	
<b>Title:</b> _____	
<b>Agency:</b> _____	
<b>Address:</b> _____	
<b>Telephone:</b> _____	
<b>Section VI</b>	
Name of agency complaint is against: _____	
Contact person: _____	
Title: _____	
Telephone number: _____	

Attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person at the address below, or mail this form to:

Taylor Rider  
Director of Transportation  
Baldwin Regional Area Transit System  
P.O. Box 907  
Robertsdale, Alabama 36567

If information is needed in another language, then contact 251-972-6814.  
*Se necesita información en otro idioma, póngase en contacto con 251-972-6814.*

## *Attachment 4*



## List of Transit-Related Investigations, Lawsuits and Complaints

	<b>Date (Month, Day, Year)</b>	<b>Summary (include basis of complaint: race, color, or national origin)</b>	<b>Status Pending or Closed</b>	<b>Action(s) Taken</b>
<b>Investigations</b>	<b>No Transit Related to date</b>			
<b>1.</b>				
<b>2.</b>				
<b>Lawsuits</b>	<b>No Transit Related to date</b>			
<b>1.</b>				
<b>2.</b>				
<b>Complaints</b>	<b>No Transit Related to date</b>			
<b>1.</b>				
<b>2.</b>				

# Attachment 5

## Demographics

### State of Alabama

### Language Spoken At Home per County

### Speak English less than "very well"

Based on Census 2010 Data and

2007-2011 American Community Survey

Area Name	Population 5 Years and Older	# Population Speak English Less Than Very Well	% Population Speak English Less Than Very Well	# Speak Spanish or Spanish/ Creole	% Speak Spanish or Spanish/ Creole	# Speak Other Indo European	% Speak Other Indo European	# Speak Asian- Pacific Island	% Speak Asian- Pacific Island	# Speak Other	% Speak Other
				Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well
State of Alabama	4,443,763	105,317	2.40%	78,394	1.80%	7,446	0.20%	17,119	0.40%	2,358	0.10%
County											
Autauga	50,376	543	1.10%	333	0.70%	49	0.10%	144	0.30%	17	0.00%
Baldwin	168,414	4,100	2.40%	2,963	1.80%	445	0.30%	639	0.40%	53	0.00%
Barbour	25,877	519	0.20%	397	1.50%	26	0.10%	96	0.40%	-	0.00%
Bibb	21,439	172	0.80%	123	0.60%	-	0.00%	49	0.20%	-	0.00%
Blount	53,539	2,243	4.20%	2,143	4.00%	77	0.10%	23	0.00%	-	0.00%
Bullock	10,206	321	3.10%	321	3.10%	-	0.00%	-	0.00%	-	0.00%
Butler	19,512	111	0.60%	51	0.30%	19	0.10%	41	0.20%	-	0.00%
Calhoun	110,409	1,902	1.70%	1,516	1.40%	162	0.10%	200	0.20%	24	0.00%
Chambers	32,366	209	0.60%	138	0.40%	22	0.10%	49	0.20%	-	0.00%
Cherokee	24,515	67	0.30%	26	0.1%	-	0.00%	23	0.10%	18	0.10%
Chilton	40,445	1,436	3.60%	1,358	3.40%	16	0.00%	56	0.10%	6	0.00%
Choctaw	13,178	10	0.10%	10	0.00	-	0.00%	-	0.00%	-	0.00%
Clarke	24,522	59	0.20%	24	0.10%	-	0.00%	35	0.10%	-	0.00%
Clay	13,211	255	1.90%	244	1.80%	11	0.10%	-	0.00%	-	0.00%
Cleburne	13,942	159	1.10%	159	1.10%	-	0.00%	-	0.00%	-	0.00%
Coffee	45,929	1,403	3.10%	1,051	2.30%	59	0.10%	293	0.60%	-	0.00%
Colbert	51,382	640	1.20%	561	1.10%	24	0.00%	55	0.10%	-	0.00%
Conecuh	12,488	51	0.40%	51	0.40%	-	0.00%	-	0.00%	-	0.00%
Coosa	10,753	57	0.50%	37	0.30%	20	0.20%	-	0.00%	-	0.00%
Covington	35,464	418	1.20%	279	0.80%	20	0.10%	119	0.30%	-	0.00%
Crenshaw	13,085	214	1.60%	108	0.80%	-	0.00%	106	0.80%	-	0.00%
Cullman	75,324	1,721	2.30%	1,441	1.90%	84	0.10%	193	0.30%	3	0.00%
Dale	46,237	1,066	2.30%	751	1.60%	51	0.10%	233	0.50%	31	0.10%
Dallas	40,663	218	0.50%	108	0.30%	94	0.20%	13	0.00%	3	0.00%
DeKalb	65,522	4,260	6.50%	4,193	6.40%	8	0.00%	4	0.00%	55	0.10%
Elmore	73,825	1,210	1.60%	897	1.20%	146	0.20%	167	0.20%	-	0.00%



Escambia	35,700	178	0.50%	131	0.40%	34	0.10%	13	0.00%	-	0.00%
Etowah	97,968	1,553	1.60%	1,102	1.10%	120	0.10%	240	0.20%	91	0.10%
Fayette	16,414	87	0.50%	44	0.30%	19	0.10%	24	0.10%	-	0.00%
Franklin	29,352	2,336	8.00%	2,314	7.90%	22	0.10%	-	0.00%	-	0.00%
Geneva	25,078	395	1.60%	369	1.50%	-	0.00%	26	0.10%	-	0.00%
Greene	8,623	7	0.10%	7	0.10%	-	0.00%	-	0.00%	-	0.00%
Hale	15,035	58	0.40%	13	0.10%	5	0.00%	20	0.10%	20	0.10%
Henry	16,304	244	1.50%	81	0.50%	104	0.60%	59	0.40%	-	0.00%
Houston	93,681	1,304	1.40%	890	1.00%	129	0.10%	250	0.30%	35	0.00%
Jackson	50,342	469	0.90%	430	0.90%	-	0.00%	37	0.10%	2	0.00%
Jefferson	613,744	16,987	2.80%	13,300	2.20%	1,040	0.20%	2,079	0.30%	568	0.10%
Lamar	13,776	38	0.30%	35	0.30%	-	0.00%	3	0.02%	-	0.00%
Lauderdale	87,144	1,093	1.30%	816	0.90%	35	0.00%	214	0.20%	28	0.00%
Lawrence	32,127	140	0.40%	137	0.40%	-	0.00%	3	0.00%	-	0.00%
Lee	129,482	4,013	3.10%	1,972	1.50%	406	0.30%	1,524	1.20%	111	0.10%
Limestone	75,692	2,110	2.80%	1,818	2.40%	160	0.20%	132	0.20%	-	0.00%
Lowndes	10,825	49	0.50%	35	0.30%	14	0.10%	-	0.00%	-	0.00%
Macon	20,379	121	0.60%	105	0.50%	13	0.10%	3	0.00%	-	0.00%
Madison	308,736	8,169	2.60%	4,984	1.60%	1,013	0.30%	2,049	0.70%	123	0.00%
Marengo	19,821	40	0.20%	25	0.10%	15	0.10%	-	0.00%	-	0.00%
Marion	28,954	439	1.50%	414	1.40%	20	0.10%	5	0.00%	-	0.00%
Marshall	85,278	6,413	7.50%	5,892	6.90%	107	0.10%	241	0.30%	173	0.20%
Mobile	382,340	8,167	2.10%	3,811	0.10%	999	0.30%	2,908	0.80%	449	0.10%
Monroe	21,752	181	0.80%	153	0.70%	7	0.00%	21	0.10%	-	0.00%
Montgomery	213,095	6,125	2.90%	3,616	1.70%	451	0.20%	1,738	0.80%	320	0.20%
Morgan	110,957	4,869	4.40%	4,463	4.00%	122	0.10%	284	0.30%	-	0.00%
Perry	9,914	105	1.10%	90	0.90%	5	0.10%	10	0.10%	-	0.00%
Pickens	18,564	212	1.10%	201	1.10%	11	0.10%	-	0.00%	-	0.00%
Pike	30,616	672	2.20%	269	0.90%	44	0.10%	359	1.20%	-	0.00%
Randolph	21,500	436	2.00%	403	1.90%	33	0.20%	-	0.00%	-	0.00%
Russell	48,754	424	0.90%	321	0.70%	72	0.10%	31	0.10%	-	0.00%
St. Clair	76,816	972	1.30%	625	0.80%	61	0.10%	286	0.40%	-	0.00%
Shelby	178,619	6,441	3.60%	5,044	2.80%	462	0.30%	892	0.50%	43	0.00%
Sumter	12,946	49	0.40%	8	0.10%	32	0.20%	-	0.00%	9	0.10%
Talladega	77,297	812	1.10%	670	0.90%	20	0.00%	86	0.10%	36	0.00%
Tallapoosa	39,160	590	1.50%	510	1.30%	70	0.20%	10	0.00%	-	0.00%
Tuscaloosa	180,060	4,925	2.70%	3,373	1.90%	428	0.20%	988	0.50%	136	0.10%
Walker	63,292	550	0.90%	489	0.80%	16	0.00%	45	0.10%	-	0.00%
Washington	16,522	58	0.40%	57	0.30%	-	0.00%	1	0.00%	-	0.00%
Wilcox	11,158	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Winston	23,323	122	0.50%	94	0.40%	24	0.10%	-	0.00%	4	0.00%

# **LIMITED ENGLISH PROFICIENCY ASSESSMENT**

(Assessment provided as a tool to assist with demographics & four factor analysis.)

<b>Provider:</b>	Baldwin Regional Area Transit System			
<b>Date Completed:</b>	08/20/2013			
<p>1. Examine Census Data at <a href="http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t">http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t</a></p> <p>1) Select <i>TOPICS – PEOPLE - LANGUAGE – ENGLISH USAGE</i></p> <p>2) Select <i>GEOGRAPHIES –CENSUS TRACT</i></p> <p>3) Select the <i>STATE</i> from the drop-down menu</p> <p>4) Select the <i>COUNTY</i> from the drop-down menu</p> <p>5) Click on <i>ALL CENSUS TRACTS WITHIN . . . COUNTY</i></p> <p>6) Click <i>ADD TO YOUR SELECTIONS</i></p> <p>7) From the <i>SELECTION RESULTS</i> on the right side of the screen, check the box for the table B16001 - <i>LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER (Use the 3 year estimate.)</i></p> <p>8) The table will present a breakdown of the languages spoken in the state and identify the population estimate that speaks the language and their ability to speak English or speak English less than “very well”.</p> <p>9) Add up all geographically relevant census tracts for the population estimates that speak English less than “very well”.</p>				
<b>City/County</b>	<b>Population</b>	<b>Population that Speaks English Less than Very Well (Number)</b>	<b>Population that Speaks English Less than Very Well (as Percent of Total Population)</b>	<b>Language/Languages Spoken by “Speak English Less Than Very Well” Population</b>
Baldwin County	168,414	4,100	2.4%	53
1. Survey your drivers. Do they indicate that there is a need for language assistance for riders? If so, which languages?		Very Rarely If so, Spanish		
2. Survey your receptionist, customer service representative, and schedule/dispatcher. Do they indicate that there is a need for language assistance for riders? If so, which languages?		Very Rarely – Normally they speak some English If so, Spanish		
3. Contact major employers. Do they indicate a need for language assistance for potential transit users? If so, which languages?				
<b>Employer</b>		<b>Response</b>		
Walmart		Spanish		
Tanger		Rarely – if any Spanish		

4. Contact human service agencies. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>Agency</b>	<b>Response</b>
ARC	None
Catholic Social Service	Spanish
Baldwin County Mental Health	Spanish
5. Contact local towns and cities, including the police departments. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>Town/City/Department</b>	<b>Response</b>
Robertsdale Police Department	Spanish
6. Contact the local school systems. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>School System</b>	<b>Response</b>
Baldwin County School Board	Spanish
7. Contact the local churches. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>Church</b>	<b>Response</b>
Loxley Church of God	Spanish
Loxley First Baptist	Spanish – Rarely though
8. Inventory second languages spoken by staff.	None.
9. Do the responses indicate a need for language assistance for potential transit users? If so, which languages? If yes, please prepare and submit an LEP plan.	All responses indicate that at this time no translation services are needed. All current citizens were served so speak some English there for the need for service would be rarely.

## **Limited English Proficiency (LEP) Interactions Staff Survey**

Individuals with Limited English Proficiency do not speak English as their primary language, have a limited ability to read, speak, write or understand English or are native English speakers with low levels of literacy.

1) In the past six months have you encountered a Limited English Proficiency (LEP) person in your work activities?

2) What language have you encountered in the past six months?

3) How many times have you encountered a LEP person speaking (language selected in Question 2) in the past six months?

4) What type of work activity were you involved in when you encountered this language?

Choose all that apply

- ◆ Outreach/Public Meeting
- ◆ E-mail
- ◆ Phone Call
- ◆ Other, please specify

5) Have you encountered additional languages in the past six months?

# **Limited English Proficiency (LEP) Plan**

**Baldwin Regional Area Transit System  
18100 County Road 54  
P.O. Box 907  
Robertsdale, Alabama 36567  
251-972-6814  
[www.baldwincountyal.gov](http://www.baldwincountyal.gov)**

## **Introduction**

This Limited English Proficiency Plan (LEP) has been prepared to address Baldwin Regional Area Transit System's responsibilities as a direct recipient of federal financial assistance as they relate to the needs of individuals with limited English skills. This plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

## **Plan Summary**

Baldwin Regional Area Transit System has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access transit services provided by the Baldwin Regional Area Transit System. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the Baldwin Regional Area Transit System undertook the U.S. DOT four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Baldwin Regional Area Transit System program, activity or service.
2. The frequency with which the LEP persons come in contact with Baldwin Regional Area Transit System programs activities or services.
3. The nature and importance of programs, activities or services provided by Baldwin Regional Area Transit System to the LEP population.
4. The resources available to Baldwin Regional Area Transit System and overall cost to provide LEP assistance.



## **Four-Factor Analysis**

1. ***The number or proportion of LEP persons in the service area who may be served or are likely to encounter Baldwin Regional Area Transit System program, activity or service.***

Baldwin Regional Area Transit System reviewed the 2010 U.S. Census Report and 160,414 is the total population for Baldwin County and 4,100 persons (2.4%) speak a language other than English. Of those persons 2.4% (4,100) residents report speaking English less than very well. Those persons with limited English proficiency are in the following groups: 2,963 (1.8%) speak Spanish, 445 (0.30%) Indo-European languages, 639 (0.4%) speak Asian and Pacific Island languages, and 53 speak other languages. The most popular language spoken at home is Spanish. The Baldwin Regional Area Transit System will likely encounter more Spanish speaking persons that benefit from the transit programs than any other LEP persons.

2. ***The frequency with which the LEP persons come in contact with Baldwin Regional Area Transit System programs, activities or services.***

Baldwin Regional Area Transit System assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. The following touch points and frequencies have been identified:

CONTACT POINTS	FREQUENCY
Bus Drivers - Demand Response	Minimum
Schedulers	Minimum
Dispatchers	Minimum
Mechanics	None
Web Site	Minimum
Annual Events	Minimum

3. ***The nature and importance of programs, activities or services provided by Baldwin Regional Area Transit System to the LEP population.***

The largest geographic concentration of LEP individuals in the Baldwin Regional Area Transit System service area is Spanish. Services provided by the Baldwin Regional Area Transit System that are most likely to encounter LEP individuals are the Demand Response Service which serves the general public. It is also likely that the Baldwin Regional Area Transit System will encounter LEP individuals at the scheduling office where tickets are sold and community outreach events.

4. ***The resources available to Baldwin Regional Area Transit System and overall cost to provide LEP assistance.***

The Baldwin Regional Area Transit System assessed its available resources that could be used for providing LEP assistance and which of its documents would be most valuable to be translated if the need should arise, and took an inventory of available organizations that the Baldwin Regional Area Transit System could partner with for outreach and translation efforts. Bilingual staff, volunteer community agencies, web based translation services are resources that can assist in reducing the cost of translation services.

Attachment C  
BRATS Title VI Plan, LEP Plan, and DBE Policy



## COUNTY COMMISSION

BALDWIN COUNTY  
312 Courthouse Square, Suite 12  
BAY MINETTE, ALABAMA 36507  
(251) 937-0264  
Fax (251) 580-2500  
[www.baldwincounty.al.gov](http://www.baldwincounty.al.gov)

MEMBERS  
DISTRICT 1. FRANK BURT, JR.  
2. CHRIS ELLIOTT  
3. J. TUCKER DORSEY  
4. CHARLES F. GRUBER

May 17, 2016

Mr. Robert Jilla  
Alabama Department of Transportation  
1100 John Overton Drive  
Montgomery, Alabama 36110

**RE: Baldwin Regional Area Transit System - Title VI Program and Limited English Proficiency Plan Update**

Dear Mr. Jilla:

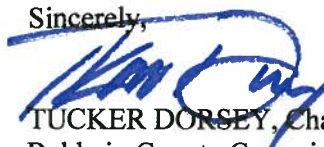
The Baldwin County Commission, during its regularly scheduled meeting held on May 17, 2016, took the following actions:

- 1) Adopted *Resolution #2016-075* and approved the Title VI Program for the Baldwin Regional Area Transit System, which ensures compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, Part 21 and related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, or national origin; and
- 2) Approved a Limited English Proficiency Plan for the Baldwin Regional Area Transit System, which assists in identifying reasonable steps for providing language assistance to persons with limited English proficiency which desire to access transit services provided by Baldwin Regional Area Transit System.

Please find enclosed, for your file, the Title VI Program (which includes the Limited English Proficiency Plan and the **fully executed original Resolution #2016-075**).

If you have any questions or need further assistance, please do not hesitate to contact me at (251) 972-8502 or Cal Markert, County Engineer, at (251) 937-0371.

Sincerely,

  
TUCKER DORSEY, Chairman  
Baldwin County Commission

TD/met Item BB1

cc: Cal Markert  
Taylor Rider  
Chandra Middleton  
Lisa Sangster

ENCLOSURE(S)

# Baldwin Regional Area Transit System

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## TITLE VI PROGRAM

Date Completed: September 3, 2013  
Updated: May 17, 2016

18100 County Road 54  
PO Box 907  
Robertsdale, Alabama 36567  
251-972-6814  
[www.baldwincountyal.gov](http://www.baldwincountyal.gov)

*This document was prepared in accordance with the FTA Circular 4702.1B, dated October 1, 2012.*

### **Title VI Policy Statement**

The Baldwin Regional Area Transit System ensures compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, part 21, and related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, or national origin.

### **Title VI Notice to the Public**

The Baldwin Regional Area Transit System has developed a Title VI Notice to provide information to the public regarding the Baldwin Regional Area Transit System Title VI obligations and to inform the public of the protections against discrimination afforded to them by Title VI.

The Baldwin Regional Area Transit System has posted the Title VI Notice on the agency's website and in public areas of the agency's office(s) including the receptionist area, and meeting rooms. The notice is also posted in buses, stations, and/or bus stops. The notice is included as Attachment 1.

### **Title VI Assurances**

The Baldwin Regional Area Transit System fulfills this requirement by submitting its annual Title VI assurances as part of its annual Certification and Assurance submission to ALDOT.

### **Title VI Complaint Procedures**

A Title VI complaint may be filed by any individual or individuals who allege they have been subjected to discrimination or adverse impact under any FTA funded program or activity based on race, color, or national origin.

The Baldwin Regional Area Transit System has adopted Title VI complaints procedures for investigating and tracking complaints. The Title VI complaint procedures can be found on the agency's website and in Attachment 2.

### **Title VI Complaint Form**

The Title VI Complaint Form is included in Attachment 3.

## **List of Transit-Related Title VI Investigations, Complaints, and Lawsuits**

All providers shall maintain a log of Title VI complaints received. The log shall include the date the complaint was filed, a summary of the allegations; the status of the complaint; and actions taken in response to the complaint.

Since the submission of the last Title VI Program information to the ALDOT, there have been no Title VI investigations, complaints, or lawsuits received by the Baldwin Regional Area Transit System related to transit. A copy of the Title VI Investigations, Complaints and Lawsuit Form that will be used if a complaint or lawsuit is filed can be found in Attachment 4.

## **Public Participation Plan**

The **Baldwin Regional Area Transit System** is committed to a public participation process that will provide for early and continuous opportunities for participation in the transportation decision making process by the Limited English Proficiency (LEP) population. The Public Participation plan provides for an open exchange of information and ideas between the public and transportation decision makers. The **Baldwin Regional Area Transit System** public participation program is ongoing and reviewed regularly in order to identify, meet and serve the LEP community needs.

In an effort to more fully integrate into community outreach activities, the opinions of minority, low-income and LEP populations, the **Baldwin Regional Area Transit System** public participation program will:

- Continue to coordinate with community-based organizations to identify and implement strategies to reach out to members in the affected minority, low-income, and LEP communities.
- Place public notices on transit website, in the receptionist area, on the buses, and at bus stops.
- Utilize the media (newspaper, radio, television, etc.) to target the minority, low-income and LEP populations in public involvement efforts.
- Provide opportunities for public participation through means other than written communication, such as personal interviews or the use of recording devices to capture oral comments.
- Hold public meetings in locations, facilities, and at meeting times that are convenient and accessible to the minority, low-income, and LEP populations.
- Develop Title VI brochures in English and make available in other languages as needed.
- Make public information available in electronically accessible formats.
- Host a table or booth at community event or piggyback an engagement effort onto a regularly-scheduled community meeting.
- Utilize interactive and collaborative online technologies, such as social networking, blogs, video sharing and wikis.
- Develop signs, fliers or other materials to mail or to post and distribute to the general public and place in libraries, community centers, etc.
- Consider non-traditional media outlets, such as local, neighborhood publications, or internet outlets, such as YouTube, Twitter, or Facebook.

### **Summary of public outreach and involvement activities performed : (examples)**

- Baldwin Regional Area Transit System staff has participated in and supported Community-Based Transportation Programs for disadvantaged communities.
- Public Meetings have been held at convenient times and accessible locations for the LEP populations.
- Utilized the newspapers for publishing meetings and in newspapers that service minorities.
- Staff attends local meetings to identify community needs and participates as a stakeholder agency.
- Staff participates in public outreach efforts to explain specific transit proposals and solicit comments. These outreach efforts include interactions at public open houses.
- Public notices are on the transit website, in the receptionist area, on the buses, and at bus stops.

### **Language Assistance Plan**

The Language Assistance Plan uses the Four Factor Analysis to identify Limited English Proficient (LEP) persons that need language assistance, outline how language assistance is available, and describes how staff considers the needs of LEP persons. The Limited English Proficiency Plan can be found in Attachment 5.

- (1) **The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.** This population will be program-specific. In addition to the number or proportion of LEP persons served, the recipient's analysis should, at a minimum, identify:
  - (a) How LEP persons interact with the recipient's agency;
  - (b) Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language group;
  - (c) The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice; and
  - (d) Whether LEP persons are underserved by the recipient due to language barriers.
- (2) **The frequency with which LEP persons come into contact with the program.** Recipients should survey key program areas and assess major points of contact with the public, such as:
  - (a) Use of bus and/or rail service;
  - (b) Purchase of passes and tickets through staff, vending machines, outlets, websites, and over the phone;
  - (c) Participation in public meetings;
  - (d) Customer service interactions;

- (e) Ridership surveys;
  - (f) Operator surveys.
- (3) **The nature and importance of the program, activity, or service provided by the program to people's lives.** Generally speaking, the more important the program, the more frequent the contact and the likelihood that language services will be needed. The provision of public transportation is a vital service, especially for people without access to personal vehicles. An MPO's regional planning activities will impact every person in a region. Development of a coordinated plan to meet the specific transportation needs of seniors and people with disabilities will often also meet the needs of LEP persons. A person who is LEP may have a disability that prevents the person from using fixed route service, thus making the person eligible for ADA complementary paratransit. Transit providers, States, and MPOs must assess their programs, activities and services to ensure they are providing meaningful access to LEP persons. Facilitated meetings with LEP persons are one method to inform the recipient on what the local LEP population considers to be an essential service, as well as the most effective means to provide language assistance.
- (4) **The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.** Resource and cost issues can often be reduced by technological advances, reasonable business practices, and the sharing of language assistance materials and services among and between recipients, advocacy groups, LEP populations and Federal agencies. Large entities and those entities serving a significant number of LEP persons should ensure that their resource limitations are well substantiated before using this factor as a reason to limit language assistance.

**An LEP Plan shall, at a minimum:**

- (a) Include the results of the Four Factor Analysis, including a description of the LEP population(s) served;
- (b) Describe how the recipient provides language assistance services by language;
- (c) Describe how the recipient provides notice to LEP persons about the availability of language assistance;
- (d) Describe how the recipient monitors, evaluates and updates the language access plan; and
- (e) Describe how the recipient trains employees to provide timely and reasonable language assistance to LEP populations.



### ***SAFE HARBOR PROVISION***

*(Applicable to providers that meet the safe harbor threshold of (5%) or 1,000 persons in a LEP language group of the total population)*

In accordance with the Safe Harbor Provision, the Baldwin Regional Area Transit System has analyzed which language groups exceed the 1,000 persons or five percent threshold. These language groups are listed in Attachment 5. Therefore, Baldwin Regional Area Transit System focuses translation efforts in Spanish, which is the largest language group other than English. Vital documents such as public notice, complaint forms, and complaint procedures will be available in Spanish upon request. The Baldwin Regional Area Transit System provides free translation services.

### **Minority Representation on Planning and Advisory Bodies**

*Minorities include American Indian & Alaska Native, Asian, Black, Hispanic or Latino, and Native Hawaiian or Other Pacific Islander.*

The Baldwin Regional Area Transit System will not on the grounds of race, color, or national origin deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.

The Baldwin Regional Area Transit System has transit-related, non-elected planning boards, advisory councils or committees, or similar committees that are selected by the Baldwin Regional Area Transit System.

A copy of a table depicting the racial breakdown of the membership of those committees can be found in Attachment 6.

All committees actively recruit and continue to reach out to community groups to find additional diverse individuals to represent Steering Committee and help provide experience and ideas to better transit services. Baldwin Rural Area Transportation's website shares the need for additional members and encourages participation.

### **Guidance on Determining Site or Location of Facilities (Construction)**

The Baldwin Regional Area Transit System has no construction projects scheduled. In the event that the Baldwin Regional Area Transit System decides to acquire land and/or construct facilities the Baldwin Regional Area Transit System shall not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any transit federally funded program based on the grounds of race, color, or national origin. The Baldwin Regional Area Transit System shall comply with all federal requirements including 49 CFR part 21 and FTA Circular 4702.1B and all subsequent provisions.

A copy of the Title VI Construction Project Analysis can be found in Attachment 8.

### **Additional Title VI Information**

Additional Title VI information is included in Attachment 10.

### **Board Meeting Resolutions of Approved Title VI Program**

The Baldwin County Commission originally approved the Title VI program on September 3, 2013 and then updated on May 17, 2016. A copy of the authorizing resolution is included as Attachment 11 from the May 17, 2016 update.

## *Attachment 1*

### Title VI Notice to Public

*(To be posted on the agency's website and all transit vehicles, stations, stops, receptionist areas and/or meeting rooms)*

## **TITLE VI NOTICE OF PROTECTION AGAINST DISCRIMINATION**

Baldwin Regional Area Transit System operates its programs without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Baldwin Regional Area Transit System.

For more information on the civil rights program and the procedures to file a complaint, contact the Director of Transportation at:

Baldwin Regional Area Transit System  
P.O. Box 907  
Robertsdale, Alabama 36567  
251-972-6814  
[www.baldwincountyal.gov](http://www.baldwincountyal.gov)

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590

***If information is needed in another language, then contact 251-972-6814.  
Si se necesita información en otro idioma, póngase en contacto con 251-972-6814.***

**\*\*If provider meets the safe harbor threshold - At a minimum the statement: "If information is needed in another language, then contact 251-972-6814"—should be stated in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor threshold.**

## *Attachment 2*

### Title VI Complaint Procedures

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the **Baldwin Regional Area Transit System** may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The **Baldwin Regional Area Transit System** investigates complaints received no more than 180 days after the alleged incident. The **Baldwin Regional Area Transit System** will process complaints that are complete.

Once the complaint is received, the **Baldwin Regional Area Transit System** will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The **Baldwin Regional Area Transit System** has 15 business days to investigate the complaint. If more information is needed to resolve the case, the **Baldwin Regional Area Transit System** may contact the complainant. The complainant has 15 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 15 business days, the **Baldwin Regional Area Transit System** can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

In a situation where the complainant is unable or incapable of providing a written complaint, a verbal complaint of discrimination may be made to the **Baldwin Regional Area Transit System**. Under these circumstances, the complainant will be interviewed and the **Baldwin Regional Area Transit System** will assist the complainant in converting the verbal allegations to a formal, written complaint.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has 15 business days after the date of the letter or the LOF to do so.

If the complainant is not satisfied with actions taken locally or if they demand further action, these unresolved complaints will be referred to Mr. Wiley Brooks, Alabama Department of Transportation, Modal Programs Bureau, 1100 John Overton Drive, Montgomery, Alabama 36110

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

**\*\*If information is needed in another language, then contact 251-972-6814.**  
*Se necesita información en otro idioma, póngase en contacto con 251-972-6814.*

**\*\*If provider meets the safe harbor threshold:** At a minimum the statement: "If information is needed in another language, then contact 251-972-6814"—should be stated in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor threshold.

## Attachment 3

### Title VI Complaint Form

<b>Section I:</b>		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
<b>Section II:</b>		
Are you filing this complaint on your own behalf? Circle	Yes	No
*If you answered "yes" to this question, go to <b>Section III</b> .		
If not, please supply the name and relationship of the person for whom you are complaining:		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	Yes	No
<b>Section III:</b>		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		
<b>Section IV</b>		
Have you previously filed a Title VI complaint with this agency? Circle	Yes	No

<b>Section V</b>	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
<b>Name:</b> _____	
<b>Title:</b> _____	
<b>Agency:</b> _____	
<b>Address:</b> _____	
<b>Telephone:</b> _____	
<b>Section VI</b>	
Name of agency complaint is against: _____	
Contact person: _____	
Title: _____	
Telephone number: _____	

Attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person at the address below, or mail this form to:

Taylor Rider  
Director of Transportation  
Baldwin Regional Area Transit System  
P.O. Box 907  
Robertsdale, Alabama 36567

If information is needed in another language, then contact 251-972-6814.  
*Se necesita información en otro idioma, póngase en contacto con 251-972-6814.*

## *Attachment 4*

## List of Transit-Related Investigations, Lawsuits and Complaints

	<b>Date (Month, Day, Year)</b>	<b>Summary (include basis of complaint: race, color, or national origin)</b>	<b>Status Pending or Closed</b>	<b>Action(s) Taken</b>
<b>Investigations</b>	<b>No Transit Related to date</b>			
<b>1.</b>				
<b>2.</b>				
<b>Lawsuits</b>	<b>No Transit Related to date</b>			
<b>1.</b>				
<b>2.</b>				
<b>Complaints</b>	<b>No Transit Related to date</b>			
<b>1.</b>				
<b>2.</b>				



# Attachment 5

## Demographics

### State of Alabama

### Language Spoken At Home per County

### Speak English less than "very well"

Based on Census 2010 Data and

2007-2011 American Community Survey

Area Name	Population 5 Years and Older	# Population Speak English Less Than Very Well	% Population Speak English Less Than Very Well	# Speak Spanish or Spanish/ Creole	% Speak Spanish or Spanish/ Creole	# Speak Other Indo European	% Speak Other Indo European	# Speak Asian- Pacific Island	% Speak Asian- Pacific Island	# Speak Other	% Speak Other
				Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well
State of Alabama	4,443,763	105,317	2.40%	78,394	1.80%	7,446	0.20%	17,119	0.40%	2,358	0.10%
County											
Autauga	50,376	543	1.10%	333	0.70%	49	0.10%	144	0.30%	17	0.00%
Baldwin	168,414	4,100	2.40%	2,963	1.80%	445	0.30%	639	0.40%	53	0.00%
Barbour	25,877	519	0.20%	397	1.50%	26	0.10%	96	0.40%	-	0.00%
Bibb	21,439	172	0.80%	123	0.60%	-	0.00%	49	0.20%	-	0.00%
Blount	53,539	2,243	4.20%	2,143	4.00%	77	0.10%	23	0.00%	-	0.00%
Bullock	10,206	321	3.10%	321	3.10%	-	0.00%	-	0.00%	-	0.00%
Butler	19,512	111	0.60%	51	0.30%	19	0.10%	41	0.20%	-	0.00%
Calhoun	110,409	1,902	1.70%	1,516	1.40%	162	0.10%	200	0.20%	24	0.00%
Chambers	32,366	209	0.60%	138	0.40%	22	0.10%	49	0.20%	-	0.00%
Cherokee	24,515	67	0.30%	26	0.1%	-	0.00%	23	0.10%	18	0.10%
Chilton	40,445	1,436	3.60%	1,358	3.40%	16	0.00%	56	0.10%	6	0.00%
Choctaw	13,178	10	0.10%	10	0.00	-	0.00%	-	0.00%	-	0.00%
Clarke	24,522	59	0.20%	24	0.10%	-	0.00%	35	0.10%	-	0.00%
Clay	13,211	255	1.90%	244	1.80%	11	0.10%	-	0.00%	-	0.00%
Cleburne	13,942	159	1.10%	159	1.10%	-	0.00%	-	0.00%	-	0.00%
Coffee	45,929	1,403	3.10%	1,051	2.30%	59	0.10%	293	0.60%	-	0.00%
Colbert	51,382	640	1.20%	561	1.10%	24	0.00%	55	0.10%	-	0.00%
Conecuh	12,488	51	0.40%	51	0.40%	-	0.00%	-	0.00%	-	0.00%
Coosa	10,753	57	0.50%	37	0.30%	20	0.20%	-	0.00%	-	0.00%
Covington	35,464	418	1.20%	279	0.80%	20	0.10%	119	0.30%	-	0.00%
Crenshaw	13,085	214	1.60%	108	0.80%	-	0.00%	106	0.80%	-	0.00%
Cullman	75,324	1,721	2.30%	1,441	1.90%	84	0.10%	193	0.30%	3	0.00%
Dale	46,237	1,066	2.30%	751	1.60%	51	0.10%	233	0.50%	31	0.10%
Dallas	40,663	218	0.50%	108	0.30%	94	0.20%	13	0.00%	3	0.00%
DeKalb	65,522	4,260	6.50%	4,193	6.40%	8	0.00%	4	0.00%	55	0.10%
Elmore	73,825	1,210	1.60%	897	1.20%	146	0.20%	167	0.20%	-	0.00%



Escambia	35,700	178	0.50%	131	0.40%	34	0.10%	13	0.00%	-	0.00%
Etowah	97,968	1,553	1.60%	1,102	1.10%	120	0.10%	240	0.20%	91	0.10%
Fayette	16,414	87	0.50%	44	0.30%	19	0.10%	24	0.10%	-	0.00%
Franklin	29,352	2,336	8.00%	2,314	7.90%	22	0.10%	-	0.00%	-	0.00%
Geneva	25,078	395	1.60%	369	1.50%	-	0.00%	26	0.10%	-	0.00%
Greene	8,623	7	0.10%	7	0.10%	-	0.00%	-	0.00%	-	0.00%
Hale	15,035	58	0.40%	13	0.10%	5	0.00%	20	0.10%	20	0.10%
Henry	16,304	244	1.50%	81	0.50%	104	0.60%	59	0.40%	-	0.00%
Houston	93,681	1,304	1.40%	890	1.00%	129	0.10%	250	0.30%	35	0.00%
Jackson	50,342	469	0.90%	430	0.90%	-	0.00%	37	0.10%	2	0.00%
Jefferson	613,744	16,987	2.80%	13,300	2.20%	1,040	0.20%	2,079	0.30%	568	0.10%
Lamar	13,776	38	0.30%	35	0.30%	-	0.00%	3	0.02%	-	0.00%
Lauderdale	87,144	1,093	1.30%	816	0.90%	35	0.00%	214	0.20%	28	0.00%
Lawrence	32,127	140	0.40%	137	0.40%	-	0.00%	3	0.00%	-	0.00%
Lee	129,482	4,013	3.10%	1,972	1.50%	406	0.30%	1,524	1.20%	111	0.10%
Limestone	75,692	2,110	2.80%	1,818	2.40%	160	0.20%	132	0.20%	-	0.00%
Lowndes	10,825	49	0.50%	35	0.30%	14	0.10%	-	0.00%	-	0.00%
Macon	20,379	121	0.60%	105	0.50%	13	0.10%	3	0.00%	-	0.00%
Madison	308,736	8,169	2.60%	4,984	1.60%	1,013	0.30%	2,049	0.70%	123	0.00%
Marengo	19,821	40	0.20%	25	0.10%	15	0.10%	-	0.00%	-	0.00%
Marion	28,954	439	1.50%	414	1.40%	20	0.10%	5	0.00%	-	0.00%
Marshall	85,278	6,413	7.50%	5,892	6.90%	107	0.10%	241	0.30%	173	0.20%
Mobile	382,340	8,167	2.10%	3,811	0.10%	999	0.30%	2,908	0.80%	449	0.10%
Monroe	21,752	181	0.80%	153	0.70%	7	0.00%	21	0.10%	-	0.00%
Montgomery	213,095	6,125	2.90%	3,616	1.70%	451	0.20%	1,738	0.80%	320	0.20%
Morgan	110,957	4,869	4.40%	4,463	4.00%	122	0.10%	284	0.30%	-	0.00%
Perry	9,914	105	1.10%	90	0.90%	5	0.10%	10	0.10%	-	0.00%
Pickens	18,564	212	1.10%	201	1.10%	11	0.10%	-	0.00%	-	0.00%
Pike	30,616	672	2.20%	269	0.90%	44	0.10%	359	1.20%	-	0.00%
Randolph	21,500	436	2.00%	403	1.90%	33	0.20%	-	0.00%	-	0.00%
Russell	48,754	424	0.90%	321	0.70%	72	0.10%	31	0.10%	-	0.00%
St. Clair	76,816	972	1.30%	625	0.80%	61	0.10%	286	0.40%	-	0.00%
Shelby	178,619	6,441	3.60%	5,044	2.80%	462	0.30%	892	0.50%	43	0.00%
Sumter	12,946	49	0.40%	8	0.10%	32	0.20%	-	0.00%	9	0.10%
Talladega	77,297	812	1.10%	670	0.90%	20	0.00%	86	0.10%	36	0.00%
Tallahpoosa	39,160	590	1.50%	510	1.30%	70	0.20%	10	0.00%	-	0.00%
Tuscaloosa	180,060	4,925	2.70%	3,373	1.90%	428	0.20%	988	0.50%	136	0.10%
Walker	63,292	550	0.90%	489	0.80%	16	0.00%	45	0.10%	-	0.00%
Washington	16,522	58	0.40%	57	0.30%	-	0.00%	1	0.00%	-	0.00%
Wilcox	11,158	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Winston	23,323	122	0.50%	94	0.40%	24	0.10%	-	0.00%	4	0.00%



# **LIMITED ENGLISH PROFICIENCY ASSESSMENT**

(Assessment provided as a tool to assist with demographics & four factor analysis.)

<b>Provider:</b>	Baldwin Regional Area Transit System			
<b>Date Completed:</b>	08/20/2013			
<p>1. Examine Census Data at <a href="http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t">http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t</a></p> <p>1) Select <i>TOPICS – PEOPLE - LANGUAGE – ENGLISH USAGE</i></p> <p>2) Select <i>GEOGRAPHIES –CENSUS TRACT</i></p> <p>3) Select the <i>STATE</i> from the drop-down menu</p> <p>4) Select the <i>COUNTY</i> from the drop-down menu</p> <p>5) Click on <i>ALL CENSUS TRACTS WITHIN . . . COUNTY</i></p> <p>6) Click <i>ADD TO YOUR SELECTIONS</i></p> <p>7) From the <i>SELECTION RESULTS</i> on the right side of the screen, check the box for the table B16001 - <i>LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER (Use the 3 year estimate.)</i></p> <p>8) The table will present a breakdown of the languages spoken in the state and identify the population estimate that speaks the language and their ability to speak English or speak English less than “very well”.</p> <p>9) Add up all geographically relevant census tracts for the population estimates that speak English less than “very well”.</p>				
<b>City/County</b>	<b>Population</b>	<b>Population that Speaks English Less than Very Well (Number)</b>	<b>Population that Speaks English Less than Very Well (as Percent of Total Population)</b>	<b>Language/Languages Spoken by “Speak English Less Than Very Well” Population</b>
Baldwin County	168,414	4,100	2.4%	53
1. Survey your drivers. Do they indicate that there is a need for language assistance for riders? If so, which languages?		Very Rarely If so, Spanish		
2. Survey your receptionist, customer service representative, and schedule/dispatcher. Do they indicate that there is a need for language assistance for riders? If so, which languages?		Very Rarely – Normally they speak some English If so, Spanish		
3. Contact major employers. Do they indicate a need for language assistance for potential transit users? If so, which languages?				
<b>Employer</b>		<b>Response</b>		
Walmart		Spanish		
Tanger		Rarely – if any Spanish		

4. Contact human service agencies. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>Agency</b>	<b>Response</b>
ARC	None
Catholic Social Service	Spanish
Baldwin County Mental Health	Spanish
5. Contact local towns and cities, including the police departments. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>Town/City/Department</b>	<b>Response</b>
Robertsdale Police Department	Spanish
6. Contact the local school systems. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>School System</b>	<b>Response</b>
Baldwin County School Board	Spanish
7. Contact the local churches. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>Church</b>	<b>Response</b>
Loxley Church of God	Spanish
Loxley First Baptist	Spanish – Rarely though
8. Inventory second languages spoken by staff.	None.
9. Do the responses indicate a need for language assistance for potential transit users? If so, which languages? If yes, please prepare and submit an LEP plan.	All responses indicate that at this time no translation services are needed. All current citizens were served so speak some English there for the need for service would be rarely.

## **Limited English Proficiency (LEP) Interactions Staff Survey**

Individuals with Limited English Proficiency do not speak English as their primary language, have a limited ability to read, speak, write or understand English or are native English speakers with low levels of literacy.

1) In the past six months have you encountered a Limited English Proficiency (LEP) person in your work activities?

2) What language have you encountered in the past six months?

3) How many times have you encountered a LEP person speaking (language selected in Question 2) in the past six months?

4) What type of work activity were you involved in when you encountered this language?

Choose all that apply

- ◆ Outreach/Public Meeting
- ◆ E-mail
- ◆ Phone Call
- ◆ Other, please specify

5) Have you encountered additional languages in the past six months?

# **Limited English Proficiency (LEP) Plan**

**Baldwin Regional Area Transit System  
18100 County Road 54  
P.O. Box 907  
Robertsdale, Alabama 36567  
251-972-6814  
[www.baldwincountyal.gov](http://www.baldwincountyal.gov)**

## **Introduction**

This Limited English Proficiency Plan (LEP) has been prepared to address Baldwin Regional Area Transit System's responsibilities as a direct recipient of federal financial assistance as they relate to the needs of individuals with limited English skills. This plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

## **Plan Summary**

Baldwin Regional Area Transit System has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access transit services provided by the Baldwin Regional Area Transit System. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the Baldwin Regional Area Transit System undertook the U.S. DOT four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Baldwin Regional Area Transit System program, activity or service.
2. The frequency with which the LEP persons come in contact with Baldwin Regional Area Transit System programs activities or services.
3. The nature and importance of programs, activities or services provided by Baldwin Regional Area Transit System to the LEP population.
4. The resources available to Baldwin Regional Area Transit System and overall cost to provide LEP assistance.

## **Four-Factor Analysis**

1. ***The number or proportion of LEP persons in the service area who may be served or are likely to encounter Baldwin Regional Area Transit System program, activity or service.***

Baldwin Regional Area Transit System reviewed the 2010 U.S. Census Report and 160,414 is the total population for Baldwin County and 4,100 persons (2.4%) speak a language other than English. Of those persons 2.4% (4,100) residents report speaking English less than very well. Those persons with limited English proficiency are in the following groups: 2,963 (1.8%) speak Spanish, 445 (0.30%) Indo-European languages, 639 (0.4%) speak Asian and Pacific Island languages, and 53 speak other languages. The most popular language spoken at home is Spanish. The Baldwin Regional Area Transit System will likely encounter more Spanish speaking persons that benefit from the transit programs than any other LEP persons.

2. ***The frequency with which the LEP persons come in contact with Baldwin Regional Area Transit System programs, activities or services.***

Baldwin Regional Area Transit System assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. The following touch points and frequencies have been identified:

CONTACT POINTS	FREQUENCY
Bus Drivers - Demand Response	Minimum
Schedulers	Minimum
Dispatchers	Minimum
Mechanics	None
Web Site	Minimum
Annual Events	Minimum

3. ***The nature and importance of programs, activities or services provided by Baldwin Regional Area Transit System to the LEP population.***

The largest geographic concentration of LEP individuals in the Baldwin Regional Area Transit System service area is Spanish. Services provided by the Baldwin Regional Area Transit System that are most likely to encounter LEP individuals are the Demand Response Service which serves the general public. It is also likely that the Baldwin Regional Area Transit System will encounter LEP individuals at the scheduling office where tickets are sold and community outreach events.

4. ***The resources available to Baldwin Regional Area Transit System and overall cost to provide LEP assistance.***

The Baldwin Regional Area Transit System assessed its available resources that could be used for providing LEP assistance and which of its documents would be most valuable to be translated if the need should arise, and took an inventory of available organizations that the Baldwin Regional Area Transit System could partner with for outreach and translation efforts. Bilingual staff, volunteer community agencies, web based translation services are resources that can assist in reducing the cost of translation services.

## **Limited English Proficiency (LEP) Plan Outline**

There are five (5) areas that comprise the Baldwin Regional Area Transit System LEP PLAN:

1. Identifying LEP individuals who need language assistance
2. Providing Language assistance Measures
3. Training Staff
4. Providing Notice to LEP persons
5. Monitoring and Updating the LEP Plan

### **1. Identifying LEP individuals who need language assistance**

*How the Baldwin Regional Area Transit System may identify an LEP person who needs language assistance:*

Examine customer service records for language assistance that has been received in the past, either at meetings or over the phone, to be determined whether language assistance might be needed for future events;

Regularly survey drivers and other first line staff that have direct or indirect contact with LEP individuals.

When Baldwin Regional Area Transit System sponsors an event, have a staff person greet participants as they arrive. By informally engaging participants in conversation, it is possible to informally gauge each attendee's ability to speak and understand English.

Provide Language Identification Flash Cards at public meetings.

### **2. Language Assistance Measures**

*How the Baldwin Regional Area Transit System will assist LEP person who needs language assistance:*

Network with local human service organizations that provide service to LEP individuals and seek opportunities to provide information on Baldwin Regional Area Transit System programs and services;

Implement a Hispanic Education and Outreach program;

Post Baldwin Regional Area Transit System Title VI Notice, Complaint Procedures, Complaint Form, and LEP Plan on the agency website;

Provide travel training to LEP persons;

Identify in-house staff with other language abilities to assist with translation services;

Public notice, publications, and other printed material, including webpage content, may be made available in other languages.

Placement of statements in notices and publications that interpreter services are available for meetings, with a seven day advance notice free of charge in other languages;

Offer Language Identification Flash Cards upon request onboard the Baldwin Regional Area Transit System fleet, and at the Administrative Office;

Implementing the utilization of a web-based translation service application such as Google Translate <http://translate.google.com/> ; however this is a free translation service and the quality of translation is not guaranteed but is available as a good faith effort to service our citizens.

Upon request, BRATS can utilize telephone translation services.

### **3. Staff Training**

How the Baldwin Regional Area Transit System will train staff on its role and responsibilities in providing meaningful access to services for LEP persons:

Develop a curriculum and corresponding PowerPoint to educate staff on the Title VI requirements for providing meaningful access to services for LEP persons;

Provide staff with a description of language assistance services offered by the Baldwin Regional Area Transit System ;

Provide staff with specific procedures to be followed when encountering an LEP person, including how to handle a potential Title VI / LEP complaint

Instruct staff on the use of Language Identification Flash Cards

### **4. Providing Notice to LEP Persons**

How the Baldwin Regional Area Transit System will provide Notice to LEP persons, both oral and written communications:

Offer general information, such as operation hours, fares, etc., on the Baldwin Regional Area Transit System customer service line;

UPON REQUEST PROVIDE THE FOLLOWING WRITTEN COMMUNICATIONS IN BOTH ENGLISH AND SPANISH:

Introduction section of the Baldwin Regional Area Transit System Booklet (Route Information) which contains information on fares, accessibility, fare / ticket discount information and general riding information;

Onboard flyers containing information about route changes, rider alerts, fare increases and public hearings;

Interior bus signage at transit center that display safety or system policy information;

Interior bus signage displaying cash fare cost of monthly discount passes and special promotions / campaigns.

Title VI Notice, Complaint Procedures and Complaint Form.

### **5. Monitoring and Updating the LEP PLAN**

This plan is designed to be flexible, and should be viewed as a work in progress. As such, it is important to consider whether new documents and services need to be made accessible for LEP persons, and also



to monitor changes in demographics and types of services.

Baldwin Regional Area Transit System will update the LEP as required by U.S. DOT. At a minimum, the plan will be reviewed and updated when data from the most recent U.S. Census is made available, or when clear and higher concentrations of LEP individuals are present in the Baldwin Regional Area Transit System service area and/or during the process of updating Title VI Program.

*How the Baldwin Regional Area Transit System will examine and update its' LEP PLAN:*

Determine how the needs of LEP persons have been addressed;

Determine the current LEP population in the service area and whether the need for translation services has changed;

Determine whether local language assistance programs have been effective and sufficient to meet the need;

Determine whether transit systems financial resources are sufficient to fund language assistance resources needed;

Determine whether the Baldwin Regional Area Transit System has fully complied with the goals of the LEP Plan

Determine whether complaints have been received concerning the company's failure to meet the needs of the LEP individuals.

## **Dissemination of the Baldwin Regional Area Transit System LEP Plan**

*How the LEP Plan will be disseminated to customers and the community:*

The LEP Plan and the Title VI Plan will be included on the Baldwin Regional Area Transit System website, therefore; any person or agency with internet access will be able to access and download the plan. Alternatively, any person or agency may also request a copy of the plan via telephone, fax, mail or in person, and shall be provided a copy of the plan at no cost. LEP individuals may request that plans are translated in various languages which the Baldwin Regional Area Transit System will provide, if feasible.

Distribute the LEP Plan to human service organizations in the service area.

Questions or comments regarding the LEP Plan may be submitted to the Baldwin Regional Area Transit System, at the following:

**Taylor Rider**  
**Director of Transportation**  
**Baldwin County Commission**  
**P.O. Box 907**  
**Robertsdale, Alabama 36567**  
**251-972-6817**  
[www.baldwincountyal.gov](http://www.baldwincountyal.gov)

## *Attachment 6*

Table Depicting Minority Representation on Planning and Advisory Bodies

Body	Caucasian	Latino	African American	Asian American	Native American
Population					
Name of Committee Steering Committee	5	1	1		
Name of Committee					
Name of Committee					

## *Attachment 7*

### Schedule of Subrecipients Title VI Program Submissions

AGENCY	TITLE VI PROGRAM DUE DATE
N/A	

*Attachment 8*  
**ALABAMA DEPARTMENT OF TRANSPORTATION**  
**TITLE VI CONSTRUCTION PROJECT ANALYSIS**

*N/A at this time*

Name of Agency: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

1. Describe the low-income and minority populations within the area affected by the construction project and the method used to identify these populations.

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2. Describe the adverse effects of the project both during and after construction that would affect the identified minority and low-income populations and minority-owned businesses.

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3. Provide a detailed list of all minority-owned businesses and households that will be affected by the construction project.

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4. Describe the potential negative environmental impact, such as noise, air, or water pollution.

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5. Describe the relocation program and/or other measures adopted by the subrecipient that will be used to mitigate any identified adverse social, economic, or environmental effect of the proposed construction project.

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6. For each of the identified low income or minority communities, discuss the positive effects such as an improvement in transit service, mobility, or accessibility.

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7. Describe all mitigation and environment enhancement actions incorporated into the project to address the adverse effects, including any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues, and replacement of community resources destroyed by the project.

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8. Describe the remaining effects, if any, and why further mitigation is not proposed.

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9. For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, provide a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas. If there is no basis for such a comparison, describe why that is so.

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*Attachment 9*  
Additional Fixed Route Requirements

(Less than 200,000 population & less than 50 vehicles at peak hours)

N/A – No Fixed Routes

## Attachment 10

### Additional Title VI Information

All subrecipients must address each of the following:

1. Describe all pending applications for financial assistance currently provided by other Federal agencies to the applicant.  
N/A
2. Summarize all civil rights compliance reviews conducted by other local, state or federal agencies during the last three years. (Include the reason for review, name of agency performed the review, and report on the status of findings or recommendations.)  
N/A
3. Is your agency considered a minority organization: ☐ Yes ☒ No  
If yes, check the category(ies) that apply.  

<input type="checkbox"/> Black American	<input type="checkbox"/> Sub-Continent Asian-American
<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Asian-Pacific American
<input type="checkbox"/> Native American	<input type="checkbox"/> Other
4. Does your agency provide transportation services to minority communities?  
☒ Yes ☐ No  
If yes, check the category(ies) that apply.  

<input checked="" type="checkbox"/> Black American	<input type="checkbox"/> Sub-Continent Asian-American
<input checked="" type="checkbox"/> Hispanic American	<input type="checkbox"/> Asian-Pacific American
<input type="checkbox"/> Native American	<input type="checkbox"/> Other
5. List the date of the most recent signing of the Annual Certification and Assurances.  
April 5, 2016 was the most recent signing of Annual Certification and Assurances.
6. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved? If yes, please provide the name and contact information for the new coordinator/EEO Office.  
No change in the Title VI Coordinator.
7. Has your organization had any projects and/or service changes that have Title VI, Limited English Proficiency (LEP), or Environmental Justice (EJ) impacts?  
No.  
If yes, please complete the following items:
  - a. Provide a brief description of these projects/service changes.
  - b. What did you do to ensure that populations affected by the project and/or service change had meaningful access to and involvement in the development process?
  - c. What is the number of percentage of LEP or EJ populations affected by the project and/or service change?

## *Attachment 11*

### **RESOLUTION ADOPTING A TITLE VI PLAN RESOLUTION NO. 2016-075**

**WHEREAS**, the Baldwin County Commission is a recipient of federal financial assistance from the Alabama Department of Transportation in support of transit services which imposes certain obligations upon the recipient, including complying with the Title VI federal requirements; and

**WHEREAS**, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and

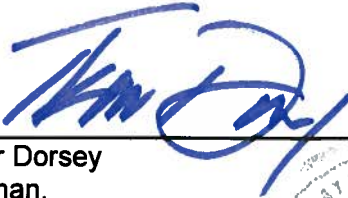
**WHEREAS**, the Baldwin County Commission commits to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity regardless of the funding source.

**NOW, THEREFORE**, be it resolved by the Baldwin County Commission, on behalf of the Baldwin Regional Area Transit System, as follows:

The Baldwin County Commission approves the proposed Title VI Program in order to comply with the Title VI federal requirements.

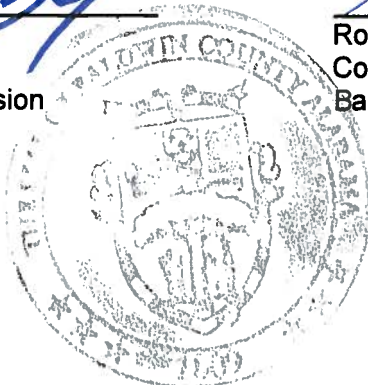
The County Administrator, in his/her capacity, will serve as the Title VI Officer and is authorized to revise and update the plan as necessary. The final plan must be approved by the Commission.

Adopted this 17th day of May, 2016.

  
\_\_\_\_\_  
Tucker Dorsey  
Chairman,  
Baldwin County Commission

ATTEST:

  
\_\_\_\_\_  
Ron Cink  
County Administrator,  
Baldwin County Commission





**Disadvantaged Business Enterprises (DEB) Program,  
Limited English Proficiency (LEP) Plan and Equal  
Employment Opportunity Plan (EEOP)  
For  
Baldwin County Commission**



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# **Transportation/Disadvantaged Business Enterprise Plan Web Page**



## Transportation/Disadvantaged Business Enterprise Plan

The Baldwin County Commission (County), as a recipient of Federal Transit Administration grant funds, has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The County has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, has signed an assurance that it will comply with 49 CFR Part 26.

It is the plan of the County to ensure that DBE's as defined in part 26, have an equal opportunity to receive and participate in DOT/FTA-assisted contracts. It is also our plan:

1. To ensure nondiscrimination in the award and administration of DOT/FTA - assisted contracts;
2. To create a level playing field on which a DBE can compete fairly for DOT/FTA-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBE's;
5. To help remove barriers to the participation of DBE's in DOT/FTA assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

**Susan Allison Lee**, Assistant Grant Coordinator has been delegated as the DBE Liaison Officer. In that capacity, she is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the County in its financial assistance agreements with the Department of Transportation.

The County has disseminated this plan statement to the Administrative Officials and all of the components of our organization. We will distribute this statement to DBE and non-DBE business communities that perform work on DOT/FTA-assisted contracts by inclusion of this plan in Request for Qualifications (RFQ), Request for Proposal (RFP), and Bid Specification Documents.

### Forms and Certifications

- DBE Program for Baldwin County Alabama
- 49 CFR Part 26, Subpart D Certification Eligibility & Standards
- Title VI Program Plan
- DBE Registration Form
- Statement of Personal Net Worth Form
- Personal Financial Statement Form
- DBE Complaint Form and Procedures
- Limited English Proficiency (LEP) Plan
- Equal Employment Opportunity Plan (EEO)

**Note:** To view the Forms and Certifications you will require Adobe Reader®. If you do not have Adobe Reader®, please click [here](#) to download a free copy.

\* The Transportation/Disadvantaged Business Enterprise Plan was adopted by the Baldwin County Commission on

# **Disadvantaged Business Enterprises (DBE) Program For Baldwin County Commission**

**DISADVANTAGED BUSINESS ENTERPRISES (DBE)  
PROGRAM  
For  
Baldwin County Commission**



## **Plan Statement**

Baldwin County Commission (County) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U. S. Department of Transportation, 49 CFR Part 26. County has received federal financial assistance from the Department of Transportation/Federal Transit Authority (DOT/FTA) and as a condition of receiving this assistance, County has signed an assurance that it will comply with 49 CFR Part 26.

It is the plan of County to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT/FTA-assisted contracts. This plan supersedes the state DBE plan only when the county is a direct recipient of federal funds. It is also our plan:

1. To ensure nondiscrimination in the award and administration of DOT/FTA assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT/FTA assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT/FTA assisted contracts; and
6. To assist the development of firms so that they can compete successfully in the market place outside the DBE Program.

Susan Allison Lee has been designated as the DBE Liaison Officer. In that capacity, she is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by County in its financial assistance agreements with the DOT/FTA.

County has made this plan statement available to all DBE and non-DBE business communities that perform work for us on DOT/FTA-assisted contracts. We have published the plan on the County website at [www.baldwincountyal.gov](http://www.baldwincountyal.gov); included reference to this plan in our solicitation; and made the written plan available through our information call center, (251) 937-9561, extension 2264.

## **SUBPART A - GENERAL REQUIREMENTS**

### **Objectives**

The objectives are found in the Plan Statement on the first page of this program.

### **Applicability**

Baldwin County Commission (County) is the recipient of Federal Transit Administration (FTA) funds.

### **Definitions**

The terms used in this program have the meanings defined in 49 CFR §26.5.

### **Nondiscrimination Requirements**

County 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 on the basis of race, color, sex, or national origin.

### **Federal Financial Assistance Agreement Assurance**

County has signed all required assurances, applicable to federally assisted contracts and their administration. Such assurances are available upon request.

County will ensure that the following clause is placed in every federally assisted contract and subcontract:

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



**SUBPART B – ADMINISTRATIVE REQUIREMENTS**

**DBE Program Updates**

County will continue to carry out this program until it has established a new goal setting methodology or until significant changes to this DBE Program are adopted. County will provide to the DOT/FTA overall goal and goal setting methodology and other program updates on an annual basis.

**DBE Liaison Officer (DBELO)**

County has designated the following individual as our DBE Liaison Officer (DBELO):

Susan Allison Lee  
312 Courthouse Square, Suite 15  
Bay Minette, AL 36507  
Telephone 251-580-1632  
Fax 251-580-2536  
slee@co.baldwin.al.us

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the County complies with all provisions of 49 CFR Part 26. The DBELO has direct, independent access to the County Administrator concerning DBE Program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment 1 to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has an adequate staff to assist in the administration of the program. Duties and responsibilities include the following:

1. Gather and report statistical data and other information as required by DOT/FTA.
2. Work with County's legal counsel as required for compliance with this program.
3. Work with all departments to set overall annual goals.
4. Work with purchasing officer to ensure that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Analyze County's progress toward goal attainment and identify ways to improve progress.
6. Advise the Baldwin County Commission on matters impacting DBE plan and achievement.
7. Provide DBEs with information and assistance in County's DBE program.
8. Certify DBEs according to the criteria set by DOT/FTA and will act as liaison to the Uniform Certification Process in the State of Alabama.
9. Provide outreach to DBEs and community organizations to advise them of contracting opportunities.
10. Maintain County's directory of certified DBEs.

## **DBE Financial Institutions**

It is the plan of County 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/FTA-assisted contracts to make use of these institutions.

Information on the availability of such institutions can be obtained from the DBELO.

## **Directory**

County will make available to interested persons a directory identifying all firms eligible to participate as DBE's in its program as provided by the State of Alabama Disadvantaged Business Enterprise Program. This list may be found on the Internet at [www.baldwincounty.al.gov](http://www.baldwincounty.al.gov).

The Directory lists the firm's name, address, telephone number, date of most recent certification, and the type of work the firm has been certified to perform as a DBE.

## **Overconcentration**

County has not identified any types of work in DOT/FTA-assisted contracts that have an overconcentration of DBE participation. If, in the future, County identifies the need, it will be addressed.

## **Business Development Programs**

County does not currently propose a Business Development component of its DBE Plan. If, in the future, County identifies the need, it will be addressed.

## **Prompt Payment Mechanisms**

County will include the following clauses or equivalent in each DOT/FTA-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contractor receives from the County. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause remaining in compliance with State Law. This clause applies to both DBE and non-DBE subcontractors.

## **Monitoring and Enforcement Mechanisms**

County will provide a monitoring mechanism to verify that work committed to DBEs as contract award is actually performed by the DBEs. County will bring to the attention of the DOT/FTA any

false, fraudulent, or dishonest conduct in connection with the program, so that DOT/FTA can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109. County will also consider similar action under its own legal authorities, including but not limited to responsibility determinations in future contracts and breach of contract actions.

### **SUBPART C – GOALS, GOOD FAITH EFFORTS AND COUNTING**

#### **Set-asides or Quotas**

County will not use quotas in any way in the administration of this DBE Program.

#### **Overall Goals**

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 2 to this program. This section of the program will be updated annually.

In accordance with Section 26.45(f), County will submit its overall goal on an annual basis.

County will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at its principal office for 30 days following the date of the notice, and informing the public that the County will accept comments on the goals for 45 days from the date of the notice. County will publish the notice on its website and in general circulation media and available minority-focused media and trade association publications. County will publish this notice by November 15 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.

County's overall goal submission to DOT/FTA will include a summary of information and comments received during this public participation process and responses.

County will begin using our overall goal on October 1 of each year, unless other instructions are received from DOT/FTA. If County establishes a goal on a project basis, County will begin using the goal by the time of the first solicitation for a DOT/FTA-assisted contract for the project.

#### **Breakout of Estimated Race-Neutral and Race-Conscious Participation**

County will use 100% race-neutral means of obtaining DBE participation unless and until a need for use of race-conscious, participation is determined.

#### **Contract Goals**

County will monitor overall goals to determine any need for contract goals as determined by the ability or inability to meet overall goals using race-neutral methods.

### **Good Faith Efforts Procedures**

Good faith effort procedures are not applicable when there are no contract goals. However, if County determines the need for use of contract goals in the future, good faith effort procedures will be addressed.

### **Counting DBE Participation**

County will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

## **SUBPART D – CERTIFICATION STANDARDS AND PROCEDURES**

County ensures that only properly certified DBE firms will participate as DBEs in our program.

## **SUBPART E – COMPLIANCE AND ENFORCEMENT**

### **Information, Confidentiality and Cooperation**

County will safeguard from disclosure to third parties information that may be regarded as confidential business information, consistent with Federal, state and local laws.

### **Monitoring Payments to DBEs**

County will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of a contract. These records will be made available for inspection, upon request, by any authorized representative of County or DOT. This reporting requirement also extends to any certified DBE contractor.

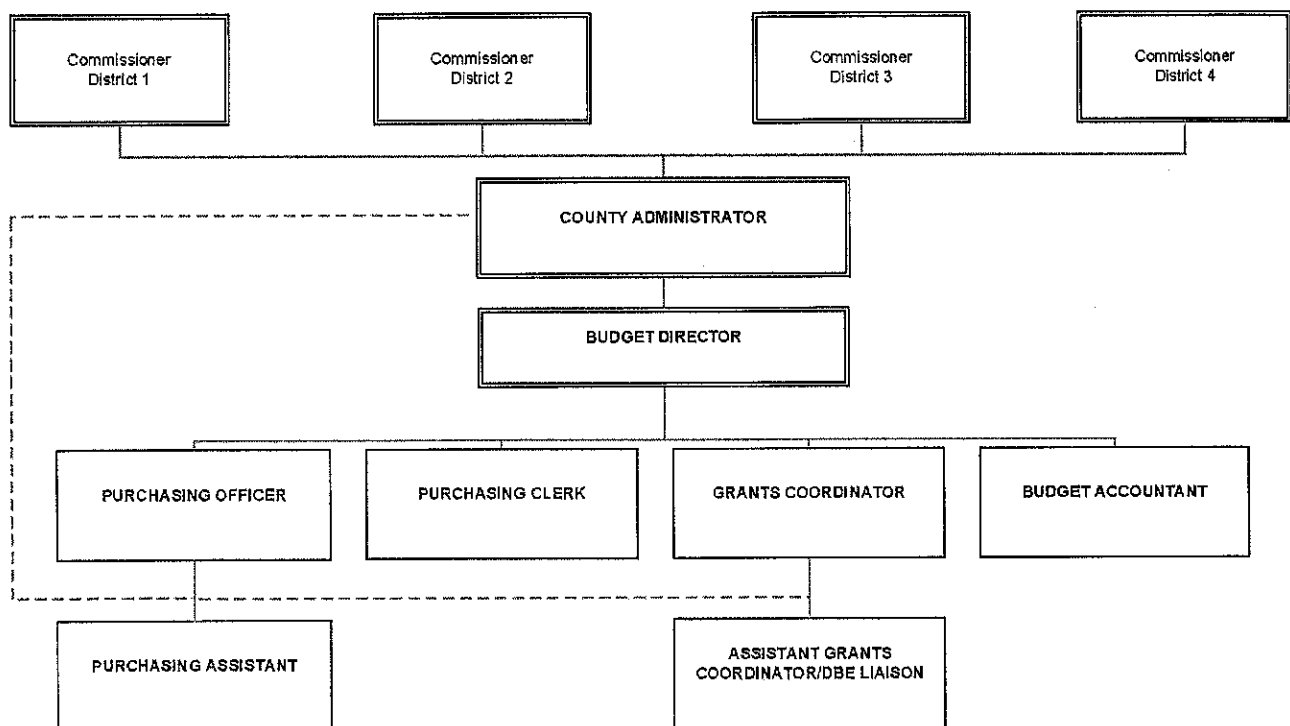
County reserves the right to perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amount stated in the schedule of DBE participation.

Attachment 1

Organizational Chart



BALDWIN COUNTY COMMISSION  
ORGANIZATIONAL CHART FOR  
BUDGET/PURCHASING



Attachment 2

Overall Goal calculation

Baldwin County  
FY2010  
Disadvantaged Business Enterprise  
Overall Goal and Goal Setting Methodology

In setting our Fiscal Year 2010 DBE goal, Baldwin County (County) used a methodology that strives to achieve a "level playing field." This level playing field is defined as the amount of DBE participation we could realistically expect.

Our goal is based on demonstrable evidence of the availability of ready, willing, and able DBEs to participate on our DOT-assisted contracts. To set our overall goal, we followed the steps outlined in 49 CFR Part 26, Section 26.45.

**Step 1: Determine the Base Figure for the Relative Availability of DBEs (26.45)**

The first step was to determine a base figure for the relative availability of DBEs in our market. Due to the fact that we use very specific types of vendors, we chose not to use the DBE Directory and Census Bureau Data to determine our base figure. That approach relied on North American Industry Classification System (NAICS) codes that identified an overly broad category of consultants, most of which were not ready, willing and able to do the type of consulting we require. In order to get a more accurate base figure we decided to use a bidders list to determine the relative availability of DBEs in our market. This is also one of the suggested methodologies in 49 CFR Part 26, Section 26.45.

To derive the Fiscal Year 2010 DBE goal base figure, we divided the number of DBE interested businesses for all County FY 2009 contracts by the total number of all interested parties in our DOT/FTA-assisted prime contracts or subcontracts in that same time period.

$$\text{Base Figure} = \frac{\text{(DBE bidders FY 2009)}}{\text{(All bidders FY 2009)}} = \frac{\text{_____}}{\text{_____}} = \text{_____}\%$$

**Step 2: Adjustment of the Base Figure for the Overall Good (26.45(d))**

FY 2010 is the initial year for County to implement a DBE plan. Because it is our initial year, we are unable to refer back to recent years to determine any adjustment of the base figure for the overall good. However, in the future, we will use the following process for adjustment: In Step 2, we will examine all available evidence in our jurisdiction to determine what adjustments to the base figure are necessary to arrive at our overall goal. We will look at the volume of work DBEs have performed for County in recent years.

We will find the volume of DBE involvement in County's DOT/FTA-assisted contacts, as follows:

DBE Dollar Value of Contracts Awarded:

FY 1 %

FY 2 %

FY 3 %

We will then figure our median participation rate over the past three years. (\_\_\_\_%)

We will also look for any pertinent disparity studies.

We will then adjust the base figure to reflect the actual DBE participation over the past three years by taking the average of the Base Figure derived in Step 1 and the median past participation rate.

We will then determine our adjusted overall DBE goal. (\_\_\_\_%)

### **Public Participation**

County will publish a notice announcing our overall goal. We will inform the public that the proposed goal and its rationale are available for inspection between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday at 257 Hand Avenue, in Bay Minette, Alabama 36507, for a period of 30 days following the date of the notice. Public comments will be accepted for a period of 45 days from the date of the notice.

### **Breakout of Estimated Race-Neutral and Race Conscious Participation**

County will use only race-neutral means to meet our DBE participation goals. If, in the future, County identifies the need for change to this means, it will be addressed. For a complete description of the means, County will use to meet our DBE goals, please refer to our updated DBE Program.

49 CFR Part 26 may be accessed through our website. [www.baldwincountyal.gov](http://www.baldwincountyal.gov).

# **49 CFR Part 26, Subpart D**

## **Certification Eligibility & Standards**



49 CFR  
Transportation  
Subtitle A  
Office of the Secretary of Transportation

**PART 26 -- PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISES  
IN DEPARTMENT OF TRANSPORTATION FINANCIAL ASSISTANCE  
PROGRAMS**

***Subpart A -- General***

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Appendix E to Part 26 -- Individual Determinations of Social and Economic Disadvantage

**Authority:** 23 U.S.C. 324; 42 U.S.C. 2000d, *et seq.*; 49 U.S.C 1615, 47107, 47113, 47123; Sec. 1101(b), Pub. L. 105-178, 112 Stat. 107, 113.

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

## **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 Metlaktila 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.

*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.

*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 four digit Standard Industrial Classification (SIC) code designation, which best describes the primary business of a firm. The SIC code designations are described in the Standard Industry Classification Manual. As the North American Industrial Classification System (NAICS) replaces the SIC system, references to SIC codes and the SIC Manual are deemed to refer to the NAICS manual and applicable codes. The SIC Manual and the NAICS Manual are available through the National Technical Information Service (NTIS) of the U.S. Department of Commerce (Springfield, VA, 22261). NTIS also makes materials available through its web site ([www.ntis.gov/naics](http://www.ntis.gov/naics)).

*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.

*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]

#### **§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. This part applies instead of subparts A and C through E of 49 CFR part 23 in effect prior to March 4, 1999. (See 49 CFR Parts 1 to 99, revised as of October 1, 1998.) Only guidance and interpretations (including interpretations set forth in certification appeal decisions) consistent with this part 26 and issued after March 4, 1999 have definitive, binding effect in implementing the provisions of this part and constitute the official position of the Department of Transportation.
- 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 binding, and constitute the official position of the Department of Transportation, 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.

**§26.11 What records do recipients keep and report?**

- a. [Reserved]
- 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]

**§26.13 What assurances must recipients and contractors make?**

- a. (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 a specific number of days from receipt of each payment you make to the prime contractor. This clause must also require the prompt return of retainage payments from the prime contractor to the subcontractor within a specific number of days after the subcontractor's work is satisfactorily completed.
  1. This clause may provide for appropriate penalties for failure to comply, the terms and conditions of which you set.
  2. This clause 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.



- b. 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.

**§26.31 What requirements pertain to the DBE directory?**

You must maintain and make available to interested persons a directory identifying 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. You must revise your directory at least annually and make updated information available to contractors and the public on request.

**§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 is actually performed by DBEs.
- 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]

**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 inspirational 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 SIC 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](http://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 fiscal year;
  2. If you are an FTA or FAA recipient, as a percentage of all FTA 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 forthcoming fiscal year. In appropriate cases, the FTA or FAA Administrator may permit you to express your overall goal as a percentage of funds for a particular grant or project or group of grants and/or projects.

If you set overall goals on a fiscal year basis, you must submit them to the applicable DOT operating administration for review on August 1 of each year, unless the Administrator of the concerned operating administration establishes a different submission date.

If you are an FTA or FAA recipient and set your overall goal on a project or grant basis, you must submit the goal for review at a time determined by the FTA or FAA Administrator.

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 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)).

You are not required to obtain prior operating administration concurrence with the 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.

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:

- . Reflect the relative availability of DBEs in your local market to the maximum extent feasible given the data available to you; and
  - i. Avoid imposing undue burdens on non-DBEs.

In establishing an overall goal, you must provide for public participation. This public participation must include:

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.

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.

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]

**§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.

**§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 DBE, and other small businesses, participation (e.g., unbundling large contracts to make them more accessible to small businesses, requiring or encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces);
  - 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.

**Example to Paragraph (f)(1):** Your overall goal for Year I 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 I.

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.

**§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 for convenience a DBE subcontractor listed in response to paragraph (b)(2) of this section (or an approved substitute DBE firm) and then perform the work of the terminated subcontract with its own forces or those of an affiliate, without your prior written consent.
  - 2. 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.
  - 3. 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.
- g. You must apply the requirements of this section to DBE bidders/offers 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.

**§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 an owner-operator. The DBE who leases trucks from a non-DBE is entitled to credit only for the fee or commission it receives as a result of the lease arrangement. The DBE does not receive credit for the total value of the transportation services provided by the lessee, since these services are not provided by a DBE.
  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]

## **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 that they do not have the burden of proving to you that they are socially and economically disadvantaged. However, applicants 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.

### **§26.63 What rules govern group membership determinations?**

- a. If you have reason to question whether an individual is a member of a group that is presumed to be socially and economically disadvantaged, you must require the individual to demonstrate, by a preponderance of the evidence, that he or she is a member of the group.
- 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.

### **§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. 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 \$16.6 million. The Secretary adjusts this amount for inflation from time to time.

**§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 (except a firm applying to participate as a DBE airport concessionaire) whose ownership and control are relied upon for DBE certification to submit a signed, notarized statement of personal net worth, with appropriate supporting documentation. This statement and documentation must not be unduly lengthy, burdensome, or intrusive.
  - ii. Notwithstanding any provision of state law, you must not release an individual's personal net worth statement nor any documentation supporting 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 §26.89 in which the disadvantaged status of the individual is in question.
  - iii. In determining net worth, you must exclude an individual's ownership interest in the applicant firm and 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). A contingent liability does not reduce an individual's net worth. The personal net worth of an individual claiming to be an Alaska Native will include assets and income from sources other than an Alaska Native Corporation and exclude any of the following which the individual receives from any Alaska Native Corporation: cash (including cash dividends on stock received from an ANC) to the extent that it does not, in the aggregate, exceed \$2,000 per individual per annum; stock (including stock issued or distributed by an ANC as a dividend or distribution on stock); a partnership interest; land or an interest in land (including land or an interest in land received from an ANC as a dividend or distribution on stock); and an interest in a settlement trust.

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 \$750,000, 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 \$750,000, the individual is no longer eligible for

participation in the program and cannot regain eligibility by making an individual showing of disadvantage.

- c. *8(a) and SDB Firms.* If a firm applying for certification has a current, valid certification from or recognized by the SBA under the 8(a) or small and disadvantaged business (SDB) program (except an SDB certification based on the firm's self-certification as an SDB), you may accept the firm's 8(a) or SDB certification in lieu of conducting your own certification proceeding, just as you may accept the certification of another DOT recipient for this purpose. You are not required to do so, however.
- 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 \$750,000 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.

[64 FR 5126, Feb. 2, 1999, as amended at 64 FR 34570, June 28, 1999]

#### **§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 may not, in this situation, 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.

- 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.

**§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. 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. Nor must you refuse to certify a firm solely on the basis that it is a newly formed firm.
- 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, Alaska Native Corporation, or Native Hawaiian organization as an entity, rather than by Indians, Alaska Natives, or Native Hawaiians as individuals, may be eligible for certification. Such a firm must meet the size standards of §26.65. Such a firm must be controlled by socially and economically disadvantaged individuals, as provided in §26.71.

## **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 section), 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.
- 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.

**§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 resumes 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.
  - i. *Uniform form.* [Reserved]
  - 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. When another DOT recipient has certified a firm, you have discretion to take any of the following actions:
  1. Certify the firm in reliance on the certification decision of the other recipient;
  2. Make an independent certification decision based on documentation provided by the other recipient, augmented by any additional information you require the applicant to provide; or
  3. Require the applicant to go through your application process without regard to the action of the other recipient.
- 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 for a period of at least three years unless and until its certification has been removed through the procedures of §26.87. You may not require DBEs to reapply for certification as a condition of continuing to participate in the program during this three-year period, unless the factual basis on which the certification was made changes.
- 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.

**§26.85 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 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.
- c. When you make an administratively final denial of certification concerning a firm, the firm may appeal the denial to the Department under §26.89.

**§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 decision maker 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. *Status of firm during proceeding.*
  1. (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.
- i. *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.
- j. *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 which is denied certification or whose eligibility is removed by a recipient, 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, 400 7th Street, SW, Room 5414, 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 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]

**§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 49 CFR part 29.
- 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 49 CFR part 29.
- 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.

**§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. If you are a recipient, you shall safeguard from disclosure to unauthorized persons information that may reasonably be considered as confidential business information, consistent with Federal, state, and local law.
- 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.

**Appendix A to Part 26 -- Guidance Concerning Good Faith Efforts**

- I. When, as a recipient, you establish a contract goal on a DOT-assisted contract, a bidder must, in order to be responsible and/or responsive, make good faith efforts to meet the goal. The bidder can meet this

requirement in either of two ways. First, the bidder can meet the goal, documenting commitments for participation by DBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder can document adequate good faith efforts. This means that the bidder must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.

- II. In any situation in which you have established a contract goal, part 26 requires you to use the good faith efforts mechanism of this part. As a recipient, it is up to you to make a fair and reasonable judgment whether a bidder that did not meet the goal made adequate good faith efforts. It is important for you to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder has made. The efforts employed by the bidder should be those that one could reasonably expect a bidder to take if the bidder were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere *pro forma* efforts are not good faith efforts to meet the DBE contract requirements. We emphasize, however, that your determination concerning the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.
- III. The Department also strongly cautions you against requiring that a bidder meet a contract goal (i.e., obtain a specified amount of DBE participation) in order to be awarded a contract, even though the bidder makes an adequate good faith efforts showing. This rule specifically prohibits you from ignoring *bona fide* good faith efforts.
- 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. (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.
- V. In determining whether a bidder has made good faith efforts, you may take into account the performance of other bidders in meeting the contract. For example, when the apparent successful bidder fails to meet the contract goal, but others meet it, you may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could have met the goal. If the apparent successful bidder fails to meet the goal, but meets or exceeds the average DBE participation obtained by other bidders, you may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts.

Appendix B to Part 26 -- Forms [Reserved]

#### **Appendix C to Part 26 -- DBE Business Development Program Guidelines**

The purpose of this program element is to further the development of DBEs, including but not limited to assisting them to move into non-traditional areas of work and/or compete in the marketplace outside the DBE program, via the provision of training and assistance from the recipient.

- A. Each firm that participates in a recipient's business development program (BDP) program is subject to a program term determined by the recipient. The term should consist of two stages; a developmental stage and a transitional stage.
- B. In order for a firm to remain eligible for program participation, it must continue to meet all eligibility criteria contained in part 26.
- C. By no later than 6 months of program entry, the participant should develop and submit to the recipient a comprehensive business plan setting forth the participant's business targets, objectives and goals. The participant will not be eligible for program benefits until such business plan is submitted and approved by the recipient. The approved business plan will constitute the participant's short and long term goals and the strategy for developmental growth to the point of economic viability in non-traditional areas of work and/or work outside the DBE program.
- D. The business plan should contain at least the following:
  - 1. An analysis of market potential, competitive environment and other business analyses estimating the program participant's prospects for profitable operation during the term of program participation and after graduation from the program.
  - 2. An analysis of the firm's strengths and weaknesses, with particular attention paid to the means of correcting any financial, managerial, technical, or labor conditions which could impede the participant from receiving contracts other than those in traditional areas of DBE participation.
  - 3. Specific targets, objectives, and goals for the business development of the participant during the next two years, utilizing the results of the analysis conducted pursuant to paragraphs (C) and (D)(1) of this appendix;
  - 4. Estimates of contract awards from the DBE program and from other sources which are needed to meet the objectives and goals for the years covered by the business plan; and
  - 5. Such other information as the recipient may require.
- E. Each participant should annually review its currently approved business plan with the recipient and modify the plan as may be appropriate to account for any changes in the firm's structure and redefined needs. The currently approved plan should be considered the applicable plan for all program purposes until the recipient approves in writing a modified plan. The recipient should establish an anniversary date for review of the participant's business plan and contract forecasts.
- F. Each participant should annually forecast in writing its need for contract awards for the next program year and the succeeding program year during the review of its business plan conducted under paragraph (E) of this appendix. Such forecast should be included in the participant's business plan. The forecast should include:
  - 1. The aggregate dollar value of contracts to be sought under the DBE program, reflecting compliance with the business plan;

2. The aggregate dollar value of contracts to be sought in areas other than traditional areas of DBE participation;
  3. The types of contract opportunities being sought, based on the firm's primary line of business; and
  4. Such other information as may be requested by the recipient to aid in providing effective business development assistance to the participant.
- G. Program participation is divided into two stages; (1) a developmental stage and (2) a transitional stage. The developmental stage is designed to assist participants to overcome their social and economic disadvantage by providing such assistance as may be necessary and appropriate to enable them to access relevant markets and strengthen their financial and managerial skills. The transitional stage of program participation follows the developmental stage and is designed to assist participants to overcome, insofar as practical, their social and economic disadvantage and to prepare the participant for leaving the program.
- H. The length of service in the program term should not be a pre-set time frame for either the developmental or transitional stages but should be figured on the number of years considered necessary in normal progression of achieving the firm's established goals and objectives. The setting of such time could be factored on such items as, but not limited to, the number of contracts, aggregate amount of the contract received, years in business, growth potential, etc.
- I. Beginning in the first year of the transitional stage of program participation, each participant should annually submit for inclusion in its business plan a transition management plan outlining specific steps to promote profitable business operations in areas other than traditional areas of DBE participation after graduation from the program. The transition management plan should be submitted to the recipient at the same time other modifications are submitted pursuant to the annual review under paragraph (E) of this section. The plan should set forth the same information as required under paragraph (F) of steps the participant will take to continue its business development after the expiration of its program term.
- J. When a participant is recognized as successfully completing the program by substantially achieving the targets, objectives and goals set forth in its program term, and has demonstrated the ability to compete in the marketplace, its further participation within the program may be determined by the recipient.
- K. In determining whether a concern has substantially achieved the goals and objectives of its business plan, the following factors, among others, should be considered by the recipient:
1. Profitability;
  2. Sales, including improved ratio of non-traditional contracts to traditional-type contracts;
  3. Net worth, financial ratios, working capital, capitalization, access to credit and capital; .
  4. Ability to obtain bonding;
  5. A positive comparison of the DBE's business and financial profile with profiles of non-DBE businesses in the same area or similar business category; and
  6. Good management capacity and capability.
- L. Upon determination by the recipient that the participant should be graduated from the developmental program, the recipient should notify the participant in writing of its intent to graduate the firm in a letter of notification. The letter of notification should set forth findings, based on the facts, for every material issue relating to the basis of the program graduation with specific reasons for each finding. The letter of notification should also provide the participant 45 days from the date of service of the letter to submit in writing information that would explain why the proposed basis of graduation is not warranted.
- M. Participation of a DBE firm in the program may be discontinued by the recipient prior to expiration of the firm's program term for good cause due to the failure of the firm to engage in business practices that will promote its competitiveness within a reasonable period of time as evidenced by, among other indicators, a pattern of inadequate performance or unjustified delinquent performance. Also, the recipient can discontinue the participation of a firm that does not actively pursue and bid on contracts, and a firm that, without justification, regularly fails to respond to solicitations in the type of work it is qualified for and in the geographical areas where it has indicated availability under its approved business plan. The recipient should take such action if over a 2-year period a DBE firm exhibits such a pattern.

#### **Appendix D to Part 26 -- Mentor-Protégé Program Guidelines**

- A. The purpose of this program element is to further the development of DBEs, including but not limited to assisting them to move into non-traditional areas of work and/or compete in the marketplace outside the DBE program, via the provision of training and assistance from other firms. To operate a mentor-protégé program, a recipient must obtain the approval of the concerned operating administration.
- B.

1. Any mentor-protégé relationship shall be based on a written development plan, approved by the recipient, which clearly sets forth the objectives of the parties and their respective roles, the duration of the arrangement and the services and resources to be provided by the mentor to the protégé. The formal mentor-protégé agreement may set a fee schedule to cover the direct and indirect cost for such services rendered by the mentor for specific training and assistance to the protégé through the life of the agreement. Services provided by the mentor may be reimbursable under the FTA, FHWA, and FAA programs.
  2. To be eligible for reimbursement, the mentor's services provided and associated costs must be directly attributable and properly allowable to specific individual contracts. The recipient may establish a line item for the mentor to quote the portion of the fee schedule expected to be provided during the life of the contract. The amount claimed shall be verified by the recipient and paid on an incremental basis representing the time the protégé is working on the contract. The total individual contract figures accumulated over the life of the agreement shall not exceed the amount stipulated in the original mentor/protégé agreement.
- C. DBEs involved in a mentor-protégé agreement must be independent business entities which meet the requirements for certification as defined in subpart D of this part. A protégé firm must be certified *before* it begins participation in a mentor-protégé arrangement. If the recipient chooses to recognize mentor/protégé agreements, it should establish formal general program guidelines. These guidelines must be submitted to the operating administration for approval prior to the recipient executing an individual contractor/subcontractor mentor-protégé agreement.

#### Appendix E to Part 26 -- Individual Determinations of Social and Economic Disadvantage

The following guidance is adapted, with minor modifications, from SBA regulations concerning social and economic disadvantage determinations (see 13 CFR 124.103(c) and 124.104).

### SOCIAL DISADVANTAGE

- I. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities. Social disadvantage must stem from circumstances beyond their control. Evidence of individual social disadvantage must include the following elements:
  - A. At least one objective distinguishing feature that has contributed to social disadvantage, such as race, ethnic origin, gender, disability, long-term residence in an environment isolated from the mainstream of American society, or other similar causes not common to individuals who are not socially disadvantaged;
  - B. Personal experiences of substantial and chronic social disadvantage in American society, not in other countries; and
  - C. Negative impact on entry into or advancement in the business world because of the disadvantage. Recipients will consider any relevant evidence in assessing this element. In every case, however, recipients will consider education, employment and business history, where applicable, to see if the totality of circumstances shows disadvantage in entering into or advancing in the business world.
    1. *Education.* Recipients will consider such factors as denial of equal access to institutions of higher education and vocational training, exclusion from social and professional association with students or teachers, denial of educational honors rightfully earned, and social patterns or pressures which discouraged the individual from pursuing a professional or business education.
    2. *Employment.* Recipients will consider such factors as unequal treatment in hiring, promotions and other aspects of professional advancement, pay and fringe benefits, and other terms and conditions of employment; retaliatory or discriminatory behavior by an employer or labor union; and social patterns or pressures which have channeled the individual into non-professional or non-business fields.
    3. *Business history.* The recipient will consider such factors as unequal access to credit or capital, acquisition of credit or capital under commercially unfavorable circumstances, unequal treatment in opportunities for government contracts or other work, unequal treatment by potential customers and business associates, and exclusion from business or professional organizations.

- II. With respect to paragraph I.(A) of this appendix, the Department notes that people with disabilities have disproportionately low incomes and high rates of unemployment. Many physical and attitudinal barriers remain to their full participation in education, employment, and business opportunities available to the general public. The Americans with Disabilities Act (ADA) was passed in recognition of the discrimination faced by people with disabilities. It is plausible that many individuals with disabilities -- especially persons with severe disabilities (e.g., significant mobility, vision, or hearing impairments) -- may be socially and economically disadvantaged.
- III. Under the laws concerning social and economic disadvantage, people with disabilities are not a group presumed to be disadvantaged. Nevertheless, recipients should look carefully at individual showings of disadvantage by individuals with disabilities, making a case-by-case judgment about whether such an individual meets the criteria of this appendix. As public entities subject to Title II of the ADA, recipients must also ensure their DBE programs are accessible to individuals with disabilities. For example, physical barriers or the lack of application and information materials in accessible formats cannot be permitted to thwart the access of potential applicants to the certification process or other services made available to DBEs and applicants.

## ECONOMIC DISADVANTAGE

- A. *General.* Economically disadvantaged individuals are socially disadvantaged individuals whose 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 disadvantaged.
- B. *Submission of narrative and financial information.*
  - 1. Each individual claiming economic disadvantage must describe the conditions which are the basis for the claim in a narrative statement, and must submit personal financial information.
  - 2. When married, an individual claiming economic disadvantage also must submit separate financial information for his or her spouse, unless the individual and the spouse are legally separated.
- C. *Factors to be considered.* In considering diminished capital and credit opportunities, recipients will examine factors relating to the personal financial condition of any individual claiming disadvantaged status, including personal income for the past two years (including bonuses and the value of company stock given in lieu of cash), personal net worth, and the fair market value of all assets, whether encumbered or not. Recipients will also consider the financial condition of the applicant compared to the financial profiles of small businesses in the same primary industry classification, or, if not available, in similar lines of business, which are not owned and controlled by socially and economically disadvantaged individuals in evaluating the individual's access to credit and capital. The financial profiles that recipients will compare include total assets, net sales, pre-tax profit, sales/working capital ratio, and net worth.
- D. *Transfers within two years.*
  - 1. Except as set forth in paragraph (D)(2) of this appendix, recipients will attribute to an individual claiming disadvantaged status any assets which that individual has transferred to an immediate family member, or to a trust, a beneficiary of which is an immediate family member, for less than fair market value, within two years prior to a concern's application for participation in the DBE program, unless the individual claiming disadvantaged status can demonstrate that the transfer is to or on behalf of an immediate family member for that individual's education, medical expenses, or some other form of essential support.
  - 2. Recipients will not attribute to an individual claiming disadvantaged status any assets transferred by that individual to an immediate family member that are consistent with the customary recognition of special occasions, such as birthdays, graduations, anniversaries, and retirements.
  - 3. In determining an individual's access to capital and credit, recipients may consider any assets that the individual transferred within such two-year period described by paragraph (D)(1) of this appendix that are not considered in evaluating the individual's assets and net worth (e.g., transfers to charities).

# **Baldwin County Title VI Program Plan**

## TITLE VI PROGRAM PLAN

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### Baldwin County Title VI Program Plan

#### Introduction

This Plan is to establish guidelines to effectively monitor and ensure that Baldwin County Commission ("County") is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation's [DOT] Title VI Regulations at 49 CFR Part 21.

#### Plan

County is committed to a plan of non-discrimination in its programs, policies and activities. It is the plan of County to ensure that its programs, policies and activities comply with the Department of Transportation's [DOT] Title VI regulations and to utilize its best efforts to assure that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits or, or be subjected to discrimination.

Required to Provide an Annual Title VI Certification and Assurance. In order to comply with the provisions of the DOT's Title VI Regulations at 49 CFR Part 21, applicants shall submit their annual Title VI assurance as part of their annual certification and assurance submission to the Federal Transit Administration [FTA]. Recipients shall collect Title VI assurances from sub recipients prior to passing through FTA funds. (These Title VI assurances must be submitted as part of a standard list of assurances provided by sub recipients to their direct recipient(s)). County complies with this instruction annually.

Required to Develop Title VI Complaint Procedures. In order to comply with 49 CFR Section 21 (b), recipients and sub recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request.

County provides for their administration to take note of any and all complaints and forward such to the appropriate parties for response.

Required to Record Title VI Investigations, Complaints and Lawsuits. In order to comply with 49 CFR Section 21.9(b), recipients and sub recipients shall prepare and maintain a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming the recipient and/or sub recipient that allege discrimination on the basis of race, color or national origin. This list shall include the date of the investigation, lawsuit or complaint was filed; a summary of the allegation(s), the status of the investigation, lawsuit or complaint; and actions taken by the recipient or sub recipient in response to the investigation, lawsuit or complaint. County complies with this requirement and their personnel department maintains these files.

Required to Provide Meaningful Access to LEP Persons. Title VI and its implementing regulations require that FTA recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities



for individuals who are Limited English Proficient [LEP]. County has developed a *Limited English Proficiency [LEP] Plan* for its Baldwin Rural Area Transportation System to help identify reasonable steps for providing language assistance to persons with LEP who wish to access services provided by County. This LEP Plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

Required to Notify Beneficiaries of Protection Under Title VI. In order to comply with 49 CFR Section 21.9(d), recipients and sub recipients shall provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. Recipients and sub recipients that provide transit service shall disseminate this information to the public through measures that can include but shall not be limited to a posting on the agency's Web site. County has such information listed on its website.

Required to Provide Additional Information upon Request. At the discretion of the FTA, Information other than that required by FTA Circular 4702.1A may be requested, in writing, from a recipient or sub recipient to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI. County is available to provide any additional requested information.

Required to Prepare and Submit a Title VI Program. FTA required recipients to report certain general information to determine compliance with Title VI. The collection and reporting of this program constitute the recipients' Title VI Program. To ensure compliance with 49 CFR Section 21.9(b), FTA requires that all recipients document their compliance with this chapter by submitting a Title VI Program to FTA's regional civil rights officer once every three years.

# **Disadvantaged Business Enterprise Registration Form**

Baldwin County Commission  
Purchasing Department  
312 Courthouse Square, Suite 15  
Bay Minette, AL 36507  
www.co.baldwin.al.us  
Fax (251)580-2536

Disadvantaged Business Enterprise Registration Form  
Please Type or Print Information

Legal Company Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Web Site Address \_\_\_\_\_ Email Address \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position or  
Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Identification as a Disadvantaged Business Enterprise**

51% Ownership and Management of the company is controlled by:

Female:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Not Applicable: <input type="checkbox"/>
African American:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Asian American:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
White:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Hispanic:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
American Indian:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

First year of Business: \_\_\_\_\_

Gross revenue for the past three years, or the business income if established less than three years:

Year _____	\$ _____
Year _____	\$ _____
Year _____	\$ _____

**Please complete this registration form and fax to:**

Facsimile: 251/580-2536

# Statement of Personal Net Worth Form



# **STATEMENT OF PERSONAL NET WORTH DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

Complete this form for each socially disadvantaged proprietor(s), or socially disadvantaged limited and general partner(s) whose combined interest totals 51% or more, or socially disadvantaged stockholder(s) owning 51% or more of voting stock in the disadvantaged business enterprise.			
Name		Business Telephone (    )	
Residence Address		Residence Telephone (    )	
City, State, Zip Code			
Business Name of DBE			
<b>ASSETS</b>		<b>LIABILITIES</b>	
	(Omit Cents)		(Omit Cents)
Cash on Hand and in Banks.....	\$	Accounts Payable.....	\$
Savings Accounts.....	\$	Notes Payable to Banks and Others....	\$
IRA or Other Retirement Account(s)....	\$	Installment Account (Auto).....	\$
Accounts and Notes Receivable.....	\$	Monthly Payments.....	\$
Life Insurance - Cash Surrender Value Only	\$	Installment Account (Other).....	\$
Stocks and Bonds.....	\$	Monthly Payments.....	\$
Real Estate.....	\$	Loan on Life Insurance.....	\$
Automobile - Present Value.....	\$	Mortgages of Real Estate.....	\$
Other Personal Property.....	\$	Unpaid Taxes.....	\$
		Other Liabilities.....	\$
<b>Total Assets.....</b>	<b>\$</b>	<b>Total Liabilities.....</b>	<b>\$</b>
		<b>Net Worth.....</b>	<b>\$</b>
		<b>Total.....</b>	<b>\$</b>

**STATEMENT OF PERSONAL NET WORTH  
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

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.	

Section 2. Notes Payable to Bank and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)					
Name & Address of Note Holder(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.)					
Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

**STATEMENT OF PERSONAL NET WORTH  
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

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

	Property A	Property B	Property C
Type of Property/Date of Purchase			
Name & Address of Title Holder			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Balance			

**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.)

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**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 attached.)

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**Section 7. Other Liabilities.** (Describe in detail.)

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**STATEMENT OF PERSONAL NET WORTH  
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

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

Section 9. Asset Transfers. (Describe any transfer of assets between the disadvantaged individual and any individual or business within the past two years.)

I authorize the Baldwin County Commission to make inquiries and verification of supporting documentation, 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).

Signature:	Date:	Social Security Number
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Subscribed and sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_

My commission expires \_\_\_\_\_

Notary Public \_\_\_\_\_ (Seal)



# Personal Financial Statement Form

OMB APPROVAL NO. 3245-0188  
EXPIRATION DATE: 8/31/2011

## PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of \_\_\_\_\_

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/Borrower _____	

ASSETS	(Omit Cents)	LIABILITIES	(Omit Cents)
Cash on hand & in Banks .....	\$ .....	Accounts Payable .....	\$ .....
Savings Accounts .....	\$ .....	Notes Payable to Banks 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 .....	\$ .....
Total .....	\$ .....	Net Worth .....	\$ .....
		Total .....	\$ .....

Section 1. Source of Income	(Omit Cents)	Contingent Liabilities	(Omit Cents)
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 to Banks and Others. (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

SBA Form 413 (10-08) Previous Editions Obsolete

This form was electronically produced by Elite Federal Forms, Inc.

Produced by Electronic Forms Inc.

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Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).					
Number 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 SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. 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 either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____	Date: _____	Social Security Number: _____
Signature: _____	Date: _____	Social Security Number: _____

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. PLEASE DO NOT SEND FORMS TO OMB.

# **Title VI Public Notice**

## **TITLE VI PUBLIC NOTICE**

The Baldwin County Commission (County) hereby gives public notice that it is the plan of the entity to assure full compliance with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities.

Title VI requires that no person shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which Baldwin County receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Baldwin County. Any such complaint must be in writing and filed with the County within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

### **TITLE VI Complaint Procedures**

Title VI Complaint Procedures apply to all complaints filed under Title VI [including its Disadvantaged Business Enterprises (DBE) and Equal Employment Opportunity (EEO) components]. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right on the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Every effort will be made to obtain early resolution of the complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the County may be utilized for resolution at any stage of the process. The County will make every effort to pursue a resolution to the complaint. Internal interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

### **More Information**

For information on Baldwin County's Title VI Plan, procedures, or related issues, contact:

Baldwin County Commission  
312 Courthouse Square, Suite 7  
Bay Minette, AL 36507  
Telephone 251-928-3002  
[www.baldwincountyal.gov](http://www.baldwincountyal.gov)

# **DBE Complaint Form and Procedures**



## Title VI DBE Complaint Form and Procedures

### DBE Complaint Form

Instructions: If you would like to submit a Title VI complaint to the Baldwin County Commission, please fill out the form below and send it to: Baldwin County Commission, 312 Courthouse Square, Suite 12, Bay Minette, AL 36507. For questions, please call (251) 937-9561, ext. 2264. For a copy of the Baldwin County Commission's full Title VI Plan or Notice to the Public, see our Web site at <http://www.baldwincountyal.gov>.

1. Name (Complainant):	2. Phone:	3. Home address (street #, city, state, zip):												
4. If applicable, name of person(s) who allegedly discriminated against you:														
5. Location and position of person(s) if known:		6. Date of alleged incident:												
7. Discrimination because of: <table style="width: 100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> Race / color</td> <td><input type="checkbox"/> Sex (includes sexual harassment)</td> <td><input type="checkbox"/> Vietnam Era Veteran</td> </tr> <tr> <td><input type="checkbox"/> National origin</td> <td><input type="checkbox"/> Sexual orientation</td> <td><input type="checkbox"/> Disabled Veteran</td> </tr> <tr> <td><input type="checkbox"/> Creed / religion</td> <td><input type="checkbox"/> Marital status</td> <td><input type="checkbox"/> Retaliation</td> </tr> <tr> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Age</td> <td></td> </tr> </table>			<input type="checkbox"/> Race / color	<input type="checkbox"/> Sex (includes sexual harassment)	<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> National origin	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Creed / religion	<input type="checkbox"/> Marital status	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	
<input type="checkbox"/> Race / color	<input type="checkbox"/> Sex (includes sexual harassment)	<input type="checkbox"/> Vietnam Era Veteran												
<input type="checkbox"/> National origin	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Disabled Veteran												
<input type="checkbox"/> Creed / religion	<input type="checkbox"/> Marital status	<input type="checkbox"/> Retaliation												
<input type="checkbox"/> Disability	<input type="checkbox"/> Age													
8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.														

PLEASE COMPLETE PAGE 2 OF THIS FORM

ADDITIONAL INFORMATION:

9. Why do you believe these events occurred?

10. What other information do you think is relevant to the investigation?

11. How can this/these issue(s) be resolved to your satisfaction?

12. Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses, fellow employees, supervisors, others):

Name:

Job title:

Address:

Phone number:

Signature:

Date:



## Complaint Procedures

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 [including its Disadvantaged Business Enterprises (DBE) and Equal Employment Opportunity (EEO) components], Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by the Baldwin County Commission (County) or its subrecipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and County may be utilized for resolution, at any stage of the process. The County will make every effort to pursue a resolution to the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

### Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the County. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:
  - a) Complaint shall be in writing and signed by the complainant(s).
  - b) Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
  - c) Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
  - d) Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax to the County to be able to process it.
  - e) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to the County for processing.
2. Upon receipt of the complaint, the County will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. In cases where the complaint is against one of the County's subrecipients of federal funds, the County will assume jurisdiction and will investigate and adjudicate the case. Complaints against the County will be referred to the Alabama State Department of Transportation's (ALDOT) Office of Equal Opportunity (OEO), the Federal Highway Administration (FHA) or the Federal Transit Administration (FTA), as appropriate, for proper disposition pursuant to their procedures. In special cases warranting intervention to ensure equity, these agencies may assume jurisdiction and either complete or obtain services to review or investigate matters.
3. In order to be accepted, a complaint must meet the following criteria:
  - a) The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
  - b) The allegation(s) must involve a covered basis such as race, color, national origin, gender, disability, or retaliation.
  - c) The allegation(s) must involve a program or activity of a Federal-aid recipient, subrecipient, or contractor, or, in the case of ADA allegations, an entity open to the public.
  - d) The complainant(s) must accept reasonable resolution based on the County's administrative authority (reasonability to be determined by the County).

4. A complaint may be dismissed for the following reasons:
  - a) The complainant requests the withdrawal of the complaint.
  - b) The complainant fails to respond to repeated requests for additional information needed to process the complaint.
  - c) The complainant cannot be located after reasonable attempts.
5. Once the County or ALDOT decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will receive a case number and will then be logged in the County's or ALDOT's records identifying its basis and alleged harm, and the race, color, national origin, and gender of the complainant.
6. In cases where County assumes the investigation of the complaint, County will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days from the date of County's written notification of acceptance of the complaint to furnish his/her response to the allegations.
7. In cases where County assumes the investigation of the complaint, within 40 calendar days of the acceptance of the complaint, County's Investigator will prepare an investigative report for review by the agency's Legal Counsel and Executive Director. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.
8. The investigative report and its findings will be sent to County's Legal Counsel for review. The Counsel will review the report and associated documentation and will provide input to the Investigator within 10 calendar days.
9. Any comments or recommendations from County's Legal Counsel will be reviewed by County's Investigator. The Investigator will discuss the report and recommendations with the Executive Director within 10 calendar days. The report will be modified as needed and made final for its release.
10. County's final investigative report and a copy of the complaint will be forwarded to ALDOT's OEO within 60 calendar days of the acceptance of the complaint. ALDOT's OEO will share the report with FHA and FTA, Alabama Division Offices, as part of its Annual Title VI Update and Accomplishment Report.
11. County will notify the parties of its preliminary findings, which are subject to concurrence from ALDOT's OEO. ALDOT's OEO will issue the final decision to County based on County's investigative report.
12. Once ALDOT's OEO issues its final decision, County will notify all parties involved about such determination. ALDOT's final determination is not subject to an appeal.
13. ALDOT will also serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by County. ALDOT will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

# Limited English Proficiency (LEP) Plan

## LIMITED ENGLISH PROFICIENCY (LEP) PLAN

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### Baldwin Rural Area Transportation System BRATS

#### Introduction

This Limited English Proficiency Plan has been prepared to address Baldwin Rural Area Transportation System's [BRATS] responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based on a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies, which receive federal funds, including the Baldwin Rural Area Transportation System [BRATS], which receives federal assistance through the U.S. Department of Transportation [U.S. DOT].

#### Plan Summary

BRATS has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency [LEP] who wish to access services provided by BRATS. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, BRATS undertook the U.S. DOT four-factor LEP analysis, which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a BRATS program, activity or service.
2. The frequency with which LEP persons come in contact with BRATS programs, activities or services.
3. The nature and importance of programs, activities or services provided by BRATS to the LEP population.
4. The resources available to BRATS and overall costs to provide LEP assistance.

A summary of the results of the BRATS four-factor analysis is in the following section.

### **Four-Factor Analysis**

- 1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a BRATS program, activity or service.**

BRATS' staff reviewed the 2000 U.S. Census Report and determined that 6,978 persons in Baldwin County [4.0% of the population] speak a language other than English. Another report published by the U.S. Census Bureau for Selected Social Characteristics in the United States for the period of 2006-2008 for Baldwin County determined that 7,236 persons in Baldwin County [4.5% of the population] speak a language other than English, and of those 7,236 persons, 4,818 have limited English proficiency; that is, they speak English "not well" or "not at all." In Baldwin County, of those persons with limited English proficiency, Spanish constituted the largest percentage of persons, the study finding that 4,903 [3.0% of the population] speak Spanish, and of those 1, 736 [1% of the population] have limited English proficiency.

- 2. The frequency with which LEP persons come in contact with BRATS programs, activities or services.**

BRATS reviewed the frequency with which staff and drivers have, or could have, contact with LEP persons. This includes documenting phone inquiries and surveying vehicle operators. To date, BRATS has had a very limited amount of requests for interpreters and/or for translated BRATS documents. Staff and vehicle operators have had very little to no contact with LEP persons.

- 3. The nature and importance of programs, activities or services provided by BRATS to the LEP population.**

There is no large geographic concentration of any type of LEP individuals in the BRATS service area of Baldwin County. The overwhelming majority of the population, 95.5%, speak only English.

As a result, there are few social, service, professional and leadership organizations within the BRATS service area that focus on outreach to LEP individuals.

All services provided by BRATS are likely to encounter LEP individuals since all routes serve the general public.

- 4. The resources available to BRATS and overall costs to provide LEP assistance.**

BRATS assessed its available resources that could be used for providing LEP assistance, including determining how much a professional interpreter and translation service would cost on an as-needed basis, which of its documents would be the most valuable to be translated, if the need should arise, and taking an inventory of available organizations that BRATS could partner with for outreach and translation efforts. The amount of staff and vehicle operating training that might be needed was also considered.

Based on the four-factor analysis, BRATS developed its LEP Plan as outlined in the following section.

## Limited English Proficiency (LEP) Plan Outline

### How BRATS and staff may identify an LEP person who needs language assistance:

- Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at further events.
- When BRATS sponsors an event, have a staff person greet participants as they arrive. By informally engaging participants in conversations, it is possible to gauge each attendee's ability to speak and understand English.
- Have Census Bureau *Language Identification Flashcards* available at BRATS events near the registration table. Individuals self-identifying as persons not proficient in English may not be able to be accommodated with translation assistance at the event, but it will assist the sponsoring agency in identifying language assistance needs for future events.
- Have *Language Identification Flashcards* available at the main office reception desk and easily accessible to lead drivers, supervisors, dispatchers and schedulers as needed.
- Post notice of LEP Plan and the availability of *Language Identification Flashcards* at the main office reception desk.
- Vehicle operators and other front-line staff, like lead drivers, supervisors, dispatchers, and schedulers will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous time period.

### Language Assistance Measures

Although there is a very low percentage in the BRATS service area of LEP individuals, BRATS will strive to offer the following measures:

- The BRATS Title VI Plan and Limited English Proficiency Plan will be posted on the agency website, [www.baldwincountyal.gov](http://www.baldwincountyal.gov).
- BRATS will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
- If a client asks for language assistance and BRATS determines that the client is an LEP person and that language assistance is necessary to provide meaningful access, reasonable efforts will be made to provide free language assistance. If reasonably possible, BRATS will provide the language assistance in the LEP client's preferred language. BRATS has the discretion to determine whether language assistance is needed, and if so, the type of language assistance necessary to provide meaningful access.
- BRATS will periodically, and at least annually, assess client needs for language assistance based on requests for interpreters and/or translation, as well as the literacy skills of the clients.
- BRATS will take reasonable steps to network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on BRATS programs and services.
- Place statements in notices and publications concerning BRATS community events that reasonable steps will be taken to provide interpreter services for such event, with seven days advance notice that such services are requested. A list of volunteers capable of providing such interpretation will need to be developed.

### **Staff Training**

The following training will be provided to BRATS staff:

- Information on the BRATS Title VI Plan and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of the *Language Identification Flashcards*.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

### **Outreach Techniques**

Due to the very small local LEP population, BRATS does not have a formal outreach procedure in place as of 2010. BRATS' staff has researched and translation services are limited in this region. However, when and if the need arises for LEP outreach, BRATS will consider the following options:

- When BRATS staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population. If possible, interpreters will be available as needed.
- Transportation schedules, maps, and other transit publications will be made available in an alternative language when and if a specific and concentrated LEP population is identified and requests are made.

### **Monitoring and Updating the LEP Plan**

BRATS will update the LEP as required by U.S. DOT. At a minimum, the plan will be reviewed and updated when data from the 2010 U.S. Census is available. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether BRATS financial resources are sufficient to fund language assistance resources needed.
- Determine whether BRATS has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning BRATS failure to meet the needs of LEP individuals.

### **Dissemination of the BRATS LEP Plan**

A link to the BRATS LEP Plan and the Title VI Plan will be included on the BRATS website, [www.baldwincountyva.gov](http://www.baldwincountyva.gov).

Any person or agency with internet access will be able to access and download the plan from the BRATS website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation, which BRATS will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to Director of Transportation of BRATS as follows:

BRATS  
Baldwin Rural Area Transportation System  
Director of Transportation  
P.O. Box 907  
Robertsdale, Alabama 36567  
Eastern Shore: (251) 990-4636  
Central & South Baldwin: (251) 972-6817  
North Baldwin: (251) 937-0355  
Email: btrider@co.baldwin.al.us



# **Equal Employment Opportunity 2010 Plan**

**EQUAL EMPLOYMENT OPPORTUNITY PLAN  
BALDWIN COUNTY COMMISSION**

**Respectfully Submitted By:  
Susan Lovett, Personnel Director  
BALDWIN COUNTY  
PERSONNEL DEPARTMENT  
2010**

**Plan Statement:**

**Baldwin County is an equal opportunity employer and complies with all applicable state and federal laws, rules, and guidelines governing discrimination in employment. Baldwin County recruits, selects, trains, and promotes all employees without regard to race, color, sex, religion, national origin, age, marital status, political belief, disability or history of disability, except where specific age, sex or physical requirements constitutes a bona fide occupational qualification that is necessary to proper and efficient administration.**

**The Baldwin County Commission hereby establishes and reaffirms its commitment to a clearly defined Equal Employment Opportunity Program (EEOP) as set forth by the following guidelines:**

**(a) Equal opportunity for all of our citizens is a historic American ideal, and it is the plan of the County of Baldwin to maintain equal employment opportunity in the public service position of county government by considering job applicants and employees for hiring and advancement on the basis of job-pertinent individual differences and not on the basis of the extraneous factors such as race, religious creed, color, national origin, ancestry, national origin, sex, marital status, sexual orientation, medical condition, age or disability. The objective of this program is to continue to ensure nondiscrimination in all employment related decisions.**

**(b) It is in the best interest of all our people that government be a leader in the demonstration of equal employment opportunity by doing more than mere passive prohibition of discriminatory practices and by establishment of an Equal Employment Opportunity Program to effectuate the principle of equal opportunity. In order to achieve its purpose, each member of this organization must continue to assume and to understand the importance of the program and to contribute toward its maximum fulfillment.**

## DISSEMINATION OF PLAN

To ensure that all employees and applicants for employment, and the public are aware of the County of Baldwin's official plan on Equal Employment Opportunity (EEO) and its commitment to nondiscrimination and all applicable Federal and State civil rights laws, the following has been developed:

### A. INTERNAL DISSEMINATION

1. The County of Baldwin's plan on equal employment opportunity shall be distributed to each Department Head, and the federal and State Notice of Equal Employment Opportunity are to be posted on department bulletin boards at locations accessible to employees as well as the public.
2. The plan statement shall be available for review in the Personnel Department.

### B. EXTERNAL DISSEMINATION

1. All recruiting sources will continue to be informed of the County of Baldwin's equal employment opportunity practices.
2. The phrase "AN EQUAL OPPORTUNITY EMPLOYER" will continue to be used in all recruitment publications.

## RESPONSIBILITY FOR THE EQUAL EMPLOYMENT OPPORTUNITY PLAN

1. The County Commission provides the plan direction and sets the tone which ultimately determines the success of the program.
2. The Director of Personnel has the principal responsibility for developing and maintaining the County's personnel system including recruitment/selection, classification, payroll and equal employment opportunity.
3. Department Heads are responsible for insuring that County and departmental personnel policies and procedures are enforced. They are responsible for carrying out these assignments in a nondiscriminatory manner and shall be held accountable before the County Commission for their Department's equal employment opportunity progress. Department Heads are responsible for creating a positive environment in which Equal Employment Opportunity can succeed.
4. Managers/Supervisors are required to carry out their duties in directing, and disciplining subordinates without regard to non-job related factors. They are responsible for the consistent application of discipline rules and other personnel actions and procedures.

## **MERIT SYSTEM STANDARDS**

All employment shall be effected in accordance with true merit system standards. It is not, and it shall not be, a plan of the County of Baldwin to hire or promote on the basis of any quota system. No person shall be hired for, or promoted to any position except on the basis of bona fide occupational qualifications.

## **DATA COLLECTION/ANALYSIS**

All data and information for analysis and for evaluation of progress in equal employment opportunity will be maintained in the Personnel Department and will be available so that employees and the public will have knowledge of the Baldwin County Commission's commitment to Equal Employment Opportunity.

## **NARRATIVE UTILIZATION ANALYSIS**

There are a number of areas in which the county appears to under or over utilize certain subgroups of employees as compared to the Alabama Labor Force (ALF) which is the instrument used to compare its currently employed workforce. For informational purposes, listed below are the categories which fall above or below a ten percent utilization rate as compared to the Alabama Labor Force (according to 2000 Census EEOP figures, the latest available at the time of preparation of this document.)

It should be noted that Baldwin County's population is categorized as follows:

86% White, 10% Black, 4% Combined Hispanic, Asian/Pacific Islander, and American Indian/Alaskan Native

### **Officials/Administrators:**

There is an over utilization of WHITE MALES in this category (85% currently employed compared to 55.6% in the ALF.) There is an under utilization of WHITE FEMALES in this category (14% currently employed compared to 30.3% in the ALF.)

### **Professionals:**

There is an over utilization of WHITE MALES in this category (57% currently employed compared to 36.3% in the ALF.) There is an under utilization of BLACK FEMALES in this category (0% currently employed compared to 10.6% in the ALF.)

### **Technicians:**

There is an over utilization of WHITE MALES in this category (48% currently employed compared to 31.8% in the ALF.) There is an under utilization of BLACK FEMALES in this category (3% currently employed compared to 16.3% in the ALF.)

**Protective Services:**

There is an under utilization of WHITE MALES in this category (15% currently employed compared to 61.2% in the ALF.) There is an over utilization of BLACK FEMALES in this category (38% currently employed compared to 6.8% in the ALF.)

**Administrative Support:**

There is an over utilization of WHITE FEMALES in this category (88% currently employed compared to 60.7% in the ALF.) There is an under utilization of BLACK FEMALES in this category (4% currently employed compared to 15.6% in the ALF.)

**Skilled Craft:****Baldwin County vs. ALF**

JOB CATEGORY	Male Percentages					Female Percentages				
	WHITE	BLACK	HISP	A/PI	AI/AN	WHITE	BLACK	HISP	A/PI	AI/AN
<b>Officials/Administrators</b>										
County Workforce	18	0	0	0	0	3	0	0	0	0
County Workforce %	85	0	0	0	0	14	0	0	0	0
AL Labor Force %	55.6	5	0.6	0.5	0.2	30.3	6.4	0.3	0.3	0.2
Utilization %	29.4	-5	-0.6	-0.5	-0.2	-16.3	-6.4	-0.3	-0.3	-0.2
<b>Professional</b>										
County Workforce	32	0	1	0	0	23	0	0	0	0
County Workforce %	57	0	1	0	0	41	0	0	0	0
AL Labor Force %	36.3	4.3	0.6	1	0.2	44.8	10.6	0.5	0.6	0.2
Utilization %	20.7	-4.3	0.4	-1	-0.2	-3.8	-10.6	-0.5	-0.6	-0.2
<b>Technicians</b>										
County Workforce	32	0	1	0	0	31	2	0	0	0
County Workforce %	48	0	2	0	0	47	3	0	0	0
AL Labor Force %	31.8	5.1	0.4	0.3	0.2	43.4	16.3	0.5	0.5	0.3
Utilization %	16.2	-5.1	1.6	-0.3	-0.2	3.6	-13.3	-0.5	-0.5	-0.3
<b>Protective Services</b>										
County Workforce	5	7	0	0	0	9	13	0	0	0
County Workforce %	15	21	0	0	0	26	38	0	0	0
AL Labor Force %	61.2	21.6	0.4	0.2	0.7	7.6	6.8	0.1	0	0.2
Utilization %	-46.2	-0.6	-0.4	-0.2	-0.7	18.4	31.2	-0.1	0	-0.2
<b>Administrative Support</b>										
County Workforce	13	0	0	0	0	175	7	2	1	1
County Workforce %	6	0	0	0	0	88	4	1	0.5	0.5
AL Labor Force %	15.4	5.5	0.6	0.1	0.1	60.7	15.6	0.6	0.3	0.4
Utilization %	-9.4	-5.5	-0.6	-0.1	-0.1	27.3	-11.6	0.4	0.2	0.1
<b>Skilled Craft</b>										

County Workforce	121	18	0	0	0	2	0	0	0	0
County Workforce %	86	13	0	0	0	1	0	0	0	0
AL Labor Force %	77.9	13.5	1.6	0.2	0.6	3.8	1.1	0.1	0	0
Utilization %	8.1	-0.5	-1.6	-0.2	-0.6	-2.8	-1.1	-0.1	0	0

<b>Service Maintenance</b>										
County Workforce	47	9	1	0	0	22	6	0	0	0
County Workforce %	55	11	1	0	0	26	7	0	0	0
AL Labor Force %	22.2	12.9	1.1	0.3	0.3	36.6	23.8	0.8	0.5	0.4
Utilization %	32.8	-1.9	-0.1	-0.3	-0.3	-10.6	-16.8	-0.8	-0.5	-0.4

B=Black H=Hispanic A/PI=Asian/Pacific Islander AI/AN=American Indian/Alaskan Native W=White

Alabama Labor Force (ALF)=County Government according to BC Commission EEO Report

Utilization% = The difference between the County workforce and the ALF %'s per job category, race, sex, and national origin

**There is an over utilization of WHITE MALES in this category (86% currently employed compared to 77.9% in the ALF.) There is an under utilization of WHITE FEMALES in this category (1% currently employed compared to 3.8% in the ALF.)**

**Service/Maintenance:**

**There is an over utilization of WHITE MALES in this category (55% currently employed compared to 22.2% in the ALF.) There is an underutilization of BLACK FEMALES in this category (7% currently employed compared to 23.8% in the ALF.)**