

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION

OVERALL ANNUAL GOAL REPORT

FFY2024-2026

The Fort Wayne Public Transportation Corporation (FWPTC)/dba Citilink receives assistance from the Federal Transportation Administration for capital equipment purchases/construction, capitalization of maintenance costs, and operating assistance.

Fort Wayne Public Transportation Corporation is part of the Indiana DBE Unified Certification Program. We periodically review the DBEs certified through this program. There are very few DBE vendors of services and supplies in the Fort Wayne, Indiana area. Potential DBE vendors we have identified are reluctant to complete the Net Worth Statement required by the certification process.

Our DBE goal is posted to our website in accordance with the current guidance. It is our intent to specifically inform our current contractors and any other groups necessary to inform them of our DBE goal along with obtaining updated information regarding available and/or eligible DBE's. Eligible DBEs have and will be encouraged to become certified if they have not already done so. We will attempt to provide any help a vendor may need. Note that this DBE goal has also been reviewed and approved by the FWPTC board.

AMOUNT OF GOAL

Total eligible capital projects for FFY2024-2026 are expected to be approximately \$6,676,267.

Total operating projects for FFY2024-2026 are expected to be approximately \$509,900.

Of the combined total of \$7,186,167 of eligible projects, capital projects will be 80% federally funded while the operating projects will be 50% federally funded.

FWPTC's overall goal for FFY2024-2026 is the following: 0.04% of the Federal assistance expended in DOT-assisted contract opportunities. (See Appendix A).

METHOD – (See Appendix A for Calculations)

1. Projecting DOT-Assisted Contract Expenditures

The appropriate FWPTC departments responsible for contracting activities conducted a thorough analysis of the projected number, types of work and dollar amounts of contracting opportunities that will be funded, in whole or in part, by DOT federal financial assistance for the fiscal year. This analysis excluded projected contract expenditures with Transit Vehicle Manufacturers, who are exempt from the Program as described herein.

2. Establishing the Base Figure

- a.** Pursuant to 49 CFR § 26.45(c), the FWPTC developed a base figure to express the availability of DBEs as a percentage of all contractors, subcontractors, manufacturers and suppliers in Allen County, Indiana market. The following method was utilized:

The DBE Representative, in conjunction with the appropriate FWPTC departments, conducted a thorough analysis of the relevant contracting markets in which the FWPTC will solicit participation from contractors, subcontractors, manufacturers and suppliers for the fiscal year. This analysis included a description of geographical boundaries of the solicitations, the relevant standard industry codes (NAICS) for the types of work to be contracted and any other relevant indicators that the FWPTC determined to be relevant to defining its contracting markets for the fiscal year. The DBE Representative then determined the available businesses according to the relevant contracting markets. The DBE Representative consulted a variety of sources including, but not limited to: the State of Indiana's Bidder's List, FWPTC Bidder's List, State of Indiana Directory of Currently Certified DBE Firms, City of Fort Wayne Emerging Business List, and the County Business Patterns Database.

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b. Analysis of available DBEs in the Relevant Contracting Markets

The DBE Representative, in conjunction with the appropriate FWPTC departments, conducted a similar analysis to determine the DBEs that are available to participate as contractors, subcontractors, manufacturers and suppliers in the projected contracts for the fiscal year.

The City of Fort Wayne encourages the participation of minority, women owned and emerging business enterprises in City construction contracts to create jobs and opportunities for citizens of this community. In addition to meeting Federal goals for minority and women owned businesses, the City has its own economically disadvantaged business program. Vendors are also encouraged to become certified by the State of Indiana and be listed on the statewide DBE directory. Companies certified by the state are automatically included in the city directory of emerging businesses (DBE/MBE/WBE). Follow this link to see more information regarding the City Emerging Business Program & Directory:

[City of Fort Wayne Emerging Business Program](#).

Staff of Fort Wayne Public Transportation Corporation consulted a variety of printed sources regarding the availability of minority and women owned businesses within relevant goods and services:

[Federal Transit Administration DBE Guidance](#)

[Indiana Department of Administration Business Diversity Guidance](#)

[City of Fort Wayne Emerging Business Program](#).

[State of Indiana Directory of Currently Certified DBE Firms](#)

[State of Indiana Women & Minority Business Directory](#)

[Greater Fort Wayne/Chamber of Commerce Business Listing](#)

[Fort Wayne Hispanic Chamber of Commerce member list](#)

[Fort Wayne Black Chamber of Commerce member list](#)

[Diversity Business.com](#)

[Indiana Veteran Owned Small Business Program](#)

Maintained listing of potential vendors to send mailings to identify relevant local DBE/MBE/WBE vendors when procuring goods and services. For fiscal years 2024-2026, DBE/MBE/WBE sub-contracting goals will be included in all major capital procurements, as required.

Fort Wayne Public Transportation Corporation staff consults with local and state resources on a regular basis. We've worked closely with the Fort Wayne Urban League as a league member and in conjunction with our Hanna-Creighton neighborhood transit center. We've participated in dialog regarding the effects of discrimination and have participated in program opportunities that help establish a level playing field for DBE's. Examples of these opportunities include:

- Active member of the Urban League
- Active dues paying member of the Greater Fort Wayne Chamber of Commerce
- Consult with Indiana Procurement Technical Assistance Center – NE Indiana Region
- Employees are active members of ATU Local 682 and network with other union groups on a variety of issues
- Provide travel training/job access training to minority groups
- Participated in meetings of Hispanic coalition, multi-cultural association, Burmese refugee assistance league, Urban League, etc.
- Provided maps/info table for Chamber business & education summit, school & service agency job fairs, university student orientation days, multicultural events, etc.
- Expanded transit service in low income areas to promote reverse commute to jobs with our JARC funding
- Provide job access, employment & contracting information on our website
- Provide resource materials translated into Spanish & Burmese per our ESL outreach initiatives. Including Title VI policy, schedule & fare information, how to ride the bus video, etc. [Title VI Civil Rights Notice to Public - Citilink \(fwcitilink.com\)](#)

Citilink held a DBE Outreach Meeting on February 20, 2024 at 5:30 pm at the Allen County Downtown Library. DBE's and potential DBE's in the regional area were invited based on review of the Fort Wayne City Emerging Business Directory and the State of Indiana DBE Listing. The Citilink Draft DBE goal was presented to seven (7) attendees along with the DBE certification process by Derrick Casson (INDOT Representative). The seven (7) attendees were all small business

with two having DBE certification and the rest having either MBE and/or City of Fort Wayne emerging business certifications. No feedback was received on Citilink's Draft DBE goal but comments or questions were given to the Mr. Casson (INDOT) concerning the DBE certification process and potential benefits. As a result, no changes were made to the draft Citilink DBE goal.

3. Calculating the Base Figure

The DBE Representative compared the available DBEs in the relevant contracting markets for the fiscal year to the available businesses in the relevant contracting markets for the fiscal year. Using this calculation, the base figure is 0.08%.

Consideration of Adjusting the Base Figure:

The FWPTC achieved participation of 1.05% in 2021, 0.00% in 2022 and, 0.00% in 2023. The median participation for the years 2021-2023 is 0.00%. The 0.00% median is added to the base figure of 0.08% for an average adjusted goal of 0.04% for 2024 to 2026.

4. Race-Conscious / Race-Neutral Breakdown:

We estimate that in meeting our overall goal of 0.04%, the FWPTC will meet 100.00% from race-neutral measures and 0.00% from race-conscious measures.

To determine race-neutral and race-conscious projections, FWPTC evaluated past FTA DBE participation during FFY 2021, 2022 and 2023. They are as follows:

Attainment	2021	2022	2023
Race-Conscious	0.00%	0.00%	0.00%
Race-Neutral	100.00%	0.00%	0.00%
TOTAL	100.00%	0.00%	0.00%

Attachments

Appendix A- DBE Goal Setting Methodology

APPENDIX A: DBE Goal Setting Methodology

Step One: Base Goal

In order to set a realistic goal, we researched and requested potential contracting opportunities from all departments. The information indicated that there were eleven projects in which opportunities were available; Cybersecurity Assessment (541690 – Scientific/Technical Consulting), Contingency Consulting and Facility Needs Assessment (541611 – Management Consulting), Software (Custom Computer Programming Services), Security (561621 – Security Systems Services), Supervisory/Maintenance Vehicles (441110 – New Car Dealers), Shop Equipment (423830 – Industrial Machinery and Equipment Merchant Wholesalers), Parts – Service Equipment (423120 – Motor Vehicle Supplies/New Parts Merchant Wholesalers), Bus Barn Roof Rehabilitation (238160 – Roofing Contractors), Facilities & Other Rehabilitations (238990 – All Other Specialty Trade Contractors), Fare Collection System Equipment (423850 – Service Establishment Equipment and Supplies Merchant Wholesalers), and Computer Equipment (443120 – Computer and Software Stores).

Each of these areas was matched with an NAICS (North American Industry Classification System) Code per the NAICS website; <http://www.naics.com/search.htm>. We searched each NAICS code in Indiana's UCP Directory located at <https://entapps.indot.in.gov/DBELocator/> as described in the DBE Goal Setting Methodology Requirements. This yielded the number of Ready, Willing and Able Contractors that were available within the geographic area available. We then searched each NAICS Code in US Census data in order to determine the total number of contractors available in each NAICS area. This allowed us to calculate a simple ratio of Available DBE agencies to total number of agencies, giving us a ratio for each NAICS area. Each NAICS area market share figure was then weighted based on the proportions of projected amounts spent on those areas with the total projected amount to be spent on all areas using the procedure provided by the FTA in the document "Disadvantaged Business Enterprise Program Goal Setting Process", located at <https://www.transportation.gov/osdbu/disadvantaged-business-enterprise/tips-goalsetting-disadvantaged-business-enterprise>.

The Indiana Department of Transportation's (INDOT) Equity Initiative Services is the sole certifier of DBE businesses in Indiana. <https://www.in.gov/indot/doing-business-with-indot/equity-initiative-services/>.

APPENDIX A: DBE Goal Setting Methodology

The FTA provided spreadsheets below were used to determine the FY2022 – 2024 DBE Goal.

Step 1.1 – Determine the weight of each type of work by NAICS Code:

*Enter all the FTA-assisted projects below. Project amounts should be assigned relevant NAICS Code(s).

	NAICS	Project	Total	Federal %	Amount of	% of total
1	541690	Cybersecurity Assessment	\$ 50,000	50%	\$ 25,000	0.0045
2	541611	Contingency Consultant / Facility Needs	\$ 110,000	50%	\$ 55,000	0.0098
	541611	Facility Needs Assessment	\$ 250,000	80%	\$ 200,000	0.0357
4	541511	Software purchase/replacement	\$ 197,900	50%	\$ 98,950	0.0177
5	561621	Security	\$ 152,000	50%	\$ 76,000	0.0136
6	441110	Supervisory/Maint. Vehicles	\$ 425,000	80%	\$ 340,000	0.0608
7	423830	Shop Equipment	\$ 95,000	80%	\$ 76,000	0.0136
8	423120	Parts - Service Equipment	\$ 450,000	80%	\$ 360,000	0.0643
9	238160	Bus Barn Roof Rehabilitation	\$ 1,435,000	80%	\$ 1,148,000	0.2051
10	238990	Facilities & Other Rehabilitation	\$ 1,385,000	80%	\$ 1,108,000	0.1980
11	423850	Fare Collection System Equipment	\$ 1,645,000	80%	\$ 1,316,000	0.2352
12	443120	Computer Equipment	\$ 991,267	80%	\$ 793,014	0.1417
Total FTA-Assisted Contract Funds			\$ 7,186,167		\$ 5,595,964	1

APPENDIX A: DBE Goal Setting Methodology

Step 1.2 – Determine the relative availability of DBE’s by NAICS Code:

*Use DBE Directory, census data, and/or a bidders list to enter the number of available DBE firms and the number of available firms.

	NAICS	Project	DBE Firms	Number of all	Relative	
1	541690	Cybersecurity Assessment	-	21	0.0000	
2	541611	Contingency Consultant/Facility Needs	1	92	0.0109	
3	541511	Software purchase/replacement	1	58	0.0172	
4	561621	Security	-	14	0.0000	
5	441110	Supervisory/Maint. Vehicles	-	59	0.0000	
6	423830	Shop Equipment	-	76	0.0000	
7	423120	Parts - Service Equipment	-	32	0.0000	
8	238160	Bus Barn Roof Rehabilitation	-	45	0.0000	
9	238990	Facilities & Other Rehabilitation	-	59	0.0000	
10	423850	Fare Collection System Equipment	-	5	0.0000	
11	443120	Computer Equipment	-	15	0.0000	
		Combined Totals	2	476	0.0281	Overall availability of DBEs

Source:

Indiana DBE Directory Locator

U.S. Census Bureau, 2021 County Business Patterns

Geographic Area

Indiana:

Allen

De Kalb

Noble

Whitley

Huntington

Wells

Adam

Ohio:

Defiance

Paulding

Van Wert

APPENDIX A: DBE Goal Setting Methodology

Step 1.3 – (Weight) x (Availability) = Weighted Base Figure

*Use data from Steps 1.1 and 1.2

	NAICS	Project	Weight (Step 1.1)	x	Availability (Step 1.2)	Weighted
1	541690	Cybersecurity Assessment	0.0045	x	0.0000	0.0000
2	541611	Contingency Consultant/Facility Needs	0.0456	x	0.0109	0.0005
3	541511	Software purchase/replacement	0.0177	x	0.0172	0.0003
4	561621	Security	0.0136	x	0.0000	0.0000
5	441110	Supervisory/Maint. Vehicles	0.0608	x	0.0000	0.0000
6	423830	Shop Equipment	0.0136	x	0.0000	0.0000
7	423120	Parts - Service Equipment	0.0643	x	0.0000	0.0000
8	238160	Bus Barn Roof Rehabilitation	0.2051	x	0.0000	0.0000
9	238990	Facilities & Other Rehabilitation	0.1980	x	0.0000	0.0000
10	423850	Fare Collection System Equipment	0.2352	x	0.0000	0.0000
11	443120	Computer Equipment	0.1417	x	0.0000	0.0000
					Total	0.0008
					Expressed as a % (*100)	0.0800%
					Rounded, Weighted Base Figure:	0.08%

APPENDIX A: DBE Goal Setting Methodology

Step Two: Adjustment of Base Figure

Past Participation in the previous three years was as follows:

2021	1.05%
2022	0.00%
2023	0.00%
Median	0.00%

The Median (0.00%) is selected to be the averaged with calculated Base Figure per instructions in FTA Document “Disadvantaged Business Enterprise Program Goal Setting Process”.

$$((0.00\% + 0.08\%) / 2) = 0.04\% = \text{Adjusted DBE Participation Goal}$$

Race-Conscious / Race-Neutral Breakdown

Past Median Race-Neutral Participation

FWPTC will meet its DBE goal of 0.04% through race-neutral measures solely. Based on past history, most (if not all) of the contracting opportunities were through the procurement process and DBE contract goals were not utilized; therefore, most (if not all) DBE participation is by race-neutral measures. We will continue to find additional opportunities for DBEs when contracting opportunities arise to help achieve the DBE Goal.