

POLICY STATEMENT

Section 26.1, 26.23 Objectives/Policy Statement

Union County Airport Authority, owner of Union County Airport (MRT), has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Union County Airport Authority has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Union County Airport Authority has signed an assurance that it will comply with 49 CFR Part 26 (hereafter referred to as "Part 26").

It is the policy of the Union County Airport Authority to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also Union County Airport Authority policy to engage in the following actions on a continuing basis:

1. Ensure nondiscrimination in the award and administration of DOT- assisted contracts;
2. Create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. Ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. Help remove barriers to the participation of DBEs in DOT assisted contracts;
6. Promote the use of DBEs in all types of federally-assisted contracts and procurement activities;
7. Assist the development of firms that can compete successfully in the market place outside the DBE Program; and
8. Make appropriate use of the flexibility afforded to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

John Popio, Airport Representative has been delegated as the DBE Liaison Officer. In that capacity, John Popio, Airport Representative 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 Union County Airport Authority in its financial assistance agreements with the Department of Transportation.

Union County Airport Authority has disseminated this policy statement to the Federal Aviation Administration (FAA) and all of the components of our organization. This statement has been distributed to DBE and non-DBE business communities that may perform work on Union County Airport Authority DOT-assisted contracts. The distribution was accomplished by .

[Name of Recipient's CEO]

Date

SUBPART A - GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are elaborated in the policy statement on the first page of this program.

Section 26.3 Applicability

[Union County Airport Authority](#) is the recipient of Federal airport funds authorized by 49 U.S.C. 47101, *et seq.*

Section 26.5 Definitions

[Union County Airport Authority](#) will use terms in this program that have their meanings defined in Part 26, §26.5.

Section 26.7 Non-discrimination Requirements

[Union County Airport Authority](#) will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

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

Section 26.11 Record Keeping Requirements

Reporting to DOT

[Union County Airport Authority](#) will provide data about its DBE Program to the Department as directed by DOT operating administrations.

DBE participation will be reported to [FAA](#) as follows:

[Union County Airport Authority](#) will transmit to [FAA](#) annually, by or before December 1, the information required for the "Uniform Report of DBE Awards or Commitments

and Payments”, as described in Appendix B to Part 26. [Union County Airport Authority](#) will similarly report the required information about participating DBE firms. All reporting will be done through the [FAA](#) official reporting system, or another format acceptable to [FAA](#) as instructed thereby.

Bidders List

[Union County Airport Authority](#) will create and maintain a bidders list. The purpose of the list is to provide as accurate data as possible about the universe of DBE and non-DBE contractors and subcontractors who seek to work on [Union County Airport Authority](#) DOT-assisted contracts, for use in helping to set overall goals. The bidders list will include the name, address, DBE and non-DBE status, age of firm, and annual gross receipts of firms.

This information will be collected in the following way(s):

The Sponsor will consult with ODOT Directories identifying all firms eligible to participate as Pre-qualified Contractors or DBE Certified Contractors. The Directories are on file with ODOT and are created by the Ohio Department of Administration. The Directories are posted on the web at:

The State Dot Directory will be used as the primary Sponsor Directory. Directories of other agencies may also be used when a project requires a search for DBE’s beyond the normal recruiting areas.

In the event a bidder names other DBE’s it desires to use, these firms will be included to the bidders list by the Sponsor, if they can be certified. Other DBE’s that desire to be listed will also be included upon request.

Records retention and reporting:

[Union County Airport Authority](#) will maintain records documenting a firm’s compliance with the requirements of this part. At a minimum, [Union County Airport Authority](#) will keep a complete application package for each certified firm and all affidavits of no-change, change notices, and on-site reviews. These records will be retained in accordance with all applicable record retention requirements of [Union County Airport Authority](#) financial assistance agreement. Other certification or compliance related records will be retained for a minimum of three (3) years unless otherwise provided by applicable record retention requirements for the financial assistance agreement, whichever is longer.

The [Union County Airport Authority](#) as a member of the [Ohio](#) UCP established pursuant to §26.81, will report to the Department of Transportation’s Office of Civil Rights each

year the percentage and location in the State of certified DBE firms in the UCP Directory controlled by the following:

- 1) Women;
- 2) Socially and economically disadvantaged individuals (other than women); and
- 3) Individuals who are women and are otherwise socially and economically disadvantaged individuals.

Section 26.13 Federal Financial Assistance Agreement

[Union County Airport Authority](#) has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance: - Each financial assistance agreement [Union County Airport Authority](#) signs with a DOT operating administration (or a primary recipient) will include the following assurance:

The [Union County Airport Authority](#) 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 [Union County Airport Authority](#) 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 [Union County Airport Authority](#) 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 [Union County Airport Authority](#) of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 CFR 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.*).

Contract Assurance: [Union County Airport Authority](#) will ensure that the following clause is included in each DOT-funded contract it signs with a contractor (and each subcontract the prime contractor signs with a subcontractor):

[Note: The following language is to be used verbatim, as stated in 26.13(b)]

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, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the contractor from future bidding as non-responsible.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

[Union County Airport Authority](#) is required to have a DBE program meeting the requirements of this part as it will receive grants for airport planning or development and will award prime contracts, cumulative total value of which exceeds \$250,000 in FAA funds in a federal fiscal year. [Union County Airport Authority](#) is not eligible to receive DOT financial assistance unless DOT has approved this DBE program and [Union County Airport Authority](#) is in compliance with it and Part 26. [Union County Airport Authority](#) will continue to carry out this program until all funds from DOT financial assistance have been expended. [Union County Airport Authority](#) does not have to submit regular updates of the DBE program document, as long as it remains in compliance. However, significant changes in the program, including those required by regulatory updates, will be submitted for DOT approval.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this DBE Program.

Section 26.25 DBE Liaison Officer (DBELO)

The following individual has been designated as the DBE Liaison Officer for [Union County Airport Authority](#):

[John Popio](#)
[Board President](#)
[760 Clymer Road](#)
[Marysville, OH 43040](#)
[\(614\) 205-0595](#)
johnpopio@gmail.com

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that [Union County Airport Authority](#) complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the [all documents](#) concerning DBE program matters. An organizational chart displaying the DBELO's position in the organization is included in [Attachment 2](#) to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has a staff of [9](#) to assist in the administration of the program. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
3. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
4. Analyzes [Union County Airport Authority](#) progress toward attainment and identifies ways to improve progress.
5. Participates in pre-bid meetings.
6. Determine contractor compliance with good faith efforts.
7. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
8. Maintains the agency's updated directory on certified DBEs.

Section 26.27 DBE Financial Institutions

It is the policy of the [Union County Airport Authority](#) to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions.

[We have researched the local telephone book and newspapers for advertisements by DBE Financial Institutions. To date, we have found no DBE Financial Institutions Information on the availability of such institutions can be obtained from the DBE Liaison Officer.](#)

Section 26.29 Prompt Payment Mechanisms

[Union County Airport Authority](#) requires that all subcontractors performing work on DOT-assisted contracts shall be promptly paid for work performed pursuant to their agreements, in accordance with all relevant federal, state, and local law.

In accordance with 49 CFR §26.29, the [Union County Airport Authority](#) established a contract clause implementing this requirement and requires prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 30 days from the prime contractor's receipt of each payment from the [Union County Airport Authority](#).

[Union County Airport Authority](#) ensures prompt and full payment of retainage from the prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Pursuant to §26.29, [Union County Airport Authority](#) has selected the following method to comply with this requirement:

- You may hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 30 days after your payment to the prime contractor.

Additionally, for Federal Aviation Administration (FAA) Recipients include the following:

To implement this measure, [Union County Airport Authority](#) includes the following clause from FAA Advisory Circular 150/5370-10 in each DOT-assisted prime contract:

- a. From the total of the amount determined to be payable on a partial payment, ten percent (10%) of such total amount will be deducted and retained by the Owner for protection of the Owner's interests. Unless otherwise instructed by the Owner, the amount retained by the Owner will be in effect until the final payment is made except as follows:
 1. Contractor may request release of retainage on work that has been partially accepted by the Owner in accordance with Section 50-03. Contractor must provide a certified invoice to the RPR that supports the value of retainage held by the Owner for partially accepted work.
 2. In lieu of retainage, the Contractor may exercise at its option the establishment of an escrow account per paragraph 90-08.
- b. The contractor is required to pay all subcontractors for satisfactory performance of their contracts no later than 30 days after the Contractor has received a partial payment. Contractor must provide the Owner evidence of prompt and full payment of retainage held by the prime Contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the Owner. When the Owner has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.
- c. When at least 95% of the work has been completed to the satisfaction of the RPR, the RPR shall, at the Owner's discretion and with the consent of the surety, prepare estimates of both the contract value and the cost of the remaining work to be done. The Owner may retain an amount not less than twice the contract value or estimated cost, whichever is greater, of the work remaining to be done. The remainder, less all previous payments and deductions, will then be certified for payment to the Contractor.

Section 26.31 Directory

Union County Airport Authority is a certifying member of the Ohio Unified Certification Program (UCP). The UCP maintains a directory identifying all firms eligible to participate as DBEs, which contains all the elements required by §26.31.

Section 26.33 Over-concentration

Union County Airport Authority has not identified that over-concentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

Union County Airport Authority has not established a Business Development Program.

Section 26.37 Monitoring Responsibilities

Union County Airport Authority implements and carries out appropriate mechanisms to ensure compliance with 49 CFR Part 26 program requirements by all program participants, including prompt payment, and describes and set forth these mechanisms in Union County Airport Authority's DBE program.

Union County Airport Authority actively monitors participation by maintaining a running tally of actual DBE attainments (e.g., payments actually made to DBE firms), including a means of comparing these attainments to commitments.

Monitoring Payments to DBEs and Non-DBEs

Union County Airport Authority undertakes ongoing monitoring of prime payments to subcontractors over the course of any covered contract. Such monitoring activities will be accomplished through the following method(s):

- The contractor shall identify on each pay application, submitted to the Owner, the amount being paid to the subcontractor. Each subcontractor shall be identified by name, amount requested for payment, DBE status (if applicable), and DBE Classification (if applicable).
- Prior to the release of any final payment or release of retainage, the prime contractor must submit Waivers of Lien for all subcontractors used on the project to certify that all subcontractors have been paid in full. Should a prime

contractor, not be able to supply these Waiver of Lien, the final request will be denied and not recommended to the FAA for release of fund. No final payments or release of retainage shall be made until all closeout documents have been received, and all prompt payments disputes have been resolved.

Union County Airport Authority requires prime contractors to maintain records and documents of payments to subcontractors, including DBEs, for a minimum of three (3) years unless otherwise provided by applicable record retention requirements for the Union County Airport Authority's financial assistance agreement, whichever is longer. These records will be made available for inspection upon request by any authorized representative of Union County Airport Authority or DOT. This reporting requirement extends to all subcontractors, both DBE and non-DBE.

- Union County Airport Authority proactively reviews contract payments to subcontractors including DBEs project completion. Payment reviews will evaluate whether the actual amount paid to DBE subcontractors is equivalent to the amounts reported to Union County Airport Authority by the prime contractor.

Prompt Payment Dispute Resolution

Union County Airport Authority will take the following steps to resolve disputes as to whether work has been satisfactorily completed for purposes of §26.29.

Should a subcontractor dispute arise, the Sponsor will conduct meetings to ensure the subcontractors, DBE, and Non-DBE, are being paid within the allotted time frame as stated in the DBE program above. Should prime contractor refuse to pay, upon completion of the meeting, the Sponsor will relay upon the retainage option chose in the contract, until all payments have been released.

Union County Airport Authority has established, as part of its DBE program, the following mechanism(s) to ensure prompt payment and return of retainage:

To ensure prompt payments, and all subcontractor retainage has been paid, the Sponsor requires a certified Waiver of Lien to be submitted, for all DBE and Non-DBE subcontractors, to be prior to the release of all final payments and retainage. The Sponsor will not release, nor recommend release of FAA federal funds, until all waivers of lien have been submitted.

Prompt Payment Complaints

Complaints by subcontractors regarding the prompt payment requirements are handled according to the following procedure.

- All contractors should take steps to resolve prompt payment upon contact of the Union County Airport Authority. Should the contractor be unable to agree, the issue

payments, the subcontractor should notify the Union County Airport Authority's DBELO to initiate meetings for resolution.

- If filing a prompt payment complaint with the DBELO does not result in timely and meaningful action by Union County Airport Authority to resolve prompt payment disputes, affected subcontractor may contact the responsible Ohio Department of Transportation for complaint filing method.
- Pursuant to Sec. 157 of the FAA Reauthorization Act of 2018, all complaints related to prompt payment will be reported in a format acceptable to the FAA, including the nature and origin of the complaint and its resolution.

Enforcement Actions for Noncompliance of Participants

Union County Airport Authority will provide appropriate means to enforce the requirements of §26.29. These means include:

Should a prime contractor be found in non-compliance with the prompt payment requirements, the Sponsor shall enforce any of the following steps, as deemed necessary to ensure all prompt payment to all subcontractors:

1. In accordance with the contract, assessing liquidated damages against the prime contractor for each day beyond the required time period the prime contractor fails to pay the subcontractor;
2. Advise subcontractors of the availability of the payment and performance bond to assure payment for labor and materials in the execution of the work provided for in the contract;
3. Pay subcontractors directly and deduct this amount from the retainage owed to the prime;
4. Issue a stop-work order until payments are released to subcontractors, specifying in the contract that such orders constitute unauthorized delays for the purposes of calculating liquidated damages if milestones are not met;
5. Other penalties for failure to comply, up to and including contract termination

Union County Airport Authority will actively implement the enforcement actions detailed above.

Monitoring Contracts and Work Sites

Union County Airport Authority reviews contracting records and engages in active monitoring of work sites to ensure that work committed to DBEs at contract award or subsequently (e.g., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed. Work site monitoring is performed by Resident Engineer Representative (RPR). Contracting records are reviewed by Union County Airport Authority, Engineering Consultant, and Resident Engineer Representative. Union County Airport Authority will maintain written certification that

contracting records have been reviewed and work sites have been monitored for this purpose.

Section 26.39 Fostering small business participation

[Union County Airport Authority](#) has created a Small Business element to structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

The small business element is incorporated as [Attachment 9](#) to this DBE Program. The program elements will be actively implemented to foster small business participation. **Implementation of the small business element is required in order for [Union County Airport Authority](#) to be considered by DOT as implementing this DBE program in good faith.**

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

[Union County Airport Authority](#) does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

[Union County Airport Authority](#) will establish an overall DBE goal covering a three-year federal fiscal year period if it anticipates awarding DOT-funded prime contracts the cumulative total value of which exceeds \$250,000 in DOT funds during any one or more of the reporting fiscal years within the three-year goal period. In accordance with §26.45(f), [Union County Airport Authority](#) will submit its Overall Three-year DBE Goal to [FAA](#) by August 1st of the year in which the goal is due, as required by the schedule established by and posted to the website of [FAA](#).

FAA:

https://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/media/DBE%20and%20ACDBE%20Reporting%20Requirements%20for%20Airport%20Grant%20Recipients.pdf

The DBE goals will be established in accordance with the 2-step process as specified in 49 CFR Part 26.45. If [Union County Airport Authority](#) does not anticipate awarding prime contracts the cumulative total value of which exceeds \$250,000 in DOT funds during any of the years within the three-year reporting period, an overall goal will not be developed. However, this DBE Program will remain in effect and [Union County Airport Authority](#) will seek to fulfill the objectives outlined in 49 CFR Part 26.1.

Step 1. The first step is to determine a base figure for the relative availability of DBEs in the market area. [Union County Airport Authority](#) will use a [Bidders List](#), [DBE Directory information](#) and [Census Bureau Data](#), or other alternative method that complies with §26.45 as a method to determine the base figure. [Union County Airport Authority](#) understands that the exclusive use of a list of prequalified contractors or plan holders, or a bidders list that does not comply with the requirements of 49 CFR Part 26.45(c)(2), is not an acceptable alternative means of determining the availability of DBEs.

Step 2. The second step is to adjust, if necessary, the “base figure” percentage from Step 1 so that it reflects as accurately as possible the DBE participation the recipient would expect in the absence of discrimination. Adjustments may be made based on past participation, information from a disparity study (to the extent it is not already accounted for in the base goal), and/or information about barriers to entry to past competitiveness of DBEs on contracts [Union County Airport Authority](#) will examine all of the evidence

available in its jurisdiction to determine what adjustment, if any, is needed. If the evidence does not suggest an adjustment is necessary, then no adjustment shall be made.

Any methodology selected will 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 the [Union County Airport Authority](#) market.

In establishing the overall goal, [Union County Airport Authority](#) will provide for consultation and publication. This includes 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 the efforts by [Union County Airport Authority](#) to establish a level playing field for the participation of DBEs. The consultation will include a scheduled, direct, interactive exchange (e.g., a face-to-face meeting, video conference, teleconference) with as many interested stakeholders as possible focused on obtaining information relevant to the goal setting process, and it will occur before [Union County Airport Authority](#) is required to submit the goal methodology to the operating administration for review pursuant to §26.45(f). The goal submission will document the consultation process in which [Union County Airport Authority](#) engaged. Notwithstanding paragraph (f)(4) of §26.45, the proposed goal will not be implemented until this requirement is met.

In addition to the consultation described above, [Union County Airport Authority](#) will publish a notice announcing the proposed overall goal before submission to the [FAA](#) on August 1st. The notice will be posted on [Union County Airport Authority](#) official internet web site and may be posted in other sources (e.g., minority-focused media, trade association publications). If the proposed goal changes following review by [FAA](#), the revised goal will be posted on the official internet web site.

The public will also be informed that the proposed overall goal and its rationale are available for inspection during normal business hours at the principal office of [Union County Airport Authority](#). This notice will provide that the [Union County Airport Authority](#) and [FAA](#) will accept comments on the goals for 30 days from the date of the notice. Notice of the comment period will include the addresses to which comments may be sent (including offices and websites) where the proposal may be reviewed. **The public comment period will not extend the August 1st deadline.**

The Overall Three-Year DBE Goal submission to [FAA](#) will include a summary of information and comments received, if any, during this public participation process and [Union County Airport Authority](#) responses.

[Union County Airport Authority](#) will begin using the overall goal on October 1 of the relevant period, unless other instructions from [FAA](#) have been received.

Project Goals

If permitted or required by [FAA](#) Administrator, an overall goal may be expressed as a percentage of funds for a particular grant or project or group of grants and/or projects, including entire projects. Like other overall goals, a project goal may be adjusted to reflect changed circumstances, with the concurrence of the appropriate operating administration. A project goal is an overall goal, and must meet all the substantive and procedural requirements of this section pertaining to overall goals. A project goal covers the entire length of the project to which it applies. The project goal will include a projection of the DBE participation anticipated to be obtained during each fiscal year covered by the project goal. The funds for the project to which the project goal pertains are separated from the base from which the regular overall goal, applicable to contracts not part of the project covered by a project goal, is calculated.

If a goal is established on a project basis, the goal will be used by the time of the first solicitation for a DOT-assisted contract for the project.

Prior Operating Administration Concurrence

[Union County Airport Authority](#) understands that prior [FAA](#) concurrence with the overall goal is not required. However, if the [FAA](#) review suggests that the overall goal has not been correctly calculated or that the method employed by [Union County Airport Authority](#) for calculating goals is inadequate, [FAA](#) may, after consulting with [Union County Airport Authority](#), adjust the overall goal or require that the goal be adjusted by [Union County Airport Authority](#). The adjusted overall goal is binding. In evaluating the adequacy or soundness of the methodology used to derive the overall goal, the U.S. DOT operating administration will be guided by the goal setting principles and best practices identified by the Department in guidance issued pursuant to §26.9.

A description of the methodology to calculate the overall goal and the goal calculations can be found in [Attachment 5](#) to this program.

Section 26.47 Failure to meet overall goals

[Union County Airport Authority](#) cannot be penalized, or treated by the Department as being in noncompliance with Part 26, because DBE participation falls short of an overall goal, unless [Union County Airport Authority](#) fails to administer its DBE program in good faith.

[Union County Airport Authority](#) understands that to be considered to be in compliance with this part, an approved DBE Program and overall DBE goal, if applicable, must be maintained, and this DBE Program must be administered in good faith.

Union County Airport Authority understands that if the awards and commitments shown on the Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, the following actions must be taken in order to be regarded by the Department as implementing this DBE Program in good faith:

- (1) Analyze in detail the reasons for the difference between the overall goal and the awards and commitments in that fiscal year;
- (2) Establish specific steps and milestones to correct the problems identified in the analysis to enable the goal for the new fiscal year to be fully met;
- (3) Union County Airport Authority will prepare, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraph (c)(1) and (2) of this section. We will retain copy of analysis and corrective actions in records for a minimum of three years, and will make it available to FAA upon request.

Section 26.51 Means Recipients Use to Meet Overall Goals

Breakout of Estimated Race-Neutral & Race-Conscious Participation

Union County Airport Authority will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating race-neutral DBE participation. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures or is awarded a subcontract on a prime contract that does not carry a DBE contract goal.

Race-neutral means include, but are not limited to the following:

- (1) Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under §26.39.
- (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 the 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.

The breakout of estimated race-neutral and race-conscious participation can be found in [Attachment 5](#) to this program.

The [Union County Airport Authority](#) will arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under §26.39.

Contract Goals

If the approved projection under paragraph (c) of §26.51 estimates that the entire overall goal for a given year can be met through race-neutral means, contract goals will not be set during that year, unless the use of contract goals becomes necessary in order meet the overall goal.

Contract goals will be established only on those DOT-assisted contracts that have subcontracting possibilities. A contract goal need not be established on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

Contract goals will be expressed as a percentage of [the total amount of a DOT-assisted contract OR the Federal share of a DOT-assisted contract](#).

Section 26.53 Good Faith Efforts Procedures in Situations where there are Contract Goals

Demonstration of good faith efforts (pre-award)

In cases where a contract goal has been established, the contract in question will only be awarded to a bidder/offeror that has made good faith efforts to meet the contract goal. The bidder/offeror can demonstrate that it has made good faith efforts by either meeting the contract goal or documenting that it has made adequate good faith efforts to do so. Examples of good faith efforts are found in Appendix A to Part 26.

DBELO is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as **Responsive**.

Union County Airport Authority will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before committing to the performance of the contract by the bidder/offeror.

In all solicitations for DOT-assisted contracts for which a contract goal has been established, the following information will be required of every bidder/offeror:

- (1) Award of the contract will be conditioned on meeting the requirements of this section;
- (2) All bidders or offerors will be required to submit the following information to the recipient, at the time provided in paragraph (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. To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract;
 - (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; and
 - (v) Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment.
 - (vi) If the contract goal is not met, evidence of good faith efforts (as elaborated in Appendix A of Part 26). The documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract; and
- (3) The bidder/offeror will be required to present the information stipulated in paragraph (2) of this section:
- (4) Under sealed bid procedures, as a matter of **responsiveness**, or with initial proposals, under contract negotiation procedures;

Provided that, in a negotiated procurement, including a design-build procurement, the bidder/offeror may make a contractually binding commitment to meet the goal at the time of bid submission or the presentation of initial proposals but provide the information required by paragraph (2) of this section before the final selection for the contract is made by the recipient.

Administrative reconsideration

Within 10 days of being informed by [Union County Airport Authority](#) that it is not responsive because it has not documented adequate good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official: [John Popio, Board President, 760 Clymer Road, Marysville, Ohio 43040](#). The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will 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. The bidder/offeror will have the opportunity to meet in person with the reconsideration official to discuss the issue of whether the goal was met or the bidder/offeror made adequate good faith efforts to do. The bidder/offeror will be sent 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. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts procedural requirements (post-solicitation)

The awarded contractor will be required to make available upon request a copy of all DBE subcontracts. The contractor shall ensure that all subcontracts or agreements with DBEs to supply labor or materials include all required contract provisions and mandate that the subcontractor and all lower tier subcontractors perform in accordance with the provisions of Part 26.

Prime contractors will be prohibited from terminating a DBE subcontractor listed in response to a covered solicitation (or an approved substitute DBE firm) without the prior written consent of [Union County Airport Authority](#). This includes, but is not limited to, instances in which a prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or another DBE firm.

Such written consent will be provided only if [Union County Airport Authority](#) agrees, for reasons stated in the concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the following circumstances:

- (1) The listed DBE subcontractor fails or refuses to execute a written contract;
- (2) The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided however, that good cause does not exist if the failure or refusal of the DBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
- (3) The listed DBE subcontractor fails or refuses to meet the prime contractor's reasonable, non-discriminatory bond requirements.
- (4) The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;
- (5) The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to 2 CFR Parts 180, 215 and 1,200 or applicable state law;
- (6) [Union County Airport Authority](#) determined that the listed DBE subcontractor is not a responsible contractor;
- (7) The listed DBE subcontractor voluntarily withdraws from the project and provides [Union County Airport Authority](#) written notice of its withdrawal;
- (8) The listed DBE is ineligible to receive DBE credit for the type of work required;
- (9) A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract;
- (10) Other documented good cause that [Union County Airport Authority](#) has determined compels the termination of the DBE subcontractor. Provided, that good cause does not exist if the prime contractor seeks to terminate a DBE it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the DBE contractor was engaged or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award.

Before transmitting to [Union County Airport Authority](#), a request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to [Union County Airport Authority](#), of its intent to request to terminate and/or substitute the DBE, and the reason(s) for the request.

The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise [Union County Airport Authority](#) and the prime contractor of the reasons, if any, why the DBE objects to the proposed termination of its subcontract and why the prime contractor's action should not be approved. If required in a particular case as a matter of public necessity (e.g., safety), a response period shorter than five days may be provided.

In addition to post-award terminations, the provisions of this section apply to pre-award deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

Each prime contract will include a provision stating:

The contractor shall utilize the specific DBEs listed in the contractor's [bid](#) response to perform the work and supply the materials for which each is listed unless the contractor obtains prior written consent of [Union County Airport Authority](#) as provided in 49 CFR Part 26, §26.53(f). Unless such consent is provided, the contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE.

[Union County Airport Authority](#) will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE. 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 that was established for the procurement. The good faith efforts shall be documented by the contractor. If [Union County Airport Authority](#) requests documentation from the contractor under this provision, the contractor shall submit the documentation within 7 days, which may be extended for an additional 7 days if necessary at the request of the contractor. [Union County Airport Authority](#) shall provide a written determination to the contractor stating whether or not good faith efforts have been demonstrated.

If the contractor fails or refuses to comply in the time specified, the contracting office/representative of [Union County Airport Authority](#) may issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Section 26.55 Counting DBE Participation

DBE participation will be counted toward overall and contract goals as provided in §26.55. The participation of a DBE subcontractor will not be counted 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.

In the case of post-award substitutions or additions, 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, the firm's participation will not be counted toward any DBE goals, except as provided for in §26.87(j).

Pursuant to Sec. 150 of the FAA Reauthorization Act of 2018, DBE firms certified with NAICS code 237310 that exceed the business size standard in § 26.65(b) will remain eligible for DBE credit for work in that category as long as they do not exceed the small business size standard for that category, as adjusted by the United States Small Business Administration.

SUBPART D – CERTIFICATION STANDARDS

Section 26.61 – 26.73 Certification Process

[Union County Airport Authority](#) will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. [Union County Airport Authority](#) makes all certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:

[Deborah Green](#)
[Administrator, DBE Liaison Officer](#)
[1980 West Broad Street](#)
[Columbus, OH 43223](#)
[\(614\) 466-2878](#)
deborah.green@dot.ohio.gov

The Uniform Certification Application form and documentation requirements are found in [Attachment 8](#) to this program.

SUBPART E – CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

[Union County Airport Authority](#) is the member of a Unified Certification Program (UCP) administered by [Ohio Department of Transportation \(ODOT\)](#). The UCP will meet all of the requirements of this section.

Section 26.83 Procedures for Certification Decisions

Only firms certified as eligible DBEs under §26.83 may participate as DBEs in this program. [Union County Airport Authority](#) will take all required steps outlined in §26.83(c) in determining whether a DBE firm meets the standards of subpart D of Part 26.

Once a firm has been certified as a DBE, it shall remain certified until and unless its certification has been removed, in whole or in part, through the procedures of §26.87, except as provided in §26.67(b)(1).

DBEs will not be required to reapply for certification or undergo a recertification process. However, a certification review of a certified DBE firm may be conducted, including a new onsite review, if appropriate in light of changed circumstances (e.g., of the kind requiring notice under paragraph (i) of this section or relating to suspension of certification under §26.88), a complaint, or other information concerning the firm's eligibility. If information comes to the attention of [Union County Airport Authority](#) that leads to questions regarding the firm's eligibility, an on-site review may be conducted on an unannounced basis, at the firm's offices and job sites.

"No Change" Affidavits and Notices of Change

The UCP requires all DBEs owners to provide a written affidavit of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership, or control criteria of 49 CFR Part 26, or of any material changes in the information provided with the DBE firm's original application for certification.

The UCP also requires all DBE owners to submit every year, on the anniversary date of their certification, a "no change" affidavit meeting the requirements of §26.83(j). The text of this affidavit is the following:

I swear (or affirm) that there have been no changes in the circumstances of *[name of DBE firm]* affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR Part 26. There have been no material changes in the information provided with *[name of DBE]*'s application for certification, except for any changes about which *[name of DBE firm]* has provided written notice to the *[Recipient]* pursuant to §26.83(i). *[Name of DBE firm]* meets Small Business Administration (SBA)

criteria for being a small business concern and its average annual gross receipts (as defined by SBA rules) over the firm's previous three fiscal years do not exceed \$23.98 million.

The UCP requires DBEs to submit documentation with this affidavit regarding the firm's size and gross receipts (e.g., submission of federal tax returns).

The UCP will notify all currently certified DBE firms of these obligations. This notification will inform DBEs that to submit the "no change" affidavit, their owners must swear or affirm that they meet all regulatory requirements of Part 26, including personal net worth. The notification will likewise inform the DBE that if a firm's owner knows or should know that he or she, or the firm, fails to meet a Part 26 eligibility requirement (e.g. personal net worth, business size), the obligation to submit a notice of change applies.

Section 26.85 Interstate Certification

When a firm currently certified in its home state ("State A") applies to a member of this State's UCP ("State B") for DBE certification, the UCP will follow the procedures defined in §26.85(c).

Section 26.86 Denials of Initial Requests for Certification

If a currently certified DBE firm is decertified, or if an applicant firm's initial application is denied, the affected firm may not reapply until **12 months** have passed from such action. The time period for reapplication begins to run on the date the explanation required by paragraph (a) of §26.86 is received by the firm. If an applicant appeals this decision to the Department of Transportation pursuant to §26.89, such an appeal does not extend the waiting period.

Section 26.87 Removal of a DBE's Eligibility

In the event **Union County Airport Authority** proposes to remove a DBE's certification, the procedures followed will be consistent with §26.87. **Attachment 8** to this program sets forth these procedures in detail. To ensure separation of functions in a proposal to remove a firm's eligibility, the **Union County Airport Authority** has determined that **Ohio Office of Business and Economic Opportunity** will serve as the decision-maker in the required proceedings. **Union County Airport Authority** has established an administrative "firewall" to ensure that **Ohio Office of Business and Economic Opportunity** will not have participated in any way in actions leading to or seeking to implement the proposal to remove the firm's eligibility, and is not subject, with respect to the matter, to direction from the office or personnel who did take part in these actions (including the decision to initiate such a proceeding).

Section 26.88 Summary Suspension of Certification.

[Union County Airport Authority](#) will follow procedures consistent with §26.88 regarding the suspension of a DBE's certification.

A DBE's certification shall be immediately suspended without adhering to the requirements in §26.87(d) of this part when an individual owner whose ownership and control of the firm are necessary to the firm's certification dies or is incarcerated.

A DBE's certification will be immediately suspended without adhering to the requirements in §26.87(d) when there is adequate evidence to believe that there has been a material change in circumstances that may affect the eligibility of the DBE firm to remain certified, or when the DBE fails to notify the recipient or UCP in writing of any material change in circumstances as required by §26.83(i) of this part or fails to timely file an affidavit of no change under §26.83(j).

When a firm is suspended pursuant to §26.88 (a) or (b), [Union County Airport Authority](#) will immediately notify the DBE of the suspension by certified mail, return receipt requested, to the last known address of the owner(s) of the DBE. Suspension is a temporary status of ineligibility pending an expedited show cause hearing/proceeding under §26.87 of Part 26 to determine whether the DBE is eligible to participate in the program and consequently should be removed. The suspension takes effect when the DBE receives, or is deemed to have received, the Notice of Suspension.

While suspended, the DBE may not be considered to meet a contract goal on a new contract, and any work it does on a contract received during the suspension shall not be counted toward a recipient's overall goal. The DBE may continue to perform under an existing contract executed before the DBE received a Notice of Suspension and may be counted toward the contract goal during the period of suspension **as long as the DBE is performing a commercially useful function under the existing contract.**

Following receipt of the Notice of Suspension, if the DBE believes it is no longer eligible, it may voluntarily withdraw from the program, in which case no further action is required. If the DBE believes that its eligibility should be reinstated, it must provide to the [Union County Airport Authority](#) information demonstrating that the firm is eligible notwithstanding its changed circumstances. Within 30 days of receiving this information, the suspension will either be lifted and the firm's certification reinstated, or a decertification action under §26.87 of this part will be initiated. If a decertification proceeding is commenced, the suspension remains in effect during the proceeding. The decision to immediately suspend a DBE under §26.88(a) or (b) is not appealable to the U.S. DOT.

Failure of [Union County Airport Authority](#) to either lift the suspension and reinstate the firm or commence a decertification proceeding as required by paragraph (g) of §26.88 is

considered a constructive decertification, which action is appealable to the U.S. DOT under §26.89.

Section 26.89 Certification Appeals

Any firm or complainant may appeal a decision of [Union County Airport Authority](#) in a certification matter to U.S. DOT. A firm that wants to file an appeal must send a letter to the U.S. DOT within 90 days of the date of the final decision of [Union County Airport Authority](#), including information and setting forth a full and specific statement as to why the decision is erroneous, what significant fact(s) [Union County Airport Authority](#) failed to consider, or what provisions of Part 26 were not properly applied. The U.S. DOT may accept an appeal filed later than 90 days after the date of the decision if the U.S. DOT determines that there was good cause for the late filing of the appeal, or in the interest of justice.

Appeals may be sent to:

U.S. Department of Transportation
Departmental Office of Civil Rights
1200 New Jersey Ave., S.E.
Washington, DC 20590-0001

OR

Ms. Nancy Cibic, External Program Manager
DOT/FAA, Civil Rights Staff, Room 440
1200 E. Devon Avenue
Des Plaines, IL 60018

The U.S. DOT makes its decision based solely on the entire administrative record as supplemented by the appeal. The U.S. DOT does not make a de novo review of the matter and does not conduct a hearing. The U.S. DOT may also 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.

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

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.101 Compliance Procedures Applicable to [Union County Airport Authority](#)

[Union County Airport Authority](#) understands that if it fails to comply with any requirement of this part, [Union County Airport Authority](#) 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.

Section 26.109 Information, Confidentiality, Cooperation and intimidation or retaliation

Information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law will be safeguarded from disclosure to third parties.

Notwithstanding any provision of Federal or state law, information that may reasonably be construed as confidential business information will not be released to any third party without the written consent of the firm that submitted the information, including applications for DBE certification and supporting information. However, this information will be transmitted to DOT in any certification appeal proceeding under §26.89 or to any other state to which the individual's firm has applied for certification under §26.85.

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).

[Union County Airport Authority](#), contractor, or any other participant in the program will 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. [Union County Airport Authority](#) understands that it is in noncompliance with Part 26 if it violates this prohibition.

ATTACHMENTS

- Attachment 1 Regulations: 49 CFR Part 26 or website link
- Attachment 2 Organizational Chart
- Attachment 3 Ohio DBE Directory or link to DBE Directory
- Attachment 4 2016 Business Census for Market Area
- Attachment 5 Overall Goal Three-Year Goal Methodology
- Attachment 6 Demonstration of Good Faith Efforts or Good Faith Effort Plan - Forms 1 & 2
- Attachment 7 DBE Monitoring and Enforcement Mechanisms
- Attachment 8 DBE Certification Application Form
- Attachment 9 Small Business Element Program
- Attachment 10 [DRAFT] Disadvantage Business Enterprise Consultation Meeting Invitation Letter
- Attachment 11 DBE Invitee List

ATTACHMENT 1

Regulations: 49 CFR Part 26, or link to website

Part 26 – Participation by Disadvantage Business Enterprises in Department of Transportation Financial Assistance Program

<https://www.ecfr.gov/cgi-bin/textidx?SID=42177c45c3b80552c6e9a3b1eb444218&mc=true&node=pt49.1.26&rgn=div5>

ATTACHMENT 2
Organizational Chart

Union County Airport Authority

John Popio, Board President, Airport Representative, DBE Liaison

Bruce Rausch, Vice President

Linda Thrush, Secretary

Bob Chapman, Member

Jim Mitchell, Member

Ken Denman, Member

Philip LePointe, Member

Shaun Bailey, Member

ATTACHMENT 3

Ohio DBE Directory or Web Link to DBE Directory

Find certified DBEs through the use of the Directory. DBEs may be searched and sorted by company name, NAICS code, DBE category/specialty, ODOT district, and/or DBE code.

<http://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/DBE-Directory.aspx>

ATTACHMENT 4
2016 Business Census for Market Area





Unified Certification Program

DBE/ACDBE Search Results

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Firm Name	Cert Type	Owner Ethnicity/ Gender	Firm Contact Information	Ohio UCP Representative	NAICS Code	NAICS Title/Descriptor	Effective Date
Enviro Recycling Group, LLC AWP Vendor ID: 000012704	DBE	White Caucasian / Female	Main: 1155 Bonham Ave Columbus, OH 43211 Mail: PO Box 30604 New Albany, OH 43054 Phone: 614-670-8595; 614-496-7149; 614-670-8595; 614-496-7149 Email: jim@envirorecyclinggroup.com Contacts: Liza Wilson County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	237990	Other Heavy and Civil Engineering Construction	(*)
						Drainage	04/04/2019
						Earth Retaining Structures	04/04/2019
John Cecil Construction, LLC AWP Vendor ID: D31762714	DBE	African American / Male	Mail: 743 N. James Road Columbus, OH 43219 Phone: 740-606-1787 Email: fharris@johncecilcon.com Contacts: Frank E. Harris	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	237990	Other Heavy and Civil Engineering Construction	(*)
						Drainage	01/25/2017



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Firm Name	Cert Type	Owner Ethnicity/Gender	Firm Contact Information	Ohio UCP Representative	NAICS Code	NAICS Title/Descriptor	Effective Date
Electronic Systems Consultants LLC AWP Vendor ID: D83033838	BOTH	Black American / Male	Mail: 1450 UNIVERSAL ROAD Columbus, OH 43207 Phone: 614-754-1393; 614-420-1491 Fax: 614-455-8653 Email: john@esc-ohio.com Contacts: John K Larkin, Inc. County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	238210	Electrical Contractors and Other Electrical Wiring	(*) 01/17/2017
Knight Electric, Inc. AWP Vendor ID: 061114001	DBE	Hispanic / Male	Mail: 1155 North Cassady Ave Columbus, OH 43219 Phone: 614-299-4445; 614-348-2853 Fax: 614-299-5135 Email: rhernandez@knightelectric.com Website: www.knightelectric.com Contacts: Robert A Hernandez; Robert Hernandez County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	238210	Electrical Contractors and Other Electrical Wiring	(*) 02/07/2017
MAK Engineering Services AWP Vendor ID: D05024653	DBE	Black American / Male	Mail: 772 North Dawson Columbus, OH 43219 Phone: 614-589-6895 Email: makengineeringservices1@gmail.com Contacts: Tolulope Makinde County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	238210	Electrical Contractors and Other Electrical Wiring Highway Lighting Systems	(*) 02/06/2017 02/06/2017
Prime State Electrical Contractors, Inc. DBA: Prime State Electric, Inc. AWP Vendor ID: D95493113	DBE	Black American / Male	Mail: 2375 Valleyview Drive Columbus, OH 43204 Phone: 614-276-2200; 614-989-1911 Fax: 614-276-2203 Email: primestateelectric@sbcglobal.net Contacts: Ralph R Landers Jr County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	238210	Electrical Contractors and Other Electrical Wiring	(*) 02/07/2017
Tailored Development &	DBE	Black	Mail: 138 N. Hamilton Rd 171	ODOT	238210	Electrical Contractors and Other	(*)



**Unified
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Program**

DBE/ACDBE Search Results

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Electric Inc. AWP Vendor ID: D95832028		American / Female	Gahanna, OH 43230 Phone: 614-348-7156; 614-335-4051 Fax: 614-428-0566 Email: tariasheppard@gmail.com Contacts: TaRia M. Sheppard County: Franklin	DOT.SDBE@dot.ohio.gov (614)466-2878		Electrical Wiring	07/11/2019
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DBE/ACDBE Search Results

Firm Name	Cert Type	Owner Ethnicity/ Gender	Firm Contact Information	Ohio UCP Representative	NAICS Code	NAICS Title/Descriptor	Effective Date
5 Green Investments, LLC DBA: Mean Green Trucking AWP Vendor ID: 000012731	DBE	Black American / Male	Mail: 7120 Central College Rd New Albany, OH 43054 Phone: 614-815-8381 Email: meangreentrucking05@gmail.com Contacts: Jermaine Green	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Goods) Trucking, Local	08/17/2018
ABK Services, LLC AWP Vendor ID: D83182707	DBE	Asian Pacific / Male	Mail: 915 Harmon Avenue Columbus, OH 43223 Phone: 614-325-6126 Fax: 614-569-0087 Email: burt.jung@abkservices.net Contacts: Burton T Jung County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt	(*) 11/14/2017 11/14/2017
Adams Trucking Inc. of Ohio AWP Vendor ID: D42123116	DBE	Black American / Male	Mail: 927 Loew Street Columbus, OH 43201 Phone: 614-636-9166 Fax: 614-297-8409 Email: adamstrucking@outlook.com; radams67914@gmail.com Contacts: Robin L Adams	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt	(*) 04/28/2017 04/28/2017
All American Trucking Company LLC AWP Vendor ID: 060112005	DBE	White Caucasian / Female	Mail: 1340 Windsor Ave Columbus, OH 43211 Phone: 614-291-5931; 614-778-3801 Fax: 614-291-9054 Email: nicole@conie.com Website: www.allamericantrucking.com Contacts: Craig Conie; Nicole McBrayer County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt	(*) 08/07/2018 08/07/2018
Benchmark Biodiesel, Inc. AWP Vendor ID: D42512612	BOTH	White Caucasian / Female	Mail: 620 Phillipi Road Columbus, OH 43228 Phone: 614-272-6200; 614-747-3599 Fax: 614-355-0188 Email: page@benchmarkbio.com Website: www.benchmarkbio.com Contacts: Page D. Thorson; Wade Thorson County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Local Dump Trucking - other than Asphalt	(*) 01/05/2018
Bolts Carriers, LLC	DBE	Black American /	Main: 1205 West Columbus Avenue Bellefontaine, OH 43311	ODOT DOT.SDBE@dot.ohio.gov	484220	Specialized Freight (except Used Local Dump Trucking - Asphalt	(*) 08/05/2011



DBE/ACDBE Search Results

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AWP Vendor ID: 070215003		Male	<p>Mail: P.O. Box 941 Bellefontaine, OH 43311</p> <p>Phone: 614-634-6315; 614-634-6315; 937-407-0788; 937-407-0788</p> <p>Email: boltscarriersllc@yahoo.com</p> <p>Contacts: Jason E. Brown</p> <p>County: Logan</p>	(614)466-2878		Specialized Freight (except Used Goods) Trucking, Local (excluding Dump Trucking and Tanker Trucking)	08/05/2011
BridgeCo Construction, L.L.C. AWP Vendor ID: 060218005	DBE	Black American / Male	<p>Mail: 1120 Rarig Avenue Columbus, OH 43004</p> <p>Phone: 614-975-8606; 614-306-7442</p> <p>Fax: 614-253-7442</p> <p>Email: mbridges@bridgestrucking.com</p> <p>Website: www.bridgecoConstruction.com</p> <p>Contacts: Michael Bridges</p> <p>County: Franklin</p>	<p>ODOT DOT.SDBE@dot.ohio.gov (614)466-2878</p>	484220	<p>Specialized Freight (except Used Local Dump Trucking - other than Asphalt</p>	<p>(*) 06/12/2017</p>
Bridges Bros Trucking L.L.C. AWP Vendor ID: 060218004	DBE	Black American / Male	<p>Mail: 1120 Rarig Avenue Columbus, OH 43219</p> <p>Phone: 614-253-7332; 614-306-7442</p> <p>Fax: 614-253-0971</p> <p>Email: mbridges@bridgestrucking.com</p> <p>Website: www.bridgestrucking.com</p> <p>Contacts: Michael Bridges</p> <p>County: Franklin</p>	<p>ODOT DOT.SDBE@dot.ohio.gov (614)466-2878</p>	484220	<p>Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt</p>	<p>(*) 07/05/2018 07/05/2018</p>
Burley Trucking LLC AWP Vendor ID: 060221004	DBE	Black American / Male	<p>Main: 775 Rose Avenue Columbus, OH 43219</p> <p>Mail: 1745 Halleck Place Columbus, OH 43209</p> <p>Phone: 614-989-6523; 614-989-6523</p> <p>Fax: 614-238-9281</p> <p>Email: jacburleytrucking15@yahoo.com</p> <p>Contacts: Kelvin Burley</p> <p>County: Franklin</p>	<p>ODOT DOT.SDBE@dot.ohio.gov (614)466-2878</p>	484220	<p>Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt</p>	<p>(*) 09/27/2018 09/27/2018</p>
C & D Business Partnership LLC DBA: EASTPOINTE TRUCKING CO. AWP Vendor ID: 000012797	DBE	African American / Male	<p>Mail: 963 Quarry Park Drive REYNOLDSBURG, OH 43068</p> <p>Phone: 614-975-1341; 614-946-0416</p> <p>Email: eastpointetrucking@gmail.com</p> <p>Contacts: CORY STEPHENS</p> <p>County: Franklin</p>	<p>ODOT DOT.SDBE@dot.ohio.gov (614)466-2878</p>	484220	<p>Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt</p>	<p>(*) 01/03/2019 01/03/2019</p>
CAF Enterprises, Inc.	DBE	White	Main: 540 Taylor Blair Road	ODOT	484220	Specialized Freight (except Used	(*)



DBE/ACDBE Search Results

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AWP Vendor ID: 060301003		Caucasian / Female	West Jefferson, OH 43162 Mail: P.O. Box 87 West Jefferson, OH 43162 Phone: 614-582-0971; 614-582-0971 Fax: 614-879-7394 Email: cafenterprisesinc@yahoo.com; cafenterprisesinc@yahoo.com Website: www.CAFEnterprisesinc.com Contacts: Cynthia A Forrest	DOT.SDBE@dot.ohio.gov (614)466-2878		Specialized Freight (except Used Goods) Trucking, Local	02/02/2017
CI'S TRUCKS AND DEMOLITION LLC AWP Vendor ID: 000012770	DBE	African American / Male	Caucasian / Male Main: 3434 BEXVIE AVENUE COLUMBUS, OH 43227 Mail: 371 HITHERCREEK LANE REYNOLDSBURG, OH 43068 Phone: 614-400-0403; 614-439-5616; 614-400-0403; 614-439-5616 Email: cjstrucks11@gmail.com County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt	(*) 12/13/2018 12/13/2018
CRC Enterprises, LLC DBA: CRC Enterprises Trucking for the Kingdom AWP Vendor ID: D33867706	DBE	Black American / Male	Mail: 1400 Home Acre Drive Columbus, OH 43229 Phone: 614-557-8541 Fax: 614-898-5312 Email: crcenterprises6993@sbcglobal.net Contacts: Paul R Newlin County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt	(*) 07/13/2018 07/13/2018
Deere/Short Excavating AWP Vendor ID: 060405002	DBE	Black American / Male	Mail: 14830 Fladt Road Marysville, OH 43040 Phone: 937-644-0407; 614-402-1192 Fax: 937-644-3181 Email: shortexc@hotmail.com Contacts: Alfred L Short County: Union	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Specialized Freight (except Used Goods) Trucking, Local (excluding Dump Trucking and Tanker Trucking)	(*) 03/15/2013 03/15/2013 03/15/2013
Download Enterprises Inc. DBA: Down Load Enterprises Inc. AWP Vendor ID: 060415005	DBE	Black American / Male	Mail: 784 Beechwood Road Whitehall, OH 43213 Phone: 614-332-8918 Email: kymmyr@hotmail.com Contacts: Theodus C Edgerton, III County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt	(*) 04/17/2018 04/17/2018



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Enviro Recycling Group, LLC AWP Vendor ID: 000012704	DBE	White Caucasian / Female	Main: 1155 Bonham Ave Columbus, OH 43211 Mail: PO Box 30604 New Albany, OH 43054 Phone: 614-670-8595; 614-496-7149; 614-670-8595; 614-496-7149 Email: jim@envirorecyclinggroup.com Contacts: Liza Wilson County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used	(*)
						Local Dump Trucking - Asphalt	04/04/2019
						Local Dump Trucking - other than Asphalt	02/19/2019
Ever Ready Trucking, Inc. AWP Vendor ID: 060522001	DBE	Black American / Male	Mail: 5740 Newington Drive Hilliard, OH 43026 Phone: 877-818-6842; 614-312-9835 Fax: 877-760-4980 Email: ertrucking1997@yahoo.com Contacts: Ronald B. Scott County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used	(*)
						Local Dump Trucking - Asphalt	07/20/2011
						Local Dump Trucking - other than Asphalt	07/20/2011
FLU-ALLEN TRUCKING LLC AWP Vendor ID: 0314055160	DBE	Black American / Male	Mail: PO Box 7502 Columbus, OH 43207 Certification: 1199 Cleveland Avenue Columbus, OH 43201 Phone: 614-579-7827; 614-634-5145; 614-579-7827; 614-634-5145 Fax: 614-654-2051 Email: fluallentrucking@gmail.com Certification Email: fluallentrucking@gmail.com Contacts: Chris J. Flu-Allen County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used	(*)
						Local Dump Trucking - Asphalt	12/29/2017
						Local Dump Trucking - other than Asphalt	12/29/2017
H&A Services Transportation, LLC AWP Vendor ID: 060801003	DBE	Black American / Male	Main: 2520 McCutcheon Road Columbus, OH 43219 Mail: P.O. Box 248248 Columbus, OH 43224 Phone: 614-419-1090; 614-419-0346; 614-419-1090; 614-419-0346 Fax: 614-478-7247 Email: haservicestrans@aol.com Contacts: James D Hough County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used	(*)
						Local Dump Trucking - Asphalt	10/26/2011
						Local Dump Trucking - other than Specialized Freight (except Used Goods) Trucking, Local (excluding Dump Trucking and Tanker Trucking)	10/26/2011
High-T Enterprise LLC	DBE	African American /	Main: 3347 Bodman Drive Columbus, OH 43219-3313	ODOT DOT.SDBE@dot.ohio.gov	484220	Specialized Freight (except Used	(*)
						Local Dump Trucking - Asphalt	04/30/2019



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AWP Vendor ID: 000012971		Male	Phone: 614-284-6758 Email: glennhightower09@gmail.com County: Franklin	(614)466-2878		Local Dump Trucking - other than Asphalt	04/30/2019
Hurt's Trucking & Demolition, LLC DBA: Hurt's Trucking, LLC AWP Vendor ID: 060821001	DBE	Black American / Male	Mail: 13111 State Route 347 Marysville, OH 43040 Phone: 614-206-6607; 937-642-0321 Fax: 937-642-7223 Email: mark@hurtstrucking.net Contacts: Mark Hurt County: Union	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used) Local Dump Trucking - other than Asphalt	(*) 12/12/2018
Imported Enterprise LLC AWP Vendor ID: 000012064	DBE	Black American / Female	Main: 1879 Federal Parkway, Suite 111 Columbus, OH 43207 Mail: PO Box 24812 Columbus, OH 43224 Phone: 614-551-7138; 614-551-7138 Fax: 614-449-6680 Email: importedenterprise@att.net Contacts: Mary Kent County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used) Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt	(*) 01/11/2018 01/11/2018
Intemperance Preservation & Restorations LLC AWP Vendor ID: 000012809	DBE	African American / Female	Main: 1336 Bellflower Ave. Columbus, OH 43229 Mail: P.O. Box 29071 Columbus, OH 43229 Phone: 614-805-1688; 614-805-1688 Email: intemperance2016@yahoo.com Contacts: Kimyahta Hairston County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used) Local Dump Trucking - other than Asphalt	(*) 03/04/2019
Jennings Trucking, LLC AWP Vendor ID: 000012145	DBE	Black American / Male	Mail: 1823 Laura Lane Reynoldsburg, OH 43068 Phone: 937-260-7146 Email: jennings Trucking937@aol.com Contacts: Alan Jennings County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used) Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt	(*) 09/29/2017 09/29/2017
KMZ Enterprise, Inc. AWP Vendor ID: 061113004	DBE	White Caucasian / Female	Mail: 2754 Hafton Woods Ct. Columbus, OH 43204 Phone: 614-496-5456	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used) Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt Local Tanker Trucking - Liquid	(*) 04/25/2012 04/25/2012 04/25/2012



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			Email: kmcrmr@aol.com Contacts: Kim K Cramer County: Franklin			Local Tanker Trucking - other than Liquid Asphalt	04/25/2012
M.S. Trucking, Inc. AWP Vendor ID: 061319001	DBE	White Caucasian / Female	Mail: 9480 Picway Road Lockbourne, OH 43137 Phone: 740-983-1117; 614-554-3913 Fax: 740-983-1130 Email: mstrucking2@netzero.com Contacts: Milinda J Groves County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt	(*) 10/05/2012 10/05/2012
Material Hauling, Ltd. AWP Vendor ID: D85254732	DBE	Black American / Male	Main: 2728 Blossom Avenue Columbus, OH 43231 Mail: 520 S. State Street #123B Westerville, OH 43081 Phone: 614-394-2502; 614-394-2502 Email: materialhauling1@gmail.com Contacts: Robert Tinsley County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt	(*) 10/28/2016 05/30/2018
Prime Contracting Solutions Inc AWP Vendor ID: D98264643	DBE	White Caucasian / Female	Mail: 2262 Marion Bucyrus Road Marion, OH 43302 Phone: 740-375-0020; 740-225-9625 Email: tracy@pcs.contractors Contacts: Tracy R Park County: Marion	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Local Dump Trucking - Asphalt Local Dump Trucking - other than Asphalt	(*) 07/06/2018 07/06/2018
R & J Solutions, Inc. AWP Vendor ID: D93973113	DBE	Black American / Female	Main: 2934 Johnstown Road Columbus, OH 43219 Mail: PO BOX 248179 Columbus, OH 43224 Phone: 614-294-6087; 614-294-6087; 614-332-0098; 614-332-0098 Fax: 614-934-5310 Email: n2hauling@sbcglobal.net Website: www.rjsolutions.net Contacts: Jonathan Mitchell; Renatha Mitchell	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used Local Dump Trucking - other than Specialized Freight (except Used Goods) Trucking, Local	(*) 03/31/2014 03/31/2014
Rochelle Turner dba Chocolate	DBE	Black	County: Franklin Mail: 1086 Hart Road	ODOT	484220	Specialized Freight (except Used	(*)



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Trucking DBA: Chocolate Trucking AWP Vendor ID: D51202896		American / Female	Columbus, OH 43223 Phone: 614-496-2412 Email: rollin16hotcoco@yahoo.com Contacts: Rochelle R Turner County: Franklin	DOT.SDBE@dot.ohio.gov (614)466-2878		Local Dump Trucking - Asphalt	11/27/2018
						Local Dump Trucking - other than Asphalt	11/27/2018
Saez Trucking, LLC AWP Vendor ID: D28233116	DBE	Hispanic / Male	Mail: 3016 Melville Street Columbus, OH 43219 Phone: 614-332-4283 Email: saeztrucking@yahoo.com Contacts: Carlos Saez County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Specialized Freight (except Used	(*)
						Local Dump Trucking - Asphalt	07/05/2018
U. S. BIR, Inc. AWP Vendor ID: 062119001	DBE	Subcontinent Asian / Male	Mail: 6955 Sparrow Lane Columbus, OH 43235 Phone: 614-764-8059; 614-738-0621 Fax: 614-764-1472 Email: ssbir1@gmail.com Contacts: Gurdev S Bir; Jasbir S Bir; Satpal S Bir County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Local Dump Trucking - other than Asphalt	07/05/2018
						Specialized Freight (except Used	(*)
VSG Trucking, LLC AWP Vendor ID: D54782088	DBE	Black American / Male	Main: 618 Lock Avenue Columbus, OH 43207 Mail: 1912 Judwick Drive Columbus, OH 43229 Phone: 614-774-7163; 614-332-4063; 614-774-7163 Fax: 888-972-8006 Email: vsgtrucking@yahoo.com Website: www.vsgtrucking.com Contacts: Virgil J Camp County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	484220	Local Dump Trucking - Asphalt	03/14/2018
						Specialized Freight (except Used	(*)
						Local Dump Trucking - other than Asphalt	08/23/2013
						Local Dump Trucking - other than Asphalt	08/28/2013



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Firm Name	Cert Type	Owner Ethnicity/Gender	Firm Contact Information	Ohio UCP Representative	NAICS Code	NAICS Title/Descriptor	Effective Date
Advanced Engineering Consultants, Limited AWP Vendor ID: D23083116	DBE	Asian Pacific / Female	Mail: 1405 Dublin Road Columbus, OH 43215 Phone: 614-486-4778 Fax: 614-486-4082 Email: lisah@aecmep.com Website: www.aecmep.com Contacts: Jack Lee; Lisa L Huang County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services	(*)
						Electrical Engineering	01/03/2017
						Mechanical Engineering	01/03/2017
Ascension Construction Solutions, LLC AWP Vendor ID: 000012769	DBE	African American / Female	Mail: 419 East 13th Ave. Columbus, OH 43201 Phone: 614-499-6924 Email: jhondel@ascension-cs.com Website: http://ascension-cs.com/ Contacts: Jeanna Hondel County: Franklin	Hopkins EBED_CAS@ClevelandAirport.com (216)265-3389	541330	Engineering Services	(*)
						Construction engineering services	08/17/2018
						Consulting engineers' offices	08/17/2018
Barnett Mechanical Services, LLC AWP Vendor ID: 0314055164	DBE	Black American / Male	Mail: 374 Morrison Road, Suite G Columbus, OH 43213 Phone: 614-438-7556; 614-561-1060 Fax: 614-438-2626 Email: jbarnett@barnettmechanicalservices.com Website: www.barnettmechanicalservices.com Contacts: John W. Barnett Jr. County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services	(*)
						Mechanical Engineering	03/18/2016
Barr Engineering, Incorporated DBA: National Engineering & Architectural Services Incorporated AWP Vendor ID: 060201004	DBE	Subcontinent Asian / Male	Mail: 2800 Corporate Exchange Drive, Suite 240 Columbus, OH 43231 Phone: 614-714-0299 Fax: 513-285-0230 Email: contracts@neasinc.com Website: www.neasinc.com Contacts: Enoch Chipukaizer; Jawdat Siddiqui County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services	(*)
						Civil Engineering	01/31/2017
						Electrical Engineering	01/31/2017
						Geotechnical Engineering	01/31/2017
						Mechanical Engineering	01/31/2017
Blue Heron Engineering Services, Ltd.	DBE	White Caucasian /	Mail: 4784 Donegal Cliffs Drive Dublin, OH 43017	ODOT DOT.SDBE@dot.ohio.gov	541330	Engineering Services	(*)
						Civil Engineering	09/29/2017



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AWP Vendor ID: D79542718		Female	Phone: 614-425-7462 Email: lchase@blueheronengineering.com Website: https://blueheronengineering.com/ Contacts: Laurie A Chase County: Franklin	(614)466-2878		Environmental Engineering	10/02/2017
Burton Planning Services, LLC AWP Vendor ID: D34652638	DBE	White Caucasian / Female	Mail: 252 Electric Ave Westerville, OH 43081 Phone: 614-392-2284; 614-975-8668 Fax: 614-588-8822 Email: kburton@burtonplanning.com Website: www.burtonplanning.com Contacts: Kimberly Burton	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services Civil Engineering	(*) 12/30/2016
CAD Concepts Inc. DBA: CCI Engineering Services AWP Vendor ID: 120301006	DBE	White Caucasian / Female	Mail: 2323 W. 5th Avenue, Suite 120 Columbus, OH 43204 Phone: 614-485-0670; 614-778-7160 Fax: 614-485-0677 Email: certifications@ccitechs.com Website: www.ccitechs.com Contacts: Joyce K Johnson County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services Civil Engineering	(*) 02/01/2017
DHDC Engineering Consulting Services, Inc. AWP Vendor ID: D65860397	DBE	Subcontine nt Asian / Male	Mail: 2390 Advanced Business Center Drive Columbus, OH 43227 Phone: 614-527-7656; 937-301-2595 Fax: 614-527-7489 Email: haque@dhdinc.com Website: www.dhdinc.com Contacts: Mohammed O. Haque; Savvas P. Sophocleous	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services Geotechnical Engineering	(*) 07/25/2018
Dynotec, Inc. AWP Vendor ID: 060425001	DBE	Subcontine nt Asian / Male	Mail: 2931 E. Dublin-Granville Road, Suite 200 Columbus, OH 43231 Phone: 614-880-7320; 614-360-4681 Fax: 614-880-7324 Email: vhead@dynotecinc.com Website: www.dynotecinc.com Contacts: Sutha Vallipuram County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services Civil Engineering	(*) 01/17/2017



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Flairsoft, Ltd. AWP Vendor ID: D62442291	DBE	Asian Pacific / Male	Mail: 7720 Rivers Edge Drive, #200 Columbus, OH 43235 Phone: 614-888-0700 Fax: 614-573-7255 Email: nandini.kondagari@flairsoft.net Website: www.flairsoft.net Contacts: Dheeraj Kulshrestha; Nick Kulshrestha County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services	(*)
						Mechanical Engineering	06/28/2019
Kabil Associates, Inc. AWP Vendor ID: D17203114	DBE	Asian Pacific / Male	Mail: 5900 Sharon Woods Boulevard, Suite B Columbus, OH 43229 Phone: 614-899-6707 Fax: 614-899-7503 Email: ssavla@kabil.com Contacts: Shashi Savla County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services	(*)
						Civil Engineering	01/24/2017
Lanham Engineering, LLC AWP Vendor ID: D00184612	DBE	White Caucasian / Female	Mail: 2421 Reginald Court Powell, OH 43065 Phone: 614-216-0448; 614-216-0448 Email: joy@lanhamengineering.com Website: www.lanhamengineering.com Contacts: Jon C DeBarbrie; Joy M Lanham County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services	(*)
						Civil Engineering	12/23/2013
Lawhon & Associates, Inc. AWP Vendor ID: 061201002	DBE	White Caucasian / Female	Mail: 1441 King Avenue Columbus, OH 43212 Phone: 614-481-8600 Fax: 614-481-8610 Email: sdaniels@lawhon-assoc.com Contacts: Charles Wilson; Karrie Bontrager; Lisa Isaly; Michele Glinsky; Richard Isaly; Susan Daniels County: Franklin	Dayton BTA@DaytonOhio.gov (937)333-1403	541330	Engineering Services	(*)
						Civil Engineering	11/13/2017
Ribway Engineering Group AWP Vendor ID: D67947714	DBE	Black American / Male	Mail: 300 E Broad St., Ste. 500 Columbus, OH 43215 Phone: 614-221-6009; 614-206-5326	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services	(*)
						Civil Engineering	01/27/2016
						Electrical Engineering	09/06/2018
						Environmental Engineering	09/06/2018



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			Fax: 614-221-9089 Email: aeribo@ribwaygroup.com Website: www.ribwaygroup.com Contacts: Andrew Eribo County: Franklin			Mechanical Engineering	09/06/2018
Soil Testing & Engineering, Ltd. DBA: Soil Test Ltd. AWP Vendor ID: 061915002	DBE	Asian Pacific / Male	Mail: 6375 Shier Rings Road, Suite F Dublin, OH 43016 Phone: 614-761-4700; 937-361-7065 Fax: 614-761-8630 Email: salam@soiltestltd.com Website: www.soiltestltd.com Contacts: Shafi K Alam County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services Civil Engineering	(*) 01/19/2017
Star Consultants, Inc. AWP Vendor ID: D88573115	DBE	Subcontinent Asian / Male	Mail: 1910 Crown Park Ct. Columbus, OH 43235 Phone: 614-538-8445 Fax: 614-538-8446 Email: star@starconsultants.org Website: www.starconsultants.org Contacts: Ali Alghothani; Hamid Mukhtar County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services Civil Engineering	(*) 02/03/2017
Stone Environmental Engineering and Science, Inc. AWP Vendor ID: D26833112	DBE	White Caucasian / Female	Mail: 748 Green Crest Drive Westerville, OH 43081 Phone: 614-865-1874 Fax: 614-865-1879 Email: marysharrett@stoneenvironmental.com Website: www.StoneEnvironmental.com Contacts: Mary E Sharrett	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541330	Engineering Services Civil Engineering Environmental Engineering	(*) 08/07/2017 08/07/2017



Unified Certification Program

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Firm Name	Cert Type	Owner Ethnicity/Gender	Firm Contact Information	Ohio UCP Representative	NAICS Code	NAICS Title/Descriptor	Effective Date
Barr Engineering, Incorporated DBA: National Engineering & Architectural Services, Incorporated AWP Vendor ID: 060201004	DBE	Subcontinent Asian / Male	Mail: 2800 Corporate Exchange Drive, Suite 240 Columbus, OH 43231 Phone: 614-714-0299 Fax: 513-285-0230 Email: contracts@neasinc.com Website: www.neasinc.com Contacts: Enoch Chipukaizer; Jawdat Siddiqui	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541370	Surveying and Mapping (except Geophysical) Services	07/19/2012
Dynotec, Inc. AWP Vendor ID: 060425001	DBE	Subcontinent Asian / Male	Mail: 2931 E. Dublin-Granville Road, Suite 200 Columbus, OH 43231 Phone: 614-880-7320; 614-360-4681 Fax: 614-880-7324 Email: vhead@dynotecinc.com Website: www.dynotecinc.com Contacts: Sutha Vallipuram	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541370	Surveying and Mapping (except Geophysical) Services	08/19/2010
PS Surveying & Mapping Group LLC AWP Vendor ID: D00173008	DBE	Asian Pacific / Male	Mail: 1425 Pentland Place Columbus, OH 43235 Phone: 614-433-9128 Email: ps_sm_group@hotmail.com Contacts: Phil Y Shih	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541370	Surveying and Mapping (except Geophysical) Services	02/21/2012
Perkfect Design Solutions AWP Vendor ID: D58683201	DBE	Black American / Male	Mail: 308 E. 9th Avenue Columbus, OH 43201 Phone: 614-778-3560 Email: bert@perkfectdesign.com Website: http://perkfectdesign.com Contacts: Bert Perkins, III	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541370	Surveying and Mapping (except Geophysical) Services	12/21/2012
Permit Solutions, Inc. AWP Vendor ID: 000012852	DBE	White Caucasian / Female	Mail: 175 S. Third St., Suite 10 Columbus, OH 43215-5134 Phone: 330-524-3113 Email: ljordan@permitsolutionsohio.com Website: http://www.permitsolutionsohio.com/	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541370	Surveying and Mapping (except Geophysical) Services	01/18/2019



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Program**

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XYZ Survey Service, Ltd. DBA: XYZ Professional Services, Ltd. AWP Vendor ID: D66180438	DBE	Black American / Female	Mail: 3354 E. Broad Street, Suite C Columbus, OH 43213 Phone: 614-238-9080; 614-282-5504 Fax: 614-238-9070 Email: melva@xyzprofessionalservices.com Website: XYZPROFESSIONALSERVICES.COM Contacts: Melva C Williams-Argaw	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541370	Surveying and Mapping (except Geophysical) Services	02/06/2012
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Unified Certification Program

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Firm Name	Cert Type	Owner Ethnicity/ Gender	Firm Contact Information	Ohio UCP Representative	NAICS Code	NAICS Title/Descriptor	Effective Date
Barr Engineering, Incorporated DBA: National Engineering & Architectural Services, Incorporated AWP Vendor ID: 060201004	DBE	Subcontinent Asian / Male	Mail: 2800 Corporate Exchange Drive, Suite 240 Columbus, OH 43231 Phone: 614-714-0299 Fax: 513-285-0230 Email: contracts@neasinc.com Website: www.neasinc.com Contacts: Enoch Chipukaizer; Jawdat Siddiqui	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541380	Testing Laboratories	07/19/2012
DHDC Engineering Consulting Services, Inc. AWP Vendor ID: D65860397	DBE	Subcontinent Asian / Male	Mail: 2390 Advanced Business Center Drive Columbus, OH 43227 Phone: 614-527-7656; 937-301-2595 Fax: 614-527-7489 Email: haque@dhdinc.com Website: www.dhdinc.com Contacts: Mohammed O. Haque; Savvas P. Sophocleous	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541380	Testing Laboratories	07/23/2015
Ohio Valley Archaeology, Inc AWP Vendor ID: 000012165	DBE	Asian Pacific / Female	Mail: 4889 Sinclair Road, Suite 210 Columbus, OH 43229-5434 Phone: 614-436-6926; 614-840-9676 Fax: 614-436-6945 Email: jpecora@ovaigroup.com Website: www.ovaigroup.com Contacts: Jennifer L. Pecora	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541380	Testing Laboratories	05/12/2017
Soil Testing & Engineering, Ltd. DBA: Soil Test Ltd. AWP Vendor ID: 061915002	DBE	Asian Pacific / Male	Mail: 6375 Shier Rings Road, Suite F Dublin, OH 43016 Phone: 614-761-4700; 937-361-7065 Fax: 614-761-8630 Email: salam@soiltestltd.com Website: www.soiltestltd.com Contacts: Shafi K Alam	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	541380	Testing Laboratories	03/08/2012



Unified Certification Program

DBE/ACDBE Search Results

Run Mailmerge
Report

Firm Name	Cert Type	Owner Ethnicity/ Gender	Firm Contact Information	Ohio UCP Representative	NAICS Code	NAICS Title/Descriptor	Effective Date
Intemperance Preservation & Restorations LLC AWP Vendor ID: 000012809	DBE	African American / Female	Main: 1336 Bellflower Ave. Columbus, OH 43229 Mail: P.O. Box 29071 Columbus, OH 43229 Phone: 614-805-1688; 614-805-1688 Email: intemperance2016@yahoo.com Contacts: Kimyahta Hairston County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	561730	Landscaping Services	(*)
						Landscaping Services (excluding	03/04/2019
						Litter Removal & Mowing	03/04/2019
JRED Services, LLC AWP Vendor ID: D05622714	DBE	Asian Pacific / Male	Mail: 5907 Privilege Drive Hilliard, OH 43026 Phone: 614-562-7012 Fax: 614-777-7980 Email: jredservices@aol.com Contacts: Justiniano G Duro County: Franklin	ODOT DOT.SDBE@dot.ohio.gov (614)466-2878	561730	Landscaping Services	(*)
						Litter Removal & Mowing	07/25/2018

ATTACHMENT 5
Overall DBE Three-Year Goal Methodology

Name of Recipient: Union County Airport Authority; Union County Airport

Goal Period: FY 2019-2021

DOT-assisted contract amount:	FY-2019	<u>\$ 333,333.00</u>
	FY-2020	<u>\$ 0.00</u>
	FY-2021	<u>\$ 166,667.00</u>
	Total	<u>\$ 500,00.00</u>

Overall Three-Year Goal: 7.83%, to be accomplished through 7.83% RC and 0.00% RN
(Note: the goal may be reflected as (1) an average of the three years; (2) three-year Median; or (3) weighted percentage)

Total dollar amount to be expended on DBEs: \$ 197,500.00 [multiply goal % x DOT-assisted amount]

Describe the Number and Type of Contracts that the airport anticipates awarding:

[List all contracts for which you anticipate receiving funding; only include the DOT-funded portion of the contract.]

Contracts Fiscal Year #1

1. Master Plan Update - \$333,333

Contracts Fiscal Year #2

1. Carryover Funds - \$ 0

Contracts Fiscal Year #3

1. Runway Extension – Environmental Assessment - \$166,667

Market Area:

The market area for the Union County Airport Authority was determined on past projects. The substantial majority of contractors that work on Board or Authority projects come from Union County Airport Authority (the airport county) and select bordering counties (See Attachment 4).

Base Figure = $\frac{\text{Ready, willing, and able DBE's}}{\text{All Firms Ready, willing and able}}$

The data source or demonstrable evidence used to derive the numerator was:

The INDOT DBE Directory for the Local Market Area (Attachment 4)

The data source or demonstrable evidence used to derive the denominator was:

The NAICS numbers were used to categorize the work involved in the project. The Numerator and Denominator for the Base Figure was determined for each NAICS number. The Base Figure for each NAICS was then weighted based on anticipated project dollars that will be spent on that work item. The following page shows how the Base Figure was calculated.

2019								
1	<u>MASTER PLAN UPDATE</u>						Type 1	
	Planning and Administration	1	LS	@	\$ 333,333.00	\$	333,333.00	
	Grand Total						\$	333,333.00
2020								
2	<u>CARRYOVER FUNDS</u>						Type 1	
	Planning and Administration							
	Grand Total							
2021								
3	<u>RUNWAY EXTENSION - ENVIRONMENTAL ASSESSMENT</u>						Type 1	
	Planning and Administration	1	LS	@	\$ 166,667.00	\$	166,667.00	
	Grand Total						\$	166,667.00

PROJECT TOTALS	NAICS	Combined		% Project
		Item Cost		
Airport Construction	237	\$0.00		0.00%
Trucking (5% of 234110)	484220	\$0.00		0.00%
Electrical	238210	\$0.00		0.00%
Landscaping	561730	\$0.00		0.00%
Surveying	541370	\$0.00		0.00%
Subtotal		\$0.00		0.00%
Engineering Services	541330	\$500,000.00		100.00%
Testing	541380	\$0.00		0.00%
TOTAL		\$500,000.00		100.00%

		NAICS	NAICS	NAICS	NAICS	NAICS	NAICS	NAICS
FIPS	COUNTY	237 Airport Constr.	238210 Electrical	484220 Trucking	541370 Surveying	541380 Testing	541330 Engineer Services	561730 Landscape
		DBE/Total	DBE/Total	DBE/Total	DBE/Total	DBE/Total	DBE/Total	DBE/Total
49	Franklin	1/50	2/67	14/25	1/3	4/25	4/51	1/133
65	Hardin	0/1	0/1	0/5	0/0	0/0	0/0	0/4
91	Logan	0/7	0/9	1/4	0/1	0/3	0/1	0/15
97	Madison	0/4	0/12	1/3	0/2	0/0	0/1	0/16
101	Marion	0/4	0/6	1/6	0/2	0/2	0/5	0/14
159	Union	0/5	0/7	1/8	0/4	0/4	0/7	0/49
Totals (DBE/Contractors)		1/50 2%	5/167 3%	1 10/23 144%	1/3 33%	4/25 16%	17/217 8%	0 1%
Project %		0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
% DBE Base Figure (after weighting)		0.00%	0.00%	0.00%	0.00%	0.00%	7.83%	0.00%
% DBE TOTAL		7.83%						

DBE % is determined by multiplying the Project Percentage by the ratio of the DBE Contractors to the Total Contractors in each NAICS.

Base Figure = %DBE Base Figure Sum = 7.83 %

Step 2: 26.45(d)

We are **not** able to adjust the Base Figure Based on past participation under the Title 49 CFR Part 26.

= 7.83% Overall Goal

Furthermore, there are no applicable disparity studies for the local market area or recent legal case information from the relevant jurisdictions to show evidence of barriers to entry or competitiveness of DBEs in the market area that is sufficient to warrant making an adjustment to the base goal.

Breakout of Estimated “Race and Gender Neutral” (RN) and “Race and Gender Conscious” (RC) Participation.

[Union County Airport Authority](#) will meet the maximum feasible portion of the overall goal by using RN means of facilitating DBE participation.

[Union County Airport Authority](#) estimates that in meeting the established overall goal of 7.83%, it will obtain 0.00% from RN participation and 7.83% through RC measures.

There are no studies or historical data that would help us predict if the contracts will be awarded based on race or lowest bid.

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

PUBLIC PARTICIPATION

Consultation:

In establishing the overall goal, [Union County Airport Authority](#) provided for consultation and publication. This process included 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 the [Union County Airport Authority’s](#) efforts to establish a level playing field for the participation of DBEs. The consultation included a scheduled, direct, interactive exchange with as many interested stakeholders as possible focused on obtaining information relevant to the goal setting process, and was conducted before the goal methodology was submitted to the operating administration for review. Details of the consultation are as follows.

We published our goal information in these publications: [Marysville Journal-Tribune](#)

PUBLIC NOTICE

Disadvantaged Business Enterprise (DBE) Goal: [Union County Airport](#)
Date:

The [Union County Airport Authority](#) hereby publishes a proposed overall DBE goal. The Proposed Overall goal is [7.83%](#) for the entire Airport Improvement Program (AIP) funded projects during Fiscal Year (FY) 2019-2021. The methodology used in developing this goal is available for inspection during normal business hours at the [Union County Airport Terminal](#).

The Airport Representative will receive and consider public comments on the proposed goal 30 days from the date of this publication. Comments may be submitted by mail to the [John Popio, 760 Clymer Road, Marysville, Ohio 43040](#).

Signed: _____

ATTACHMENT 6
Demonstration of Good Faith Efforts - Forms 1 & 2

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner:

☐ Bidder/offeror has met the DBE contract goal
The bidder/offeror is committed to a minimum of _____ % DBE utilization on this contract.

☐ Bidder/offeror has not met the DBE contract goal
The bidder/offeror is committed to a minimum of _____ % DBE utilization on this contract and has submitted [*or "will submit," if recipient made compliance a matter of responsibility*] documentation demonstrating good faith efforts.

Legal name of bidder/offeror's firm: _____

Bidder/Offeror Representative:

Name & Title

Signature

Date

FORM 2: LETTER OF INTENT

Note: The authorized representative (AR) named below must be an individual vested with the authority to make contracting decisions on behalf of the firm.

Name of bidder/offeror's firm: _____

Name & title of firm's AR: _____

Phone: _____ Email: _____

Name of DBE firm: _____

Name & title of DBE firm's AR: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Work to be performed by DBE firm:

<i>Description of Work</i>	<i>NAICS</i>	<i>Dollar Amount / %*</i>	<i>Dealer/Manufacturer**</i>

**Percentage is to be used only in negotiated procurements, including design-build contracts*

***For material suppliers only, indicate whether the DBE is a manufacturer or a regular dealer as defined by §26.55.*

The undersigned bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The total expected dollar value of this work is

\$ _____. The bidder/offeror understands that if it is awarded the contract/agreement resulting from this procurement, it must enter into a subcontract with the DBE firm identified above that is representative of the type and amount of work listed. Bidder/offeror understands that upon submitting this form with its bid/offer, it may not substitute or terminate the DBE listed above without following the procedures of 49 CFR Part 26, §26.53.

Signature of Bidder/Offeror's Authorized Representative

Date: _____

The undersigned DBE affirms that it is ready, willing, and able to perform the amount and type of work as described above, and is properly certified to be counted for DBE participation therefore.

Signature of DBE's Authorized Representative

Date: _____

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent shall be null and void.

Submit this page for each DBE subcontractor.

ATTACHMENT 7
DBE Monitoring and Enforcement Mechanisms

The [Union County Airport Authority](#) has available several remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, the following:

1. Breach of contract action, pursuant to the terms of the contract;
2. Breach of contract action, pursuant to [Ohio R.C Section 2305.06](#)

In addition, the Federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR Part 26
2. Enforcement action pursuant to 49 CFR Part 31
3. Prosecution pursuant to 18 USC 1001.

ATTACHMENT 8
DBE Certification Application Form
(New form October 2, 2014)

Forms and other applications can be found and submitted electronically.

<http://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/UCP.aspx>

ATTACHMENT 9

Small Business Element

1. Objective/Strategies

The [Union County Airport Authority](#) will implement a Small Business Program by using the following elements recommended in the Advance Notice of Proposed Rulemaking [ANPRM] issued on April 8, 2009 [74 FR 15904]:

Establishing race-neutral small business set-aside contracts. Projects expected to require federal funds over \$250,000 in a single year will be reviewed by representatives of the engineering consultant, the [Union County Airport Authority](#) and the DBE Liaison Officer to determine the feasibility of establishing a percentage of the total value of all prime contract and subcontract awards to be set-aside for participation by small businesses. A “set-aside” is the reserving of a contract or a portion of a contract exclusively for participation by small businesses.

Set-aside contracts will be considered feasible if the size and work scope of each purchase or contract is of a size that creates a disadvantage for small businesses to compete in the awarding of the work and the work scope can be divided as such to be reasonably performed by separate business entities. In addition, feasibility will be determined by the availability of small business able to provide the requisite scopes of work to be divided. If feasible, a set-aside is open to all small businesses regardless of gender, race, or geographic location. This set-aside is in addition to the DBE contract goals which may be applicable.

In the event a set-aside contract is not considered to be feasible for a qualifying federal funded project, the Sponsor will document the factors involved in making that determination, including but not limited to project scope and estimated availability of qualified small businesses.

“Unbundling” multi-year or other large contracts. In addition to set-aside contracts divided from the scope of work of contracts performed in a single year, projects that are anticipated to be performed over a period of two or more years (multi-year) because of phased construction requirements or a large work scope will be reviewed by representatives of the engineering consultant, the [Union County Airport Authority](#), and the DBE Liaison Officer for the feasibility of unbundling the work to create smaller projects that are of a size that small businesses, including DBEs, can reasonably compete in the award of the work. Unbundling large work scopes into smaller contracts of work remove obstacles for small businesses by reducing the required bidding, performance, and payment bonding amounts, reduces the capital necessary to secure materials prior to payment, and allows smaller work forces to reasonably perform.

For a qualifying federal funded project, the [Union County Airport Authority](#) will document the factors used to identify portions of the work which may be unbundled and bid separately. The unbundling of work is often documented in the [Union County Airport Authority's](#) Capital Improvement Plan (CIP) submittal to the Indiana Department of Transportation – Office of Aviation and Federal Aviation Administration – Chicago Airports District Office.

Outreach. The feasibility of providing set-aside contracts or unbundling larger work scopes into smaller contracts are based on the availability of small business able to provide the requisite scopes of work. To help determine the availability of small businesses willing and

able to perform the necessary services, the [Union County Airport Authority](#) will offer to participate with local municipalities and non-profit agencies which are designed to introduce small businesses to the [Union County Airport Authority's](#) procurement procedures.

In addition, the [Union County Airport Authority](#) will provide agencies associated with small business concerns an invitation for their participation at an airport sponsored consultation meeting to discuss small business opportunities for the projects included in the DBE program time frame including the local chambers of commerce and local economic development corporations representing the market area's 8 communities. A list of these agencies, organizations, and local chambers of commerce are attached in [Attachment 11](#).

2. Definition

Small businesses are defined pursuant to Section 3 of the Small Business Act (26 CFR Part 26.5) implemented under 13 CFR Part 121 that does not exceed the cap on average annual gross receipts under 26 CFR Part 26.65. 13 CFR Part 121.201 establishes the small business size standards identified by the North American Industry Classification System codes (NAICS) by either number of employees or annual receipts in millions of dollars.

3. Verification

The [Union County Airport Authority](#) will accept the following registrations / certifications for determining the eligibility of businesses participating in the small business element of the [Union County Airport Authority's](#) approved DBE Plan:

1. Certification under the Ohio Department of Transportation (ODOT) Disadvantaged Business Enterprise (DBE) Program.
2. Registration and certification as a small business with the federal government under the System of Award Management (SAM).
3. Applying directly to the [Union County Airport Authority](#) for small business eligibility by application (submission of a small business certification including the appropriate NAICS code, signed notarized statement of personal net worth not exceeding \$1.32 million, last three (3) filed business tax returns, and documentation of an individual's ownership interest in the firm seeking eligibility).

4. Monitoring/Record Keeping

- The [Union County Airport Authority](#) will document any comments and factors involved in making determination, including but not limited to project scope and estimated availability of qualified small businesses.

5. Assurance

The [Union County Airport Authority](#) makes the following assurances with respect to the small business element of the [Union County Airport Authority's](#) approved DBE Program:

1. The small business element of the Sponsor's approved DBE Program is consistent with state and federal law;
2. Certified DBEs that meet the size criteria established under the Sponsor's approved DBE Program are presumptively eligible to participate in the small business element;
3. There are no local or other geographical preferences or limitations imposed on the awarding of federally assisted contracts included in the time frame of the Sponsor's approved DBE Program. The small business element is available to small businesses regardless of their location;
4. There are no limits on the number of federally assisted contracts awarded to businesses participating in the small business element of the Sponsor's approved DBE Plan. Reasonable efforts will be made to avoid creating barriers to the use of new, emerging, or untried businesses;
5. The Sponsor will aggressively encourage minority and women owned firms participating in the small business element of the Sponsor approved DBE Program to become certified DBEs under the Ohio Department of Transportation (ODOT) Disadvantaged Business Enterprise (DBE) Program and register with the federal government System for Award Management (SAM).

ATTACHMENT 10

[DRAFT] Disadvantage Business Enterprise Consultation Meeting Invitation Letter

(DATE)

(ORGANIZATION)

(ADDRESS)

RE: Union County Airport, Marysville, Ohio
Disadvantaged Business Enterprise (DBE) Program

The Union County Airport Authority (Sponsor) has established a Disadvantaged Business Enterprise Program in accordance with the requirements of the U.S. Department of Transportation 49 CFR Part 26. As a recipient of federal financial assistance, the Sponsor has signed an assurance to comply with the provisions of 49 CFR Part 26, "Participation by Disadvantaged Business Enterprises in DOT Programs".

As such, the Sponsor invites representatives from the **(ORGANIZATION)** to attend and participate in a consultation meeting to be held on:

(DATE OF MEETING)

**Union County Airport
760 Clymer Road
Marysville, OH 43040**

The purpose of the consultation meeting is as follows:

1. Identify the federally funded projects included within the 2019-2021 DBE Program time period being pursued by the Sponsor.
2. Publicize the draft Disadvantaged Business Enterprise Program methodology and resulting participation goal.
3. Receive comments regarding the draft Disadvantaged Business Enterprise Program methodology and resulting participation goal for consideration in the final Disadvantaged Business Enterprise Program submitted for approval by the Federal Aviation Administration Civil Rights Office.
4. Describe the Sponsor's procurement procedures.
5. Discuss small business opportunities in providing services needed for the federally funded projects being pursued by the Sponsor.

It is anticipated that businesses that operate with the following NAICS Codes may directly benefit from participating in the consultation meeting:

237310	Airport Construction
484220	Trucking
541370	Surveying
541330	Engineering Services
561730	Landscaping Services
541380	Testing Laboratories

Any questions or requests for further information may be directed to:

Greg Shuttleworth, Project Manager
Woolpert, Inc.
1203 Walnut Street, 2nd Floor
Cincinnati, OH 45202
Office Telephone: 513-527-2654
email: greg.shuttleworth@woolpert.com

John Popio, Board President, Airport Representative (DBE Liaison Officer)
Union County Airport
760 Clymer Road
Marysville, OH 43040
Office Telephone: 812-279-9839

Respectfully,

Greg Shuttleworth
Woolpert, Inc. Project Manager

P.S. A comprehensive invitee list is attached to this letter

ATTACHMENT 11
DBE Invitee List

