



MEMO

DATE: February 8, 2017

SUBJECT: Disadvantaged Business Enterprise
Program Guidance

TO: All State Block Grant Program Participants

FROM: Anthony J. McCloskey, P.E.
Director, Bureau of Aviation

A handwritten signature in black ink, appearing to read "Anthony J. McCloskey", is written over the printed name and title.

This memo is to provide guidance on the Disadvantaged Business Enterprise (DBE) program for all federally funded aviation projects. Effective immediately, this memo supersedes the January 12, 2015 DBE Program Guidance Memorandum.

Based on the findings from the Federal Aviation Administration's (FAA) DBE Compliance Review Report issued May 22, 2014, the Pennsylvania Department of Transportation's (PennDOT) Bureau of Aviation has taken a number of critical steps to ensure that the Bureau of Aviation personnel and state block grant airports have adequate and consistent knowledge about the United States Department of Transportation's (USDOT) DBE Program. This includes the documentation needed to substantiate DBE commitments. The DBE Program's overall objective is to provide opportunities for DBE's to compete fairly on aviation contracts.

In collaboration with PennDOT's Bureau of Equal Opportunity, the Bureau of Aviation provided DBE training to all state block grant airports. The training covered roles and responsibilities of airport sponsors, consultants and bureau personnel. Process flows and required DBE documentation were discussed in detail.

To emphasize the importance of the required DBE documentation, attached is each respective form. In addition, an explanation regarding the intent of each form is located in the attached briefing, Summary of Documentation. All of the training material used in the training sessions is available on PennDOT's Bureau of Aviation Webpage <http://www.penndot.gov/Doing-Business/Aviation/Pages/default.aspx>. Under the right margin labeled RESOURCES, click on "Disadvantaged Business Enterprise".

To facilitate awareness of the upcoming aviation projects for DBE's, the Bureau of Aviation will be posting all bid advertisements on the Bureau's webpage. This includes all contracts involving general engineering services, design and construction.

Should you have any additional questions, please contact your Regional Project Manager or Mr. Matt Johnson at 717.320.0718 or email at matjohnson@pa.gov.

Attachment