



**Federal Aviation  
Administration**

# **DBE and ACDBE Programs**

## **FAA Reporting-Uniform Forms**

### **FAA Civil Rights Connect**

*Office Of Civil Rights*

**ACHIEVING SAFETY  
THROUGH DIVERSITY**

**Updated March 25, 2020**



# Presentation Disclaimer

- This presentation uses paraphrasing of the Regulation
- Please reference the actual Regulations for verbatim text

# Presentation Focus

- General Regulation Information
- DBE Uniform Form
- ACDBE Uniform Form
- How to Enter and Submit Reports in FAA *Connect*

# DBE and ACDBE Programs - Regulations

- 49 CFR Part 26 – DBE Program

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr26\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr26_main_02.tpl)

- 49 CFR Part 23 – ACDBE Program

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr23\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr23_main_02.tpl)

# DBE – ACDBE Programs Differences

## **DBE:**

- DBE applies to all airports that receive AIP funding
- There are often DBE goals on the contracts

## **ACDBE:**

- ACDBE applies to primary airports. Covers car rental and non-car rental concessions. (Two separate goals)
- Pertains to the sales generated by the concessions firms at the airport
- There are no AIP dollars in concessions; however, primary airports are required to have an ACDBE program because they receive AIP funding, in general
- For car rentals, most often applies to the goods and services purchased by car rental companies
- ACDBE non-car rental goals often include advertising contracts

# **DBE Program**

## **49 CFR Part 26**

# **UNIFORM REPORT OF DBE COMMITMENTS/AWARDS & PAYMENTS**

## **(DBE Uniform Form Report)**

# Do I need to submit a DBE Uniform Form Report and when?

- **§ 26.11 (a)** You must transmit the Uniform Report of DBE Awards or Commitments and Payments, found in Appendix B to this part, at the intervals stated on the form.
- **Due annually on December 1 covering the previous FY**
  - Generally, if a DBE goal was required for the FY, a report may need to be submitted
  - All dollar amounts are to reflect only the Federal share of the contracts



# DBE Uniform Form Report

[https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/bus\\_e nt\\_program/](https://www.faa.gov/about/office_org/headquarters_offices/acr/bus_e nt_program/)

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS																																																																																																	
**Please refer to the instructions sheet for directions on filling out this form**																																																																																																	
1. General Reporting																																																																																																	
2. Submitted to (check only one): <input type="checkbox"/> FHFA <input type="checkbox"/> FAA <input type="checkbox"/> FTA-Recipient ID number																																																																																																	
3. AIP Numbers (FAA Backcasts)- Grant Number (FTA Recipients)																																																																																																	
4. Federal fiscal year in which reporting period falls																																																																																																	
5. Reporting Period: <input type="checkbox"/> Report due June 1 (for period Oct. 1-Mar. 31) <input type="checkbox"/> Report due Dec. 1 (for period April 1-Sept. 30) <input type="checkbox"/> FAA annual report due Dec. 1																																																																																																	
6. Name and address of Recipient:																																																																																																	
7. Annual DBE Goal(s): Race Conscious Projection Race Neutral Projection OVERALL Goal																																																																																																	
11. Awards/Commitments this Reporting Period																																																																																																	
<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> </tr> <tr> <th>AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts committed during this reporting period)</th> <th>Total Dollars</th> <th>Total Number</th> <th>Total to DBEs (dollar)</th> <th>Total to DBEs (number)</th> <th>Total to DBEs /Race Conscious (dollar)</th> <th>Total to DBEs/Race Conscious (number)</th> <th>Total to DBEs/Race Neutral (dollar)</th> <th>Total to DBEs/Race Neutral (number)</th> <th>Percentage of total dollars to DBEs</th> </tr> </thead> <tbody> <tr> <td>8. Prime contracts awarded this period</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9. Subcontracts awarded/committed this period</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10. TOTAL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>											A	B	C	D	E	F	G	H	I	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollar)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollar)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollar)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs	8. Prime contracts awarded this period										9. Subcontracts awarded/committed this period										10. TOTAL																																															
	A	B	C	D	E	F	G	H	I																																																																																								
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollar)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollar)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollar)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs																																																																																								
8. Prime contracts awarded this period																																																																																																	
9. Subcontracts awarded/committed this period																																																																																																	
10. TOTAL																																																																																																	
18. BREAKDOWN BY ETHNICITY & GENDER																																																																																																	
<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="6">Contracts Awarded to DBEs this Period</th> </tr> <tr> <th colspan="2"></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">Total to DBE (dollar amount)</th> <th colspan="2">Total to DBE (number)</th> <th colspan="2"></th> </tr> <tr> <th colspan="2"></th> <th>Women</th> <th>Men</th> <th>Total</th> <th>Women</th> <th>Men</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>11. Black American</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12. Hispanic American</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>13. Native American</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>14. Asian-Pacific American</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>15. Subcontinent Asian American</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>16. Non-Minority</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>17. TOTAL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>												Contracts Awarded to DBEs this Period								A	B	C	D	E	F			Total to DBE (dollar amount)		Total to DBE (number)						Women	Men	Total	Women	Men	Total	11. Black American								12. Hispanic American								13. Native American								14. Asian-Pacific American								15. Subcontinent Asian American								16. Non-Minority								17. TOTAL							
		Contracts Awarded to DBEs this Period																																																																																															
		A	B	C	D	E	F																																																																																										
		Total to DBE (dollar amount)		Total to DBE (number)																																																																																													
		Women	Men	Total	Women	Men	Total																																																																																										
11. Black American																																																																																																	
12. Hispanic American																																																																																																	
13. Native American																																																																																																	
14. Asian-Pacific American																																																																																																	
15. Subcontinent Asian American																																																																																																	
16. Non-Minority																																																																																																	
17. TOTAL																																																																																																	
29. Payments Made this Period																																																																																																	
<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> <tr> <th>PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)</th> <th>Total Number of Contracts</th> <th>Total Dollars Paid</th> <th>Total Number of Contracts with DBEs</th> <th>Total Payments to DBE firms</th> <th>Total Number of DBE firms Paid</th> <th>Percent to DBEs</th> </tr> </thead> <tbody> <tr> <td>18. Prime and sub contracts currently in progress</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="7">TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD</td> </tr> <tr> <td></td> <td colspan="2">Number of Contracts Completed</td> <td colspan="2">Total Dollar Value of Contracts Completed</td> <td colspan="2">DBE Participation Needed to Meet Goal (Dollar)</td> </tr> <tr> <td></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">Total DBE Participation (Dollar)</td> </tr> <tr> <td></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">Percent to DBEs</td> </tr> <tr> <td>19. Race Conscious</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td>20. Race Neutral</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td>21. Total</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td>22. Submitted By:</td> <td colspan="2"></td> <td colspan="2">24. Signature:</td> <td colspan="2">25. Phone Number:</td> </tr> </tbody> </table>											A	B	C	D	E	F	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs	18. Prime and sub contracts currently in progress							TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD								Number of Contracts Completed		Total Dollar Value of Contracts Completed		DBE Participation Needed to Meet Goal (Dollar)							Total DBE Participation (Dollar)							Percent to DBEs		19. Race Conscious							20. Race Neutral							21. Total							22. Submitted By:			24. Signature:		25. Phone Number:												
	A	B	C	D	E	F																																																																																											
PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs																																																																																											
18. Prime and sub contracts currently in progress																																																																																																	
TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD																																																																																																	
	Number of Contracts Completed		Total Dollar Value of Contracts Completed		DBE Participation Needed to Meet Goal (Dollar)																																																																																												
					Total DBE Participation (Dollar)																																																																																												
					Percent to DBEs																																																																																												
19. Race Conscious																																																																																																	
20. Race Neutral																																																																																																	
21. Total																																																																																																	
22. Submitted By:			24. Signature:		25. Phone Number:																																																																																												

# DBE Firms

DBE\_contractor\_firms\_form\_updated\_11-9-2015v2 (2) (Compatibility Mode) - Word

File Home Insert Design Layout References Mailings Review View Add-Ins Design Layout Tell me what you want to do...

Clipboard Font Paragraph Styles

Find Replace Select

**FAA REPORT OF CERTIFIED DBE CONTRACTORS USED ON AWARDED AND COMMITTED FAA-ASSISTED CONTRACTS**

Enter the firm's and information for all data that is entered in Sections A/B of the DBE Uniform Form for the FY being reported. Enter online at <https://faa.dbecconnect.com/FAA/login.asp>

Name of Airport: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Goal Period Dates: \_\_\_\_\_

Preparer's Name: \_\_\_\_\_

Email address and Telephone No: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

DBE Firm: _____	
Address: _____	
City/State/Zip: _____	
Telephone No.: _____	
Type of Work and NAICS: _____	
Dollar Amount of Work: _____	
AIP Grant #: _____	

Disadvantaged Group (check one):

Black American <input type="checkbox"/>	Hispanic American <input type="checkbox"/>	Native American <input type="checkbox"/>	Subcontinent Asian American <input type="checkbox"/>
Male <input type="checkbox"/>	Male <input type="checkbox"/>	Male <input type="checkbox"/>	Male <input type="checkbox"/>

Page 1 of 3 373 words

12:00 PM 5/9/2018

# FAA *Connect* DBE Uniform Form

## Counting DBE Participation

- § 26.55 How is DBE participation counted toward goals?

[http://www.ecfr.gov/cgi-bin/text-idx?SID=ddb09dec89682c2eb343d7bd0cdbf083&mc=true&node=se49.1.26\\_155&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=ddb09dec89682c2eb343d7bd0cdbf083&mc=true&node=se49.1.26_155&rgn=div8)

# DBE Program General

- Recipients are not required to report dollars that do not result in a DOT-assisted contract award for example, land acquisition and force accounts
  - Force accounts are work accomplished with the sponsors own work force (must be approved by the FAA Project Manager).
- Recipients are required to report surveying and appraisals (often associated with land acquisition)

# DBE Program General

- Recipients are also required to report snow plow, Aircraft Rescue and Firefighting (ARFF) equipment and Engineered Materials Arresting System (EMAS), because there is an associated contract awarded.
  - There may not be a DBE goal on the contract but the dollars still have to be reported.

# **FAA *Connect* - DBE Uniform Form Reimbursed Contracts**

- If you have a locally funded contract and later find out that it can be reimbursed with federal dollars, it can only be reimbursed if the contract included all the federal contracting provisions including a DBE goal, if required.

# ***FAA Connect* - DBE Uniform Form Reimbursed Contracts**

- The contract that is being reimbursed must meet all federal contracting requirements.

[https://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/)

# **FAA *Connect* - DBE Uniform Form Reimbursed Contracts**

- Contracts reimbursed with federal dollars should be reported on the uniform form in the year when the grant is received by the airport recipient.
- Example: An airport recipient is getting a grant in 2018 that is reimbursing the airport for a contract that they awarded with local funding in 2012. The airport recipient should report the grant in the 2018 DBE uniform form.



# DBE Uniform Form-Process Steps

1. Gather the data for contracts awarded and committed (Sections A & B)
2. Gather the awarded and committed data broken down by race and gender categories (A/B)
3. Gather data for payments made on ongoing contracts (contracts that were ongoing during the reporting period (Section C)
4. Gather data for contracts that were completed during the reporting period (Section D)
5. Gather the DBE firms information
6. Log on to FAA Connect <https://faa.civilrightsconnect.com/FAA/login.asp>

# What do I need to track and report?

DBE tracking spreadsheet for uniform form - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Tell me what you want to do...

C26

1	<b>Awarded - Committed</b>									
2	Prime	Dollar Amount	DBE	Ethnicity	Gender	Subs	Dollar Amount	DBE	Ethnicity (Select from drop down menu)	Gender (Drop down menu)
4	Carl Construction	12,345,679	No			Mindy's Electric	123,476			Men
5	Runways Etc.	3,456,798	No			Asphalt Inc.	88,970	88,970	Hispanic American	Women
6						Trucking Galore	233,467			Men
7						Sealing Express	12,986	12,986	Black American	Men
9	<b>Total</b>	<b>15,802,477.00</b>					<b>458,899</b>	<b>101,956</b>		
11	<b>Payments on Ongoing Contracts</b>									
		Total Number of Contracts (prime)	Total Dollars Paid to primes (count prime contracts only- includes sub dollars)	Total Number of DBE contracts		Payments to DBE firms (\$)		Number of DBE firms Paid (no of DBE firms)		
13	Firm Name									
15	Carl Construction	1	334,567							
16	Asphalt, Inc.			1		24,589		1		
19	<b>Completed Contracts</b>									
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)		Total DBE Participation (Dollars)				
20	Race-conscious (contracts with DBE goals)									
21	Firm Name									
22	Runways Etc.	1	3,456,798	18,765		12,986				
24	Race-neutral (contracts with no DBE goal)									
25	Firm Name									
26	None									

Awarded-Commitment Ongoing Payments Completed

# Gather DBE Firms Information

DBE firms data collection - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Tell me what you want to do...

Clara, Nancy (FAA) Show

Business Name	Address	Phone Number or email address	Work Category	NAICS	Value	AIP Grant #	Disadvantaged Group
A & F Engineers, Inc.	9928 Bedfordshire Court Potomac, MD 20854	202-628-1600	Engineering Services	541330	\$36,054	3-39-0001-062-2016	Non-Minority Women
Connico, Inc.	2594 N. Mount Juliet Road Mount Juliet, TN 37122	615-758-7477	Engineering Services	541330	\$12,280	3-39-0001-062-2016	Non-Minority Women
Dynamix Engineering, Ltd.	855 Grandview Ave. 3rd Floor Columbus, OH 43215	614-443-1178	Engineering Services	541330	\$16,785	3-39-0001-062-2016	Black American

Sheet1

Ready

# ***FAA Connect* - DBE Uniform Form**

- Access the report from your Dashboard or,
- Access the report from the Airport File

# DBE Uniform Form – Access from Dashboard or Airport File

The screenshot displays the FAA Civil Rights Connect Dashboard. On the left, a sidebar contains navigation links: **Test System**, **Dashboard**, **Airports**, **AC/DBE Div Vitals**, **FAA HRG Desk**, and **Logout**. A green arrow labeled "Airport File" points to the "Airports" link, and a yellow arrow labeled "Report" points to the "AC/DBE Div Vitals" link.

The main dashboard area includes several sections:

- Self Assessments**: A section for self-assessments.
- DBE Part 26 Achievement Reports**: A table with columns "Actions", "Airport", "Status", and "Period". It lists several reports with statuses like "Not Started", "Approved", and "Pending Submissions".
- Alerts**: A section with a table of alerts and their actions (Update, View).
- Airport Assignment Requests**: A table with columns "Actions", "Airport", "Status", and "Dates". It shows a request for "LIT" with a status of "Approved".
- DBE Part 26 Programs**: A table with columns "Actions", "Airport", "Status", and "Booked". It shows a program for "LIT" with a status of "Approved".
- DBE Part 26 Goals**: A table with columns "Actions", "Airport", "Status", and "Period". It lists several goals with statuses like "Approved" and "Pending Submissions".
- ACDBE Part 23 Achievement Reports**: A table with columns "Actions", "Airport", "Status", and "Period". It lists several reports with statuses like "Not Started", "Under Review", and "Approved".

The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 3:58 PM on 5/1/2018.



# FAA Connect - DBE Uniform Form

## Click Edit Uniform Form to Complete Or, Click View Uniform Form and Edit and Revalidate on next screen

The screenshot shows a web browser window with the URL <https://fastest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp?AirportID=0685311F06013B3983EDC0108411E2C8D86219>. The page title is "FAA Civil Rights Connect". The left sidebar contains links: Airports, AC/DBE Doc Vault, Account Profile, Print Page, FAA Help Desk, and Logout.

A red banner at the top states: **This report has not been started.**

Steps to complete and submit this report:

1. Fill in the DBE Uniform Report [required].
2. Attach any relevant support documentation by clicking **Add File** at the bottom of the page [optional].
3. When complete, click **Submit Report** at the bottom of the page [required].

Report Status: **Not Started**

Reporting Period: **FY 2017**  
10/1/2016 to 9/30/2017

Report Required: **Yes (click to mark this report as not required)**

A report can be marked Not Required if the Airport is not awarding or committing any FAA AIP grants for the year, if the airport is not awarding in excess of \$250,000 in the year, if the airport is awarding the scheduled grants on the AIP grants list in another year, if the airport did not have any payments on ongoing contracts or if the airport did not have completed contracts.

Uniform Report: **Not entered** > [Edit Uniform Report to complete](#)

DBE List: **No DBEs logged** > [Add DBEs](#)

A yellow arrow points to the [Edit Uniform Report to complete](#) button.

	<u>Overall</u>	<u>Race Neutral</u>	<u>Race Conscious</u>
Goal	4.57%	1.38%	3.19%
Awards/Commitments	Not reported	Not reported	Not reported
Shortfall	N/A	N/A	N/A
Grants Awarded		Uniform Report Value (Box 8a)	Difference

# ***FAA Connect* - DBE Uniform Form**

- Section A: Awards and Commitments
- Section B: Ethnicity and Gender Breakdown
- Section C: Ongoing Payments
- Section D: Completed Contracts

# FAA Connect – DBE Uniform Form

## Line 7 - Goal

FAA Civil Rights Connect

File Edit View Favorites Tools Help

Suggested Sites Lexmark X954 Cific, Nancy (FAA) - Outlo... Home DOT Intranet Web Slice Gallery

https://aa.civilrightsconnect.com/FAA/Functions/FAA/AirportPart26ReportEdit.aspx?AirportID=B1638490D23A0A7FD9196464AF33A07C4

Search...

Convert

CLOSE

Fill out the form with your information. Click the button to the right for detailed instructions in PDF format or click the 'View Instructions' links within the form.

Uniform Form Instructions

### UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

1. View Instructions for Rows 1-7

2. Submitted to (check only one): ☐ FHRA ☒ FAA ☐ FTA - Recipient ID Number

3. AIF Numbers (FAA Recipients): Grant Number (FTA Recipients):

4. Federal fiscal year in which reporting period falls: FY 2018 4. Date This Report Submitted: 10/2/2018

5. Reporting Period: ☐ Report due June 1 (for period Oct. 1 - Mar. 31) ☐ Report due Dec 1 (for period April 1 - Sept. 30) ☒ FAA Annual Report due Dec. 1

6. Name and address of Recipient: Abandon Regional Airport, 123 South Lincoln St Abandon, Abandon ID 57488

7. Annual DBE Goal(s): Race Conscious Projection 2.50 Race Neutral Projection 8.00 OVERALL Goal 2.50

### Awards/Commitments this Reporting Period

8. View Instructions for Section A (Rows 8-10)

A	B	C	D	E	F	G	H	I
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts awarded or committed during the reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs (Race Conscious (dollars))	Total to DBEs (Race Neutral (number))	Total to DBEs (Race Neutral (dollars))	Percentage of total dollars to DBEs
9. Prime contracts awarded this period.			0	0				0
10. Subcontracts awarded/committed this period.			0	0				0
11. TOTAL			0	0				0

8. View Instructions for Section B (Rows 11-17)

### BREAKDOWN BY ETHNICITY AND GENDER

Contracts Awarded to DBEs this Period

	Total to DBE (dollar amount)		Total	Total to DBE (number)	
	Women	Men		Women	Men
12. Black American			0		0
13. Hispanic American			0		0
14. Native American			0		0
15. Asian-Pacific American			0		0

FAA Compliance Statement: If the FAA Compliance Statement appears on the report, you will be required to comply with the requirements of the statute for the remainder of the fiscal year.



# FAA *Connect* - DBE Uniform Form

## Section A – Awards and Commitments

- This section includes prime and subcontracts awarded or committed with Federal funds during this reporting period.



# FAA Connect - DBE Uniform Form

## Section A: Awards and Commitments

Awards/Commitments this Reporting Period										
		A	B	C	D	E	F	G	H	I
A AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period	300,000	15							
9	Subcontracts awarded/committed this period									
10	TOTAL									

- 8A = Total Federal funds awarded on prime contracts
  - 8a is all the grants awarded at the airport for the year. FAA Connect will ask you to provide an explanation if the dollars are different than the FAA Grant Awards. [https://www.faa.gov/airports/aip/grantapportion\\_data/](https://www.faa.gov/airports/aip/grantapportion_data/). FAA Connect includes examples.
- 8B = Total **number** of prime contracts awarded with Federal funds

# FAA Connect - DBE Uniform Form

## Section A: Awards and Commitments

### Line 8 – DBE prime contracts race-neutral

Awards/Commitments this Reporting Period										
		A	B	C	D	E	F	G	H	I
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period									
9	Subcontracts awarded/committed this period									
10	TOTAL									

- 8E = N/A –blocked
- 8F = N/A –blocked
- All DBE Prime Contracts = Race Neutral

# FAA *Connect* - DBE Uniform Form

## Section A: Awards and Commitments

### Box 8G & 8H DBE prime contracts race-neutral

Awards/Commitments this Reporting Period										
		A	B	C	D	E	F	G	H	I
A	<b>AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD</b> (Total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period							35,000	2	
9	Subcontracts awarded/committed this period									
10	TOTAL									

- 8G = Total Federal funds awarded on prime contracts to DBEs **using Race Neutral measures**
- 8H = Total number of prime contracts awarded to DBEs **using Race Neutral measures** with Federal funds

# FAA Connect - DBE Uniform Form

## Section A: Awards and Commitments

### Box 8C and 8D

Awards/Commitments this Reporting Period										
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	A	B	C	D	E	F	G	H	I
		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period			35,000	2					
9	Subcontracts awarded/committed this period									
10	TOTAL									

- 8C and 8D (Total dollars and number DBEs) **calculates automatically** in FAA Connect

# FAA Connect - DBE Uniform Form

## Section A: Awards and Commitments Box 8I

Awards/Commitments this Reporting Period										
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	A	B	C	D	E	F	G	H	I
		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period	300,000	15	35,000	2			35,000	2	11.6%
9	Subcontracts awarded/committed this period									
10	TOTAL									

- 8I = Percentage of DBE prime contracts
- $8I = 8C \div 8A$
- 8I Auto calculates



# FAA *Connect* - DBE Uniform Form

## Section A: Awards and Commitments

### Line 9 - Subcontracts

Awards/Commitments this Reporting Period										
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts awarded/committed during this reporting period)	A	B	C	D	E	F	G	H	I
		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race /Conscious (dollars)	Total to DBEs /Race /Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period	300,000	15	35,000	2			35,000	2	11.6%
9	Subcontracts awarded/committed this period	20,000	7							
10	TOTAL									

- 9A = Total **federal funds** awarded or committed on subcontracts
- 9B = Total **number** of subcontracts awarded with federal funds
- **Enter ALL subcontracts awarded, non-DBE and DBE**

# FAA Connect - DBE Uniform Form

## Section A: Awards and Commitments

### Line 9 - Subcontracts

Awards/Commitments this Reporting Period										
		A	B	C	D	E	F	G	H	I
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period	300,000	15	35,000	2			35,000	2	11.6%
9	Subcontracts awarded/committed this period	20,000	7	15,000	4	10,000	2			
10	TOTAL									

- 9E = Total **Federal funds** awarded or committed on subcontracts to DBEs using **Race Conscious measures**
- 9F = Total **number** of subcontracts awarded to DBEs using **Race Conscious measures** with Federal funds



# FAA *Connect* - DBE Uniform Form

## Section A: Awards and Commitments

### Line 9 - Subcontracts

Awards/Commitments this Reporting Period										
		A	B	C	D	E	F	G	H	I
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period	300,000	15	35,000	2			35,000	2	11.6%
9	Subcontracts awarded/committed this period	20,000	7	15,000	4	10,000	2	5,000	2	
10	TOTAL									

- 9G = Total **Federal funds** awarded on subcontracts to DBEs using **Race Neutral measures**
- 9H = Total **number** of subcontracts awarded to DBEs using **Race Neutral measures** with Federal funds

# **FAA *Connect* - DBE General**

## **Race-conscious (*RC*) – Race-neutral (*RN*)**

- Please make sure to report the RC and RN correctly
- For example, if you have a 4% DBE race-conscious goal and you achieve 5% in DBE participation, the 1% overage (dollars) should be reported as RN

# DBE Uniform Form

## Race-conscious – Race-neutral

- ***Race conscious*** is a method that is focused specifically on assisting only DBEs
  - a conscious action to achieve DBE participation, for example an DBE contract/concession goal
- ***Race-neutral*** is a method used to assist all small businesses:
  - DBE wins a prime concession contract through customary competitive procurement procedures
  - DBE is awarded a sub-concession contract on a prime concession contract that did not have an DBE contract goal
  - DBE participation that is achieved in excess of the DBE race-conscious goal

# FAA *Connect* - DBE Uniform Form

## Section A Line 9

Awards/Commitments this Reporting Period										
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	A	B	C	D	E	F	G	H	I
		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period	300,000	5	35,000	2			35,000	2	11.6%
9	Subcontracts awarded/committed this period	20,000	7	15,000	4					
10	TOTAL									

- **9C and 9D (Total dollars and number DBEs) auto calculates**
- **9C = Total Federal funds awarded on subcontracts to DBEs**
- **9D = Total number of subcontracts awarded to DBEs with Federal funds**

# FAA *Connect* - DBE Uniform Form

## Section A – Awards/Commitments

### Box 9I

Awards/Commitments this Reporting Period										
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	A	B	C	D	E	F	G	H	I
		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period	300,000	15	35,000	2			35,000	2	11.6%
9	Subcontracts awarded/committed this period	20,000	7	15,000	4	10,000	2	5,000	2	75%
10	TOTAL									

- $9I = 9C \div 9A$
- 9I = Percentage of DBE subcontracts
- 9I Auto calculates

# FAA *Connect* - DBE Uniform Form

## Section A – Awards/Commitments - Totals

Awards/Commitments this Reporting Period										
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	A	B	C	D	E	F	G	H	I
		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period	300,000	15	35,000	2			35,000	2	11.6%
9	Subcontracts awarded/committed this period	20,000	7	15,000	4	10,000	2	5,000	2	75%
10	TOTAL			50,000	6	10,000	2	40,000	4	16.6%

$$10C = 8C + 9C$$

$$10D = 8D + 9D$$

$$10E = 9E$$

$$10F = 9F$$

$$10G = 8G + 9G$$

$$10H = 8H + 9H$$

$$10I \text{ (Overall Achievement)} = 10C \div 8A$$

# ***FAA Connect* - DBE Uniform Form**

## **Section B: Ethnicity and Gender Breakdown**

- Section B is the ethnicity and gender breakdown of all contracts awarded or committed with Federal funds during this reporting period.
- Same DBE data as in Section A only broken down by ethnicity and gender
  - The DBE data for Sections A and B must equal



# FAA *Connect* - DBE Uniform Form

## Section B: Ethnicity and Gender Breakdown

Break-down the data in Section A by ethnicity and women and men  
**Columns C and F auto calculate**

B	BREAKDOWN BY ETHNICITY & GENDER	Contract Period					
		A	B	C	D	E	F
		Total to DBE (dollar amount)			Total to DBE (number)		
		Women	Men	Total	Women	Men	Total
11	Black American	10,000	15,000	25,000	1	1	2
12	Hispanic American	0	0	0	0	0	0
13	Native American	2,000	9,000	11,000	1	1	2
14	Asian-Pacific American	0	0	0	0	0	0
15	Subcontinent Asian Americans	4,000	0	4,000	1	0	1
16	Non-Minority	10,000	0	10,000	1	0	1
17	TOTAL	26,000	24,000	50,000	4	2	6



# FAA Connect - DBE Uniform Form

## Section A and B DBE participation equals

Awards/Commitments this Reporting Period										
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	A	B	C	D	E	F	G	H	I
		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period									
9	Subcontracts awarded/committed this period									
10	TOTAL									

		Total to DBE (dollar amount)			Total to DBE (number)		
		Women	Men	Total	Women	Men	Total
11	Black American	10,000	15,000	25,000	1	1	2
12	Hispanic American	0	0	0	0	0	0
13	Native American	2,000	9,000	11,000	1	1	2
14	Asian-Pacific American	0	0	0	0	0	0
15	Subcontinent Asian Americans	4,000	0	4,000	1	0	1
16	Non-Minority	10,000	0	10,000	1	0	1
17	TOTAL	26,000	24,000	50,000	4	2	6

# FAA Connect - DBE Uniform Form

## Did the airport meet the DBE goal?

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp

Mail - Nancy.Cibic@faa.gov FAA Civil Rights Connect x New tab

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Outl...

Airports

**This report is pending submission.** CLOSE

3	Federal fiscal year in which reporting period falls:	FY 2017	4. Date This Report Submitted: 1/18/2018
5	Reporting Period:	<input type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31) <input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30) <input checked="" type="checkbox"/> FAA Annual Report due Dec. 1	
6	Name and address of Recipient:	Abraham Lincoln Capital Springfield Airport Authority-Abraham Lincoln Capital 1200 Capital Airport Drive, Springfield Springfield IL 62707	
7	Annual DBE Goal(s):	Race Conscious Projection 2.00% Race Neutral Projection 1.38% OVERALL Goal 3.38%	

**Awards/Commitments this Reporting Period**

A	Awards/Commitments Made During This Reporting Period (total contracts and subcontracts awarded or committed during the reporting period)	A Total Dollars	B Total Number	C Total to DBEs (dollars)	D Total to DBEs (number)	E Total to DBEs / Race Conscious (dollars)	F Total to DBEs / Race Conscious (number)	G Total to DBEs / Race Neutral (dollars)	H Total to DBEs / Race Neutral (number)	I Percentage of total dollars to DBEs
8	Prime contracts awarded this period.	\$1,345,679	2	\$0	0			\$0	0	0.0%
9	Subcontracts awarded/committed this period.	\$840,276	4	\$46,909	2	\$45,679	2	\$1,230	0	5.6%
10	TOTAL			\$46,909	2	\$45,679	2	\$1,230	0	3.5%

**B BREAKDOWN BY ETHNICITY & GENDER**

	Contracts Awarded to DBEs this Period						
	Total to DBE (dollar amount)			Total to DBE (number)			
	A	B	C	D	E	F	
	Women	Men	Total	Women	Men	Total	
11	Black American	\$0	\$11,239	\$11,239	0	1	1
12	Hispanic American	\$35,670	\$0	\$35,670	1	0	1
13	Native American	\$0	\$0	\$0	0	0	0
14	Asian-Pacific American	\$0	\$0	\$0	0	0	0

Shortfall Reason: There is a shortfall in one or more categories above. As a non-CORE airport, a shortfall analysis is required to be

# FAA *Connect* – DBE Uniform Form

## Section C: Ongoing Payments



- Section C of the Uniform Report is designed to captures information on current **actual payments made to DBEs for work performed on ongoing federally-assisted contracts.**

# **FAA *Connect* - DBE Uniform Form**

## **Section C: Ongoing Payments**

- Recipients must have a mechanism to track the ongoing payment information required in Section C
- US DOT issued Additional guidance on Uniform Form for Section C – FAA Civil Rights website  
[http://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/bus\\_ent\\_program/](http://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/)

[Additional Guidance on DBE Uniform Form](#) (PDF)

# FAA *Connect* - DBE Uniform Form

## Section C: Ongoing Payments

- ☐ Ongoing contracts = not complete
- ☐ All orders not yet received
- ☐ All services not yet completed
- ☐ **All payments *not yet* made**

Payments Made this Period							
	A	B	C	D	E	F	
C	<b>PAYMENTS ON ONGOING CONTRACTS</b> <small>(report activity of ongoing contracts)</small>	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18	Prime and sub contracts currently in progress						

# FAA *Connect* - DBE Uniform Form

## Section C: Ongoing Payments

Payments Made this Period							
		A	B	C	D	E	F
C	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18	Prime and subcontracts currently in progress	30					

- 18A = Total number of Federally funded **prime contracts**, **DBE** and **non-DBE**, that were **active/ongoing**



# FAA *Connect* - DBE Uniform Form

## Section C: Ongoing Payments

Payments Made this Period							
		A	B	C	D	E	F
C		Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)							
18	Prime and subcontracts currently in progress	30	700,000				

- 18B = Total Federal funds paid to prime contractors for work that was being performed during the reporting period
  - Count prime contracts only-includes the sub dollars)
- Payments are made to the prime contractor, who is obligated to promptly pay its subcontractors



# FAA *Connect* - DBE Uniform Form

## Section C: Ongoing Payments

Payments Made this Period							
		A	B	C	D	E	F
C	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18	Prime and subcontracts currently in progress	30	700,000	10			

- 18C = Total number of Federally funded DBE **prime and subcontracts**, that **DBEs were performing work on during the reporting period**
- If DBE prime contracts are included, indicate how many in the comment box on the second screen of the form

# FAA *Connect* - DBE Uniform Form

## Section C: Ongoing Payments

Payments Made this Period							
		A	B	C	D	E	F
C	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18	Prime and subcontracts currently in progress	30	700,000	10	93,000		

18D = Total dollar amount paid to **DBE** firms that were performing work on contracts during the reporting period

# FAA *Connect* - DBE Uniform Form

## Section C: Ongoing Payments

Payments Made this Period							
		A	B	C	D	E	F
C	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18	Prime and subcontracts currently in progress	30	700,000	10	93,000	5	

- 18E = Total number of **DBE firms that were paid on ongoing contracts during the reporting period**
- 18E is **less than or equal to 18C**

# FAA Connect - DBE Uniform Form

## Section C: Ongoing Payments

Payments Made this Period							
		A	B	C	D	E	F
C	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18	Prime and subcontracts currently in progress	30	700,000	10	93,000	5	13.3%

• **Percent to DBEs =**

Total Payments to DBEs  $\div$  Total Payments to DBEs and non-DBEs

**18F = 18D  $\div$  18B (Calculates automatically)**

# FAA *Connect* – DBE Uniform Form

## Section D: Completed Contracts

This section includes payments made to prime contracts **completed** with Federal funds during the reporting period.



# FAA *Connect* – DBE Uniform Form

## Section D: Completed Contracts

- ☐ All orders are received ✓
- ☐ All services are completed ✓
- ☐ All payments have been made ✓

**May include contracts from more than one year**

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious					
20	Race Neutral					
21	Totals					

# FAA *Connect* – DBE Uniform Form

## Section D: Completed Contracts

- 19A = Total number of contracts completed using **Race Conscious measures**
  - Number of prime contracts completed during the reporting period that had a DBE contract goal)

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious	6				
20	Race Neutral					
21	Totals					



# FAA *Connect* – DBE Uniform Form

## Section D: Completed Contracts

- 19B = Total **dollar value** of prime contracts completed using **Race Conscious measures**

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious	6	1,000,000			
20	Race Neutral					
21	Totals					

# FAA *Connect* – DBE Uniform Form

## Section D: Completed Contracts

- 19C = Total **dollar value that was needed to meet the contract goals** on the prime contracts completed using **Race Conscious measures**

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious	6	1,000,000	350,000		
20	Race Neutral					
21	Totals					

# FAA *Connect* – DBE Uniform Form

## Section D: Completed Contracts

- 19D = Total dollar value of DBE participation using Race Conscious measures (contract goal)

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious	6	1,000,000	350,000	275,000	
20	Race Neutral					
21	Totals					

# FAA *Connect* – DBE Uniform Form

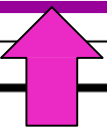
## Section D: Completed Contracts

• **Percent to DBEs =**  

$$\frac{\text{Total Dollar Value of DBE Participation}}{\text{Total Dollar Value of DBE and non-DBE contracts completed}}$$

• **19E = 19D ÷ 19B (auto calculates)**

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	E
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious	6	1,000,000	350,000	275,000	27.5
20	Race Neutral					
21	Totals					



# FAA *Connect* – DBE Uniform Form

## Section D: Completed Contracts

- **Line 20, race neutral contracts.**
- Applies to prime contracts that did not have a DBE contract goal.
- 20A = Total number of contracts completed using Race Neutral measures

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious	6	1,000,000	350,000	275,000	27.5
20	Race Neutral	2				
21	Totals					

# FAA *Connect* – DBE Uniform Form

## Section D: Completed Contracts

- 20B = Total **dollar value** of prime contracts completed using **Race Neutral measures**

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious	6	1,000,000	350,000	275,000	27.51
20	Race Neutral	2	2,500,000			
21	Totals					

# FAA *Connect* – DBE Uniform Form

## Section D: Completed Contracts

- **20D** = Total dollar value of completed contracts with **DBE participation** using **Race Neutral measures**

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious	6	1,000,000	350,000	275,000	27.51
20	Race Neutral	2	2,500,000		100,000	
21	Totals					



# FAA *Connect* – DBE Uniform Form

## Section D: Completed Contracts

Percent to DBEs = **20E = 20D ÷ 20B**

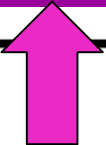
Total Dollar Value of DBE Participation  
÷

Total Dollar Value of DBE and non-DBE contracts completed

**20E = 20D ÷ 20B (Auto calculates)**

The 21E overall achievement is not compared to the line 7 goal

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	E
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious	6	1,000,000	350,000	275,000	27.51
20	Race Neutral	2	2,500,000		100,000	4.00
21	Totals					

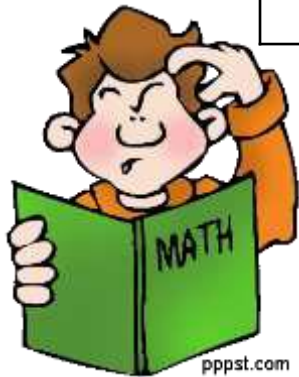


# FAA Connect – DBE Uniform Form

## Section D: Completed Contracts –

### Totals line auto calculates

<b>21A = 19A + 20A</b>	<b>21B = 19B + 20B</b>
<b>21D = 19D + 20D</b>	<b>21E = 21D ÷ 21B</b>



E		A	B	C	D	E
D		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious	6	1,000,000	350,000	275,000	27.51
20	Race Neutral	2	2,500,000		100,000	4.00
21	Totals	8	3,500,000		375,000	10.71



# FAA *Connect* - DBE Uniform Form

- Even if you don't have awards and/or commitments to report for the fiscal year, you might still have data to report in Section C, Ongoing Payments and/or Section D, Completed Contracts
- Note: A contract would not be reported as ongoing and completed
  - If ongoing, report it in Section C, if completed, report it in Section D

# FAA Connect - DBE Uniform Form

FAA Civil Rights Connect

File Edit View Favorites Tools Help

Leemark X954 Gbic, Nancy (FAA) - Outlo... Home DOT Intranet

CLOSE

1 AID Numbers (FAA Recipients); Grant Number (FTA Recipients): 3-46-0001-036-2016, 037, 038 3-46-0001-032-2015

3 Federal fiscal year in which reporting period falls: FY 2016 4. Date This Report Submitted: 4/9/2018

5 Reporting Period: ☐ Report due June 1 (for period Oct. 1 - Mar. 31) ☐ Report due Dec 1 (for period April 1 - Sept. 30) ☒ FAA Annual Report due Dec. 1

6 Name and address of Recipient: Aberdeen Regional Airport  
123 South Lincoln St Aberdeen  
Aberdeen SD 57401

7 Annual DBE Goal(s): Race Conscious Projection 2.50 Race Neutral Projection 0.00 OVERALL Goal 2.50

**Awards/Commitments this Reporting Period**

View instructions for Section A (Rows 8-10)

A	B	C	D	E	F	G	H	I	
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts awarded or committed during the reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral (number)	Percentage of total (dollars to DBEs)
8 Prime contracts awarded this period.	6,565,121	5	0	0			0	0	0.0
9 Subcontracts awarded/committed this period.	1,234,893	9	295,902	2	289,984	2	5,918	0	24.0
10 TOTAL			295,902	2	289,984	2	5,918	0	4.5

View instructions for Section B (Rows 11-17)

8 BREAKDOWN BY ETHNICITY & GENDER

	Contracts Awarded to DBEs this Period					
	Total to DBE (dollar amount)			Total to DBE (number)		
	Women	Men	Total	Women	Men	Total
11 Black American	98,634	0	98,634	1	0	1
12 Hispanic American	0	197,268	197,268	0	1	1
13 Native American	0	0	0	0	0	0
14 Asian-Pacific American	0	0	0	0	0	0
15 Subcontinent Asian American	0	0	0	0	0	0
16 Non-Minority	0	0	0	0	0	0
17 TOTAL	98,634	197,268	295,902	1	1	2

Overall Race Neutral Race Conscious

ACHIEVING SAFETY THROUGH DIVERSITY

Administration 110

12:39 PM 5/9/2018

# FAA Connect - DBE Uniform Form

## Sections C and D

FAA Civil Rights Connect

File Edit View Favorites Tools Help

Lesmark X954 Cbico Nancy (FAA) - Outlo... Home DOT Intranet

CLOSE

15 Subcontinent Asian American	0	0	0	0	0	0
16 Non-Minority	0	0	0	0	0	0
17 TOTAL	98,634	197,268	295,902	1	1	2

**Payments Made this Period**

• View Instructions for Section C (Row 18) \*\*\* View special Section 3 guidance from U.S. DOT \*\*\*

C PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	A Total Number of Contracts	B Total Dollars Paid	C Total Number of Contracts with DBEs	D Total Payments to DBE firms	E Total Number of DBE firms Paid	F Percent to DBEs
18 Prime and sub contracts currently in progress	1	34,578	1	4,456	1	12.9

• View Instructions for Section D (Rows 19-21)

D TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A Number of Contracts Completed	B Total Dollar Value of Prime Contracts Completed	C DBE Participation Needed to Meet Goal (Dollars)	D Total DBE Participation (Dollars)	E Percent to DBEs
19 Race Conscious	1	243,567	14,589	12,378	5.1
20 Race Neutral	0	0		0	0.0
21 Totals	1	243,567		12,378	5.1

• View instructions for Rows 23-25

23 Submitted by Nancy Cbico	24. Signature (type your name as your signature) Nancy Cbico	25. Phone Number 847-294-7182
--------------------------------	---	----------------------------------

Validate & Save Draft Print Fill in Blank Fields with Zeros Print Print to PDF



# FAA *Connect* - DBE Uniform Form

- All data is entered
- Next steps...

# ***FAA Connect* - DBE Uniform Form**

## **Missing or incorrect data**

- If any data is missing or not correct, alerts will appear at the top of the form



# FAA Connect - DBE Uniform Form

## Missing or incorrect data

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp?AirportID=7D475C5946124A6646C15861B2181F6A9A1375

Mail - Nancy.Cibic@faa.gov FAA Civil Rights Connect

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Out...

Airports

Account Profile

**This report has not been started.** CLOSE

**» At least one AIP number must be entered in Row 2.**  
**» Count in 10d must equal the count in 17f**  
**» Value in 10c must equal the value in 17c**

**UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS**

» View instructions for Rows 1-7

1 Submitted to (check only one):	<input type="checkbox"/> FHWA	<input checked="" type="checkbox"/> FAA	<input type="checkbox"/> FTA--Recipient ID Number
2 AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):			
3 Federal fiscal year in which reporting period falls:	FY <input type="text" value="2016"/>	4. Date This Report Submitted: <input type="text" value="1/22/2018"/>	
5 Reporting Period:	<input type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)	<input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)	<input checked="" type="checkbox"/> FAA Annual Report due Dec. 1
6 Name and address of Recipient:	Capital Region Airport Authority 4100 CAPITAL CITY BLVD, Lansing Lansing MI 48906		
7 Annual DBE Goal(s):	Race Conscious Projection <input type="text" value="0.00"/>	Race Neutral Projection <input type="text" value="0.00"/>	OVERALL Goal <input type="text" value="0.00"/>

**Awards/Commitments this Reporting Period**

» View instructions for Section A (Rows 8-10)

A AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or	A Total Dollars	B Total Number	C Total to DBEs	D Total to DBEs	E Total to DBEs / Race	F Total to	G Total to DBEs / Race	H Total to	I Percentage of
Shortfall		N/A		N/A		N/A			

# FAA *Connect* - DBE Uniform Form

## Missing or incorrect data

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp?AirportID=70475C3946124A6646C1581B2181F6A941E75

Mail - Nancy.Cibic@faa.gov FAA Civil Rights Connect

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Out...

Airports: Account Profile

**This report has not been started.** CLOSE

» The form has reported identical values in 9a/9b and 9c/9d, meaning no non-DBE subcontractor awards/commitments made. 9a and 9b is the total of ALL subcontracts awarded (non-DBE and DBE subcontracts). Please confirm this information and continue if correct (no non-DBE subcontractors received awards/commitments). If incorrect, please correct 9a/9b.

If the information is correct, click 'Save Draft & Continue' at the bottom of the page. Then click 'Submit Report' to submit your report to FAA for review.

**UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS**

1 Submitted to (check only one):	<input type="checkbox"/> FHWA	<input checked="" type="checkbox"/> FAA	<input type="checkbox"/> FTA--Recipient ID Number
2 AEP Numbers (FAA Recipients): Grant Number (FTA Recipients):	03-005-016-2016		
3 Federal fiscal year in which reporting period falls:	FY 2016		
4 Date This Report Submitted:	1/22/2018		
5 Reporting Period:	<input type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)	<input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)	<input checked="" type="checkbox"/> FAA Annual Report due Dec. 1
6 Name and address of Recipient:	Capital Region Airport Authority 4100 CAPITAL CITY BLVD, Lansing Lansing MI 48906		
7 Annual DBE Goal(s):	Race Conscious Projection 0.00%	Race Neutral Projection 0.00%	OVERALL Goal 0.00%

**Awards/Commitments this Reporting Period**

A	A	B	C	D	E	F	G	H	I
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs / Race Conscious (dollars)	Total to DBEs / Race Conscious (number)	Total to DBEs / Race Neutral (dollars)	Total to DBEs / Race Neutral (number)	Percentage of total dollars to DBEs
Shortfall			N/A	N/A			N/A		

# FAA Connect - DBE Uniform Form

## Continue submittal - Action buttons

https://faaconnect.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp?AirportID=7D475C3946124A8646C15881B2181F6A3A1375

Mail - Nancy.Cibic@faa.gov FAA Civil Rights Connect

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Out...

**✚ This report has not been started.** CLOSE

11	Black American	\$0	\$44,567	\$44,567	0	1	1
12	Hispanic American	\$0	\$0	\$0	0	0	0
13	Native American	\$0	\$0	\$0	0	0	0
14	Asian-Pacific American	\$0	\$0	\$0	0	0	0
15	Subcontinent Asian American	\$0	\$0	\$0	0	0	0
16	Non-Minority	\$0	\$0	\$0	0	0	0
17	<b>TOTAL</b>	\$0	\$44,567	\$44,567	0	1	1

**Payments Made this Period**

C	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	A Total Number of Contracts	B Total Dollars Paid	C Total Number of Contracts with DBEs	D Total Payments to DBE firms	E Total Number of DBE firms Paid	F Percent to DBEs
18	Prime and sub contracts currently in progress	0	\$0	0	\$0	0	0.0%

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A Number of Contracts Completed	B Total Dollar Value of Prime Contracts Completed	C DBE Participation Needed to Meet Goal (Dollars)	D Total DBE Participation (Dollars)	E Percent to DBEs
19	Race Conscious	0	\$0	\$0	\$0	0.0%
20	Race Neutral	0	\$0		\$0	0.0%
21	<b>Totals</b>	0	\$0		\$0	0.0%

23	Submitted by Dale Feldpausch	24. Signature (type your name as your signature): Nancy Cibic	25. Phone Number 517-886-3713
----	---------------------------------	--	----------------------------------

Save Draft & Continue Edit & Revalidate Print Print to PDF

# FAA *Connect* - DBE Uniform Form

## Add DBEs

**This report is pending submission.**

Steps to complete and submit this report:

1. Fill in the DBE Uniform Report [required].
2. Attach any relevant support documentation by clicking **Add File** at the bottom of the page [optional].
3. When complete, click **Submit Report** at the bottom of the page [required].

Report Status	<b>Pending Submission</b>		
Reporting Period	FY 2016 10/1/2015 to 9/30/2016		
Report Required	Yes (click to mark this report as not required)  A report can be marked Not Required if the Airport is not awarding or committing any FAA AIP grants for the year, if the airport is not awarding in excess of \$250,000 in the year, if the airport is awarding the scheduled grants on the AIP grants list in another year, if the airport did not have any payments on ongoing contracts or if the airport did not have completed contracts.		
Report Due	12/1/2016		
Uniform Report	Complete > <a href="#">View Uniform Report</a>		
DBE List	No DBEs logged > <a href="#">Add DBEs</a>		
	Overall	Race Neutral	Race Conscious
Goal	0.00%	0.00%	0.00%
Awards/Commitments	3.61%	0.00%	3.61%
Shortfall	3.61% ✓	0.00%	3.61% ✓

# FAA *Connect* - DBE Uniform Form

## Add DBEs

Instructions for filling in form:

Reporting Period:	10/1/2015 to 9/30/2016
Airport:	LAN - Capital Region Airport Authority
Recipient:	Capital Region Airport Authority

No DBE firms listed. Add a DBE or add a file.

Grand Comparison: \$1,221,791 (view) \$1,234,567 \$2,017,274



# FAA *Connect* - DBE Uniform Form

## Add DBEs – How to enter

Recipient: Capital Region Airport Authority

Buttons: Add DBE, Add File, Return

Form Title: Add DBE instructions

Business Name: Carl Construction

Address: 73 Bird Drive  
Lansing MI 56078

Contact: Enter email: carl@cs.com and/or phone

Work Category: Concrete

NAICS: 238110

Dollar Amount of Work: \$44567

AIP Grant Number: 03-020-014-2016

Disadvantaged Group: Black American

Notes:

Buttons: Save DBE, Save DBE & Use DBE Again, Save DBE & Add New DBE, Cancel

# FAA *Connect* - DBE Uniform Form

## Click Return to continue with report.

Instructions for filling in form

**DBE record saved.**

Reporting Period: 10/1/2015 to 9/30/2016  
Airport: LAN - Capital Region Airport Authority  
Recipient: Capital Region Airport Authority

[Add DBE](#) [Add File](#) [Return](#)

**DBE Firms**

#	Business Name	Address	Contact	Work Category	NAICS	Value	AIP Grant	Disadvantaged Group	Notes
1	Carl Construction	73 Bird Drive Lansing, MI 48078	car@cs.com	Concrete	238110	\$44,567	03-020-014-2016	Black American	

Grant Comparison: \$1,271,291 (view) \$1,234,567 \$3,037,224 (1)



# FAA *Connect* - Uniform Form

## § 26.47 Goal Shortfall Analysis - Core Airport

(Does not have to be included in Report)

Report Status: **Pending Submission**

Reporting Period: **FY 2016**  
10/1/2015 to 9/30/2016

Report Required: **Yes** (click to mark this report as not required)

A report can be marked Not Required if the Airport is not awarding or committing any FAA AIP grants for the year, if the airport is not awarding in excess of \$250,000 in the year, if the airport is awarding the scheduled grants on the AIP grants list in another year, if the airport did not have any payments on ongoing contracts or if the airport did not have completed contracts.

Report Due: **12/1/2016**

Uniform Report: **Complete** > View Uniform Report

DBE List: **1 DBE logged** > View DBEs

	Overall	Race Neutral	Race Conscious
Goal	5.00%	0.00%	5.00%
Awards/Commitments	3.61%	0.00%	3.61%
Shortfall	-1.39%	0.00%	-1.39%

Shortfall Reason: There is a shortfall in one or more categories above. As a non-reporting airport, a shortfall analysis is required to be done and kept on file at the airport for 3 years, and made available to the FAA, if requested. See example tips. Shortfall analysis is Attached.

View the FAA shortfall analysis tips (PDF).  
View the FAA Goal Shortfall Corrective Action Plan Letter Template (DOC).

# FAA *Connect* - Uniform Form

## § 26.47 Goal Shortfall Analysis - Core Airport

https://testtest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp

Mail - Nancy.Cibic@faa.gov | FAA Civil Rights Connect

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Out...

	Grants Awarded	Uniform Report Value (Box 8a)	Difference
Grant Comparison	\$3,271,791 (view)	\$1,234,567	\$2,037,224
Grant Difference Reason *	<p>The amount reported in Box 8(a) does not match the 2016 FAA grants awarded during the fiscal year. Before proceeding, please explain and provide detail, along with the corresponding grant number(s), that totals the amount you indicated in Box 8(a).</p> <p><i>Examples of acceptable of grant difference reasons:</i></p> <ul style="list-style-type: none"><li>\$173,456 of the 2016 grant was awarded. The remaining dollar amount of \$7,890 was used for administrative costs at the airport.</li><li>The 2016 grant was not awarded until 2017 and will be reported in 2017. Box 8a is the 2015 grant awarded at the airport in the 2016 year in the amount of \$654,321 which was for runway 30 rehab.</li></ul> <p>Comments:</p> <p>Save shortfall reason &amp; comments above without submitting report</p>		

Add File

**Submit Report**

Contact FAA Help Desk | © 2017 B2Grow

# FAA Connect - Uniform Form

## Grant reconciliation

https://aiaa1.civilrightsconnect.com/FAA/Forms/ReportAwardPart2.aspx?ReportID=AD0B530C3256C4461D7FF315807B10143D796B7120B8A&ReportID=ReportID=318A1801F5445F1EE4410FF313C30418415B0D7F531

FAA Civil Rights Connect

File Edit View Favorites Tools Help

Lexmark X554 Cbirc, Nancy (FAA) - Outlo... Home DOT Intranet

CLOSE

The form is complete however, the grant dollars entered in 8a (\$6,565,121) do not equal the fiscal year grant awards listing (\$6,075,000). Please explain the difference on the next screen. Click 'Save Draft and Continue' to proceed to next screen.

### UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

1	Submitted to (check only one):	<input type="checkbox"/> FHWA	<input checked="" type="checkbox"/> FAA	<input type="checkbox"/> FTA--Recipient ID Number
2	AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):	3-46-0001-036-2016, 037, 038 3-46-0001-032-2015		
3	Federal fiscal year in which reporting period falls:	FY 2016 4. Date This Report Submitted: 4/9/2018		
5	Reporting Period:	<input type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31) <input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30) <input checked="" type="checkbox"/> FAA Annual Report due Dec. 1		
6	Name and address of Recipient:	Aberdeen Regional Airport 123 South Lincoln St Aberdeen Aberdeen SD 57401		
7	Annual DBE Goal(s):	Race Conscious Projection 2.50%	Race Neutral Projection 0.00%	OVERALL Goal 2.50%

### Awards/Commitments this Reporting Period

A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	A	B	C	D	E	F	G	H	I
		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period.	\$6,565,121	5	\$0	0			\$0	0	0.0%

# FAA *Connect* - Uniform Form

## Grant Reconciliation-Must enter explanation

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp

Mail - Nancy.Cibic@faa.gov | FAA Civil Rights Connect

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Outl...

	Grants Awarded	Uniform Report Value (Box 8a)	Difference
Grant Comparison	\$3,271,791 (view)	\$1,234,567	\$2,037,224 !

Grant Difference Reason \*

The amount reported in Box 8(a) does not match the 2016 FAA grants awarded during the fiscal year. If you are proceeding, please explain and provide detail, along with the corresponding grant number(s), to the FAA as you indicated in Box 8(a).

Examples of acceptable of grant difference reasons:

- \$123,456 of the 2016 grant was awarded. The remaining dollar amount of \$7,890 was used for other costs at the airport.
- The 2016 grant was not awarded until 2017 and will be reported in 2017. Box 8a is the 2017 grant for the airport in the 2016 year in the amount of \$654,321 which was for runway 30 rehab.

Comments

Save shortfall reason & comments above without submitting report

Add File

**Submit Report**

Contact FAA Help Desk | © 2017 B2Gnow

Message from webpage

! Enter grants difference reason.

OK

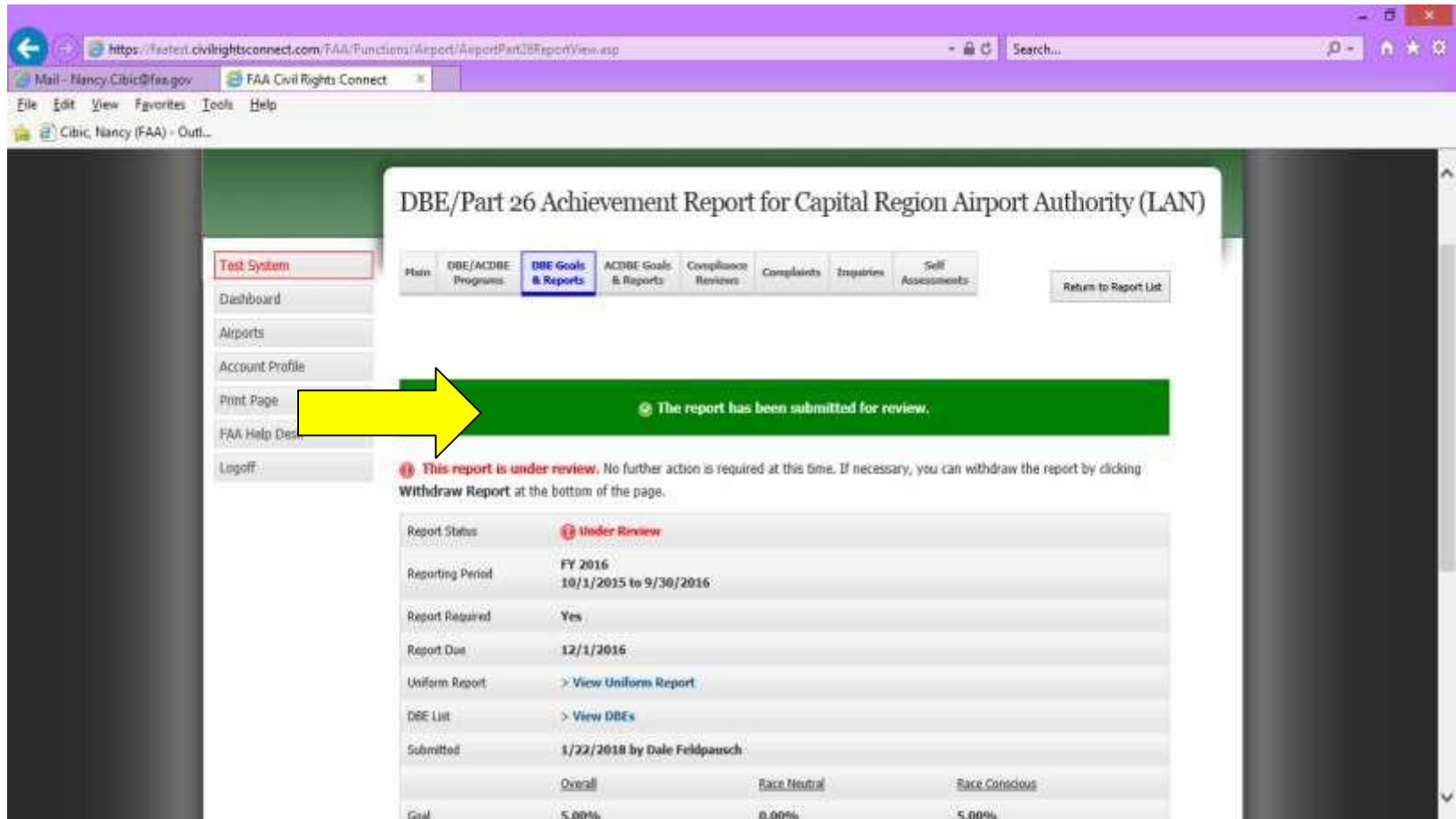
Message from webpage

? Submit this report for review?

OK Cancel



# FAA *Connect* - DBE Uniform Form Confirmation Screen



The screenshot shows a web browser window with the URL <https://fastest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp>. The page title is "DBE/Part 26 Achievement Report for Capital Region Airport Authority (LAN)". A yellow arrow points to a green confirmation banner that reads "The report has been submitted for review." Below this banner, a red warning icon indicates "This report is under review. No further action is required at this time. If necessary, you can withdraw the report by clicking Withdraw Report at the bottom of the page." A table below provides details about the report status and goals.

DBE/Part 26 Achievement Report for Capital Region Airport Authority (LAN)			
<a href="#">Main</a> <a href="#">DBE/ACDBE Programs</a> <a href="#">DBE Goals &amp; Reports</a> <a href="#">ACDBE Goals &amp; Reports</a> <a href="#">Compliance Reviews</a> <a href="#">Complaints</a> <a href="#">Inquiries</a> <a href="#">Self Assessments</a> <a href="#">Return to Report List</a>			
<b>The report has been submitted for review.</b>			
<b>This report is under review.</b> No further action is required at this time. If necessary, you can withdraw the report by clicking <b>Withdraw Report</b> at the bottom of the page.			
Report Status	<b>Under Review</b>		
Reporting Period	FY 2016 10/1/2015 to 9/30/2016		
Report Required	Yes		
Report Due	12/1/2016		
Uniform Report	<a href="#">View Uniform Report</a>		
DBE List	<a href="#">View DBEs</a>		
Submitted	1/22/2018 by Dale Feldpausch		
Goal	Overall	Race Neutral	Race Conscious
	5.00%	0.00%	5.00%

# DBE Report

## Common Mistakes

1. Full year of grant number is not entered
  - Must have 10 digits, can abbreviate additional grants for the same
2. Goal is not entered in Line 7
3. Cannot enter data in auto calculate boxes (greyed out boxes)  
*This field is auto calculated based on other entries; it cannot be edited directly*
4. Race-neutral and Race-conscious participation is not entered correctly
5. DBE participation in Section A does not equal DBE participation in Section B

# DBE Report

## Common Mistakes

6. Not enough information provided to explain the reason for the difference in what is reported in Box 8A and the FAA Grants awarded for the FY

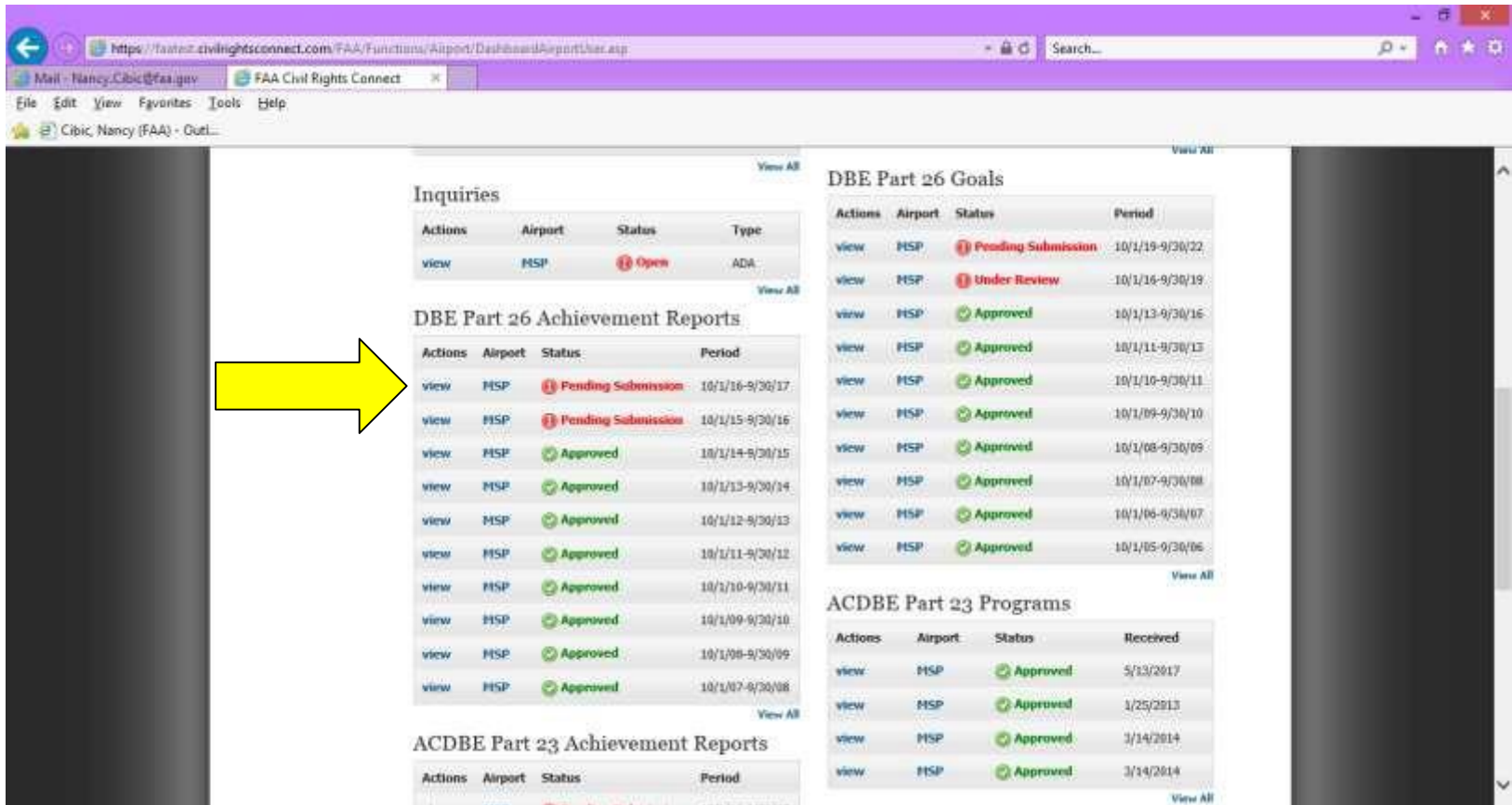
[https://www.faa.gov/airports/aip/grant\\_histories/](https://www.faa.gov/airports/aip/grant_histories/)



# FAA Connect – DBE Uniform Form

## How to Mark a DBE Report Not Required

### Access the Report from the Dashboard - Click View



The screenshot shows the FAA Civil Rights Connect dashboard. The browser address bar displays <https://tawez.civilrightsconnect.com/FAA/Functions/Airport/DashboardReportUser.asp>. The dashboard includes several sections:

- Inquiries**: A table with columns Actions, Airport, Status, and Type. It shows one entry for HSP with status 'Open' and type 'ADA'.
- DBE Part 26 Achievement Reports**: A table with columns Actions, Airport, Status, and Period. It lists 12 reports for HSP, with the first two marked 'Pending Submission' and the rest 'Approved'. A yellow arrow points to the 'view' link for the first 'Pending Submission' report.
- DBE Part 26 Goals**: A table with columns Actions, Airport, Status, and Period. It lists 8 goals for HSP, with the first two marked 'Pending Submission' or 'Under Review' and the rest 'Approved'.
- ACDBE Part 23 Programs**: A table with columns Actions, Airport, Status, and Received. It lists 4 programs for HSP, all marked 'Approved'.
- ACDBE Part 23 Achievement Reports**: A table with columns Actions, Airport, Status, and Period. It is partially visible at the bottom.

# FAA Connect – DBE Uniform Form

## How to Mark a DBE Report Not Required

https://test.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp?AirportID=C0B0DF10D43E3DA051FE36FA8BC5A3A800F71

Mail - Nancy.Cibic@faa.gov | FAA Civil Rights Connect

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Out...

### DBE/Part 26 Achievement Report for Capital Region Airport Authority (LAN)

Test System

Dashboard

Airports

Account Profile

Print Page

FAA Help Desk

Logout

Main DBE/ACDBE Programs DBE Goals & Reports ACDBE Goals & Reports Compliance Reviews Complaints Inquiries Self Assessments Return to Report List

**This report has not been started.**

Steps to complete and submit this report:

1. Fill in the DBE Uniform Report [required].
2. Attach any relevant support documentation by clicking **Add File** at the bottom of the page [optional].
3. When complete, click **Submit Report** at the bottom of the page [required].

Report Status	<b>Not Started</b>
Reporting Period	FY 2017 10/1/2016 to 9/30/2017
Report Required	Yes (click to mark this report as not required)
A report can be marked Not Required if the Airport is not awarding or committing any FAA AIP grants for the year, if the airport is not awarding in excess of \$250,000 in the year, if the airport is awarding the scheduled grants on the AIP grants list in another year, if the airport did not have any payments on ongoing contracts or if the airport did not have completed contracts.	
Uniform Report	<b>Not entered</b> > Edit Uniform Report to complete
DBE List	<b>No DBEs logged</b> > Add DBEs

# FAA Connect – DBE Uniform Form

## How to Mark a DBE Report Not Required

The screenshot shows a web browser window with the URL <https://fastest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp?AirportID=CD00DF10D43ESDA051FE36FA8BC5A3A803F77>. The page title is "FAA Civil Rights Connect". The main content area is titled "Report Required" and contains the following text:

**Yes (click to mark this report as not required)**

A report can be marked Not Required if the Airport is not awarding or committing any FAA AIP grants for the year, if the airport is not awarding in excess of \$250,000 in the year, if the airport is awarding the scheduled grants on the AIP grants list in another year, if the airport did not have any payments on ongoing contracts or if the airport did not have completed contracts.

If this airport meets one of the criteria below, an achievement report is not required. If applicable, select a criteria and click **Mark Report as Not Required**.

- ☐ No AIP grants were awarded.
- ☐ The airport did not award prime contracts in excess of \$250,000 and was not required to submit a DBE goal for the year.
- ☐ Other reason (describe):

If you have an ongoing (Section C) or closed (Section D) federally-funded contract, regardless of when it was awarded, you are required to submit a report on payments to that contract even if any of the above statements are true.

Your action will be reviewed by an FAA specialist, who may deny the update and require the report to be completed and submitted.

**Please do not mark a report not required if you will be eventually be submitting the data.**

There are two yellow arrows pointing to the "Mark Report as Not Required" button and the "Mark this report from as not required?" dialog box.

Below the main content area, there are sections for "Uniform Report" (Not entered), "DBE List" (No DBEs logged), and "Overall" (Race Neutral, Goal 5.72% vs 2.58%).

A "Message from webpage" dialog box is open, asking "Mark this report from as not required?". It has "OK" and "Cancel" buttons. A yellow arrow points to the "OK" button.

## **FAA *Connect* - DBE Uniform Form**

### **How should I report if the DBE goal was set on the entire dollars amount?**

- If an Airport set the DBE goal on the entire amount including federal and local dollars, for example:
- Entire amount is \$267,000,000.
- \$10,000,000 is the federal share which is 3.7% of the \$267,000,000
- Enter \$10,000,000 in box 8a (Federal share)
- Report only 3.7 percent of the total DBE participation

# **Airport Concessions DBE (ACDBE) 49 CFR Part 23**

# ACDBE Program

**§ 23.21 Who must submit an ACDBE program to FAA, and when?**

(a) ....if you are a **primary airport** that has or was required to have a concessions DBE program prior to April 21, 2005, you must submit a revised ACDBE program meeting the requirements of this part to the appropriate FAA regional office for approval.



# ACDBE Program

- **§ 23.27** What information does a recipient have to retain and report about implementation of its ACDBE program?
- (b) Beginning March 1, 2006, you must submit an annual report on ACDBE participation using the form found in appendix A to this part. You must submit the report to the appropriate FAA Regional Civil Rights Office.



# What is a Concession?

- Engaged in sale of goods and/or services to the travelling public or a business that provides goods and services to those businesses
- Even if no office, store or other type of location on the airport premises it may still be considered a concession IF activities take place at the airport
  - Advertising
  - Web-based or electronic businesses accessible at the airport
  - Businesses that provide goods and services to concessionaires

# What is a Concession?

- Simply deliver to or pick up passengers from the airport?

*= Not a concession*

- Conduct of an aeronautical activity?

*= Not a concession*

- Presence on the airport (taxi dispatcher, limo ticket booth)?

*= Is a concession*

# What is a Concession?

- News and gift stands
- Restaurants – Food stands
- Hotels
- Vending
- Parking
- Airport advertising
- ATMs
- Goods and Services provided to the airport itself or purchased by concessionaires and management contractors

# What is a Concession?

## Car Rental

- Car Rental Companies
- Goods and Services provided to Car Rental Companies

# Concession Contracts/Agreements

[https://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/)

## A5.3.2 Clause that is used for Lease Agreements or Transfer Agreements

### GENERAL CIVIL RIGHTS PROVISIONS

The (tenant/concessionaire/lessee) agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. If the (tenant/concessionaire/lessee) transfers its obligation to another, the transferee is obligated in the same manner as the (tenant/concessionaire/lessor).

# Concession Contracts/Agreements

Also, include generic language ..

Suggested language (not specifically related to Part 23):

## COMPLIANCE WITH LAWS, REGULATIONS, ORDINANCES, RULES

Operator agrees that throughout the Term of this Agreement, Operator shall at all times be and shall remain in full and complete compliance with all applicable Federal, State and local laws, statutes, regulations, rules, rulings, orders, ordinances and directives of any kind or nature without limitation, as now or hereafter amended, including, but not limited to FAA Advisory Circulars and Airport Rules and Regulations.



# FAA *Connect* - ACDBE Uniform Form

## ACDBE Counting

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr23\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr23_main_02.tpl)

- 23.53 Car Rentals
- 23.55 Other than Car Rental concessions

### Reminder:

- 23.55 (k) Do not count costs incurred in connection with the renovation, repair, or construction of a concession facility (sometimes referred to as the “build-out”).

# ***FAA Connect* - ACDBE Uniform Form**

## **ACDBE Advertising Contracts**

- Guidance can be found at:

[http://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/bus\\_ent\\_program/](http://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/)

# FAA *Connect* - ACDBE Uniform Form

## Instructions - Definitions

- **“Prime Concessions”** are concessions that have a direct relationship with the airport (e.g. a company who has a lease agreement directly with the airport to operate a concession) (Host, Hudson, ATMs, Vending, Restaurants, Car Rental Companies, Advertising)
- **“Subconcession”** is a firm that has a sublease or other agreement with a prime concessionaire, rather than with the airport itself, to operate a concession at the airport (Restaurants, Food Concessions, Joint Ventures)
  - Currently no sub-concessions for car rental

# FAA *Connect* - ACDBE Uniform Form

## Instructions - Definitions

- **“Management Contract”** is an agreement with a recipient or another management contractor under which a firm directs or operates one or more business activities, the assets of which are owned, leased, or otherwise controlled by the recipient.
  - Parking Management
- **“Goods/Services”** refers to those goods and services purchased by the airport itself or by concessionaires and management contractors
  - Insurance, restaurant and store supplies, fuel, security, janitorial services to the concessionaire, uniforms, etc.

# **Uniform Report of ACDBE Participation (ACDBE Report)**

# Do I need to submit an ACDBE Uniform Form Report and when?

- **ALL Primary Airports § 23.27**
  - regardless of whether a goal was required
- **Due March 1 every year covering the previous fiscal year**



# ACDBE Uniform Form Report

## UNIFORM REPORT OF ACDBE PARTICIPATION

4. Current Non-Car Rental ACDBE Goal: Race Conscious Goal \_\_\_% Race Neutral Goal \_\_\_% Overall Goal \_\_\_%

5. Non-car rental Cumulative ACDBE participation	A Total dollars (everyone)	B Total number (everyone)	C Total to ACDBEs (dollars)	D Total to ACDBEs (number)	E RC to ACDBEs (dollars)	F RN to ACDBEs (dollars)	G % of dollars to ACDBEs
Prime Concessions							
Subconcessions							
Management Contracts	XXXXXXX	XXXXXXXX					XXXXXX
Goods/Services							
Totals							
6. Non-Car rental New ACDBE participation this period	A Total dollars (everyone)	B Total number (everyone)	C Total to ACDBEs (dollars)	D Total to ACDBEs (number)	E RC to ACDBEs (dollars)	F RN to ACDBEs (dollars)	G % of dollars to ACDBEs
Prime Concessions							
Subconcessions							
Management Contracts	XXXXXXX	XXXXXXXX					XXXXXX
Goods/Services							
Totals							

# ACDBE Uniform Form Report-continued

7. Current Car Rental ACDBE Goal: Race Conscious Goal \_\_\_% Race Neutral Goal \_\_\_% Overall Goal \_\_\_%

8. Car rental Cumulative ACDBE participation	A Total dollars (everyone)	B Total number (everyone)	C Total to ACDBEs (dollars)	D Total to ACDBEs (number)	E RC to ACDBEs (dollars)	F RN to ACDBEs (dollars)	G % of dollars to ACDBEs
Prime Concessions							
Subconcessions							
Goods/Services							
Totals							

9. Car rental New ACDBE participation this period	A Total dollars (everyone)	B Total number (everyone)	C Total to ACDBEs (dollars)	D Total to ACDBEs (number)	E RC to ACDBEs (dollars)	F RN to ACDBEs (dollars)	G % of dollars to ACDBEs
Prime Concessions							
Subconcessions							
Goods/Services							
Totals							

10. Cumulative ACDBE participation by race/gender	A Black Americans	B Hispanic Americans	C Asian-Pacific Americans	D Asian-Indian Americans	E Native Americans	F Non-minority Women	G Other Totals	H
Car Rental								
Non-Car Rental								
Totals								

11. On an attachment, list the following information for each ACDBE firm participating in your program during the period of this report: (1) Firm name; (2) Type of business; (3) Beginning and expiration dates of agreement, including options to renew; (4) Dates that material amendments have been or will be made to agreement (if known); (5) Estimated gross receipts for the firm during this reporting period.

# ACDBE Uniform Form Report-continued

ACDBE concessionaires firms from amended 98-11 (Compatibility Model) - Word

File Home Insert Design Layout References Mailings Review View Add-Ins Tell me what you want to do...

Clipboard Font Paragraph Styles

Find - Replace - Select -

**REPORT OF CERTIFIED ACDBE FORM**  
(CONCESSIONAIRES/SUBCONCESSIONAIRES/  
SUPPLIERS/MANAGEMENT CONTRACTORS - COUNTED TOWARD GOALS)

Name of Airport \_\_\_\_\_  
Airport Sponsor \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Preparer \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Date \_\_\_\_\_

List below each ACDBE that participated as a concession during the preceding fiscal year and which are included in your submission of the Uniform Report of ACDBE Participation. If no ACDBE firm participated, write "NONE" below.

\_\_\_\_\_  
Name of ACDBE Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Type of concession/subconcession/supplier, etc., business \_\_\_\_\_  
Date Agreement (i.e., lease, sublease) Begins \_\_\_\_\_ Date Agreement (i.e., lease, sublease) Expires \_\_\_\_\_  
Options to Renew \_\_\_\_\_ How Many \_\_\_\_\_ Length of time \_\_\_\_\_  
Dates that material amendments have been or will be made to agreement, if known \_\_\_\_\_  
Estimated gross receipts for this reporting period: \_\_\_\_\_  
The disadvantaged individual having the largest ownership interest is:  
\_\_\_\_ Block \_\_\_\_ Hispanic \_\_\_\_ Native American \_\_\_\_ Asian-Indian American  
\_\_\_\_ Asian-Pacific American \_\_\_\_ Non-Minority Woman \_\_\_\_ Other Disadvantaged \_\_\_\_\_

\_\_\_\_\_  
Name of ACDBE Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Type of concession/subconcession/supplier, etc., business \_\_\_\_\_  
Date Agreement (i.e., lease, sublease) Begins \_\_\_\_\_ Date Agreement (i.e., lease, sublease) Expires \_\_\_\_\_

Page 3 of 2 437 words

13:48 AM 5/9/2018

# ACDBE Uniform Form-Process Steps

1. Gather the overall data
  - Gross Receipts: Prime, sub, ACDBE management contracts
  - Expenditures/goods and services
2. Gather data broken down by race and gender categories
3. Gather firms information
4. Log on to FAA Connect  
<https://faa.civilrightsconnect.com/FAA/login.asp>

# ACDBE Uniform Form

## What do I need to track and report? Non-Car Rental

Non-car rental concessions  
10/1/2017 - 9/30/2018

Concessionaire	Business Type	Category	Gross Receipts	Expenditures	ACDBE Gross Receipts	ACDBE Expenditures	ACDBE Ethnicity/Gender	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018
1 America's Dog	Food & Beverage	Subconcession	-	-	-	-						
2 Argo Tea	Food & Beverage		-	-	-	-						
3 Auntie Anne's	Food & Beverage		-	-	-	-						
4 Berghoff	Food & Beverage		-	-	-	-						
5 Burrito	Food & Beverage		-	-	-	-						
6 CIBO Gourmet Market - OTD	Food & Beverage		-	-	-	-						
7 Dunkin'	Food & Beverage		-	-	-	-						
8 Garrett Popcorn Shops	Food & Beverage		-	-	-	-						
9 The Grove (NEU of Chicago)	Food & Beverage		-	-	-	-						
10 HMS Host	Food & Beverage	Prime Concession	-	-	-	-						
11 McDonald's (DeCamer)	Food & Beverage		-	-	-	-						
12 McDonald's (Mendes)	Food & Beverage		-	-	-	-						
13 Nuts on Clark	Food & Beverage		-	-	-	-						
14 O'Brien's	Food & Beverage		-	-	-	-						
15 Rocky Mountain Chocolate	Food & Beverage		-	-	-	-						
16 Hudson News	News & Gift SR		-	-	-	-						
17 Barbara's Book Store	Books		-	-	-	-						
18 Brighton	Specialty Retail		-	-	-	-						
19 Brookstone - T3	Specialty Retail		-	-	-	-						
20 Brookstone NEW - T1	Specialty Retail		-	-	-	-						
21 Brooks Brothers	Specialty Retail		-	-	-	-						
22 Erwin Pearl	Specialty Retail		-	-	-	-						
23 Everything for Restaurants	Goods	Supplier	-	-	-	-						
24 Harley-Davidson	Specialty Retail		-	-	-	-						
25 Hopydoli	Specialty Retail		-	-	-	-						
26 InVolution	Specialty Retail		-	-	-	-						
27 InVolution (Headphone Hub)	Specialty Retail		-	-	-	-						
28 Johnston & Murphy	Specialty Retail		-	-	-	-						
29 OSIMontblanc	Specialty Retail		-	-	-	-						
30 Oakley	Specialty Retail		-	-	-	-						
31 Sarink's Candies (Hudson News)	Specialty Retail		-	-	-	-						
32 Spirit of the Red Horse	Specialty Retail		-	-	-	-						
33 Sunglass Hut (Air Sun JV)	Specialty Retail		-	-	-	-						
34 Voyces Haut-Chocolat	Specialty Retail		-	-	-	-						

AA NRP H

ORD 09-3A Primer: Sub - DBE Breakdown Non-Rental Car YTD 09-18 Gross Receipts YTD 09-18 Westfield Hudson Host Clear Channel B Argo Tea RAC RAC ACDBE RAC



## What do I need to track and report? Car Rental

ACHIEVING SAFETY  
THROUGH DIVERSITY



# ACDBE Uniform Form

What do I need to track and report?

## ACDBE Firms Information

ACDBE Firms										
Business Name	Address	Phone or email address	Concession Type	Business Type	Uniform Report Section	Contract Term	Renewal	Gross Receipts or Expenditures	Disadvantaged Group	
Clear Channel DBA Interspace Advertising	4635 Crackersport Rd. Allentown, PA 18104	800-628-6800	Concessionaire	Non-Car Rental - Other	Section 5: Prime Concession	11/15/2007 - 11/14/2024	No	\$342,001	Non-Minority Women	
Leslie Saunders Insurance Agency, Inc.	1535 N. Dale Mabry Hwy Lutz, FL 33548	813-949-8964	Supplier	Car Rental - Insurance	Section 8: Goods/Services	10/1/2015 - 9/30/2016	No	\$95,141	Non-Minority Women	
Leslie Saunders Insurance Agency, Inc.	1535 N. Dale Mabry Hwy Lutz, FL 33548	813-949-8964	Supplier	Car Rental - Insurance	Section 8: Goods/Services	10/1/2015 - 9/30/2016	No	\$91,207	Non-Minority Women	
Longhouse Inventory Solutions LLC	21052 S. 4175 Road Claremore, OK 74019	918-342-3127	Supplier	Car Rental - Other	Section 8: Goods/Services	10/1/2015 - 9/30/2016	No	\$649	Native American	
Northern Construction Management	1401 King Road Hinckley, OH 44233	216-513-9295	Supplier	Car Rental - Other	Section 8: Goods/Services	10/1/2015 - 9/30/2016	No	\$4,815	Non-Minority Women	
Par Industries II Inc.	500 11th Street Pulaski, TN 38478	931-309-8543	Supplier	Car Rental - Other	Section 8: Goods/Services	10/1/2015 - 9/30/2016	No	\$1,501	Non-Minority Women	

# ACDBE Uniform *Form-FAA Connect*

<https://faa.civilrightsconnect.com/FAA/login.asp>

## FAA Civil Rights Connect Login

**Disclaimer:** This system is strictly for the use of authorized FAA, airport, and consultant users to provide and manage DBE/Part 26, ACDBE/Part 23, Title VI, and ADA/Sec. 504 data. **All user activity is logged.**

Username (email address)

Password

Login

[User Lookup](#), [Password Reset](#), and [Create Account](#)

[Customer Support](#)

Civil Rights Connect User Guide: [PDF](#)  
Uniform Report: [PDF](#), [Video](#)

# ACDBE Uniform Form-*FAA Connect*

The screenshot shows the FAA Civil Rights Connect dashboard. The left sidebar contains a menu with the following items: Test System, Dashboard, Airports, AC/DBE Doc Vault, Account Profile, Print Page, FAA Help Desk, and Logout. The main content area is titled 'Dashboard' and includes sections for Self Assessments, Alerts, Airport Assignment Requests, DBE Part 26 Programs, DBE Part 26 Goals, and ACDBE Part 23 Achievement Reports. The ACDBE Part 23 Achievement Reports table is highlighted by a yellow arrow labeled 'Report'.

Actions	Airport	Status	Period
view	LIT	Not Started	10/1/16-9/30/17
view	LIT	Approved	10/1/15-9/30/16
view	LIT	Approved	10/1/14-9/30/15
view	LIT	Approved	10/1/13-9/30/14
view	LIT	Approved	10/1/12-9/30/13
view	LIT	Approved	10/1/10-9/30/11
view	LIT	Approved	10/1/09-9/30/10
view	LIT	Approved	10/1/08-9/30/09
view	LIT	Approved	10/1/06-9/30/07
view	LIT	Approved	10/1/05-9/30/06

# ACDBE Uniform *Form-FAA Connect*

FAA Civil Rights Connect

Secure | https://faatest.civilrightsconnect.com/FAAFunctions/Airport/AirportPart23ReportView.asp?AirportID=A29D5D81D96259F0D073D67A8E83211B66C3477A8A120E276/AirportPart23ReportID=C1A316AF2C65F2919328C4500D732E8B...

Apps | https://www.civilrig-

Dashboard  
Airports  
AC/DBE Doc Vault  
Account Profile  
Print Page  
FAA Help Desk  
Logout

Home DBE/ACDBE Programs DBE Goals & Reports **ACDBE Goals & Reports** Compliance Reviews Compliance Inspection Self Assessments

Return to Report List

**This report has not been started.**

Steps to complete and submit this report:

1. Fill in the ACDBE Uniform Report (required).
2. List ACDBE firms utilized on your concessions (required).
3. Attach any relevant support documentation by clicking **Add File** at the bottom of the page (optional).
4. When complete, click **Submit Report** at the bottom of the page (required).

Report Status: **Not Started**

Reporting Period: FY 2017  
10/1/2016 to 9/30/2017

Report Required: Yes

Uniform Report: **Not entered** > [Edit Uniform Report to complete](#)

ACDBE List: **No ACDBEs logged** > [Add ACDBEs](#)

	Overall	Race Neutral	Race Conscious
Rental Car Goal	Not reported	Not reported	Not reported
Rental Car Achievement	Not reported	Not reported	Not reported
Shortfall	N/A	N/A	N/A
	Overall	Race Neutral	Race Conscious
Non Rental Car Goal	Not reported	Not reported	Not reported
Non Rental Car Achievement	Not reported	Not reported	Not reported
Shortfall	N/A	N/A	N/A

Comments



# ACDBE Uniform Form-Instructions

## Gross Receipts/Revenue

- **Enter the concession gross revenue**
  - Expenditures for goods and services
- Gross receipts/revenue is the total sales generated by the car rental firms or non-car firms at your airport.
  - **Revenue/gross receipts is not the fees that the airport receives from the firms also known as the minimum annual guarantee or MAG**

# ACDBE Uniform Form/Non-Car Rental

## Section 5 Non-Car Rental – Participation During the Reporting Period

3. Federal fiscal year in which reporting period falls: FY **2017** (Oct. 1, 2016 – Sep. 30, 2017) 3b. Date This Report Submitted: **4/5/2018**

> View instructions for sections 5-6

4. Current Non-Car Rental ACDBE Goal:

Race Conscious Goal **3.00** Race Neutral Goal **1.00** ACDBE OVERALL Goal **4.00**

Non-Car Rental ACDBE Goal is based on: (choose one)

☒ Gross Receipts (ACDBE participation will be calculated as Total ACDBE dollars / Total Gross Receipts)

☐ Not Required (per 23.41(b), a non-car rental goal was not required for this report)

5. NON-CAR RENTAL CUMULATIVE ACDBE PARTICIPATION

	A Total Dollars (Everyone)	B Total Number (Everyone)	C Total to ACDBEs (dollars)	D Total to ACDBEs (number)	E Total to ACDBEs / Race Conscious (dollars)	F Total to ACDBEs / Race Neutral (dollars)	G Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	8,112,234	6	166,894	2	0	166,894	2.06
Subconcessions	99,874	2	44,360	1	44,360	0	44.42
Management Contracts			33,469	1	33,469	0	
Goods and Services	0	0	114,567	27	114,567	0	0.00
Total Cumulative Non-Car Rental ACDBE Participation (based on gross receipts)	8,212,108	8	359,290	31	192,396	166,894	4.38 (based on gross receipts)

Gray boxes Auto-calculate

Achievement

# ACDBE Uniform Form/Non-Car Rental

## Columns B/D – No. of Agreements/Contracts

https://travel.civilrightsconnect.com/FAA/Functions/Report/ReportPart2ReportView.asp?ReportID=138727A792550019C5D5AC70C9AC1907EB3AA7C5ACD76&ReportPart2ReportID=138727A792550019C5D5AC70C9AC1907EB3AA7C5ACD76

FAA Civil Rights Connect

File Edit View Favorites Tools Help

Leemark X954 CBic Nancy (FAA) - Outlook Home DOT Intranet

ADA/Sec. 504 Doc Vault

Steps to complete and submit this report:

CLOSE

View Instructions for sections 5-6

4. Current Non-Car Rental ACDBE Goal:

Race Conscious Goal  Race Neutral Goal  ACDBE OVERALL Goal

Non-Car Rental ACDBE Goal is based on: (choose one)

☒ Gross Receipts (ACDBE participation will be calculated as Total ACDBE dollars / Total Gross Receipts)

☐ Not Required (per 23.41(b), a non-car rental goal was not required for this report)

5. NON-CAR RENTAL CUMULATIVE ACDBE PARTICIPATION

	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs / Race Conscious (dollars)	Total to ACDBEs / Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Subconcessions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Management Contracts			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Goods and Services	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Total Cumulative Non-Car Rental ACDBE Participation (based on gross receipts)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

6. NON-CAR RENTAL NEW ACDBE PARTICIPATION THIS PERIOD

	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs / Race Conscious (dollars)	Total to ACDBEs / Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Subconcessions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Management Contracts			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Goods and Services	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Total Non-Car Rental New ACDBE Participation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

View Instructions for sections 7-9



# ***FAA Connect* - ACDBE Uniform Form**

## **Instructions Columns B and D**

- **Columns B and D:**
- Instructions states: Enter the number of lease agreements, contracts, etc. in effect or taking place during the reporting period
- **Exceptions ...**

# ***FAA Connect* - ACDBE Uniform Form**

## **Columns B and D Counting Exception - Joint Ventures**

- For joint ventures that have one contract/agreement but have multiple ACDBE partners:
  - One contract/agreement has 5 ACDBE partners and the 5 business owners having different genders and ethnicities
  - Count as 5 ACDBEs in Sections 5 or 8 to correctly recognize the gender and ethnicities in Section 10, for the five business owners

# **FAA *Connect* - ACDBE Uniform Form**

## **Columns B and D Counting Exception**

### **Goods and Services Purchases**

- There may not be a contract agreement but rather a purchase order or a simple pay form for a service for example, like a car tow or body work paid with a company credit card, for example.
- In this case, count the number of suppliers that you purchased from.

# ACDBE Uniform Form/Non-Car Rental

## Section 6

### New Participation During the Reporting Period

This data should be included with all the data reported in Section 5

6. NON-CAR RENTAL NEW ACDBE PARTICIPATION THIS PERIOD	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs / Race Conscious (dollars)	Total to ACDBEs / Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C)
Prime Concessions	112,348	1	0	0	0	0	0.00
Subconcessions	0	0	0	0	0	0	0.00
Management Contracts			0	0	0	0	
Goods and Services	0	0	0	0	0	0	0.00
Total Non-Car Rental New ACDBE Participation	112,348	1	0	0	0	0	0.00

Generally, if a new contract number is assigned to a contract, it is a new contract.  
 –However, do not report it as new if you are simply extending the end date on an existing contract.



# ACDBE Uniform Form/Non-Car Rental

## Race-Neutral – Race Conscious-Missing RN participation

https://aiaee.civilrightsconnect.com/FAA/Functions/Report/ReportView.asp?ReportID=02111748EE104670D388E5373D48A7184B125A03AFC05&ReportPath=ReportID=02111748EE104670D388E5373D48A7184B125A03AFC057F7FC38C53E3D7A0CDEE380BC

FAA Civil Rights Connect

File Edit View Favorites Tools Help

Learnmark X954 CMC Nancy FAAJ - Dallas Home DOT Intranet

ADA/Sec. 504 Doc Vault

**This report is pending submission.** CLOSE

4. Current Non-Car Rental ACDBE Goal:

Race Conscious Goal  Race Neutral Goal  ACDBE OVERALL Goal  ←

Non-Car Rental ACDBE Goal is based on: (choose one)

☒ Gross Receipts (ACDBE participation will be calculated as Total ACDBE dollars / Total Gross Receipts)

☐ Not Required (per 23.41(b), a non-car rental goal was not required for this report)

5. NON-CAR RENTAL CUMULATIVE ACDBE PARTICIPATION

	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs / Race Conscious (dollars)	Total to ACDBEs / Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	912,398	2	0	0	0	0	0.00
Subconcessions	96,875	1	45,678	1	45,678	0	47.15
Management Contracts			0	0	0	0	
Goods and Services	0	0	0	0	0	0	0.00
Total Cumulative Non-Car Rental ACDBE Participation (based on gross receipts)	1,009,273	3	45,678	1	45,678	0	4.53 ←

6. NON-CAR RENTAL NEW ACDBE PARTICIPATION THIS PERIOD

	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs / Race Conscious (dollars)	Total to ACDBEs / Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	0	0	0	0	0	0	0.00
Subconcessions	0	0	0	0	0	0	0.00
Management Contracts			0	0	0	0	
Goods and Services	0	0	0	0	0	0	0.00
Total Non-Car Rental New ACDBE Participation	0	0	0	0	0	0	0.00

7. Current Car Rental ACDBE Goal:

Race Conscious Goal  Race Neutral Goal  ACDBE OVERALL Goal



# ACDBE Uniform Form

## Race-conscious – Race-neutral

- ***Race conscious*** is a method that is focused specifically on assisting only ACDBEs
  - a conscious action to achieve ACDBE participation, for example an ACDBE contract/concession goal
- ***Race-neutral*** is a method used to assist all small businesses:
  - ACDBE wins a prime concession contract through customary competitive procurement procedures
  - ACDBE is awarded a sub-concession contract on a prime concession contract that did not have an ACDBE contract goal
  - ACDBE participation that is achieved in excess of the ACDBE race-conscious goal



# Car Rental

*Office Of Civil Rights*

ACHIEVING SAFETY  
THROUGH DIVERSITY



**Federal Aviation**121  
**Administration**

# ACDBE Uniform Form

## Car Rental-Section 8

- Setting a goods and services purchase goal for car rentals (rather than a gross receipts goal) is consistent with § 23.51(c)(5)(ii).
- Airports of course, can still set a car rental goal based on gross receipts.

# ACDBE Uniform Form

## Car Rental – Section 8

> View instructions for sections 7-9

7. Current Car Rental ACDBE Goal:

Race Conscious Goal  Race Neutral Goal  ACDBE OVERALL Goal

Car Rental ACDBE Goal is based on: (choose one)

☐ Gross Receipts (ACDBE participation will be calculated as Total ACDBE dollars / Total Gross Receipts)

☒ Goods and Services Purchased (ACDBE participation will be calculated as Total ACDBE dollars / Total Goods and Services Expenditures)

☐ Not Required (per 23.41(b), a car rental goal was not required for this report)

8. CAR RENTAL CUMULATIVE ACDBE PARTICIPATION	A Total Dollars (Everyone)	B Total Number (Everyone)	C Total to ACDBEs (dollars)	D Total to ACDBEs (number)	E Total to ACDBEs / Race Conscious (dollars)	F Total to ACDBEs / Race Neutral (dollars)	G Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	<input type="text" value="1,112,234"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Subconcessions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Goods and Services	<input type="text" value="334,567"/>	<input type="text" value="112"/>	<input type="text" value="11,345"/>	<input type="text" value="17"/>	<input type="text" value="11,187"/>	<input type="text" value="158"/>	<input type="text" value="3.39"/>
Total Cumulative Car Rental ACDBE Participation by Gross Receipts	<input type="text" value="334,567"/> (based on purchases)	<input type="text" value="113"/>	<input type="text" value="11,345"/>	<input type="text" value="17"/>	<input type="text" value="11,187"/>	<input type="text" value="158"/>	<input type="text" value="3.39"/> (based on purchases)

# ACDBE Uniform Form

## Car Rental – Section 9



Section 9 – New Participation During the Reporting Period  
This data should be included with all data reported in Section 8

9. CAR RENTAL NEW ACDBE PARTICIPATION THIS PERIOD	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total in ACDBEs (dollars)	Total in ACDBEs (number)	Total to ACDBEs /Race Conscious (dollars)	Total to ACDBEs /Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	0	0	0	0	0	0	0.00
Subconcessions	0	0	0	0	0	0	0.00
Goods and Services	3458	6	0	0	0	0	0.00
Total Car Rental New ACDBE Participation	0	0	0	0	0	0	0.00

> View instructions for section 10

Generally, if a new contract number is assigned to a contract, it is a new contract.

–However, do not report it as new if you are simply extending the end date on an existing contract.

# ACDBE Uniform Form

## FAA *Connect* - Action Buttons

Uniform Report Complete > View Uniform Report CLOSE

9. CAR RENTAL NEW ACDBE PARTICIPATION THIS PERIOD	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs / Race Conscious (dollars)	Total to ACDBEs / Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	0	0	0	0	0	0	0.00
Subconcessions	0	0	0	0	0	0	0.00
Goods and Services	3,458	6	0	0	0	0	0.00
Total Car Rental New ACDBE Participation	3,458	6	0	0	0	0	0.00

> View instructions for section 10

10. CUMULATIVE ACDBE PARTICIPATION BY RACE/GENDER	A	B	C	D	E	F	G	H
	Black Americans (numbers & dollars)	Hispanic Americans (numbers & dollars)	Asian-Pacific Americans (numbers & dollars)	Asian-Indian Americans (numbers & dollars)	Native Americans (numbers & dollars)	Non-Minority Women (numbers & dollars)	Other (i.e. not of any other group listed here) (numbers & dollars)	TOTAL (numbers & dollars)
Car Rental	6 5,021	0 0	0 0	0 0	0 0	11 6,324	0 0	17 0
Non-Car Rental	1 74,682	1 44,360	9 96,382	0 0	12 18,185	8 125,681	0 0	31 0
Total Cumulative Race/Gender ACDBE Participation	7 79,703	1 44,360	9 96,382	0 0	12 18,185	19 132,005	0 0	48 0

Validate & Save Draft
Print
Fill in Blank Fields with Zeros
Print
Print to PDF

# ACDBE Uniform Form - Section 10

- Breakdown the data in Section 5 (non-car rental) and Section 8 (car rental) by race and gender categories.
- Sections 5 and 8 ACDBE participation must equal Section 10, respectively.
- Report both numbers and dollars.



# ACDBE Uniform Form

## Section 10

7. Current Car Rental ACDBE Goods and Services Purchases Goal:		Race Conscious Goal <b>2.00%</b>		Race Neutral Goal <b>0.00%</b>		ACDBE OVERALL Goal <b>2.00%</b>	
--	--	----------------------------------	--	--------------------------------	--	---------------------------------	--

8. CAR RENTAL CUMULATIVE ACDBE PARTICIPATION	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs / Race Conscious (dollars)	Total to ACDBEs / Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	\$1,112,234	1	\$0	0	\$0	\$0	0.00%
Subconcessions	\$0	0	\$0	0	\$0	\$0	0.00%
Goods and Services	\$334,567	112	\$11,345	17	\$11,187	\$158	3.39%
Total Cumulative Car Rental ACDBE Participation by Gross Receipts	\$334,567 (based on purchases)	113	\$11,345	17	\$11,187	\$158	3.39% (based on purchases)

9. CAR RENTAL NEW ACDBE PARTICIPATION THIS PERIOD	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs / Race Conscious (dollars)	Total to ACDBEs / Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	\$0	0	\$0	0	\$0	\$0	0.00%
Subconcessions	\$0	0	\$0	0	\$0	\$0	0.00%
Goods and Services	\$3,458	6	\$0	0	\$0	\$0	0.00%
Total Car Rental New ACDBE Participation	\$3,458	6	\$0	0	\$0	\$0	0.00%

10. CUMULATIVE ACDBE PARTICIPATION BY RACE/GENDER	A		B		C		D		E		F		G		H	
	Black Americans (numbers & dollars)	Hispanic Americans (numbers & dollars)	Asian-Pacific Americans (numbers & dollars)	Asian-Indian Americans (numbers & dollars)	Native Americans (numbers & dollars)	Non-Minority Women (numbers & dollars)	Other (i.e. not of any other group listed here) (numbers & dollars)	TOTALS (numbers & dollars)								
Car Rental	6	\$5,021	0	\$0	0	\$0	0	\$0	0	\$0	11	\$6,324	0	\$0	17	\$11,345
Non-Car Rental	1	\$74,682	1	\$44,360	9	\$96,382	0	\$0	12	\$18,185	8	\$125,681	0	\$0	31	\$359,290
Total Cumulative Race/Gender ACDBE Participation	7	\$79,703	1	\$44,360	9	\$96,382	0	\$0	12	\$18,185	19	\$132,005	0	\$0	48	\$370,635

Save Draft & Continue

Edit & Revalidate

Print

Print to PDF

# **ACDBE Uniform Form**

## **Section 11 - ACDBE Firms**

- Section 11 requires that you report the information for the ACDBE firms
- **FAA Connect requires the ACDBE firm's information to be typed in.**
- **If you entered the firm's information the previous year, you can simply copy and edit the firm**
  - Improves the accuracy of the data
  - Provides FAA with an availability list

# ACDBE Uniform Form

## Section 11 - ACDBE Firms

FAA Civil Rights Connect

Secure https://faaost.civilrightsconnect.com/FAA/Functions/Report/ReportPart2ReportView.asp?ReportID=A5F026C6B035320683A012F405F35A8763B577AB2961F5B8&ReportPart2ReportID=F70DA2B1FEFA2ECF4FE7EB8B8DEBA1D4...

Apps https://www.chalkit-

ACDBE Doc View  
Account Profile  
Print Page  
FAA Help Desk  
Logout

**This report is pending submission.**

Steps to complete and submit this report:

1. Fill in the ACDBE uniform Report (required).
2. List ACDBE firms utilized on your concessions (required).
3. Attach any relevant support documentation by clicking **Add File** at the bottom of the page (optional).
4. When complete, click **Submit Report** at the bottom of the page (required).

Report Status: **Pending Submission**

Reporting Period: **FY 2017**  
10/1/2016 to 9/30/2017

Report Required: **Yes**

Uniform Report: **Complete** [View Uniform Report](#)

ACDBE List: **No ACDBE's listed** [Add ACDBE's](#)

**Comparison of Uniform Report sections and ACDBE gross receipts**

The data in Section 5 and/or Section 6 of the Uniform Report does not match the gross receipts of the ACDBE list below. Please review the amounts and categorizations and update until this message no longer appears. The Uniform Report cannot be submitted until all categories in both sections match.

SECTION 5, NON-CAR RENTAL	Prime Concessions	Subconcessions	Management Contracts	Goods and Services
Uniform Report	\$166,894	\$44,360	\$33,469	\$114,567
ACDBE List	\$0	\$0	\$0	\$0
Difference	\$166,894	\$44,360	\$33,469	\$114,567

SECTION 6, CAR RENTAL	Prime Concessions	Subconcessions	Goods and Services
Uniform Report	\$0	\$0	\$11,345
ACDBE List	\$0	\$0	\$0
Difference	\$0	\$0	\$11,345

Overdue Back Neutral Back Conclude

Rental Car Goal

# FAA *Connect* - ACDBE Uniform Form

## ACDBE Firms

The screenshot shows a web browser window with the title "FAA Civil Rights Connect". The main content area is titled "LIST OF ACDBE FIRMS". It contains a form with the following fields:

- Reporting Period: 10/1/2016 to 9/30/2017
- Airport: [Empty text box]
- Recipient: [Empty text box]

Below the form are three buttons: "Add ACDBE", "Copy ACDBEs From Prior Report", and "Return". A message box at the bottom states: "No ACDBE firms listed. Add a ACDBE." Two large arrows, one yellow and one pink, point upwards towards the "Add ACDBE" button.

# FAA Connect - ACDBE Uniform Form

## ACDBE Firms

FAA Civil Rights Connect

### LIST OF ACDBE FIRMS

Reporting Period: 10/1/2016 to 9/30/2017

Airport:

Records:

#### ACDBE Firms Previously Reported

Select ACDBE records to copy to this report, enter current reporting period gross receipts (or expenses if a supplier), and click **Copy Previous ACDBEs** at the bottom of the list. After copy is completed, you can edit individual ACDBE records as necessary.

#	Copy? (Select All)	Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Previous Gross Receipts	FY 17 Gross Receipts	Disadvantaged Group
1	<input type="checkbox"/>	Air Ventures, LLC	1050 17th Street, NW, Suite 1200, Washington, D.C., DC 20036	ghvalken4@aol.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	1/30/2012 - 6/30/2019	\$3,323,593		Black American
2	<input type="checkbox"/>	Creative Foods National, LLC	8181 Professional Place, Suite 202, Landover, MD 20785	mmiddick@greatfoodsllc.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	3/29/2007 - 5/1/2017	\$819,562		Black American
3	<input type="checkbox"/>	E & S Parking and Transportation, Inc.	314 Windsor Drive, Coraopolis, PA 15108	eddoghairport@verizon.net	Other	Non-Car Rental - Parking Management	Section 5: Goods/Services	5/1/2013 - 4/30/2018	\$3,214,354		Black American
4	<input type="checkbox"/>	Epoch 3 Enterprises, LLC	24050 Commerce Park Road, Suite 203, Beachwood, OH 44122	mrackie@sbcglobal.net	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	1/11/2012 - 12/31/2018	\$1,149,932		Non-Minority Women
5	<input type="checkbox"/>	M & N Corporation	104 Cars Lin Drive, Pittsburgh, PA 15221	manojkumarpatel@man.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	6/19/2009 - 9/30/2016	\$718,441		Asian-Indian American
6	<input type="checkbox"/>	M & N Sox, Inc. DBA Sportzburgh	12 Waterside Place, Pittsburgh, PA 15222	nnalee22@aol.com	Concessionaire	Non-Car Rental - Other	Section 5: Prime Concession	11/1/1995 - 12/31/2021	\$1,211,225		Non-Minority Women
7	<input type="checkbox"/>	Massage Bar, Inc.	444 NE Ravenna Blvd., Seattle, WA 98115	Relax@massagebar.com	Concessionaire	Non-Car Rental - Other	Section 5: Prime Concession	1/27/2010 - 4/30/2015	\$364,415		Non-Minority Women



# FAA *Connect* - ACDBE Uniform Form

## ACDBE Firms

FAA Civil Rights Connect

Secure https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=9090C874701C9EBAC4159433A359A03443BC9296E2728A9F&AirportPart23R...

New Tab Cific, Nancy (FAA)

Reporting Period: FY 2017  
10/1/2016 to 9/30/2017

CLOSE

#	Copy? (Select All)	Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Previous Gross Receipts	FY 17 Gross Receipts	Disadvantaged Group
1	<input checked="" type="checkbox"/>	Air Ventures, LLC	1050 17th Street, NW, Suite 1200 Washington, D.C., DC 20036	ghwallen@aol.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	1/26/2012 - 6/30/2019	\$3,323,393	3456789	Black American
2	<input checked="" type="checkbox"/>	Creative Foods National, LLC	8181 Professional Plaza, Suite 102 Landover, MD 20785	mjdick@greatfoodsllc.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	1/29/2007 - 3/1/2017	\$819,562	920314	Black American
3	<input checked="" type="checkbox"/>	E & S Parking and Transportation, Inc.	314 Windsor Drive Coraopolis, PA 15108	esd@hairport-verizon.net	Other	Non-Car Rental - Parking Management	Section 3: Goods/Services	3/1/2013 - 4/30/2018	\$3,214,354	3907614	Black American
4	<input checked="" type="checkbox"/>	Epoch 3 Enterprises, LLC	14050 Commerce Park Road, Suite 203 Beachwood, OH 44122	madive@epochglobal.net	Concessionaire	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	1/11/2012 - 12/31/2018	\$1,149,932	2345679	Non-Minority Women
5	<input checked="" type="checkbox"/>	M & N Corporation	104 Cars Lin Drive Pittsburgh, PA 15221	manojkumarpana@man.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	6/19/2009 - 9/30/2016	\$718,441	1298912	Asian-Indian American
6	<input checked="" type="checkbox"/>	M & N Sox, Inc. DBA Sportburgh	12 Waterside Place Pittsburgh, PA 15222	miraalee220@aol.com	Concessionaire	Non-Car Rental - Other	Section 3: Prime Concession	11/1/1995 - 12/31/2023	\$1,216,225	1967654	Non-Minority Women
7	<input checked="" type="checkbox"/>	Massage Bar, Inc.	444 NE Ravenna Blvd. Seattle, WA 98115	Relax@massagebar.com	Concessionaire	Non-Car Rental - Other	Section 3: Prime Concession	1/27/2010 - 4/30/2019	\$364,419	567980	Non-Minority Women
8	<input checked="" type="checkbox"/>	Olympic Supply, Inc. T/A Onsite Retailers	12605 Pleasant Prospect Road Mitchellville, MD 20721	asrolympic@verizon.net	Concessionaire	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	5/25/2014 - 5/31/2021	\$231,253	345679	Black American
9	<input checked="" type="checkbox"/>	Pleasant News, Inc.	1201 Hector Street, Suite 300 Conshohocken, PA 19428	pleasantnews@aol.com	Joint Venture Partner	Non-Car Rental - News and Gifts	Section 3: Prime Concession	6/8/2015 - 6/30/2018	\$640,310	689718	Black American
10	<input checked="" type="checkbox"/>	Shawn Malik, Inc.	132 Peoplerex Road Baden, PA 15005	smalik0401@gmail.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	10/22/2002 - 12/31/2022	\$2,637,899	3245678	Asian-Indian American
11	<input checked="" type="checkbox"/>	Staff Airport Services	Pittsburgh International Airport, PO Box 22357 Pittsburgh, PA 15221	msbs239@aol.com	Joint Venture Partner	Non-Car Rental - Other	Section 3: Prime Concession	1/1/1998 - 12/31/2017	\$2,434,287	2906750	Non-Minority Women
12	<input checked="" type="checkbox"/>	United Concessions Group, Inc.	3900 Riverside Drive Cleveland, OH 44135	benrebaby@gmail.com	Joint Venture Partner	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	1/6/2013 - 12/31/2019	\$1,320,953	2198658	Non-Minority Women

Copy Previous ACDBEs Cancel



# FAA Connect - ACDBE Uniform Form

## ACDBE Firms

Check the categories and dollar amounts

Make sure they match the uniform form

FAA Civil Rights Connect

Secure | https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=9090C874701C9E8AC4159933A359A024438C9298E2725A9E8&AirportPart23Re...

New Tab | Cibic, Nancy (FAA)

Reporting Period: FY 2017  
10/1/2016 to 9/30/2017

CLOSE

Comparison of Uniform Report sections and ACDBE gross receipts

The data in Section 5 and/or Section 8 of the Uniform Report does not match the gross receipts of the ACDBE list below or is reported on the wrong line. Please review the amounts and categorizations and update until this message no longer appears. The Uniform Report cannot be submitted until all categories in both sections match.

SECTION 5. NON-CAR RENTAL: Prime Concessions Subconcessions Management Contracts Goods and Services				SECTION 8. CAR RENTAL: Prime Concessions Subconcessions Goods and Services			
Uniform Report	\$0	\$0	\$0	Uniform Report	\$0	\$0	\$0
ACDBE List	\$20,043,811	\$0	\$0	ACDBE List	\$0	\$0	\$0
Difference	\$20,043,811	\$0	\$0	Difference	\$0	\$0	\$0

Add ACDBE Copy ACDBEs From Prior Report Return

ACDBE Firms

#	Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Renewal	Gross Receipts	Disadvantaged Group	Notes
1	Air Ventures, LLC	1050 17th Street, NW, Suite 1200, Washington, D.C., DC 20036	ghwalker4@aol.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	1/30/2012 - 6/30/2019	No	\$3,456,789	Black American	Burgh Sports Bar (2 locations), Villa Pizza, Martini, The Strip Market
2	Creative Foods National, LLC	8181 Professional Place, Suite 202, Landover, MD 20785	mriddick@greatfoodslc.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	3/29/2007 - 5/1/2017	Yes - 1 option(s) for 1 year(s).	\$920,314	Black American	
3	E & S Parking and Transportation, Inc.	314 Windsor Drive, Corasopolis, PA 15108	eddgairport@verizon.net	Other	Non-Car Rental - Parking Management	Section 5: Goods/Services	5/1/2013 - 4/30/2018	No	\$3,987,614	Black American	Parking Lot Revenues
4	Epoch 5 Enterprises, LLC	24050 Commerce Park Road, Suite 203, Beachwood, OH 44122	rradke@sbcglobal.net	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	1/11/2012 - 12/31/2018	No	\$2,345,679	Non-Minority Women	Auntie Anne's (2 locations), Cinnabon
5	M & N Corporation	104 Cars Lin Drive, Pittsburgh, PA 15221	manojkumarpatel@msn.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	6/19/2009 - 9/30/2016	Yes - 1 option(s) for 1 year(s).	\$1,298,912	Asian-Indian American	Subway (2 locations)
6	M & N Sox, Inc. DBA Sportzburgh	12 Waterside Place, Pittsburgh, PA 15222	ninalee220@aol.com	Concessionaire	Non-Car Rental - Other	Section 5: Prime Concession	11/1/1995 - 12/31/2021	No	\$1,987,654	Non-Minority Women	
7	Massage Bar, Inc.	444 NE Ravenna Blvd., Seattle, WA 98115	Relax@massagebar.com	Concessionaire	Non-Car Rental - Other	Section 5: Prime Concession	1/27/2010 - 4/30/2015	No	\$567,890	Non-Minority Women	Massage Bar

# FAA *Connect* - ACDBE Uniform Form

## ACDBE Firms

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=8D6898103DC132335DAE006F0E4B5350CFD777

Mail - Nancy.Cibic@faa.gov FAA Civil Rights Connect

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Outl...

ADA/Sec. 504 Doc Vault

This report is pending submission.

CLOSE

Concession Type \* Supplier

Business Type \* Non-Car Rental - Accessories

Uniform Report Section \*  
Section 5: ☐ Prime Concession ☐ Subconcession ☐ Management Contract ☒ Goods/Services  
Section 8: ☐ Prime Concession ☐ Subconcession ☐ Goods/Services

Agreement Dates \*  
Date Agreement (i.e., lease, sublease) Began: 10/01/2014 (mm/dd/yyyy)  
Date Agreement (i.e., lease, sublease) Expires: 10/01/2019 (mm/dd/yyyy)

Renewal Options \*  
Does the agreement have an option to renew?  
☒ No  
☐ Yes (complete fields below)  
How many renewal options? Select one  
Length of time of renewal: Select one  
Dates that material amendments be made to agreement, if known:

Gross Receipts \*  
Estimated gross receipts for the period (enter expenses if ACDBE is a supplier). Do not enter cents.  
\$ 243567

Disadvantaged Group \*  
Hispanic American

Notes

Save ACDBE Save ACDBE & Use ACDBE Again Save ACDBE & Add New ACDBE Cancel

# FAA *Connect* - ACDBE Uniform Form

## ACDBE Firms – Form is Correct

FAA Civil Rights Connect

Secure | https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=C85F73DAF86DD778B23AB9C0E5C038724FA4979E1CCCA95&AirportPart23R...

New Tab | Cibic, Nancy (FAA)

CLOSE

### LIST OF ACDBE FIRMS

**ACDBE record saved.**

Reporting Period: 10/1/2016 to 9/30/2017  
 Airport: SPI - Abraham Lincoln Capital  
 Recipient: Springfield Airport Authority-Abraham Lincoln Capital

Add ACDBE Return

#### ACDBE Firms

#		Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Renewal	Gross Receipts	Disadvantaged Group	Notes
1	Edit Copy Delete	Carl's Luggage	Capital Airport Springfield, IL 60666	carl@ct.com	Subconcessionaire	Non-Car Rental - Accessories	Section 5: Subconcession	10/1/2014 - 10/1/2019	No	\$498,880	Black American	
2	Edit Copy Delete	Elsie's Gifts	7332 N Osceola Ave Chicago, IL 60666	elstn@att.net	Concessionaire	Non-Car Rental - News and Gifts	Section 5: Prime Concession	10/1/2013 - 10/1/2018	No	\$445,689	Hispanic American	
3	Edit Copy Delete	Leslie's Insurance	Tampa Road Tampa, FL 12345	leslie@ct.com	Supplier	Car Rental - Insurance	Section 8: Goods/Services	10/1/2014 - 10/1/2019	No	\$88,674	Hispanic American	
4	Edit Copy Delete	Maria's Candy	Capital Airport Springfield, IL 60666	maria@ct.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	10/1/2014 - 10/1/2019	No	\$498,880	Black American	
5	Edit Copy Delete	Mary's Restaurant Supplies	Capital Airport Springfield, IL 60666	mary@cs.com	Supplier	Non-Car Rental - Food and Beverage	Section 5: Goods/Services	10/1/2014 - 10/1/2019	No	\$16,547	Non-Minority Women	
6	Edit Copy Delete	Tom's Tires	Capital Airport Springfield, IL 60666	tom@ct.com	Supplier	Car Rental - Other	Section 8: Goods/Services	10/1/2014 - 10/1/2019	No	\$1,210,091	Black American	

Add ACDBE Return

ACDBE List 1 ACDBE logged > View ACDBEs

# FAA *Connect* - ACDBE Uniform Form

## § 23.57 Goal Shortfall Analysis - Core Airport

(Does not have to be included in Report)

https://faaest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp

Mail - Nancy.Cibic@faa.gov | FAA Civil Rights Connect

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Out...

Rental Car Goal (Based on Goods and Services Purchases)	5.00%	0.00%	5.00%
Rental Car Achievement	3.50%	0.00%	3.50%
Shortfall	-1.50% (I)	0.00%	-1.50% (I)
	Overall	Race Neutral	Race Conscious
Non Rental Car Goal (Based on Gross Revenues)	33.00%	1.00%	32.00%
Non Rental Car Achievement	9.07%	8.87%	0.20%
Shortfall	-23.93% (I)	7.87% (C)	-31.80% (I)
Shortfall Reason	<p>There is a shortfall in one or more categories above. As a CORE airport, you may attach a shortfall analysis letter which includes corrective actions (click <b>Add File</b> below) or submit the shortfall analysis to the FAA regional specialist within 90 days of the end of the fiscal year. See example letter and tips.</p> <p>49 CFR Part 26.47(c)(3)(i) requires CORE airports that do not meet their DBE goal to, within 90 days of the end of the fiscal year, submit an analysis and corrective actions developed under paragraphs 26.47(c)(1) and (2) to the regional FAA Compliance Specialist. If the FAA Compliance Specialist approves the report, you will be regarded as complying with the requirements of this section for the remainder of the fiscal year.</p> <div></div> <p><a href="#">View the FAA shortfall analysis tips (PDF).</a> <a href="#">View the FAA Goal Shortfall Corrective Action Plan Letter Template (DOC).</a></p> <p>Comments</p>		



# FAA *Connect* - ACDBE Uniform Form

## § 23.57 Goal Shortfall Analysis

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp

Mail - Nancy.Cibic@faa.gov | FAA Civil Rights Connect | eCFR - Code of Federal Regul...

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Out...

Shortfall: -23.93% (red), 7.67% (green), -31.80% (red)

Shortfall Reason: There is a shortfall in one or more categories above. As a CORE airport, you may attach a shortfall analysis letter which includes corrective actions (click **Add File** below) or submit the shortfall analysis to the FAA regional specialist within 90 days of the end of the fiscal year. See example letter and tips.

49 CFR Part 26.47(c)(3)(i) requires CORE airports that do not meet their DBE goal to, within 90 days of the end of the fiscal year, submit an analysis and corrective actions developed under paragraphs 26.47(c)(1) and (2) to the regional FAA Compliance Specialist. If the FAA Compliance Specialist approves the report, you will be regarded as complying with the requirements of this section for the remainder of the fiscal year.

View the FAA shortfall analysis tips (PDF).

View the FAA Goal Shortfall Corrective Action Plan Letter Template (DOC).

Comments

Save shortfall reason & comments above without submitting report

Add File

Submit Report

Contact FAA Help Desk | © 2017 B2Grow

Message from webpage

? Submit this report for review?

OK Cancel

# FAA *Connect* - ACDBE Uniform Form

## Before FAA has approved, Withdraw for Corrections

The screenshot shows the FAA Civil Rights Connect website. The browser address bar displays the URL: <https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp>. The page title is "Logoff". The main content area displays the "Report Status" as "Under Review" (indicated by a red icon). Below this, the "Reporting Period" is "FY 2017" (10/1/2016 to 9/30/2017), "Report Required" is "Yes", and "Submitted" is "1/3/2018 by Traci Cline-Carter". There are links for "View Uniform Report" and "View ACDBEs".

	Overall	Race Neutral	Race Specific
Rental Car Goal (Based on Goods and Services Purchases)	3.00%	0.00%	3.00%
Rental Car Achievement	6.51%	0.00%	6.51%
Shortfall	3.51%	0.00%	3.51%
Non Rental Car Goal (Based on Gross Receipts)	9.00%	1.00%	8.00%
Non Rental Car Achievement	12.04%	3.68%	8.36%
Shortfall	3.04%	2.68%	0.37%

A yellow arrow points from the "Withdraw Report" button at the bottom of the form to a confirmation dialog box. The dialog box is titled "Message from webpage" and contains the text "Withdraw this report from review?". It has two buttons: "OK" and "Cancel". A yellow arrow points from the "OK" button back to the "Withdraw Report" button.

Contact FAA Help Desk | © 2017 B2Gnow



# ***FAA Connect* - ACDBE Uniform Form**

- If FAA has already approved the report and you need to make corrections, contact the FAA Regional Compliance Specialist to undo the approval and return the report so you can edit it.

# ACDBE Report

## Common Mistakes

1. Goal information is not entered in Lines 4 and 7
2. Cannot enter data in auto calculate boxes (greyed out boxes)

*This field is auto calculated based on other entries; it cannot be edited directly*

3. A goal based on purchases (car rental) must include ALL purchases data (ACDBEs and non-ACDBEs) in columns A and B

# ACDBE Report

## Common Mistakes

4. The data in Sections 5 and 8 must equal Section 10
5. The wrong category is selected for the firm's information.
  - Concession Type
  - Business Type
  - Section of the Report (5 or 8)
6. The gross receipts or expenditures are entered incorrectly on the firm's information form

# ACDBE Report

## Common Mistakes

7. The Race-Neutral and Race-Conscious information is not entered correctly
- ACDBE Prime = race neutral
  - ACDBE participation achieved without an ACDBE contract goal = race-neutral
  - ACDBE participation achieved beyond the race-conscious goal = race-neutral

# FAA Office of Civil Rights Website

## Federal Aviation Administration-Office of Civil Rights

[http://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/](http://www.faa.gov/about/office_org/headquarters_offices/acr/)

## Training site

[https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/eeo\\_training/airport\\_civil\\_rights\\_training\\_conference/](https://www.faa.gov/about/office_org/headquarters_offices/acr/eeo_training/airport_civil_rights_training_conference/)

# Questions?



## Thank You!