

## **CCTA DBE Goal Methodology 2017-2019 Revised**

The overall DBE goal for fiscal years 2017 through 2019 is 0.164% of the FTA funds (excluding funds spent with Transit Vehicle Manufacturers) expected to be awarded.

The calculation is

|             |
|-------------|
| \$5,846,580 |
| x 0.00164   |
| \$ 9,588    |

Federal Regulatory Requirements:

49 CFR §26.45:

(2)(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. The goal must reflect your determination of the level of DBE participation you would expect absent the effects of discrimination.

The methodology the CCTA chose to use for our 2017-2019 DBE goal was Census and DBE Directory information.

Goal Methodology Requirements:

1. Detailed list of contracting and subcontracting opportunities  
A list is attached.
2. Identification of the geographic market area  
For our market we included Kalamazoo County, the five surrounding counties (Allegan, Barry, Calhoun, St. Joseph, and Van Buren), and Kent County. Kent County was included as it contains Grand Rapids, which is the largest metropolitan area on this side of the state. The majority of our contracts are from the greater Kalamazoo area, but we do require services outside of our area occasionally. The area was chosen based on past contracts and vendors/contractors willingness to travel to Kalamazoo based on contract size.
3. Step 1 Base Figure  
According to page 5110 Federal Reg. Vol. 64, No 21, February 2, 1999, the formula is the budget percentage x (# of DBE firms/# of all firms in market area). We used the County Business Pattern and MUCP Directory. We used weighting in our base figure to calculate how much money will be spent in each NAICS code. We also sorted DBEs in the Michigan Unified Certification Program (MUCP) website to determine which DBEs were likely to be judged ready, willing, and able to work in Kalamazoo. This gives us a much more accurate base figure.
4. List of all sources used to establish the goal

We used the [NAICS Identification tool](#) to determine the appropriate NAICS codes, the American FactFinder US Census website to find the [County Business Patterns](#) data, and the [MUCP website](#) to determine available DBEs in our market, and our operating and capital budget plans to determine projects in the appropriate three-year timeframe.

5. Step 2 Adjustment

We did not adjust our base figure.

In 2014 our DBE participation was 0%.

In 2015 our DBE participation was 1.6% all due to one DBE HVAC vendor we found locally.

In 2016, our DBE participation was 4.3% based on our one DBE HVAC vendor and a consultant for an environmental soil study we had to have prepared. The soil study was a one-time contract and the HVAC vendor chose not to recertify as DBE.

We also reviewed the DBE goals for the Interurban Transit Partnership (0.84%) and Battle Creek Transit (0.0156%).

6. Race-conscious/race-neutral breakdown.

Our DBE participation will be met solely through race-neutral means. The regulations require that goals be based on demonstrable evidence of relative availability of DBEs in our market. We have very few DBEs in our market; therefore contract goals would not increase DBE participation.

7. Meaningful Consultation

We attended the DBE conference in Detroit in 2015 to consult with DBE vendors regarding future contracting opportunities. We also supply a list of future projects to the DBE conference on a yearly basis. COK purchasing attends a minority outreach conference each year in Grand Rapids. We mailed letters to all of our vendors classified as minority/women owned businesses in an attempt to set up a meeting with MDOT to share our upcoming DBE opportunities and share information about certifying as a DBE with MDOT. Out of the 15 firms that initially were interested, not a single one registered for the meeting, therefore it was cancelled. In our FY2020-2022 DBE Goal, we will conduct a public meeting, inviting local stakeholders, prior to our DBE goal deadline explaining our methodology.

Currently our purchasing support agent (the City of Kalamazoo) is considering membership to the Michigan Minority Supplier Development Council (MMSDC).

8. Publication

We published our overall goal on our website.

<http://www.kmetro.com/sites/default/files/public/documents/dbepublicnotice.pdf>

**OPERATING ASSISTANCE**

| NAICS CODE | PROJECTS   | BUDGETED AMOUNT | BUDGETED % | DBE FIRMS IN AREA |       |          | TOTAL FIRMS IN AREA |
|------------|--|-----------------|------------|-------------------|-------|----------|---------------------|
|            |  |                 |            | #                 | %     | DBE Goal |                     |
|            | <b>Building Maintenance</b>                        |                 |            |                   |       |          |                     |
| 238210     | Electrical   | 35,000          | 0.55%      | 0                 | 0.00% | 0.00%    | 265                 |
| 238220     | HVAC/Plumbing repairs                              | 130,000         | 2.05%      | 0                 | 0.00% | 0.00%    | 344                 |
| 561621     | Alarm Monitoring                                   | 10,000          | 0.16%      | 1                 | 6.25% | 0.01%    | 16                  |
| 561710     | Pest Control                                       | 5,000           | 0.08%      | 0                 | 0.00% | 0.00%    | 40                  |
| 811310     | Commercial and industrial machinery and equip      | 240,000         | 3.78%      | 1                 | 0.75% | 0.03%    | 134                 |
|            | <b>Organization Redesign (Rebranding)</b>          |                 |            |                   |       |          |                     |
| 541430     | Graphic Design Services                            | 40,000          | 0.63%      | 0                 | 0.00% | 0.00%    | 80                  |
| 541613     | Marketing Consulting Services                      | 75,000          | 1.18%      | 0                 | 0.00% | 0.00%    | 106                 |
|            | <b>Vehicle Maintenance</b>                         |                 |            |                   |       |          |                     |
| 811111     | General Automotive repair                          | 416,000         | 6.55%      | 0                 | 0.00% | 0.00%    | 383                 |
| 811121     | Bodywork, paint, incl refurb with new color scheme | 390,000         | 6.14%      | 0                 | 0.00% | 0.00%    | 165                 |
| 811122     | Glass replacement                                  | 50,000          | 0.79%      | 0                 | 0.00% | 0.00%    | 30                  |
| 811191     | Oil Changes  | 5,000           | 0.08%      | 0                 | 0.00% | 0.00%    | 55                  |
| 238210     | Electrical   | 16,000          | 0.25%      | 0                 | 0.00% | 0.00%    | 265                 |
| 323111     | Printing (schedules, brochures, coupons)           | 112,500         | 1.77%      | 0                 | 0.00% | 0.00%    | 103                 |
| 441320     | Tires  | 298,000         | 4.69%      | 0                 | 0.00% | 0.00%    | 73                  |
| 488410     | Towing   | 34,000          | 0.54%      | 0                 | 0.00% | 0.00%    | 30                  |
| 519130     | Website Redesign                                   | 50,000          | 0.79%      | 0                 | 0.00% | 0.00%    | 18                  |
| 524210     | Insurance  | 1,066,004       | 16.78%     | 0                 | 0.00% | 0.00%    | 611                 |
| 541110     | Legal  | 330,000         | 5.20%      | 0                 | 0.00% | 0.00%    | 480                 |
| 541211     | Audit Services                                     | 63,000          | 0.99%      | 0                 | 0.00% | 0.00%    | 191                 |
| 561612     | Security Services                                  | 766,266         | 12.06%     | 0                 | 0.00% | 0.00%    | 15                  |
| 561613     | Armored Truck Services                             | 19,100          | 0.30%      | 0                 | 0.00% | 0.00%    | 6                   |
| 561720     | Janitorial Services                                | 203,729         | 3.21%      | 0                 | 0.00% | 0.00%    | 207                 |
| 561730     | Grounds Maintenance                                | 81,000          | 1.28%      | 0                 | 0.00% | 0.00%    | 415                 |
| 812332     | Uniform Cleaning                                   | 28,000          | 0.44%      | 0                 | 0.00% | 0.00%    | 11                  |
|            | Total Budgeted per category                        | 4,463,599       | 70.28%     |                   |       |          |                     |
|            | FTA Operating Assistance 2017-2019                 | 3,958,966       |            |                   |       |          |                     |

**CAPITAL ASSISTANCE (EXCLUDING TRANSIT VEHICLE MANUFACTURERS)**

|        |   |              |        |    |       |        |     |
|--------|---|--------------|--------|----|-------|--------|-----|
|        | <b>Employee Parking Lot</b>                             |              |        |    |       |        |     |
| 541310 | Design/Engineering                                      | 80,000       | 1.26%  | 0  | 0.00% | 0.00%  | 77  |
| 238210 | Enhanced Lighting                                       | 10,000       | 0.16%  | 0  | 0.00% | 0.00%  | 265 |
| 238990 | Fencing   | 30,000       | 0.47%  | 0  | 0.00% | 0.00%  | 134 |
| 238910 | Excavation  | 22,000       | 0.35%  | 3  | 2.21% | 0.01%  | 136 |
| 238190 | Asphalt   | 50,000       | 0.79%  | 0  | 0.00% | 0.00%  | 8   |
| 561730 | Landscaping   | 8,000        | 0.13%  | 0  | 0.00% | 0.00%  | 415 |
|        | <b>Bus Shelters</b>                                     |              |        |    |       |        |     |
| 332311 | Shelters  | 107,000      | 1.68%  | 0  | 0.00% | 0.00%  | 4   |
| 238110 | Concrete Pads   | 22,000       | 0.35%  | 2  | 2.25% | 0.01%  | 89  |
|        | <b>HVAC -</b>   |              |        |    |       |        |     |
| 238220 | Engineering/Design for HVAC Replacement Upgrades        | 65,000       | 1.02%  | 0  | 0.00% | 0.00%  | 344 |
| 238220 | Maint - upgrades  | 72,000       | 1.13%  | 0  | 0.00% | 0.00%  | 344 |
| 238210 | Lighting  | 120,000      | 1.89%  | 0  | 0.00% | 0.00%  | 265 |
| 238220 | HVAC upgrades - KTC                                     | 80,000       | 1.26%  | 0  | 0.00% | 0.00%  | 344 |
| 238290 | Replace Fuel Pumps (2) Diesel and Gasoline              | 32,000       | 0.50%  | 0  | 0.00% | 0.00%  | 53  |
| 238320 | Painting  | 120,000      | 1.89%  | 1  | 0.75% | 0.01%  | 133 |
| 334310 | Upgrade Audio/Visual system in Admin Board Room         | 55,000       | 0.87%  | 0  | 0.00% | 0.00%  | 2   |
| 334310 | KTC Public Announcement System Upgrade                  | 40,000       | 0.63%  | 0  | 0.00% | 0.00%  | 2   |
| 334310 | Maint Public Announcement System Upgrade                | 32,000       | 0.50%  | 0  | 0.00% | 0.00%  | 2   |
| 336390 | Hybrid Bus Battery replacements                         | 196,474      | 3.09%  | 0  | 0.00% | 0.00%  | 22  |
| 339950 | Bus Stop Signs  | 48,000       | 0.76%  | 1  | 4.17% | 0.03%  | 24  |
| 423120 | Replace Portable Hoist                                  | 28,000       | 0.44%  | 0  | 0.00% | 0.00%  | 69  |
| 423430 | Computer Software                                       | 11,590       | 0.18%  | 0  | 0.00% | 0.00%  | 34  |
| 423430 | ITS - Hardware/Software/Servers                         | 282,294      | 4.44%  | 0  | 0.00% | 0.00%  | 34  |
| 423430 | Software/Hardware for Line-Haul Fare Box Tech           | 74,000       | 1.17%  | 0  | 0.00% | 0.00%  | 34  |
| 423430 | Upgrade PCIT software                                   | 50,000       | 0.79%  | 0  | 0.00% | 0.00%  | 34  |
| 423430 | 4G Project  | 66,000       | 1.04%  | 0  | 0.00% | 0.00%  | 34  |
| 441110 | New Car Dealers (Parts Truck)                           | 48,000       | 0.76%  | 0  | 0.00% | 0.00%  | 97  |
| 561621 | Security camera upgrade/install in Maint and Bus garage | 65,711       | 1.03%  | 1  | 6.25% | 0.06%  | 16  |
| 811310 | Garage Doors replace/repair                             | 67,545       | 1.06%  | 0  | 0.00% | 0.00%  | 134 |
| 811310 | Ceiling Fans installed at KTC                           | 5,000        | 0.08%  | 0  | 0.00% | 0.00%  | 134 |
|        |   | 1,887,614    | 29.72% | 10 |       | 0.164% |     |
|        | Budgeted  |              |        |    |       |        |     |
|        | FTA Capital (excl vehicles) 2017-2019                   | 1,887,614    | 70.28% |    |       |        |     |
|        | FTA Operating Assistance 2017-2019                      | 4,463,599    | 29.72% |    |       |        |     |
|        | Total FTA DBE Eligible Dollars 2017-2019                | 6,351,213    | 1      |    |       |        |     |
|        | <b>Actual</b>   |              |        |    |       |        |     |
|        | FTA Capital (excl vehicles) 2017-2019                   | 1,887,614    |        |    |       |        |     |
|        | FTA Operating Assistance 2017-2019                      | 3,958,966    |        |    |       |        |     |
|        | Total FTA DBE Eligible Dollars 2017-2019                | \$ 5,846,580 |        |    |       |        |     |
|        | 2017-2019 DBE Goal Amount (three year total)            | \$ 9,578.20  |        |    |       |        |     |