



WASCITO

CIVIL RIGHTS TRAINING SYMPOSIUM | AUSTIN 2019



DBE Best Practices – Supportive Services

March 7, 2019



Mark Arrington

Civil Rights Program Manager | FHWA – Texas Division

DBE Supportive Services

- Only FHWA has DBE/SS Program
- \$10M, annually
- Authorized under 23 USC 140(c); 23 CFR 230, Subpart B
- Began in 1985
- Authorizes State Departments of Transportation (State DOTs) to establish procedures to develop, conduct, and administer assistance programs to benefit women and minority businesses
- 100% federal- no match required

Purpose of DBE/SS

- Designed to increase the total number of minority, women and socially and economically disadvantaged businesses active in the highway construction industry
- Contribute to the growth and eventual self-sufficiency of these businesses
- Provide services to help DBE firms develop and improve long-term business operations, immediate and long-term business management, capacity building, record keeping, financial and accounting capabilities

Business Development Program

- Beginning 2015, FHWA requires all State DOTs receiving DBE/SS to establish Business Development Programs (49 CFR 26.35)
- The Business Development Program should include an evaluation of certified firms individually to determine what training is necessary for them to compete successfully for federally-assisted contracts
- Appendix C to Part 26—DBE Business Development Program Guidelines

Business Development Plans

- The business plan should contain at least the following:
 - An analysis of market potential and operational abilities
 - An analysis of the firm's strengths and weaknesses focusing particularly on financial, managerial, technical and labor conditions
 - Specific targets, objectives, and goals for the business development
 - Estimates of contract awards from the DBE program and from other sources
- The Supportive Services provided should be focused on individualized training to assist those participants in the areas identified in the business plan

Statements of Work

- FHWA requires State DOTs to submit Statements of Work (SOWs) for their Business Development Programs to be approved annually
- Four parts to a Statement of Work:
 - Program Design
 - Budget Summary
 - Evaluation, Monitoring and Oversight
 - Reporting requirements

Program Design

- Purpose Statement
- Program goals
- Result Oriented metric-based objectives
- Scope of work:
 - Schedule
 - Resources
 - Service providers and partnerships

Goals and Objectives

- Programs must clearly identify performance measures and provide deliverables that measure success
- Set SMART goals:

Specific

Measurable

Attainable

Realistic

Time Frame

Budget Summary

- Provide program line-item budget
 - Overall budget summary
 - Detailed description of line-items
- Identify in-kind contributions
- Ensure budget caps and overall amount do not exceed thresholds and allocation

Evaluation, Monitoring, Oversight

- Provide a detailed description of monitoring efforts
 - Oversight of service providers
 - Communication of issues or concerns
- Describe data collection procedures to:
 - Track the progress of the program
 - Demonstrate achievement of goals and objectives

Reporting Requirements

- Describe reporting schedule
 - Provider to State
 - State to FHWA
- Reporting timeframes:
 - After every session
 - Monthly, quarterly and/or annually
 - Program accomplishment final report

Submittal and Evaluation

- FHWA will announce the solicitation and submittal deadline (varies by year)
- SOW should not exceed 10 pages
- The solicitation should be announced on the State DOT website
- SOW submitted to the FHWA Division office

Funding Process

- Prior to 2012, SOWs submitted by Divisions to HQ with recommendations and evaluated by independent “panel” of FHWA staff that recommended approval to Secretary
- 2012 Secretary approved “formula” based allocation. Funds are distributed to FHWA Division Offices using the previous fiscal year’s obligation limitation pro-rata. For example, if a State received 2.04% of total federal funds available to the States, that State would receive 2.04% of all available funds allocated for the DBE/SS program