



Federal Aviation
Administration

DBE and ACDBE Programs

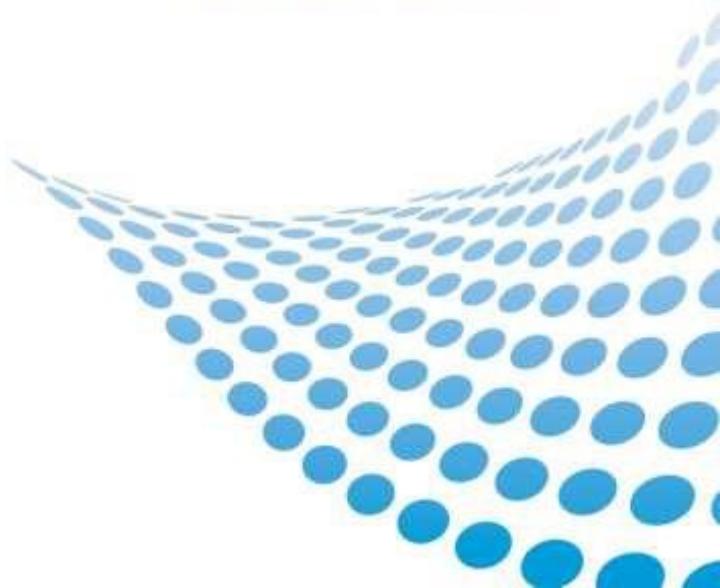
FAA Reporting-Uniform Forms

FAA Civil Rights Connect

Updated March 25, 2020

Office Of Civil Rights

ACHIEVING SAFETY
THROUGH DIVERSITY



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

- 49 CFR Part 23 – ACDBE Program

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/business_program/

1 General Reporting

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

Please refer to the instructions sheet for directions on filling out this form

1 Submitted to (check only one):	<input type="checkbox"/> FHWA	<input type="checkbox"/> FAA	<input type="checkbox"/> 1973-Recipient ID transfer
2 AIP Recipients (FAA Recipients): Grant Number (ITA Recipient)			
3 Federal fiscal year in which reporting period falls		4 Date This Report Submitted:	
5 Reporting Period	Report due June 1 (for period Oct. 1-Mar. 31)	Report due Dec. 1 (for period April 1-Sept. 30)	6 FAA annual report due Dec. 1
6 Name and address of Recipient:			
7 Actual SBE Goal(s)	Race Conscious Projection	Race Neutral Projection	OVERALL Goal

11 Awards/Commitments this Reporting Period

A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts concluded during this reporting period)	A	B	C	D	E	F	G	H	I
		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
13	8 Prime contracts awarded this period									
14	9 Subcontracts awarded/awarded this period									
15	10 TOTAL									

B	BREAKDOWN BY ETHNICITY & GENDER	Contracts Awarded to DBEs this Period					
		A	B	C	D	E	F
		Total to DBE (dollar/amount)		Total to DBE (number)			
21	Women		Men	Total	Women	Men	Total
22	11 Black American						
23	12 Hispanic American						
24	13 Native American						
25	14 Asian-Pacific American						
26	15 Subcontinent Asian Americans						
27	16 Non-Minority						
28	17 TOTAL						

29 Payments Made this Period

C	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	A	B	C	D	E	F
		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
31	18 Prime and sub contracts currently in progress						
32	19 TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)		Percent to DBEs
33	20 Race Conscious						
34	21 Race Neutral						
35	22 Total						
36	23 Submitted By:		24 Signature:	25 Phone Number:			
37	49 CFR Part 26 Appendix B; Version 6(a)						

DBE Firms

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

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/

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...
26									
Awarded - Committed									
2	Prime	Dollar Amount	DBE	Ethnicity	Gender	Subs	Dollar Amount	DBE	Ethnicity (Select from drop down menu)
3									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
8									
9	Total	15,802,477.00					458,899	101,956	
10	Payments on Ongoing Contracts								
11		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)		
12	Firm Name								
13	Carl Construction	1	334,567						
14	Asphalt, Inc.			1	24,589		1		
15									
16									
17									
18									
19	Completed Contracts		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		
23									
24	Race-neutral (contracts with no DBE goal)								
25	Firm Name								
26	None								
27									
28									
29									
30									
	Awarded-Commitment			Ongoing Payments	Completed				
	Ready.								

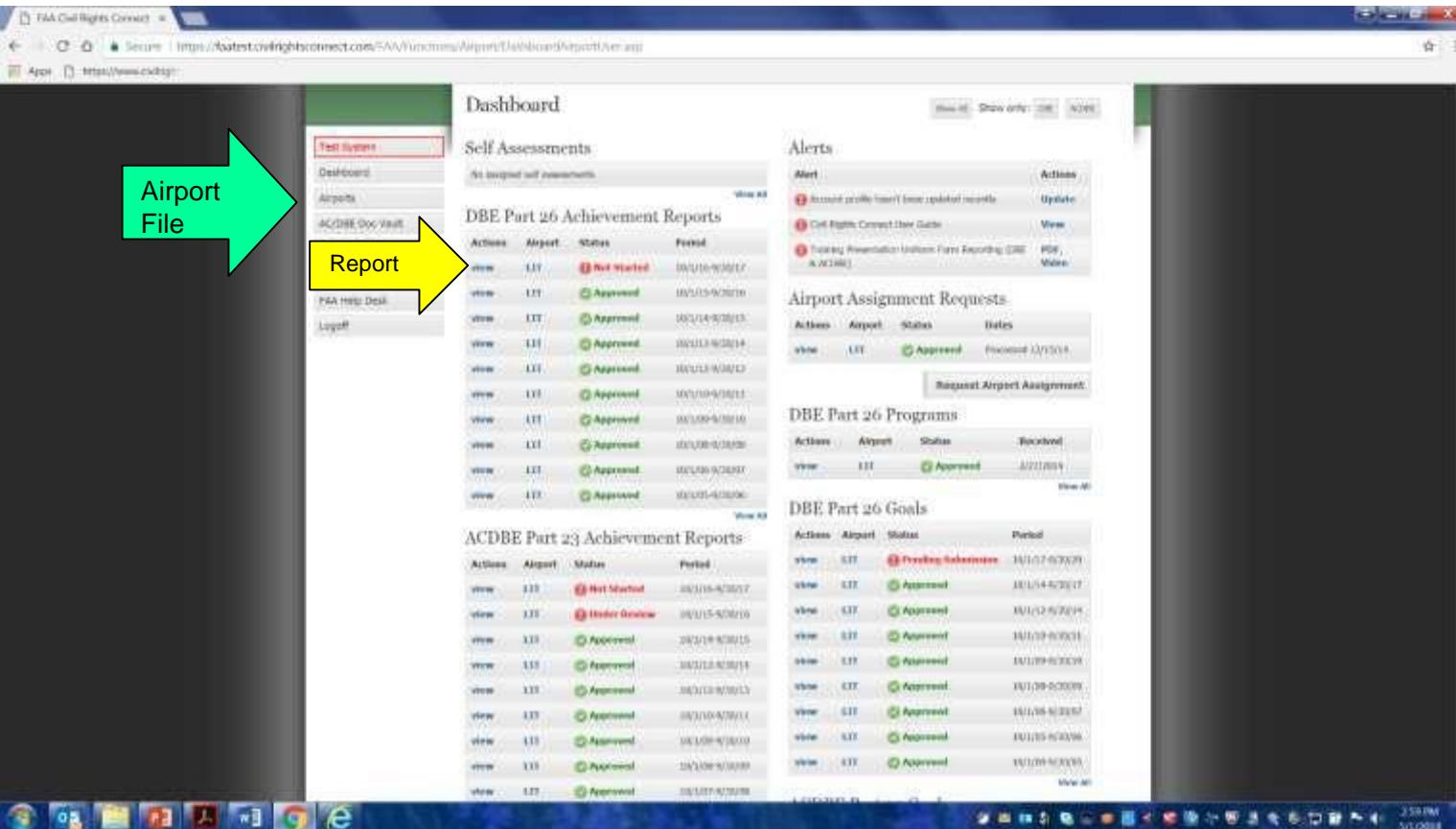
Gather DBE Firms Information

DBE Firm Data Collection - Excel							
	A	B	C	D	E	F	G
	Business Name	Address	Phone Number or email address	Work Category	NAICS	Value	AIP Grant #
7	A & F Engineers, Inc.	9928 Bedfordshire Court Potomac, MD 20854	202-628-1600	Engineering Services	541330	\$36,054	3-39-0001-062-2016
8							Non-Minority Women
9							
11	Connico, Inc.	2594 N. Mount Juliet Road Mount Juliet, TN 37122	615-758-7477	Engineering Services	541330	\$12,280	3-39-0001-062-2016
12							Non-Minority Women
13							
14	Dynamix Engineering, Ltd.	855 Grandview Ave. 3rd Floor Columbus, OH 43215	614-443-1178	Engineering Services	541330	\$16,785	3-39-0001-062-2016
15							Black American
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							

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

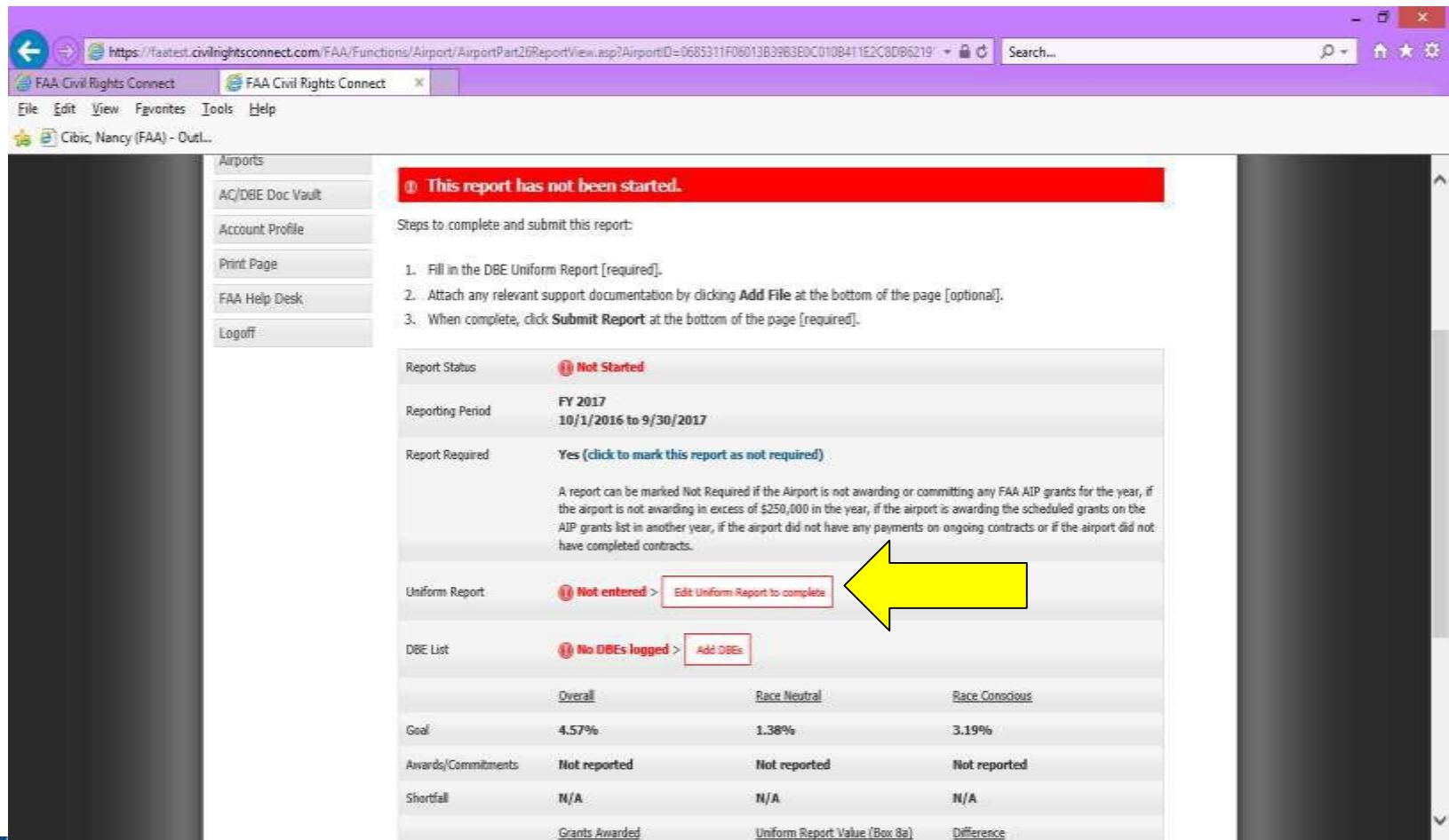


The screenshot shows the FAA Civil Rights Connect dashboard. On the left, there is a sidebar with buttons for 'Test System', 'Dashboard', 'Airports', 'ACDBE Doc Vault', 'FAA Help Desk', and 'Logout'. A green arrow points to the 'Airport File' button, and a yellow arrow points to the 'Report' button. The main content area is divided into several sections: 'Self Assessments' (with a link to 'View All'), 'DBE Part 26 Achievement Reports' (listing 11 items with columns for Actions, Airport, Status, and Period), 'Alerts' (listing 3 items with links to 'Update', 'View', and 'PDF/Video'), 'Airport Assignment Requests' (listing 1 item with a 'Request Airport Assignment' button), 'DBE Part 26 Programs' (listing 1 item with a 'View All' button), 'DBE Part 26 Goals' (listing 9 items with columns for Actions, Airport, Status, and Period), and 'ACDBE Part 23 Achievement Reports' (listing 8 items with columns for Actions, Airport, Status, and Period). The bottom of the screen shows the Windows taskbar with various icons.

FAA Connect - DBE Uniform Form

Click Edit Uniform Form to Complete Or,

Click View Uniform Form and Edit and Revalidate on next screen



https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart20ReportView.asp?AirportID=0685311F08013B3983E0C010B411E2C8DB6219

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		
Overall	Race Neutral	Race Conscious	
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

https://iac.civilrightsconnect.com/FAA/Functions/FAA/AirportPart26Report/Edit.aspx?AirportID=B1638490D23A0A7TD9196464AF33AB7C4

FAA Civil Rights Connect

File Edit View Favorites Tools Help

Suggested Sites Lexmark X954 Cicic, Nancy (FAA) - Outbox Home DOT intranet Web Slice Gallery

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

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

View instructions for Section 2-7

1. Submitted to (check only one): FAA PTA PTA - Recipient ID Number

2. AIP Numbers (FAA Recipients) / Grant Recipient (PTA Recipients)

3. Federal fiscal year in which reporting period falls: FY 2018

4. Date This Report Submitted: 10/1/2018

5. Reporting Period: Report for June 1 (for period Oct. 1 - Mar. 31) Report for 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): Basic Consensus Projection 2.50 Race Neutral Projection 0.00 OVERALL Goal 2.50

Awards/Commitments this Reporting Period

View instructions for Section A (Lines 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 Contractors (dollars)	Total to DBEs / Race Contractors (number)	Total to DBEs / Race Neutral (dollars)	Percentage of total dollars to DBEs
8. New contracts awarded this period:			0	0				
9. Subcontracts awarded/committed this period:			0	0				
10. TOTAL:			0	0	0	0	0	

View instructions for Section B (Lines 11-17)

B BREAKDOWN BY ETHNICITY & GENDER

B	Contracts Awarded to DBEs this Period					
	A	B	C	D	E	F
	Total to DBE (dollar amount)	Total to DBE (number)				
11. Black American			0	0	0	
12. Hispanic American			0	0	0	
13. Native American			0	0	0	
14. Asian Pacific American			0	0	0	

FAA Compliance Statement: If the FAA Compliance Specialist approves this report, you will be required to comply with the requirements of this section 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	AWARDS/COMMITMENTS MADE 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/. 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	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						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)	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 committed during this reporting period)	A	B	C	D	E	F	G	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)	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								

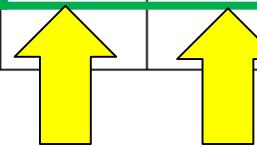
- 9A = Total **federal funds** awarded or committed on subcontracts
- 9B = Total **number** of subcontracts awarded with federal funds
- **Enter ALL subcontracts awarded, non-DBE and DBE**

FAA Connect - DBE Uniform Form

Section A: Awards and Commitments

Line 9 - Subcontracts

Awards/Commitments this Reporting Period											
A	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)	E	F	G	H	I
	8	Prime contracts awarded this period	300,000	15	35,000	2	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
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		C	D	E	F	G	H	I
	Total Dollars	Total Number							
8	Prime contracts awarded this period	300,000	35,000	2			35,000	2	11.6%
9	Subcontracts awarded/committed this period	20,000	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
10	TOTAL								

- $9I = 9C \div 9A$
- $9I = \text{Percentage of DBE subcontracts}$
- **9I Auto calculates**

FAA Connect - DBE Uniform Form

Section A – Awards/Commitments - Totals

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	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

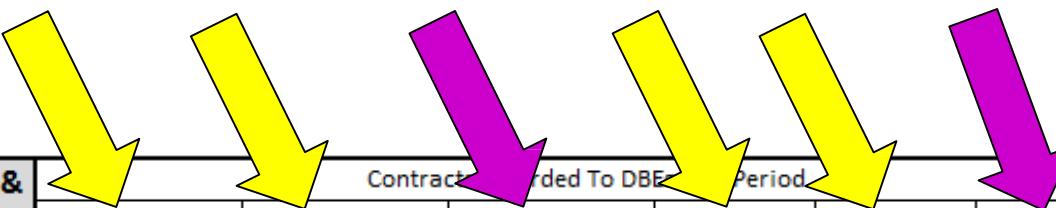
Section B: Ethnicity and Gender Breakdown

- 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

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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	B REAKDOWN BY ETHNICITY & GENDER	Contract Awarded To DBE			Period		
		A	B	C	D	E	F
		Total to DBE (dollar amount)			Total to DBE (number)		
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

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Section A and B DBE participation equals

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									

		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

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Did the airport meet the DBE goal?

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

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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%

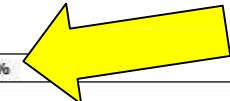
Awards/Commitments this Reporting Period

A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	A	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.	\$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

B	BREAKDOWN BY ETHNICITY & GENDER	Contracts Awarded to DBEs this Period					
		A	B	C	D	E	F
		Total to DBE (dollar amount)			Total to DBE (number)		
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 completed.



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Section C: Ongoing Payments

Work in Progress

- 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/business_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						
C	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
18	Prime and sub contracts currently in progress					

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Section C: Ongoing Payments

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

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

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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
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

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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

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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
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**

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Section C: Ongoing Payments

Payments Made this Period						
C	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	A	B	C	D	E
		Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid
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**

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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)

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Section D: Completed Contracts

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



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

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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	A	B	C	D		
D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	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					

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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					

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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	A	B	C	D		
	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	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					

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Section D: Completed Contracts

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

D	A	B	C	D		
D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	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					

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Section D: Completed Contracts

• Percent to DBEs =

Total Dollar Value of DBE Participation



Total Dollar Value of DBE and non-DBE contracts completed

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

D	A TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	B Number of Contracts Completed	C Total Dollar Value of Contracts Completed	D DBE Participation Needed to Meet Goal (Dollars)	E 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					

A pink arrow points from the text "Percent to DBEs" in the table header to the cell containing the value "27.5".

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

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Section D: Completed Contracts

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

D	A	B	C	D		
D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	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					

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Section D: Completed Contracts

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

D	A TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	B Number of Contracts Completed	C Total Dollar Value of Contracts Completed	D DBE Participation Needed to Meet Goal (Dollars)	E Total DBE Participation (Dollars)	F 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					

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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

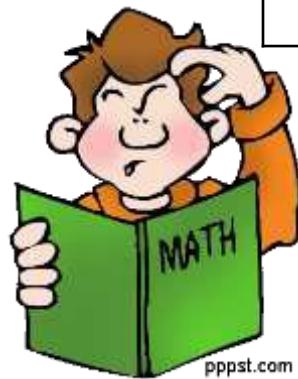
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19	Race Conscious	6	1,000,000	350,000	275,000	27.51
20	Race Neutral	2	2,500,000		100,000	4.00
21	Totals					



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Section D: Completed Contracts –

Totals line auto calculates



$21A = 19A + 20A$	$21B = 19B + 20B$
$21D = 19D + 20D$	$21E = 21D \div 21B$

E		A	B	C	D	F
D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	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



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- 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

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2 AIP Numbers (FAA Recipients): Grant Number (FIA 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																																																																													
View instructions for Section A (Rows 8-10) <table border="1"> <thead> <tr> <th>A AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)</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>Total Dollars</th> <th>Total Number</th> <th>Total to DBEs (dollars)</th> <th>Total to DBEs (number)</th> <th>Total to DBEs /Race Conscious (dollars)</th> <th>Total to DBEs /Race Conscious (number)</th> <th>Total to DBEs /Race Neutral (dollars)</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>6,585,121</td> <td>5</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.0</td> </tr> <tr> <td>9 Subcontracts awarded/committed this period.</td> <td>1,234,893</td> <td>9</td> <td>295,902</td> <td>2</td> <td>289,984</td> <td>2</td> <td>5,918</td> <td>24.0</td> </tr> <tr> <td>10 TOTAL</td> <td></td> <td></td> <td>295,902</td> <td>2</td> <td>289,984</td> <td>2</td> <td>5,918</td> <td>0</td> </tr> </tbody> </table>										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.	6,585,121	5	0	0	0	0	0	0.0	9 Subcontracts awarded/committed this period.	1,234,893	9	295,902	2	289,984	2	5,918	24.0	10 TOTAL			295,902	2	289,984	2	5,918	0																						
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View instructions for Section B (Rows 11-17) <table border="1"> <thead> <tr> <th rowspan="3">8 BREAKDOWN BY ETHNICITY & GENDER:</th> <th colspan="6">Contracts Awarded to DBEs this period</th> </tr> <tr> <th colspan="2">A</th> <th colspan="2">B</th> <th colspan="2">C</th> </tr> <tr> <th>Total to DBE (dollar amount)</th> <th>Total to DBE (number)</th> <th>Women</th> <th>Men</th> <th>Women</th> <th>Men</th> </tr> </thead> <tbody> <tr> <td>11 Black American</td> <td>98,634</td> <td>0</td> <td>98,634</td> <td>1</td> <td>0</td> <td>1</td> </tr> <tr> <td>12 Hispanic American</td> <td>0</td> <td>197,268</td> <td>197,268</td> <td>0</td> <td>1</td> <td>1</td> </tr> <tr> <td>13 Native American</td> <td>0</td> <td>6</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>14 Asian-Pacific American</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>15 Subcontinent Asian American</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>16 Non-Minority</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>17 TOTAL</td> <td>98,634</td> <td>197,268</td> <td>295,902</td> <td>1</td> <td>1</td> <td>2</td> </tr> </tbody> </table>										8 BREAKDOWN BY ETHNICITY & GENDER:	Contracts Awarded to DBEs this period						A		B		C		Total to DBE (dollar amount)	Total to DBE (number)	Women	Men	Women	Men	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	6	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
8 BREAKDOWN BY ETHNICITY & GENDER:	Contracts Awarded to DBEs this period																																																																												
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17 TOTAL	98,634	197,268	295,902	1	1	2																																																																							
Overall Race Neutral Race Conscious																																																																													

12:39 PM
5/9/2018

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Administration

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FAA Connect - DBE Uniform Form Sections C and D

https://civlrightsconnect.com/FAACivilRights/Report/UniformForm/View.aspx?ID=101&AUSID=12560&AID=13760&DID=13760&TID=13760&RID=13760&FID=13760&SID=13760&HID=13760

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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	B	C	D	E	F
	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	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	B	C	D	E
	Number of Contracts Completed	Total Dollar Value of Prime Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	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 Cicic	24. Signature (type your name as your signature) Nancy Cicic	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/AirportPart26Report/view.asp?AirportID=7D475C5946124A6646C15861B2181F649A1375

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

This report has not been started.

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):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
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

View instructions for Section A (Rows 8-10)

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

FAA Connect - DBE Uniform Form

Missing or incorrect data

A red arrow points to the following message on the screen:

» 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. AIP 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:	Capitol 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. AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	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	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

FAA *Connect* - DBE Uniform Form

Continue submittal - Action buttons

File Edit View Favorites Tools Help

Civic, Nancy (FAA) - Outl...

Airports

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 TOTAL	\$0	\$44,567	\$44,567	0	1	1

Payments Made this Period

C PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	A	B	C	D	E	F
	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 in 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

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

23 Submitted by: Dale Feldpausch

24. Signature (type your name as your signature): Nancy Civic

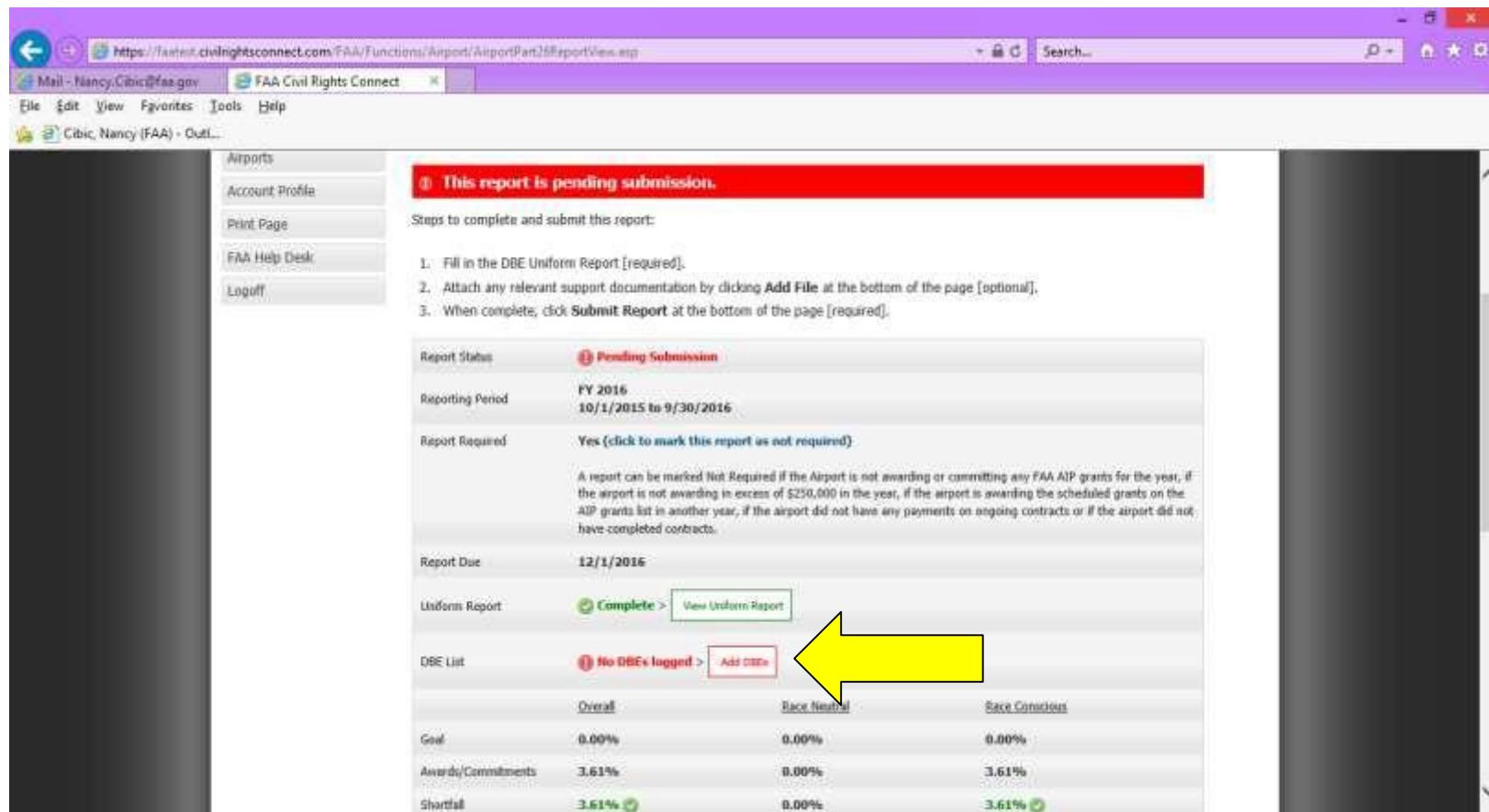
25. Phone Number: 517-886-3713

Save Draft & Continue Edit & Revalidate Print Print to PDF



FAA Connect - DBE Uniform Form

Add DBEs



https://faair.civilrightsconnect.com/FAA/Functions/Airport/AirportPart258ReportView.aspx

File Edit View Favorites Tools Help

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

FAA Civil Rights Connect

Mail - Nancy.Cibic@faa.gov

FAA Civil Rights Connect

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Outl...

Airports

Account Profile

Print Page

FAA Help Desk

Logoff

This report is pending submission.

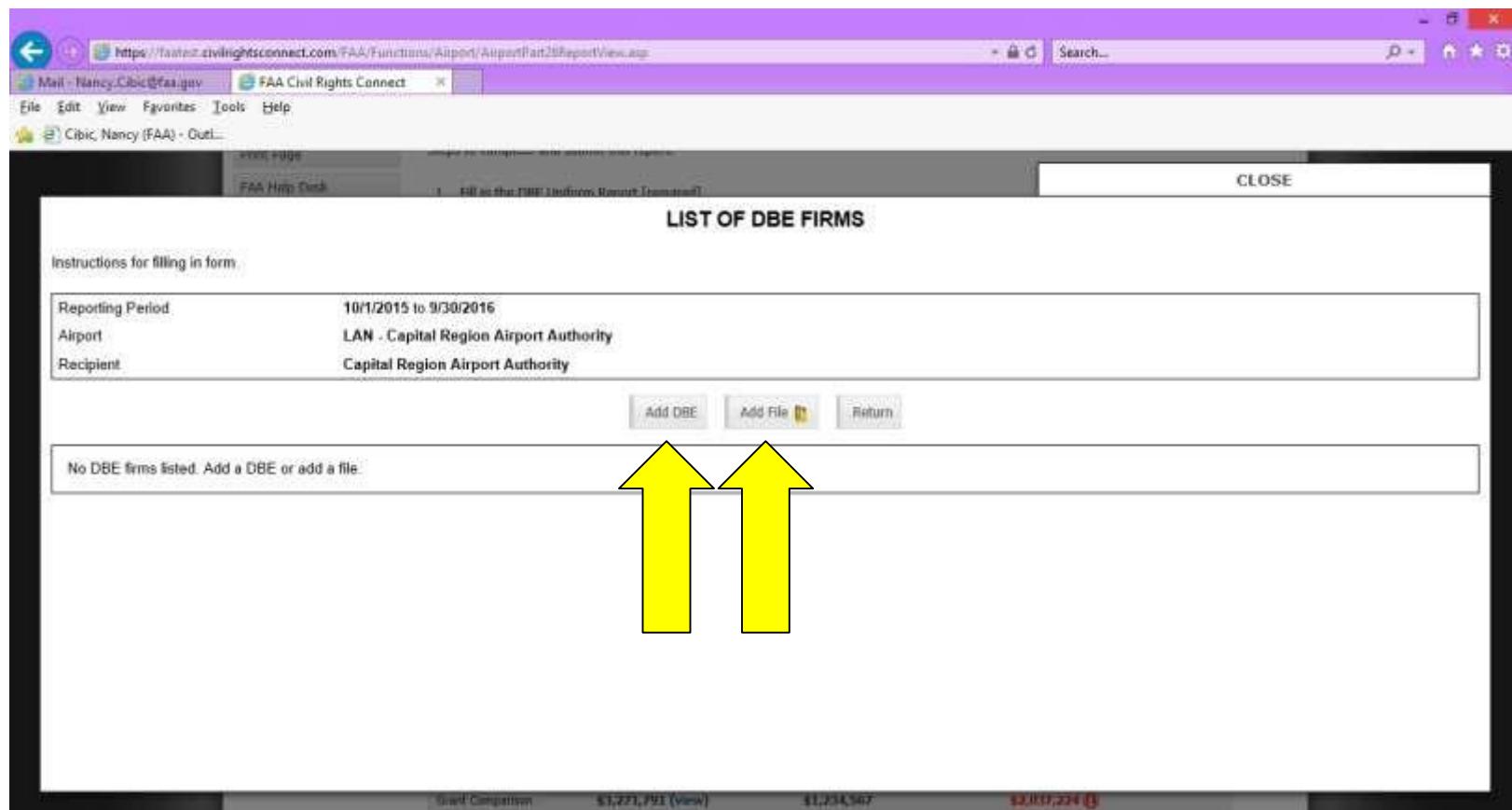
Steps to complete and submit this report:

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	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	No DBEs logged > Add DBEs		
Overall	Race Neutral	Race Conscious	
Goal	0.00%	0.00%	0.00%
Awards/Commitments	3.61%	0.00%	3.61%
Shortlist	3.61% ✓	0.00%	3.61% ✓

FAA Connect - DBE Uniform Form

Add DBEs



https://faa洽洽.civilrightsconnect.com/FAA/Functions/Airport/AirportPart20Report/View.aspx

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

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Out...

Print Page

FAA Help Desk

Fill in the DBE Uniform Report Yourself

CLOSE

LIST OF DBE FIRMS

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

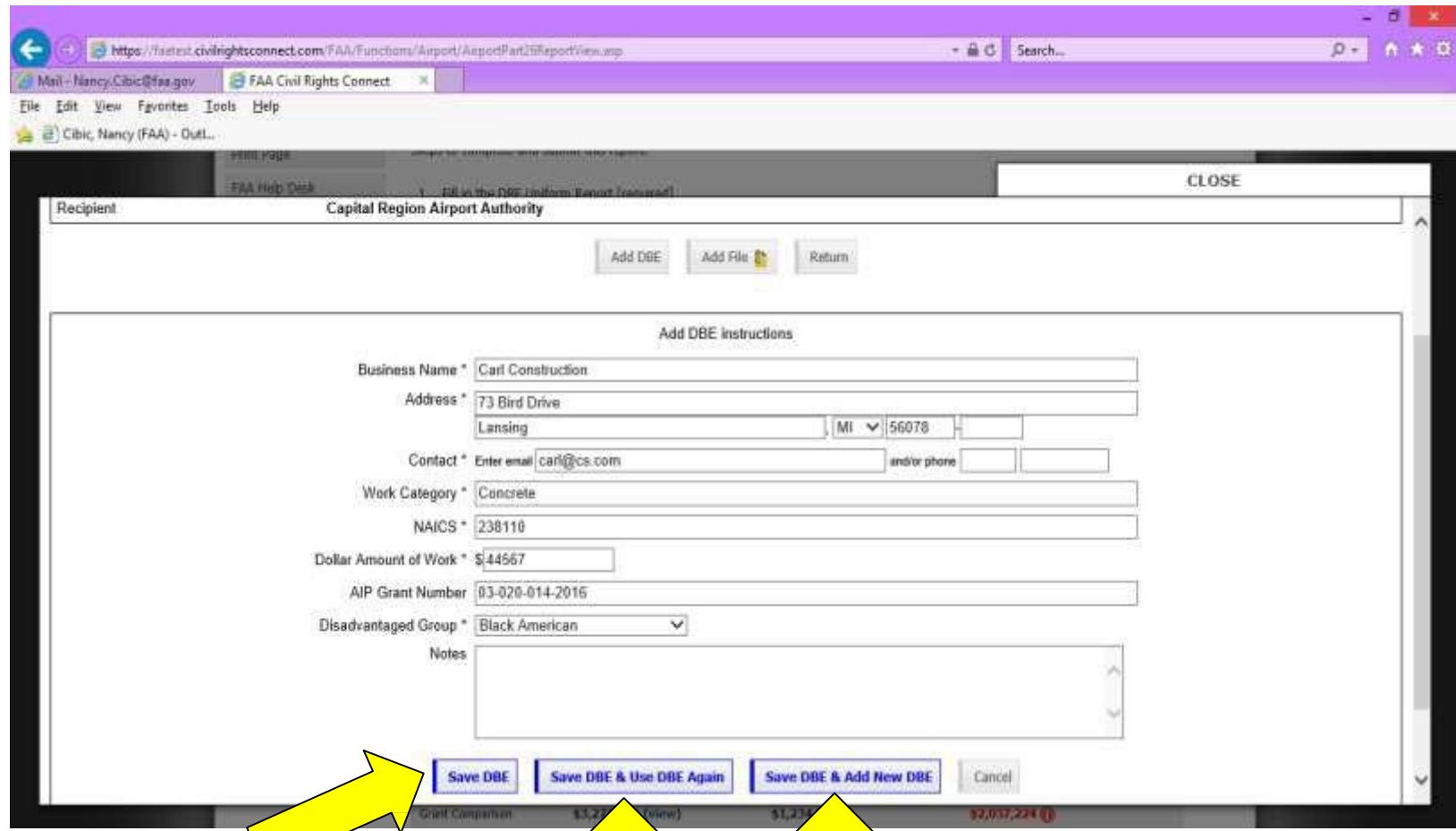
Add DBE Add File Return

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

1,000 Competitors \$1,221,791 (view) \$1,234,567 \$1,037,224 (view)

FAA Connect - DBE Uniform Form

Add DBEs – How to enter



The screenshot shows a web browser window for the FAA Civil Rights Connect system. The URL is <https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPartIIReportView.asp>. The page title is "Add DBE". The recipient is listed as "Capital Region Airport Authority". The form contains fields for Business Name (Carl Construction), Address (73 Bird Drive, Lansing, MI 56078), Contact (Email: carl@cs.com, Phone: [empty]), Work Category (Concrete), NAICS (238110), Dollar Amount of Work (\$44567), AIP Grant Number (03-020-014-2016), and Disadvantaged Group (Black American). There is also a Notes text area and a "Save DBE" button at the bottom. Three yellow arrows point to the "Save DBE" button, the "Save DBE & Use DBE Again" button, and the "Save DBE & Add New DBE" button.

Recipient: Capital Region Airport Authority

Add DBE instructions:

Business Name *: Carl Construction

Address *: 73 Bird Drive, Lansing, MI 56078

Contact *: Enter email: carl@cs.com and/or phone: [empty]

Work Category *: Concrete

NAICS *: 238110

Dollar Amount of Work *: \$44567

AIP Grant Number: 03-020-014-2016

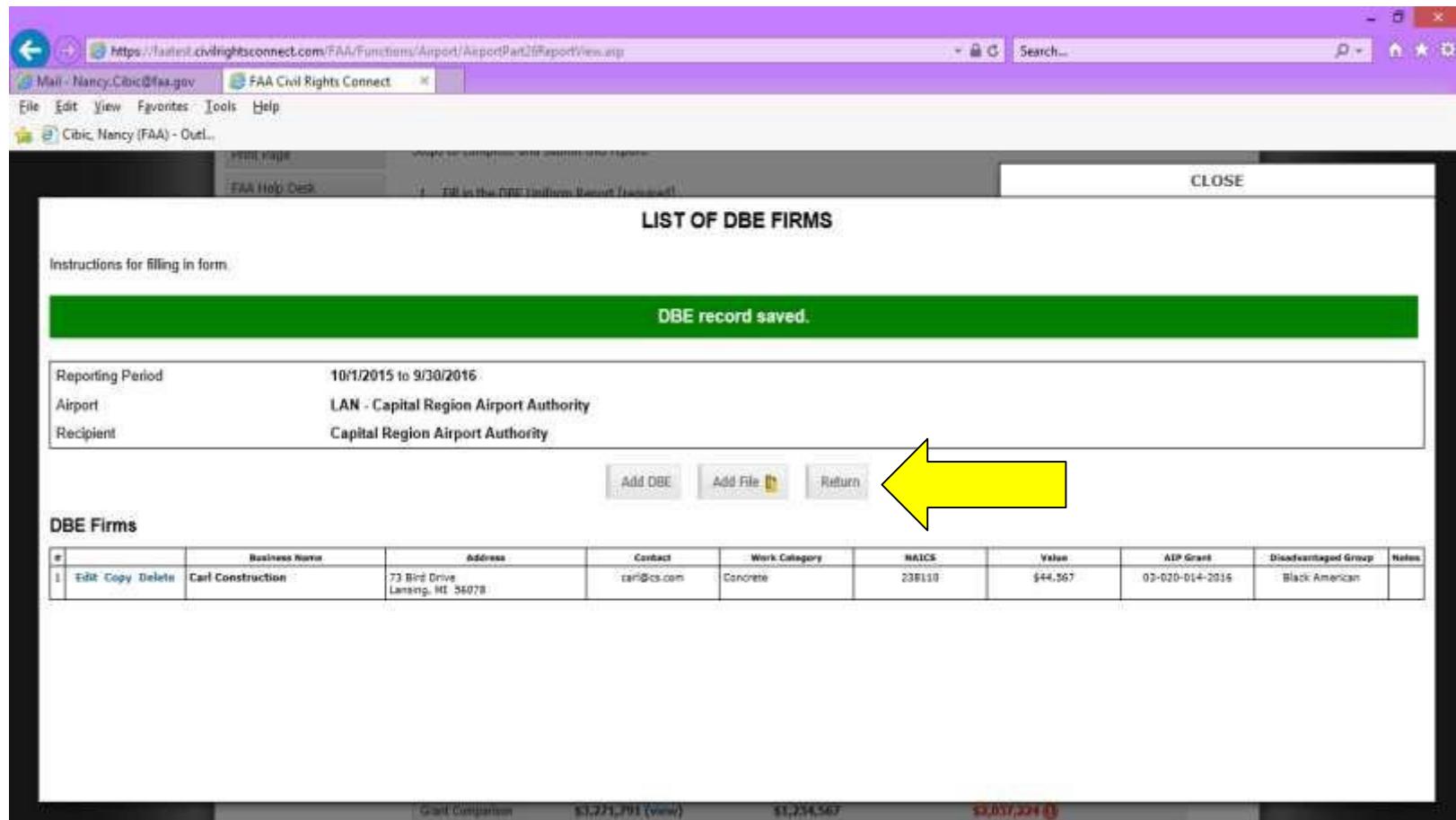
Disadvantaged Group *: Black American

Notes:

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

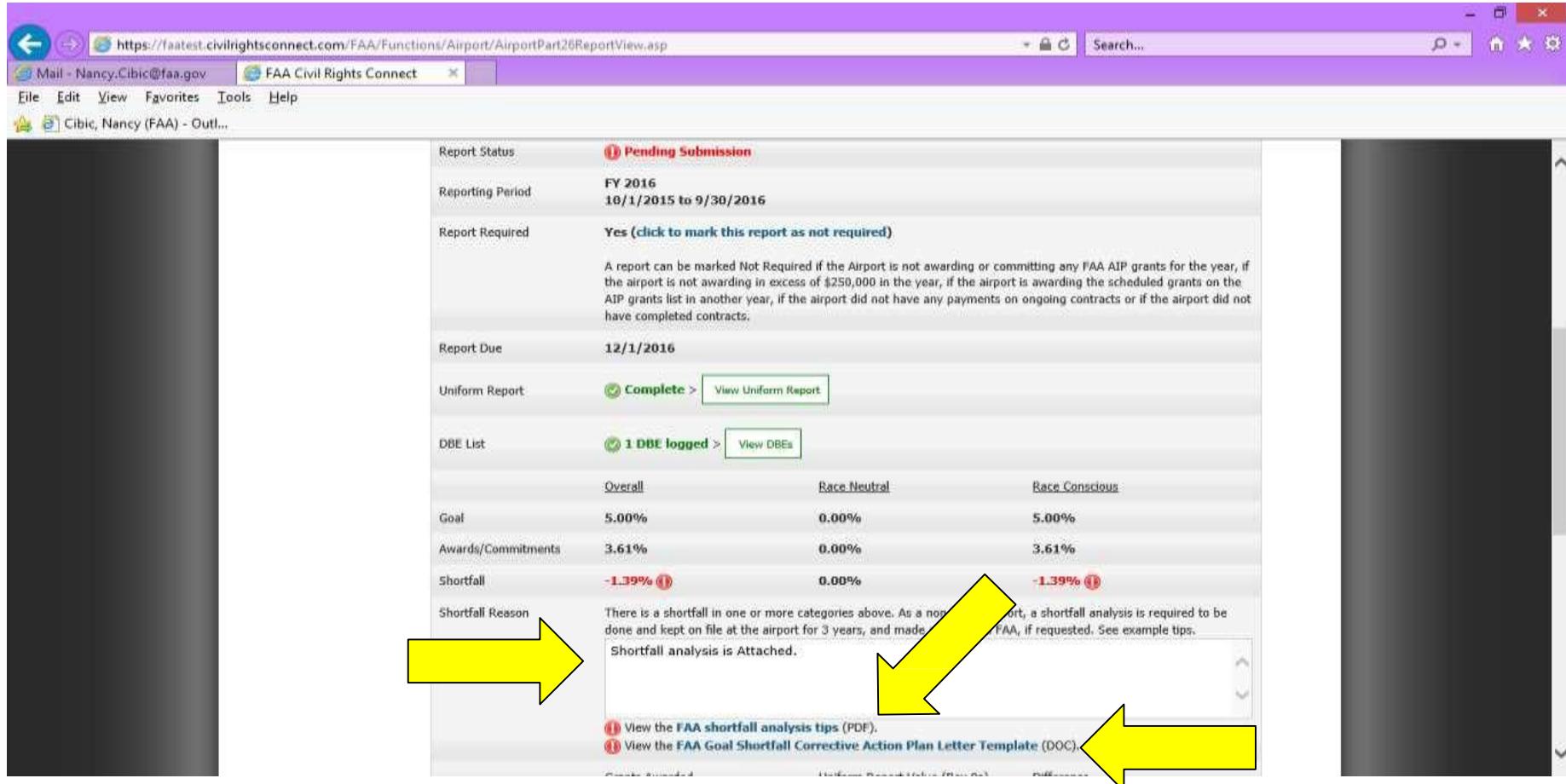
DBE Firms

#	Business Name	Address	Contact	Work Category	NAICS	Value	AIP Grant	Disadvantaged Group	Notes
1	Carl Construction	73 Bird Drive Lansing, MI 56078	carlscs.com	Concrete	238110	\$44,567	03-020-014-2015	Black American	

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% (1)	0.00%	-1.39% (1)

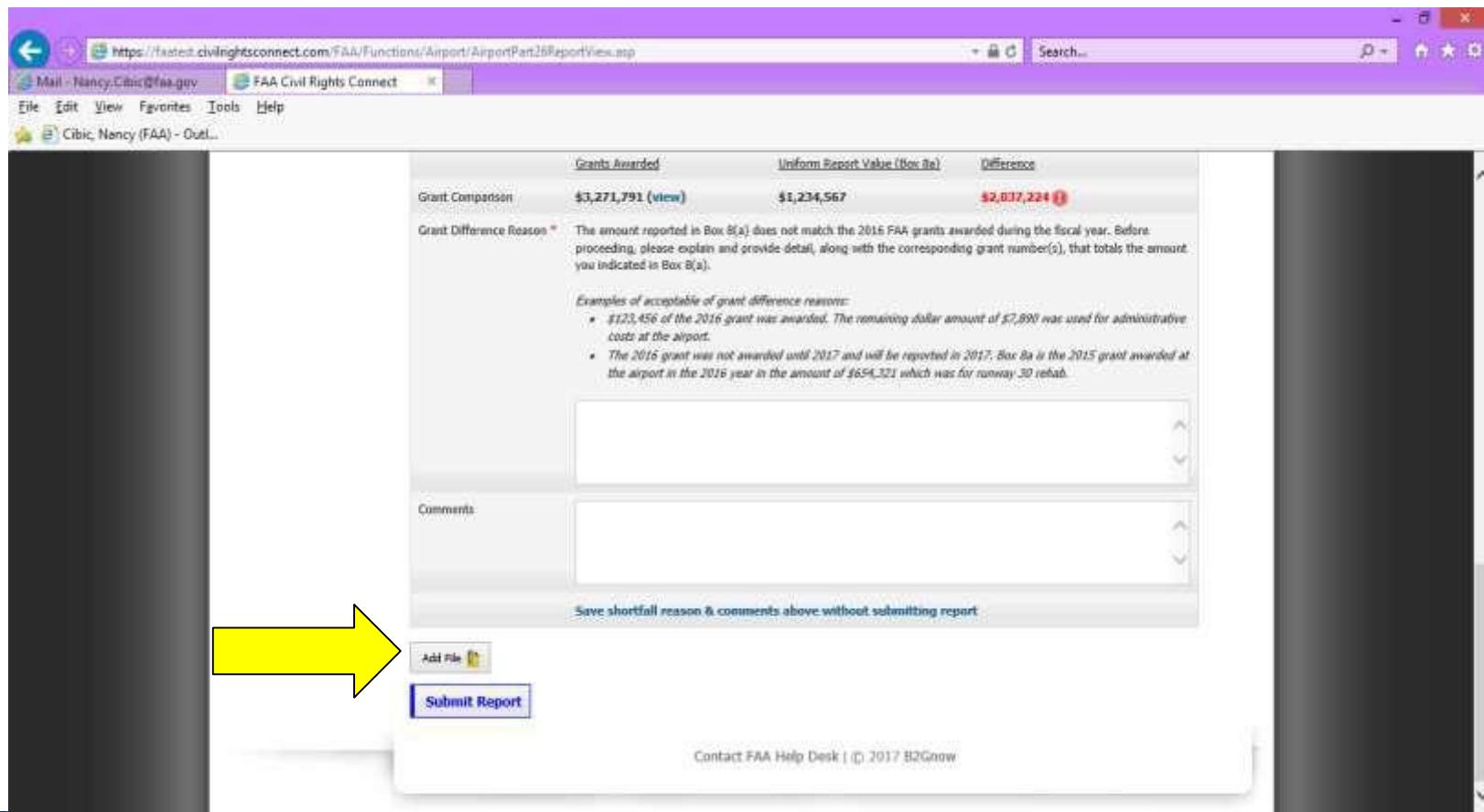
Shortfall Reason: There is a shortfall in one or more categories above. As a non-compliant report, a shortfall analysis is required to be done and kept on file at the airport for 3 years, and made available to the FAA, if requested. See example tips.

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://faa.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ReportView.aspx

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Outl...

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

Grant Difference Reason: 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).

Examples of acceptable grant difference reasons:

- \$123,456 of the 2016 grant was awarded. The remaining dollar amount of \$7,890 was used for administrative costs at the airport.
- 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.

Comments:

Save shortfall reason & comments above without submitting report

Add File

FAA Connect - Uniform Form

Grant reconciliation

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)	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)	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

Grants Awarded Uniform Report Value (Box 8a) Difference

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

Grant Difference Reason [*](#): The amount reported in Box 8(a) does not match the 2016 FAA grants awarded during the fiscal year. To proceed, please explain and provide detail, along with the corresponding grant number(s), to the grants indicated in Box 8(a).

Examples of acceptable grant difference reasons:

- \$123,456 of the 2016 grant was awarded. The remaining dollar amount of \$7,890 was used for costs at the airport.
- The 2016 grant was not awarded until 2017 and will be reported in 2017. Box 8a is the 2016 grant to 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 report has been submitted for review.

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.

Report Status	Under Review		
Reporting Period	FY 2016 10/1/2015 to 9/30/2016		
Report Required	Yes		
Report Due	12/1/2016		
Uniform Report	View Uniform Report		
DBE List	View DBEs		
Submitted	1/22/2018 by Dale Feldpausch		
Overall	Race Neutral	Race Conscious	
Goal	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

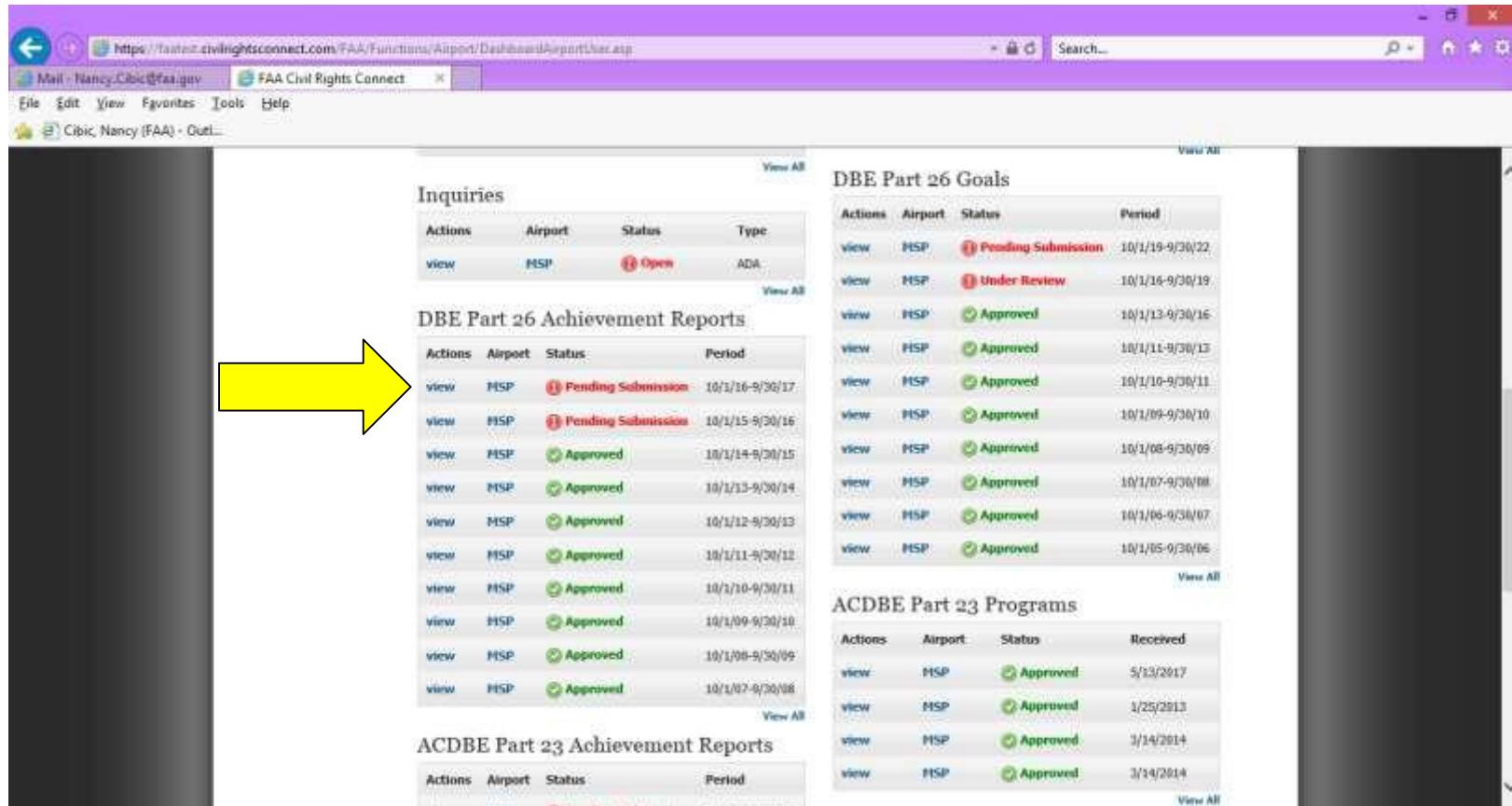
6. Not enough information provided to explain the reason for the difference in what is reported in Box 8A and the FAA Grants awarded for the FY

https://www.faa.gov/airports/aip/grant_histories/

FAA Connect – DBE Uniform Form

How to Mark a DBE Report Not Required

Access the Report from the Dashboard - Click View

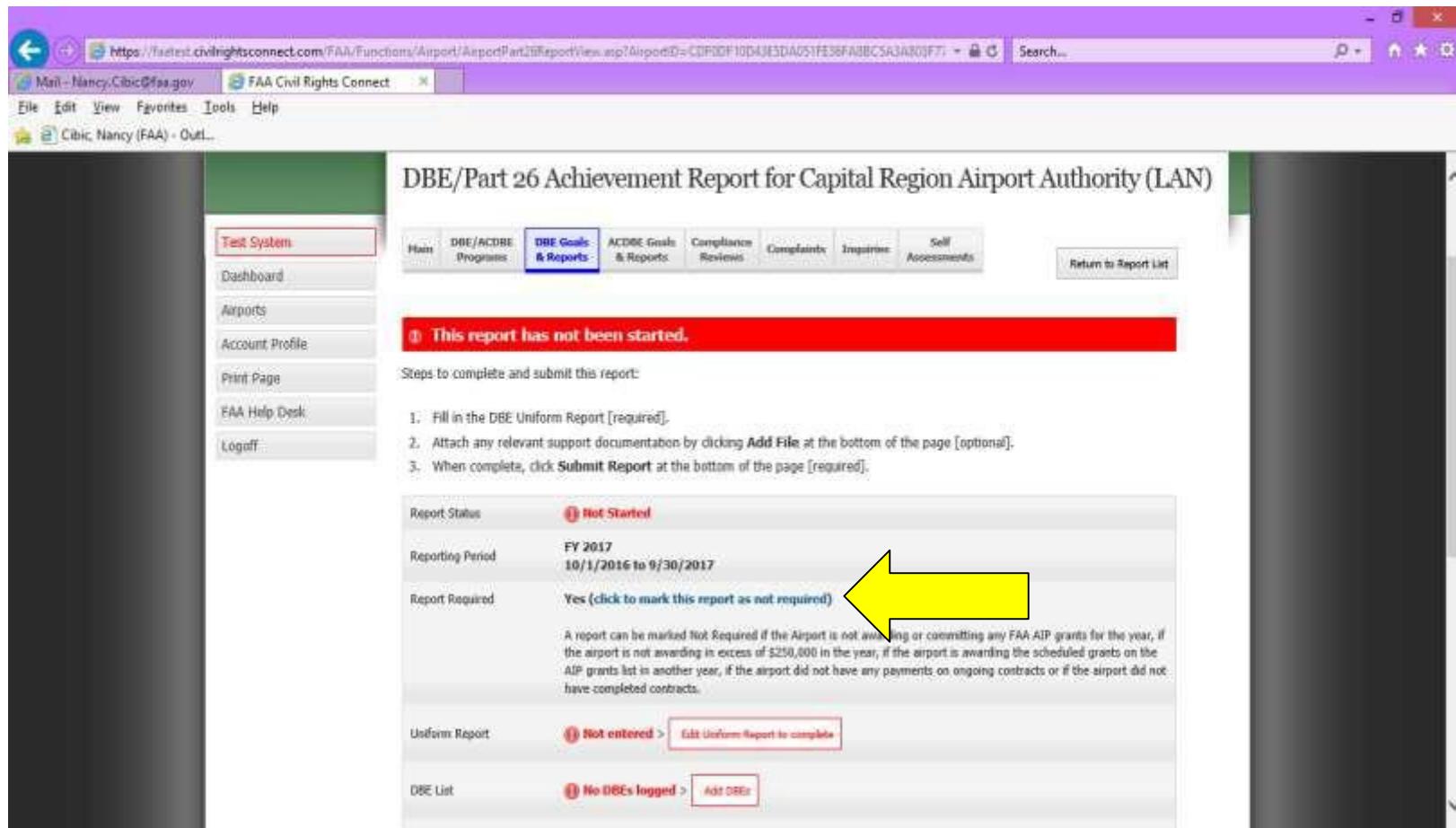


The screenshot shows the FAA Civil Rights Connect dashboard. On the left, there are sections for 'Inquiries' and 'DBE Part 26 Achievement Reports'. On the right, there are sections for 'DBE Part 26 Goals' and 'ACDBE Part 23 Programs'. A yellow arrow points to the 'View' link in the 'Actions' column of the 'DBE Part 26 Goals' table, which is highlighted in red.

Actions	Airport	Status	Period
view	HSP	Pending Submission	10/1/19-9/30/22
view	HSP	Under Review	10/1/16-9/30/19
view	HSP	Approved	10/1/13-9/30/16
view	HSP	Approved	10/1/11-9/30/13
view	HSP	Approved	10/1/09-9/30/10
view	HSP	Approved	10/1/07-9/30/08
view	HSP	Approved	10/1/06-9/30/07
view	HSP	Approved	10/1/05-9/30/06

FAA Connect – DBE Uniform Form

How to Mark a DBE Report Not Required



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

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

FAA Connect – DBE Uniform Form

How to Mark a DBE Report Not Required

The screenshot shows a web browser window for the FAA Civil Rights Connect system. The URL is <https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart20ReportView.asp?AirportID=C0F00F10D43E5DA051FE36FA8BC5A3A803F7>. The page displays a 'Report Required' section with a large yellow arrow pointing to the 'Mark Report as Not Required' button. A modal dialog box is open, also with a yellow arrow pointing to the 'Mark Report as Not Required' button. The dialog box 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.

Mark Report as Not Required **Cancel**

Below the dialog, the main page shows:

- Uniform Report: **Not entered** > [Edit Uniform Report to complete](#)
- DBE List: **No DBEs logged** > [Add DBEs](#)
- Overall: **5.72%**
- Race Neutral: **2.58%**
- Goal: **5.72%**

A yellow arrow points to the 'OK' button in a 'Message from webpage' dialog box.

Message from webpage

Mark this report from as not required?

OK **Cancel**

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/

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

- 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/business_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	XXXXXXX					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	XXXXXXX					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							
On-site 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							
On-site 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
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 08-11 (Compatibility Mode) - Word

File Home Insert Design Layout References Mailings Review View Add-in Tell me what you want to do... Gin, Nancy FAN Share

Mode Find... Replace Select...

Format Painter Format Painter

Clipboard Format Painter

Font Font

Paragraph Paragraph

Style Style

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

Name of Airport _____

Airport Sponsor _____

City/State/Zip _____

Preparer _____

Telephone Number _____

Date _____
List below each ACDBE firm that participated in 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, note "NONE" below.

Name of ACDBE Firm _____

Address _____

City _____ State _____ Zip _____

Type of concession (subconcession/supplier, etc., business) _____

Date Agreement (i.e., lease, sublease) Began _____ Date Agreement (i.e., lease, sublease) Expires _____

Opportunities to Renew _____ How Many _____ Length of time _____

Dates that material investments 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:

Black Hispanic Native American Asian-Indian American
 Asian-Pacific American Non-Minority White Other Disadvantaged

Name of ACDBE Firm _____

Address _____

City _____ State _____ Zip _____

Type of concession (subconcession/supplier, etc., business) _____

Date Agreement (i.e., lease, sublease) Began _____ Date Agreement (i.e., lease, sublease) Expires _____

Page 1 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 Berginoff	Food & Beverage	-	-	-	-	-	-	-	-	-	-	-
5 Burrito	Food & Beverage	-	-	-	-	-	-	-	-	-	-	-
6 CIBO Gourmet Market - OTG	Food & Beverage	-	-	-	-	-	-	-	-	-	-	-
7 Dunkin	Food & Beverage	-	-	-	-	-	-	-	-	-	-	-
8 Garrett Popcorn Shops	Food & Beverage	-	-	-	-	-	-	-	-	-	-	-
9 The Grove (HEU of Chicago)	Food & Beverage	-	-	-	-	-	-	-	-	-	-	-
10 HHS Hotel	Food & Beverage	Prime Concession	-	-	-	-	-	-	-	-	-	-
11 McDonald's (DeCamer)	Food & Beverage	-	-	-	-	-	-	-	-	-	-	-
12 McDonald's (Mendez)	Food & Beverage	-	-	-	-	-	-	-	-	-	-	-
13 Nuts on Clark	Food & Beverage	-	-	-	-	-	-	-	-	-	-	-
14 O'Brien	Food & Beverage	-	-	-	-	-	-	-	-	-	-	-
15 Rocky Mountain Chocolate	Food & Beverage	-	-	-	-	-	-	-	-	-	-	-
16 Hudson News	News & Gift/BR	-	-	-	-	-	-	-	-	-	-	-
17 Barbare'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 Hoypoloi	Specialty Retail	-	-	-	-	-	-	-	-	-	-	-
26 Invision	Specialty Retail	-	-	-	-	-	-	-	-	-	-	-
27 Inflight (Headphone Hub)	Specialty Retail	-	-	-	-	-	-	-	-	-	-	-
28 Johnston & Murphy	Specialty Retail	-	-	-	-	-	-	-	-	-	-	-
29 OSMMontblanc	Specialty Retail	-	-	-	-	-	-	-	-	-	-	-
30 Oakley	Specialty Retail	-	-	-	-	-	-	-	-	-	-	-
31 Sbarro's Candles (Hudson News)	Specialty Retail	-	-	-	-	-	-	-	-	-	-	-
32 Solt of the Red Horse	Specialty Retail	-	-	-	-	-	-	-	-	-	-	-
33 Sunglass Hut (All Sun JV)	Specialty Retail	-	-	-	-	-	-	-	-	-	-	-
34 Vosges Haut-Chocolat	Specialty Retail	-	-	-	-	-	-	-	-	-	-	-

ORD 09-18 - Prime - Sub - DBE Breakdown Gross Receipts YTD 09-18 Westfield Hudson Hall Clear Channel & Argo Tea RAC RAC ACDBE RAC

ACDBE Uniform Form

What do I need to track and report? Car Rental

Car rental spreadsheet for presentation - Excel										
1	B	C	D	E	F	G	H	I	J	K
3	Car Rental - October 1, 2017 - September 30, 2018									
4										
5										
6	Concessionaire-Car Rental	Type	Category	Gross Receipts	Expenditures	ACDBE Gross Receipts	ACDBE Expenditures	ACDBE Ethnicity/Gender	Oct-2017	Nov-2017
7	Enterprise	Car Rental	Prime	-	-	-	-	-	Dec-2017	Jan-2018
8	National	Car Rental	Prime	-	-	-	-	-	Feb-2018	Mar-2018
9	Avis	Car Rental	Prime	-	-	-	-	-	Apr-2018	
10	Hertz	Car Rental	Prime	-	-	-	-	-		
11	Dollar/Thrifty	Car Rental	Prime	-	-	-	-	-		
12				-	-	-	-	-		
13	Fond of Santa Monica, Inc.	Goods	Supplier	-	-	-	-	-		
14	Leslie Saunders Insurance Agency	Services	Supplier	-	-	-	-	-		
15	Parr Industries II, Inc.	Goods & Services	Supplier	-	-	-	-	-		
16	STG Group, Inc.	Goods	Supplier	-	-	-	-	-		
17	Avan Hand Car Wash & Detailing	Services	Supplier	-	-	-	-	-		
18	Berea Auto Works Detail and Repair Center, LLC	Services	Supplier	-	-	-	-	-		
19	Hoff Associates	Services	Supplier	-	-	-	-	-		
20	Next Generation Fuel, LLC	Goods	Supplier	-	-	-	-	-		
21	Quimex, Inc.	Goods	Supplier	-	-	-	-	-		
22	DES Wholesale, LLC	Goods	Supplier	-	-	-	-	-		
23	Detailxperts Franchise Systems, LLC	Services	Supplier	-	-	-	-	-		
24				-	-	-	-	-		
25				-	-	-	-	-		
26				-	-	-	-	-		
27				-	-	-	-	-		
28				-	-	-	-	-		
29				-	-	-	-	-		
30				-	-	-	-	-		
31				-	-	-	-	-		
32				-	-	-	-	-		
33				-	-	-	-	-		
34				-	-	-	-	-		
35				-	-	-	-	-		
36				-	-	-	-	-		
37				-	-	-	-	-		
38				-	-	-	-	-		
39				-	-	-	-	-		
40				-	-	-	-	-		
41				-	-	-	-	-		
42				-	-	-	-	-		
43				-	-	-	-	-		

ACDBE Uniform Form

What do I need to track and report?

ACDBE Firms Information

Book1 - Excel

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

A2 ACDBE Firms

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)

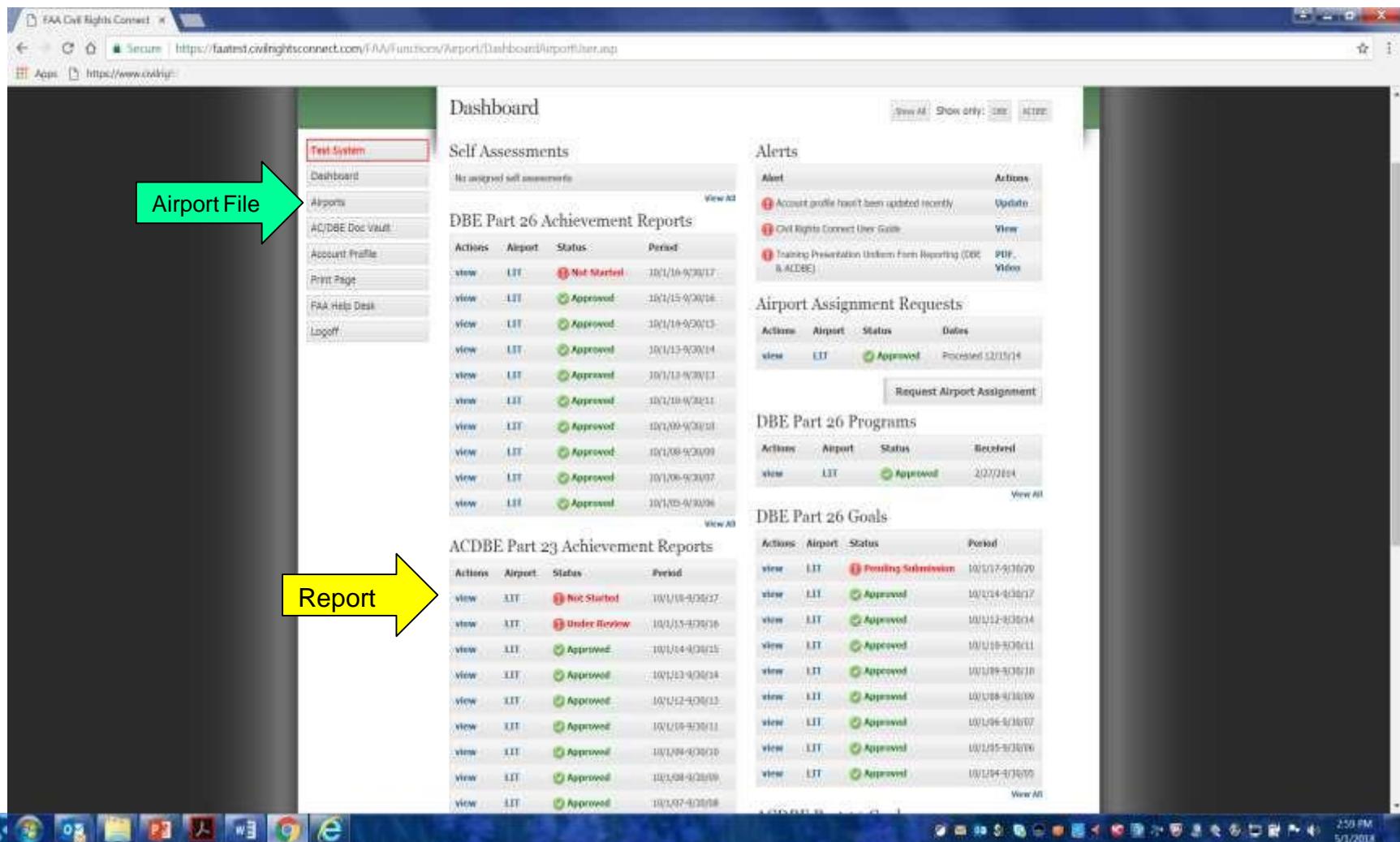
Password

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

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



ACDBE Uniform Form-FAA Connect



Airport File

Report

Dashboard

Self Assessments

DBE Part 26 Achievement Reports

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	10/1/16-9/30/13
view	LIT	Approved	10/1/13-9/30/14
view	LIT	Approved	10/1/13-9/30/13
view	LIT	Approved	10/1/18-9/30/21
view	LIT	Approved	10/1/19-9/30/20
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

Alerts

Alert	Actions
Account profile hasn't been updated recently	Update
Civil Rights Connect User Guide	View
Training Presentation Uniform Form Reporting (DBE & ACDBE)	PDF, Video

Airport Assignment Requests

Actions	Airport	Status	Dates
view	LIT	Approved	Processed 12/15/16

Request Airport Assignment

DBE Part 26 Programs

Actions	Airport	Status	Received
view	LIT	Approved	2/27/2014

View All

DBE Part 26 Goals

Actions	Airport	Status	Period
view	LIT	Pending Submission	10/1/17-9/30/17
view	LIT	Approved	10/1/14-9/30/17
view	LIT	Approved	10/1/12-9/30/14
view	LIT	Approved	10/1/08-9/30/11
view	LIT	Approved	10/1/04-9/30/09
view	LIT	Approved	10/1/06-9/30/07
view	LIT	Approved	10/1/05-9/30/06
view	LIT	Approved	10/1/04-9/30/05

View All

ACDBE Uniform Form-FAA Connect

FAA Civil Rights Connect

Secure | https://faatest.civilrightsconnect.com/FAAFunctions/Airport/AirportPart23ReportView.asp?AirportID=A29D5DB1D922E90001304A0E83521EB6C1A77A8A120E2nAirportPart23ReportID=C1A176A4F2065F219328C45000712EBB...

Apps | https://www.civilr...

Dashboard

Airports

AC/DBE Doc Vault

Account Profile

Print Page

FAA Help Desk

Logoff

Home

DBE/ACDBE Programs

DBE Goals & Reports

ACDBE Goals & Reports

Compliance Review

Complaints

Inspections

Self Assessments

This report has not been started.

Return to Report List

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 ACDBE**

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

Comments:

3:02 PM
5/1/2018



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

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

2. Current Non-Car Rental ACDBE Goal: **3.00** Race Conscious Goal **1.00** Race Neutral Goal **4.00** ACDBE OVERALL Goal

3. 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)

4. Gray boxes Auto-calculate

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	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	8,212,108 (based on gross receipts)	8	359,290	31	192,396	166,894	4.38 (based on gross receipts)

Achievement

ACDBE Uniform Form/Non-Car Rental

Columns B/D – No. of Agreements/Contracts

https://faa.civilrightsconnect.com/FAA/Functions/Airport/ReportViewAndReport/3877FA0550013C518C2DCA1930E8A17C016D7A801F21E00D19758C3B044P5C01A1A1F1E00D2011827C406

FAA Civil Rights Connect

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Leimark X954 | Civil Rights (FAA) - Outbox... 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	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	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 Cumulative Non-Car Rental ACDBE Participation (based on gross receipts)	0	0	0	0	0	0	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	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

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

ADA/Sec. 504 Doc-Vault This report is pending submission. CLOSE

File Edit View Favorites Tools Help

Leamer X954 CMC Nancy (FAA) - Outbox Home DOT Intranet

4. Current Non-Car Rental ACDBE Goal: 1.45 0.00 ACDBE OVERALL Goal: 1.45

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)

3.08% RN

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	1,009,273 (based on gross receipts)	3	45,678	1	45,678	0	4.63 (based on gross receipts)

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	0.00					
Subconcessions	0	0.00					
Management Contracts			0				
Goods and Services	0	0.00					
Total Non-Car Rental New ACDBE Participation	0	0.00					

> View Instructions for sections 7-9

7. Current Car Rental ACDBE Goal: 1.50 0.00 ACDBE OVERALL Goal: 1.50

(based on gross receipts)

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

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

7. Current Car Rental ACDBE Goal: **2.00** Race Conscious Goal **2.00** Race Neutral Goal **0.00** ACDBE OVERALL Goal **2.00**

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	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)

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 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	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

File Edit View Favorites Tools Help
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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	17
Non-Car Rental	1	74,682	1	44,360	9	96,382	0	31
Total Cumulative Race/Gender ACDBE Participation	7	79,703	1	44,360	9	96,382	0	48

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 2.00%		Race Neutral Goal 0.00%		ACDBE OVERALL Goal 2.00%			
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%	
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
Non-Car Rental	1	\$74,682	1	\$44,360	9	\$96,382	0	\$0
Total Cumulative Race/Gender ACDBE Participation	7	\$79,703	1	\$44,360	9	\$96,382	0	\$0
	\$0	\$0	\$0	\$0	\$0	\$18,185	19	\$132,005
	48	0	0	0	0	11	0	\$11,345
	31	0	0	0	0	12	0	\$125,681
	17	0	0	0	0	1	0	\$74,682
	359,290	0	0	0	0	0	0	\$0

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 X

Secure https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart2/ReportView.asp?reportID=ASF026CB0D15320683A012F05F5A87E3B577A029511F5B8/AirportPart2/reportID=F7001A2E1FEEA2FC4FD2E88B0E8A1D4

App Microsoft Edge

ACDBE Doc Vault

Account Profile

Print Page

FAA Help Desk

Logoff

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**

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 applies. The Uniform Report cannot be submitted until all categories in both sections match.

SECTION 5: NON-CAR RENTAL	Plane Concessions	Subcontracts	Management Contracts	Goods and Services
Uniform Report	\$166,894	\$44,360	\$3,469	\$11,567
ACDBE List	\$0	\$0	\$0	\$0
Difference	\$166,894	\$44,360	\$3,469	\$11,567

SECTION 6: CAR RENTAL	Plane Concessions	Subcontracts	Goods and Services
Uniform Report	\$0	\$0	\$11,345
ACDBE List	\$0	\$0	\$0
Difference	\$0	\$0	\$11,345

Overall Back Normal Back Colorable

Final Col. Grid



FAA Connect - ACDBE Uniform Form

ACDBE Firms

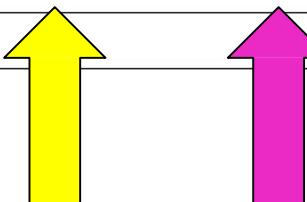
FAA Civil Rights Connect X

LIST OF ACDBE FIRMS

Reporting Period	10/1/2016 to 9/30/2017
Airport	<input type="text"/>
Recipient	<input type="text"/>

[Add ACDBE](#) [Copy ACDBEs From Prior Report](#) [Return](#)

No ACDBE firms listed. Add a ACDBE.



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: [Redacted]

Records: [Redacted]

Add ACDBE | Copy ACDBEs From Prior Report | Return

ACDBE Firms Previously Reported

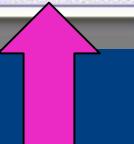
Select ACDBE records to copy to this report, enter current reporting period gross receipts (or expenses if a supplier), and click Copy Previous ACDBEs at the bottom of the list. After copy is completed, you can edit individual ACDBE records as necessary.

#	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	ghwalker4@aol.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	1/30/2012 - 6/30/2019	\$3,323,593	[Redacted]	Black American
2	<input type="checkbox"/>	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	\$819,562	[Redacted]	Black American
3	<input type="checkbox"/>	E & S Parking and Transportation, Inc.	314 Windsor Drive, Coreopsis, PA, 15108	edog@airport@verizon.net	Other	Non-Car Rental - Parking Management	Section 5: Goods/Services	5/1/2013 - 4/30/2018	\$3,214,354	[Redacted]	Black American
4	<input type="checkbox"/>	Epoch 5 Enterprises, LLC	24050 Commerce Park Road, Suite 203, Beachwood, OH, 44122	madtk@sbglobal.net	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	1/11/2012 - 12/31/2018	\$1,149,932	[Redacted]	Non-Minority Women
5	<input type="checkbox"/>	M & N Corporation	104 Care Lin Drive, Pittsburgh, PA, 15221	manojkumarpatel@mnc.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	6/15/2009 - 9/30/2016	\$718,441	[Redacted]	Asian-Indian American
6	<input type="checkbox"/>	M & N Sox, Inc. DBA Sportzburgh	12 Waterside Place, Pittsburgh, PA, 15222	mnalee220@aol.com	Concessionaire	Non-Car Rental - Other	Section 5: Prime Concession	11/1/1995 - 12/31/2021	\$1,211,225	[Redacted]	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	\$364,419	[Redacted]	Non-Minority Women

FAA Connect - ACDBE Uniform Form

ACDBE Firms

FAA Civil Rights Connect											
Secure https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportView.aspx?AirportID=9090C874701C9EBAC4150931A15BA034430C9296E1728AGE&AirportPart23Re...											
New Tab Cbic: Nancy (FAA)											
Reporting Period			FY 2017 10/1/2016 to 9/30/2017						CLOSE		
#	Copy All (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. 20036	gwalker@aol.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	1/20/2012 - 6/30/2019	\$3,323,593	3456789	Black American
2	<input checked="" type="checkbox"/>	Creative Foods National, LLC	8181 Professional Place, Suite 202 Landover, MD 20785	mriddick@greatfoodallc.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	1/18/2007 - 5/1/2017	\$819,582	920314	Black American
3	<input checked="" type="checkbox"/>	E & S Parking and Transportation, Inc.	314 Windsor Drive, Coraopolis, PA 15108	edd@ghaipm@verizon.net	Other	Non-Car Rental - Parking Management	Section 3: Goods/Services	3/1/2013 - 4/30/2018	\$3,214,354	3967614	Black American
4	<input checked="" type="checkbox"/>	Epoch 3 Enterprises, LLC	34050 Commerce Park Road, Suite 203 Beachwood, OH 44122	matkive@tsoglobal.net	Concessionaire	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	1/11/2012 - 12/31/2018	\$1,149,832	2345679	Non-Minority Women
5	<input checked="" type="checkbox"/>	H & N Corporation	104 Cara Lin Drive Pittsburgh, PA 15221	manojkumarpanai@gmail.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	5/15/2005 - 5/30/2016	\$718,441	1298912	Asian-Indian American
6	<input checked="" type="checkbox"/>	H & N Sox, Inc. DBA Sportsburgh	12 Waterside Place Pittsburgh, PA 15222	mriralee220@aol.com	Concessionaire	Non-Car Rental - Other	Section 3: Prime Concession	11/1/1995 - 12/31/2021	\$1,231,225	1967654	Non-Minority Women
7	<input checked="" type="checkbox"/>	Massage Bar, Inc.	444 NE Revenue Blvd. Seattle, WA 98119	Relaxo@massagebarben.com	Concessionaire	Non-Car Rental - Other	Section 3: Prime Concession	1/27/2010 - 4/30/2015	\$364,419	567980	Non-Minority Women
8	<input checked="" type="checkbox"/>	Olympic Supply, Inc. T/A Onsite Retailers	12605 Peasant Prospect Road Mitchelville, MD 20721	ao@olympic@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.	1261 Hector Street, Suite 303 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	\$649,318	689718	Black American
10	<input checked="" type="checkbox"/>	Shawn Malik, Inc.	132 Peppergrove Road Baden, PA 15205	imalik0401@gmail.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	10/22/2002 - 12/31/2022	\$2,637,895	3245678	Asian-Indian American
11	<input checked="" type="checkbox"/>	Staff Airport Services	Pittsburgh International Airport, PO Box 12257 Pittsburgh, PA 15231	imba239@aol.com	Joint Venture Partner	Non-Car Rental - Other	Section 3: Prime Concession	1/1/1998 - 12/31/2017	\$2,634,387	2966750	Non-Minority Women
12	<input checked="" type="checkbox"/>	United Concessions Group, Inc.	3300 Riverside Drive Cleveland, OH 44135	bermababy@gmail.com	Joint Venture Partner	Non-Car Rental - Food and Beverage	Section 3: Prime Concession	1/6/2013 - 12/31/2019	\$1,220,953	2198658	Non-Minority Women



FAA Connect - ACDBE Uniform Form

ACDBE Firms

Check the categories and dollar amounts
Make sure they match the uniform form

FAA Civil Rights Connect CLOSE

Secure | https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=9090C874701C9EBAC4159933A359A024438C9298E272BA5E&AirportPart23Re...

New Tab Cibic, Nancy (FAA)

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

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				SECTION 8. CAR RENTAL			
Prime Concessions	Subconcessions	Management Contracts	Goods and Services	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	\$3,987,614	Difference	\$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 Sportz 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, Coraopolis, PA, 15108	eddcog@airport@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	mrdrake@sbcpglobal.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	H & N Corporation	104 Cara Lin Drive, Pittsburgh, PA, 15221	manojkumarpatel@msn.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	6/18/2009 - 9/30/2016	Yes - 1 option(s) for 1 year(s),	\$1,298,912	Asian-Indian American	Subway (2 locations)
6	H & N Sox, Inc. DBA Sportsburgh	12 Waterside Place, Pittsburgh, PA, 15222	nina@ee220@aol.com	Concessionaire	Non-Car Rental - Other	Section 5: Prime Concession	11/1/1995 - 12/31/2021	No	\$1,987,634	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	\$567,980	Non-Minority Women	Massage Bar

Edit

FAA Connect - ACDBE Uniform Form ACDBE Firms

This report is pending submission.

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 amendment(s) will be made to agreement, if known:

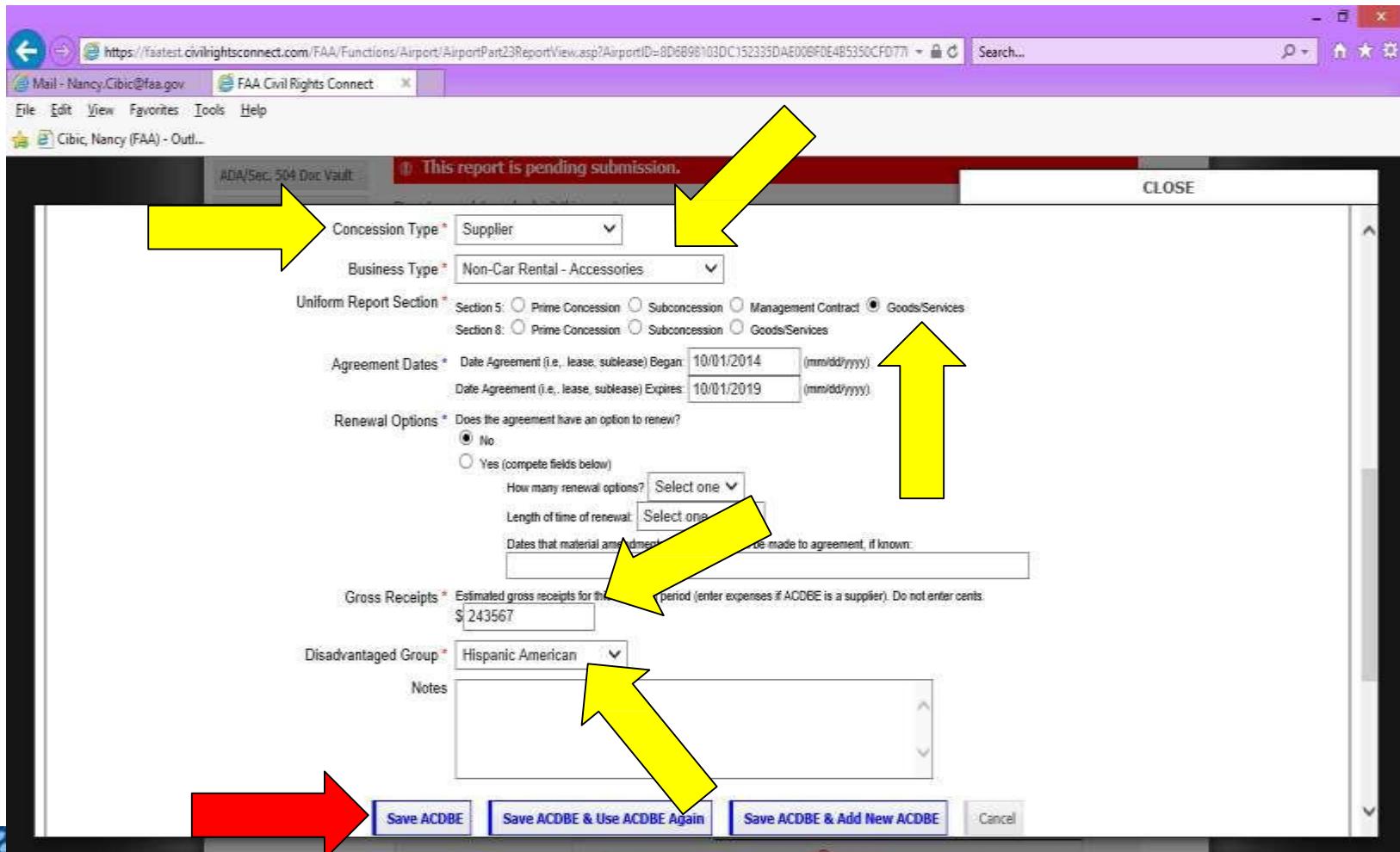
Gross Receipts * Estimated gross receipts for the period (enter expenses if ACDBE is a supplier). Do not enter cents.

\$ 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

Correct

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

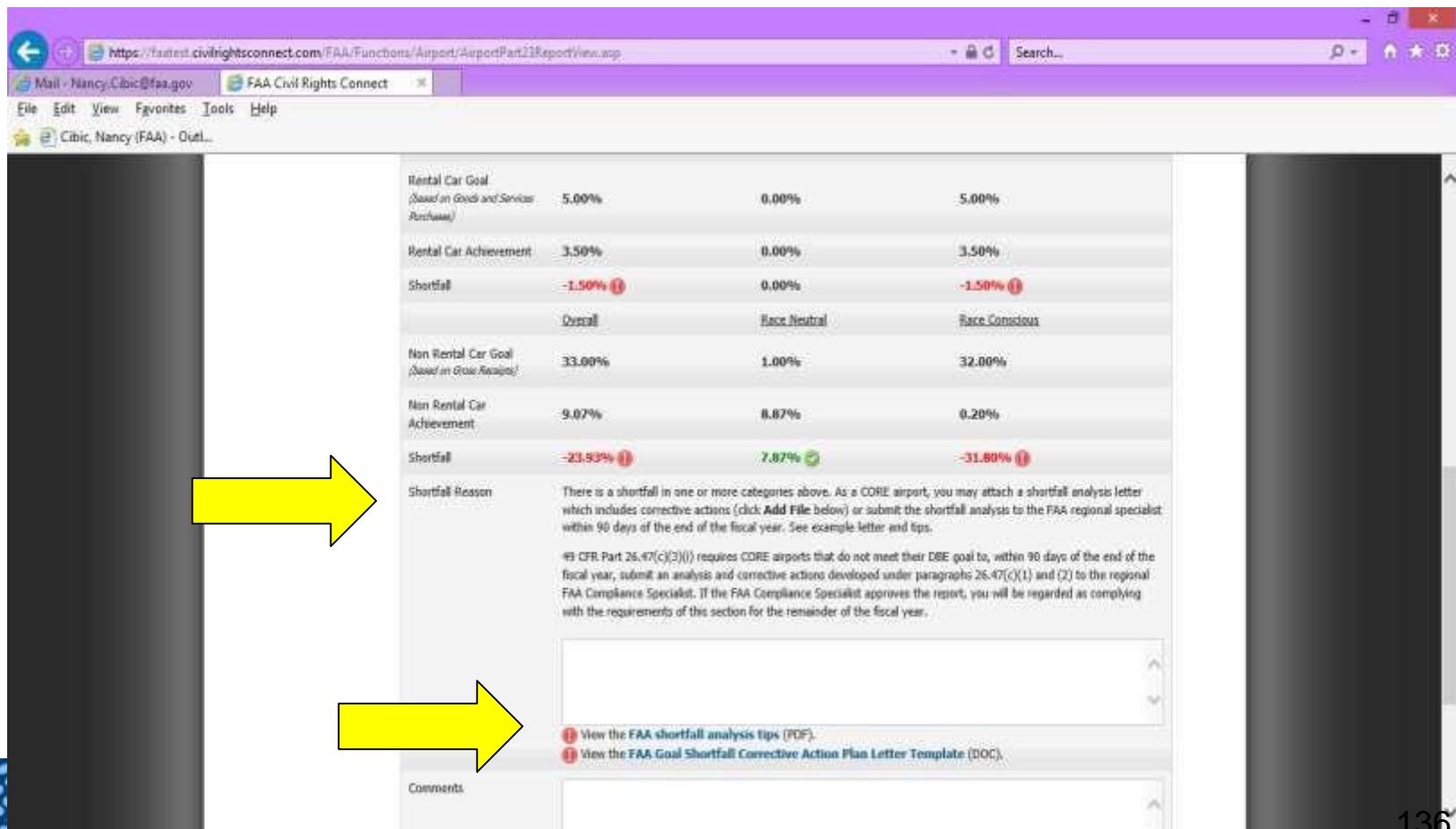
#	Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Renewal	Gross Receipts	Disadvantaged Group	Notes
1	Carl's Luggage	Capital Airport Springfield, IL 60666	carl@ct.com	Subconcessionaire	Non-Car Rental - Accessories	Section 5: Subconcession	10/1/2014 - 10/1/2019	No	\$498,880	Black American	
2	Elsie's Gifts	7332 N Osceola Ave Chicago, IL 60666	elsie@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	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	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	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	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](#)

FAA Connect - ACDBE Uniform Form

§ 23.57 Goal Shortfall Analysis - Core Airport

(Does not have to be included in Report)



https://faaedit.civilrightsconnect.com/FAA/Functions/Airport/AirportPart21Report/View.aspx

File Edit View Favorites Tools Help

Civic, Nancy (FAA) - Outl...

	Rental Car Goal (Based on Goods and Services Purchase)	0.00%	5.00%
Rental Car Achievement	3.50%	0.00%	3.50%
Shortfall	-1.50% ⓘ	0.00%	-1.50% ⓘ
	Overall	Race Neutral	Race Conscious
Non Rental Car Goal (Based on Goods Acquired)	33.00%	1.00%	32.00%
Non Rental Car Achievement	9.07%	8.87%	0.20%
Shortfall	-23.93% ⓘ	7.87% ⓘ	-31.80% ⓘ

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.

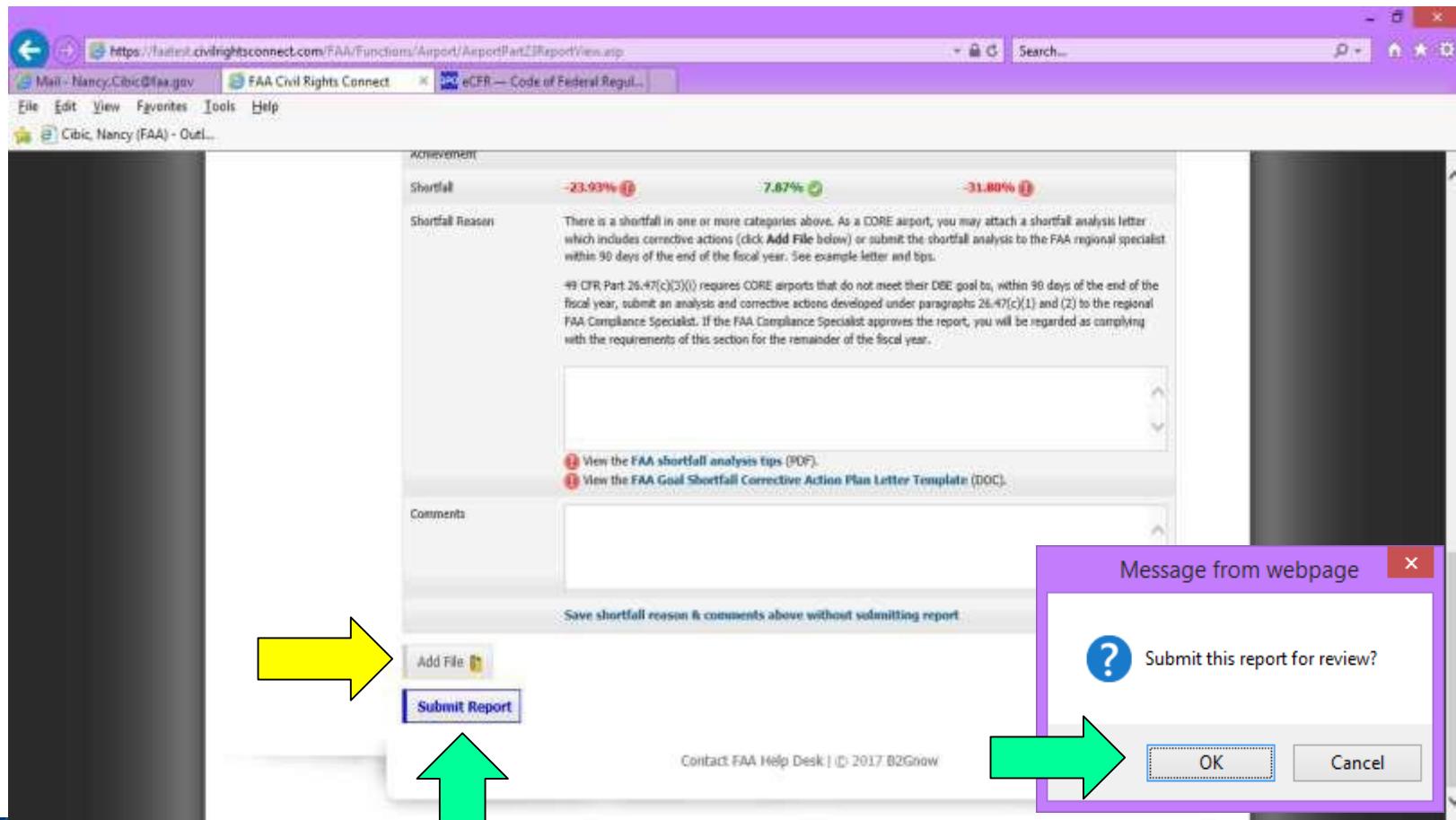
49 CFR Part 26.47(c)(3)(i) requires CORE airports that do not meet their DBE goal to, within 90 days of the end of the fiscal year, submit an analysis and corrective actions developed under paragraphs 26.47(X)(1) and (2) to the regional FAA Compliance Specialist. If the FAA Compliance Specialist approves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

FAA Connect - ACDBE Uniform Form

§ 23.57 Goal Shortfall Analysis



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

File Edit View Favorites Tools Help

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

Achievement

Shortfall	-23.93% ⓘ	7.87% ⓘ	-31.80% ⓘ
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 23.47(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 23.47(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 | ID: 2017 B2GNow

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 a web browser window for 'FAA Civil Rights Connect' with a purple header. The main content area displays report details and a table of data. A modal dialog box titled 'Message from webpage' is overlaid, asking 'Withdraw this report from review?' with 'OK' and 'Cancel' buttons. A large yellow arrow points to the 'Withdraw Report' button at the bottom left of the main page. Another yellow arrow points to the 'OK' button in the dialog box.

Report Status: Under Review

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

Report Required: Yes

Uniform Report: > View Uniform Report

ACDBE List: > View ACDBEs

Submitted: 1/3/2018 by Traci Cline-Carter

	Overall	Race Neutral	Ra
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)	0.00%	3.51%
	Overall	Race Neutral	Ra
Non Rental Car Goal (Based on Gross Receipts)	9.00%	1.00%	9.00%
Non Rental Car Achievement	12.04%	3.68%	12.04%
Shortfall	3.04% (0)	2.68% (0)	0.37% (0)

Withdraw Report

Message from webpage

Withdraw this report from review?

OK Cancel

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/

Training site

https://www.faa.gov/about/office_org/headquarters_offices/acr/eeo_training/airport_civil_rights_training_conference/

Questions?



Thank You!