



MONROE COUNTY TRANSIT AUTHORITY
DBE Goal and Goal-Setting Methodology
For Federal Fiscal Years 2023-2025

Submitted to the Federal Transit Administration

MONROE COUNTY TRANSIT AUTHORITY(MCTA) DBE GOAL & METHODOLOGY FFY 2023-2025

The Monroe County Transportation Authority (MCTA) submits this Overall DBE Goal and Goal-Setting Methodology to the Federal Transit Administration (FTA) for review pursuant to 49 CFR Part 26.

MCTA is a small urban transit agency which is a sub-recipient of federal funds.

The methodology used to calculate MCTA's DBE goal is based on 49 CFR Part 26 and guidance provided by the FTA, Region III, including two documents: One entitled "Weighted Base Figure Worksheet", and the second, a Power Point instructional presentation called "Small Grantee Goal Setting Methodology and Consultation".

Data sources used in the goal-setting process include:

- Pennsylvania's Unified Certification Program (PA UCP)
<https://paucp.dbesystem.com/>
- U.S Census Bureau County: MCTA continues to define our Local Market Area (LMA) as the four counties which make up our Metropolitan Planning Organization (2,313 square miles). Pike, Carbon, Schuylkill and Monroe.
<https://www.census.gov/quickfacts/fact/table/pikecountypennsylvania,carbcountypennsylvania,schuylkillcountypennsylvania,monroecountypennsylvania,US/PST045221>
- The most recently approved Transportation Improvement Plan (TIP) FFY2023-2026 document which shows anticipated expenditures <https://www.nepa-alliance.org/wp-content/uploads/2022/06/NEPA-MPO-2023-2026-Transit-TIP-Project-List-June-2022.pdf>
- To estimate levels of future fuel expense for the upcoming three year period of this methodology, MCTA reviewed the trend of fuel costs using actual expenses for: July 1 2020-June 2021, July 1 2021-April 2022, estimating May and June 2022, and the budgeted amount for July 1, 2022- June 30, 2023 to determine reasonable levels of future fuel expenditures under NAICS code 424720. Ultimately, the budgeted amount for July 1, 2022- June 30, 2023 was used because it was slightly higher than the two preceding years.
- <https://www.naics.com/code-search/> NAICS Association Database showing results for 2022 NAICS codes.
- The Center for Rural Pennsylvania, A Legislative Agency of the General Assembly was referenced for demographic and geographic information
<https://www.rural.pa.gov/data/rural-urban-definitions>
- The four counties of the Northeast Pennsylvania Metropolitan Planning Organization (NEPA MPO)
<http://www.nepa-alliance.org/>
- Pennsylvania's electronic document and bid management program:
<https://pennbid.procurement.com/home>

MONROE COUNTY TRANSIT AUTHORITY(MCTA) DBE GOAL & METHODOLOGY FFY 2023-2025

Based on analysis of the references used above, MCTAs DBE goal of 1% was advertised. Due to local area DBE limitations, MCTA anticipates this goal will be best achieved in FFY2023-25 through race neutral means.

This submission includes the following supporting documentation:

1. A description of the methodology used to establish the base goal (Step 1A).
2. The relative availability of DBE firms compared to total and a discussion of the analysis (Step 1B).
3. Weighted Base Calculation by individual project, and group of projects (Step 1C).
4. Adjustments (Step 2)
5. Good Faith Efforts to achieve the goal and actions taken.
6. Description of the public participation performed in relation to the DBE Goal and Goal-Setting Methodology.
7. Newspaper advertisements.

1. Step 1A - Base Goal

Methodology used to determine a Base Goal (Step 1A):

- A review of current year and future year Program of Projects (POP) as approved by the Northeast Pennsylvania Metropolitan Planning Organization (NEPA MPO). This organization is made up of four counties, Pike, **Monroe**, Carbon and Schuylkill. The purpose of the NEPA MPO is to review and prioritize transportation projects (generally, but not exclusively, **capital projects**), planned for the region in cycles of four years. Each four-year period lists these projects by individual year on a Transportation Improvement Plan (TIP). Projects are also viewed by the Department of Transportation (DOT) for a twelve-year period on a document known as the Twelve-Year Plan (TYP). Projects reviewed for this DBE Goal Methodology were that of the MCTA, FFY2023-25, and two incomplete capital projects from the TIP FFY2020-22. Capital projects listed on the TIP using 5307 federal funds were selected.
- **Operational Budgets** for the MCTA were also reviewed. Historical fuel allocations for FYE2021, FYE2022, and budgeted fuel costs for FYE2023 were reviewed. These documents provided insight to fuel expenses by line item, which revenues were used, or are planned to be used to balance these budgets. MCTA uses 5307 operating funds for wages and fuel expenses only; therefore, those operational line items which utilize fuel were selected.

**MONROE COUNTY TRANSIT AUTHORITY(MCTA) DBE GOAL & METHODOLOGY
FFY 2023-2025**

- Once a list of potential 5307 funded projects were identified, the MCTA categorized the type of project by North American Industry Classification System (NAICS) codes by industry as they related to each of the individual projects. MCTA chose to use the Dun & Bradstreet, Hoovers database, and documented the number of firms available by NAICS Code, and further by those found in the four counties of our Metropolitan Planning Organization (MPO): Monroe, Pike, Carbon and Schuylkill. In addition to advertising in MPO county newspapers, MCTA wanted to expand our reach, and solicited PennDOT for further assistance. MCTA was able to obtain a list of all nine DBE firms certified within the four-county region from the Equal Opportunity Specialist at the Bureau of Equal Opportunity. Business names, phone and email contact information and county in which the business was located was provided. MCTA sent emails to each of the nine firms and received responses from five. Although none of the firms had NAICS codes which matched those of our goal, we believe there is always the possibility of needing additional services, so, in the spirit of 49 CFR Part 26, we will refer to these contacts for additional solicitation opportunities. Further, we will share their contact information with other potential purchasers. A six-digit NAICS code, along with a brief description of the type of work, estimated project expense, and percentages of each projects cost compared to all costs is presented below.

Step 1A: Base Goal:

	NAICS Code	Description of Work	Amount of DOT funds on project:	% of total DOT funds (weight)
1)	333921	Shop Equipment	\$180,000	.2174
2)	236220	Bus Shelters	\$223,004	.2694
3)	332321	Exterior Doors	\$36,000	.0435
4)	324121	Parking Lot Paving	\$20,000	.0242
5)	424720	Fuel	\$208,865	.2523
6)	561651	Surveillance Equipment	\$72,000	.0870
7)	333924	Skid Steer	\$56,000	.0676
8)	423430	Computer Equipment	\$32,000	.0387
Total FTA-Assisted Contract Funds			\$827,869	1.0000

MONROE COUNTY TRANSIT AUTHORITY(MCTA) DBE GOAL & METHODOLOGY FFY 2023-2025

In prior years, the Pennsylvania Bureau of Public Transportation (PennDOT) developed methodology for smaller, rural transit systems which were identified individually by county as the Local Market Area (LMA). The MCTA became an urban transportation system in November 2014, and although operating currently as a dual, rural/urban system, chose to cast a broader net to potentially reach more DBEs, thus, our LMA for DBE purposes now includes four counties. Most of northeast Pennsylvania's counties are rural; all of these four MPO counties fall within the rural classification. These four NEPA MPO represented counties alone represent 2,313 square miles of area.

2. Step 1B – Relative Availability of DBE Firms by NAICS Code:

To determine the Relative Availability of firms, MCTA identified NAICS codes by project based on availability within the LMA. We used the Pa Ucp directory, found on the PennDOT website, to further refine our search for DBE's. One project within the LMA reports DBEs under our Fuel classification. In addition to advertising within our four county LMA, MCTA will also utilize a new resource called 'PennBID'. This service uses technology to help MCTA augment the efforts of standard newspaper advertisements and has been a recent resource to assist us in advertising to a larger market. Pennbid expands our reach well beyond our LMA for solicitations; when possible, MCTA will also use pennbid.net. For areas in which there is no DBE in the LMA, MCTA will contact neighboring transit systems and the NEPA Alliance Procurement Technical Assistance Center (PTAC) to cast our net even further in search of potential DBEs. As an example, on a project in 2021, MCTA was able to use a DBE for electrical supplies in the Pittsburgh region. To complete Step 1B, Weighted Relative availability was determined by dividing the number of all market area firms available into the number of market area DBE firms.

**MONROE COUNTY TRANSIT AUTHORITY(MCTA) DBE GOAL & METHODOLOGY
FFY 2023-2025**

Step 1B: Relative Availability:

	NAICS Code	Description of Work	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Weight Relative Availability
1)	333921	Shop Equipment	0	2,905	0.0000
2)	236220	Bus Shelters	0	2,516	0.0000
3)	332321	Exterior Doors	0	82	0.0000
4)	324121	Parking Lot Paving	0	70	0.0000
5)	424720	Fuel	1	771	0.0013
6)	561651	Surveillance Equipment	0	834	0.0000
7)	333924	Skid Steer	0	134	0.0000
8)	423430	Computer Equipment	0	448	0.0000
	Combined Totals		1	7,760	.0013

**MONROE COUNTY TRANSIT AUTHORITY(MCTA) DBE GOAL & METHODOLOGY
FFY 2023-2025**

3. Step 1C. Weighted Base Figure:

The final step at determining a goal for DBE attainment was Step 1C. This step takes information from the prior two matrices, the Weight multiplied by the Availability to arrive at a Weighted Base Figure per project. After each project had an identified Weighted Base Figure, all figures were totaled to arrive at one Weighted Base Figure. The total Weighted Base Figure is expressed as a percentage. In this case, 1%.

Step 1C - Weighted and Rounded Base Goal

	NAICS Code	Description of Work	Weight	x	Avail-ability of DBEs	Weighted Base Figure
1)	333921	Shop Equipment	0.2174	x	0.0000	0.0000
2)	236220	Bus Shelters	0.2694	x	0.0000	0.0000
3)	332321	Exterior Doors	0.0435	x	0.0000	0.0000
4)	324121	Parking Lot Paving	0.0242	x	0.0000	0.0000
5)	424710	Fuel	0.2523	x	0.0013	0.0003
5)	561651	Surveillance Equipment	0.0870	x	0.0000	0.0000
7)	333924	Skid Steer	0.0676	x	0.0000	0.0000
8)	423430	Computer Equipment	0.0387	x	0.0000	0.0000
Total						0.0003
Expressed as a %						0.0327%
Rounded, Weighted Base Figure:						1%

4. Step 2: Adjustment to the Weighted Base Goal

For Step 2, MCTA considered whether an adjustment of the base goal was necessary. It was determined that adjustment of the weighted base goal for DBE participation would be best rounded to the nearest percent, therefore the goal of 1% was selected. The reasons for making adjustments include:

MONROE COUNTY TRANSIT AUTHORITY(MCTA) DBE GOAL & METHODOLOGY FFY 2023-2025

- MCTA strives to seek out DBEs wherever possible. We chose to round up to the nearest percent because we know we will be working at attracting DBE firms wherever and whenever possible (not just on selected projects).
- In the spirit of the regulations, MCTA has reached out to ALL currently listed DBE firms in our four-county region. Those that have responded will be a good resource for potential future procurements we will want to solicit.
- Most of our projects are small and can be procured using state contracts; many good and services have been delayed forcing us to look for other avenues of procurement, DBEs will be solicited.
- This goal is similar to historical goals at the MCTA, therefore reasonable.

5. Good Faith Efforts to Achieve the Goal

MCTA will continue to work toward achievement of the stated DBE goal. It is expected that the goal can be achieved through 100% race-neutral means through good faith efforts.

- MCTA contacted peers and PennDOT to learn of new DBE contracting opportunities.
- MCTA has used PennBid as a means to broaden our limited LMA, thereby solicit statewide, not simply our 2,313 square mile area.
- The MCTA CEO reached out to other transit systems when developing its current DBE Goal Setting Methodology process to see out best practices.
- MCTA encourages DBE's to apply in all advertised project announcements.
- Although opportunities in the past two years were more restrictive to in-person seminars, MCTA's CEO and DBELO have utilized various training materials offered on the FTA website regarding DBE Goal Setting.
- TA continues to reach out to neighboring transit systems to identify any known DBE vendors in neighboring service areas beyond Pike, Carbon (LANTA), and Schuylkill counties. (Example: Luzerne County Transportation Authority LCTA)
- MCTA Management Staff has continued to reach out to existing vendors to learn who may be or are interested in becoming DBEs.

6. Public Participation

In addition to outreach efforts, and in accordance with 49 CFR Part 26, MCTA invited DBE and small business vendors to comment on our recently prepared program goal. Because MCTA utilizes a four-county LMA which includes: Monroe, Pike, Carbon, and Schuylkill counties, we advertise our DBE Program Goals beyond that of the Monroe County newspaper, the Pocono Record, to additional newspapers in the region: The Times News, LLC which covers both Schuylkill and Carbon counties, and the Pike County Dispatch, Inc which covers Pike county. The public comment period advertised was June 17, 2022 through and including July 27, 2022.

**MONROE COUNTY TRANSIT AUTHORITY(MCTA) DBE GOAL & METHODOLOGY
FFY 2023-2025**

Plans to utilize a virtual meeting format are underway. We look forward to reaching not only interested DBEs, but also minority groups, women's groups, general contractor groups, and community organizations which could have information related to disadvantaged business enterprises.

- MCTA is utilizing newspaper advertisements.
- MCTA is posting information on its website.
- Agencies can call or visit the MCTA offices during normal business hours to review DBE methodology.

All comments will be documented and considered in the final establishment of the goal and the goal-setting methodology. The DBE Goal & Methodology will be finalized following the public comment period.

7. Newspaper Advertisement Language (the same language was used for all three newspapers):

**PUBLIC NOTICE
DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL
FOR FISCAL YEARS 2023-2025**

Pursuant to 49 CFR Part 26, the Monroe County Transportation Authority evaluated the availability of Disadvantaged Business Enterprises to provide goods and/or services needed by subrecipients of Federal Transit Administration (FTA) funds in the State of Pennsylvania. The Disadvantaged Business Enterprise (DBE) goal will be effective October 1, 2022 covering Federal Fiscal Years 2023, 2024, and 2025. The goal is proposed to be set at 1%.

The purpose of this notice is to afford the general public and disadvantaged businesses an opportunity to comment on the proposed program goal. The DBE program goal may be reviewed for 30 days beginning June 17 2022, through July 17, 2022. Comments must be submitted in writing and sent to the mailing address or email address listed below no later than Monday, July 18, 2022.

The document describing how the MCTA determined the proposed DBE goal is also available for inspection during normal business hours at the physical address listed below for a period of thirty 30 days beginning June 17, 2022, through July 17, 2022. In addition, the document is also available for viewing at the MCTA website (<http://www.gomcta.com>)

Monroe County Transportation Authority (physical address)
134 MCTA Drive
Swiftwater, PA 18370

Email: irivera@gomcta.com

**MONROE COUNTY TRANSIT AUTHORITY(MCTA) DBE GOAL & METHODOLOGY
FFY 2023-2025**

Monroe County Transportation Authority (mailing address)
P.O. Box 339
Scotrun, PA 18355
Attention: Joan Davidge, CFO, DBELO
Phone: 570 243-3412

MCTA is an Equal Opportunity Employer and does not discriminate on the basis of race, age, sex, religion, color of disability or national origin.

The same ad was used for the Pike Dispatch, however, the dates advertised were a few days later due to the Classified Ads staff being on vacation the week of June 13th, 2022.

**PUBLIC NOTICE
DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL
FOR FISCAL YEARS 2023-2025**

Pursuant to 49 CFR Part 26, the Monroe County Transportation Authority evaluated the availability of Disadvantaged Business Enterprises to provide goods and/or services needed by subrecipients of Federal Transit Administration (FTA) funds in the State of Pennsylvania. The Disadvantaged Business Enterprise (DBE) goal will be effective October 1, 2022 covering Federal Fiscal Years 2023, 2024, and 2025. The goal is proposed to be set at 1%.

The purpose of this notice is to afford the general public and disadvantaged businesses an opportunity to comment on the proposed program goal. The DBE program goal may be reviewed for 30 days beginning June 27 2022, through July 27, 2022. Comments must be submitted in writing and sent to the mailing address or email address listed below no later than Monday, July 27, 2022.

The document describing how the MCTA determined the proposed DBE goal is also available for inspection during normal business hours at the physical address listed below for a period of thirty 30 days beginning June 27, 2022, through July 27, 2022. In addition, the document is also available for viewing at the MCTA website (<http://www.gomcta.com>)

Monroe County Transportation Authority (physical address)
134 MCTA Drive
Swiftwater, PA 18370

Email: irivera@gomcta.com

**MONROE COUNTY TRANSIT AUTHORITY(MCTA) DBE GOAL & METHODOLOGY
FFY 2023-2025**

Monroe County Transportation Authority (mailing address)
P.O. Box 339
Scotrun, PA 18355
Attention: Joan Davidge, CFO, DBELO
Phone: 570 243-3412

MCTA is an Equal Opportunity Employer and does not discriminate on the basis of race, age, sex, religion, color of disability or national origin.

Add copies of tear sheet and notary pages once received: Pocono Record, Times, Pike Dispatch.

**MONROE COUNTY TRANSIT AUTHORITY(MCTA) DBE GOAL & METHODOLOGY
FFY 2023-2025**