



# Triennial Goal Setting Process

## 2021-2023

Office of Equal Employment Opportunity  
Kimberly King, Director



**The Disadvantaged Business Enterprise (DBE) goal is mandated by 49 CFR §26 for federally assisted contracts**

# Methodology

(Federal formula)

$$\text{Step One Base Figure} = \frac{\text{Ready, willing, and able DBEs}}{\text{All firms ready, willing, and able (including DBEs and non-DBEs)}}$$

Weighted based on category budget

$$\left( 0.65 \left( \frac{24 \text{ DBE asphalt paving firms}}{77 \text{ All asphalt paving firms}} \right) + 0.05 \left( \frac{17 \text{ DBE pavement marking firms}}{39 \text{ All pavement marking firms}} \right) \right) \times 100 = \text{Step One base figure weighted by type of work performed}$$

# Step One: Calculated Baseline

**16.2%**

# Adjustments

Federal FY	DBE Awards
2017	16.3%
2018	18.2%
2019	12.2 %

**Median Past Participation 16.3%**

# Overall Calculated Goal

			MEDIAN
STEP 2: Median	2017	16.3	16.3%
	2018	18.2	
	2019	12.2	
Calculated Goal	$(16.2 + 16.3) / 2$		
	16.3%		



# DBE - Definition

DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. Have Net worth not exceeding \$ 1.32 million

African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged.

Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.



# **DBE GOAL ATTAINMENT**

**Transit Department set an FTA goal of  
10.55% for FFY2019-2021 period**

**Race NEUTRAL Contracting is used when:**

- DBE contract goals are NOT established during the contract development/award process
- Contracts without DBE goals that are awarded to DBEs must be reported as Race-Neutral contracts/contract dollars



## **DBE Semi-Annual Report Criteria June 1<sup>st</sup> and Dec. 1<sup>st</sup> each year**

- To include participation of a DBE in the FTA DBE semi-annual report, the small business must be certified by the GDOT EEO Office and included in the Uniform Certification Program (UCP) for Georgia

# Good Faith Effort Documentation

- Procurement Solicitation/Advertisement Efforts – include outreach and engagement activities for DBE businesses
- DBE Assistance Efforts (technical assistance/referral to GDOT EEO Small Business Outreach resources)
- All procurement documentation is subject to GDOT and FTA audit and should be retained with procurement documents



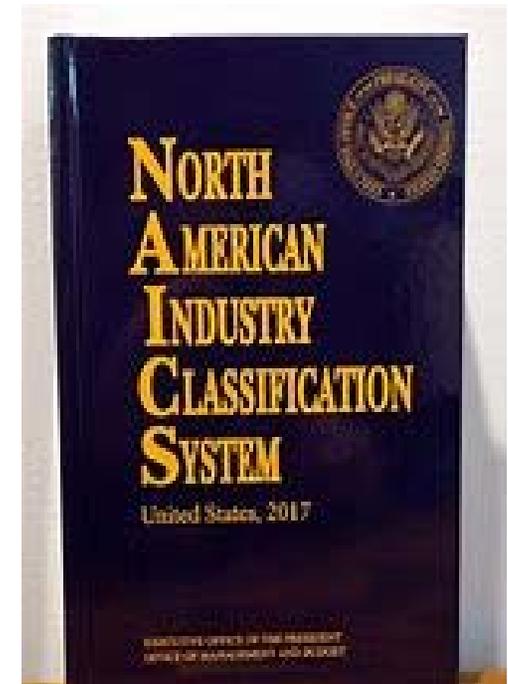
# Georgia EEO Office Website

For DBE application for Georgia Certification go to:

<http://www.dot.ga.gov/PartnerSmart/Business/Documents/DBE/Uniform%20Certification%20Application%20Revised.pdf>

[www.dot.ga.gov/PS/Business/DBE](http://www.dot.ga.gov/PS/Business/DBE)

The above link is for the Small Business Administration Outreach program





# **“Prompt Pay” Contract Clause Language**

## **49 CFR 26.29**

“The prime contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the prime contractor’s receipt of payment for that work from the contracting entity. In addition, the prime contractor is required to return any retainage payment to those subcontractors within 30 days after the subcontractor’s work related to this contract is satisfactorily completed”



Georgia Department of Transportation

# Lift Operations & Securement During a Pandemic

## September 1, 2020

Vicky Warner, RTAP Manager  
RLS & Associates, Inc.



ADA Compliant

# Pandemic Challenge



## ◆ Ensuring the Safety of Passengers and Transit Staff

- Quick response from the industry
- Several best practices identified and shared nationally, including
  - Different types of partitions to protect passenger and drivers
  - Methods for cleaning and sanitizing vehicles, equipment, and facilities
  - Acquisition, training and implementation of the use of PPE for all transit personnel providing direct services
  - Service delivery policy templates for implementation of new safety standards

## ◆ Resource

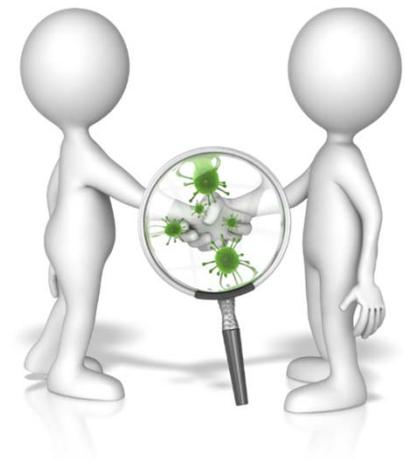
- [https://ctaa.org/wpcontent/uploads/2020/04/CTAA\\_COVID\\_Recommenations\\_Final\\_April\\_16\\_2020.pdf](https://ctaa.org/wpcontent/uploads/2020/04/CTAA_COVID_Recommenations_Final_April_16_2020.pdf)
- <https://dredf.org/wp-content/uploads/2020/03/Rear-Door-COVID-Policy-Disability-Recommendations-033020-FINAL.pdf>

# Reasonable Accommodation Considerations

- ◆ **Modifications to Policies, Practices, and Procedures to Avoid Discrimination and Ensure Programs Are Accessible to Individuals with Disabilities, for Example**
  - Not everyone has access to “good” masks
  - Some passengers may not be able to wear a “tight fitting” mask
    - Loose scarf or other type of loose face covering is acceptable
    - Offer to provide a mask if the passenger presents themselves for the trip without one
  - If boarding has been limited to a rear door entry, persons with disabilities may still need to enter through the front door
  - Vehicles with a front and rear door entry often house the accessible lift in the front entry
  
- ◆ **Resource: ADA and Face Mask Policies**
  - <https://www.adasoutheast.org/ada/publications/legal/ada-and-face-mask-policies.php>

# Reasonable Accommodation Considerations (Continued)

- ◆ **Transit Providers Should Be Flexible, but Are Not Required to Do Anything if the Request**
  - Fundamentally alters the nature of the service, program or activity
  - Creates a direct threat to the health or safety **of others**
  - Results in undue financial and administrative burden (Burden of proof on the agency)
  - The requesting individual would still be able to fully use the service without modification



# Best Practices for Wheelchair Securement

## CTAA Has Provided Some “Best Practice” Recommendations for Serving Passengers Using Mobility Aids and the Securement Process, Including

- Asking passengers to turn their head toward the window as the driver secures their wheelchair (avoiding any sudden sneezes)
- Asking passengers to not speak as the driver secures wheelchairs (avoiding any talking spray from the passenger)
- Drivers will not speak to the passenger as they secure them
- If wearing a seatbelt is optional, drivers will ask passengers if they want the seatbelt prior to loading them on the bus to avoid talking while the passenger is in less than 6 ft. proximity to the driver
- Recommending a process to sanitize the securement belts (lap and shoulder)

# Best Practices for Wheelchair Securement (Continued)

- Follow CDC recommendations for recognizing symptoms for potentially affected passengers
- If available, offer potentially affected passengers a mask to reduce the potential for contamination
- Display recommendations on vehicle and educate passengers through other available means (website, social media feeds, etc.)
- Establish process for promoting social distancing
- Resource Link
  - [https://ctaa.org/wpcontent/uploads/2020/03/Wheelchair\\_Securement.pdf](https://ctaa.org/wpcontent/uploads/2020/03/Wheelchair_Securement.pdf)



# Proper mask Procedures

- ◆ **Always Follow Proper Procedures for Putting on and Removing Masks**
- ◆ **N95 Masks Protect Both the Wearer and Others**
  - Holding the mask in your palm with the nose close to your finger tips, straps hanging down
    - Position the chin portion of the mask under your chin with the nose piece up
    - Holding the mask in place, pull the top strap over the top of your head so it rests high on the back of your head
    - Take the bottom strap and place it over your head and position around your neck below your ears
    - With both hands, position the nose piece to fit your nose by pushing down and outward
- ◆ **Surgical and Other Masks**
  - Holding the mask in your palm with the nose close to your finger tips, straps hanging down
    - Position the chin portion of your mask under your chin with the nose piece up
    - While holding the mask in place choose the left or right ear strap and place over your ear. Repeat for the other side.
    - With both hands, position the nose piece to fit your nose by pushing down and outward

# Proper Mask Procedures (Continued)

- ◆ **Perform a “Fit Check” for All Masks by Placing Both Hands Completely Over the Mask and Exhaling Sharply to Check for Leaks**
- ◆ **Mask Removal**
  - To remove N95s, take the bottom strap over your head; while holding the bottom strap in one hand, take your other hand and remove the top strap
  - To remove other masks, remove the strap over one ear; while holding the strap, use your other hand and remove the strap from the other ear
- ◆ **Do Not Touch the Front of Mask; Wash Hands Thoroughly After Removal**
- ◆ **Any Mask Is Better Than No Mask!**
  - Passengers may use any type of face covering as long as the nose and mouth are covered

# Latex Gloves

## ◆ Gloves Should Be Worn Anytime a Driver Is Providing Assistance

- Onboarding, bags and packages
- Assisting persons with mobility aids
  - Lift Operations
  - Securement
  - Occupant Restraints
- While providing basic passenger assistance

## ◆ Properly Remove and Dispose of Gloves

- Pinch the glove on the back of one hand to obtain sufficient grip and pull the glove off your hand into your other hand
- Wad the glove removed in the “still gloved” hand and place your index finger under the remaining glove at the wrist and pull over your hand
- Properly dispose of the used gloves and wash hands thoroughly

# Cleaning and Sanitizing Equipment

- ◆ **Before Boarding and After De-boarding, Immediately Wipe Down and Sanitize Any Equipment Used with a Passenger and/or Their Mobility Aid, Specifically**
  - The mobility aid hand grips, brakes, and armrests that are likely to be touched while assisting with boarding and securement
  - Securements, between each passenger use
  - Occupant restraints between each passenger use
    - Can also spray all restraints with a disinfectant solution
- **Implement Cleaning and Sanitizing Procedures for**
  - Transfer facilities
  - Office space
  - Bathrooms





# ADA Take-aways

## FTA References:

- **ADA Circular: FTA C 4710.1**
  - 49 CFR Parts 27, 37, 38 & 39
  - Federal Transit Laws, 49 U.S.C. 5301

National RTAP ADA Training

<http://www.nationalrtap.org/Training/2-the-Point-Training>



# Questions??

**Contact Vicky Warner RLS & Associates, Inc.**

**[vwarner@rlsandassoc.com](mailto:vwarner@rlsandassoc.com)**

**937-299-5007**

**Thank you!**