



**DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

**PROGRAM**

**May 31, 2025**

Piedmont Authority for Regional Transportation  
107 Arrow Rd.  
Greensboro, NC 27409  
[www.partnc.org](http://www.partnc.org)  
336/662-0002  
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Revised May 2025

**PIEDMONT AUTHORITY FOR REGIONAL TRANSPORTATION  
DBE PROGRAM POLICY STATEMENT**

**Section 26.1, 26.23                      Objectives/Policy Statement**

The Piedmont Authority for Regional Transportation (PART) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. PART has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, PART has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of PART to ensure that DBEs as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also our policy:

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

The PART Grants and Procurement Specialist has been designated as the DBE Liaison Officer. In that capacity, the PART Grants and Procurement Specialist is responsible for implementing all aspects of the DBE program in collaboration with the PART CEO/General Manager. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by PART in its financial assistance agreements with the Department of Transportation.

PART has disseminated this policy statement to the Piedmont Authority for Regional Transportation Board of Trustee's and all of the components of our organization. PART will incorporate the regulatory statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts through a variety of means, including established print media outlets, minority and women business firms included on NCDOT approved list, PART website, advertisements, and DBE Program workshops and seminars.

Scott W Rhine  
Scott W Rhine (May 30, 2025 09:19 EDT)

\_\_\_\_\_  
CEO / General Manager

May 30, 2025

\_\_\_\_\_  
Date

## **SUBPART A – GENERAL DBE PROGRAM REQUIREMENTS**

### **Section 26.1, 26.23 Objectives**

The objectives are found in the policy statement on the following page of this program.

### **Section 26.3 Applicability**

PART is the recipient of federal transit funds authorized by Titles I, III, V, and VI of ISTEA, Pub. L. 102-240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, III, and V of the TEA-21, Pub. L. 105-178.

### **Section 26.5 Definitions**

PART will adopt the definitions contained in Section 26.5 of Part 26 for this program and continuously review and update these definitions (Attachment 8) as define under Section 26.5 of Part 26.

### **Section 26.7 Non-discrimination Requirements**

PART 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, PART 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. PART will seek the participation of DBE firms in related IFB, RFP and bids for DOT funded business activities and continue to give direct notification to firms included on the NCDOT list of vendors for business opportunities with PART.

### **Section 26.11 Record Keeping Requirements**

#### Uniform Report of DBE Awards or Commitments and Payments: 26.11(a)

PART will report DBE participation to the relevant operating administration (FTA) using the Uniform Report of DBE Awards or Commitments and Payments in TrAMS.

#### Bidders List: 26.11(c)

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

PART will collect this information in the following ways:

1. Require prime bidders on projects above the micro purchase level to report the name, address, DBE/non-DBE status, age, and annual gross receipts of all firms that quote to them on sub-contracts.
2. Require all proposers on formally bid projects to report the name, address, DBE/non-DBE status, age, and annual gross receipts of their firm.
3. Consult the NCDOT UCP Directory

### **Section 26.13 Assurances**

PART has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

#### Federal Financial Assistance Agreement Assurance: 26.13(a)

PART shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to PART of its failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

This language will appear in financial assistance agreements with sub-recipients.

Contract Assurance: 26.13b

We will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

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.

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## **SUBPART B – ADMINISTRATIVE REQUIREMENTS**

### **Section 26.21 DBE Program Updates**

Since PART receives grants of financial assistance from the Federal Transit Administration (FTA) of \$670,000 or more in FTA planning, capital, and/or operating we will continue to carry out this program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

### **Section 26.25 DBE Liaison Officer (DBELO)**

We have designated the following individual as our DBE Liaison Officer: PART Grants and Procurement Specialist: Andrew Sowers, 107 Arrow Rd., Greensboro, NC 27409. 336/662-0002 ext. 4329. Email address – [andrews@partnc.org](mailto:andrews@partnc.org)

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

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has access within PART and departmental staff 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. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set and achieve DBE annual goals.

4. Ensures that contract opportunity notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract-specific goals attainment and identifies ways to improve progress.
6. Analyzes PART's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the PART CEO/General Manager on DBE matters and achievement.
9. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
10. Collaborates with NCDOT and local municipal governments to provide outreach to DBEs and community organizations to advise them of opportunities.
11. Maintains PART's updated directory on certified DBEs.

### **The Chief Executive Officer (CEO)**

The CEO designates the DBELO, grants to that DBELO direct, independent access to him or her concerning DBE matters and ensures the DBELO has sufficient resources to implement the DBE program in compliance with the provisions of 49 CFR Part 26.

### **Section 26.27 DBE Financial Institutions**

It is the policy of the PART to review the 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 contract to make use of these institutions. PART will also re-evaluate the availability of DBE financial institutions for business opportunities that provide benefit of various financial procedures that exceed those of existing institutions conducting business with PART and compliment the local government financial requirements mandated by the State of North Carolina and the NC Local Government Commission. We have identified the present institutions as contained in Attachment 2.

Information on the availability of such institutions can be obtained from the DBE Liaison Officer.

### **Section 26.29 Prompt Payment Mechanisms**

#### Prompt Payment: 26.29(a)

PART will include the following clause in each DOT-assisted prime contract utilizing sub-contractors:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contract receives from PART. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of PART. This clause applies to both DBE and non-DBE subcontracts.

#### Retainage: 26.29(b)

The prime contractor agrees to return retainage payments to each subcontractor within thirty (30) days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of PART. This clause applies to both DBE and non-DBE subcontracts.

#### Monitoring and Enforcement: 26.29(d)

PART has established a reporting requirement to monitor and enforce that prompt payment and return of retainage is in fact occurring. This includes the verification of sub-contractor payments that accompany request for payments under a contract for project in excess of \$100,000. In addition, the DBE Liaison Officer verifies payments via direct communication.

### **Section 26.31 Directory**

The State of North Carolina has established a Unified Certification Program for the state and the DBE directory may be found at <https://www.ebs.nc.gov/VendorDirectory/default.html>. See Attachment 2 for directory location.

### **Section 26.33 Overconcentration**

PART has not, at this time, identified any overconcentration in one or more types of work at the organization. PART will review the number of DBE firms in the areas of work most frequently awarded to those DBE firms and compare those figures to the total number of non-DBE firms in the respected work areas. If the number of DBE firms is determined to be disproportionately high, then overconcentration may exist. PART will then propose appropriate measures to remedy the concerns and submit the measures to the appropriate USDOT agency for review.

### **Section 26.35 Business Development Programs**

At this time, PART does not propose to establish any separate Business Development Programs or mentor-protégé Program. PART will continue to follow the guidance of NCDOT as the designated agency that manages the UCP and is recognized by the FTA as the source for available DBE firms.

### **Section 26.37 Monitoring and Enforcement Mechanisms**

All participants are hereby notified that pursuant to 49 CFR, Part 26 and the PART DBE Program, they must affirmatively ensure that in any contract entered into with PART for applicable projects outside the Micro-purchase level; DBEs will be afforded equal opportunity to participate in subcontracting activities.

All contracts between PART and a Contractor shall contain an appropriate provision to the effect that failure by the Contractor to comply with PART's DBE Program shall constitute a breach of contract, exposing the Contractor to a potential termination of the contract or other appropriate remedy, including withholding of funds, until such time as the contractor complies with all the DBE requirements of this Program.

All documentation submitted at time of bid, as well as additional data provided by the successful bidder, is considered to be part of the contract documents. Any alterations, substitutions, deletions, etc., to data provided at time of submission of bid must have prior approval of the PART DBELO and Executive Director.

Should a DBE firm not be certified by the NCDOT UCP and be proposed by a potential Contractor as a part of his/her DBE plan efforts, replacement with a properly certified DBE firm or review and certification procedures must be conducted prior to award of any contract, and/or payments for such said contract to be made.

Agreements between a Contractor and a DBE in which the DBE promises not to provide subcontracting quotations to other participants are prohibited.

In contracts with a DBE contract goal, bids submitted which do not meet the DBE contract goal, and which do not show that a meaningful good faith effort was made to achieve the stated goal, will be considered nonresponsive bids, and bidders will not be eligible for award of the contract.

PART reserves the right to reject any or all bids, or to re-advertise for bids. Award, if made, will be to the lowest responsible, responsive and qualified bidder. A bid will not be considered responsive unless the bidder complies with 49 CFR, Part 26, and PART's DBE Program.

Additional information on the PART DBE Program can be obtained from the PART DBELO.

To ensure that all obligations under the contracts outside the Micro-purchase level awarded to DBEs are met, PART will review the participant's DBE involvement efforts during the performance of the contract. The participant shall bring to the attention of PART any situation in which regularly scheduled progress payments are not made to DBE participants.

Records of all progress payments made by prime contractors are required on a monthly basis. To verify the truthfulness and accuracy of representations made by bidders/proposers as well as to ensure their compliance with contract requirements, the following steps will be taken:

1. Review bid package documentation thoroughly, obtaining clarification, if necessary.
2. Review all information on the subcontract awards made to DBE and Non-DBEs including the firm's name, scope of work to be performed (For DBEs- determining whether the work is in a NAICS code that NCDOT-UCP has certified the company), and contract amount.
3. Conduct desk audits to review monthly reports to ensure adherence to this Program as represented in bid documents and as stipulated in 49 CFR Part 26.
4. Monitor records of all progress payments to DBEs through monthly reports from prime contractors. Records will be periodically verified by obtaining certified statements from DBE subcontractors.
5. Monitor progress of DBE's work through on-site reviews and communications with DBEs.
6. Conduct any additional investigation that may be necessary due to a lack of proper record keeping; failure of the prime contractor to cooperate; failure of DBEs to cooperate; visible evidence of unsatisfactory performance; other evidence as may warrant further investigation.
7. Use the legal instrument of the contract clause to enforce 49 CFR Part 26 requirements. Documentation of noncompliance will include the specific areas in which the contractor failed to comply. In these instances, appropriate legal action consistent with the DBE Program and other contract provisions will be taken.
8. Ensure that prime contractors and DBEs immediately notify PART of any changes in their firm. This includes ownership, trade license(s), areas of expertise, address, telephone number and contact person(s).

PART will bring to the attention of USDOT any false, fraudulent, or dishonest conduct in connection with the Program, thereby enabling USDOT to pursue the appropriate steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the USDOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 49 CFR 26.109. PART will also consider similar action under local legal authorities, including responsibility determinations in future contracts.

### **Section 26.39 Small Business Participation**

PART will coordinate with NCDOT and local urban transit providers to support the development of a Small Business Participation Plan ("Plan"). The Plan effects contracts that fall within the DBE regulation and is not meant to replace PART's Small Business Enterprise Program. Under the Plan, and when commercially and operationally reasonable to do so, PART will undertake certain efforts intended to increase the opportunities for small businesses that shall include but not be limited to the following strategies:

- A. In multi-year design-build contracts or other large contracts requiring bidders on the prime contract to specify elements of the contract or specific subcontractors that are of a size that small businesses, including DBE's, can reasonably perform.
- B. Ensuring that a reasonable number of prime contracts are a size that small businesses, including DBE's, can reasonably perform.

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

### **Section 26.43 Set-asides or Quotas**

PART does not use quotas in any way in the administration of this DBE program.

### **Section 26.45 Overall Goals**

In accordance with Section 26.45, PART submits its triennial overall DBE goal to FTA on the year specified by FTA. The DBE goal setting procedure is reviewed and approved by the FTA Office of Civil Rights. This is a mandate under Federal Rule and the goal setting procedures is a separate function above and beyond the DBE program. Details of the current DBE goals for each triennial period can be located on the PART website at <https://www.partnc.org/244/Disadvantaged-Business-Enterprise-DBE>

PART also requests use of project-specific DBE goals as appropriate, and/or will establish project-specific DBE goals as directed by FTA. The process generally used by PART to establish overall DBE goals is as detailed in Attachment 4 addresses the following key steps:

**STEP 1:** Establishes the method used to calculate the relative availability of DBEs ("base figure") for the goal [Sec. 26.45(c)]. This step uses quantifiable evidence to ascertain the percentage of ready, willing, and able DBE businesses (i.e. DBE directory). The base figure is a percentage calculated by dividing the available DBEs, by all firms listed in the Business Census Data for the study area, and classified by trade using the North American Industry Classification System (NAICS) codes.

**STEP 2:** This step is intended to adjust the "base figure" percentage from Step 1 so that it reflects as accurately as possible the DBE participation that would be expected in the absence of discrimination [Sec.26.45(d)]. Step 2 may incorporate historical data of DBE participation and any disparity studies (State or Local), by which an adjustment to the base figure can be made in response to real market conditions. Before establishing the overall goal each year,

In addition to Step 1 and Step 2 of the Methodology, PART consults with a variety of resource agencies and persons in developing the overall goal. These agencies have included, but are not limited to local minority, women's and general contractors groups.

PART will consult with local governments and the business community to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and PART efforts to establish a level playing field for the participation of DBEs.

Our overall goal submission to DOT will include: the goal (including the breakout of estimated race-neutral and race-conscious participation, as appropriate); a copy of the methodology, worksheets, etc., used to develop the goal; and a summary of information and comments received during this public participation process and our responses.

PART will begin using our overall goal on October 1 of the specified year unless we have received other instructions from DOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project. Our goal will remain effective for the duration of the three-year period established and approved by FTA.

### **Section 26.47 Goal Setting and Accountability**

If the awards and commitments shown on PART's Uniform Report of Awards or Commitments and Payments at the two times during the fiscal year are less than the overall applicable goal, we will:

1. Analyze in detail the reason for the shortfall between the overall goal and the actual awards/commitments;
2. Establish specific steps and milestones to correct the problems identified in the analysis; and
3. Document the plan to meet the overall goal to report with the Office of Civil Rights upon request

### **Section 26.49 Transit Vehicle Manufacturers Goals**

PART will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, PART may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

Within 30 days of making an award to a transit vehicle manufacturer, PART will submit the name of the successful bidder, and the total dollar value of the contract in the manner prescribed in the grant agreement to the reporting source identified by the FTA Region IV Civil Rights Office.

### **Section 26.51 Meeting Overall Goals/Contract Goals**

PART will meet the maximum feasible portion of its overall goal using race-neutral means of facilitating DBE participation. In order to do so, PART will:

1. Arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE, and other small businesses participation (e.g., unbundling large contracts to make them more accessible to small businesses, encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces);
2. Disseminating information communications 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.
3. PART will use contract goals to meet any portion of the overall goal PART does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.
4. PART will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal 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.) PART will express our contract goals as a percentage of the total amount of a DOT-assisted contract.

### **Section 26.53 Good Faith Efforts Procedures**

#### Award of Contracts with a DBE Contract Goal: 26.53(a)

In those instances where it has been determined to mandate a contract-specific DBE goal in a procurement/solicitation, PART will not award the contract to a bidder who does not either: (1) meet the contract goal with verified, countable DBE participation; or (2) documents it has made adequate good faith efforts to meet the DBE contract goal, even though it was unable to do so. It is the obligation of the bidder to demonstrate it has made sufficient good faith efforts prior to submission of its bid.

#### Evaluation of Good Faith Efforts: 26.53(a) & (c)

The PART Grants and Procurement Specialist, and project management personnel are responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive.

The process used to determine whether good faith efforts have been made by a bidder may reference Appendix A to Part 26 for the types of actions which are normally considered good faith efforts. While not intended to be exclusive or exhausted those factors help to serve as a framework for the decision of responsiveness. PART will ensure that all information is complete and accurate and adequately documents the bidder/proposer's good faith efforts before PART commits to the performance of the contract by the bidder/proposer.

#### Information to be submitted: 26.53(b)

PART treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;

5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

#### **Administrative Reconsideration: 26.53(d)**

Within 10 days of being informed by PART that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to Scott W. Rhine, PART CEO/General Manager at 107 Arrow Rd., Greensboro, NC 27409, 336/662-0002; [scottr@partnc.org](mailto:scottr@partnc.org). 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 our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

#### **Good Faith Efforts when a DBE is Terminated/Replaced on a Contract with Contract Goals: 26.53(f)**

PART requires that prime contractors not terminate a DBE subcontractor listed on a bid/contract with a DBE contract goal without PART's prior written consent. Prior written consent will only be provided where there is "good cause" for termination of the DBE firm, as established by Section 26.53(f)(3) of the DBE regulation.

Before transmitting to PART its request to terminate, the prime contractor must give notice in writing to the DBE of its intent to do so. A copy of this notice must be provided to PART prior to consideration of the request to terminate. The DBE will then have five (5) days to respond and advise PART of why it objects to the proposed termination.

In those instances where "good cause" exists to terminate a DBE's contract, PART will require the prime contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, our contracting office will 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.

#### **Sample Bid Specification:**

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of PART to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of \_\_\_\_ percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the

bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.

### **Section 26.55 Counting DBE Participation**

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

## **SUBPARTS D & E– CERTIFICATION**

### **Section 26.61 – 26.73 Certification Process**

PART relies solely on NCDOT and its administration of the Unified Certification Program to determine DBE eligibility.

The State of North Carolina Department of Transportation (NCDOT), in response to USDOT CFR Part 26.81 has established a Unified Certification Program (UCP). All certifications, certification appeals, re-certifications and annual affidavits are submitted to and managed by the Contractual Services Unit of NCDOT. Access to the necessary forms can be found at [www.NCDOT.org](http://www.NCDOT.org) and submitted to the following:

North Carolina Department of Transportation  
ATTN: Unified Certification Program  
1509 Mail Service Center  
Raleigh, NC 27699-1509

### **Section 26.81 Unified Certification Programs**

PART is the member of a Unified Certification Program (UCP) administered by NCDOT. The UCP will meet all of the requirements of this section. PART will use and count for DBE credit only those DBE firms certified by the NCDOT.

### **Section 26.83-26.91 Procedures for Certification Decisions**

Any firm or complainant may appeal a NCDOT decision in a certification matter to DOT. Such appeals may be sent to:

U.S. Department of Transportation  
Office of Civil Rights Certification Appeals Branch  
1200 New Jersey Ave. SE  
West Building, 7<sup>th</sup> Floor  
Washington, D.C. 20590

PART 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 our denial of its application was erroneous).

## **SUBPART F – COMPLIANCE AND ENFORCEMENT**

### **Section 26.109 Information, Confidentiality, Cooperation**

We will safeguard from disclose to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

#### Monitoring Payments to DBEs

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

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

## **ATTACHMENTS**

Attachment 1: Organizational Chart

Attachment 2: DBE Directory

Attachment 3: Monitoring and Enforcement Mechanisms/Legal Remedies

Attachment 4: Good Faith Efforts Forms

Attachment 5: Certification Forms

Attachment 6: DBE Regulation, 49 CFR Part 26

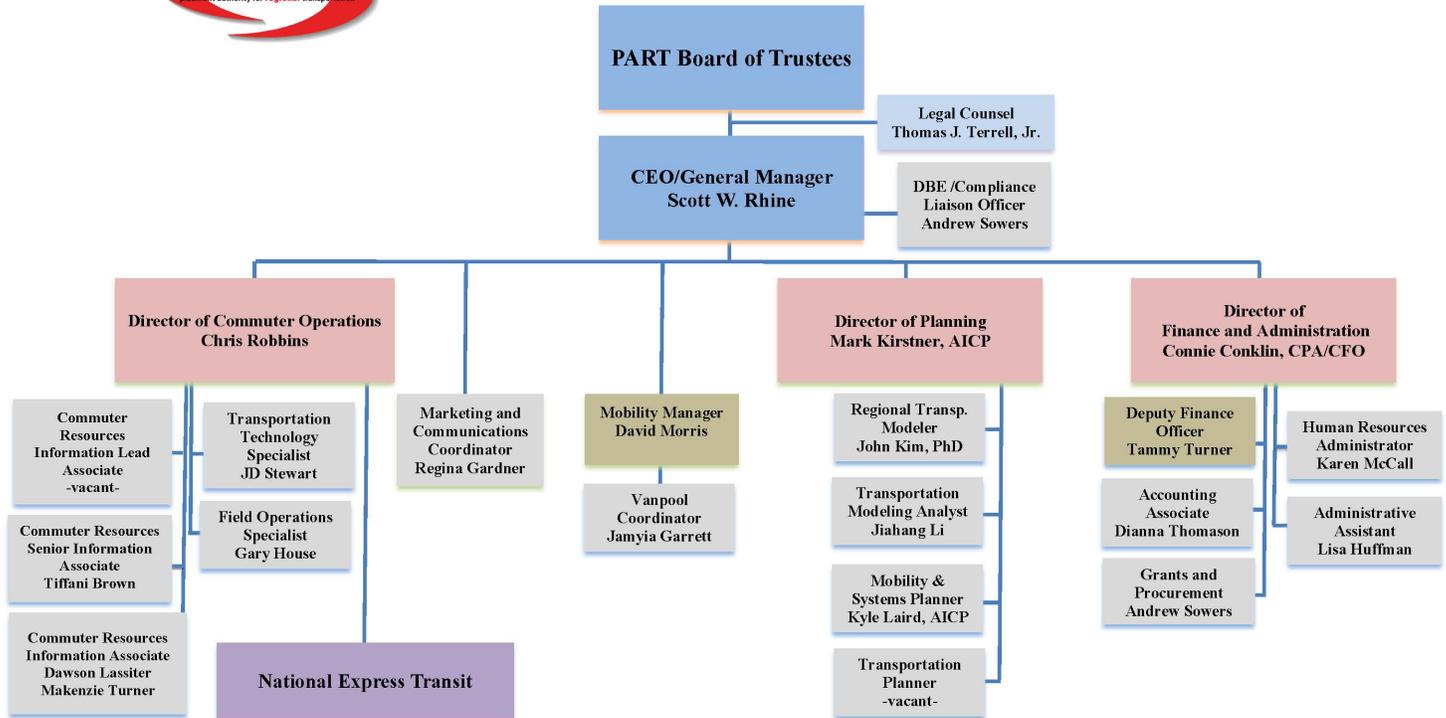
Attachment 7: Definitions of Terms

**ATTACHMENT 1**



**Organizational Chart**

April 2025



**Attachment 2**

**DBE Directory**

[www.NCDOT.gov](http://www.NCDOT.gov)

A full listing of certified DBE firms is available at PART, and is drawn from the complete listing at <https://www.ebs.nc.gov/VendorDirectory/default.html>

Minority Financial Institutions in the Recipient's Area.

PART has identified three minority financial institutions within the state of North Carolina. The following are the addresses of the institutions:

Mechanic's and Farmers Bank,  
100 South Morrow Blvd., Greensboro, NC 27401; (336) 373-8500;

Lumbee Guaranty Bank,  
P.O. Box 908, Pembroke, NC 28372, 910-521-6102.

M&F Bank  
770 Martin Luther King, Jr. Blvd. Winston Salem, NC 27101, (336) 722-0200

### **Attachment 3**

#### **Monitoring and Enforcement Mechanisms/Legal Remedies**

PART has several remedies available 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. Liquidated damages to prime contractors as specified in contract terms for commitment to awarding sub-contracts to DBE firms.
3. Conduct desk audits to review monthly reports to ensure adherence to this Program as represented in bid documents and as stipulated in 49 CFR Part 26.
4. Monitor records of all progress payments to DBEs through monthly reports from prime contractors. Records will be periodically verified by obtaining certified statements from DBE subcontractors.
5. Monitor progress of DBE's work through on-site reviews and communications with DBEs.
6. Conduct any additional investigation that may be necessary due to a lack of proper record keeping; failure of the prime contractor to cooperate; failure of DBEs to cooperate; visible evidence of unsatisfactory performance; other evidence as may warrant further investigation.

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 4**

[Forms 1 and 2 are provided as part of the solicitation documents for large purchase and Construction related bids. Not applicable to Micro-Purchase activities.]

**FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION**

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

\_\_\_\_\_ The bidder/offeror is committed to a minimum of \_\_\_\_\_ % DBE utilization on this contract.

\_\_\_\_\_ The bidder/offeror (if unable to meet the DBE goal of \_\_\_\_\_%) is committed to a minimum of \_\_\_\_\_% DBE utilization on this contract a submits documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: \_\_\_\_\_

State Registration No. \_\_\_\_\_

By: \_\_\_\_\_

(Signature) Title : \_\_\_\_\_

**FORM 2: LETTER OF INTENT**

Name of bidder/offeror's firm: \_\_\_\_\_

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

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

Name of DBE firm: \_\_\_\_\_

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

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

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

Description of work to be performed by DBE firm:

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The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is \$ \_\_\_\_\_.

**Affirmation**

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By \_\_\_\_\_ (Signature) \_\_\_\_\_ (Title)

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

(Submit this page for each DBE subcontractor.)

**Forms for Demonstration of Good Faith Efforts**

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION FORM					
NAME:			PROJECT NUMBER:		
PROJECT DESCRIPTION:			PROJECT LOCATION:		
PRIME CONTRACTOR INFORMATION					
NAME/ADDRESS: Name of firm Contact person Address, City, Zip Phone Email 111 DBE 111 MBE                      111                      WBE                      111			TYPE OF CONTRACT ___ ARCHITECT/ENGINEER(A/E) ___ CONSTRUCTION ___ SUPPLIER/SERVICE (S/S)		
			AMOUNT OF CONTRACT/BID: \$		
OTHER SUBCONTRACTOR INFORMATION					
111 DBE 111 MBE 111 WBE                      111 OTHER			NAME /ADDRESS: Name of firm Contact person Address, City, Zip Phone Email /ADDRESS: Name of firm Contact person Address, City, Zip Phone		
111 SUBCONTRACTOR                      111 SUPPLIER/SERVICE		111 JOINT VENTURE                      111 BROKER			
TYPE OF CONTRACT					
CONTRACT AMOUNT \$					
111 DBE 111 MBE                      111                      WBE                      111					
OTHER			Email /ADDRESS: Name of firm Contact person Address, City, Zip Phone		
111 SUBCONTRACTOR                      111 SUPPLIER/SERVICE		111 JOINT VENTURE                      111 BROKER			
TYPE OF CONTRACT					
CONTRACT AMOUNT \$					
111 DBE 111 MBE                      111                      WBE                      111					
OTHER			Email /ADDRESS: Name of firm Contact person Address, City, Zip Phone		
111 SUBCONTRACTOR                      111 SUPPLIER/SERVICE		111 JOINT VENTURE                      111 BROKER			
TYPE OF CONTRACT					
CONTRACT AMOUNT \$					
111 DBE 111 MBE                      111                      WBE                      111					
OTHER			Email /ADDRESS: Name of firm Contact person Address, City, Zip Phone		
111 SUBCONTRACTOR                      111 SUPPLIER/SERVICE		111 JOINT VENTURE                      111 BROKER			
TYPE OF CONTRACT					
CONTRACT AMOUNT \$					
111 DBE 111 MBE                      111                      WBE                      111					
FORM COMPLETED BY:					
NAME		TITLE		PHONE	
SIGNATURE		DATE		EMAIL	

**DISADVANTAGED BUSINESS ENTERPRISES GOOD FAITH EFFORT LOG OF DBE  
SUBCONTRACTORS/SUPPLIERS SOLICITED**

Submitted by:

Contractor/Supplier Name	Address or Phone/	Firm type (DBE /MBE/WBE/ Other)	Date of Contact	Contact Method (letter, phone, email, etc)	Task/Item Description	Delivery Sched?	Response (Yes/No)

## Federal Good Faith Criteria

The following factors will be used to determine if the bidder has made adequate good faith effort: Supporting Documentation must be included in bid submittal to be considered a responsive bid.

- (A) Whether the bidder attended any pre-bid meetings that may be scheduled by PART to inform DBEs of subcontracting opportunities.
- (B) Whether the bidder provided solicitations through all reasonable and available means (e.g. advertising in newspapers owned and targeted to the Disadvantaged) at least 10 calendar days prior to bid opening). Whether the bidder provided written notice to all DBEs listed in the NCDOT Directory of Transportation Firms, (as noted in the DBE Directory) that the bidder will be subletting.
- (C) Whether the bidder followed up initial solicitations of interests by contacting DBEs to determine with certainty whether they were interested. If a reasonable amount of DBEs within the targeted project area do not provide intent to quote or no DBEs specialize in the subcontracted areas, the bidder shall notify DBEs outside of the targeted project area that specialize in the subcontracted areas.
- (D) Whether the bidder selected portions of the work to be performed by DBEs in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the bidder might otherwise perform these work items with its own forces.
- (E) Whether the bidder provided interested DBEs with adequate and timely information about the plans, specifications and requirements of the contract.
- (F) Whether the bidder negotiated in good faith with interested DBEs without rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection should be noted in writing with a description as to why an agreement could not be reached.
- (G) Whether quotations were received from interested DBE firms but rejected as unacceptable without sound reasons why the quotations were considered unacceptable. The fact that the DBE firms quotation for the work is not the lowest quotation received will not in itself be considered as a sound reason for rejecting the quotation as unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered as sound reason for rejecting a DBE quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy contract goals.
- (H) Whether the bidder specifically negotiated with subcontractors to assume part of the responsibility to meet the contract DBE goal when the work to be sublet includes potential for DBE participation.
- (I) Whether the bidder made any efforts and/or offered assistance to interested DBEs in obtaining the necessary equipment, supplies, materials, insurance, and/or bonding to satisfy the work requirements in the bid proposal.
- (J) Any other evidence that the bidder submits which show that the bidder has made reasonable good faith efforts to meet the contract goal.

## **Attachment 5**

### **Certification Forms**

Each state has its own Unified Certification Program (UCP), which is administered by their Department of Transportation. The purpose of the UCP is to provide "one-stop shopping" for applicants to apply for DBE certification, such that an applicant is required to apply only once for a DBE certification that and it will be honored by all agencies that are recipients of Federal DOT funding in the state.

State and local recipients of Federal Department of Transportation money often set DBE participation goals on their contracts. Prime bidders must either meet or make a good faith effort to meet these goals. When a DBE is certified through the UCP, it is included in the UCP Directory. Prime bidders needing to perform outreach to DBEs for their bid can use the UCP Directory to locate potential DBE subcontractors and suppliers.

All related program information and registration requirements and associated forms can be obtained via the internet at <https://connect.ncdot.gov/business/SmallBusiness/Pages/default.aspx>

#### **What is the Directory of Firms?**

The Directory of Firms is a real-time consolidated list of firms that have been certified through North Carolina's Unified Certification Program as Disadvantaged Business Enterprises (DBE), Airport Concession Disadvantaged Business Enterprises (ACDBE), Small Professional Services Firms (SPSF), Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), and/or Small Business Enterprises (SBE).

The Directory also contains real-time information on firms that have been prequalified to perform work on and/or bid on NCDOT contracts. Prequalification is not a warranty or assurance that a firm is qualified or has the capacity to perform the type(s) of work the owner has represented its firm as competent to perform. Prequalification by NCDOT does not relieve the prime contractor of his responsibility for determining if the subcontractors selected are, in fact, qualified to perform the work for which they are engaged.

The Directory is provided as an informational source for prime contractors, subcontractors, and consultants as well as local and federal agencies. The following link provides the most up to date listing of certified firms: <https://www.ebs.nc.gov/VendorDirectory/default.html>

**Attachment 6**

**Regulations: 49 CFR Part 26**

Full document available at <http://www.ecfr.gov/cgi-bin/text> Title

49: Transportation

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

**Contents**

**[Subpart A—General](#)**

**[Subpart B—Administrative Requirements for DBE Programs for Federally-Assisted Contracting](#)**

**[Subpart C—Goals, Good Faith Efforts, and Counting](#)**

**[Subpart D—Certification Standards](#)**

**[Subpart E—Certification Procedures](#)**

**[Subpart F—Compliance and Enforcement](#)**

[Appendix A to Part 26—Guidance Concerning Good Faith Efforts](#)

[Appendix B to Part 26—Uniform Report of DBE Awards or Commitments and  
Payments Form](#)

[Appendix C to Part 26—DBE Business Development Program Guidelines](#)

[Appendix D to Part 26—Mentor-Protégé Program Guidelines](#)

[Appendix E to Part 26—Individual Determinations of Social and Economic  
Disadvantage](#)

[Appendix F to Part 26—Uniform Certification Application Form](#)

## **Attachment 7**

### **Definitions of Terms**

Definitions of Terms: (The terms used in this Program have the meanings defined in 49 CFR 26.5.)

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

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

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

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

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

**Contract** means a legally binding relationship obligating a seller to furnish supplies or services (including, but not limited to, construction, leasing of real property, and professional services) and the buyer to pay for them.

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

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

**Disadvantaged Business Enterprise or DBE** means a for-profit small business concern-

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

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

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

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

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

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

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

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

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

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

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

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

**Primary industry classification** means the four digit Standard Industrial Classification (SIC) code designation which best describes the primary business of a firm. The SIC code designations are described in the Standard Industry Classification Manual. As the North American Industrial Classification System (NAICS) replaces the SIC system, references to SIC codes and the SIC Manual

are deemed to refer to the NAICS manual and applicable codes. The SIC Manual and the NAICS Manual are available through the National Technical Information Service (NTIS) of the U.S. Department of Commerce (Springfield, VA, 22261). NTIS also makes materials available through its web site ([www.ntis.gov/naics](http://www.ntis.gov/naics)).

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

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

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

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

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

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

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

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

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

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

1. Any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis.
2. Any individual in the following groups, members of which are rebuttable presumed to be socially and economically disadvantaged:
  - (i) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
  - (ii) "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;

(iii) "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;

(iv) "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;

(v) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives islands, Nepal or Sri Lanka;

(vi) Women;

(vii) Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

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

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

# 2025 PART DBE Program Updated May 2025

Final Audit Report

2025-05-30

Created:	2025-05-30
By:	Andrew Sowers (andrews@partnc.org)
Status:	Signed
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