



July 24, 2018

To: Fox Cities Transit Commission
Appleton City Council

From: Debra Ebben, Administrative Services Manager

Subject: City of Appleton, Valley Transit Disadvantaged Business Enterprise (DBE) Program

Background:

Valley Transit receives Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance we are required to establish a Disadvantaged Business Enterprise (DBE) Program. A Disadvantaged Business Enterprise is defined as a for-profit small business concern where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

Valley Transit's DBE goals must be reviewed every three years and a new goal established to reflect any new trends. The purpose of this program is to ensure that DBE's as defined in Federal Regulations have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy to:

- Ensure nondiscrimination in the award and administration of DOT – assisted contracts
- Create a level playing field on which DBE's can compete fairly for DOT-assisted contracts
- Ensure that the DBE Program is narrowly tailored in accordance with applicable law
- Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBE's
- Help remove barriers to the participation of DBE's in DOT assisted contracts
- Assist the development of firms that can compete successfully in the market place outside the DBE program

Valley Transit has determined its overall goal for FY 2019 through 2020 as 1% of the Federal Financial assistance that it receives (approximately \$12,000 per year). We are required to advertise the goal, allowing time for public comment. Attached you will find Valley Transit's DBE program submitted to the Federal Transit Administration for approval.