



## Goal-Setting and Methodology Summary

August 30, 2023

Office of Civil Rights  
U.S. Department of Transportation  
Federal Transit Administration  
1835 Market Street  
Suite 1910  
Philadelphia, PA 19103

### Re: FFY24-26 DBE Goal and Methodology

To Whom It May Concern,

Following our full review and analysis, the Greater Lynchburg Transit Company (GLTC) has proposed a goal of using .7% of DOT funding for Federal Fiscal Years (FFY) 2023 – 2026 for DBE's, as required under 49 CFR, Part 26. GLTC is proposing to achieve its entire goal using race-neutral means.

In calculating our proposed goal, GLTC used data from the Virginia Department of Small Businesses & Supplier Diversity Directory (<https://directory.sbsd.virginia.gov/#/directory>) to determine the number of ready, willing, and able DBE's in the area, and the Census Bureau's all businesses by zip code dataset to determine the relative number of ready, willing, and able businesses in our chosen area to participate on DOT-assisted contracts.

GLTC has posted this goal and is currently accepting comments. In the event that GLTC does receive comments, we will review them carefully to determine whether the DBE goal we are proposing for FFY2024-2026 should be modified in any way.

GLTC has had difficulty obtaining any percentage of DBE participation because of a lack of certified firms in our immediate geographic area. GLTC has expanded the geographic area in which it conducts business to include the Commonwealth of Virginia and is working to utilize any DBE's that are available. GLTC has made the following efforts to encourage local qualified small businesses to complete and return an application by:

- GLTC has distributed the goal and methodology document to business development agencies.

- GLTC published the established goal on the GLTC website.
- GLTC will hold a public hearing on September 18, 2023 from 12 noon to 2 p.m at the Kemper Street Transfer Station, 800 Kemper Street, Lynchburg, VA 24501.

As a part of this goal-setting, I have attached additional documents that support the methodology. If there are any questions, please contact me at 434-455-5080 or by email at [feedback@gltconline.com](mailto:feedback@gltconline.com), Subject Line: DBE Comments. Thank you for your continued support of our DBE program.

*Natalie Wilkins*

Natalie Wilkins  
Assistant General Manager, DBELO  
Greater Lynchburg Transit Company

This table represents all of the capital projects for which GLTC has programmed funding throughout Fiscal Years 2024, 2025, and 2026. This data was utilized to establish the total funding percentage and the assigned weight per project.

	<u>NAICS Code</u>	<u>Project</u>	<u>Amount of DOT funds on project:</u>	<u>% of total DOT funds (weight)</u>
<b><u>Fiscal Year 2024</u></b>				
1)	518120, 449210	Purchase IT Equipment for Upgrade	\$44,800	8.25%
		<b>FY2024 Total</b>	<b>\$44,800</b>	
<b><u>Fiscal Year 2025</u></b>				
1)	441110	Purchase Support Vehicle Replacement	\$50,000	9.2%
2)	238110, 237310	Purchase Shelter Replacements	\$21,000	3.86%
3)	518210,449210	Purchase IT Hardware and Software	\$81,000	14.9%
4)	238220	Purchase HVAC Software	\$50,000	9.2%
5)	541330	Purchase Kemper Street Bus Bay Expansion	\$20,000	3.68%
		<b>FY2025 Total</b>	<b>\$222,000</b>	
<b><u>Fiscal Year 2026</u></b>				
1)	441110	Purchase Support Vehicle Replacements	\$45,350	8.35%
2)	811210	Purchase Radio System Replacement	\$6,200	1.14%
3)	561612	Purchase Replacement and Upgrade of Security System (Cameras, Gates, Access Control- O&M Facility	\$150,000	27.62%
4)	441110	Purchase of Maintenance Truck	75,000	13.8%
		<b>FY2026 Total</b>	<b>276,550</b>	
		<b>FY2024-2026 Total</b>	<b>\$543,350</b>	<b>100%</b>

**This Table Represents the Number of DBEs available relative to the total number of firms available to do the work within our study area.**

	<b>NAICS Code</b>	<b>Project</b>	<b>Number of DBEs Available</b>	<b>Number of All Firms Available</b>	<b>Relative Availability</b>
<b>1)</b>	518210, 449210	Purchase IT Equipment for Upgrade	63	428	14.7%
<b>2)</b>	441110	Purchase Support Vehicle Replacement	0	380	0%
<b>3)</b>	238110, 237310	Purchase Shelter Replacements	50	197	25.4%
<b>4)</b>	518210,449210	Purchase IT Hardware and Software	63	428	14.7%
<b>5)</b>	238220	Purchase HVAC Software	23	1901	1.2%
<b>6)</b>	541330	Purchase Kemper Street Bus Bay Expansion	160	719	22.3%
<b>7)</b>	441110	Purchase Support Vehicle Replacements	0	380	0%
<b>8)</b>	811210	Purchase Radio System Replacement	2	306	.65%
<b>9)</b>	561612	Purchase Replacement and Upgrade of Security System (Cameras, Gates, Access Control- O&M Facility	12	188	6.4%
<b>10)</b>	441110	Purchase of Maintenance Truck	0	380	0%
	<b>Combined Totals</b>				<b>8.5%</b> <i>Overall availability of DBEs</i>

**This table represents the final weighted base figure considering the availability and weight of each project.**

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1)	518210, 449210	Purchase IT Equipment for Upgrade	.0825		.147	1.21%
2)	441110	Purchase Support Vehicle Replacement	.092		0	0%
3)	238110, 237310	Purchase Shelter Replacements	.0386		.254	.98%
4)	518210,449210	Purchase IT Hardware and Software	.149		.147	2.19%
5)	238220	Purchase HVAC Software	.092		.012	.11%
6)	541330	Purchase Kemper Street Bus Bay Expansion	.368		.223	8.2%
7)	441110	Purchase Support Vehicle Replacements	.0835		0	0%
8)	811210	Purchase Radio System Replacement	.0114		.0065	.007%
9)	561612	Purchase Replacement and Upgrade of Security System (Cameras, Gates, Access Control- O&M Facility	.2762		.064	1.77%
10)	441110	Purchase of Maintenance Truck	.138		0	0%
					<b>Rounded, Weighted Base Figure:</b>	<b>1.45%</b>

## **GLTC Goal-Setting Methodology**

The methodology used to establish GLTC's DBE goal for FFY's 2024-2026 FTA funding is described below. GLTC's overall goal is based on ready, willing, and able DBE's relative to all businesses ready, willing, and able to participate in DOT-assisted contracts.

To determine these goals the following steps were completed:

### Step 1:

We worked to determine the % of funding available for each item. We identified the funding for each project and developed a weighted percentage based on our total capital funding.

### Step 2:

We determined the relative availability of DBE's for each project/type of work. GLTC first identified what is considered to be the area in which we do business. In the past GLTC has had difficulty acquiring DBE participation since there are few DBE's in the immediate area. In an attempt to increase its availability to DBE's, GLTC extended its market area to the entire Commonwealth of Virginia.

Next, we identified the project and type of work by NAICS codes using the Census Bureau website: <http://www.census.gov/eos/www/naics/>. After identifying all the possible NAICS code classifications for each project, we searched for registered/certified vendors in the Virginia Department of Small Business Database to identify the number of ready, willing, and able DBE's. GLTC then used the NAICS code in conjunction with the business datasets by zip code on the Census Bureau Webpage to identify the total number of firms able to participate in the FTA funded projects.

### Step 3:

GLTC worked to determine the base figure for the relative availability of DBE's. The base figure was calculated using the following formula:

$$\text{Base Figure} = \frac{\text{Ready, willing, and able DBE's (15)}}{\text{All firms ready, willing, and able (352)}}$$

The data source we used to determine the numerator was the Virginia Department of Small Businesses & Supplier Diversity Directory. The denominator was sourced from the Census Bureau's dataset of all businesses by NAICS code.

Step 4:

After calculating a base figure of the relative availability of DBE's; we went through the process of weighting the base figure, or multiplying the individual relative availabilities found in step 3, by the weighted percentages in step 1.

Step 5:

In previous fiscal years, GLTC was unable to accomplish any DBE participation. This is due to the very limited number except 2022 of DBE's available in the region.

Past goal evaluations were examined to determine the median of the federal fiscal year transit goals for the last five years.

These goal achievement percentages were determined as follows: FFY 2018: 0% FFY 2019: 0% FFY 2020: 0%  
FFY 2021: 0%  
FFY 2022: 0.69%  
Median: 0.138%

**In conclusion:** After taking into consideration all the factors, weighing the projects, DBE availability, and consideration of the past participation, GLTC has adjusted the 1.45% base figure down to 0.7%. We are looking forward to engaging more DBE's in the future through outreach efforts.