

POLICY STATEMENT

Section 26.1, 26.23 Objectives/Policy Statement

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

It is the policy of the City of Monticello to ensure that DBEs as defined in 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 narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to 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.

Russ Farnum, City Administrator City of Monticello has been delegated as the DBE Liaison Officer. In that capacity, Russ Farnum is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the City of Monticello in its financial assistance agreements with the Department of Transportation.

City of Monticello has disseminated this policy statement to the City Council and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts through the inclusion of DBE goal requirements into bidding/contract documents.

Dave Goedken, Mayor of City of Monticello

Date

SUBPART A – GENERAL REQUIREMENTS

Section 26.1 Objectives

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

Section 26.3 Applicability

The City of Monticello is the recipient of Federal airport funds authorized by 49 U.S.C. 47101, *et seq.*

Section 26.5 Definitions

The City of Monticello will use terms in this program that have the meaning defined in Section 26.5.

Section 26.7 Non-discrimination Requirements

The City of Monticello 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, the City of Monticello 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.

Section 26.11 Record Keeping Requirements

Reporting to DOT: 26.11

(b) The City of Monticello will provide data about its DBE Program to the Department as directed by Federal Aviation Administration (FAA) operating administrations.

We will report DBE participation to FAA as follows:

We will transmit to FAA annually by or before December 1, the information required for the "Uniform Report of DBE Awards or Commitments and Payments" form, found in 'Attachment G' to this part. We will also report the DBE Contractor firms' information either on the FAA DBE Contractor's Form or another format acceptable to the FAA as instructed.

Bidders List: 26.11(c)

The City of Monticello will create and maintain a bidders list. The purpose of the list is to provide as accurate data as possible about the universe of DBE and non-DBE contractors and subcontractors who seek to work on our DOT-assisted contracts for use in helping to set our

City of Monticello, Iowa DBE Program

overall goals. The bidders list will include the name, address, DBE and non-DBE status, age of firm, and annual gross receipts of firms. (See Attachment K)

We will collect this information in the following ways: by requiring prime bidders to report the name, address, DBE non-DBE status of all firms who quote to them on subcontracts.

Section 26.13 Federal Financial Assistance Agreement

The City of Monticello has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance: 26.13(a) - Each financial assistance agreement you sign with a DOT operating administration (or a primary recipient) must include the following assurance:

The City of Monticello 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 City of Monticello 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 City of Monticello'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 the City of Monticello of its failure to carry out its approved program, the Department may impose sanctions 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.*).

Contract Assurance: 26.13b

The City of Monticello will ensure that the following clause is included in each contract we sign with a contractor and each subcontract the prime contractor signs with a subcontractor:

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 City of Monticello deems appropriate.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

The City of Monticello will receive grant(s) for airport planning or development totaling \$250,000 or more in a Federal fiscal year. We will continue to carry out this DBE Program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program for approval.

City of Monticello, Iowa DBE Program

The City of Monticello is not eligible to receive DOT financial assistance unless DOT has approved our DBE Program and we are in compliance with it and this part. We will continue to carry out our program until all funds from DOT financial assistance have been expended.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this DBE Program.

Section 26.25 DBE Liaison Officer (DBELO)

We have designated the following individual as our DBE Liaison Officer:

Russell Farnum

City Administrator

City of Monticello

200 E. First Street

319-465-3577

rfarnum@ci.monticello.ia.us

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

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO will be assisted by City Clerk, Finance Director, City Attorney, Public Works Director, and HDR Engineering 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 overall annual goals.
4. Ensures that bid 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) and monitors results.
6. Analyzes City of Monticello's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the City Council on DBE matters and achievement.
9. Chairs the DBE Advisory Committee.
10. Determine contractor compliance with good faith efforts.
11. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
12. Plans and participates in DBE training seminars.
13. Acts as liaison to the Uniform Certification Process in Iowa (Iowa DOT).

City of Monticello, Iowa DBE Program

14. Provides outreach to DBEs and community organizations to advise them of opportunities.
15. Maintains the City of Monticello's updated directory on certified DBEs.

Section 26.27 DBE Financial Institutions

It is the policy of the City of Monticello to investigate the full extent of 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 contracts to make use of these institutions.

To date, no such institutions have been identified by the City of Monticello or Iowa DOT although the following institution which is willing to work with the DBE community has been identified in the Iowa DOT DBE Program:

West Bank of Des Moines, IA

Information on the availability of such financial institutions can be obtained by checking the Iowa DOT's External Civil Rights Section.

Section 26.29 Prompt Payment Mechanisms

The City of Monticello requires that all subcontractors performing work on DOT-assisted contracts shall be promptly paid for work performed pursuant to their agreements, in accordance with all relevant federal, state, and local law.

In accordance with 49 CFR §26.29, the City of Monticello established a contract clause implementing this requirement and requires prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 30 days from the prime contractor's receipt of each payment from the City of Monticello.

The City of Monticello ensures prompt and full payment of retainage from the prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Pursuant to §26.29, the City of Monticello has selected the following method to comply with this requirement:

Hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 30 days after your payment to the prime contractor.

The City of Monticello will consider a subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the City of Monticello. When City of Monticello has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

The City of Monticello will provide appropriate means to enforce the requirements of this section. These means include:

City of Monticello, Iowa DBE Program

1. Holding further payment for Prime Contractor until subcontractor has shown proof of payment.
2. Contacting the Prime Contractors payment bond provider.

To implement this measure, the City of Monticello includes the following clause from FAA Advisory Circular 150/5370-10 in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from City of Monticello. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of the City of Monticello. A subcontractor's work is satisfactorily completed when all task called for in the subcontract have been accomplished and documented by the City of Monticello. When the City of Monticello has made incremental acceptance of a portion of the Prime contact, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed. This clause applies to both DBE and non-DBE subcontractors.

Section 26.31 Directory

The City of Monticello uses the State of Iowa DOT's DBE directory, maintained by the State. The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. In addition, the directory lists each type of work for which a firm is eligible to be certified by using the most specific NAICS code available to describe each type of work.

The directory is reprinted every calendar year and updated every month. This information is also available on the internet as described in '*Attachment B*' and as the Iowa DOT's Office of Contract, which is located at 800 Lincoln Way Ames, Iowa

Section 26.33 Over-concentration

City of Monticello has not identified that over-concentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

The City of Monticello has not established a business development program. The City of Monticello will encourage firms to participate in two (2) statewide business development programs offered by the Iowa DOT, the emerging small business (ESB) program and supportive services programs.

Section 26.37 Monitoring and Enforcement Mechanisms

The City of Monticello will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

City of Monticello, Iowa DBE Program

1. We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.107.
2. We will implement similar action under our own legal authorities, including responsibility determinations in future contracts. 'Attachment C' lists the regulation, provisions, and contract remedies available to us in the events of non-compliance with the DBE regulation by a participant in our DBE Program.
3. We will implement a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award or subsequently (i.e., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed.
4. We will implement a monitoring and enforcement mechanism that will include written certification that we have reviewed contracting records and monitored work sites for this purpose. This will be accomplished by monitoring the work site to ensure compliance.
5. We will implement a mechanism that will provide for a running tally of actual DBE attainments (e.g., payment actually made to DBE firms), including a means of comparing these attainments to commitments. In our reports of DBE participation to DOT, we will show both commitments and attainments, as required by the DOT uniform reporting form.

Section 26.39 Fostering Small Business Participation.

The City of Monticello has created a Small Business element to structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

The City of Monticello's small business program element is incorporated as Attachment E to this DBE Program. We will actively implement the program elements to foster small business participation, doing so is a requirement of good faith implementation of our DBE program.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

The City of Monticello does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

The City of Monticello will establish an overall DBE goal covering a three-year federal fiscal year period if we anticipate awarding FAA funded prime contracts exceeding \$250,000 during any one or more of the reporting fiscal years within the three-year goal period. In accordance with

City of Monticello, Iowa DBE Program

Section 26.45(f) the City of Monticello will submit its Overall Three-year DBE Goal to FAA by August 1 of each year.

DBE goals will be established for those fiscal years we anticipate awarding DOT-assisted prime contracts exceeding \$250,000 during the three-year period. The DBE goals will be established in accordance with the 2-step process as specified in 49 CFR Part 26.45. If the City of Monticello does not anticipate awarding more than \$250,000 in DOT-assisted prime contracts during any of the years within the three-year reporting period, we will not develop an overall goal; however this DBE Program will remain in effect and the City of Monticello will seek to fulfill the objectives outlined in 49 CFR Part 26.1.

The first step is to determine the relative availability of DBEs in the market area, "base figure". The second step is to adjust the "base figure" percentage from Step 1 so that it reflects as accurately as possible the DBE participation the recipient would expect in the absence of discrimination based on past participation, a disparity study and/or information about barriers to entry to past competitiveness of DBEs on projects.

In establishing the overall goal, City of Monticello will consult with Iowa DOT's External Civil Rights Office, minority, women's and general contractor groups, community organizations, and other officials or organizations to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City of Monticello's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, we will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at 200 East First Street for 30 days following the date of the notice, and informing the public that the City of Monticello and DOT/FAA will accept comments on the goals for 45 days from the date of the notice. Notice will be issued in general circulation media and available in minority- focus media and trade publications, websites. Normally, we will issue this notice by June 1 of the reporting period of the goal. The notice will include addresses to which comments may be sent and addresses where the proposal may be reviewed.

Our Overall Three-Year DBE Goal submission to DOT/FAA will include a summary of information and comments received, if any, during this public participation process and our responses.

We will begin using our overall goal on October 1 of the reporting period, 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.

A description of the methodology to calculate the overall goal and the goal calculations can be found in 'Attachment L' to this program.

Section 26.47 Failure to meet overall goals.

The City of Monticello will maintain an approved DBE Program and overall DBE goal, if applicable as well as administer our DBE Program in good faith to be considered to be in compliance with this part.

City of Monticello, Iowa DBE Program

If the City of Monticello awards and commitments shown on our Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, we will do the following in order to be regarded by the Department as implementing your DBE Program in good faith:

- (1) Analyze in detail the reasons for the difference between the overall goal and our awards and commitments in that fiscal year;
- (2) Establish specific steps and milestones to correct the problems we have identified in our analysis and to enable us to meet fully your goal for the new fiscal year;
- (3) City of Monticello will submit, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraphs (c) (1) and (2) of this section to the FAA for approval.

Section 26.51(d-g) Contract Goals

The City of Monticello will arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under § 26.39.

If our approved projection under paragraph (c) of this section estimates that we can meet our entire overall goal for a given year through race-neutral means, we will implement our program without setting contract goals during that year, unless it becomes necessary in order meet our overall goal.

The City of Monticello 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.)

We will express our contract goals as a percentage of the total amount of a DOT assisted contract.

Section 26.53 Good Faith Efforts Procedures

Demonstration of good faith efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in *'Attachment J'* to Part 26.

The project engineer is 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.

We will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

City of Monticello, Iowa DBE Program

Information to be submitted (26.53(b))

The City of Monticello treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsiveness. Forms 1 and 2 Demonstration of Good Faith Efforts can be found in 'Attachment J' of this program.

Responsiveness - Each solicitation for which a contract goal has been established will require all bidders/offerors to submit the following information at the time of bid:

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 15 business days of being informed by The City of Monticello 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 the following reconsideration official:

Russell Farnum
City Administrator
City of Monticello
200 E. First Street
319-465-3577
rfarnum@ci.monticello.ia.us

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 replaced on a contract (26.53(f))

The City of Monticello will require a 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

City of Monticello, Iowa DBE Program

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.

The City of Monticello will apply all rules and administrative remedies included in the Iowa DOT's DBE Program as they apply to the City of Monticello.

Section 26.55 Counting DBE Participation

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

The participation of a DBE subcontractor will not be counted toward a prime contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.

In the case of post-award substitutions or additions, if a firm is not currently certified as a DBE in accordance with the standards of subpart D of this part at the time of the execution of the contract, the firm's participation will not be counted toward any DBE goals, except as provided for in §26.87(j).

SUBPART D – CERTIFICATION STANDARDS

Section 26.61 – 26.73 Certification Process

The Iowa DOT has established a Unified Certification Program (UCP) for all governmental entities receiving US DOT funds in the State of Iowa. With respect to participation as a DBE on US DOT assisted contracts, the Iowa DOT makes all DBE certification decisions through UCP on behalf of the entities including the City of Monticello.

A copy of the unified Certification Application Form and/or information can be obtained by contracting:

External Civil Rights Administrator
Iowa DOT
Offices of Contracts
800 Lincoln Way
Ames, Iowa 50010
T: 515-239-1422
F: 515-239-1175
dot.civilrights@iowadot.us

The link to Iowa DOT's certification application forms documentation is found in Attachment F

SUBPART E – CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

The Iowa DOT is the lead organization in Iowa's Unified Certification Program (UCP) as is has the funding and staffing capabilities to do so. Iowa's UCP is meant to be utilized for all projects let in Iowa by any agency receiving funding from the Federal Highway Administration, Federal Transit Administration, or Federal Aviation Administration.

Section 26.83 Procedures for Certification Decisions

Re-Certification 26.83 (a) & (C)

Firms certified with the Iowa DOT are required to recertify every three years. New Uniform Certification Applications and directions are sent to affected firms 60 Days prior to their expiration date. This three-year renewal requires the same supporting documentation as the original certification, including a statement of Personal Net Worth.

"No Change" Affidavits and Notices of Change (26.83(j))

All DBEs are required to inform the Iowa DOT, in a written affidavit, of any changes in circumstances affecting their ability to meet size, disadvantaged status, ownership, or control criteria of 49 CFR part 26. This notification must be provided with 309 days of the occurrence of the change.

Each year, all DBEs are required to submit to the Iowa DOT a "no Change" affidavit on the date designed. Each affidavit must be accompanied by documentation of the DME's size and gross receipts. To meet the requirements of 49 CFR part 26.83 (j), the text of each affidavit must read as follows:

I swear (or affirm) that there have been no changes in the circumstances of **[name of DBE firm]** affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR Part 26. There have been no material changes in the information provided with **[name of DBE]**'s application for certification, except for any changes about which you have provided written notice to the Iowa DOT under 26.83(j). **[Name of firm]** meets Small Business Administration (SBA) criteria for being a small business concern and its average annual gross receipts do not exceed the maximum dollar limit, as defined by SBA rules (13 CFR 121.402), over the firm's previous three fiscal years. The Secretary of Transportations adjusts this amount for inflation from time to time, and will vary with the type of firm.

Section 26.85 Interstate Certification

If any firm is currently certified as a DBE in a state other than Iowa the City of Monticello will, as its discretion, accept firm's home state's certification as evidence of DBE status, without further procedures.

An applicant who has been denied certification as a DBE, or whose certification has been removed, will be provided an opportunity to appeal the decision to the Iowa DOT DBE appeal committee as outlined in the Iowa DOT DBE program. DBVE firms using certification from

City of Monticello, Iowa DBE Program

outside Iowa as evidence of their DBE status will appeal the denial or removal of their certification using their issuing state's procedures.

Section 26.87 Removal of DBE's Eligibility

In the event we propose to remove a DBE's certification. We will forward our proposal to the Iowa DOT. Procedures set forth under 49 CFR part 26.87 will be followed by the Iowa DOT if it concurs with the removal of a DBE's certification. 'Attachment F' to this program outlines the procedures used by the Iowa DOT. To ensure a separation of functions in such a decision, the Iowa DOT will forward the proposal to the DBE appeal committee. Members of the committee will not have participated in any way in proceedings – or the decision to initiate proceedings – leading to the proposal to de-certify. The Iowa DOT has established an administrative "firewall" to ensure that the member of the DBE appeal committee will not have participated in any way to the de-certification proceeding against the firm (including in the decision to initiate such a proceeding).

Section 26.89 Certification Appeals

Firms seeking to appeal the Iowa DOT's decision in certification matters may follow the procedures for administrative appeals of certification decisions provided in the Iowa DOT's DBE program. Resort to these procedures is not a remedy that a firm needs to exhaust before making a certification appeal to US DOT under 26.89.

Any firm or complainant may appeal the Iowa DOT's decision in a certification matter to U.S. DOT. Such appeals may be sent to:

US Department of Transportation
Departmental Office of Civil Rights
External Civil Rights Program Division (S-33)
1200 New Jersey Ave., S.E.
Washington, DC 20590
Phone: 202-366-4754
TTY: 202-366-9696
Fax: 202-366-5575

The UCP promptly implements any U.S. DOT certification appeal decisions affecting the eligibility of DBEs for our U.S. DOT-assisted contracting (e.g., certify a firm if U.S. DOT has determined that Iowa DOT's denial of its application was erroneous).

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation and intimidation or Retaliation

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

Notwithstanding any provision of Federal or state law, we will not release any information that may reasonably be construed as confidential business information to any third party without the written consent of the firm that submitted the information. This includes applications for DBE

City of Monticello, Iowa DBE Program

certification and supporting information. However, we will must transmit this information to DOT in any certification appeal proceeding under § 26.89 of this part or to any other state to which the individual's firm has applied for certification under § 26.85 of this part.

All participants in the Department's DBE program (including, but not limited to, recipients, DBE firms and applicants for DBE certification, complainants and appellants, and contractors using DBE firms to meet contract goals) are required to cooperate fully and promptly with DOT and recipient compliance reviews, certification reviews, investigations, and other requests for information. Failure to do so shall be grounds for appropriate action against the party involved (e.g., with respect to recipients, a finding of noncompliance; with respect to DBE firms, denial of certification or removal of eligibility and/or suspension and debarment; with respect to a complainant or appellant, dismissal of the complaint or appeal; with respect to a contractor which uses DBE firms to meet goals, findings of non-responsibility for future contracts and/or suspension and debarment).

The City of Monticello, contractor, or any other participant in the program will not intimidate, threaten, coerce, or discriminate against any individual or firm for the purpose of interfering with any right or privilege secured by this part or because the individual or firm has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this part.

Monitoring Payments to DBEs

We 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 City of Monticello or DOT. This reporting requirement also extends to any certified DBE subcontractor.

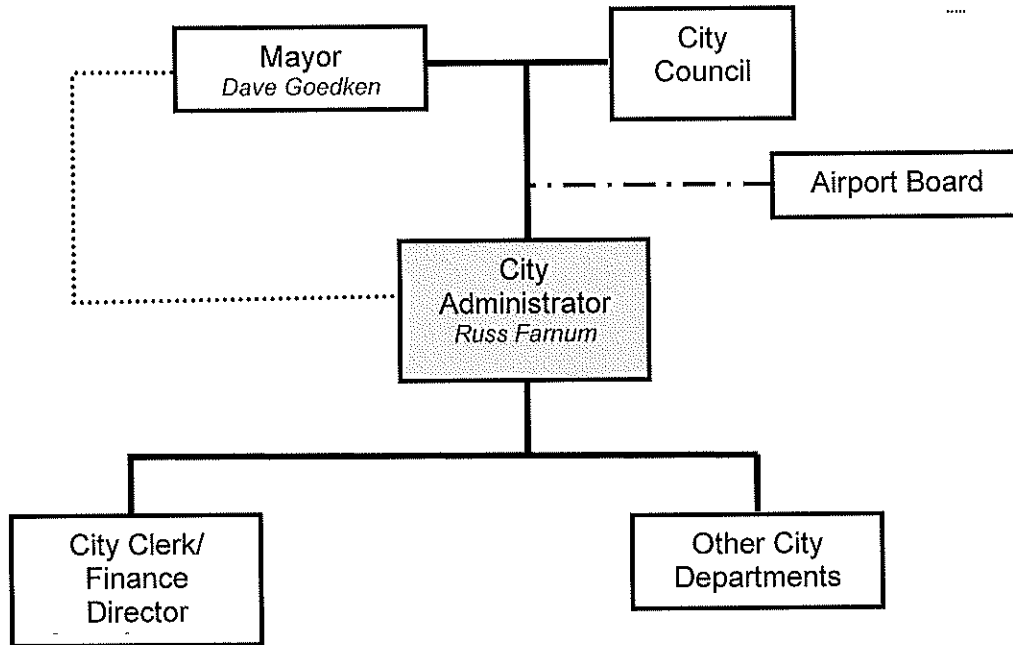
We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

ATTACHMENTS

- Attachment A Organizational Chart
- Attachment B DBE Directory link
- Attachment C Regulations: 49 CFR Part 26 Web link & DBE Monitoring and Enforcement Mechanisms
- Attachment D Small Business Element Program
- Attachment E DBE Certification Application
- Attachment F Procedures used by the Iowa DOT
- Attachment G Uniform Report of DBE Awards or Commitments
- Attachment J Demonstration of Good Faith Efforts or Good Faith Effort Plan - Form 1 & 2
- Attachment K Bidder's List Collection Form
- Attachment L Overall Goal Calculations
- Attachment M State UCP Agreement

Attachment A

Organizational Chart



Attachment B

DBE Directory link

The Iowa DOT maintains a directory identifying all firms eligible to participate as DBEs in its program. The directory lists each firm's name, address, phone number, fax number, E-mail address and the type of work it has been certified to perform as a DBE. The directory is updated every month, any amendment to it is attached to bidding proposals that have DBE goal. This information is also available on the internet and the Iowa DOT's Office of Contract, which is located at 800 Lincoln Way, Ames, Iowa.

A current directory of the Iowa Department of Transportation certified Disadvantaged Business Enterprises can be found online at the Iowa DOT Website using the following link:

<https://secure.iowadot.gov/DBE/Directory/Results>

The directory may be searched by Firm Name, NAICS code, or work type. A full directory listing may also be viewed.

Attachment C

Regulations: 49 CFR Part 26

Link to U.S. DOT 49 CFR Part 26 Regulations

<https://www.transportation.gov/osdbu/disadvantaged-business-enterprise/49-cfr-part-26-sample-disadvantaged-business>

DBE Monitoring and Enforcement Mechanisms

The City of Monticello has available several remedies 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. Breach of contract action, pursuant to Iowa Code Section 614 and 616;

In addition, the Federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE program, 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 D

Small Business Element Program

A. Objectives

The City of Monticello has developed this Small Business element in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. We consider it to be a race- and gender-neutral means for providing additional contracting opportunities for small businesses, including DBEs, to fairly compete to contracts.

The objective of this program is to eliminate obstacles that by nature preclude small business participation in procurements as prime contractors or subcontractors. We will also consider this program to be a tool that has the potential to positively address procurement concerns relating to costs, innovation, quality, and customer satisfaction.

Work performed by DBE's under the Small Business Element will be counted towards race neutral DBE participation.

B. Small Business Size Standards

The contractors wishing to participate as small businesses (DBEs and non-DBEs alike) are subject to the same size standards. Iowa Code 314.14 defines a "Small Business" as any enterprise which is operated for profit, under a single management, and which was either fewer than twenty (2) employees or annual gross income of less than four (4) million dollars computed as the average of the three preceding fiscal years., There are no ethnic or gender limitations. The Personal Net Worth (PNW) of any owners should not exceed \$1.32 million.

C. Small Business Verification Procedures

The City of Monticello will accept the following certifications or documents for participation in the small business element of the DBE Program with applicable stipulations:

1. Targeted Small Business (TSB) Certification – Business owned, operated, and actively managed by women, minority group members, or persons with disabilities are eligible for certification as TS's. TSB Certification is issued by the Iowa Department of Inspections and Appeals (DIA).
2. Other Small Businesses – Will require submittal of three years of business tax returns.
3. Other Small Businesses (DBE and non-DBE) – Will require submittal of the "SMALL BUSINESS VERIFICATION" form attached at the end of the small business element of the DBE Program.

D. Strategies for Increasing Participation by Small Businesses

The City of Monticello will take the following proactive steps to increase contracting opportunities for small businesses at the Monticello Municipal Airport.

City of Monticello, Iowa DBE Program

1. We will require contractors bidding on projects without DBE goals to solicit quotations from small businesses. Contractors must use the "PRE-BID SMALL BUSINESS CONTACT INFORMATION" form attached at the end of the small business element of the DBE program and may submit additional documentation that demonstrates reasonable positive efforts towards encouraging participation in the contract by Small Businesses.
2. We will contact Small Business in the market area at least 2 business days prior to the general release of bid documents to notify them upcoming projects.
3. We will post the City of Monticello bids online at the "FAA DBE-Connect System" (<https://faa.dbesystem.com/>) to make information about bid opportunities more readily available to Small Business Concerns.
4. We will include language in our public notices that encourages consortia or joint ventures consisting of small businesses to compete for prime contracts (e.g. "joint ventures consisting of small businesses are encouraged to submit proposals as prime contractors").
5. We will review each FAA-assisted contract to identify individual phases or elements of a project that can be "unbundled" or bid separately to make them more accessible to small businesses. The resulting work will be advertised for sealed bids in accordance with Iowa Code 26.3.
6. We will review each contract develop provisions that eliminate barriers to the participating of the new, emerging, or untried businesses in procurements.
7. We will contact and strongly encourage minority and women owned businesses that participate in the small business element to seek Iowa DOT DBE certification. We will count their work towards race neutral DBE participation if they are successfully certified.

E. Monitoring and Enforcement Mechanisms

The City of Monticello will take the following monitoring and enforcement mechanisms to ensure compliance with the small business element of the DBE program.

1. False, fraudulent, or dishonest conduct in connection with Small Business participation will be brought to the attention of the Iowa DOT and U.S. DOT so that appropriate steps can be taken (e.g., referral to the Department of Justice for criminal prosecution, referral to the U.S. DOT Inspector General, action under our own legal authorities, including responsibility determines in future. Regulations, provisions, and contract remedies available to us in the events of non-compliance are provided in Section 26.37 of the DBE program.
2. We will verify that work committed to Small Businesses at contract award is actually performed by the Small Business by monitoring the work site to ensure compliance.
3. We will perform interim audits of contract payments to Small Businesses to ensure that the actual amount paid to Small Business subcontractors equals or exceeds the dollar amounts states in the "PRE-BID SMALL BUSINESS CONTACT INFORMATION" form

City of Monticello, Iowa DBE Program

submitted with the contractor's bid.

4. We will require prime contractors to maintain records and documents of payments to Small Business subcontractors for three years following the performance of the contract. These records will be made available for inspections upon request by any authorized representative of the City of Monticello or U.S. DOT. This reporting requirements also extends to any participating Small Business.

F. Small Business Directory

Contractors can find current listings of certified Iowa DIA TSBs, Iowa DOT DBEs, and other state DOT DBE listings at the following links:

1. Iowa DIA TSB Directory: <https://dia.iowa.gov/tsb/index.php/search>
2. Iowa DOT DBE Directory listings: <https://secure.iowadot.gov/DBE/Home/Index/>
3. FAA dbE-Connect System listings: <https://faa.dbesystem.com/>

G. Implementation Schedule

The City of Monticello will implement this small business element within nine months of the FAA's approval of this document describing the small business element.

Pre-Bid Small Business Contact Information

Contractor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

In order for your bid to be considered responsive, you are required to provide information on this showing the Small Business contacts made with your bid submission. This information is subject to verification and confirmation.

Table of Information Showing Bidders Pre-Bid Small Business Contacts

Name of Small Business Contacted	Date Contacted	Quote Received? (Yes/No)	Dollar Amount (If Any)

Amount to be Subcontracted to Small Business _____

Small Business Verification

To be considered a Small Business, a company must meet the requirements of Iowa Code 314.14 or be certified as a Disadvantaged Business Enterprise (DBE) or a Targeted Small Business (TSB). This form allows a contractor to self certify that their company meets the requirements of a Small Business as defined by Iowa Code 314.14 or through their status as certified DBE or TSB. This form must accompany the bid submission.

_____ of _____
Company Name City and State

1. The following two must apply:

Is this business operated for a profit and under a single management? (Single management for the purpose of certification means the business cannot be subsidiary of another business)

Yes

No

Do the owners have a Personal Net Worth (PNW) *less than* \$1.32 million each?

Yes

No

2. At least one of the following three must apply:

Does the business have fewer than twenty (20) employees during its peak seasonal employment?

Yes

No

OR

Does this firm have an annual gross income of less than four (4) million dollars computed as the average of the three preceding fiscal years?

Yes

No

OR

Does this firm have a DBE or TSB certification? (A response of "No" will require submittal of most recent three years of business tax returns after award of contract)

Yes

No

I, _____, give this unsworn declaration executed under penalty of perjury of the laws of United State and the State of Iowa that all statements in this Small Business Certification are true and correct.

Dated _____

City of Monticello, Iowa DBE Program

Attachment E

DBE Certification Application Form

<https://iowadot.seamlessdocs.com/f/DBEProgramUniformCertificationApplication>

City of Monticello, Iowa DBE Program

Attachment F

Procedures used by the Iowa DOT

Iowa Department of Transportation Disadvantaged Business Enterprise Program Plan

<https://iowadot.gov/civilrights/documents/DBEProgram.pdf>

City of Monticello, Iowa DBE Program

Attachment G

Uniform Report of DBE Awards or Commitments

<https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/semi-annual-uniform-report-dbe-awardscommitments-and>

Attachment J

Demonstration of Good Faith Efforts - Forms 1 & 2

This form is for the purpose of assessing bidders'/offerors' good faith efforts and will be provided as part of the solicitation documents.

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 has not met the DBE contract goal
The bidder/offeror is committed to a minimum of ____% DBE utilization on this contract and will submit documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: _____

State Registration No. _____

By _____
(Signature) Title

FORM 2: LETTER OF INTENT

This form is provided by the Bidder/Offeror for each DBE Participation. NOTE: The authorized representative (AR) named below must be an individual vested with the authority to make contracting decisions on behalf of the firm.

Name of bidder/offeror's firm: _____

Name & title of firms' AR: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Name of DBE firm: _____

Name & title of DBE firm's AR: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email _____

Work to be performed by DBE Firm:

Description of Work	NAICS	Dollar Amount/%*	Dealer/Manufacturer**

**Percentage is to be used only in negotiated procurements, including design-build contracts*

***For material suppliers only.*

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

 (Signature of Bidder/Offeror's Authorized Representative) Date: _____

Affirmation

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above and that the firm is DBE certified to perform the specific trades.

 (Signature of DBE's Authorized Representative) Date: _____

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.]

Attachment K
Bidder's List Collection Form

The information below must be collected from every bidder who submits a quote/bid to the City of Monticello and every potential subcontractor who submitted a quote/bid to each bidder. §26.11(c) The City of Monticello collects this information from all bidders and subcontractors.

Firm Name	Firm Address/ Phone #	DBE or Non-DBE Status (verify via State's UCP Directory)	Age of Firm	Annual Gross Receipts
			<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
			<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
			<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
			<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
			<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
			<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million

Attachment L
Overall Goal Calculations

Overall DBE Three-Year Goal Methodology

Name of Recipient: City of Monticello

Goal Period: FY 2023-25 (10/1/2022 through 9/30/2025)

DOT-assisted contract amounts:

Year 1	\$596,700
Year 2	\$0
Year 3	\$272,822
Totals	\$869,522

Overall Three-Year Goal: 3.0%, to be accomplished through 1.5% Race Conscious and 1.5% Race Neutral

Total dollar amount to be expended on DBEs: \$26,130

Describe the Number and Type of Contracts that the airport anticipates awarding:

Contracts in Fiscal Year #1

1. Connecting Taxiway - \$596,700

Contracts in Fiscal Year #3

1. Pavement Management Report - \$272,822

Market Area

Jones, Dubuque, Linn, Benton, Delaware, Scott, Johnson, Cedar, Clinton, Jackson Counties in Iowa

Jo Daviess, Rock Island and Carrol County, Illinois

Step 1. Actual relative availability of DBEs

The base figure for the relative availability was calculated as follows:

Method: Use DBE Directories (<https://secure.iowadot.gov/DBE/Home/Index/>) and Census Bureau Data (<https://data.census.gov/cedsci/>).

City of Monticello, Iowa DBE Program

Weighted Availability of DBE firms:

Fiscal Year #1

For 10/1/2022 - 9/30/2023, award of the following is anticipated:

Project Name	Trade Description	NAICS Description	NAICS	Trade (\$)	Directory	Census	DBE (%)	DBE (\$) (= Trade \$ x DBE %)
Connecting Taxiway	Site Preparation	site preparation activities, such as excavating and grading, demolition of buildings and other structures, and septic system installation. Earthmoving and land clearing for all types of sites (e.g., building, nonbuilding, mining) is included in this	238910	\$95,589	11	552	2.0%	\$1,905
Connecting Taxiway	Highway Street and Bridge Construction	construction of highways (including elevated), streets, roads, airport runways, public sidewalks, or bridges	237310	\$434,554	5	146	3.4%	\$14,882
Connecting Taxiway	Power and Communication Line and Related Structures	construction of power lines and towers, power plants, and radio, television, and telecommunications transmitting/receiving towers	237130	\$66,557	0	117	0.0%	\$0
Connecting Taxiway				\$596,700			2.8%	\$16,787
Year 1 Total				\$596,700			2.8%	\$16,787

Fiscal Year #2

For 10/1/2023 - 9/30/2024, award of the following is anticipated:

No projects for Year 2

City of Monticello, Iowa DBE Program

Fiscal Year #3

For 10/1/2024 - 9/30/2025, award of the following is anticipated:

Project Name	Trade Description	NAICS Description	NAICS	Trade (\$)	Directory Census	DBE (%)	DBE (\$) (= Trade \$ x DBE %)
Pavement Management Report	Highway Street and Bridge Construction	construction of highways (including elevated), streets, roads, airport runways, public sidewalks, or bridges	237310	\$272,822	5 146	3.4%	\$9,343
Pavement Management Report				\$272,822		3.4%	\$9,343
Year 3 Total				\$272,822		3.4%	\$9,343

The base goal projection after weighting is as follows:

- Total Weighted DBE Availability: **\$26,130**
- Total for All Trades: **\$869,522**

Dividing the weighted DBE totals by the total estimate for all trades gives a base DBE availability figure for the projects anticipated during the goal-setting period. This figure is expressed as a percentage and serves as the basis for the three-year overall goal.

Base of DBE Goal: **3.0%**

Not enough historical data on DBE participation is available to reference to make an adjustment to the Step 1 base figure; therefore, City of Monticello is adopting the Step 1 base figure of **3.0%** as the overall goal for this three-year goal period (FY 2023-25).

Furthermore, there are no applicable disparity studies for the local market area or recent legal case information from the relevant jurisdictions to show evidence of barriers to entry or competitiveness of DBEs in the market area that is sufficient to warrant making an adjustment to the base goal.

Breakout of Estimated "Race and Gender Neutral" (RN) and "Race and Gender Conscious" (RC) Participation

City of Monticello, Iowa DBE Program

City of Monticello will meet the maximum feasible portion of the overall goal by using race neutral means of facilitating DBE participation.

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitates DBE, and other small businesses, participation;
2. Providing assistance in overcoming limitations such as inability to obtain bonding or financing;
3. Providing technical assistance and other services;
4. Carrying out information and communications programs on contracting procedures and specific contract opportunities;
5. Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses;
6. Providing services to help DBEs and other small businesses improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency;
7. Establishing a program to assist new, start-up firms, particularly in fields in which DBE participation has historically been low;
8. Ensuring distribution of DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors;
9. Assist DBEs and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media.
- 10.

City of Monticello estimates that in meeting the established overall goal of 3.0%, it will obtain 1.5% from RN participation and 1.5% through race conscious measures.

Based on City of Monticello expects to award at least one contract to a DBE prime contractor through competitive bid procedures. This contract is expected to represent at least 1.5% of the FAA-funded work during this goal-setting period. Therefore, 1.5% of the 3.0% goal is expected from race-neutral means, and the remaining 1.5% is expected to be race-conscious participation.

City of Monticello will adjust the estimated breakout of race neutral and race conscious DBE participation as needed to reflect actual DBE participation (see §26.51(f)) and track and report race neutral and race conscious participation separately. For reporting purposes, RN DBE participation includes, but is not necessarily limited to the following: DBE participation through a prime contract obtained through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal, DBE participation on a prime contract exceeding a contract goal, and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

Consultation

In establishing the overall goal, City of Monticello provided for consultation and publication. This process included consultation with minority, womens', and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City of Monticello's efforts to establish a level playing field for the participation of DBEs. The consultation included a scheduled, direct, interactive exchange with as many interested stakeholders as possible focused on obtaining information relevant to the goal setting process, and was conducted before the goal methodology was submitted to the operating administration for review. Details of the consultation are as follows.

The consultation engaged in personal interviews and telephone calls during a two week period with local organizations. Discussions included seeking availability of local DBE firms providing the type of services anticipated for the project. Based on the information discussed, they would distribute a direct contact information for interested DBEs to submit their qualifications for the subcontracting opportunities.

The organizations would distribute the City of Monticello direct contact information for firms to submit their interest in providing their services for subcontracting opportunities. No other comments were received.

A notice of the proposed goal was published on the City of Monticello official website before the methodology was submitted to Federal Aviation Administration.

If the proposed goal changes following review by Federal Aviation Administration, the revised goal will be posted on City of Monticello official website.

Notwithstanding paragraph (f)(4) of §26.45, City of Monticello proposed goals will not be implemented until this requirement has been met.

Sample Public Notice Language

PUBLIC NOTICE

City of Monticello hereby announces its proposed Disadvantaged Business Enterprise (DBE) participation goal of 3.0% for FAA-funded contracts/agreements. The proposed goal pertains to federal fiscal years 2023 through 2025 (10/1/2022 - 9/30/2025). The proposed goal and its attendant methodology are available for inspection on the City's website and a hard copy is available at City Hall, 200 E. 1st Street in Monticello, between the hours of 8 am and 5 pm, for 30 days from the date of this publication.

Comments on the DBE goals and policy will be accepted for 30 days from the date of this publication (February 4, 2022) and can be sent to the following:

Russell Farnum

City of Monticello, Iowa DBE Program

City Administrator
City of Monticello
200 E. First Street
319-465-3577
rfarnum@ci.monticello.ia.us

Posted on the City's website on February 4, 2022

Attachment M
State's UCP Agreement

The Iowa DOT has established a unified certification program (UCP) for all government entities receiving U.S. DOT funds in the State of Iowa. With respect to participation as a DBE on U.S. DOT-assisted contracts, the Iowa DOT will make all DBE certification decisions through the UCP on behalf of these entities. The purpose of the UCP is to provide "one-stop- shopping" to certification applicants, which means that once they have been certified, their certification will be honored by all other entities in the State that receive U.S. DOT funds. Since all certification applications are reviewed by the Iowa DOT, there is no UCP Agreement.

Source: <https://iowadot.gov/civilrights/documents/DBEProgram.pdf>