Welcome to FAA Civil Rights Connect!

The FAA Civil Rights Connect System (FAA Connect) is an electronic web-based FAA Office of Civil Rights external programs information system. FAA Connect has been developed as one centralized resource for the Disadvantaged Business Enterprise (DBE), Airport Concessions DBE (ACDBE), Title VI and Americans with Disabilities (ADA) Programs records. We created the following guidance to assist you. This guidance is not final and will be continuously updated as additional functionality is completed.

The user account process involves two steps: (1) requesting the user account; and (2) requesting airport assignments. Some of you work with multiple airports, and FAA Connect will facilitate your assignment to all of them. Simply repeat the "request airport" step for each airport to which you need access.

We have also included guidance for accessing, entering and submitting the DBE and ACDBE Programs, Goals and Uniform Forms. In addition, we have added a document vault and an airport self-assessment compliance tool to assist you with determining your Airport's DBE and ACDBE compliance.

The system is located at: https://faa.civilrightsconnect.com/FAA/login.asp. Below are some tips and information:

Your user name is your email address.

- See the Table of Contents on Page 2.
- Quick guidance is at the front and detailed guidance is at the back.
- The System guidance is located on the main home page, lower right and under Alerts in your user account.
- If you need additional assistance, click on the FAA Help Desk button after logging in. Describe the problem you are having in the **Message/Issue/Error** text box and click **Submit**. To contact an FAA Specialist via email or telephone, see assignment list on the last page of this guidance.
- When entering data, click **Validate and Save or Save Draft** in case of an unlikely dropped session.
- We recommend that CORE airports submit the Goal shortfall information in the section within the DBE or ACDBE uniform form.
- The System supports one user account per person. A user can have multiple airport assignments. Do not share a user account. If you have additional staff requiring access, request a user account for each person.

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Checklist for DBE Uniform Form and FAA Connect Guidance

1: FAA, FHWA or FTA (automatically pre-populates)
2: AIP number or numbers must be entered. One full AIP number must be entered for each year that is entered; remaining numbers for the same year can be abbreviated. Example of an AIP grant number is: 3-02-0005-006-2014. If AIP grant numbers are entered that are prior to the current year being reported, you may need to also report completed contracts in Section D.
3: Federal Fiscal Year (automatically pre-populates).
4: Date report submitted – Enter date
5: FAA Annual Report due Dec. 1 (Automatically pre-populates). Data should cover the entire year.
6: Name and address of Airport/Recipient (automatically pre-populates).
7: Goal/s must be indicated (might already be pre-populated). This is the overall goal that you submitted to the FAA for the year. The Race Conscious projection should be based on measures that focus on and provide benefits only for DBEs. The use of contract goals is a primary example of a race conscious measure. The Race Neutral projection should include measures that, while benefiting DBEs, are not solely focused on DBE firms. For example, a small business outreach program, technical assistance, and prompt payment clauses can assist a wide variety of businesses in addition to helping DBE firms.
Section A - Awards and Commitments Made During This Period The amounts in items 8(A)–10(I) should include all types of prime contracts awarded and all types of subcontracts awarded or committed, including: professional or consultant services, construction, purchase of materials or supplies, lease or purchase of equipment and any other types of services. All dollar amounts are to reflect only the Federal share of such contracts and should be rounded to the nearest dollar.
8: Prime contracts awarded this period. The items on this line should correspond to the contracts directly between the recipient and a supply or service contractor, with no intermediaries between the two.
8(A). Provide the *total dollar amount* for all prime contracts assisted with DOT funds and awarded during this reporting period. This value should include the entire Federal share of the contracts without removing any amounts associated with resulting subcontracts. (A DOT-assisted contract means any contract between a recipient and a contractor (at any tier) funded in whole or in part with DOT financial assistance, including letters of credit or loan guarantees, except a contract solely for the purchase of land. The dollar amount of the land acquisition can be subtracted from the amount being reported, however, surveying and appraisals are required to be reported. Recipients are not required to report dollars that do not result in a DOT-assisted contract award for example, force accounts. Recipients are required to report equipment including snow plow and ARFF because there is an associated contract awarded.)
Note: FAA Connect will compare the data reported in 8a to the FAA AIP grant list dollars for the airport recipient. If the dollars do not equal, the System will request an explanation for the difference. Please provide an explanation in the Grant Difference Reason box.
8(B). Provide the *total number* of all prime contracts assisted with DOT funds and awarded during this reporting period.
8(C). Automatically pre-populates from data entered in 8(G). From the total dollar amount awarded in item 8(A), provide the dollar amount awarded in prime contracts to certified DBE firms during this reporting period. This amount should not include the amounts sub-contracted to other firms.
8(D). Automatically pre-populates from data entered in 8H. From the total number of prime contracts awarded in item 8(B), specify the *number* of prime contracts awarded to certified DBE firms during this reporting period.
8(E&F). This field is closed for data entry. Except for the very rare case of DBE-set asides permitted under 49 CFR Part 26, all prime contracts awarded to DBEs are regarded as race-neutral. 8(G) through (H) (DBE prime contracts): Make sure it really is DBE prime contract participation. If it is DBE subcontract participation, it should be entered in Line 9(E) through (H). 8(G). From the total dollar amount awarded in item 8(C), provide the dollar amount awarded to DBEs through the use of Race Neutral methods.
8(H). From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through Race Neutral means.

Checklist for DBE Uniform Form and FAA Connect Guidance (continued)
8(I). Automatically calculates. Of all prime contracts awarded this reporting period, calculate the *percentage* going to DBEs. Divide the dollar amount in item 8(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.
9: Subcontracts awarded/committed this period. 9(A)-9(I) are derived in the same way as items 8(A)-8(I), except that these calculations should be based on subcontracts rather than prime contracts. Unlike prime contracts, which may only be awarded, subcontracts may be either awarded or committed. If there is data entered in Section 9, there must be data entered in Section 8.
9(A): Provide the total dollar amount of ALL subcontracts assisted with DOT funds awarded or committed during this period. This value should be a subset of the total dollars awarded in prime contracts in 8(A), and therefore should never be greater than the amount awarded in prime contracts.
9(A) and (B): Make sure you enter the dollars and number of **ALL** subcontracts awarded/committed.
9(C). Automatically pre-populates from data entered in 9(E) and 9(G). From the total dollar amount of sub contracts awarded/committed this period in item 9(A), provide the total dollar amount awarded in sub contracts to DBEs.
9(D). Automatically pre-populates from data entered in 9(F) and 9(H). From the total number of sub contracts awarded or committed in item 9(B), specify the number of sub contracts awarded or committed to DBEs.
9(E). From the total dollar amount of sub contracts awarded or committed to DBEs this period, provide the amount in dollars to DBEs using Race Conscious measures.
9(F). From the total number of sub contracts awarded or committed to DBEs this period, provide the number of sub contracts awarded or committed to DBEs using Race Conscious measures.
9(G). From the total dollar amount of sub contracts awarded/committed to DBEs this period, provide the amount in dollars to DBEs using Race Neutral measures.
9(H). From the total number of sub contracts awarded/committed to DBEs this period, provide the number of sub contracts awarded to DBEs using Race Neutral measures.
9(I). Automatically calculates. Of all subcontracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 9(C) by the dollar amount in item 9(A) to derive this percentage. Round percentage to the nearest tenth.
10. Automatically calculates. Total contracts awarded or committed this period. These fields show the total dollar value and number of contracts awarded to DBEs and also calculate the overall percentage of dollars awarded to DBEs.
10(A)-10(B). These fields are unavailable for data entry. Because subcontracts are included with prime contracts, Sections are not totaled.
For the total overall DBE participation percentage, divide 10C by 8A. Compare this result to the overall goal in line 7. **Goal Accountability**: 49 CFR 26.47(c) If the awards and commitments shown on your Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, you must (1) Analyze in detail the reasons for the difference between the overall goal and your awards and commitments in that fiscal year; and (2) Establish specific steps and milestones to correct the problems you have identified in your analysis and to enable you to fully meet your goal for the new fiscal year. **CORE Airports** must submit the analysis, milestones and corrective actions to the FAA regional compliance specialist for review and approval. All other airports must keep the information on file and provide it to FAA upon request. **FAA Connect allows the user to type in the information or upload a document.**

Checklist for DBE Uniform Form and FAA Connect Guidance (continued)

Section B. Breakdown by Ethnicity & Gender of Contracts Awarded to DBEs This Period.

11-17. Further breakdown the contracting activity with DBE involvement.

The Total Dollar Amount to DBEs in 17(C) should equal the Total Dollar Amount to DBEs in 10(C). Likewise the total number of contracts to DBEs in 17(F) should equal the Total Number of Contracts to DBEs in 10(D).

16: The "Non-Minority" category is reserved for any firms whose owners are not members of the presumptively disadvantaged groups already listed, but who are either "women" OR eligible for the DBE program on an individual basis.

All DBE firms must be certified by the State Unified Certification Program (UCP) to be counted in this report. Also, DBE firms must be certified in the State/Airport where the contract is awarded to be counted.

Section C: Payments on Ongoing Contracts (New)

18(A-E). Submit information on contracts that are currently in progress. Definition:

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

Do not report ongoing contracts (C) that you report as completed contracts in Section D.

All dollar amounts are to reflect only the Federal share of such contracts, and should be rounded to the nearest dollar.

18(A). Total number of Federally funded **prime contracts, DBE** and **non-DBE,** that **remain active/ongoing** during the reporting period.

18(B). 18B = Total Federal funds paid to prime contractors for work currently being performed during the reporting period.

- ❑ 18(B) = total amount paid on 18A contracts

(Payments are made to the prime contractor, who is obligated to promptly pay its subcontractors.)

18B represents prime contracts alone because the subcontract value is already built into the stated prime contract amount.

18(C). From the total number of contracts provided in 18(A) provide the total number of contracts that are currently being performed by DBE firms for which payments have been made. In column C, the total number of ongoing contracts performed by DBEs during the reporting period includes both prime contracts and subcontracts. The term "subcontract" refers to any legally binding relationship obligating a seller to furnish supplies, material, or services to a buyer who is obligated to pay.

- ❑ **The number of contracts reported in 18(C) may be larger, smaller, or the same as the number in 18(A).**

To illustrate the point, assume that only one prime contract is underway during the reporting period. If the prime contractor is a non-DBE with 3 DBE subcontractors, the number reported in column C will be higher than column A. By contrast, if a non-DBE prime contract reported in column A has no DBE subcontractors, the number reported in column C will be less than column A. If the prime contract involves a DBE prime contractor with no DBE subcontractors, the number in column A and column C would be the same.

18(D). From the total dollar amount paid to all firms in 18(A), provide the total dollar value paid to DBE firms currently performing work during this period.

- ❑ 18D = **payments** made to DBEs

Checklist for DBE Uniform Form and FAA Connect Guidance (continued)
18(E). Provide the total number of DBE firms that received payment during this reporting period. For example, while 3 contracts may be active during this period, one DBE firm may be providing supplies or services on all three contracts. **This field should only list the number of DBE firms performing work.** ❑ 18E is **less than or equal to** 18C
18(F). Automatically calculates. Of all payments made during this period, calculate the percentage going to DBEs. Divide the total dollar value to DBEs in item 18(D) by the total dollars of all payments in 18(B). Round percentage to the nearest tenth.
Section D. Actual Payments on Contracts Completed This Reporting Period. This section should provide information only on contracts that are completed and closed during this period. All dollar amounts are to reflect the entire Federal share of such contracts, and should be rounded to the nearest dollar. Do not report completed contracts (D) also as ongoing contracts (C); they are either ongoing or completed, not both. Definition of completed: ❑ All orders are received ❑ All services are completed ❑ All payments have been made Completed contracts can be reported for any year or a total of years. There may be years when you will not have data to report in this section because no contracts were completed during the FY.
19(A). Provide the total number of contracts completed during this reporting period that used Race Conscious measures. Race Conscious contracts are those with contract goals or another race conscious measure. **19A is asking for the number of prime contracts completed during the reporting period that had a DBE contract goal.**
19(B). Provide the total dollar value of prime contracts completed this reporting period that had race conscious measures.
19(C). From the total dollar value of prime contracts completed this period in 19(B), provide the total dollar amount of dollars awarded or committed to DBE firms in order to meet the contract goals. This applies only to Race Conscious contracts.
19(D). Provide the actual total DBE participation in dollars on the race conscious contracts completed this reporting period.
19(E). Calculates automatically. Of all the contracts completed this reporting period using Race Conscious measures, calculate the percentage of DBE participation. Divide the total dollar amount to DBEs in item 19(D) by the total dollar value provided in 19(B) to derive this percentage. Round to the nearest tenth.
Line 20 applies to contracts that did not have a DBE goal.
20(A)-20(E). Items 21(A)-21(E) are derived in the same manner as items 19(A)-19(E), except these figures should be based on contracts completed using Race Neutral measures. **Percentages in Column E will calculate automatically.**
20(C). This field is closed. The reason is there would not be a DBE contract goal on a race-neutral contract.
21(A)-21(D). Automatically calculates. Calculate the totals for each column by adding the race conscious and neutral figures provided in each row above.
21(C). This field is closed.

Checklist for DBE Uniform Form and FAA Connect Guidance (continued)
NOTE: • You might need to report in Sections A, B, C and D if you have awards/commitments (A and B), payments on ongoing contracts (C) and completed contracts (D), or, • You might be reporting in only Section C if you have only payments on ongoing contracts, or, • You might be reporting in Section C and D if you have payments on ongoing contracts and completed contracts, or, • You might be reporting in only Section D if you have only completed contracts.
22. Blank
23: Submitted by (Print Name of Authorized Representative). This is the person that entered the data.
24. Signature of Authorized Representative. Enter the name of the person who is authorized to sign the form. This may be the same person that entered the data or another person (i.e., DBELO, CEO, Airport Manager, etc.)
25: Phone Number. Phone number of person that entered the data.
DBE Firms Form. This information can be typed in or a document uploaded. The DBE Firms you enter can apply to any section of the uniform form including Sections C and D.
A DBE 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.

Checklist for ACDBE Uniform Form

Section 1: Name of Recipient (automatically pre-populates).
Section 1: AIP grant number or numbers for grants that were awarded at the airport during the FY (same grant numbers that were reported on the DBE uniform form for the year being reported)
Section 2: Contact information (automatically pre-populates).
Section 3: Fiscal Year and Date report submitted (automatically pre-populates).
Section 4: Non-car rental ACDBE goal (might already be pre-populated). Enter race-conscious (RC) and race-neutral (RN) goals. The FAA Connect system will automatically calculate the overall percentage. (The RC and RN percentages should add up to the overall percentage goal).
Definitions: *1) "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), 2) A "sub-concession" 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, 3) A "management contract" is an agreement between the airport and a firm to manage a portion of the airport's facilities or operations (e.g., manager the parking facilities), and 4) "Goods/services" refers to those goods and services purchased by the airport itself or by concessionaires and management contractors from certified DBEs.* ***If reporting joint ventures with more than one agreement, count the joint venture for each agreement that they are covered by,*** *e.g.* ***a single joint venture might have 3 different agreements, they should be counted 3 times.***
Section 5: Section 5 concerns *all* non-car rental concession activity covered by 49 CFR Part 23 during the reporting period, both new or continuing. The data you enter in this Section must also include the data you enter in Section 6.
Section 5 Column A. Enter the total concession gross revenues for concessionaires (prime and sub) and purchases of goods and services (ACDBE and non-ACDBE combined).
Section 5 Column B. Enter the number of lease agreements, contracts, etc. in effect or taking place during the reporting period in each participation category for all concessionaires and purchases of goods and services (ACDBE and non-ACDBE combined).
Management Contracts. Because, by statute, non-ACDBE management contracts do not count as part of the base for ACDBE goals, the cells for total management contract participation (A & B) and ACDBE participation as a percentage of total management contracting dollars (G) are not intended to be filled in Sections 5 & 6.
Section 5 Column C. Total to ACDBEs (dollars) total gross revenues. This column will total automatically in FAA Connect from the main data entered in columns E and F.
Section 5 Column D. Total to ACDBEs (number). Enter the number of lease agreements, contracts, etc., in effect or entered into during the reporting period in each participation category for all concessionaires and purchases of goods and services (ACDBEs only).
Section 5 Columns E and F. Column E and F are subsets of Column C. Breakout the total gross revenues listed in Column C into the portions that are attributable to race-conscious and race-neutral measures, respectively.
Section 5 Column G is a percentage calculation. This column will calculate automatically in FAA Connect. It answers the question, what percentage of the numbers in Column A is represented by the corresponding numbers in Column C?
Section 6: The numbers in this Section concern only *new* non-car rental concession opportunities that arose during the current reporting period. In other words, the information requested in Section 6 is a subset of that requested in Section 5 (all data in this section must be included in Section 5). See the explanations for Section 5 above regarding how to report the data for each Section. Definition of NEW: Generally, if a new contract number is assigned to a contract, it is a new contract. However, do not report it as a new contract if you are simply extending the end date on an existing contract.

Checklist for ACDBE Uniform Form and FAA Connect Guidance (continued)

Section 7: Car rental ACDBE goal (might already be pre-populated). Enter race-conscious (RC) and race-neutral (RN) goals. The FAA Connect System will automatically calculate the overall percentage. (The RC and RN percentages should add up to the overall percentage goal).

Note: 0% ACDBE goals will not be accepted. There should be language within the contracts between the airports and the car rental firms that addresses compliance with all Federal regulations. Airports can add a goods and services goal to the contract to be compliant with Federal regulations. We strongly encourage airports to look at firm availability beyond just the list of certified firms to truly capture availability in the absence of discrimination. In most cases that will significantly increase the airport's availability to a number much higher than 1%. Also, airports must enforce their own contract provisions with the car rental firms to make the car rental firms report, or the airports will be found to be non-compliant.

Section 8 concerns *all* non-car rental concession activity covered by 49 CFR Part 23 during the reporting period, both new or continuing. The data you enter in this Section must also include the data you enter in Section 9.

Section 8. Section 8 is parallel to Section 5, except that it is for car rentals. The instructions for filling it out are the same as for Section 5. Columns C and G will total and calculate automatically in FAA Connect System.

Section 9. Section 9 is parallel to Section 6, except that it is for car rentals. The information requested in Section 9 is a subset of that requested in Section 8. The instructions for filling it out are the same as for Section 6 (all data in this section must be included in Section 8). See the explanations for Section 6 above regarding how to report the data for each Section.

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

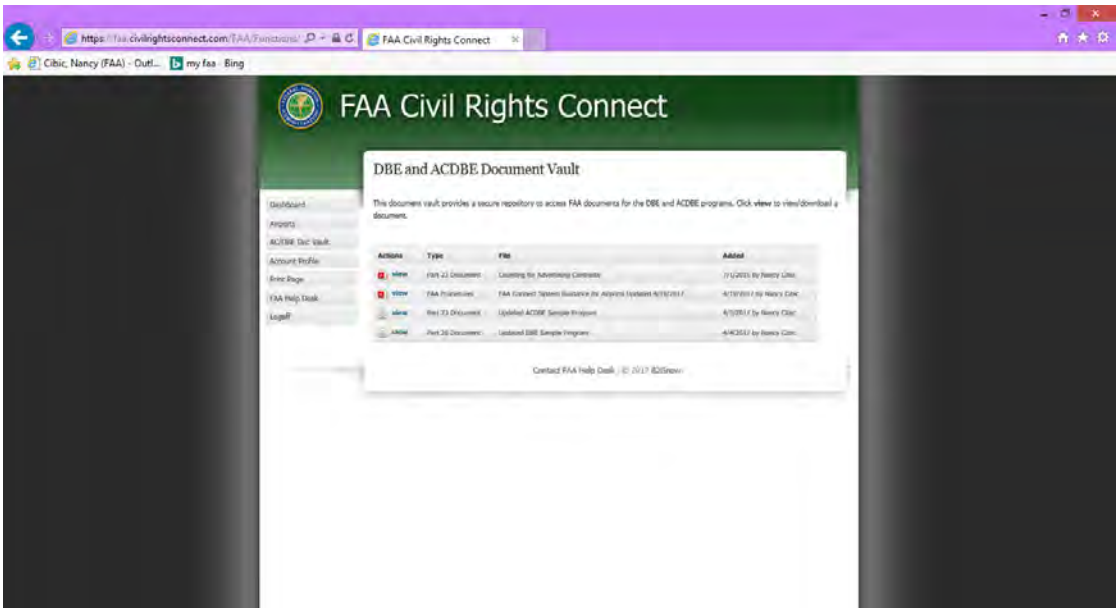
Section 10. This is the same data as in Sections 5 and 8 only this data is broken down by race and gender categories. **NOTE: Please report both numbers and dollars.** Participation by non-minority women-owned firms should be listed in the "non-minority women" column. Participation by firms owned by minority women should be listed in the appropriate minority group column. The "other" column should be used to reflect participation by individuals who are not a member of a presumptively disadvantaged group who have been found disadvantaged on a case-by-case basis.

Section 11. **Report of Certified ACDBE Form (Concessionaires/Subconcessionaires/ Suppliers/Management Contractors - Counted Towards the Goal. This information must be typed into FAA Connect (cannot upload a document).**

The dollar amounts you enter for the ACDBE firms must equal the dollar amounts that you enter on the uniform form for the report to properly submit in FAA Connect.

Document Vault

The Document Vault (Doc Vault) includes general documents shared by FAA. The document vault is accessible from your Dashboard, left menus. Depending on your airport assignments, there is a separate Doc. Vault for DBE/ACDBE, Title VI and ADA. See screen shot below:

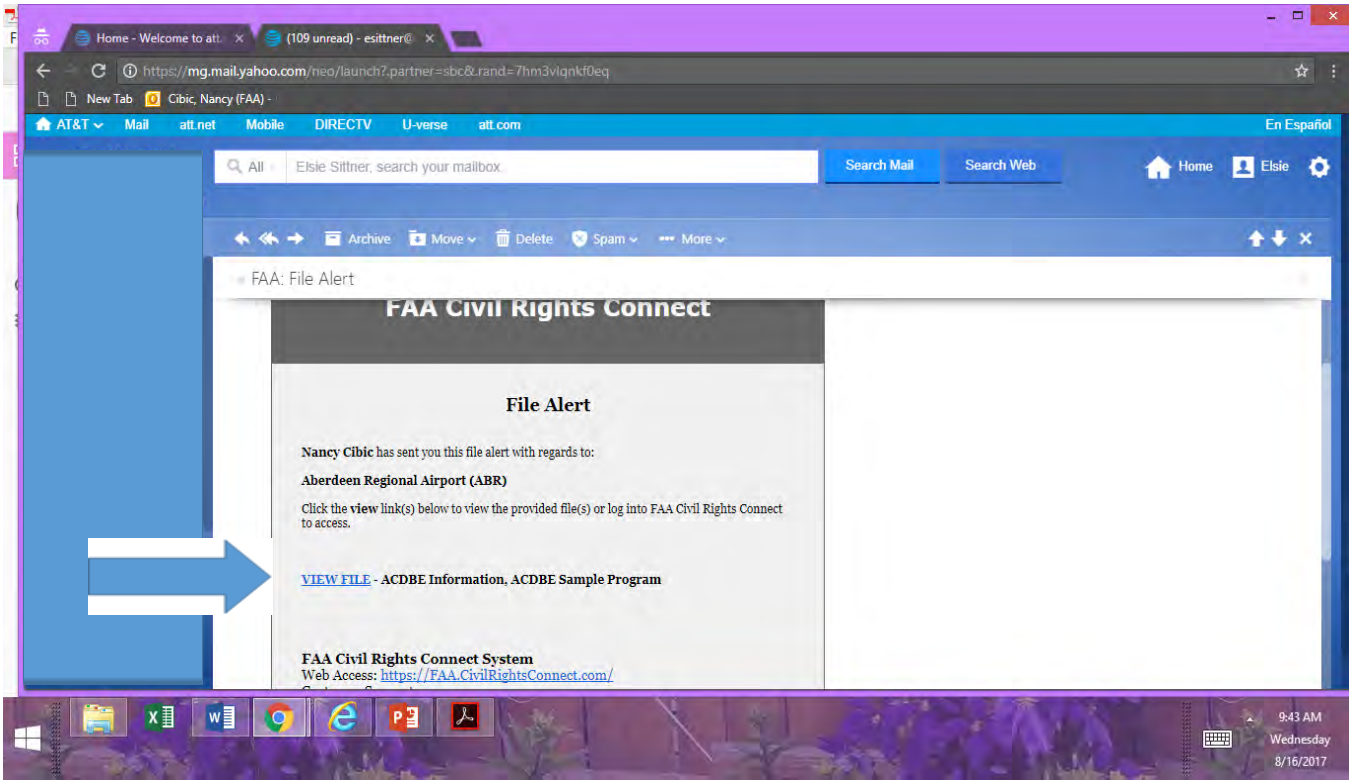

FAA Civil Rights Connect
DBE and ACDBE Document Vault

Document Uploads FAA and Airport Sharing/Airport Main File

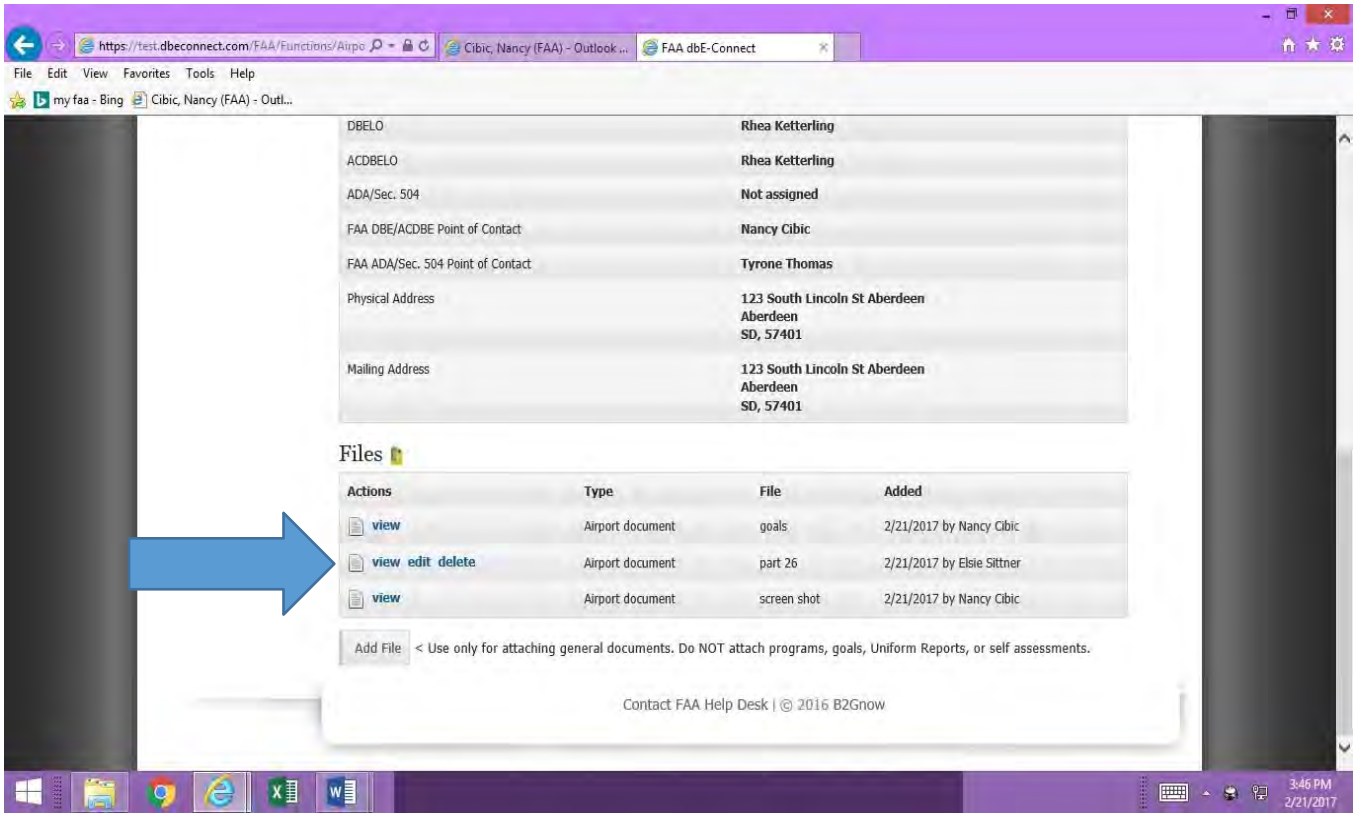
In addition to the Document Vault, FAA may also share documents with an airport in the Airport Main File and the Airport may also share documents with the FAA in the Airport Main.

You will receive an email message if FAA has added a document for you to view. You can access the document by clicking on the link in the email message that you receive or by logging into your user account and accessing the Airport Main tab. See screen shots below.

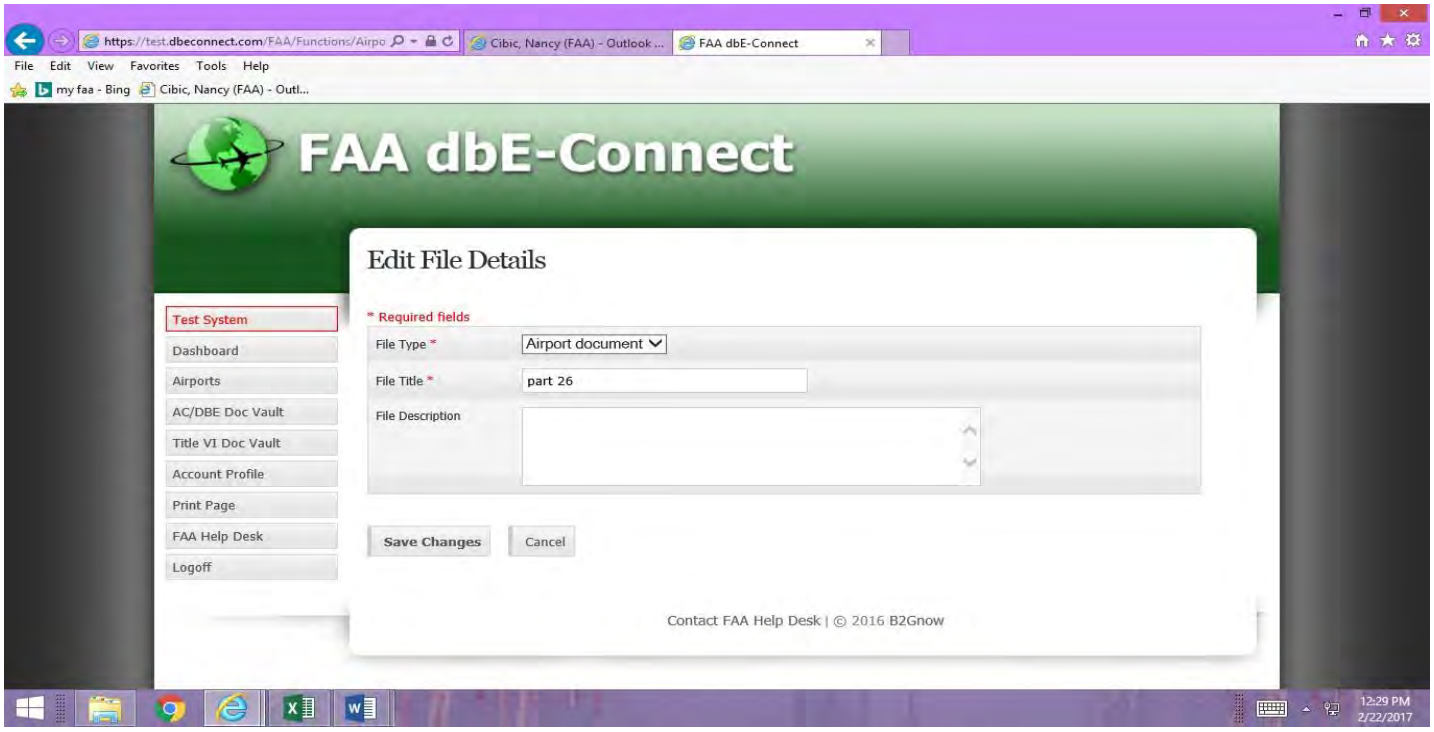
Email message you will receive notifying you that a document has been uploaded by FAA.



Airport Main - Document shared by the airport marked by blue arrow. Click View to view the document or Edit to edit the document. You can also delete the document by clicking on Delete.



To edit, click edit



Quick Guidance - How to Create a User Account or Reset your Password

1. Website https://faa.civilrightsconnect.com/FAA/login.asp
2. Click **User Lookup & Password Reset** to see if an account for you already exists in FAA Connect.
3. Enter your First Name and Last Name or email address and click Search.
4. If your name and email address appears, click on Reset Password. A temporary password will be emailed to you.

Matched User List
1 match found.

Nancy Mateling, City of Chicago
Username: nancy.cibic@att.net

Reset Password Report Error with Contact Information

5. Login in with the temporary password. The system will prompt you to create a new password.
6. If your name and email address does not appear, at the top of the page, the system will state:

   Matched User List
   No matches found. Please try adjusting the search parameters or submit a request for a new user account.

7. Click on **submit a request for a new user account.** Fill in all the information and Click Submit.
8. FAA will review and approve your user account. You will receive an email message when the user account is approved. (If the user account is disapproved, FAA will provide an explanation.)
9. After your user account is approved, the next step is to request airport assignments for all the airports you work with. To do this, log into your user account and from your Dashboard under **Airport Assignment Requests,** click on Request Airport Assignment
10. Next, click on **Select Airport.** Search for the Airport by Airport Name or Code. Find the Airport on the list and click on **Select.**
11. Fill out all the information requested. Indicate the Reason for the Assignment such as Reporting for the Airport. Check the boxes for the access type you need and click

Submit Request. Note: Check both boxes for DBE and/or ACDBE so you have permission to both view and submit reports.

12. If you have additional Airports, click on **Request Another Airport** to request additional airports.
    a. Repeat the steps above starting with **Select Airport** for all the Airports that you are working with.
13. The Airport Assignment Requests also have to be approved by FAA. You will receive an email message after FAA approves.

Note: If you are a consultant, you must ask the airport to send an email message to the FAA Regional Specialist (see last page of this guidance) stating that you have authority to submit DBE and/or ACDBE Program information for the airport.

Quick Guidance for Completing DBE and/or ACDBE Uniform Form and Firms' Data

1. Website https://faa.civilrightsconnect.com/FAA/login.asp
2. Click on Airports (left menu) – find the Airport and click View
3. Click on Part 26 or Part 23 tab, depending on which report you are entering.
   - **If Part 26 and or Part 23 do not appear, please contact your FAA DBE Compliance Specialist.**

OR,

4. Go to your Dashboard and Click on View next to the Fiscal Year Report that you want to access.
5. To **Add** a uniform form report, go to the fiscal year **Report** and click **View**. (For example, an FY-2015 report would be years 10/01/2014 – 09/30/2015.
   - **If the report for a fiscal year is missing, please contact your regional FAA DBE Compliance Specialist.**
6. Enter all data as required. Totals and percentages will calculate automatically. **The goal data may already be populated.**
7. Blank fields must be filled in with zeros. Click on **Fill in Blank Fields with Zeros**.
8. Click **Validate and Save Draft** every few minutes to ensure you do not lose the data in case of an unlikely lost session.
9. When you are done entering data, click **Validate and Save Draft** (if the totals don't appear, click **Validate and Save Draft** again.
10. The system will provide information if any data does not appear correct.
11. To make corrections, click on **Edit and Revalidate**.
12. Make corrections and click on **Validate and Save Draft.**
13. Next, click **Save Draft and Continue**.
14. **The Report is still pending submission (see below).**
15. Add Firms information. For the DBE Form, we recommend that you manually type the firms and information into the system, however, you can also upload a document.
16. **The ACDBE firms and information MUST be manually typed in or the uniform form will not SUBMIT. In addition, the dollar amounts that you enter for the ACDBE firms must equal the dollar amounts entered on the ACDBE uniform form for the uniform form to properly Submit.**
17. **How to add ACDBE firms**:
    a. Click on **Add ACDBEs**.
    b. The system provides the option to **Copy ACDBEs from the Prior Report**.
    c. To copy ACDBEs from the prior report, click **Copy ACDBEs from the Prior Report**.
    d. If you do not need to copy prior year's ACDBEs, simply click **Add ACDBE**.
    e. After clicking on **Copy ACDBEs from Prior Report**, check the Copy box at left for the firms you want to copy from the previous year and enter the gross receipts.

f. Click on **Copy Previous ACDBEs**. The firms are now copied into the form.
g. Click on **Edit** to update the firm's information (business type, etc.)
h. If you need to add the same ACDBE again (for example the same ACDBE for another concession), click on **Save ACDBE and Use ACDBE Again**.
i. If you have additional ACDBE firms to enter, click on **Save ACDBE and Add New ACDBE.**
j. When done entering ACDBE firms, click on **Save ACDBE**.
k. Click Return to return to uniform form submittal screen.

18. **CORE Airports**: If you did not meet your goal, enter your goal shortfall analysis and corrective actions in the shortfall reason textbox or comments box, or upload adocument (**Add File**) with the same information.
19. Click **Save Changes**.

20. **DBE Uniform Reports**. Enter an explanation for the difference in the data entered in 8a versus the FAA grants list in the **Grant Different Reason** textbox.
21. **One more step to fully submit**.
22. Click **Submit Report**.
23. Popup window states: Submit this Report for Review. Click **OK**.
24. After Submitting, the Report states **Under Review** and can be viewed from your Dashboard.
25. While the report is Under Review, you can still make changes to the report. From your Dashboard, click on View next to the Report.
26. On the next screen, click on **Withdraw Report**.
27. Click on **OK** on the popup window.
28. Click on **View Uniform Report**.
29. Click on **Edit and Validate** at the bottom of the form.
30. Follow Steps 12 through 20 above.
31. After Submitting, The Report is now pending review by the FAA Compliance Specialist.
32. You will receive an email message when the Report has been returned for corrections or approved by FAA.
33. After the report is approved by FAA, if you need to make changes, contact your regional FAA Compliance Specialist (to Undo Approval).
34. If you are not required to submit a DBE Report, see guidance on the next page.
35. **To view history reports, go to the Airport file and click on the Part 26 or Part 23 tab.** Find the Fiscal Year Report and Click **View.** Next click **View Uniform Form.**

Quick Guidance for Indicating a DBE Report is Not Required

You can mark a DBE Report Not Required if it meets the criteria for not being required.

Please make sure it meets the criteria before marking it Not Required.

For DBE, a report can be marked Not Required if the Airport is not awarded or committing 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 reporting year's grants (shown on the FAA 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.

1. Login in to Website https://faa.civilrightsconnect.com/FAA/login.asp

2. Click on Airports (left menu) – Click View next to the Airport

3. Click on Part 26 tab.

   If the Part 26 tab does not appear, please contact your FAA DBE Compliance Specialist.

4. Click View next to the Fiscal Year DBE Report that you need to mark not required.

   OR,

4. From your Dashboard, Click on View next to the Fiscal Year Report that you want to access.

5. Click on **mark this report as not required**.

Report Required - **mark this report as not required.**

6. Indicate the reason (check box) and/or enter reason in "Other" textbox and click on **Mark Report as Not Required**.

7. Popup window will appear stating "Mark this report as not required". Click **OK**.

8. You will receive a confirmation screen indicating that the report is not required.

Quick Guidance for Submitting DBE and/or ACDBE Programs

1. Website: https://faa.civilrightsconnect.com/FAA/login.asp
2. Click on Airports (left menu) – find the Airport and click View
3. Click on Programs tab at top menus
4. Click on Submit New Part 26 DBE Program or Part 23 ACDBE Program

   Or,

5. Access the Program from your Dashboard: Go to Programs, Click View next to the Program that is Pending Submission
6. Enter Brief Program Narrative *(* denotes required entry) (Narrative might be for example Updated Program)
7. Click on Add File
8. Click Browse, Select (Highlight) File, Click Open
9. Select File Type (drop down menu)
10. Entire a File Title (Updated DBE Program for example)
11. Entire a File Description if needed (not a mandatory entry)
12. Click on Attach File (you can add as many files as you need to)
13. Click on Save Draft if you are not ready to submit yet
14. When you are ready to submit, click on Submit Program
15. The Program is now pending approval by the FAA Compliance Specialist
16. You will receive an email message indicated the status
17. If you need to make changes, you can Withdraw the Program prior to FAA approval.

Quick Guidance for Submitting DBE and/or ACDBE Goals

1. Website: https://faa.civilrightsconnect.com/FAA/login.asp

2. Click on Airports (left menu) – find the Airport and click View

3. Click on DBE/Part 26 or ACDBE/Part 23 tab at top menus

4. Click on Submit next to the FY goal that you need to submit or,

5. Access the Goal from your Dashboard:
   NOTE: If the Goal period is not shown, please contact your FAA Compliance Specialist to add the goal period.
   Go to DBE Part 26 Goals or ACDBE Part 23 Goals Click
   View next to the Goal that is Pending Submission

6. Enter Brief Goal Narrative * (* denotes required entry)
   (Narrative might be for example: 2017-2019 Goal)

7. Enter DBE Overall Goal or ACDBE Car Rental and Non-Car Rental Overall Goals (race-neutral and race- conscious) - click copy down if the goal is the same for all years or enter specific goals for each year of the three year period

8. Click on Add File

9. Click Browse, Select (Highlight) File, Click Open

10. Select File Type (drop down menu)

11. Entire a File Title (Updated 2017-2019 goals for example)

12. Entire a File Description if needed (not a mandatory entry

13. Click on Attach File (you can add as many files as you need to)

14. Click on Save Draft if you are not ready to submit yet

15. When you are ready to submit, click on Submit Goal

16. The Goal/s are now pending approval by the FAA Compliance Specialist
    You will receive an email message indicated the status

- If you need to make changes, you can Withdraw the Goal prior to FAA approval

How to Correct a Program or Goal that is Returned by FAA

If FAA returns a program for corrections, it will show on your Dashboard as **Returned.**

You will receive an email message if a Program or Goal is returned.

Click on **View** next to the program or Goal.

Make the necessary corrections, upload revised document/s and click on **Resubmit Program or Goal**.

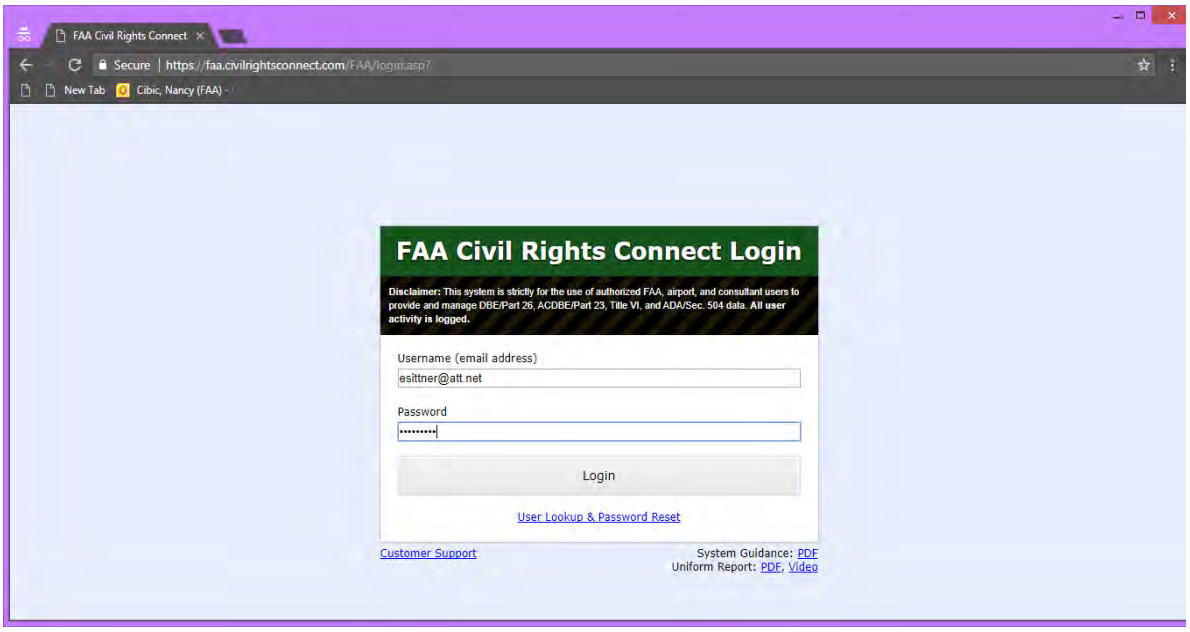
Detailed Guidance

Creating a User Account / Resetting Password

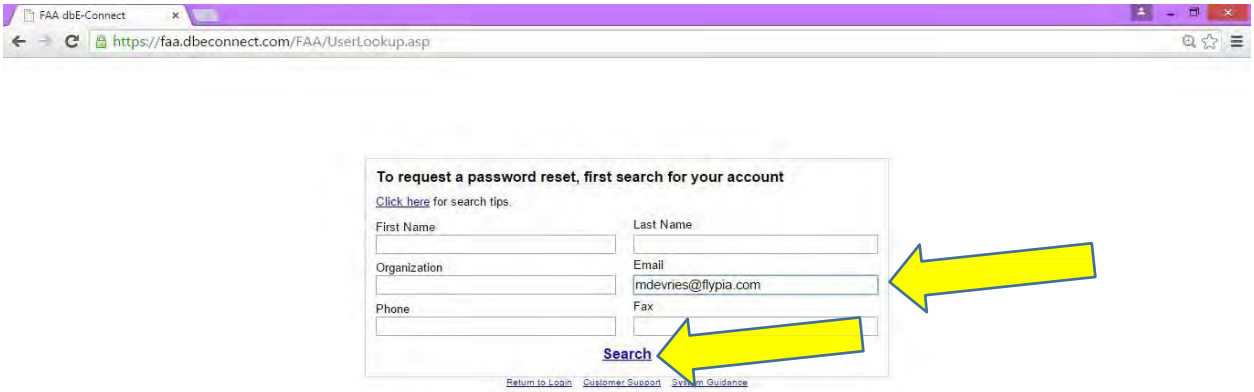
Go to the FAA Connect System website: https://faa.civilrightsconnect.com/FAA/login.asp.
Login by entering your username (email address) and password.

If you forgot your password, click on **User Lookup & Password Reset**. Enter your email address and click **Search**. You can also try the other fields but email address works best.

This System Guidance and a Training Powerpoint Presentation and Webinar are located at the bottom of the logon, right side.



Creating a User Account



The matches to your search will be displayed (upper left, see diagram below), with three possible outcomes.

Option 1 – A listing for you is displayed and it is correct
Option 2 – A listing for you is displayed but the email address is incorrect or missing
Option 3 – Your cannot find your name listed

Option 1 – A listing for you is displayed and it is correct

If your name and email address appears, verify your name and email address is correct. If correct, click **Reset Password**. You will receive an email message with a temporary password to login.

Matched User List

1 match found.

Mary DeVries, General Downing-Peoria International
Username: mdevries@flypia.com

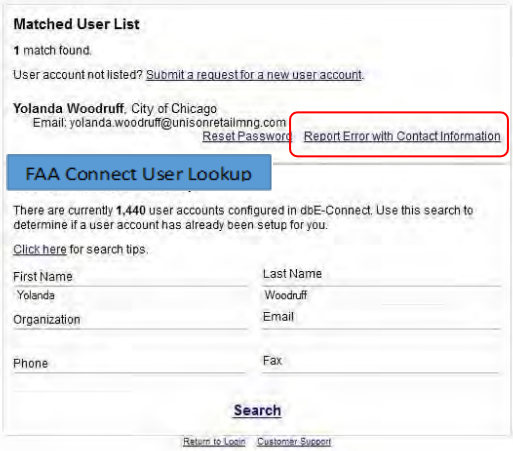
Reset Password Report Error with Contact Information

If you do not receive the email message, check your junk or spam folder.

Return to the logon screen to logon with the temporary password. When you login for the first time, you will be required to create a new password to continue.

Option 2 – A listing for you is displayed but the email address is incorrect or missing

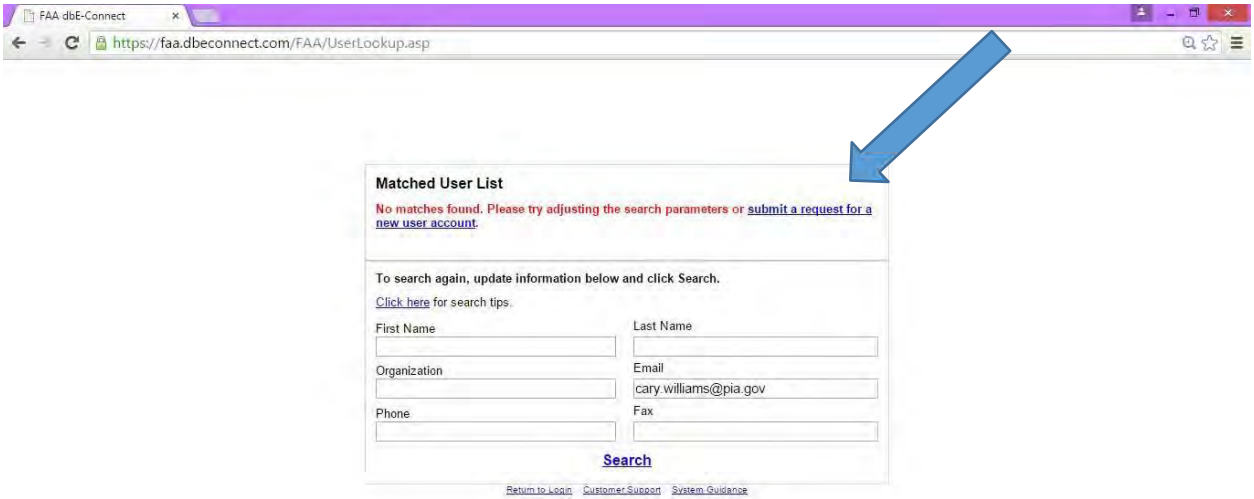
If your email address is incorrect or missing, which would prevent you from receiving a password reset notice, you may click **Report Error with Contact Information** or, contact your regional FAA Specialist (contact information located on the last page of this guidance.
If you select **Report Error with Contact Information**, correct the information displayed, fill in as much additional information as possible, and click **Submit**.



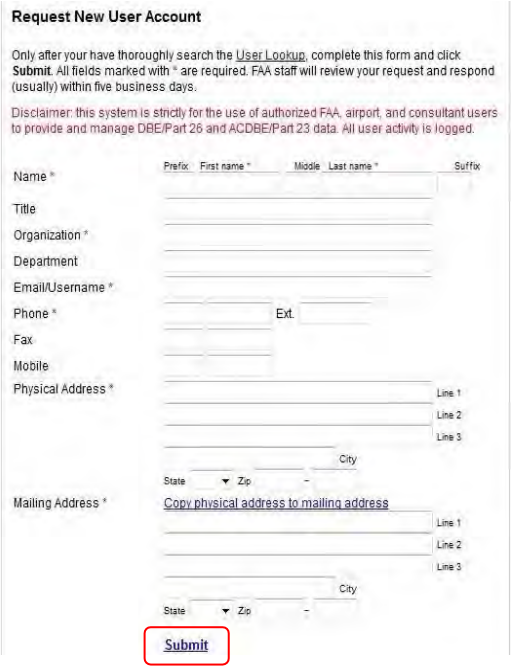
FAA staff will review your request and respond as soon as possible. You will receive an email response when you can access the system, which may include a password reset notice. When you login for the first time, you will be required to create a new password to continue.

Option 3 – You cannot find your name listed

If you cannot find your name in FAA Connect, Click **Submit a request for a new user account.**



On the next page, enter all required (*) information and click **Submit.**



Request New User Account

Only after your have thoroughly search the User Lookup, complete this form and click **Submit**. All fields marked with * are required. FAA staff will review your request and respond (usually) within five business days.

Disclaimer: this system is strictly for the use of authorized FAA, airport, and consultant users to provide and manage DBE/Part 26 and ACDBE/Part 23 data. All user activity is logged.

Name * Prefix First name * Middle Last name * Suffix

Title

Organization *

Department

Email/Username *

Phone * Ext.

Fax

Mobile

Physical Address * Line 1 Line 2 Line 3 City State Zip -

Mailing Address * Copy physical address to mailing address Line 1 Line 2 Line 3 City State Zip -

Submit

FAA staff will review your account request and grant access as soon as possible. You will receive an email response when you can access the system. When you login for the first time, you will be required to create a new password to continue.

IMPORTANT

The system supports one account per person. Do not share a user account. If you have additional staff requiring access, request an account for each person.

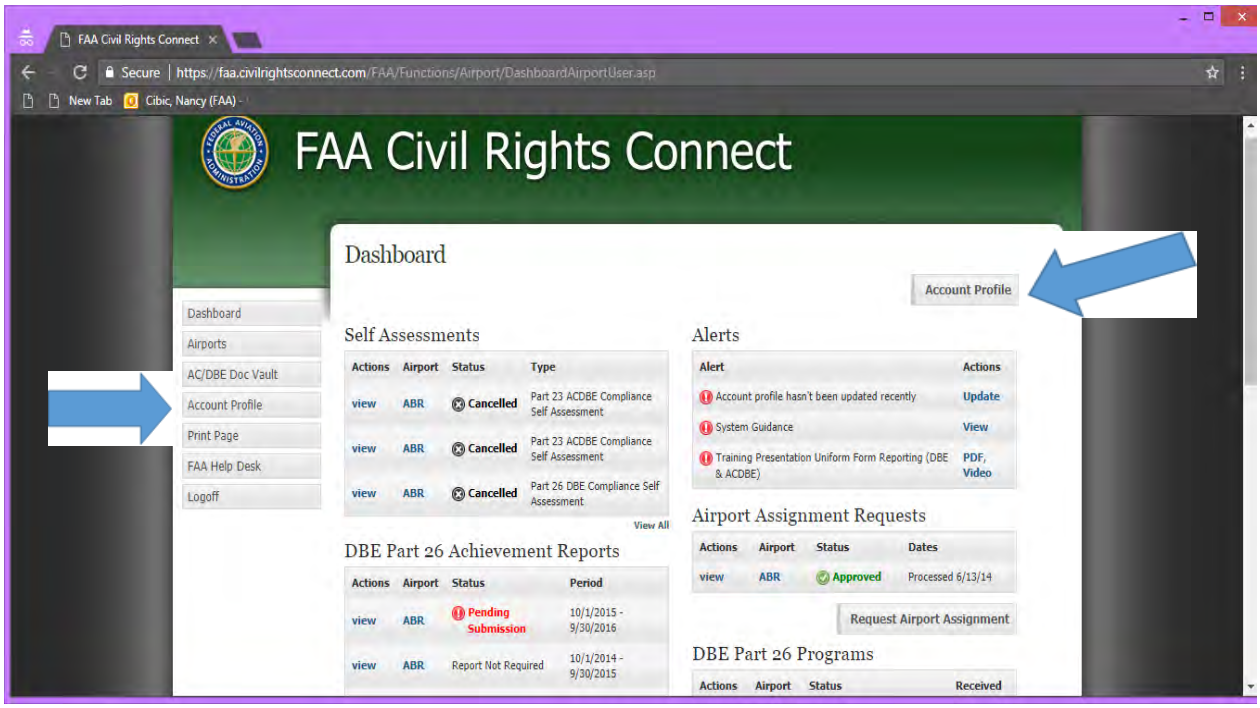
Connect to your airport(s) and update your user & airport profile information

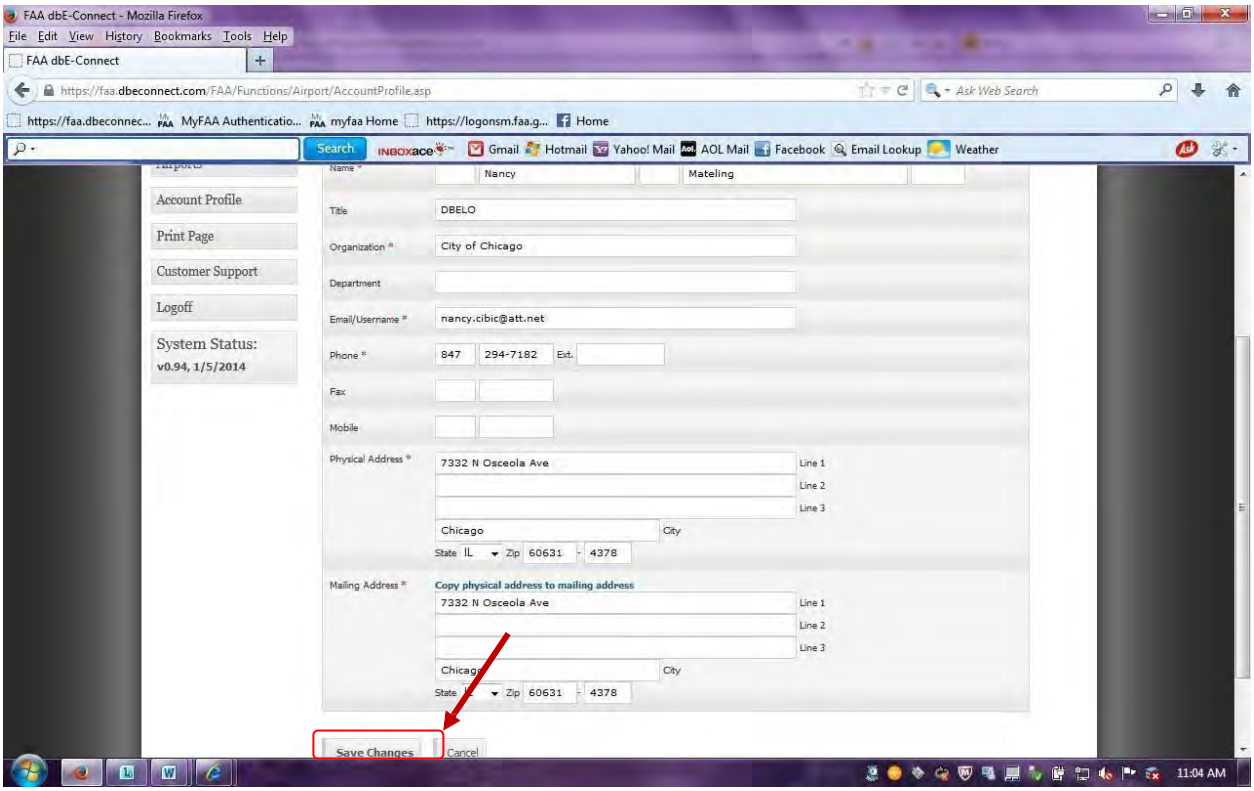
When you login for the first time, you will be required to reset your password to continue. Enter your new password and click **Change Password**.

Upon successful login, your FAA Connect Dashboard will be displayed. The Dashboard gives you access to all modules on the left and displays key alerts in the main section. You can access your Dashboard at any time by clicking the **Dashboard** button on the top of the leftmenu.

To ensure your contact information is up-to-date, click **Account Profile** left or upper right menu or **Update** under Alerts.

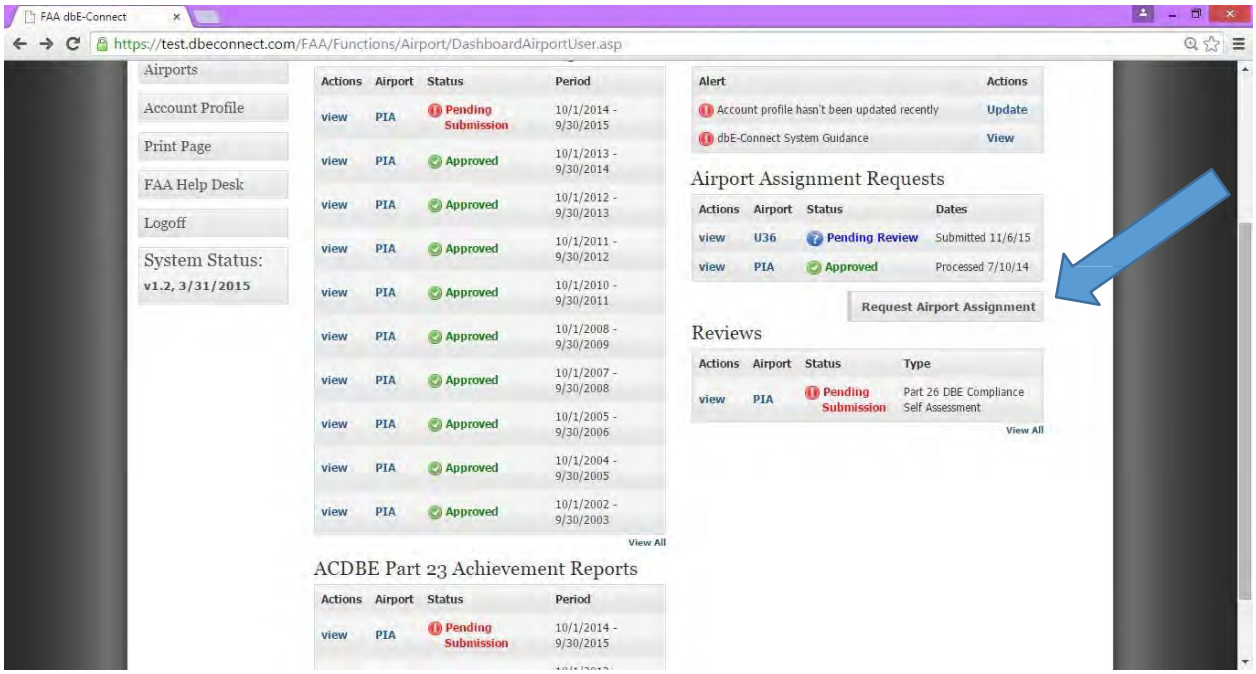
Update the details as needed and click **Save Changes**.

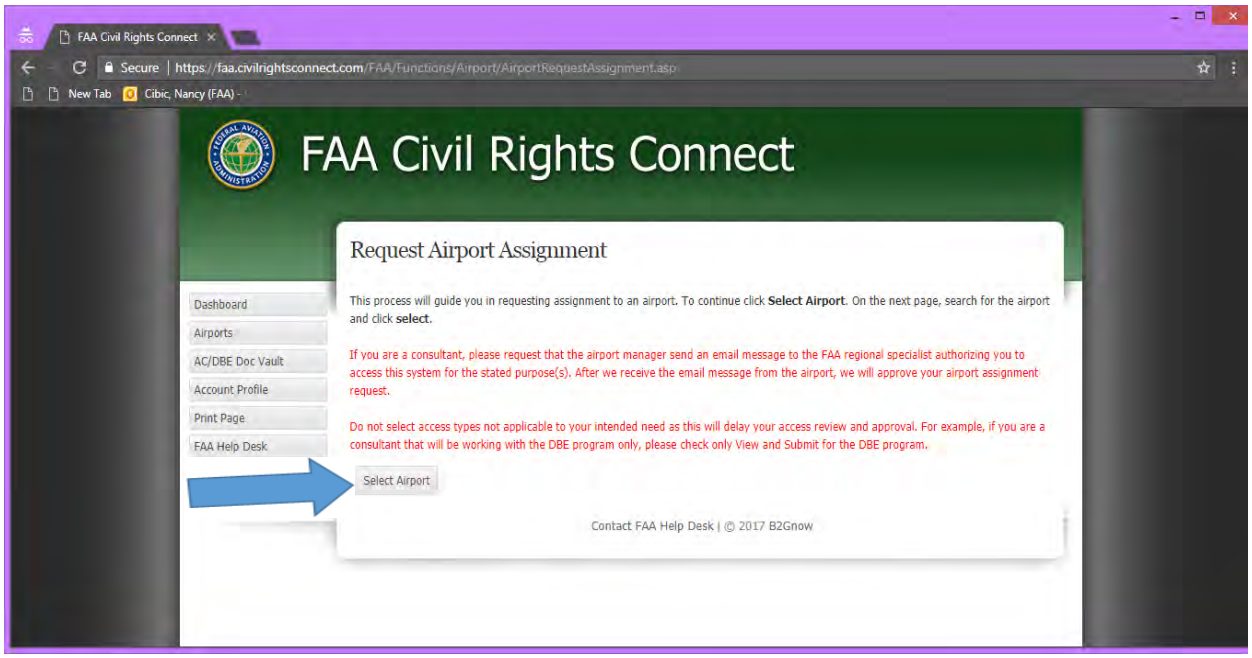



FAA dbE-Connect - Mozilla Firefox
File Edit View History Bookmarks Tools Help
FAA dbE-Connect
https://faa.dbeconnect.com/FAA/Functions/Airport/AccountProfile.asp
Ask Web Search
https://faa.dbeconnec... MyFAA Authenticatio... myfaa Home https://logonsm.faa.g... Home
Search INBOXace Gmail Hotmail Yahoo! Mail AOL Mail Facebook Email Lookup Weather
Account Profile
Print Page
Customer Support
Logoff
System Status:
v0.94, 1/5/2014
Name *
Nancy
Mateling
Title
DBELO
Organization *
City of Chicago
Department
Email/Username *
nancy.cibic@att.net
Phone *
847
294-7182
Ext.
Fax
Mobile
Physical Address *
7332 N Osceola Ave
Line 1
Line 2
Line 3
Chicago
City
State IL
Zip 60631 - 4378
Mailing Address *
Copy physical address to mailing address
7332 N Osceola Ave
Line 1
Line 2
Line 3
Chicago
City
Zip 60631 - 4378
Save Changes
Cancel
11:04 AM

Connect to your Airports (Airport Assignments)

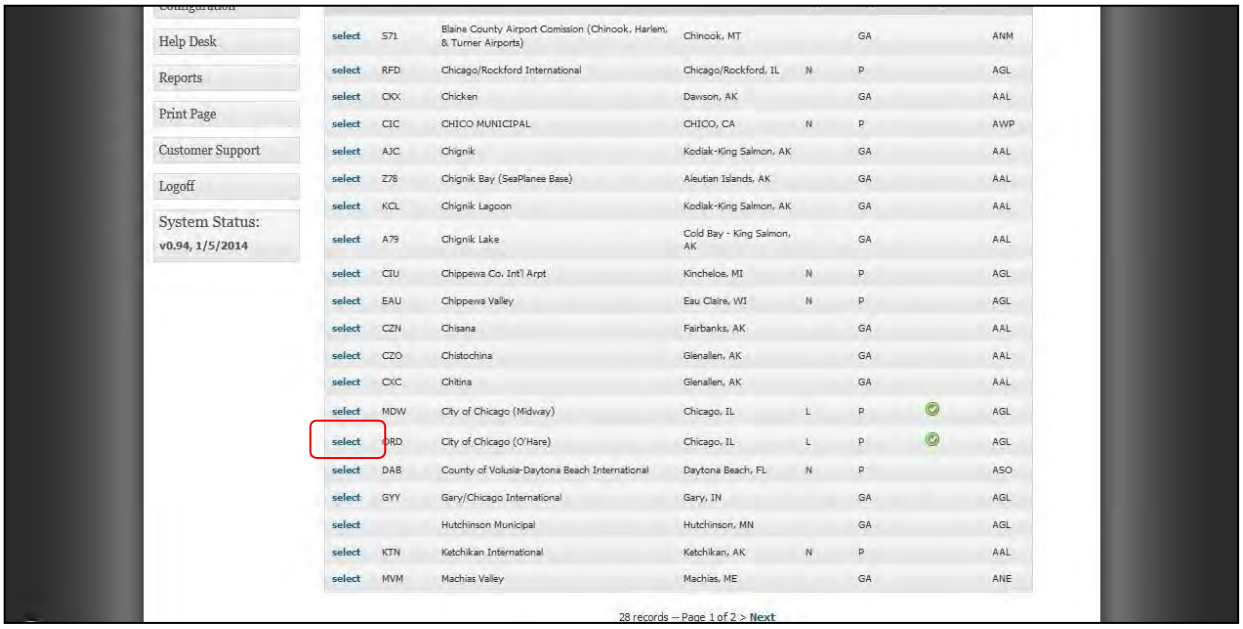
To be connected to your airport(s), click **Request Airport Assignment** under the Airport Assignment Requests box.





Search for your airport by entering name, identifier, or city in the Search box.

Find the airport in the list and click **Select**. If many airports are listed, try a more specific search term.



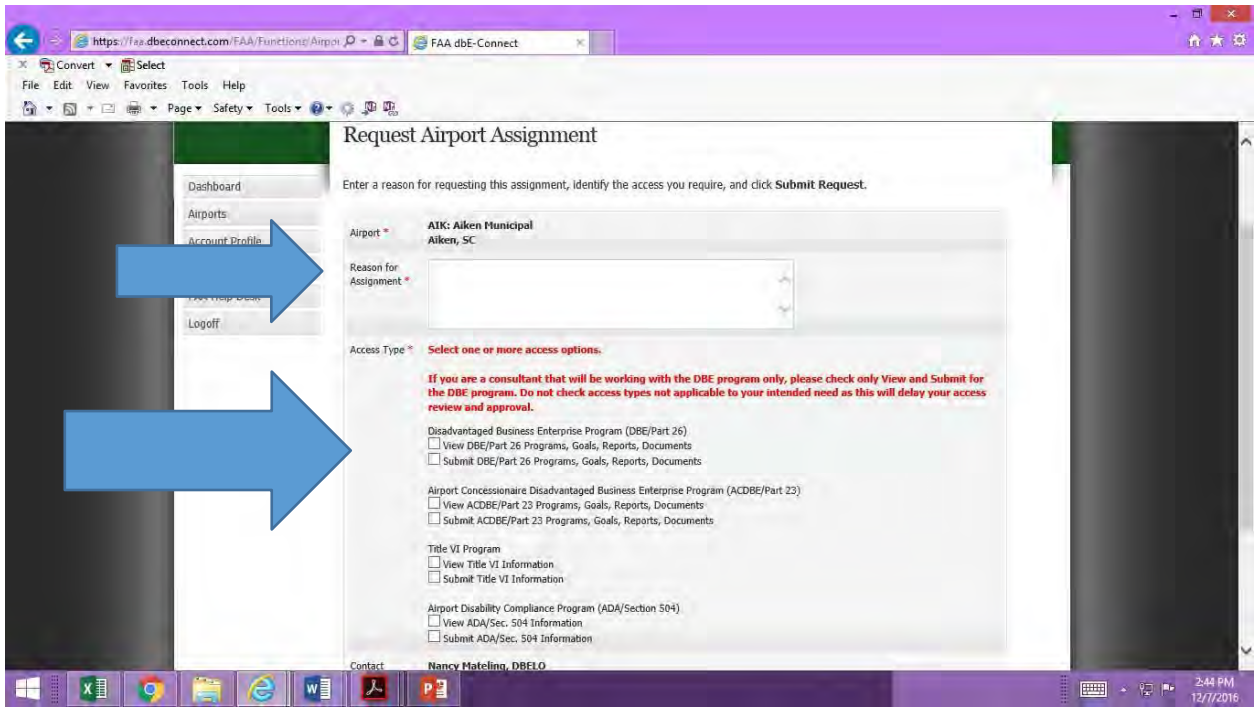
select	S71	Blaine County Airport Comission (Chinook, Harlem, & Turner Airports)	Chinook, MT		GA		ANM
select	RFD	Chicago/Rockford International	Chicago/Rockford, IL	N	P		AGL
select	CKX	Chicken	Dawson, AK		GA		AAL
select	CIC	CHICO MUNICIPAL	CHICO, CA	N	P		AWP
select	AJC	Chignik	Kodiak-King Salmon, AK		GA		AAL
select	Z78	Chignik Bay (SeaPlanee Base)	Aleutian Islands, AK		GA		AAL
select	KCL	Chignik Lagoon	Kodiak-King Salmon, AK		GA		AAL
select	A79	Chignik Lake	Cold Bay - King Salmon, AK		GA		AAL
select	CIU	Chippewa Co. Int'l Arpt	Kincheloe, MI	N	P		AGL
select	EAU	Chippewa Valley	Eau Claire, WI	N	P		AGL
select	CZN	Chisana	Fairbanks, AK		GA		AAL
select	CZO	Chistochina	Glenallen, AK		GA		AAL
select	CXC	Chitina	Glenallen, AK		GA		AAL
select	MDW	City of Chicago (Midway)	Chicago, IL	L	P		AGL
select	ORD	City of Chicago (O'Hare)	Chicago, IL	L	P		AGL
select	DAB	County of Volusia-Daytona Beach International	Daytona Beach, FL	N	P		ASO
select	GYY	Gary/Chicago International	Gary, IN		GA		AGL
select		Hutchinson Municipal	Hutchinson, MN		GA		AGL
select	KTN	Ketchikan International	Ketchikan, AK	N	P		AAL
select	MVM	Machias Valley	Machias, ME		GA		ANE

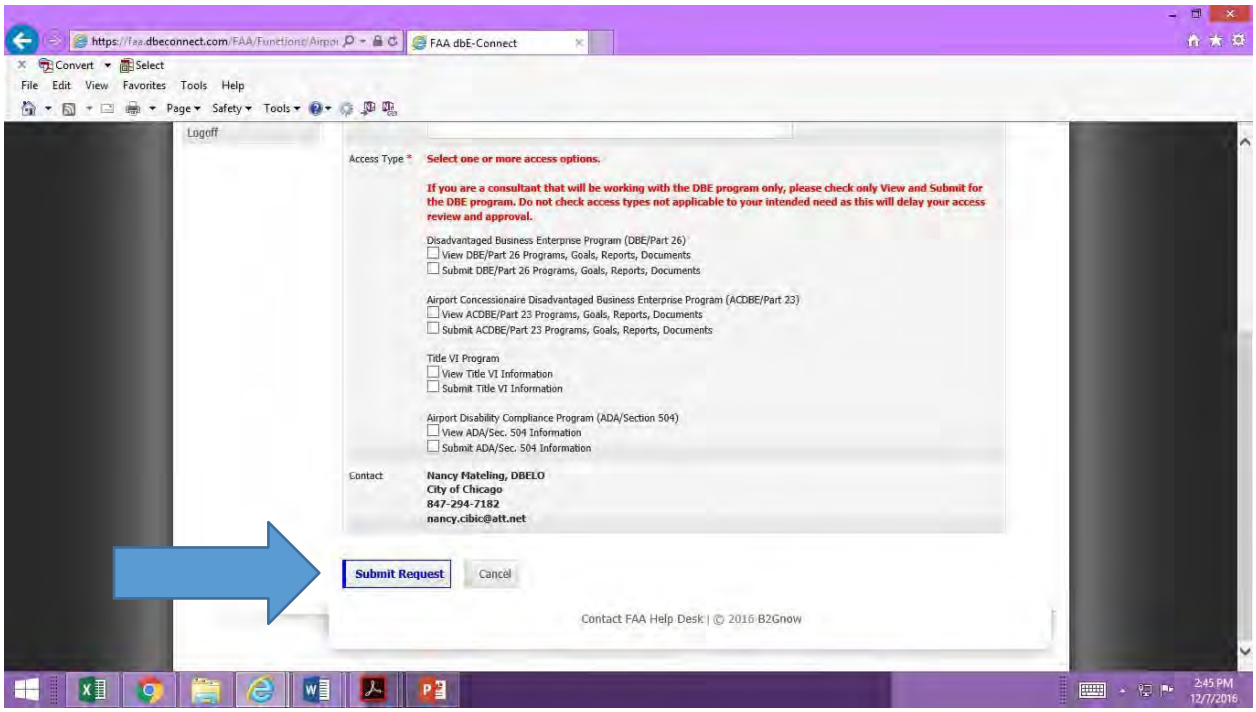
Enter a reason for your assignment to this airport, such as "to submit DBE reports" or "consultant for the airport". If you are a consultant, you must ask the airport to send an email message to the FAA Regional Specialist (see last page of this guidance) stating that you have authority to submit DBE and/or ACDBE Program information for the airport.

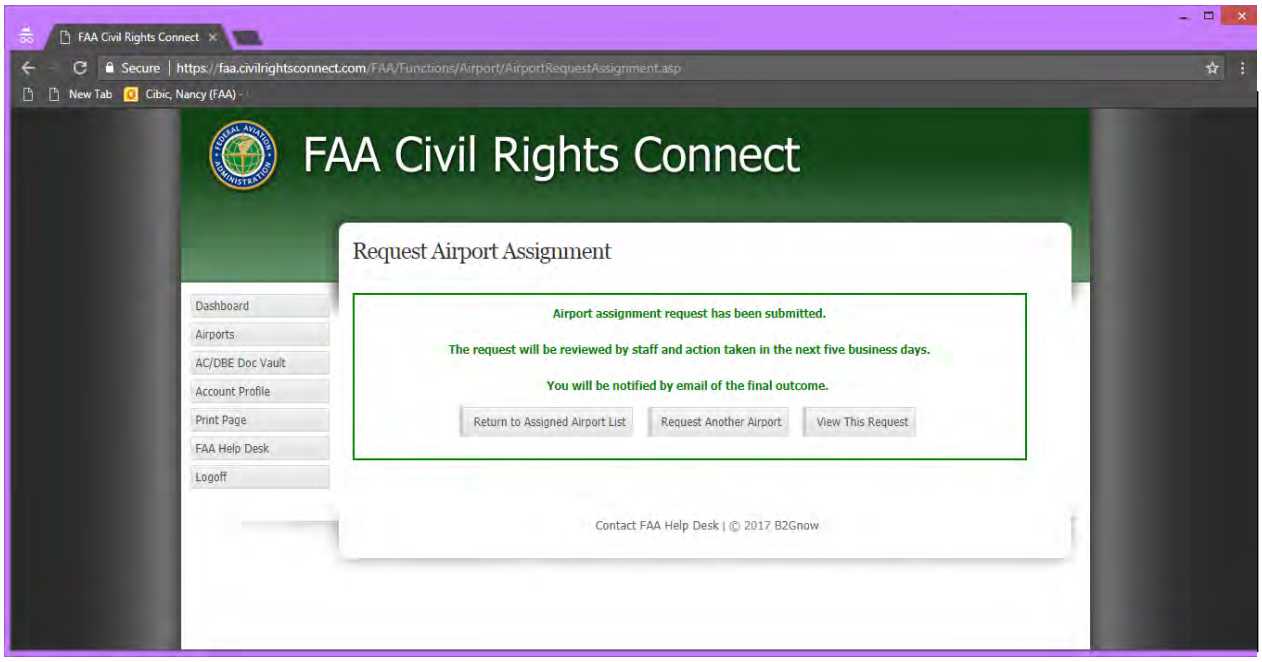
Check all the required access options for your areas of responsibility. Do not select access types not applicable to your intended need as this will delay your access review and approval. For example, if you are a consultant that will be working with the DBE program only, please check only View and Submit for the DBE program. Do not check ACDBE, Title VI and ADA programs if you are not working with these programs. Check both boxes View and Submit reports if you need to view, enter and submit information and report. Check only View if you only need to view information.

Airport assignment requests are subject to approval by FAA.

When finished, click **Submit Request.**

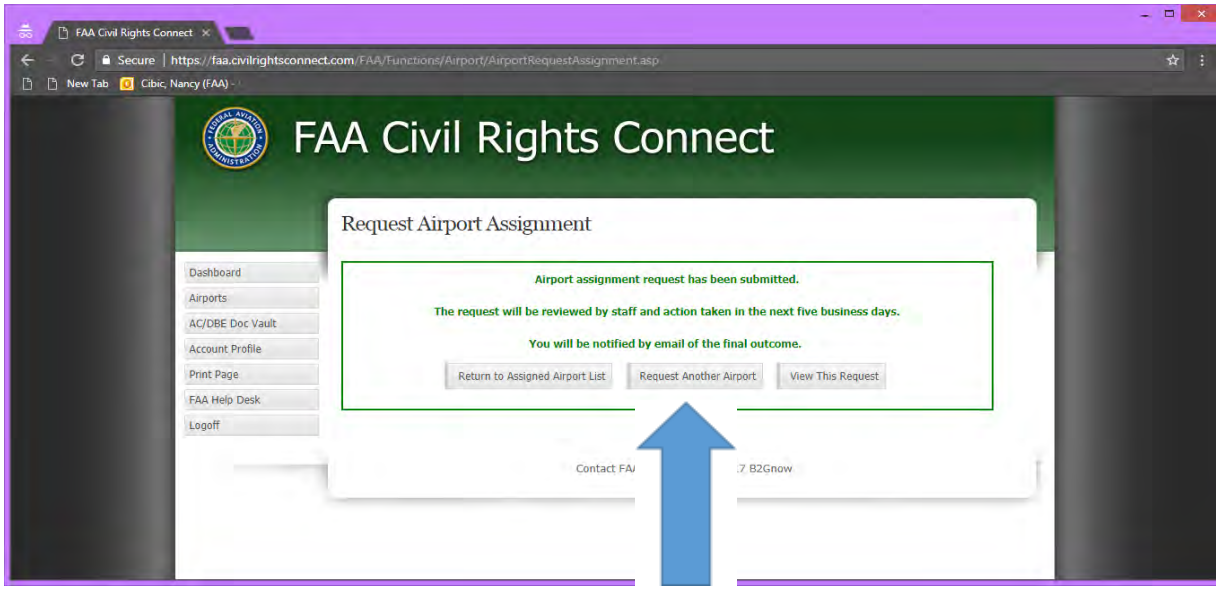

https://faa.dbeconnect.com/FAA/Functions/Airpo
FAA dbE-Connect
Convert
Select
File Edit View Favorites Tools Help
Page Safety Tools
Request Airport Assignment
Dashboard
Airports
Account Profile
Logoff
Enter a reason for requesting this assignment, identify the access you require, and click Submit Request.
Airport *
AIK: Aiken Municipal
Aiken, SC
Reason for Assignment *
Access Type *
Select one or more access options.
If you are a consultant that will be working with the DBE program only, please check only View and Submit for the DBE program. Do not check access types not applicable to your intended need as this will delay your access review and approval.
Disadvantaged Business Enterprise Program (DBE/Part 26)
View DBE/Part 26 Programs, Goals, Reports, Documents
Submit DBE/Part 26 Programs, Goals, Reports, Documents
Airport Concessionaire Disadvantaged Business Enterprise Program (ACDBE/Part 23)
View ACDBE/Part 23 Programs, Goals, Reports, Documents
Submit ACDBE/Part 23 Programs, Goals, Reports, Documents
Title VI Program
View Title VI Information
Submit Title VI Information
Airport Disability Compliance Program (ADA/Section 504)
View ADA/Sec. 504 Information
Submit ADA/Sec. 504 Information
Contact
Nancy Mateling, DBELO
2:44 PM
12/7/2016


https://faa.dbeconnect.com/FAA/Functions/Airpo
FAA dbE-Connect
Convert
Select
File Edit View Favorites Tools Help
Page Safety Tools
Logoff
Access Type *
Select one or more access options.
If you are a consultant that will be working with the DBE program only, please check only View and Submit for the DBE program. Do not check access types not applicable to your intended need as this will delay your access review and approval.
Disadvantaged Business Enterprise Program (DBE/Part 26)
View DBE/Part 26 Programs, Goals, Reports, Documents
Submit DBE/Part 26 Programs, Goals, Reports, Documents
Airport Concessionaire Disadvantaged Business Enterprise Program (ACDBE/Part 23)
View ACDBE/Part 23 Programs, Goals, Reports, Documents
Submit ACDBE/Part 23 Programs, Goals, Reports, Documents
Title VI Program
View Title VI Information
Submit Title VI Information
Airport Disability Compliance Program (ADA/Section 504)
View ADA/Sec. 504 Information
Submit ADA/Sec. 504 Information
Contact
Nancy Mateling, DBELO
City of Chicago
847-294-7182
nancy.cibic@att.net
Submit Request
Cancel
Contact FAA Help Desk | © 2016 B2Gnow
2:45 PM
12/7/2016



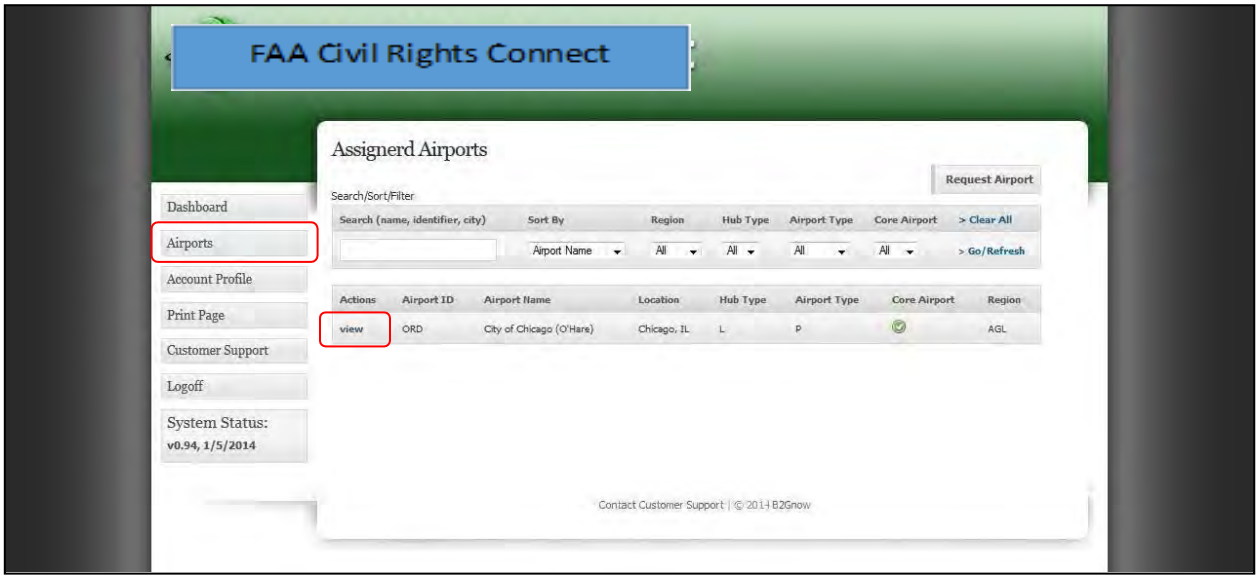
FAA staff will review your request and grant access as soon as possible. You will receive an email confirmation upon approval.

If your organization is responsible for multiple airports, or you are a consultant with multiple airport customers, click **Request Another Airport** and repeat the process.

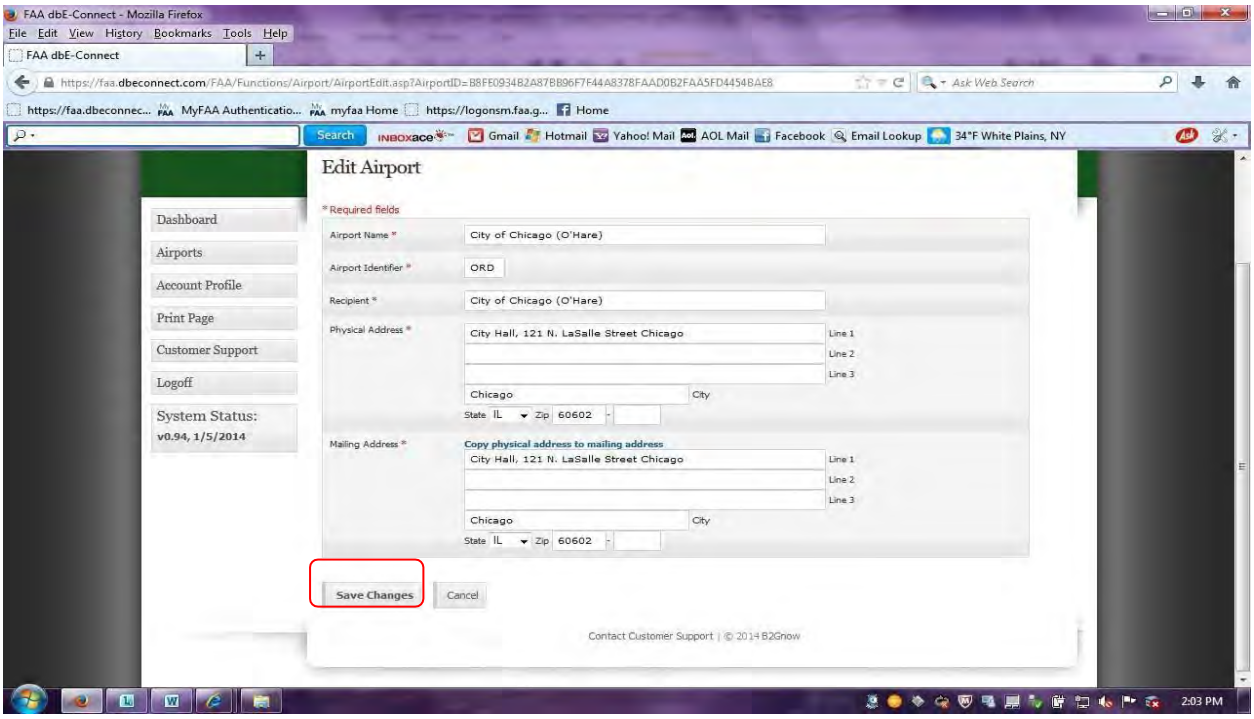


Once your airport assignment has been approved, please check the airport profile.

Click **Airports** menu at left of screen. Find the airport on your list of assigned airports and click **View**.



Verify all the information. If corrections are needed, and you have permission in your user account to edit the airport information, click on Edit Airport, make the required changes and click on Save Changes at the botton left. If you do not have permission to edit the airport, please contact your regional FAA Compliance Specialist to makes the required changes.



How to Complete and Submit the DBE Uniform Form

Website https://faa.civilrightsconnect.com/FAA/login.asp.

The DBE Uniform form and instructions can be found at
https://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/

- Sections A and B are for awards and commitments. The DBE totals for these Sections must equal each other
- Section B includes reporting for ethnicity AND gender
  - Note: If you don't have awards and commitments to report, you might still have data to report for payments on ongoing contracts (Section C) or Contracts Completed (Section D)
- Section C is new, PAYMENTS ON ONGOING CONTRACTS
- Section D is the same as the previous DBE uniform form, TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD
- Sections C and D are not compared to any other section of the form

Information: All dollar values listed on this form should represent the DOT share attributable to the Operating Administration (OA): Federal Highway Administration (FHWA), Federal Aviation Administration (FAA) or Federal Transit Administration (FTA) to which this report will be submitted.

A DOT-assisted contract means any contract between a recipient and a contractor (at any tier) funded in whole or in part with DOT financial assistance, including letters of credit or loan guarantees, except a contract solely for the purchase of land. The dollar amount of the land acquisition can be subtracted from the amount being reported, however, surveying and appraisals are required to be reported. Recipients are not required to report dollars that do not result in a DOT-assisted contract award for example, force accounts. Recipients are required to report dollars associated with equipment including snow plow and ARFF because there is an associated contract awarded.

Below is additional U.S. DOT GUIDANCE ON COMPLETING THE ONGOING PAYMENTS PORTION (Section C) OF THE UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS. This guidance can also be found at
https://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/

Additional Guidance on DBE Uniform Form

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

- This payment data provides a "snapshot" of dollars actually paid to DBEs as compared to dollars committed or awarded to DBEs but not yet paid during the reporting period.
- In column A, the total numbers of ongoing contracts on which payments were made during the reporting period are the prime contracts.
- Similarly, in column B, the total dollars paid to prime contractors for work performed on prime contracts by both the prime contractor and its subcontractors is to be reported. Payments by recipients for all work performed on the contract are made to the prime contractor, who in turn is obligated to promptly pay its DBE and non-DBE subcontractors. See 49 C.F.R. §26.29.
- In column C, the total number of ongoing contracts performed by DBEs includes both prime contracts and subcontracts. The term contract refers to any legally binding relationship obligating a seller to furnish supplies, material, or services to a buyer who is obligated to pay. It includes, but is not limited to, subcontracts, supplier agreements, and trucking arrangements.
- The inclusion of prime contracts in Column C likely will be the exception and not the rule since most DBE participation is obtained through subcontracts. However, when DBE prime contracts are included in column C, you should in a footnote include the number of DBE prime contracts reported.
- The number of contracts reported in column C may be larger, smaller, or the same as the number in column A. To illustrate the point, assume that only one prime contract is underway during the reporting period. If the prime contractor is a non-DBE with 3 DBE subcontractors, the number reported in column C (3) will be higher than column A (1). By contrast, if a non-DBE prime contract reported in column A has no DBE subcontractors, the number reported in column C (0) will be less than column A (1). If the prime contract involves a DBE prime contractor with no DBE subcontractors, the number in column A (1) and column C (1) would be the same, with appropriate notation that column C includes a DBE prime contract.
- The total dollars paid to prime contractors reported in column B (which covers all work that resulted in payment) is used to derive the percentage payments to DBEs reported in column F based on the actual dollars paid to DBEs reported in column D.
- Column E captures the number of DBE firms paid during the reporting period. If one firm performs work on multiple contracts and is paid for that work during the reporting period, the firm should be counted only once.

(The General Counsel of the Department of Transportation has reviewed this document and approved it as consistent with the language and intent of 49 C.F.R. part 26.)

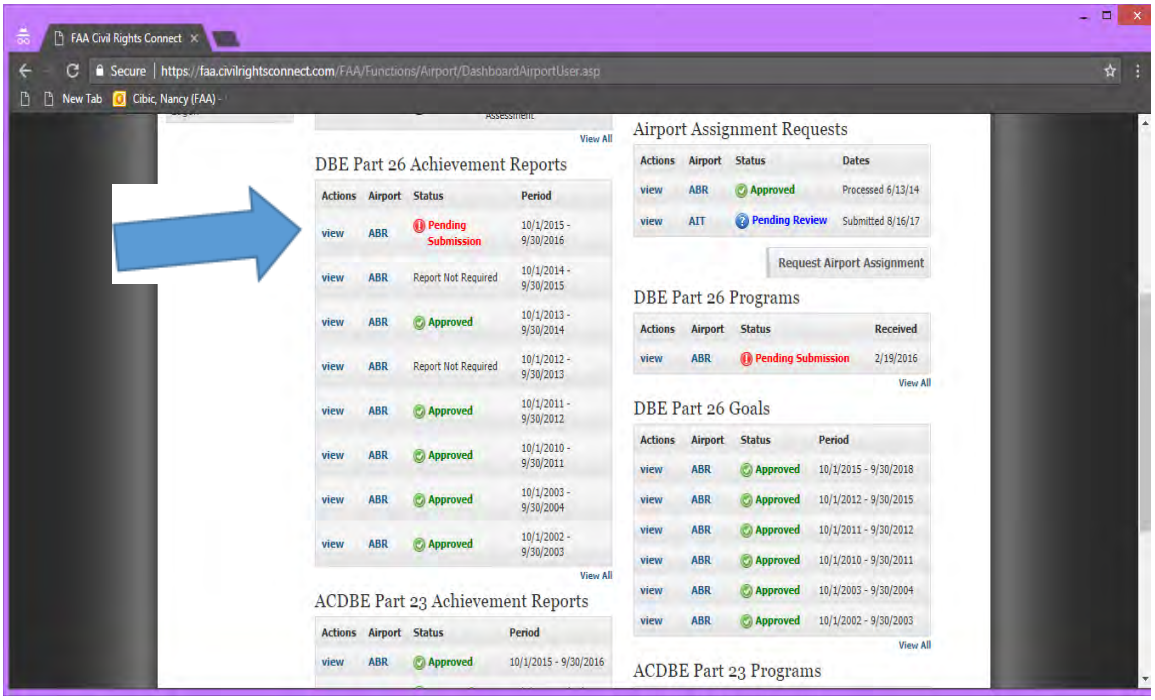
How to Complete and Submit the DBE Uniform Form

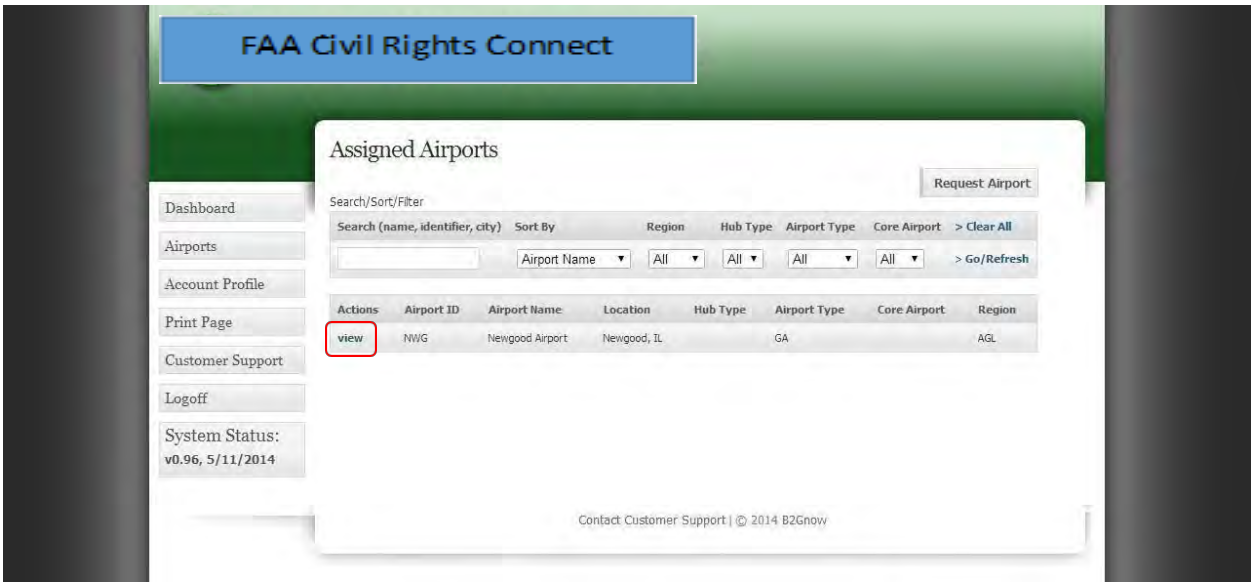
- Go to your Dashboard and Click on View next to the Fiscal Year Report that you want to access.

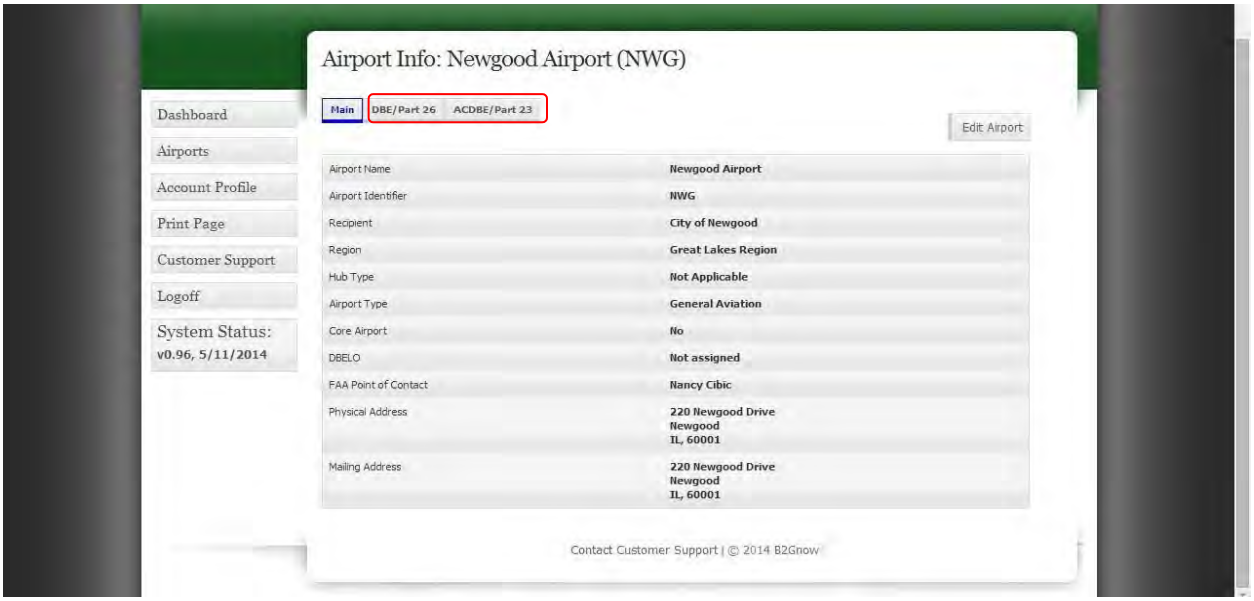
OR

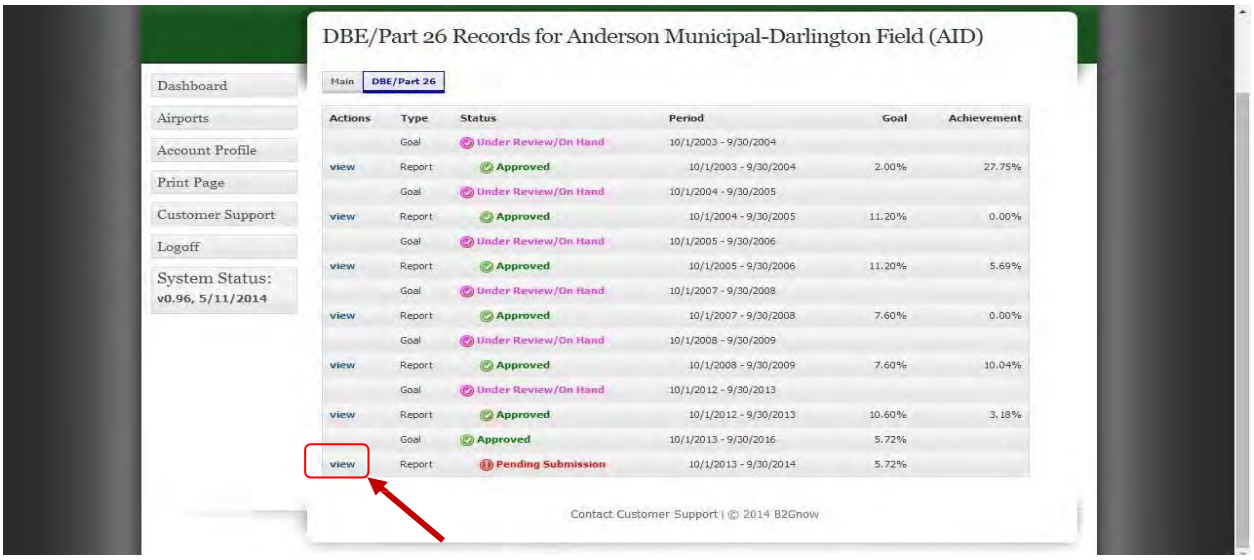
- Click on Airports (left menu) – find the Airport and click View
- Click on Part 26 or Part 23 tab, depending on which report you are entering.
- Click on View next to the Report you want to Complete
- Click on **Edit Uniform Report to Complete**

If Part 26 and or Part 23 tabs do not appear, please contact your FAA DBE Compliance Specialist.

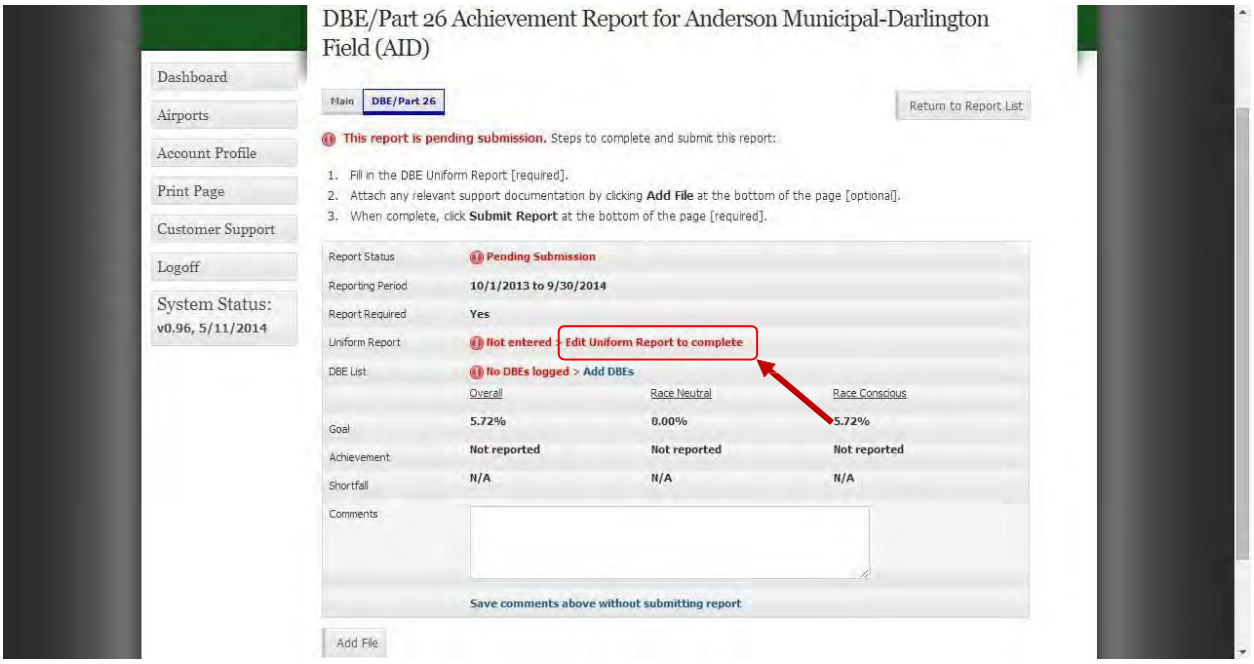



FAA Civil Rights Connect
Assigned Airports
Request Airport
Dashboard
Airports
Account Profile
Print Page
Customer Support
Logoff
System Status:
v0.96, 5/11/2014
Search/Sort/Filter
Search (name, identifier, city)
Sort By
Region
Hub Type
Airport Type
Core Airport
> Clear All
Airport Name
All
All
All
All
> Go/Refresh
Actions
Airport ID
Airport Name
Location
Hub Type
Airport Type
Core Airport
Region
view
NWG
Newgood Airport
Newgood, IL
GA
AGL
Contact Customer Support | © 2014 B2Gnow


Airport Info: Newgood Airport (NWG)
Main
DBE/Part 26
ACDBE/Part 23
Edit Airport
Dashboard
Airports
Account Profile
Print Page
Customer Support
Logoff
System Status:
v0.96, 5/11/2014
Airport Name
Newgood Airport
Airport Identifier
NWG
Recipient
City of Newgood
Region
Great Lakes Region
Hub Type
Not Applicable
Airport Type
General Aviation
Core Airport
No
DBELO
Not assigned
FAA Point of Contact
Nancy Cibic
Physical Address
220 Newgood Drive
Newgood
IL, 60001
Mailing Address
220 Newgood Drive
Newgood
IL, 60001
Contact Customer Support | © 2014 B2Gnow



Click Edit Uniform Report to complete.

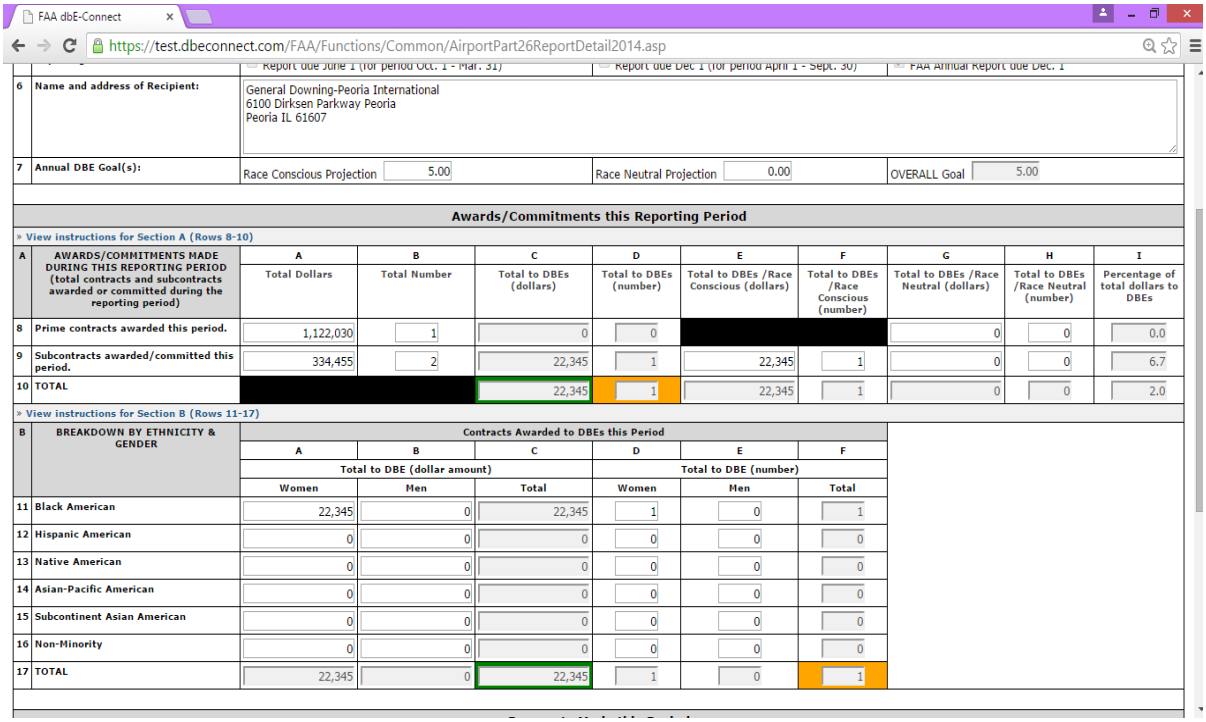


- Each Section includes instructions. Click on view instructions.
- **Enter all data as required. Totals and percentages will calculate automatically.**
- Blank fields must be filled in with zeros. Click on **Fill in Blank Fields with Zeroes**.
- Click **Validate and Save Draft** to ensure you do not lose the data in case of an unlikely lost session.
- When you are done entering data, click **Validate and Save Draft** (if the totals don't appear, click **Validate and Save Draft** again.

- The system will provide alerts or discrepancy notices if any data does not appear correct (see diagrams below).
- Alerts and error notices will appear on the form entry screen if information entered is not correct or questionable.
  - **Yellow = Alert**
  - **Light Green = Alert**
  - **Red = Error that must be corrected to continue**
  - **Dark Green = Correct !**

- To make changes, click on **Edit and Revalidate**. Make the necessary changes and click on **Validate and Save Draft**.

DBE Uniform Form entry screen



FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart26ReportDetail2014.asp

		Total to DBE (dollar amount)			Total to DBE (number)		
		Women	Men	Total	Women	Men	Total
11	Black American	22,345	0	22,345	1	0	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	22,345	0	22,345	1	0	1

Payments Made this Period

» View instructions for Section C (Row 18)

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

» View instructions for Section D (Rows 19-21)

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

» View instructions for Rows 23-25

23	Submitted by	24. Signature (type your name as your signature)	25. Phone Number
	Mary DeVries	309-697-8272	303-697-8132

Validate & Save Draft | Print | Return to Summary | Fill in Blank Fields with Zeroes

If Columns A and B indicate the same data as the DBE participation, a yellow alert will appear at top of screen. If correct, click on Save Draft and Continue. If incorrect, click on Edit and Revalidate and correct the data.

FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart26ReportDetail2014.asp

» 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.

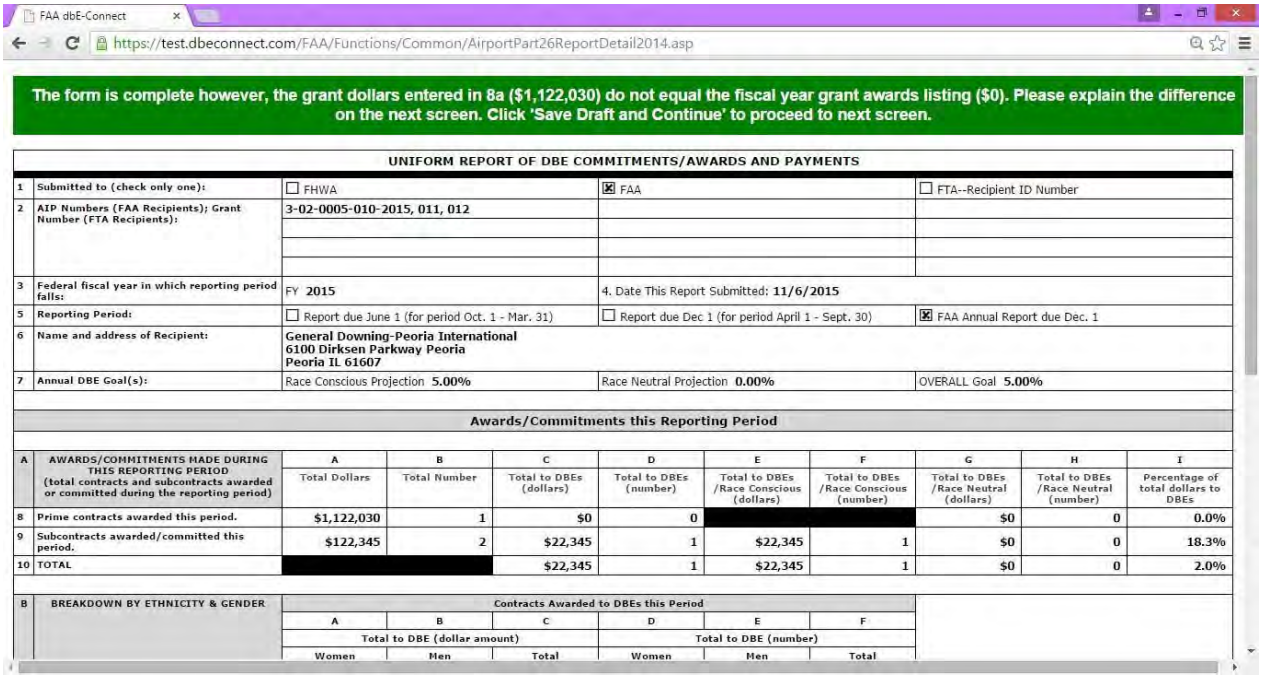
UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

1	Submitted to (check only one):	☐ FHWA	☒ FAA	☐ FTA--Recipient ID Number
2	AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):	3-02-0005-010-2015, 011, 012		
3	Federal fiscal year in which reporting period falls:	FY 2015	4. Date This Report Submitted: 11/6/2015	
5	Reporting Period:	☐ Report due June 1 (for period Oct. 1 - Mar. 31)	☐ Report due Dec 1 (for period April 1 - Sept. 30)	☒ FAA Annual Report due Dec. 1
6	Name and address of Recipient:	General Downing-Peoria International 6100 Dirksen Parkway Peoria Peoria IL 61607		
7	Annual DBE Goal(s):	Race Conscious Projection 5.00%	Race Neutral Projection 0.00%	OVERALL Goal 5.00%

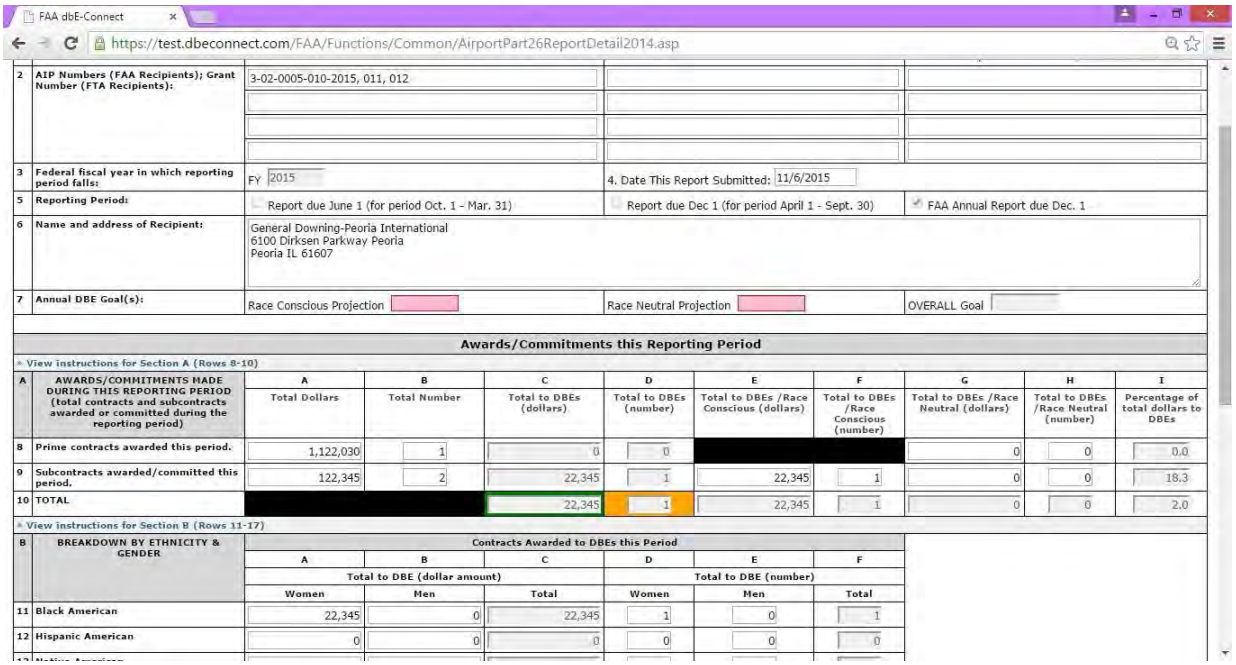
Awards/Commitments this Reporting Period

A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	A Total Dollars	B Total Number	C Total to DBEs (dollars)	D Total to DBEs (number)	E Total to DBEs /Race Conscious (dollars)	F Total to DBEs /Race Conscious (number)	G Total to DBEs /Race Neutral (dollars)	H Total to DBEs /Race Neutral (number)	I Percentage of total dollars to DBEs
8	Prime contracts awarded this period.	$1,122,030	1	$0	0			$0	0	0.0%
9	Subcontracts awarded/committed this period.	$22,345	2	$22,345	1	$22,345	1	$0	0	100.0%
10	TOTAL			$22,345	1	$22,345	1	$0	0	2.0%

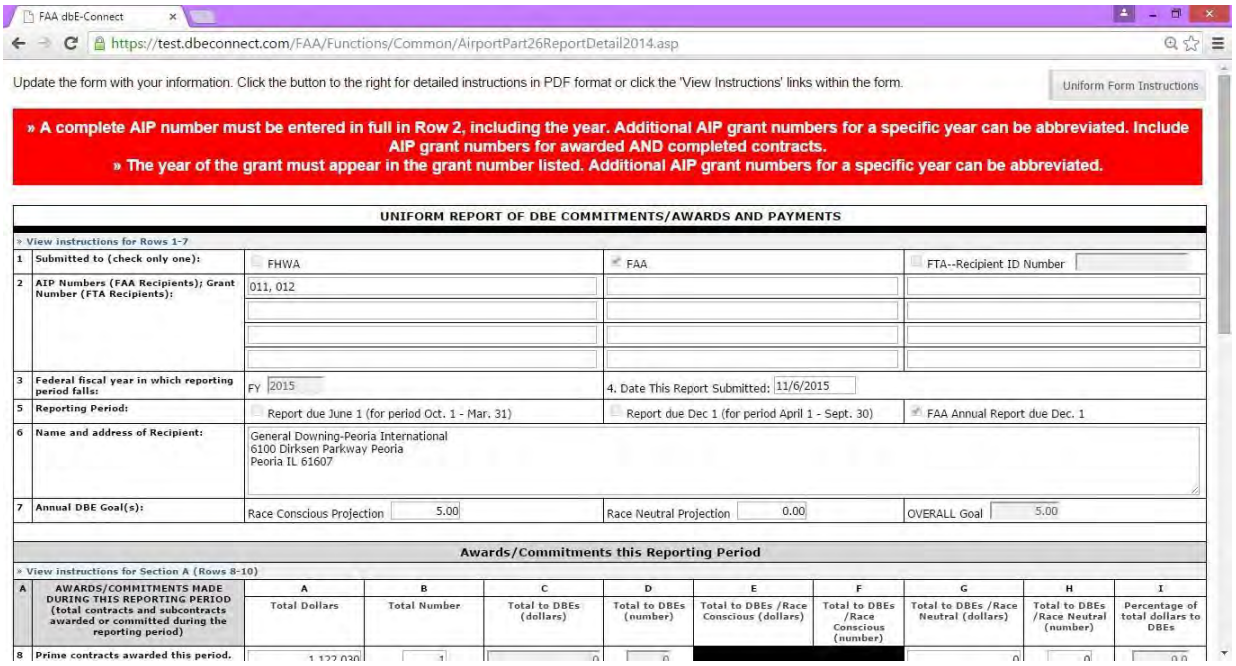
If the dollar amount indicated in Box 8a does not equal the FAA AIP Grants List for the year, a light Green alert will appear at the top of the screen. If incorrect, click on Edit and Revalidate.
If correct, click on Save Draft and Continue and provide a reason for the difference in the Grant Difference Reason textbox.



If data is missing, pink boxes will appear. In this example, the goal data is missing. Click on Edit and Revalidate to correct.



A Red Error will appear if a full AIP number is not entered for each grant year being reported. Red alert errors must be corrected to proceed. Additional AIP grant numbers for the same year can be abbreviated. Correct the AIP numbers and Click on Validate and Save Draft.



FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart26ReportDetail2014.asp

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

Uniform Form Instructions

» A complete AIP number must be entered in full in Row 2, including the year. Additional AIP grant numbers for a specific year can be abbreviated. Include AIP grant numbers for awarded AND completed contracts.
» The year of the grant must appear in the grant number listed. Additional AIP grant numbers for a specific year can be abbreviated.

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

» View instructions for Rows 1-7

1	Submitted to (check only one):	FHWA	FAA	FTA--Recipient ID Number
2	AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):	011, 012		
3	Federal fiscal year in which reporting period falls:	FY 2015	4. Date This Report Submitted: 11/6/2015	
5	Reporting Period:	Report due June 1 (for period Oct. 1 - Mar. 31)	Report due Dec 1 (for period April 1 - Sept. 30)	FAA Annual Report due Dec. 1
6	Name and address of Recipient:	General Downing-Peoria International 6100 Dirksen Parkway Peoria Peoria IL 61607		
7	Annual DBE Goal(s):	Race Conscious Projection 5.00	Race Neutral Projection 0.00	OVERALL Goal 5.00

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 committed during the reporting period)	A Total Dollars	B Total Number	C Total to DBEs (dollars)	D Total to DBEs (number)	E Total to DBEs /Race Conscious (dollars)	F Total to DBEs /Race Conscious (number)	G Total to DBEs /Race Neutral (dollars)	H Total to DBEs /Race Neutral (number)	I Percentage of total dollars to DBEs
8	Prime contracts awarded this period.	1,122,030	1	0	0			0	0	0.0

A Yellow Alert will appear if DBE participation is entered in line 8, prime contracts asking you to verify that it is DBE prime contractor participation. If not, it should be reported in subcontracts, line 9. If correct, click on Save Draft and Continue. If incorrect, click on Edit and Revalidate.

FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart26ReportDetail2014.asp

» DBE prime contracts have been logged in row 8. Please confirm this information and continue if correct.
If incorrect, you may need to move the numbers to row 9 (subcontracts).

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):	☐ FHWA	☒ FAA	☐ FTA--Recipient ID Number
2	AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):	03-012-0144-2015		
3	Federal fiscal year in which reporting period falls:	FY 2015	4. Date This Report Submitted: 11/6/2015	
5	Reporting Period:	☐ Report due June 1 (for period Oct. 1 - Mar. 31)	☐ Report due Dec 1 (for period April 1 - Sept. 30)	☒ FAA Annual Report due Dec. 1
6	Name and address of Recipient:	General Downing-Peoria International 6100 Dirksen Parkway Peoria Peoria IL 61607		
7	Annual DBE Goal(s):	Race Conscious Projection 5.00%	Race Neutral Projection 0.00%	OVERALL Goal 5.00%

Awards/Commitments this Reporting Period

A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	A Total Dollars	B Total Number	C Total to DBEs (dollars)	D Total to DBEs (number)	E Total to DBEs /Race Conscious (dollars)	F Total to DBEs /Race Conscious (number)	G Total to DBEs /Race Neutral (dollars)	H Total to DBEs /Race Neutral (number)	I Percentage of total dollars to DBEs
8	Prime contracts awarded this period.	$1,122,030	1	$22,345	1			$22,345	1	2.0%
9	Subcontracts awarded/committed this period.	$122,345	2	$0	0	$0	0	$0	0	0.0%
10	TOTAL			$22,345	1	$0	0	$22,345	1	2.0%

FAA dbE-Connect

https://faa.dbeconnect.com/FAA/Functions/Common/AirportPart26ReportDetail.asp

6. Name and address of Recipient:	Evansville-Vanderburgh Airport Authority 7801 Bussing Drive, Evansville Evansville IN 47725
7. Annual DBE Goal(s):	Race Conscious Goal 1.0% / Race Neutral Goal 0.0% / OVERALL Goal 1.0%

AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	A Total Dollars	B Total Number	C Total to DBEs (dollars)	D Total to DBEs (number)	E Total to DBEs /Race Conscious (dollars)	F Total to DBEs /Race Conscious (number)	G Total to DBEs /Race Neutral (dollars)	H Total to DBEs /Race Neutral (number)	I Percentage of total dollars to DBEs (C/A)
8. Prime contracts awarded this period.	$444	1	$0	0	$0	0	$0	0	0.0%
9. Subcontracts awarded/committed this period.	$0	0	$0	0	$0	0	$0	0	0.0%
9.5 Totals			$0	0	$0	0	$0	0	0.0%

DBE AWARDS/COMMITMENTS THIS REPORTING PERIOD-BREAKDOWN BY ETHNICITY & GENDER	A Black American	B Hispanic American	C Native American	D Subcont. Asian American	E Asian-Pacific American	F Non-Minority Women	G Other (i.e., not of any group listed here)	H TOTALS (for this reporting period only)	I Year-End TOTALS
10. Total Number of Contracts (Prime and Sub)	0	0	0	0	0	0	0	0	0
11. Total Dollar Value	$0	$0	$0	$0	$0	$0	$0	$0	$0

ACTUAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A Number of Prime Contracts Completed	B Total Dollar Value of Prime Contracts Completed	C DBE Participation Needed to Meet Goal (Dollars)	D Total DBE Participation (Dollars)	E Percentage of Total DBE Participation
12. Race Conscious	0	$0	$0	$0	0.0%
13. Race Neutral	0	$0		$0	0.0%
14. Totals	0	$0		$0	0.0%

15. Submitted by (Print Name of Authorized Representative) Nancy Mateling	16. Signature of Authorized Representative (type your name as your signature) Nancy Mateling
17. Phone Number 847-294-7182	18. Fax Number

Save & Return | Edit & Revalidate | Print | Print to PDF | Return

2:00 PM 11/10/2014

FAA dbE-Connect

https://faa.dbeconnect.com/FAA/Functions/Common/AirportPart26ReportDetail.asp?AirportID=0CBED94B32C71A3D99D302122D142D

» View instructions for sections 8-9

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

» View instructions for sections 10-11

DBE AWARDS/COMMITMENTS THIS REPORTING PERIOD-BREAKDOWN BY ETHNICITY & GENDER	A Black American	B Hispanic American	C Native American	D Subcont. Asian American	E Asian-Pacific American	F Non-Minority Women	G Other (i.e., not of any group listed here)	H TOTALS (for this reporting period only)	I Year-End TO
10. Total Number of Contracts (Prime and Sub)	0	0	0	0	0	0	0	0	(
11. Total Dollar Value	0	0	0	0	0	0	0	0	

» View instructions for sections 12-14

ACTUAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A Number of Prime Contracts Completed	B Total Dollar Value of Prime Contracts Completed	C DBE Participation Needed to Meet Goal (Dollars)	D Total DBE Participation (Dollars)	E Percentage o DBE Particip
12. Race Conscious	0	0	0	0	0
13. Race Neutral	0	0		0	0
14. Totals	0	0		0	0

» View instructions for sections 15-18

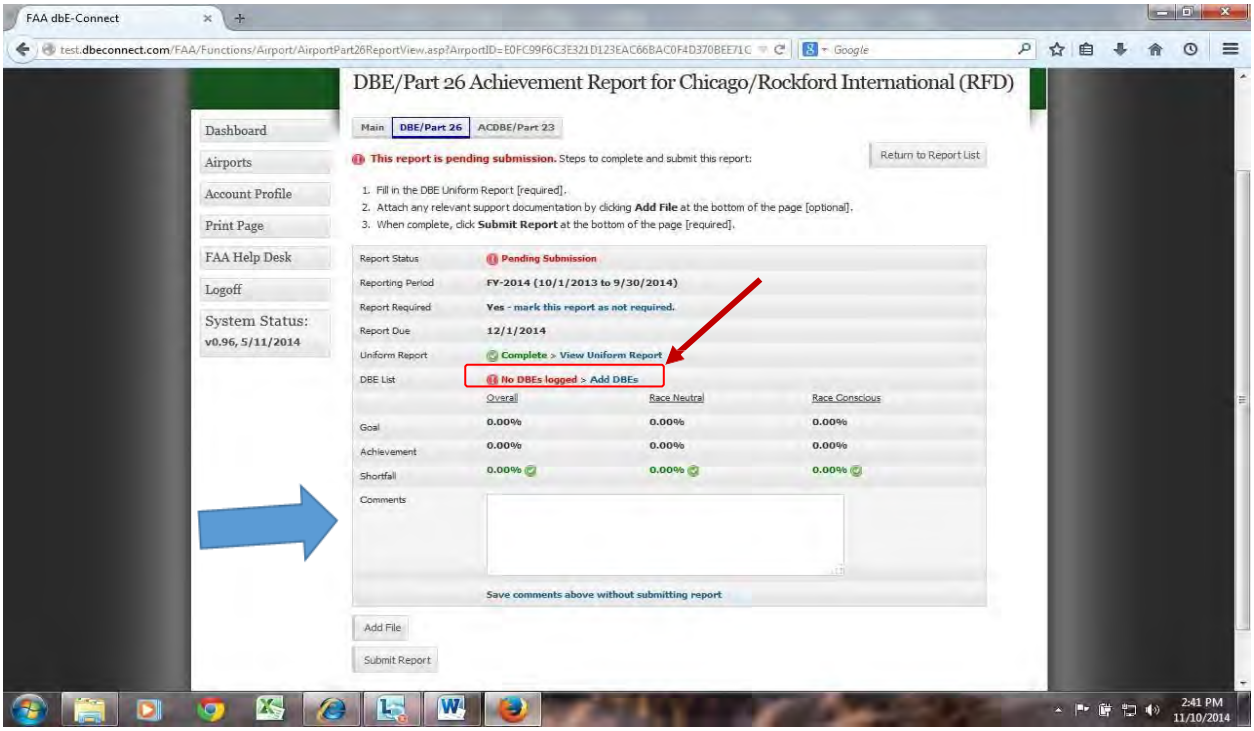
15. Submitted by (Print Name of Authorized Representative) Nancy Mateling	16. Signature of Authorized Representative (type your name as your signature) Nancy Mateling
17. Phone Number 847-294-7182	18. Fax Number

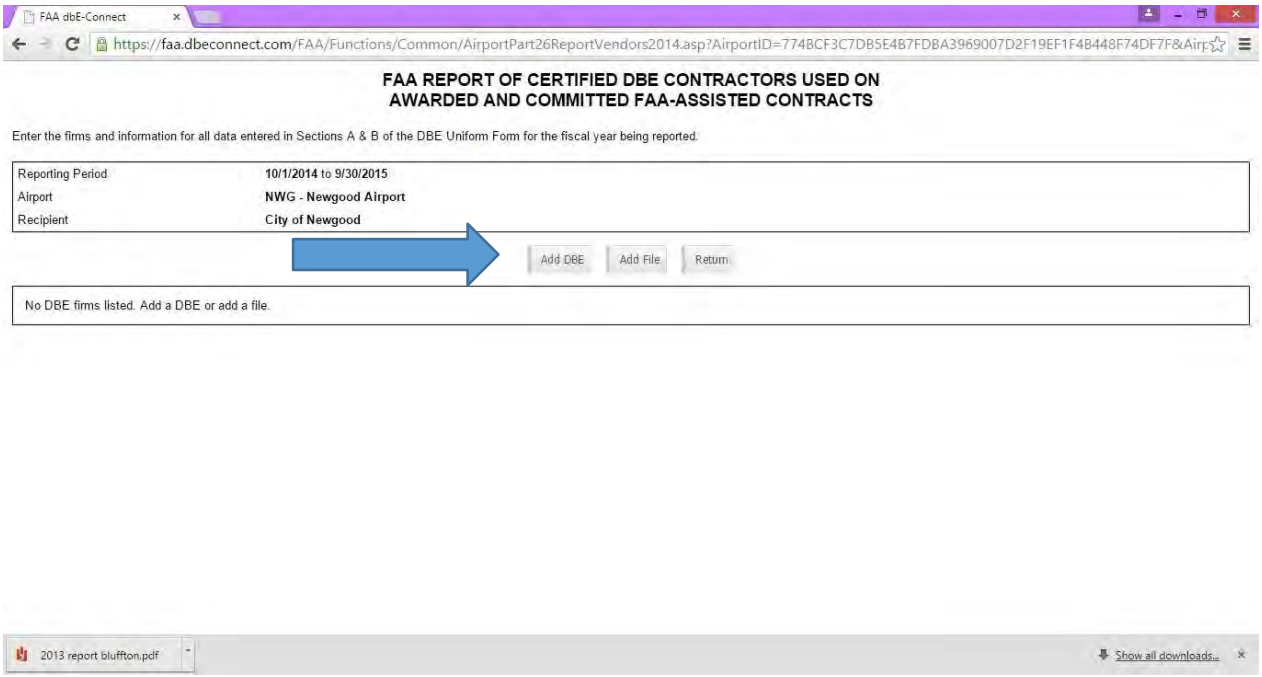
Validate & Save Draft | Print | Return to Summary | Fill in Blank Fields with Zeroes

1:58 PM 11/10/2014

The Report is still pending submission (see below).

- **Click on Add DBEs to enter Firms information or upload a document (ACDBE firms must be manually entered, no document upload)**
- **You may also include comments to FAA in the text box**

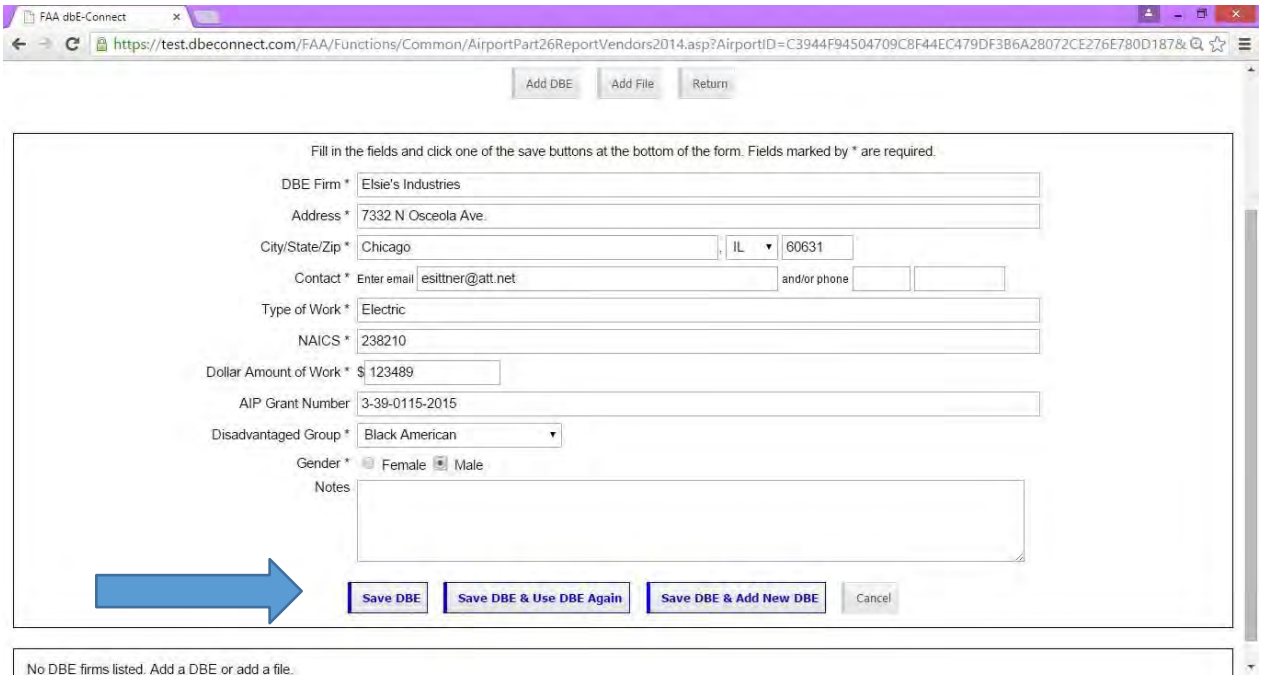




- To copy the same firm information to the next page click on Save DBE and Use DBE again

– To add additional DBE firms click on Save DBE and Add New DBE

- **When done entering DBE Firms' data click Save DBE.**

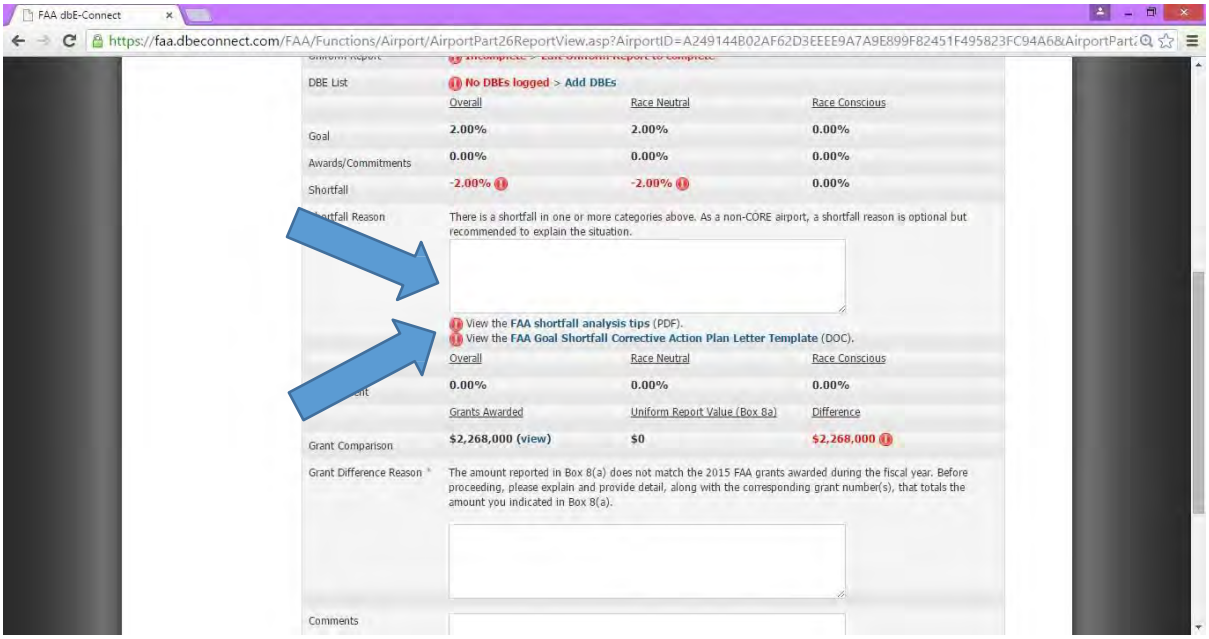


- When done, click on **Save DBE.**
- **Click Return to return to uniform form submittalscreen.**

- **From the report summary screen you can also enter DBE goal shortfall information, if applicable. (Note: CORE airports are required to submit a goal shortfall justification to FAA. We recommend that CORE airports enter the goal shortfall analysis and corrective actions in the Shortfall Reason textbox. However, CORE airports do not have to enter the goal shortfall information in FAA Connect to Submit a uniform form report) (can email the information to the FAA Compliant Specialist. See 49 CFR 26.47.**

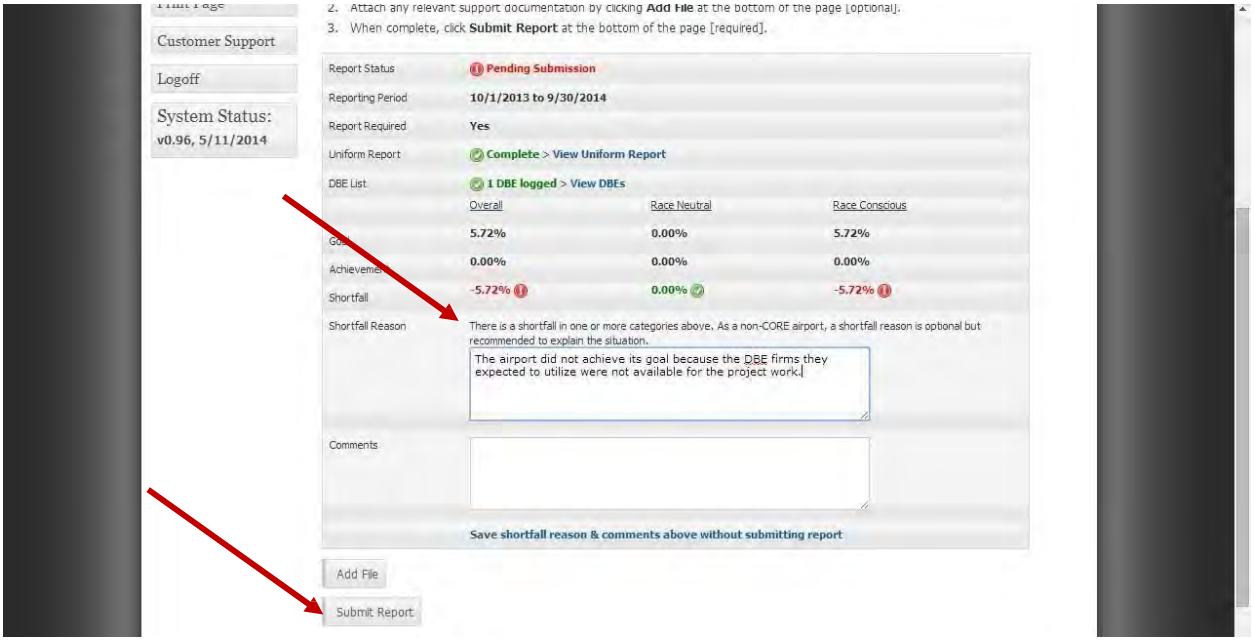
- **FAA Connect includes a goal shortfall template letter for airports and shortfall analysis tips.**

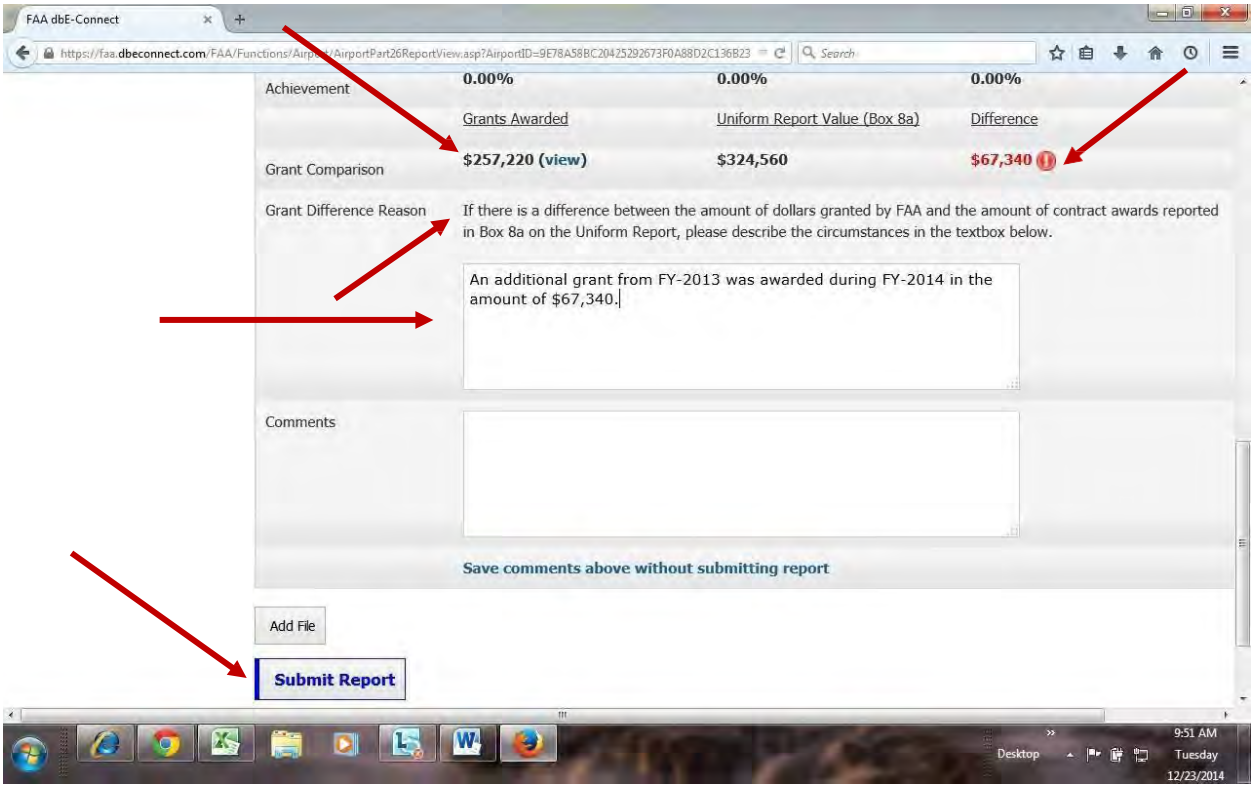
View the FAA shortfall analysis tips (PDF).
View the FAA Goal Shortfall Corrective Action Plan Letter Template (DOC).



Grant Reconciliation. If the data you entered in box 8a differs from the FAA AIP grant funding list for the year (click on view to see grants), this screen indicates the data discrepancy in red.

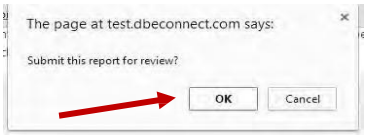
- **Provide an explanation for the difference in the text box (see diagram below).**
- **You can also upload a document on this screen. Click on Add File.**


Customer Support
Logoff
System Status:
v0.96, 5/11/2014
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
10/1/2013 to 9/30/2014
Report Required
Yes
Uniform Report
Complete > View Uniform Report
DBE List
1 DBE logged > View DBEs
Overall
Race Neutral
Race Conscious
5.72%
0.00%
5.72%
0.00%
0.00%
0.00%
-5.72%
0.00%
-5.72%
Shortfall
Shortfall Reason
There is a shortfall in one or more categories above. As a non-CORE airport, a shortfall reason is optional but recommended to explain the situation.
The airport did not achieve its goal because the DBE firms they expected to utilize were not available for the project work.
Comments
Save shortfall reason & comments above without submitting report
Add File
Submit Report

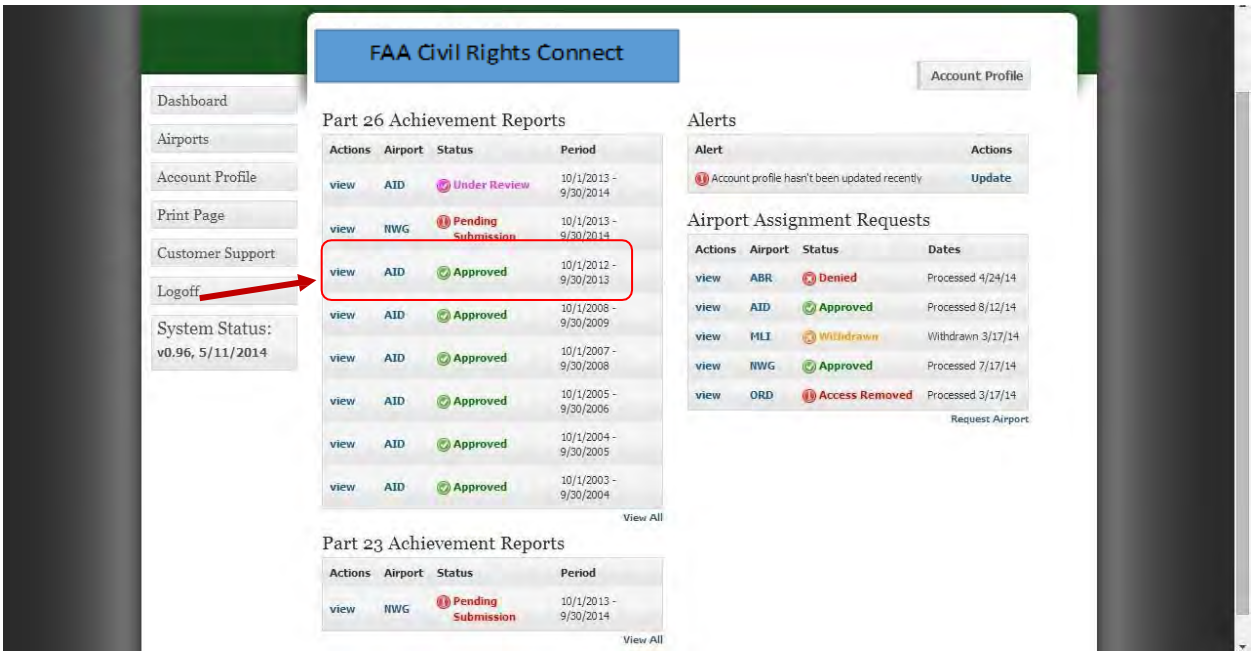

FAA dbE-Connect
Achievement
0.00%
0.00%
0.00%
Grants Awarded
Uniform Report Value (Box 8a)
Difference
Grant Comparison
$257,220 (view)
$324,560
$67,340
Grant Difference Reason
If there is a difference between the amount of dollars granted by FAA and the amount of contract awards reported in Box 8a on the Uniform Report, please describe the circumstances in the textbox below.
An additional grant from FY-2013 was awarded during FY-2014 in the amount of $67,340.
Comments
Save comments above without submitting report
Add File
Submit Report
Desktop
9:51 AM
Tuesday
12/23/2014

One more step to fully Submit the Report.

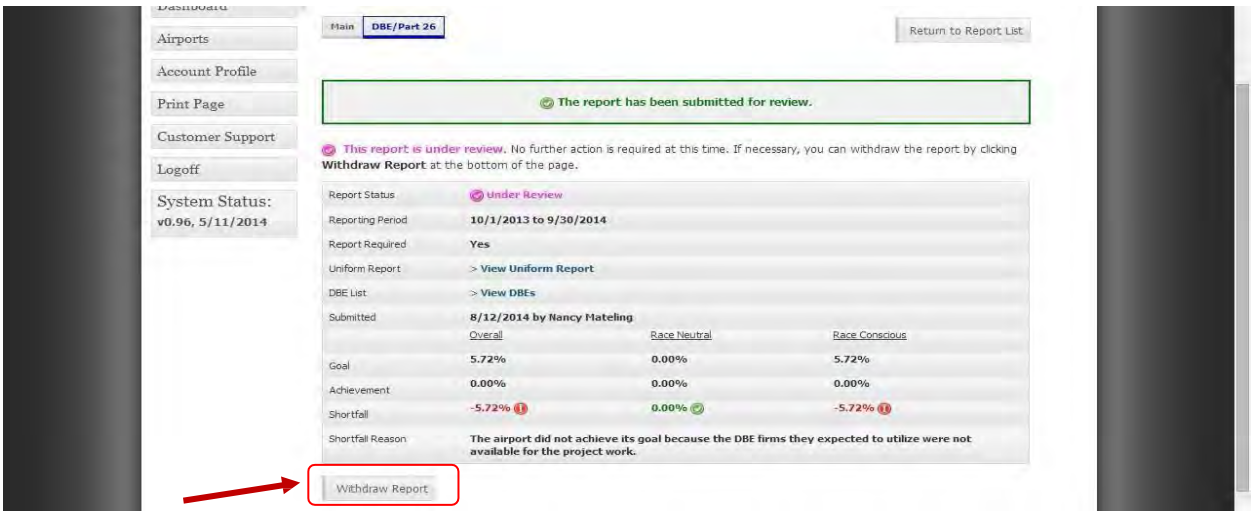
- **Click Submit Report. A popup window will appear asking if you want to Submit this Report for Review. Click OK.**



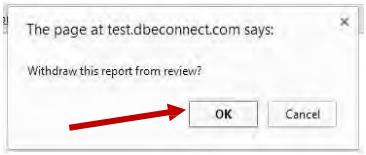
- **Your report has been submitted to FAA and is pending review by the FAA. You can now access the Report from your Dashboard (see next figure).**



- **While the report is Under Review by FAA, you can Withdraw the Report to make changes if necessary.**
- From your Dashboard, click on View next to the Report.
- Click on **Withdraw Report**.
- Click on **OK** on the popup window.
- Click on **View Uniform Report**.
- Click on **Edit and Validate** at the bottom of the form.

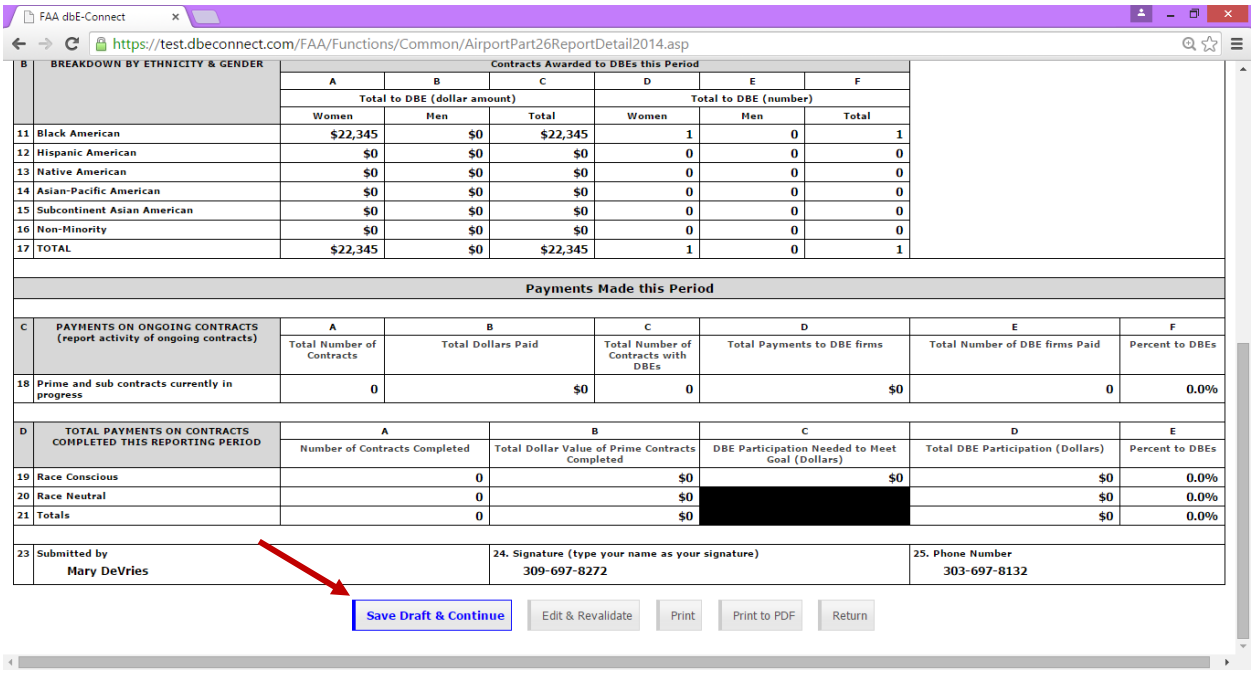


- **A popup window will appear asking if you want to withdraw the report. Click OK.**



- **To edit the uniform form, click View Uniform Report.**

- Click **Edit and Revalidate.**
- Make the necessary changes and click on **Validate and Save Draft**.
- Click **Save Draft and Continue**.
- Enter goal shortfall analysis (CORE airports).
- Enter **Grant Difference Reason** (see above).
- Click **Submit Report**.



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)		
		Women	Men	Total	Women	Men	Total
11	Black American	$22,345	$0	$22,345	1	0	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	$22,345	$0	$22,345	1	0	1

Payments Made this Period

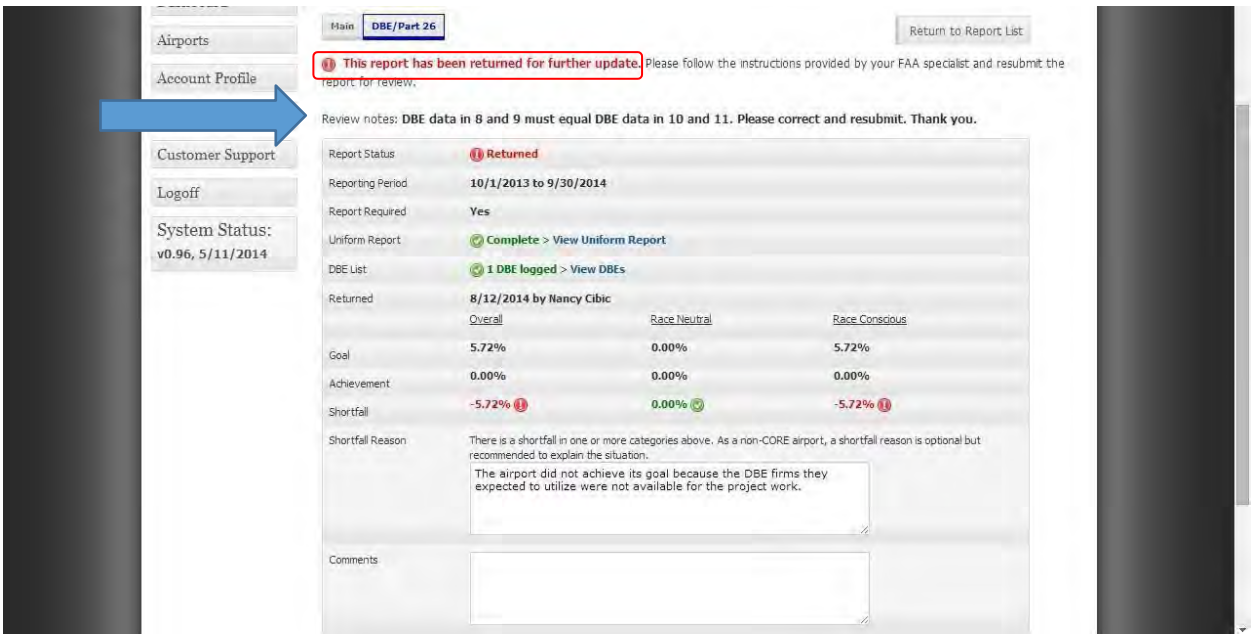
C	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	A	B	C	D	E	F
		Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18	Prime and sub contracts currently in progress	0	$0	0	$0	0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

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	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%
21	Totals	0	$0		$0	0.0%

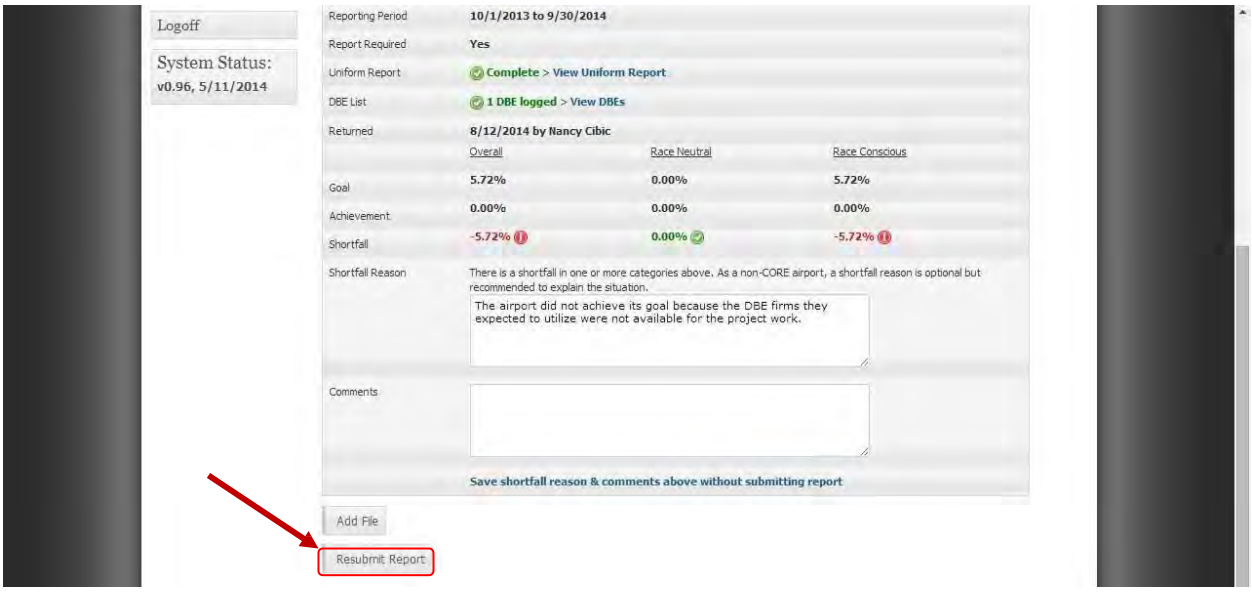
23	Submitted by	24. Signature (type your name as your signature)	25. Phone Number
	Mary DeVries	309-697-8272	303-697-8132

If a Report is Returned by FAA.

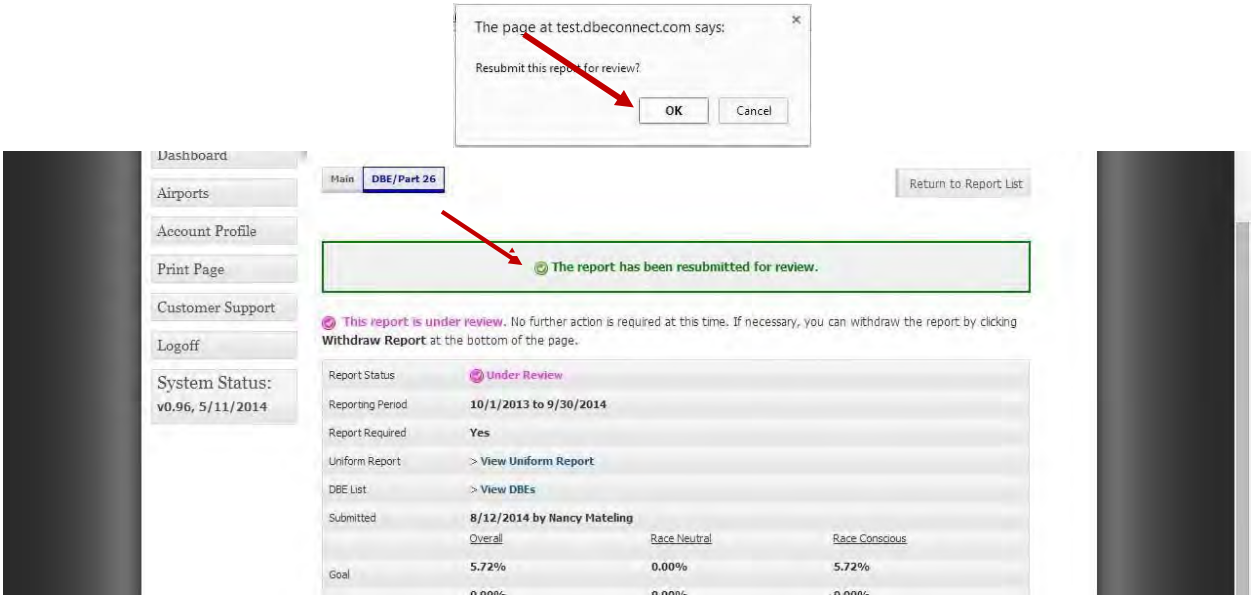
- **If the report is returned by FAA, you will receive an email message.**
- **The review notes in Connect will indicate why the report was returned.**



- **To make corrections, click View Uniform Report.**
- **Click Edit and Revalidate.**
- **Make the necessary changes and click on Validate and Save Draft.**
- **Click Save Draft and Continue.**
- **Enter goal shortfall analysis (CORE airports).**
- **Enter Grant Difference Reason (see above).**
- **Click Resubmit Report.**



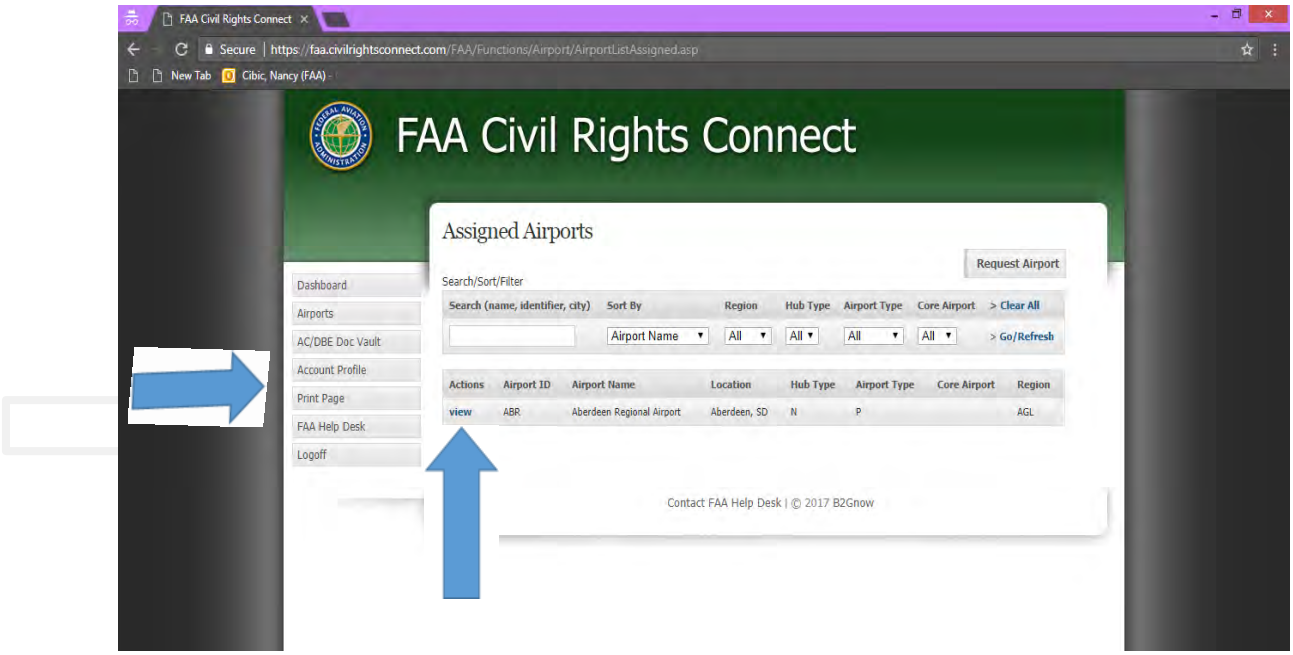
- **Click OK on the popup confirmation.**

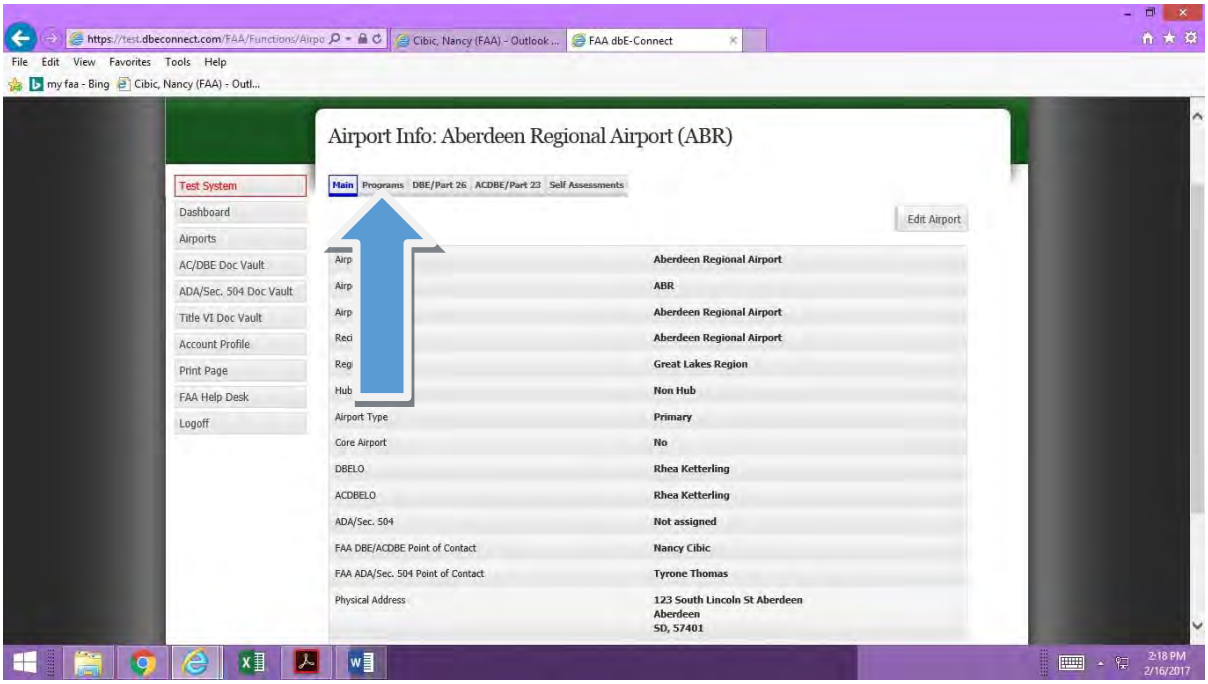


How to Submit a DBE or ACDBE Program

- Website: https://faa.civilrightsconnect.com/FAA/login.asp
- Click on Airports (left menu) – find the Airport and click **View**
- Click on **Programs** tab at top menus
- Click on Submit New Part 26 DBE Program or Part 23 ACDBE Program

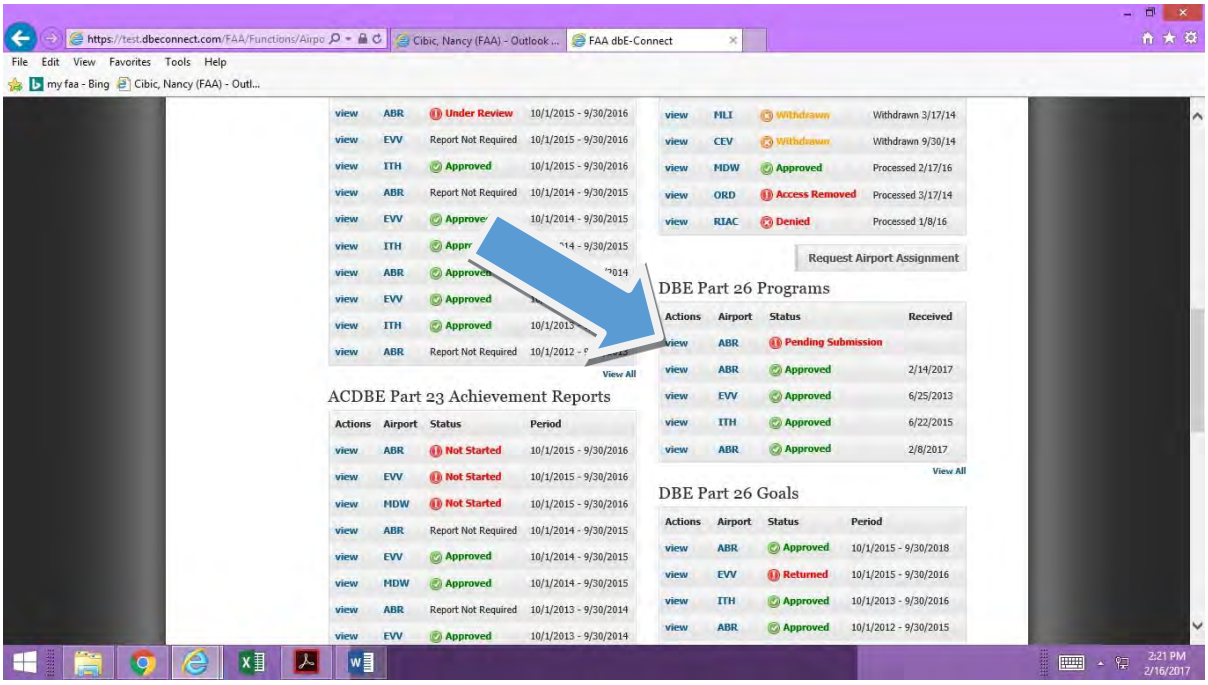
  Or,
- Access the Program from your Dashboard:
- Go to Part 23 or Part 26 Programs
- Click **View** next to the Program that is Pending Submission




https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
Airport Info: Aberdeen Regional Airport (ABR)
Test System
Dashboard
Airports
AC/DBE Doc Vault
ADA/Sec. 504 Doc Vault
Title VI Doc Vault
Account Profile
Print Page
FAA Help Desk
Logoff
Main
Programs
DBE/Part 26
ACDBE/Part 23
Self Assessments
Edit Airport
Airp
Aberdeen Regional Airport
Airp
ABR
Airp
Aberdeen Regional Airport
Reci
Aberdeen Regional Airport
Regi
Great Lakes Region
Hub
Non Hub
Airport Type
Primary
Core Airport
No
DBELO
Rhea Ketterling
ACDBELO
Rhea Ketterling
ADA/Sec. 504
Not assigned
FAA DBE/ACDBE Point of Contact
Nancy Cibic
FAA ADA/Sec. 504 Point of Contact
Tyrone Thomas
Physical Address
123 South Lincoln St Aberdeen
Aberdeen
SD, 57401
2:18 PM
2/16/2017

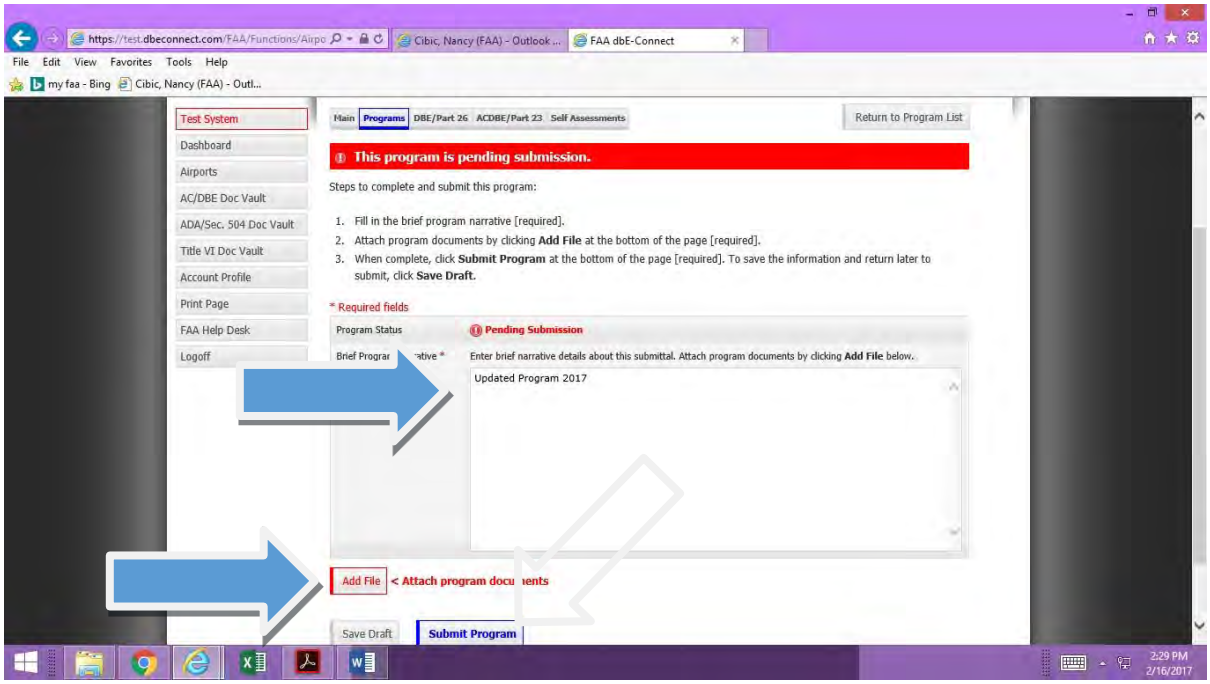
https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
FAA dbE-Connect
Program Records for Aberdeen Regional Airport (ABR)
Test System
Dashboard
Airports
AC/DBE Doc Vault
ADA/Sec. 504 Doc V
Print Page
FAA Help Desk
Logoff
Main
Programs
DBE/Part 26
ACDBE/Part 23
Self Assessments
Submit New Part 26 DBE Program
Submit New Part 23 ACDBE Program
Actions
Type
Status
FAA Approval Letter
view
Part 23
Under Review
view
Part 26
Approved
submit
Part 26
Pending Submission
view
Part 26
Approved
1/8/2017
Contact FAA Help Desk | © 2016 B2Gnow
https://test.dbeconnect.com/FAA/Functions/Airport/RequestSupport.asp
2:20 PM
2/16/2017

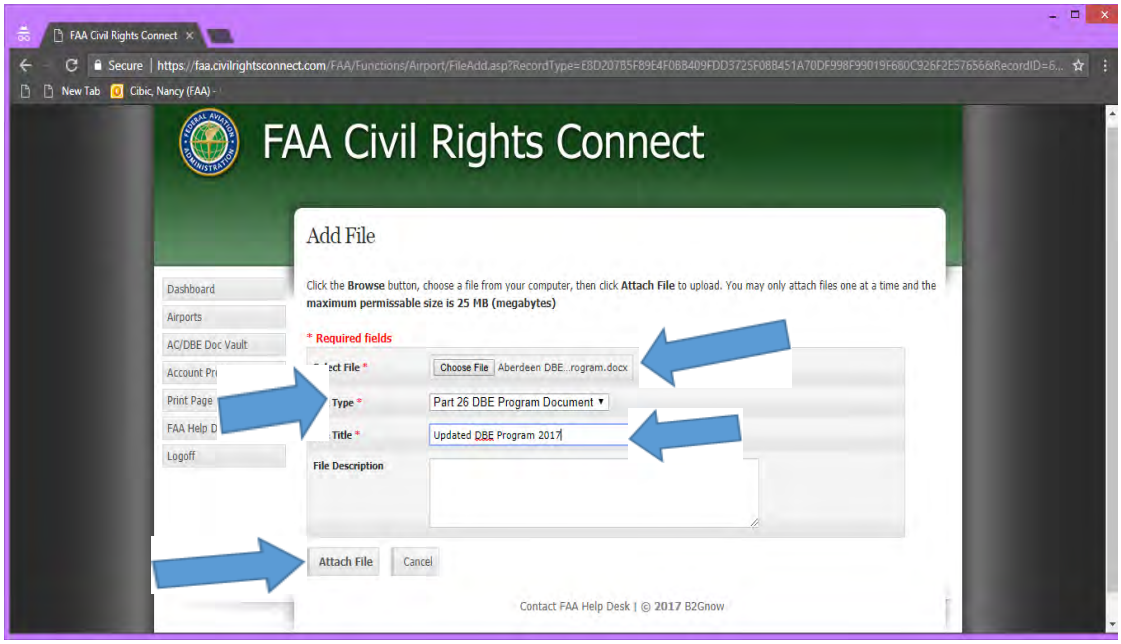
From your Dashboard:

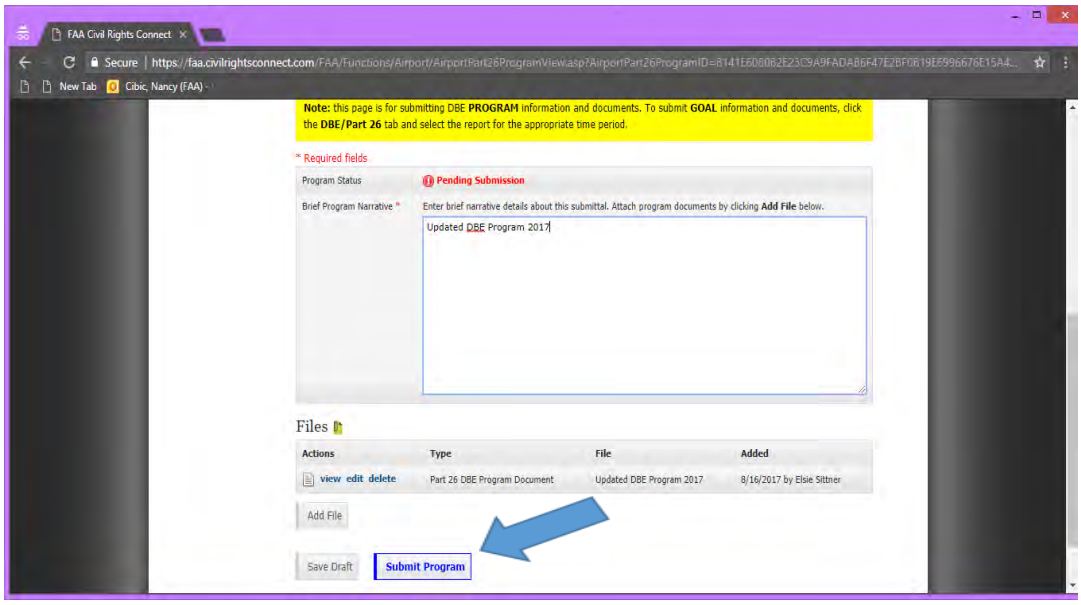


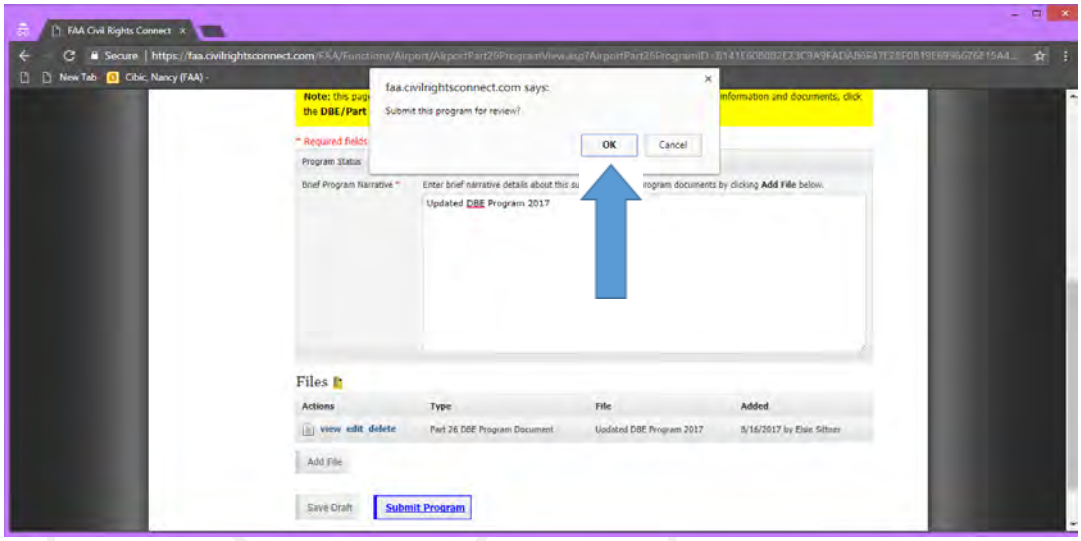
To upload and submit a program:

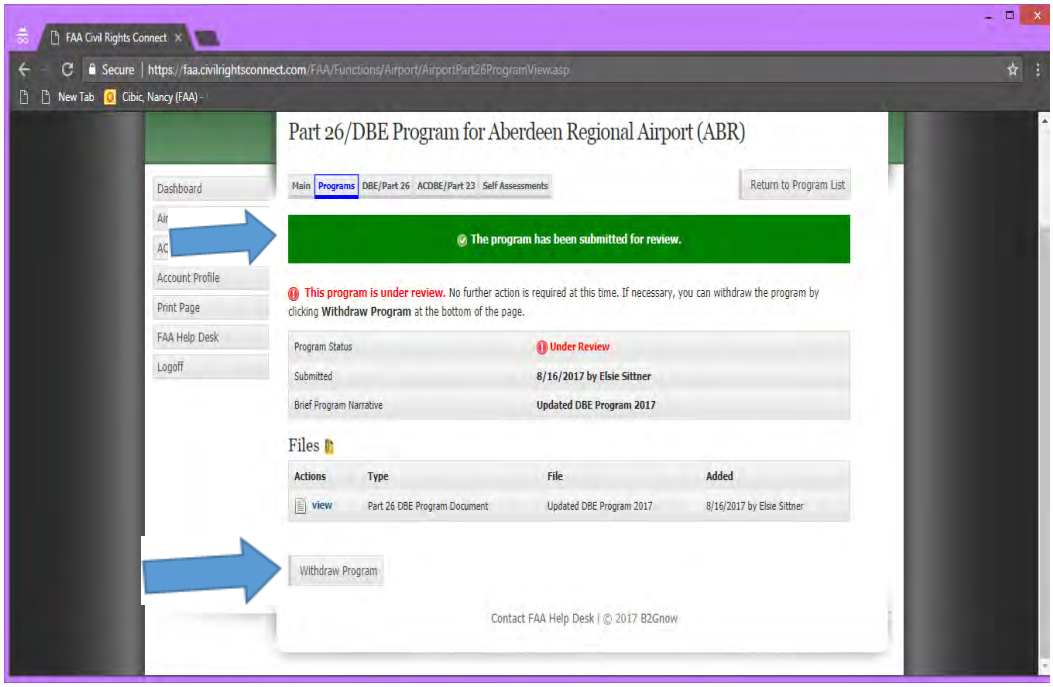
- Enter a Brief Program Narrative* (* denotes required entry) (Narrative might be for example Updated Program)
- Click on **Add File**
- Click Browse, Select (Highlight) File, Click Open
- Select File Type (drop down menu)
- Entire a File Title (2017 DBE Program for example)
- Entire a File Description if needed (not a mandatory entry
- Click on **Attach File** (you can add as many files as you need to)
- Click on **Save Draft** if you are not ready to submit yet
- When you are ready to submit, click on **Submit Program**
- The Program is now pending approval by the FAA Compliance Specialist
- You will receive an email message indicated the status
- If you need to make changes, you can **Withdraw** the Program prior to FAA approval.

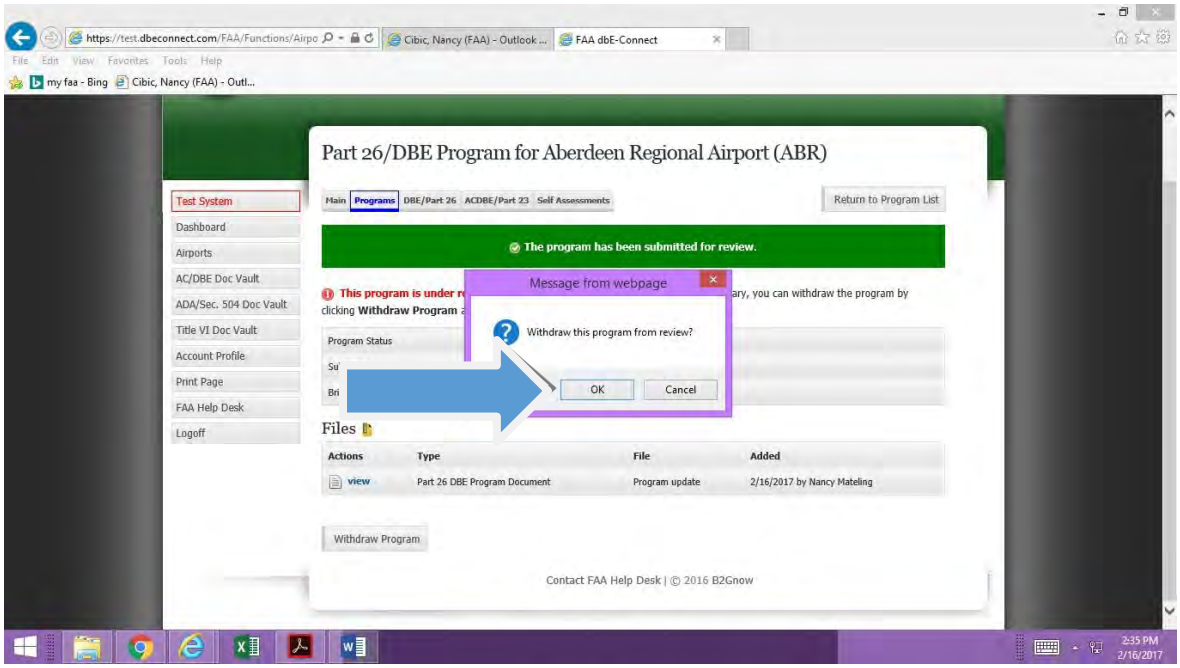

https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
Test System
Dashboard
Airports
AC/DBE Doc Vault
ADA/Sec. 504 Doc Vault
Title VI Doc Vault
Account Profile
Print Page
FAA Help Desk
Logoff
Main
Programs
DBE/Part 26
ACDBE/Part 23
Self Assessments
Return to Program List
This program is pending submission.
Steps to complete and submit this program:
1. Fill in the brief program narrative [required].
2. Attach program documents by clicking Add File at the bottom of the page [required].
3. When complete, click Submit Program at the bottom of the page [required]. To save the information and return later to submit, click Save Draft.
* Required fields
Program Status
Pending Submission
Enter brief narrative details about this submittal. Attach program documents by clicking Add File below.
Updated Program 2017
Add File
< Attach program documents
Save Draft
Submit Program
2:29 PM
2/16/2017

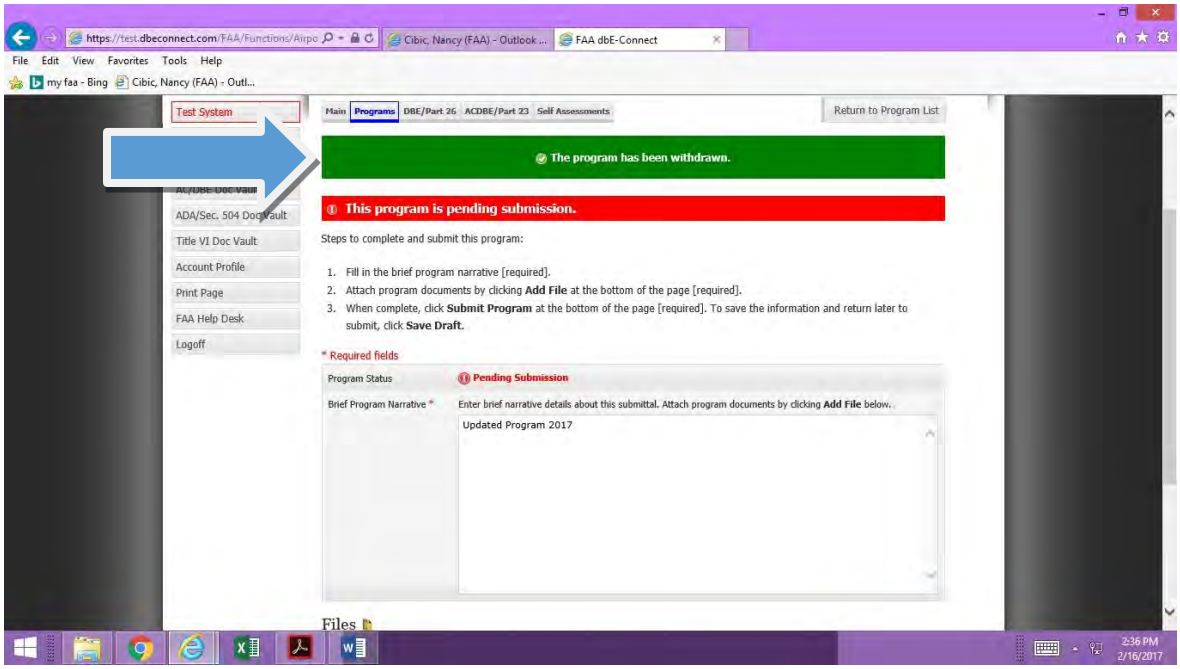

FAA Civil Rights Connect
Secure | https://faa.civilrightsconnect.com/FAA/Functions/Airport/FileAdd.asp?RecordType=E8D20785F89E4F0BB409FDD3725F08B451A70DF998F99019F680C926F2E57656&RecordID=6...
New Tab
Cibic, Nancy (FAA)
FAA Civil Rights Connect
Add File
Click the Browse button, choose a file from your computer, then click Attach File to upload. You may only attach files one at a time and the maximum permissable size is 25 MB (megabytes)
* Required fields
Dashboard
Airports
AC/DBE Doc Vault
Print Page
Logoff
Choose File
Aberdeen DBE...rogram.docx
Type *
Part 26 DBE Program Document
Title *
Updated DBE Program 2017
File Description
Attach File
Cancel
Contact FAA Help Desk | © 2017 B2Gnow


FAA Civil Rights Connect
Secure | https://faa.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ProgramView.asp?AirportPart26ProgramID=8141E608082E23C9A9FADAB6F47E2BF0819E5996676E15A4...
New Tab
Cibic, Nancy (FAA)
Note: this page is for submitting DBE PROGRAM information and documents. To submit GOAL information and documents, click the DBE/Part 26 tab and select the report for the appropriate time period.
* Required fields
Program Status
Pending Submission
Brief Program Narrative *
Enter brief narrative details about this submittal. Attach program documents by clicking Add File below.
Updated DBE Program 2017
Files
Actions
Type
File
Added
view edit delete
Part 26 DBE Program Document
Updated DBE Program 2017
8/16/2017 by Elsie Sittner
Add File
Save Draft
Submit Program


FAA Civil Rights Connect
Secure | https://faa.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ProgramView.asp?AirportPart26ProgramID=8141E608082E23C9A9FADAB6F47E2BF0819E5996676E15A4...
New Tab
Cibic, Nancy (FAA)
faa.civilrightsconnect.com says:
Submit this program for review?
OK
Cancel
Updated DBE Program 2017
Files
Actions
Type
File
Added
view edit delete
Part 26 DBE Program Document
Updated DBE Program 2017
8/16/2017 by Elsie Sittner
Add File
Save Draft
Submit Program


FAA Civil Rights Connect
Secure | https://faa.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26ProgramView.asp
New Tab
Cibic, Nancy (FAA)
Part 26/DBE Program for Aberdeen Regional Airport (ABR)
Dashboard
Account Profile
Print Page
FAA Help Desk
Logoff
Main
Programs
DBE/Part 26
ACDBE/Part 23
Self Assessments
Return to Program List
The program has been submitted for review.
This program is under review. No further action is required at this time. If necessary, you can withdraw the program by clicking Withdraw Program at the bottom of the page.
Program Status
Under Review
Submitted
8/16/2017 by Elsie Sittner
Brief Program Narrative
Updated DBE Program 2017
Files
Actions
Type
File
Added
view
Part 26 DBE Program Document
Updated DBE Program 2017
8/16/2017 by Elsie Sittner
Withdraw Program
Contact FAA Help Desk | © 2017 B2Gnow


https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
Part 26/DBE Program for Aberdeen Regional Airport (ABR)
Test System
Dashboard
Airports
AC/DBE Doc Vault
ADA/Sec. 504 Doc Vault
Title VI Doc Vault
Account Profile
Print Page
FAA Help Desk
Logoff
Main
Programs
DBE/Part 26
ACDBE/Part 23
Self Assessments
Return to Program List
The program has been submitted for review.
Message from webpage
Withdraw this program from review?
OK
Cancel
Program Status
Files
Actions
Type
File
Added
view
Part 26 DBE Program Document
Program update
2/16/2017 by Nancy Mateling
Withdraw Program
Contact FAA Help Desk | © 2016 B2Gnow
2:35 PM
2/16/2017


https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
Test System
Main
Programs
DBE/Part 26
ACDBE/Part 23
Self Assessments
Return to Program List
The program has been withdrawn.
This program is pending submission.
ADA/Sec. 504 Doc Vault
Title VI Doc Vault
Account Profile
Print Page
FAA Help Desk
Logoff
Steps to complete and submit this program:
1. Fill in the brief program narrative [required].
2. Attach program documents by clicking Add File at the bottom of the page [required].
3. When complete, click Submit Program at the bottom of the page [required]. To save the information and return later to submit, click Save Draft.
* Required fields
Program Status
Pending Submission
Brief Program Narrative *
Enter brief narrative details about this submittal. Attach program documents by clicking Add File below..
Updated Program 2017
Files
2:36 PM
2/16/2017

Guidance for Submitting DBE Goals

- NOTE: IF THE GOAL PERIOD IS NOT LISTED, PLEASE CONTACT YOUR FAA REGIONAL SPECIALIST TO ADD THE GOAL PERIOD.

- Website: https://faa.civilrightsconnect.com/FAA/login.asp

- Click on Airports (left menu) – find the Airport and click **View**

- Click on **DBE/Part 26** tab at top menus

- Click on **Submit** next to the fiscal years goal that you need to submit

- **Or,**

- Access the Goal from your Dashboard:
  - Go to DBE Part 26 Goals Click **View** next to the Goal that is Pending Submission

- Enter Brief Goal Narrative * (* denotes required entry) (Narrative might be for example: 2017-2019 Goal)

- Enter Overall Goal (race-neutral and race- conscious) - click copy down if the goal is the same for all years or enter specific goals for each year of the three year period

- Click on **Add File**

- Click Browse, Select (Highlight) File, Click Open

- Select File Type (drop down menu)

- Entire a File Title (Updated DBE Goals for example)

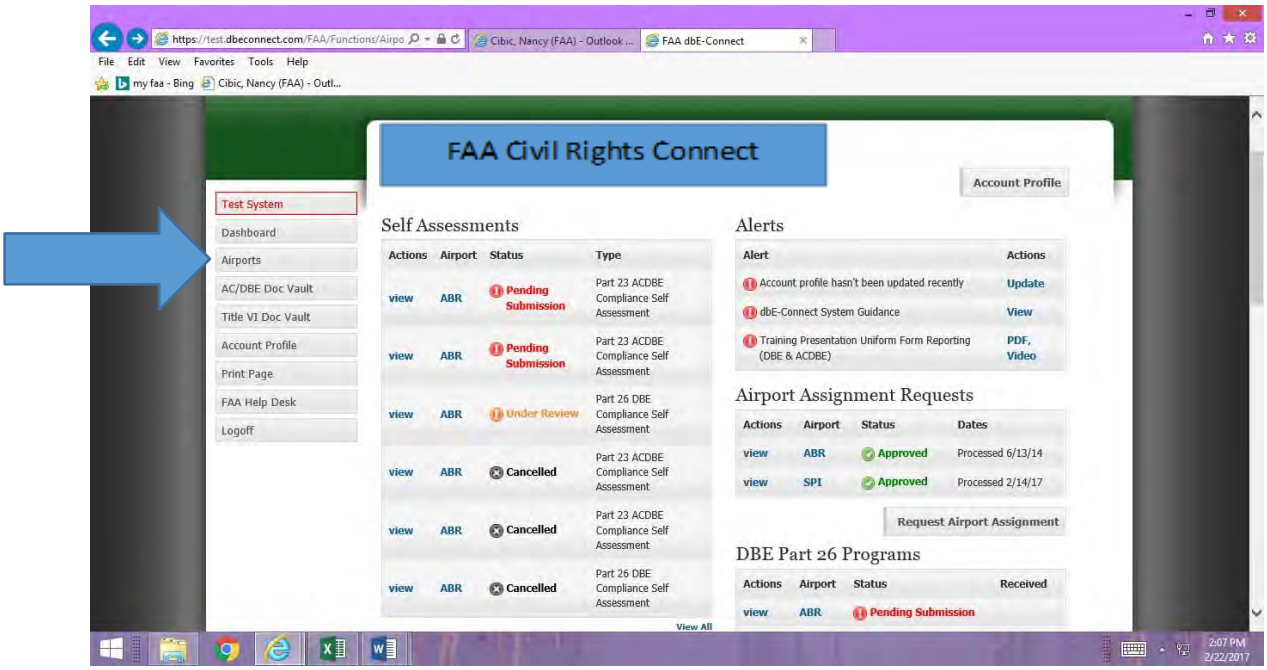
- Entire a File Description if needed (not a mandatory entry

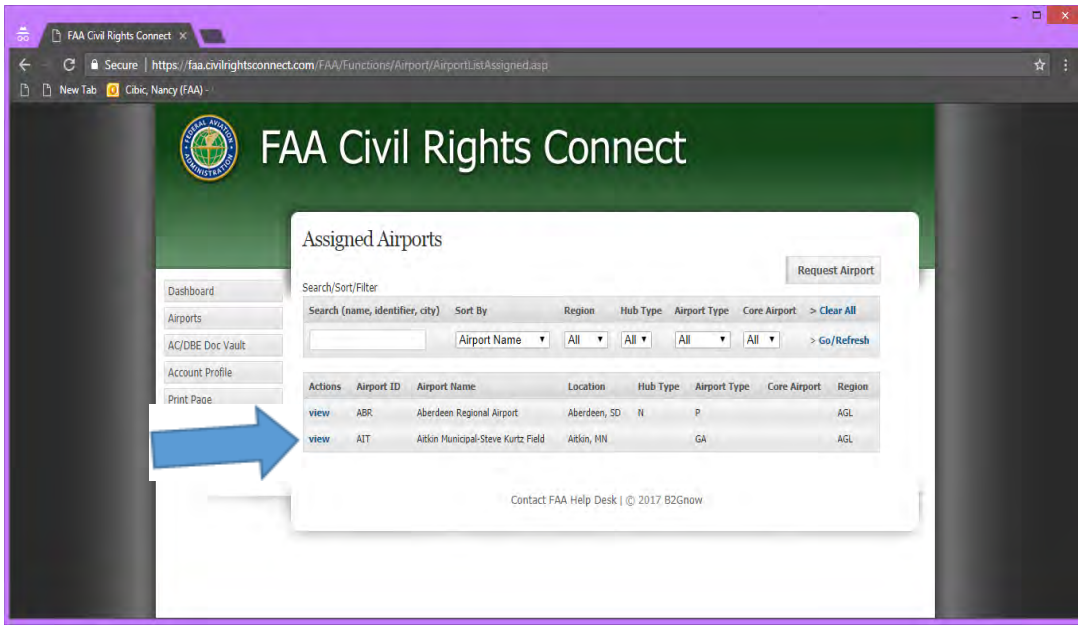
- Click on **Attach File** (you can add as many files as you need to)

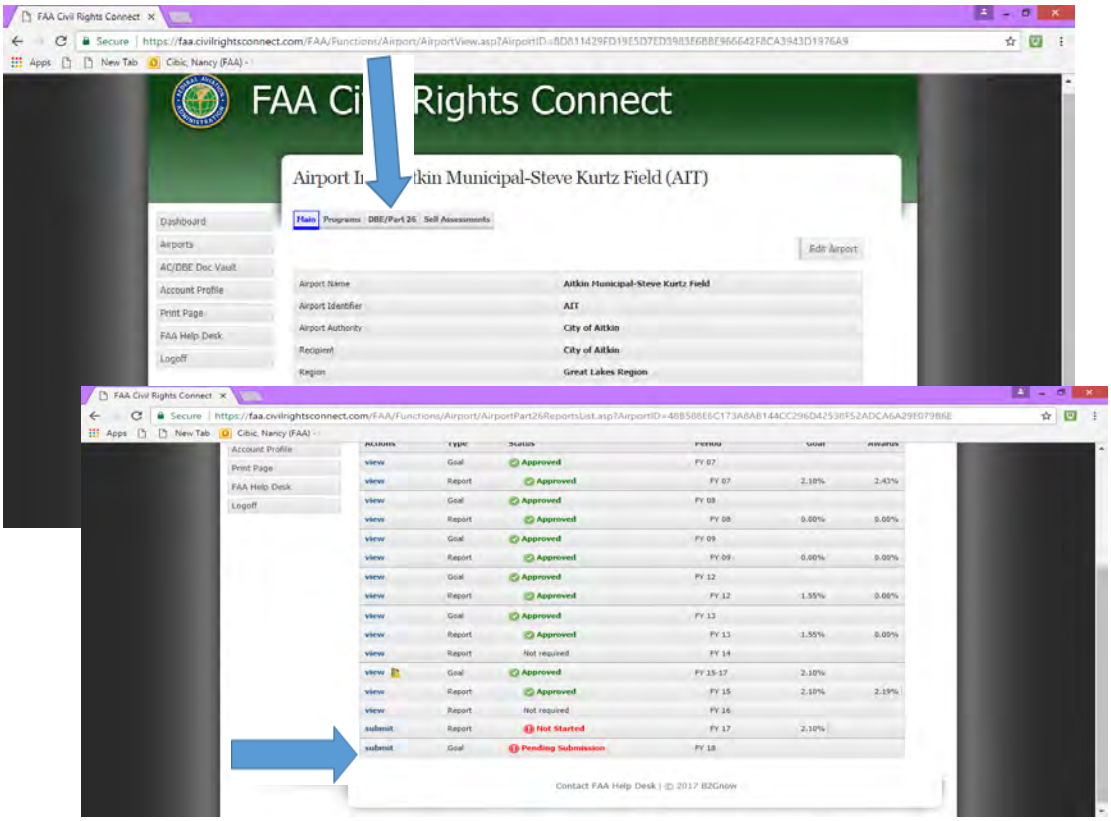
- Click on **Save Draft** if you are not ready to submit yet

- When you are ready to submit, click on **Submit Goal.** The Goal/s are now pending approval by the FAA Compliance Specialist. You will receive an email message indicated the status.

- Prior to FAA Approval, you can Withdraw the Goal to Edit.

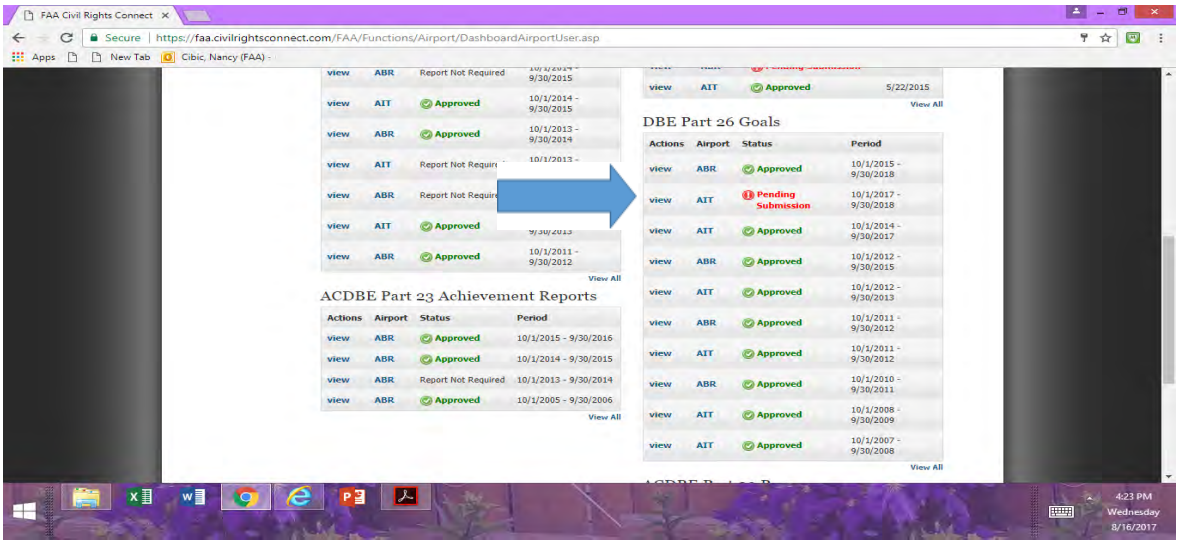

FAA Civil Rights Connect
Account Profile
Test System
Dashboard
Airports
AC/DBE Doc Vault
Title VI Doc Vault
Account Profile
Print Page
FAA Help Desk
Logoff
Self Assessments
Actions Airport Status Type
view ABR Pending Submission Part 23 ACDBE Compliance Self Assessment
view ABR Pending Submission Part 23 ACDBE Compliance Self Assessment
view ABR Under Review Part 26 DBE Compliance Self Assessment
view ABR Cancelled Part 23 ACDBE Compliance Self Assessment
view ABR Cancelled Part 23 ACDBE Compliance Self Assessment
view ABR Cancelled Part 26 DBE Compliance Self Assessment
View All
Alerts
Alert Actions
Account profile hasn't been updated recently Update
dbE-Connect System Guidance View
Training Presentation Uniform Form Reporting (DBE & ACDBE) PDF, Video
Airport Assignment Requests
Actions Airport Status Dates
view ABR Approved Processed 6/13/14
view SPI Approved Processed 2/14/17
Request Airport Assignment
DBE Part 26 Programs
Actions Airport Status Received
view ABR Pending Submission

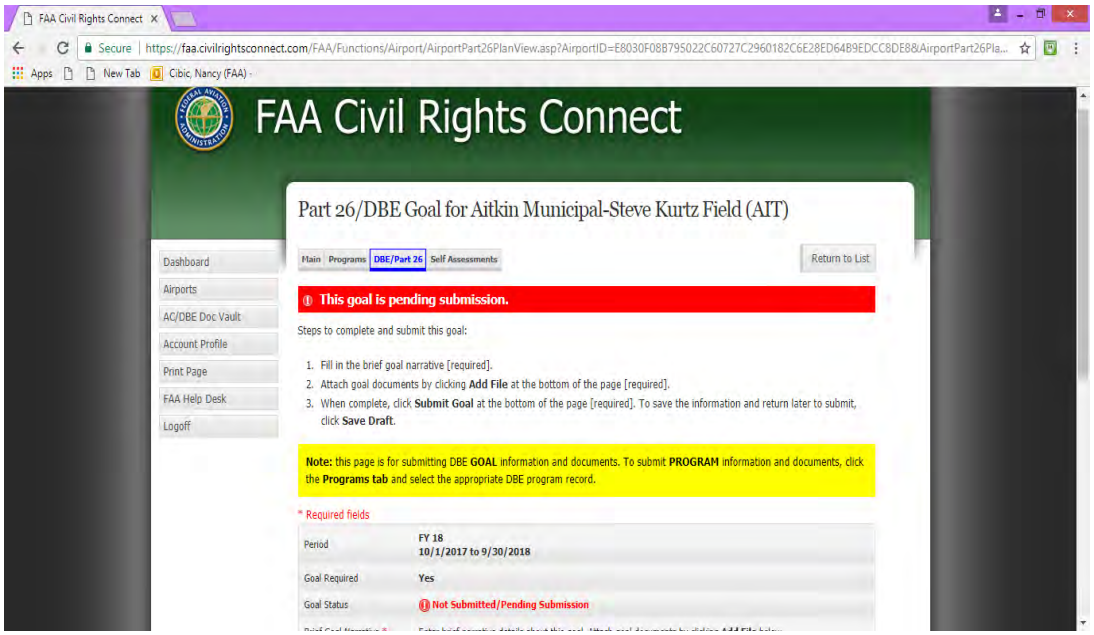

FAA Civil Rights Connect
Assigned Airports
Request Airport
Dashboard
Airports
AC/DBE Doc Vault
Account Profile
Print Page
Search/Sort/Filter
Search (name, identifier, city) Sort By Region Hub Type Airport Type Core Airport > Clear All
Airport Name All All All All > Go/Refresh
Actions Airport ID Airport Name Location Hub Type Airport Type Core Airport Region
view ABR Aberdeen Regional Airport Aberdeen, SD N P AGL
view AIT Aitkin Municipal-Steve Kurtz Field Aitkin, MN GA AGL
Contact FAA Help Desk | © 2017 B2Gnow

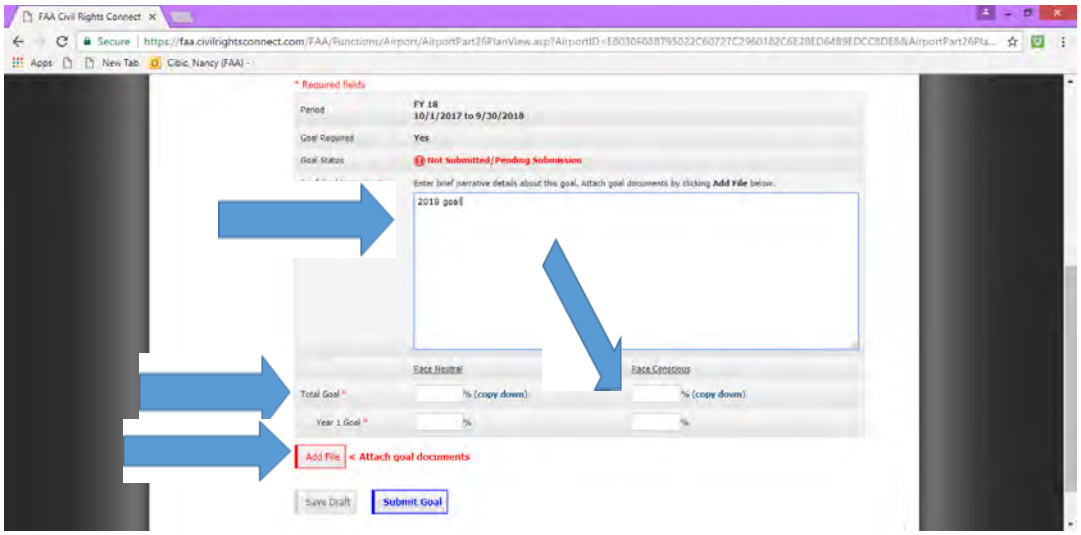


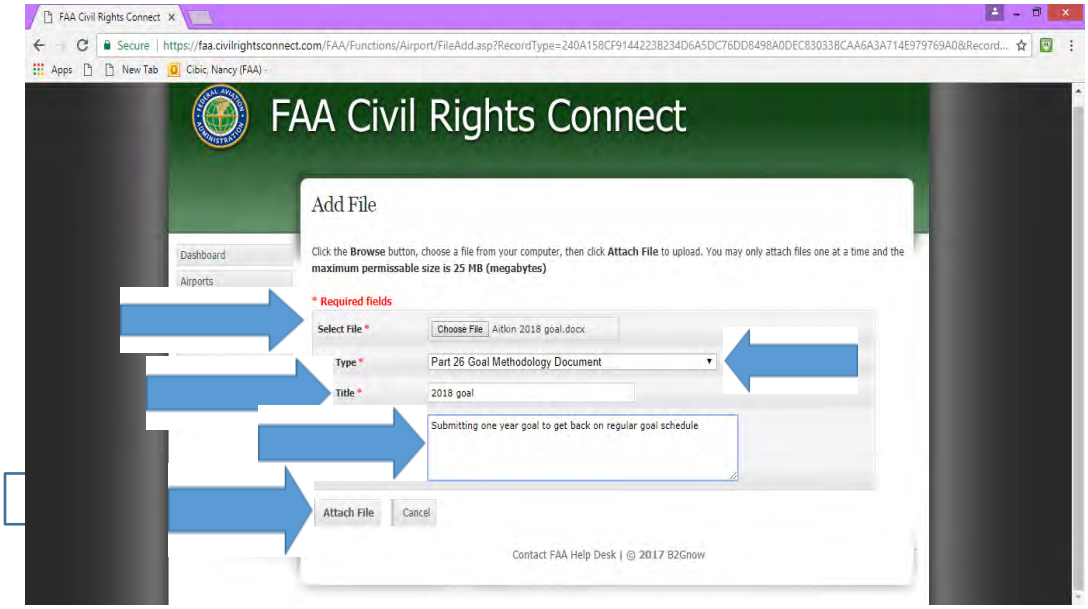
OR,

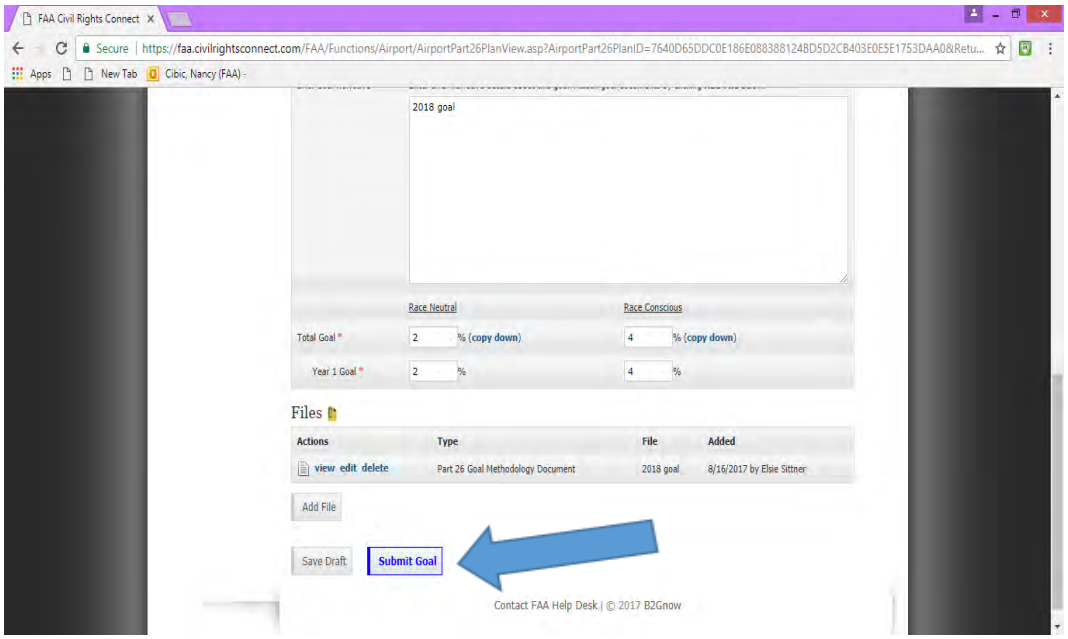
From your Dashboard:

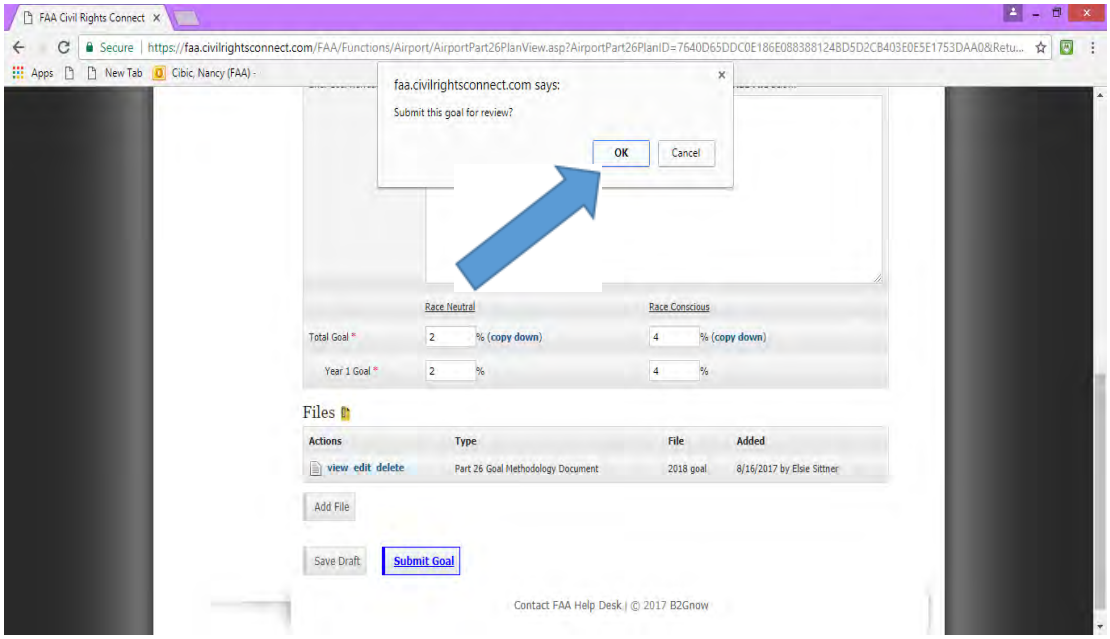


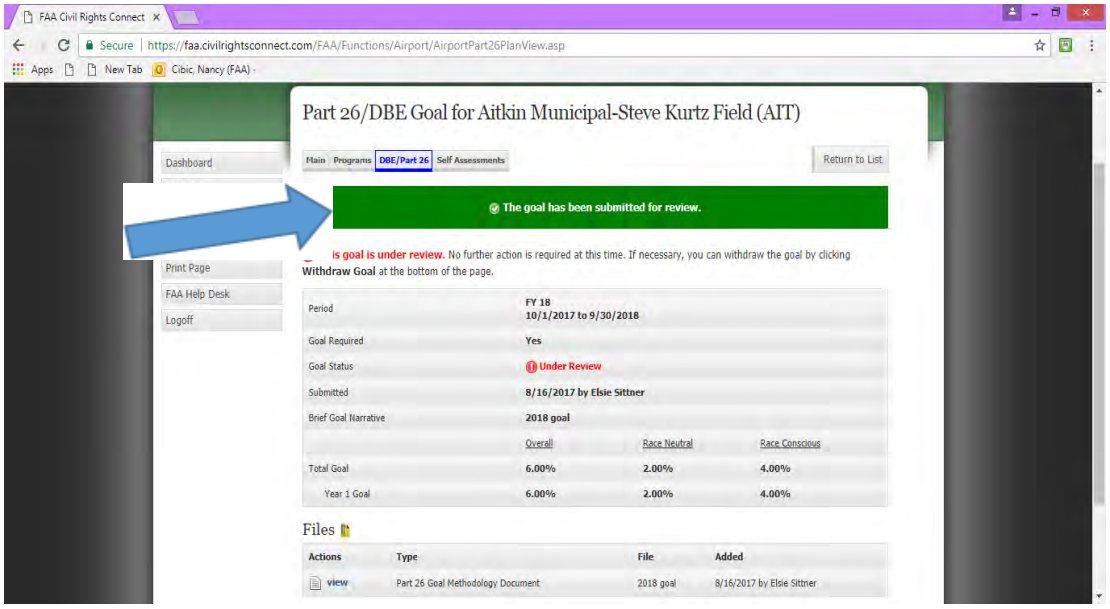

FAA Civil Rights Connect
Part 26/DBE Goal for Aitkin Municipal-Steve Kurtz Field (AIT)
Dashboard
Airports
AC/DBE Doc Vault
Account Profile
Print Page
FAA Help Desk
Logoff
Main
Programs
DBE/Part 26
Self Assessments
Return to List
This goal is pending submission.
Steps to complete and submit this goal:
1. Fill in the brief goal narrative [required].
2. Attach goal documents by clicking Add File at the bottom of the page [required].
3. When complete, click Submit Goal at the bottom of the page [required]. To save the information and return later to submit, click Save Draft.
Note: this page is for submitting DBE GOAL information and documents. To submit PROGRAM information and documents, click the Programs tab and select the appropriate DBE program record.
* Required fields
Period
FY 18
10/1/2017 to 9/30/2018
Goal Required
Yes
Goal Status
Not Submitted/Pending Submission


* Required fields
Period
FY 18
10/1/2017 to 9/30/2018
Goal Required
Yes
Goal Status
Not Submitted/Pending Submission
Enter brief narrative details about this goal. Attach goal documents by clicking Add File below.
2018 goal
Race Neutral
Race Conscious
Total Goal *
% (copy down)
% (copy down)
Year 1 Goal *
%
%
Add File
< Attach goal documents
Save Draft
Submit Goal

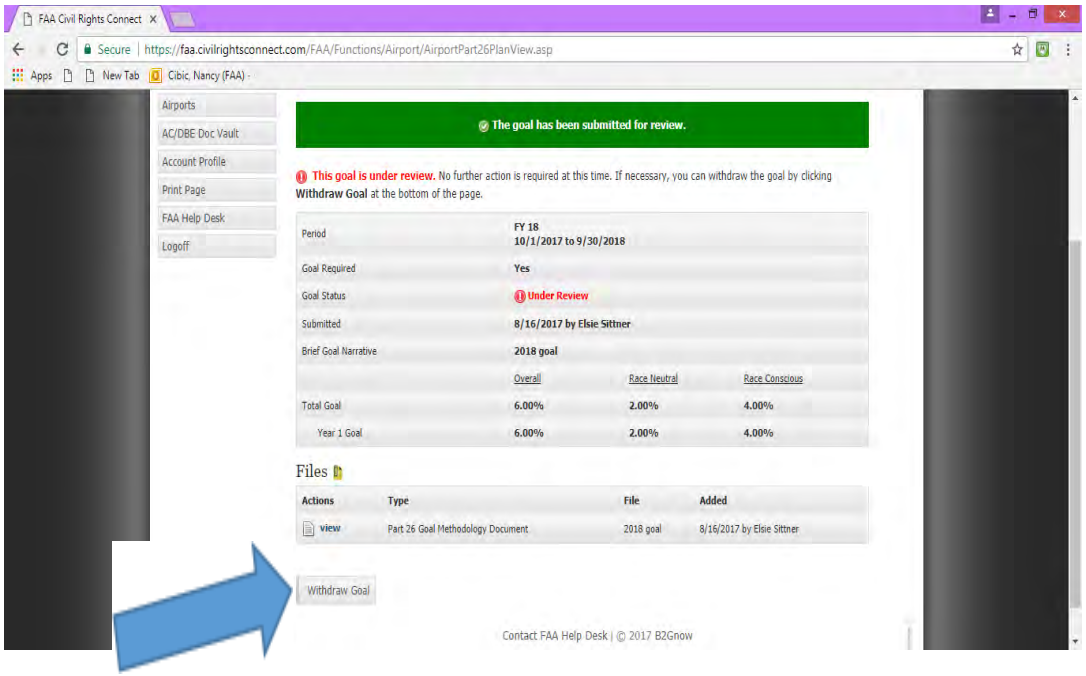

FAA Civil Rights Connect
Add File
Click the Browse button, choose a file from your computer, then click Attach File to upload. You may only attach files one at a time and the maximum permissable size is 25 MB (megabytes)
* Required fields
Select File *
Choose File
Aitkin 2018 goal.docx
Type *
Part 26 Goal Methodology Document
Title *
2018 goal
Submitting one year goal to get back on regular goal schedule
Attach File
Cancel
Contact FAA Help Desk | © 2017 B2Gnow


2018 goal
Race Neutral
Race Conscious
Total Goal *
2
% (copy down)
4
% (copy down)
Year 1 Goal *
2
%
4
%
Files
Actions
Type
File
Added
view edit delete
Part 26 Goal Methodology Document
2018 goal
8/16/2017 by Elsie Sittner
Add File
Save Draft
Submit Goal
Contact FAA Help Desk | © 2017 B2Gnow


FAA Civil Rights Connect
Secure | https://faa.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26PlanView.asp?AirportPart26PlanID=7640D65DDC0E186E0883881248D5D2CB403E0E5E1753DAA0&Retu...
Apps
New Tab
Cibic, Nancy (FAA)
faa.civilrightsconnect.com says:
Submit this goal for review?
OK
Cancel
Race Neutral
Race Conscious
Total Goal *
2
% (copy down)
4
% (copy down)
Year 1 Goal *
2
%
4
%
Files
Actions
Type
File
Added
view edit delete
Part 26 Goal Methodology Document
2018 goal
8/16/2017 by Elsie Sittner
Add File
Save Draft
Submit Goal
Contact FAA Help Desk | © 2017 B2Gnow


FAA Civil Rights Connect
Secure | https://faa.civilrightsconnect.com/FAA/Functions/Airport/AirportPart26PlanView.asp
Apps
New Tab
Cibic, Nancy (FAA)
Part 26/DBE Goal for Aitkin Municipal-Steve Kurtz Field (AIT)
Dashboard
Main
Programs
DBE/Part 26
Self Assessments
Return to List
The goal has been submitted for review.
Print Page
FAA Help Desk
Logoff
is goal is under review. No further action is required at this time. If necessary, you can withdraw the goal by clicking Withdraw Goal at the bottom of the page.
Period
FY 18
10/1/2017 to 9/30/2018
Goal Required
Yes
Goal Status
Under Review
Submitted
8/16/2017 by Elsie Sittner
Brief Goal Narrative
2018 goal
Overall
Race Neutral
Race Conscious
Total Goal
6.00%
2.00%
4.00%
Year 1 Goal
6.00%
2.00%
4.00%
Files
Actions
Type
File
Added
view
Part 26 Goal Methodology Document
2018 goal
8/16/2017 by Elsie Sittner

You can withdraw the program to make changes before FAA approval.



How to Complete and Submit the ACDBE Uniform Report and ACDBE firms form

NOTE: ALL PRIMARY AIRPORTS ARE REQUIRED TO SUBMIT AN ACDBE REPORT

NOTE: The ACDBE Firms must also be manually entered for the Uniform Form to submit in FAA Connect. Also, the dollar amounts that you enter for the ACDBE firms must match the dollar amounts you enter on the ACDBE Uniform Form for the respective categories. For example, if the dollar amount for your ACDBE car rental supplier firms totals $25,678, the dollar amount you enter for ACDBEs on the ACDBE Uniform Form Section 8 (car rentals), goods and services line must equal $25,678.
---There is a new feature in the ACDBE Firms Form that provides the option to copy ACDBE firms from the prior year report.

Definitions:
1) "**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)
2) A "**sub-concession**" 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
3) A "**management contract**" is an agreement between the airport and a firm to manage a portion of the airport's facilities or operations (e.g., manager the parking facilities),
4) "**Goods/services**" refers to those goods and services purchased by the airport itself or by concessionaires and management contractors from certified DBEs.

Note: If reporting joint ventures with more than one agreement, count the joint venture for each agreement that they are covered by, e.g. a single joint venture might have 3 different agreements, they should be counted 3 times.

Website: https://faa.civilrightsconnect.com/FAA/login.asp

- Go to your Dashboard and Click on View next to the Fiscal Year Report that you want to access (2015 is 10/1/2014-9/20-2015)

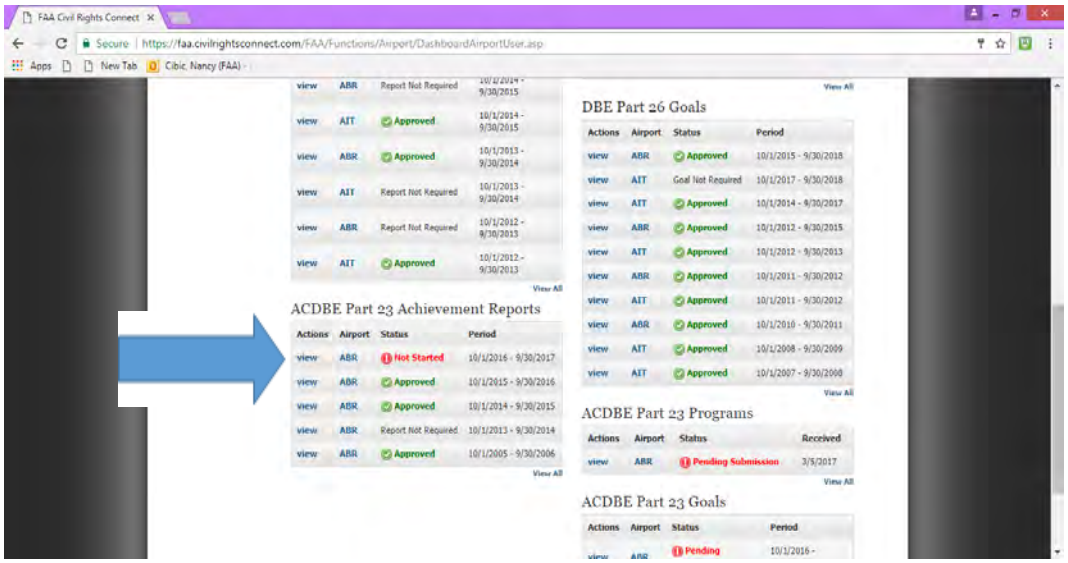
OR

- Click on Airports (left menu) – find the Airport and click View
- Click on Part 23 tab.
- Click on View next to the Report you want to Complete

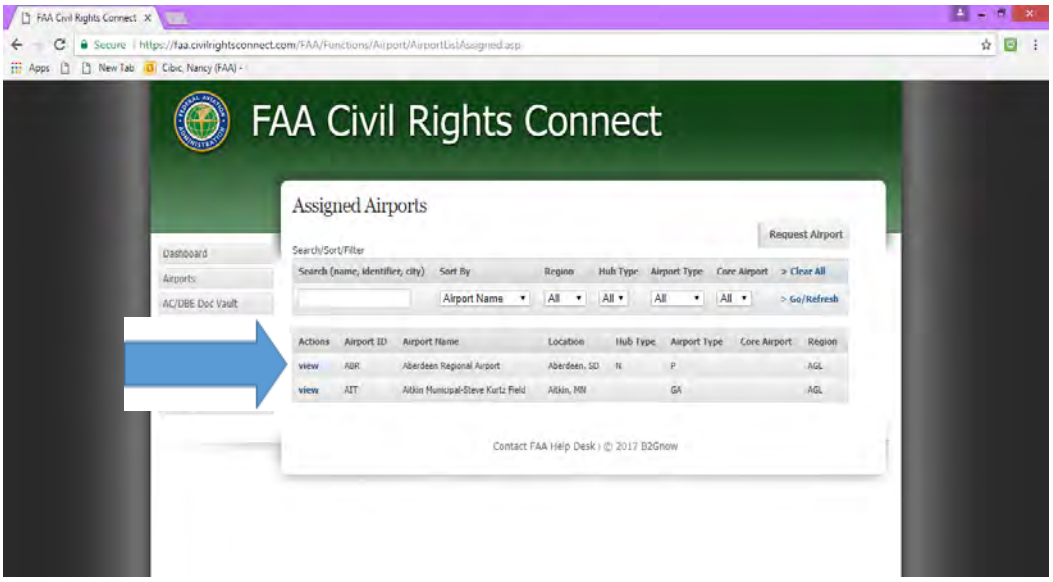
- Click on **Edit Uniform Report to Complete**

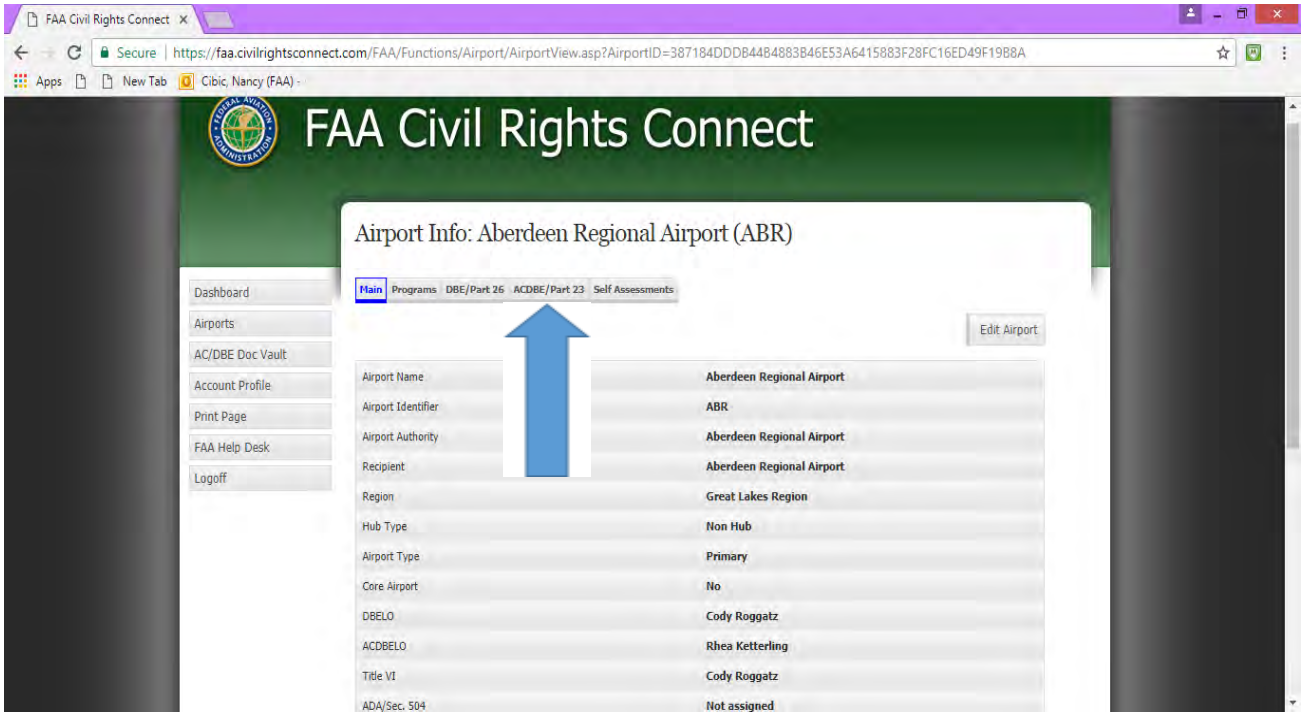
If the Part 23 tab does not appear, please contact your FAA DBE Compliance Specialist.

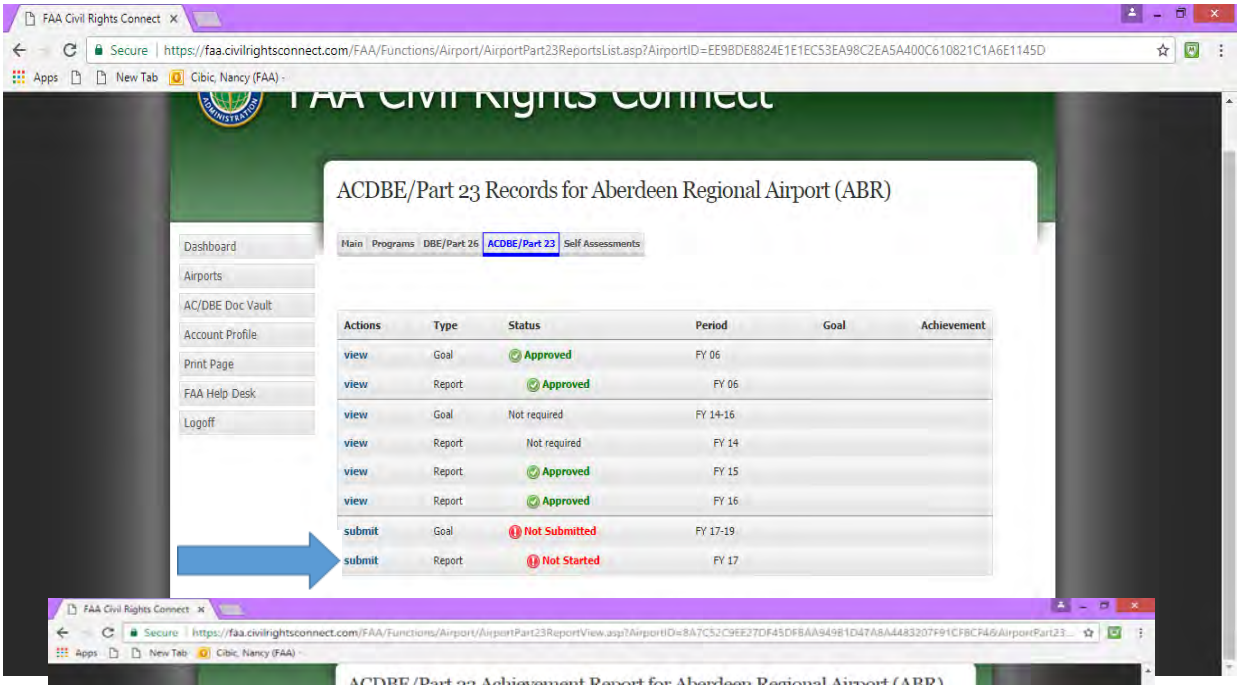
From your Dashboard:

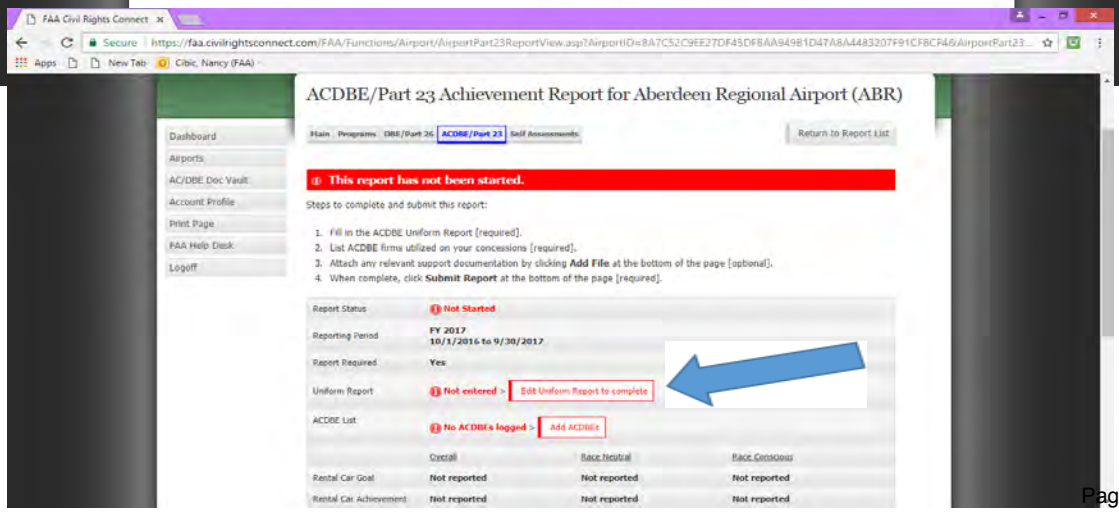


From the Airport File:









Return to Table of Contents

- Each section includes instructions. Simply click on viewinstructions
- Enter all data as required. Totals and percentages will calculate automatically
- **Make sure to enter the goal in lines 4 and 7**
- **The data you enter in Sections 5 and 8 must equal the data you enter in Section 10 for each category respectively (Section 5 non-car rental, Section 8 car rental)**
- **Section 6:** The numbers in this Section concern only *new* non-car rental concession opportunities that arose during the current reporting period. In other words, the information requested in Section 6 is a subset of that requested in Section 5, therefore, all data in Section 6 must be included in Section 5.
- **Section 9**: Section 9 is parallel to Section 6, except that it is for car rentals. The information requested in Section 9 is a subset of that requested in Section 8. The instructions for filling it out are the same as for Section 6 (all data in this section must be included in Section 8). See the explanations for Section 6 above regarding how to report the data for each Section.

    - **Definition of "New". Generally, if a new contract number is assigned to a contract, it is considered a new contract. However, do not report it as a new contract if you are simply extending the end date on an existing contract.**

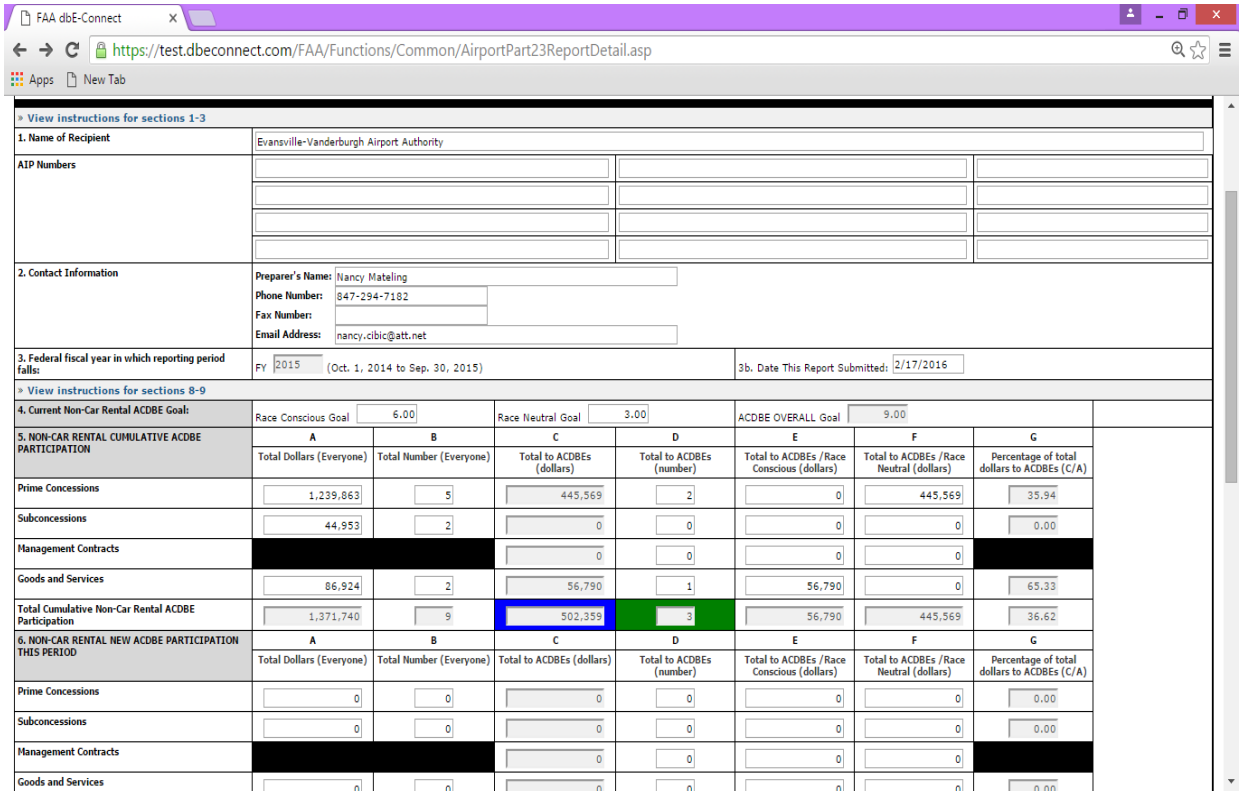
- For **Column D**, enter the number of lease agreements, contracts, etc., in effect or entered into during the reporting period in each participation category for all concessionaires and purchases of goods and services (ACDBEs only)
- Blank fields must be filled in with zeros. Click on **Fill in Blank Fields with Zeroes**
- Click **Validate and Save Draft** to ensure you do not lose the data in case of an unlikely lost session
- When you are done entering data, click **Validate and Save Draft** (if the totals don't appear, click **Validate and Save Draft** again

The system will provide alerts or discrepancy notices if any data does not appear correct (see diagrams below).

- Alerts and error notices will appear on the form entry screen if information entered is not correct or questionable.
  - **Yellow = Alert**
  - **Light Green = Alert**
  - **Red = Error that must be corrected to continue**
  - **Dark Green = Correct !**

- To make changes, click on **Edit and Revalidate**. Make the necessary changes and click on **Validate and Save Draft**.

ACDBE Uniform Form entry screen



FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart23ReportDetail.asp

Apps New Tab

	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

7. Current Car Rental ACDBE 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	1,119,875	4	0	0	0	0	0.00
Subconcessions	0	0	0	0	0	0	0.00
Goods and Services	998,756	5	0	2	22234	0	0.00
Total Cumulative Car Rental ACDBE Participation	0	0	0	0	0	0	0.00

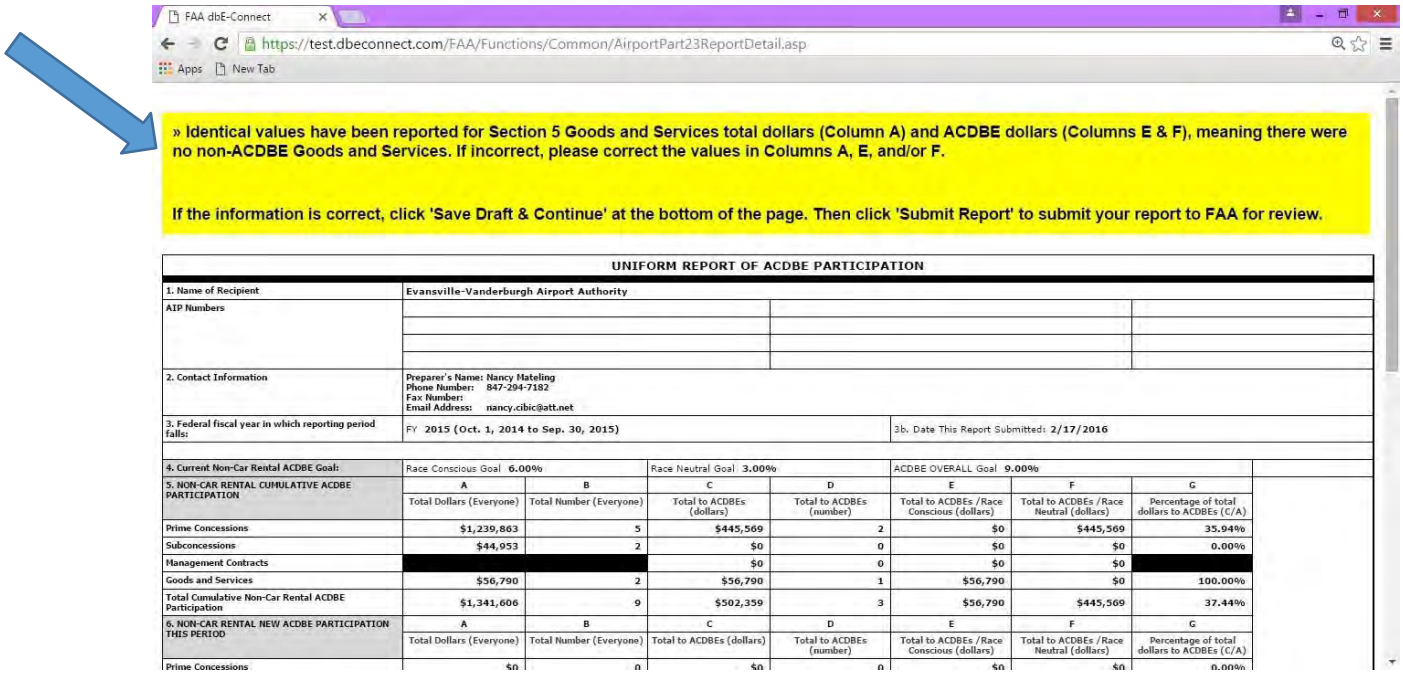
9. CAR RENTAL NEW ACDBE PARTICIPATION THIS PERIOD	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs /Race Conscious (dollars)	Total to ACDBEs /Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	0	0	0	0	0	0	0.00
Subconcessions	0	0	0	0	0	0	0.00
Goods and Services	0	0	22,234	0	0	0	2.23
Total Car Rental New ACDBE Participation	2,118,631	9	22,234	2	22,234	0	1.05

» 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)		TOTALS (numbers & dollars)	
Car Rental	0	0	2	22,234	0	0	0	0	0	0	0	0	0	0	2	22,234
Non-Car Rental	1	56,790	0	0	0	0	0	0	0	0	2	445,569	0	0	3	502,359
Total Cumulative Race/Gender ACDBE Participation	1	56,790	2	22,234	0	0	0	0	0	0	2	445,569	0	0	5	524,593

Validate & Save Draft | Print | Return to Summary | Fill in Blank Fields with Zeroes

Example of Alert – Same dollar value reported in Section 5 for goods and services. If correct, click **Save Draft and Continue**. If not correct, click Edit and Revalidate. Correct the data and click **Validate and Save Draft**.



FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart23ReportDetail.asp

Apps New Tab

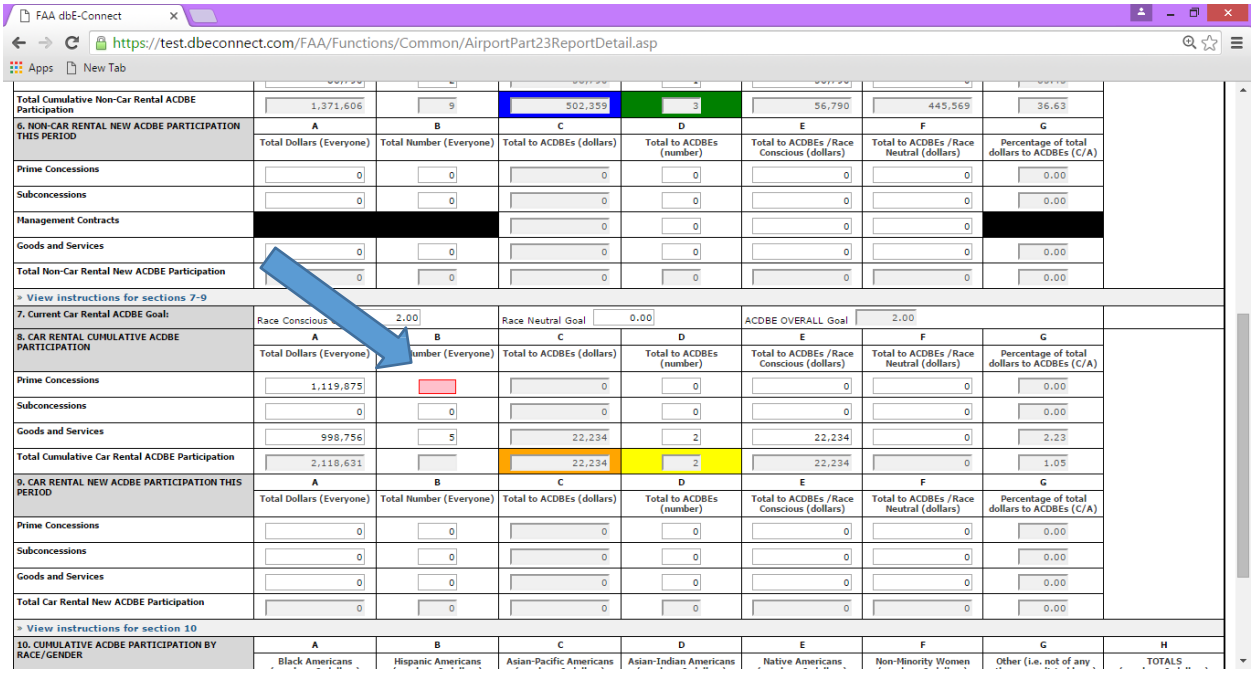
» Identical values have been reported for Section 5 Goods and Services total dollars (Column A) and ACDBE dollars (Columns E & F), meaning there were no non-ACDBE Goods and Services. If incorrect, please correct the values in Columns A, E, and/or F.

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 ACDBE PARTICIPATION

1. Name of Recipient	Evansville-Vanderburgh Airport Authority						
AIP Numbers							
2. Contact Information	Preparer's Name: Nancy Mateling Phone Number: 847-294-7182 Fax Number: Email Address: nancy.cibic@att.net						
3. Federal fiscal year in which reporting period falls:	FY 2015 (Oct. 1, 2014 to Sep. 30, 2015)				3b. Date This Report Submitted: 2/17/2016		
4. Current Non-Car Rental ACDBE Goal:	Race Conscious Goal 6.00%		Race Neutral Goal 3.00%		ACDBE OVERALL Goal 9.00%		
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	$1,239,863	5	$445,569	2	$0	$445,569	35.94%
Subconcessions	$44,953	2	$0	0	$0	$0	0.00%
Management Contracts			$0	0	$0	$0	
Goods and Services	$56,790	2	$56,790	1	$56,790	$0	100.00%
Total Cumulative Non-Car Rental ACDBE Participation	$1,341,606	9	$502,359	3	$56,790	$445,569	37.44%
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%

A pink box will indicate data is missing



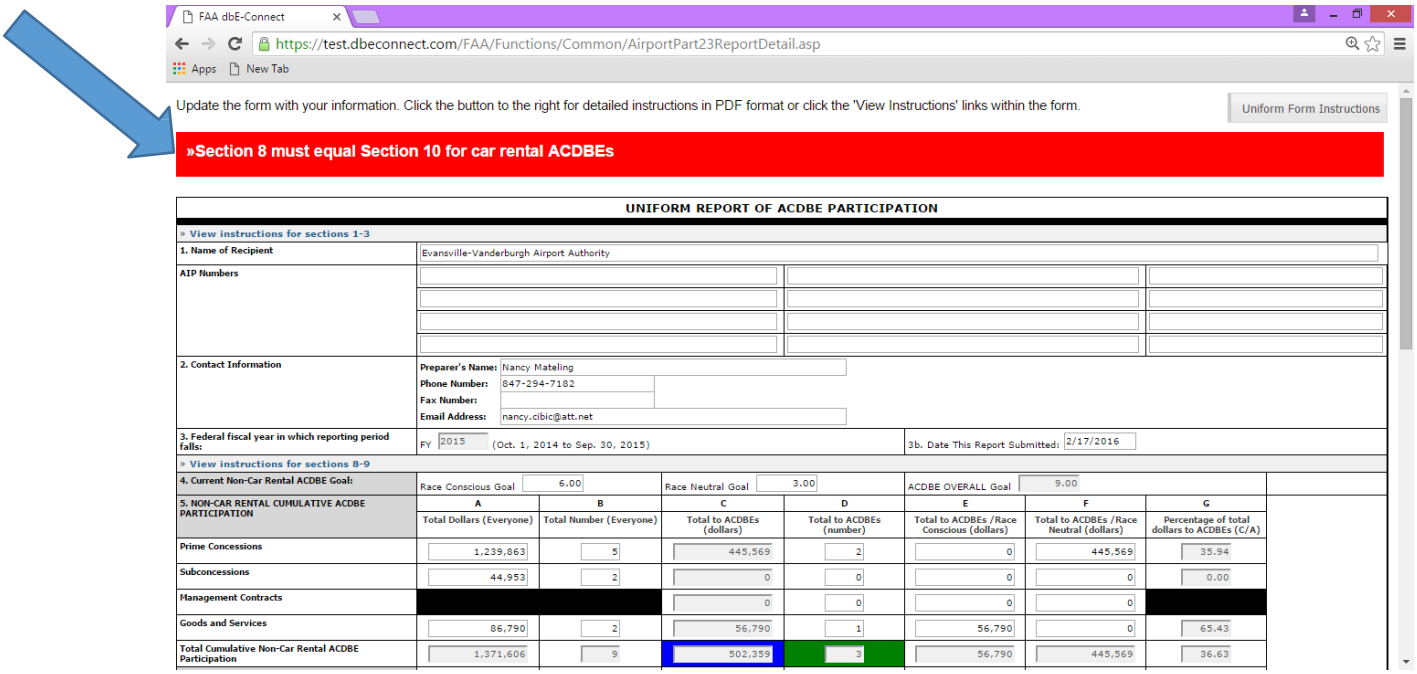
FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart23ReportDetail.asp

Apps New Tab

Total Cumulative Non-Car Rental ACDBE Participation	1,371,606	9	502,359	3	56,790	445,569	36.63
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							
7. Current Car Rental ACDBE Goal:	Race Conscious	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)	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	1,119,875		0	0	0	0	0.00
Subconcessions	0	0	0	0	0	0	0.00
Goods and Services	998,756	5	22,234	2	22,234	0	2.23
Total Cumulative Car Rental ACDBE Participation	2,118,631		22,234	2	22,234	0	1.05
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	0	0	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							
10. CUMULATIVE ACDBE PARTICIPATION BY RACE/GENDER	A	B	C	D	E	F	G	H
	Black Americans	Hispanic Americans	Asian-Pacific Americans	Asian-Indian Americans	Native Americans	Non-Minority Women	Other (i.e. not of any	TOTALS

A red alert will appear if data is incorrect. Data must be corrected to Submit. Correct the data and click Validate and Save Draft.



The next step is to add the ACDBE firm's data. Click on Add ACDBEs.

The system provides the option to **Copy ACDBEs from the Prior Report**.

Check the Copy box at left and enter the gross receipts.

Click on **Copy Previous ACDBEs**.

Click on Edit to update the firm's information (business type, etc.)

If you have additional ACDBE firms to enter, click on **Save ACDBE and Add New ACDBE**

When done entering ACDBE firms, click on **Save ACDBE**

Click Return to return to uniform form submittal screen.

See Screen Shots below.

FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=71AF3D31BEE67E452D923715A6AC2B87E58A0721BA18AA1E&AirportPa

Apps New Tab

v1.2, 3/31/2015

Reporting Period	FY 2015 10/1/2014 to 9/30/2015
Report Required	Yes - mark this report as not required.
Uniform Report	Complete > View Uniform Report
	No ACDBEs logged > Add ACDBEs

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. 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.

ACDBE List

SECTION 5. NON-CAR RENTAL	Prime Concessions	Subconcessions	Management Contracts	Goods and Services
Uniform Report	$445,569	$0	$0	$56,790
ACDBE List	$0	$0	$0	$0
Difference	$445,569	$0	$0	$56,790

SECTION 8. CAR RENTAL	Prime Concessions	Subconcessions	Goods and Services
Uniform Report	$0	$0	$22,234
ACDBE List	$0	$0	$0
Difference	$0	$0	$22,234

	Overall	Race Neutral	Race Conscious
Rental Car Goal	2.00%	0.00%	2.00%

FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart23ReportVendors2015.asp?AirportID=4CDCD3DFE4FF6B5E420722EAD007E27AB650A12E082CC86F8

Apps New Tab

LIST OF ACDBE FIRMS

Reporting Period	10/1/2014 to 9/30/2015
Airport	EVV - Evansville-Vanderburgh Airport Authority
Recipient	Evansville-Vanderburgh Airport Authority

Comparison of Uniform Report sections and ACDBE gross receipts

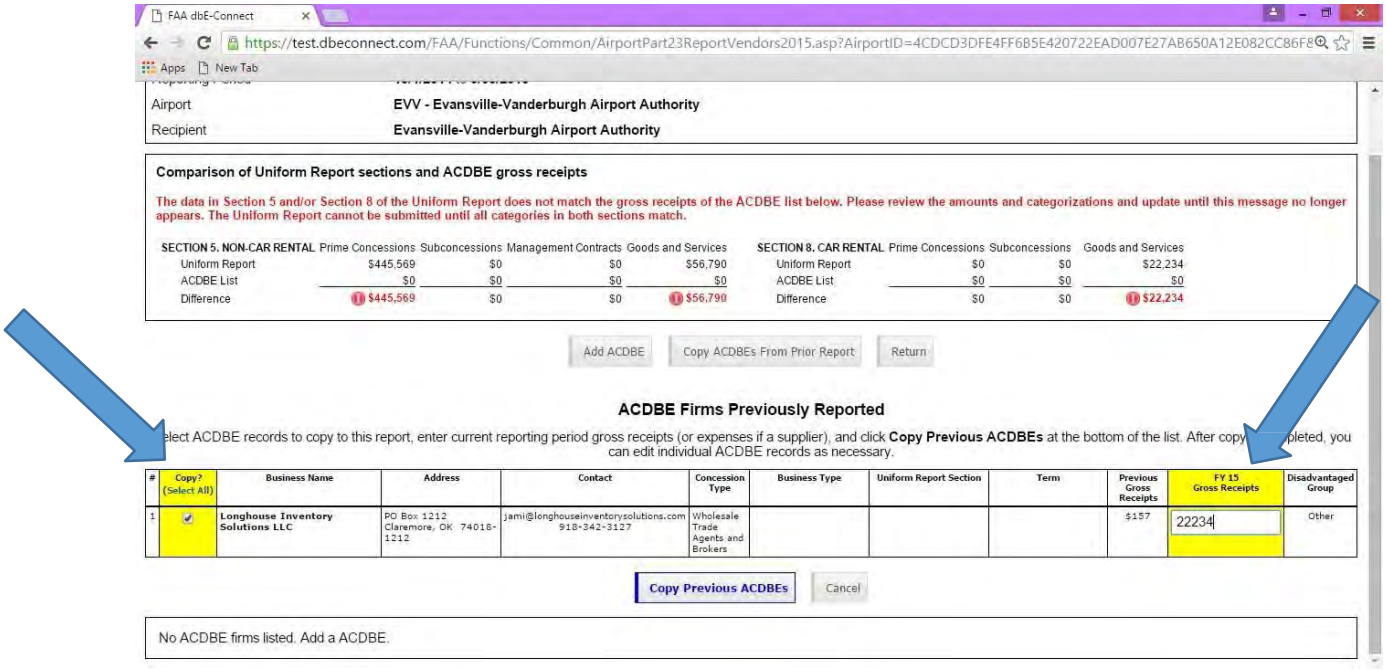
The data in Section 5 and/or Section 8 of the Uniform Report does not match the gross receipts of the ACDBE list below. Please review the amounts and categorizations and update until this message no longer appears. The Uniform Report cannot be submitted until all categories in both sections match.

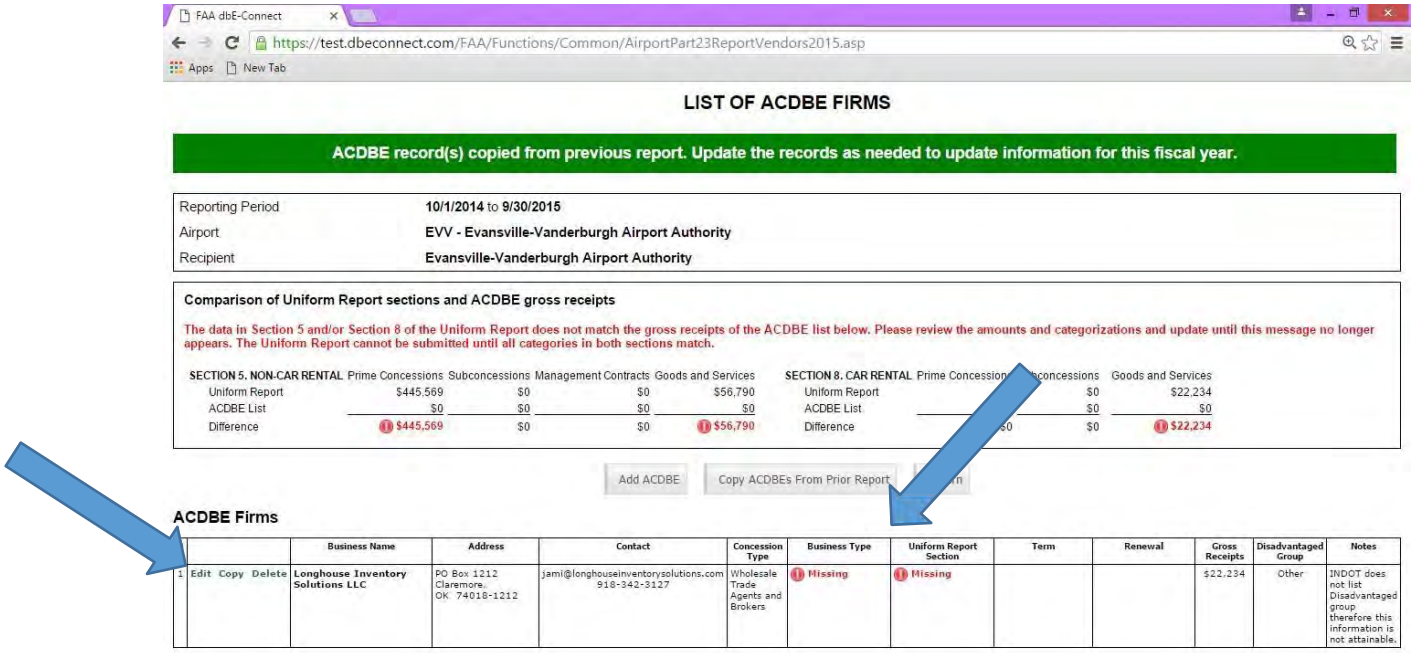
SECTION 5. NON-CAR RENTAL	Prime Concessions	Subconcessions	Management Contracts	Goods and Services
Uniform Report	$445,569	$0	$0	$56,790
ACDBE List	$0	$0	$0	$0
Difference	$445,569	$0	$0	$56,790

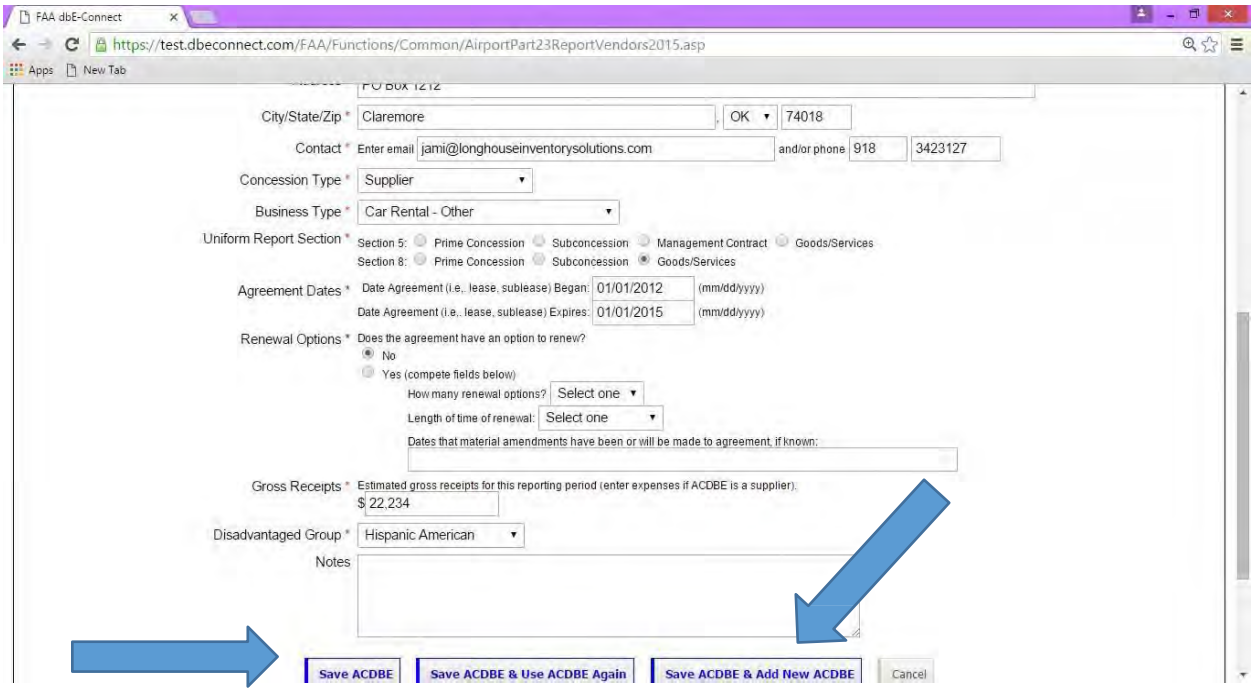
SECTION 8. CAR RENTAL	Prime Concessions	Subconcessions	Goods and Services
Uniform Report	$0	$0	$22,234
ACDBE List	$0	$0	$0
Difference	$0	$0	$22,234

Add ACDBE | Copy ACDBEs From Prior Report | Return

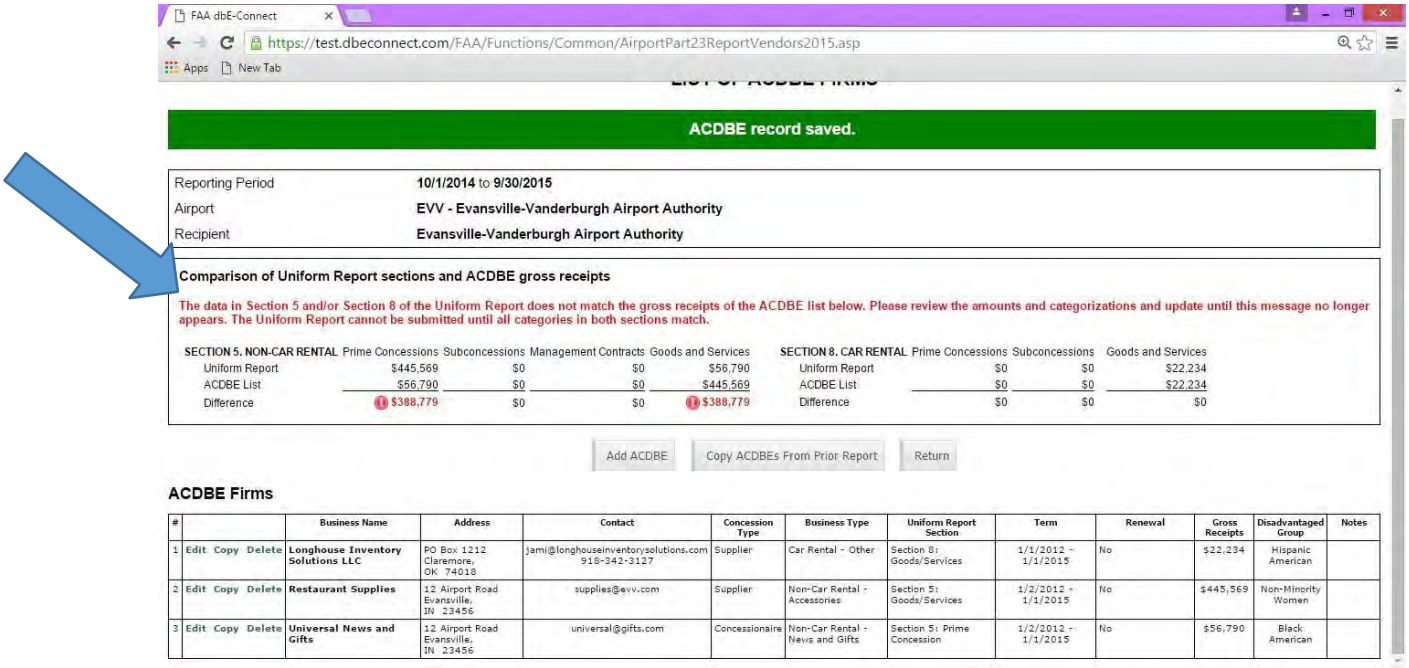
No ACDBE firms listed. Add a ACDBE.


FAA dbE-Connect
https://test.dbeconnect.com/FAA/Functions/Common/AirportPart23ReportVendors2015.asp?AirportID=4CDCD3DFE4FF6B5E420722EAD007E27AB650A12E082CC86F8
Apps
New Tab
Airport
EVV - Evansville-Vanderburgh Airport Authority
Recipient
Evansville-Vanderburgh Airport Authority
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. Please review the amounts and categorizations and update until this message no longer appears. The Uniform Report cannot be submitted until all categories in both sections match.
SECTION 5. NON-CAR RENTAL Prime Concessions Subconcessions Management Contracts Goods and Services
Uniform Report $445,569 $0 $0 $56,790
ACDBE List $0 $0 $0 $0
Difference $445,569 $0 $0 $56,790
SECTION 8. CAR RENTAL Prime Concessions Subconcessions Goods and Services
Uniform Report $0 $0 $22,234
ACDBE List $0 $0 $0
Difference $0 $0 $22,234
Add ACDBE
Copy ACDBEs From Prior Report
Return
ACDBE Firms Previously Reported
elect 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 pleted, 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 15 Gross Receipts Disadvantaged Group
1 Longhouse Inventory Solutions LLC PO Box 1212 Claremore, OK 74018-1212 jami@longhouseinventorysolutions.com 918-342-3127 Wholesale Trade Agents and Brokers $157 22234 Other
Copy Previous ACDBEs
Cancel
No ACDBE firms listed. Add a ACDBE.


FAA dbE-Connect
https://test.dbeconnect.com/FAA/Functions/Common/AirportPart23ReportVendors2015.asp
Apps
New Tab
LIST OF ACDBE FIRMS
ACDBE record(s) copied from previous report. Update the records as needed to update information for this fiscal year.
Reporting Period 10/1/2014 to 9/30/2015
Airport EVV - Evansville-Vanderburgh Airport Authority
Recipient Evansville-Vanderburgh Airport Authority
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. Please review the amounts and categorizations and update until this message no longer appears. The Uniform Report cannot be submitted until all categories in both sections match.
SECTION 5. NON-CAR RENTAL Prime Concessions Subconcessions Management Contracts Goods and Services
Uniform Report $445,569 $0 $0 $56,790
ACDBE List $0 $0 $0 $0
Difference $445,569 $0 $0 $56,790
SECTION 8. CAR RENTAL Prime Concessions Subconcessions Goods and Services
Uniform Report $0 $0 $22,234
ACDBE List $0 $0
Difference $0 $0 $22,234
Add ACDBE
Copy ACDBEs From Prior Report
ACDBE Firms
Business Name Address Contact Concession Type Business Type Uniform Report Section Term Renewal Gross Receipts Disadvantaged Group Notes
1 Edit Copy Delete Longhouse Inventory Solutions LLC PO Box 1212 Claremore, OK 74018-1212 jami@longhouseinventorysolutions.com 918-342-3127 Wholesale Trade Agents and Brokers Missing Missing $22,234 Other INDOT does not list Disadvantaged group therefore this information is not attainable.

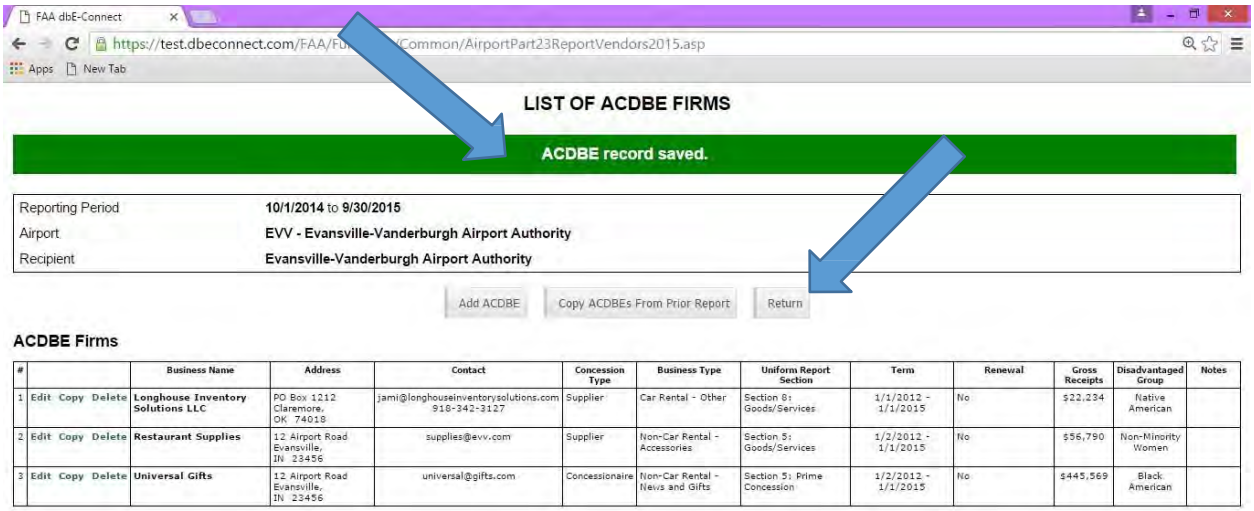


If the data you enter for ACDBE firms does not equal the data on the uniform form for each category respectively, red lettering will appear. Find the errors, correct the data and click **Save ACDBE**. See screen shots.



This screen show a list of all the ACDBE firms you entered and confirms that the data agrees with the uniform form.

Click Return to return to uniform form submittal screen.

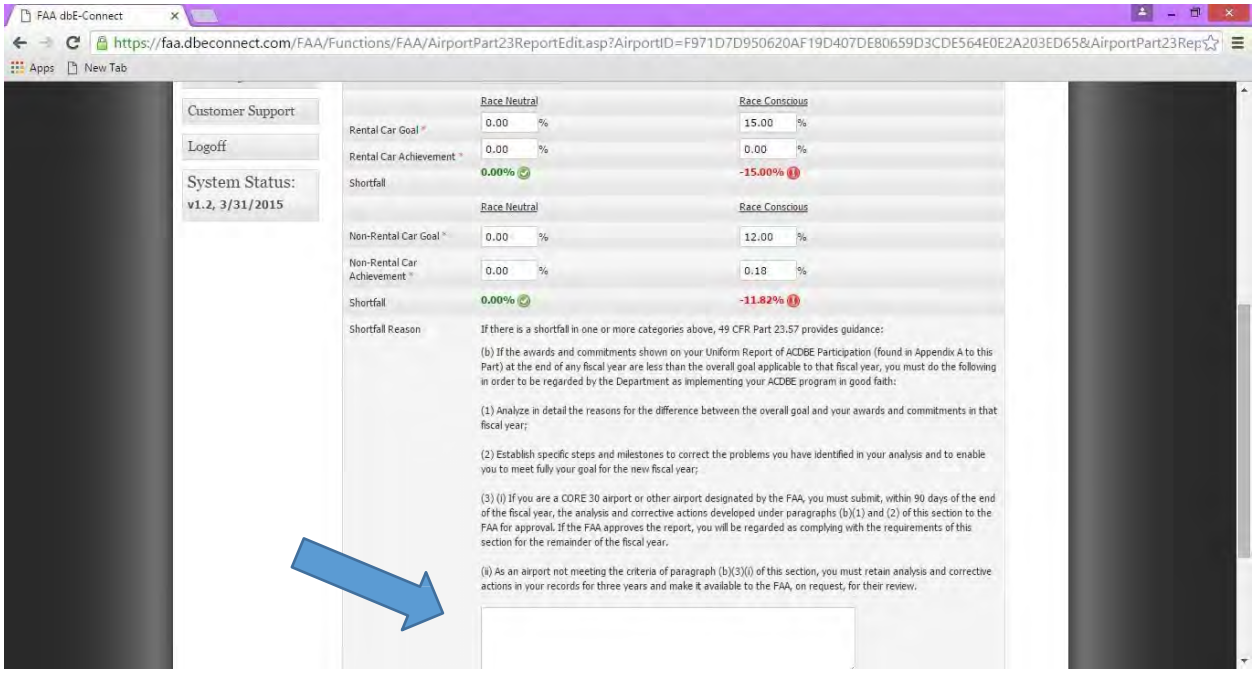


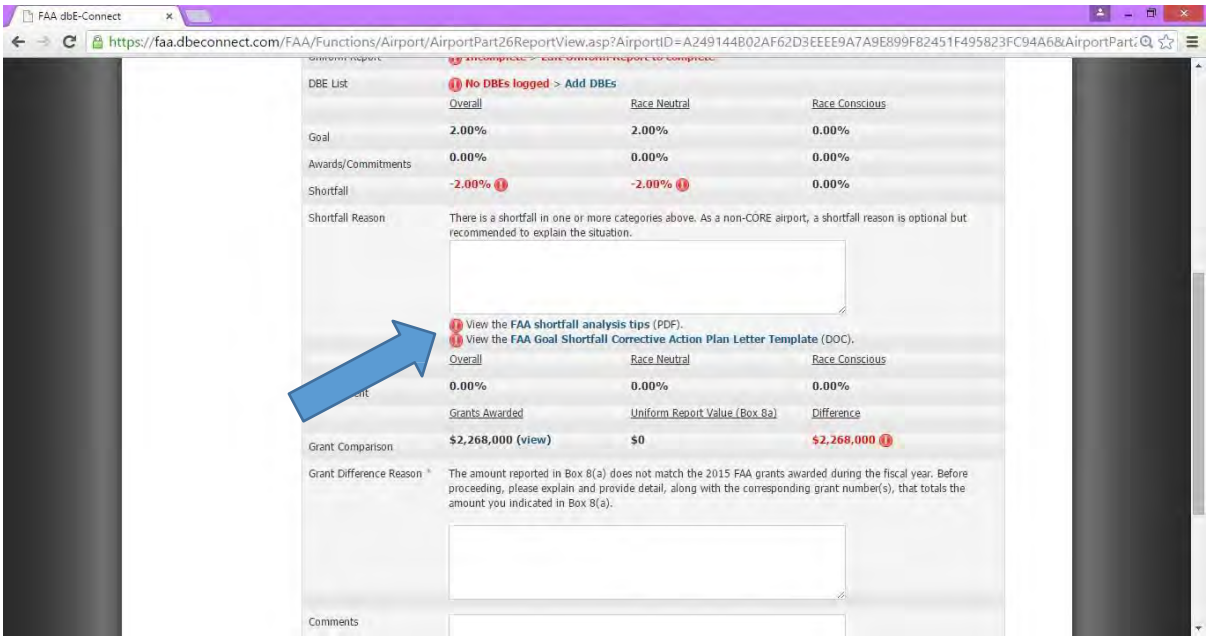
#		Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Renewal	Gross Receipts	Disadvantaged Group	Notes
1	Edit Copy Delete	Longhouse Inventory Solutions LLC	PO Box 1212 Claremore, OK 74018	jami@longhouseinventorysolutions.com 918-342-3127	Supplier	Car Rental - Other	Section 8: Goods/Services	1/1/2012 - 1/1/2015	No	$22,234	Native American	
2	Edit Copy Delete	Restaurant Supplies	12 Airport Road Evansville, IN 23456	supplies@evv.com	Supplier	Non-Car Rental - Accessories	Section 5: Goods/Services	1/2/2012 - 1/1/2015	No	$56,790	Non-Minority Women	
3	Edit Copy Delete	Universal Gifts	12 Airport Road Evansville, IN 23456	universal@gifts.com	Concessionaire	Non-Car Rental - News and Gifts	Section 5: Prime Concession	1/2/2012 - 1/1/2015	No	$445,569	Black American	

From the report summary screen you can also enter ACDBE goal shortfall information, if applicable. FAA Connect includes a goal shortfall template letter for airports and shortfall analysis tips.

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

(Note: CORE airports are required to submit a goal shortfall justification to FAA. We recommend that CORE airports enter the goal shortfall analysis and corrective actions in the Shortfall Reason textbox or upload a document indicating the same. However, CORE airports do not have to enter the goal shortfall information in FAA Connect to Submit a uniform form report) (airports can also email the information to the FAA Compliant Specialist. See 49 CFR 23.57.

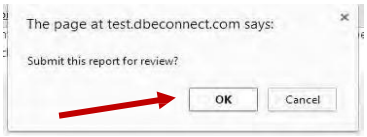

FAA dbE-Connect
https://faa.dbeconnect.com/FAA/Functions/FAA/AirportPart23ReportEdit.asp?AirportID=F971D7D950620AF19D407DE80659D3CDE564E0E2A203ED65&AirportPart23Rep
Apps
New Tab
Customer Support
Logoff
System Status:
v1.2, 3/31/2015
Race Neutral
Race Conscious
Rental Car Goal *
0.00 %
15.00 %
Rental Car Achievement *
0.00 %
0.00 %
Shortfall
0.00%
-15.00%
Race Neutral
Race Conscious
Non-Rental Car Goal *
0.00 %
12.00 %
Non-Rental Car Achievement *
0.00 %
0.18 %
Shortfall
0.00%
-11.82%
Shortfall Reason
If there is a shortfall in one or more categories above, 49 CFR Part 23.57 provides guidance:
(b) If the awards and commitments shown on your Uniform Report of ACDBE Participation (found in Appendix A to this Part) at the end of any fiscal year are less than the overall goal applicable to that fiscal year, you must do the following in order to be regarded by the Department as implementing your ACDBE program in good faith:
(1) Analyze in detail the reasons for the difference between the overall goal and your awards and commitments in that fiscal year;
(2) Establish specific steps and milestones to correct the problems you have identified in your analysis and to enable you to meet fully your goal for the new fiscal year;
(3) (i) If you are a CORE 30 airport or other airport designated by the FAA, you must submit, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraphs (b)(1) and (2) of this section to the FAA for approval. If the FAA approves the report, you will be regarded as complying with the requirements of this section for the remainder of the fiscal year.
(ii) As an airport not meeting the criteria of paragraph (b)(3)(i) of this section, you must retain analysis and corrective actions in your records for three years and make it available to the FAA, on request, for their review.


FAA dbE-Connect
https://faa.dbeconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp?AirportID=A249144B02AF62D3EEEE9A7A9E899F82451F495823FC94A6&AirportPart2
DBE List
No DBEs logged > Add DBEs
Overall
Race Neutral
Race Conscious
Goal
2.00%
2.00%
0.00%
Awards/Commitments
0.00%
0.00%
0.00%
Shortfall
-2.00%
-2.00%
0.00%
Shortfall Reason
There is a shortfall in one or more categories above. As a non-CORE airport, a shortfall reason is optional but recommended to explain the situation.
View the FAA shortfall analysis tips (PDF).
View the FAA Goal Shortfall Corrective Action Plan Letter Template (DOC).
Overall
Race Neutral
Race Conscious
0.00%
0.00%
0.00%
Grants Awarded
Uniform Report Value (Box 8a)
Difference
Grant Comparison
$2,268,000 (view)
$0
$2,268,000
Grant Difference Reason *
The amount reported in Box 8(a) does not match the 2015 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).
Comments

- **When done entering goal shortfall information, Click Save Changes.**

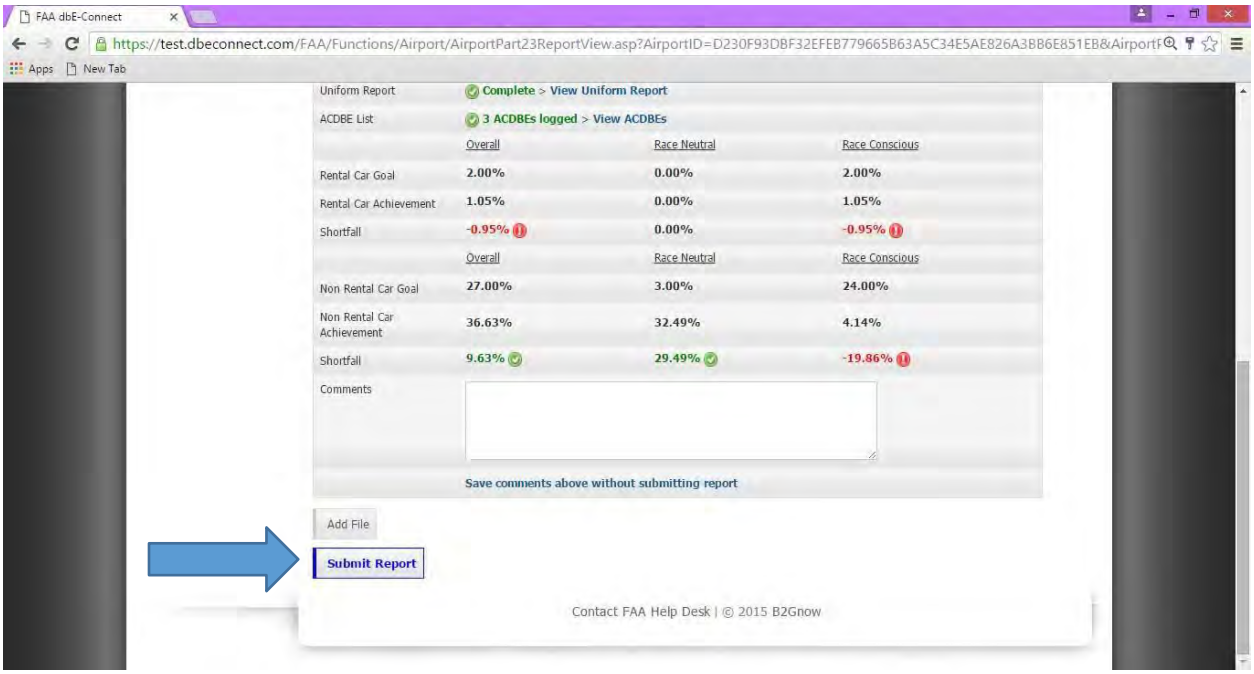
- **One more step to fully Submit the Report.**

- **Click Submit Report. A popup window will appear asking if you want to Submit this Report for Review. Click OK.**



- **Your report has been submitted to FAA and is pending review by the FAA. You can now access the Report from your Dashboard. The report status is Under Review.**
- **See screen shots below.**

-



FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp

Apps New Tab

Account Profile

Print Page

FAA Help Desk

Logoff

System Status:
v1.2, 3/31/2015

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 2015 10/1/2014 to 9/30/2015		
Report Required	Yes		
Uniform Report	> View Uniform Report		
ACDBE List	> View ACDBEs		
Submitted	2/17/2016 by Nancy Mateling		
	Overall	Race Neutral	Race Conscious
Rental Car Goal	2.00%	0.00%	2.00%
Rental Car Achievement	1.05%	0.00%	1.05%
Shortfall	-0.95%	0.00%	-0.95%
	Overall	Race Neutral	Race Conscious
Non Rental Car Goal	27.00%	3.00%	24.00%
Non Rental Car Achievement	36.63%	32.49%	4.14%
Shortfall	9.63%	29.49%	-19.86%

FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Airport/DashboardAirportUser.asp

Apps New Tab

View All

ACDBE Part 23 Achievement Reports

Actions	Airport	Status	Period
view	ABR	Pending Submission	10/1/2014 - 9/30/2015
view	EVV	Under Review	10/1/2014 - 9/30/2015
view	ITH	Pending Submission	10/1/2014 - 9/30/2015
view	ABR	Report Not Required	10/1/2013 - 9/30/2014
view	EVV	Approved	10/1/2013 - 9/30/2014
view	ITH	Approved	10/1/2013 - 9/30/2014
view	NWG	Pending Submission	10/1/2012 - 9/30/2013
view	NWG	Pending Submission	10/1/2011 - 9/30/2012
view	ITH	Approved	10/1/2010 - 9/30/2011
view	ITH	Approved	10/1/2007 - 9/30/2008

View All

view	EVV	Approved	Processed 10/9/14
view	GSP	Access Removed	Processed 10/14/14
view	ITH	Approved	Processed 11/18/14
view	MLI	Withdrawn	Withdrawn 3/17/14
view	CEV	Withdrawn	Withdrawn 9/30/14
view	NWG	Approved	Processed 7/17/14
view	ORD	Access Removed	Processed 3/17/14

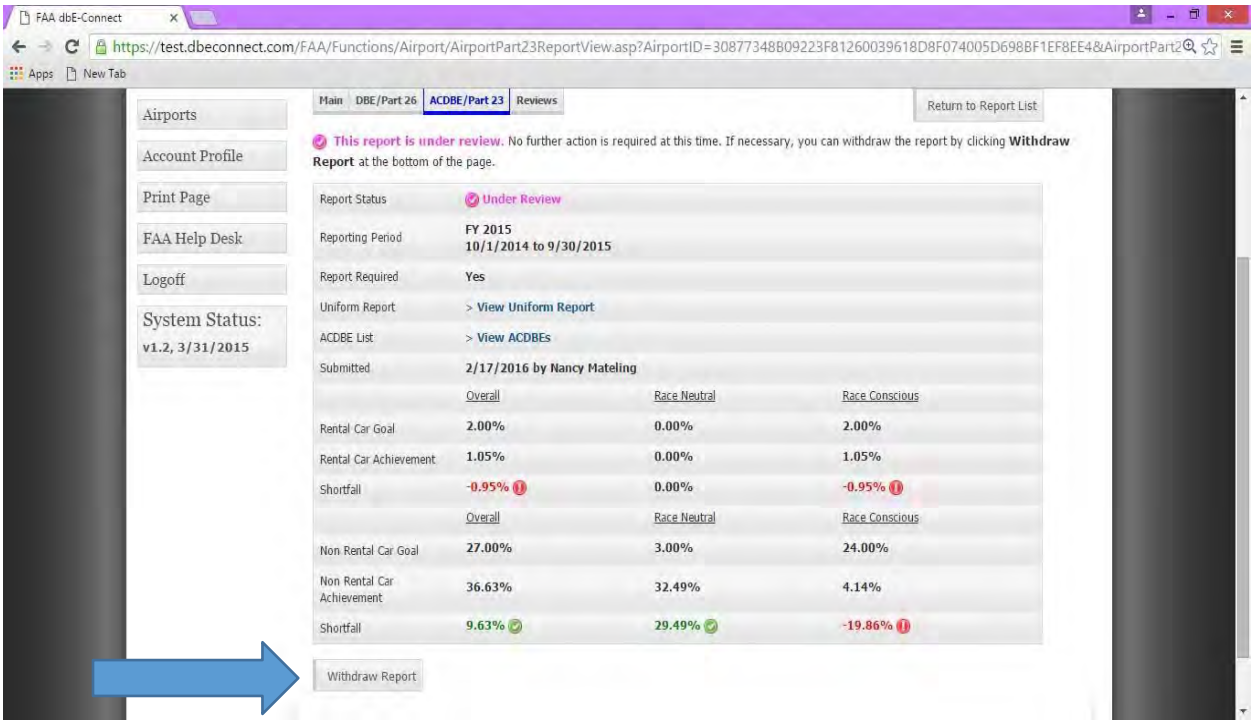
Request Airport Assignment

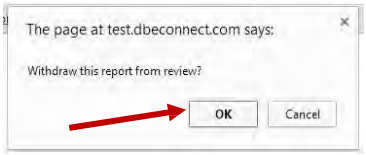
Reviews

Actions	Airport	Status	Type
view	EVV	Pending Submission	Part 23 ACDBE Compliance Self Assessment
view	EVV	Pending Submission	Part 26 DBE Compliance Self Assessment

View All

- **While the report is Under Review by FAA, you can Withdraw the Report to make changes if necessary.**
- From your Dashboard, click on View next to the Report.
- Click on **Withdraw Report**.
- Click on **OK** on the popup window.
- Click on **View Uniform Report**.
- Click on **Edit and Validate** at the bottom of the form.
- Click **Validate and Save Draft**.
- Click **Save Draft and Continue**.
- Click **Submit Report**.
- Click **OK** on popup window.





FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp

Apps New Tab

Print Page

FAA Help Desk

Logoff

System Status:
v1.2, 3/31/2015

The report has been withdrawn.

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 2015 10/1/2014 to 9/30/2015		
Report Required	Yes - mark this report as not required.		
Uniform Report	Complete > View Uniform Report		
ACDBE List	3 ACDBEs logged > View ACDBEs		
	Overall	Race Neutral	Race Conscious
Rental Car Goal	2.00%	0.00%	2.00%
Rental Car Achievement	1.05%	0.00%	1.05%
Shortfall	-0.95%	0.00%	-0.95%
	Overall	Race Neutral	Race Conscious
Non Rental Car Goal	27.00%	3.00%	24.00%
Non Rental Car	36.63%	32.49%	4.14%

FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart23ReportDetail.asp?AirportID=E533DC7CDBB12564BD8B030EE5DB03E5E07F20D523EF82B8&Airport

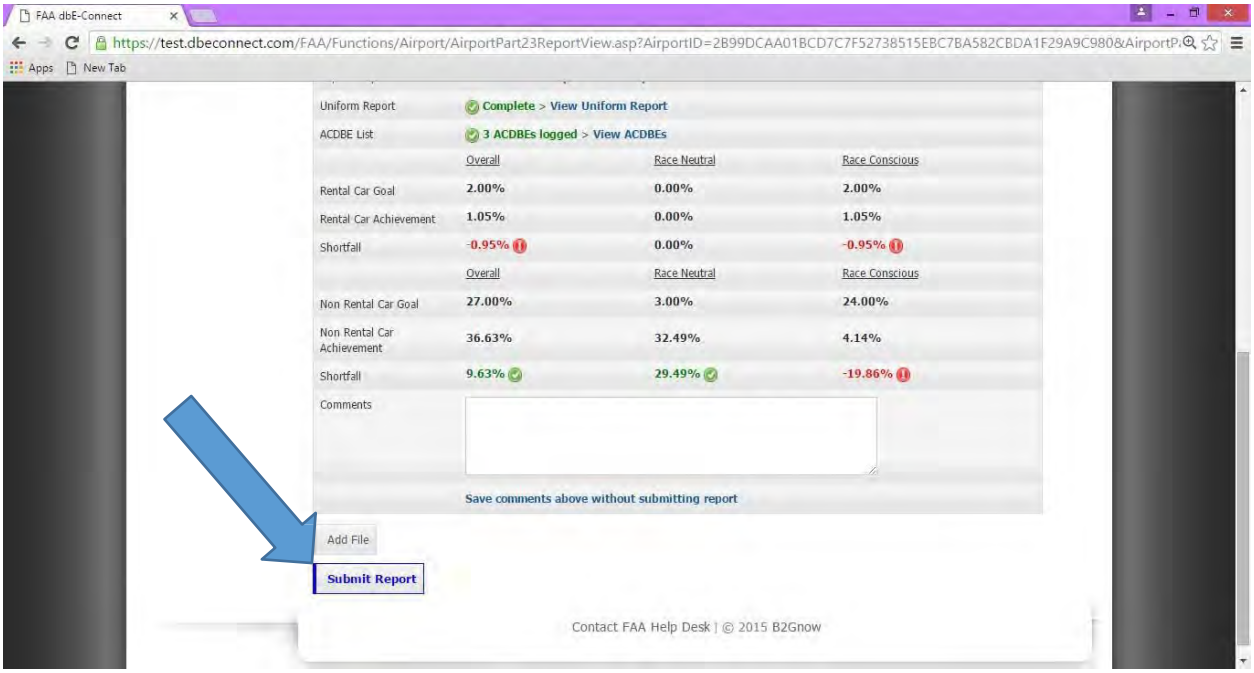
Apps New Tab

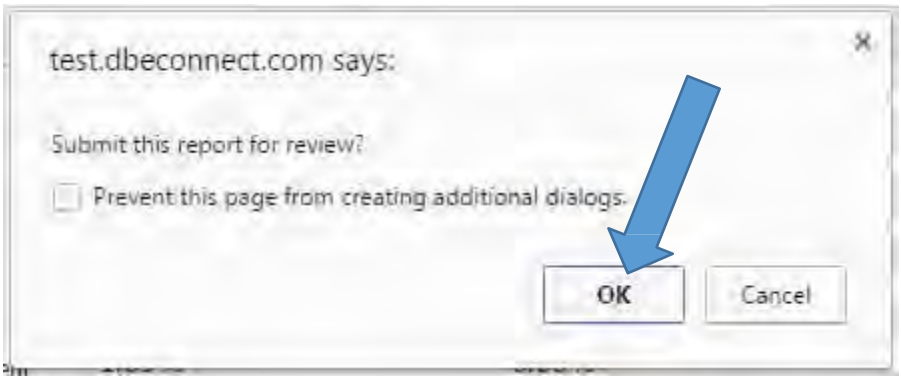
THIS PERIOD	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs /Race Conscious (dollars)	Total to ACDBEs /Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	$0	0	$0	0	$0	$0	0.00%
Subconcessions	$0	0	$0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

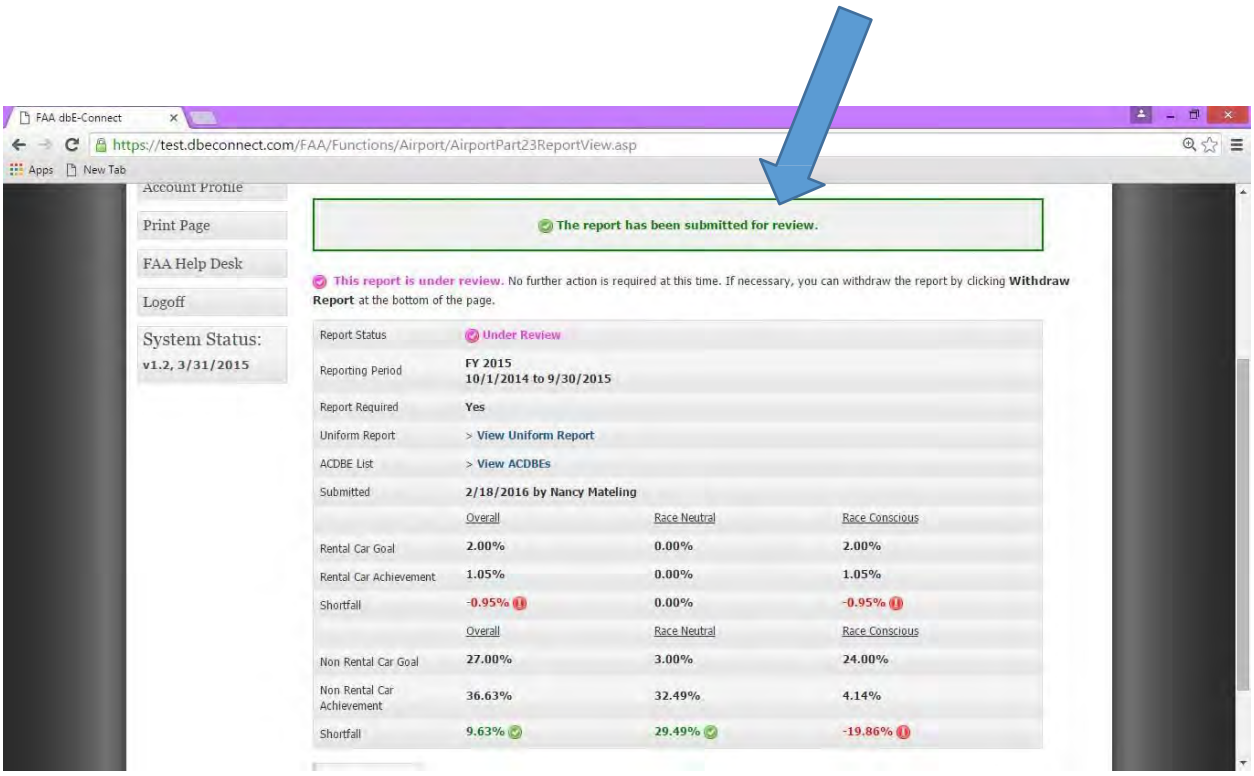
7. Current Car Rental ACDBE Goal:	Race Conscious Goal 2.00%		Race Neutral Goal 0.00%		ACDBE OVERALL Goal 2.00%		
8. CAR RENTAL CUMULATIVE ACDBE PARTICIPATION	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs /Race Conscious (dollars)	Total to ACDBEs /Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	$1,119,875	4	$0	0	$0	$0	0.00%
Subconcessions	$0	0	$0	0	$0	$0	0.00%
Goods and Services	$998,756	5	$22,234	2	$22,234	$0	2.23%
Total Cumulative Car Rental ACDBE Participation	$2,118,631	9	$22,234	2	$22,234	$0	1.05%
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	$0	0	$0	0	$0	$0	0.00%
Total Car Rental New ACDBE Participation	$0	0	$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)		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	0	$0	0	$0	0		0	$0	2	$22,234	0	$0	0	$0	2	$22,234
Non-Car Rental	1	$56,790	0	$0	0		0	$0	0	$0	2	$445,569	0	$0	3	$502,359
Total Cumulative Race/Gender ACDBE Participation	1	$56,790	0	$0	0		0	$0	2	$22,234	2	$445,569	0	$0	5	$524,593

Save Draft & Continue | Edit & Revalidate | Print | Print to PDF | Return


FAA dbE-Connect
https://test.dbeconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=2B99DCAA01BCD7C7F52738515EBC7BA582CBDA1F29A9C980&AirportP
Apps
New Tab
Uniform Report
Complete > View Uniform Report
ACDBE List
3 ACDBEs logged > View ACDBEs
Overall
Race Neutral
Race Conscious
Rental Car Goal
2.00%
0.00%
2.00%
Rental Car Achievement
1.05%
0.00%
1.05%
Shortfall
-0.95%
0.00%
-0.95%
Overall
Race Neutral
Race Conscious
Non Rental Car Goal
27.00%
3.00%
24.00%
Non Rental Car Achievement
36.63%
32.49%
4.14%
Shortfall
9.63%
29.49%
-19.86%
Comments
Save comments above without submitting report
Add File
Submit Report
Contact FAA Help Desk | © 2015 B2Gnow


test.dbeconnect.com says:
Submit this report for review?
Prevent this page from creating additional dialogs.
OK
Cancel


FAA dbE-Connect
https://test.dbeconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp
Apps
New Tab
Account Profile
Print Page
FAA Help Desk
Logoff
System Status:
v1.2, 3/31/2015
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 2015
10/1/2014 to 9/30/2015
Report Required
Yes
Uniform Report
> View Uniform Report
ACDBE List
> View ACDBEs
Submitted
2/18/2016 by Nancy Mateling
Overall
Race Neutral
Race Conscious
Rental Car Goal
2.00%
0.00%
2.00%
Rental Car Achievement
1.05%
0.00%
1.05%
Shortfall
-0.95%
0.00%
-0.95%
Overall
Race Neutral
Race Conscious
Non Rental Car Goal
27.00%
3.00%
24.00%
Non Rental Car Achievement
36.63%
32.49%
4.14%
Shortfall
9.63%
29.49%
-19.86%

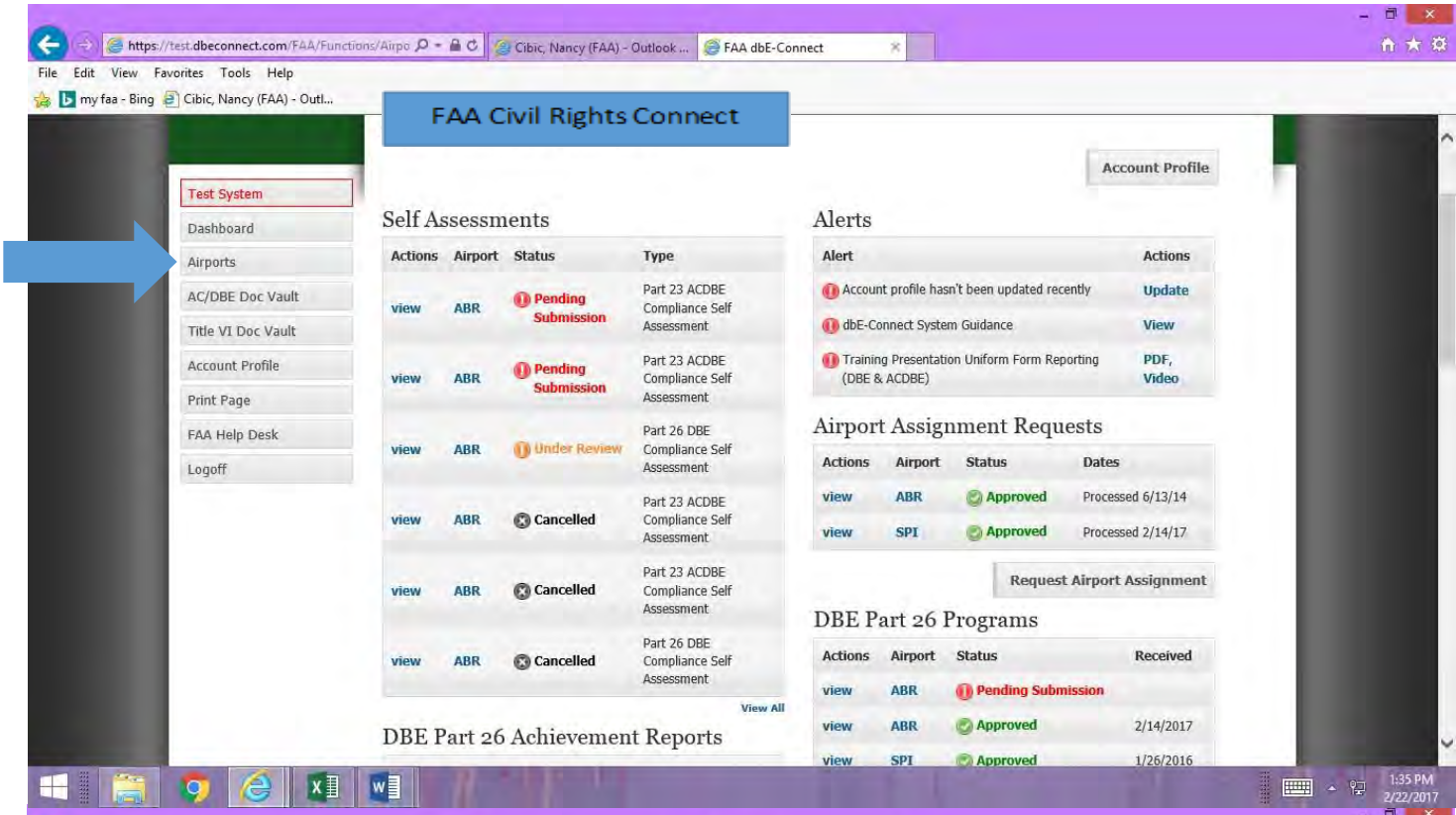
Guidance for Submitting ACDBE Goals

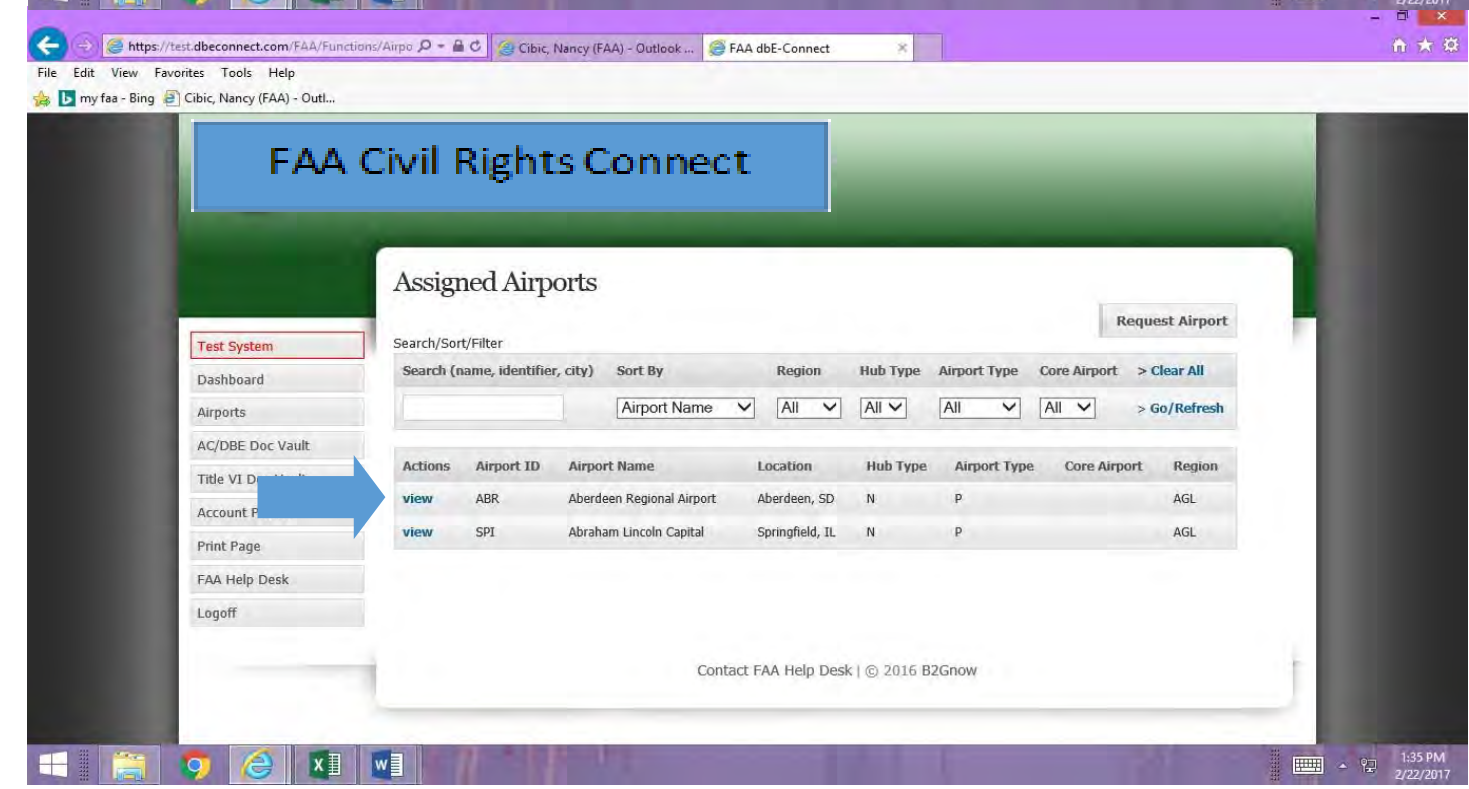
- Website: https://faa.dbeconnect.com/faa/login.asp
- Click on Airports (left menu) – find the Airport and click **View**
- Click on **ACDBE/Part 23** tab at top menus
- Click on **Submit** next to the fiscal years goal that you need to submit. NOTE: If the Goal period is not shown, please contact your FAA Compliance Specialist to add the goal period.

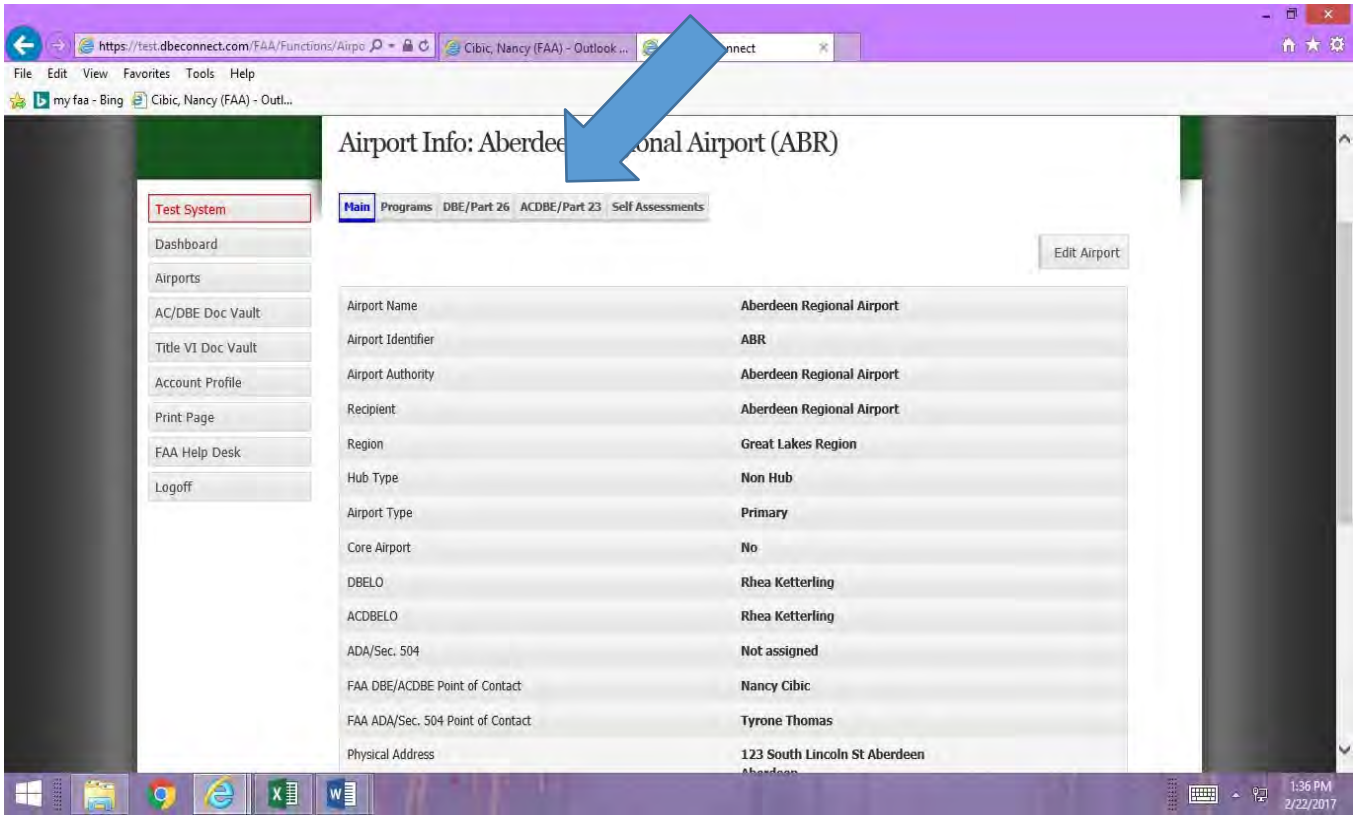
  Or,

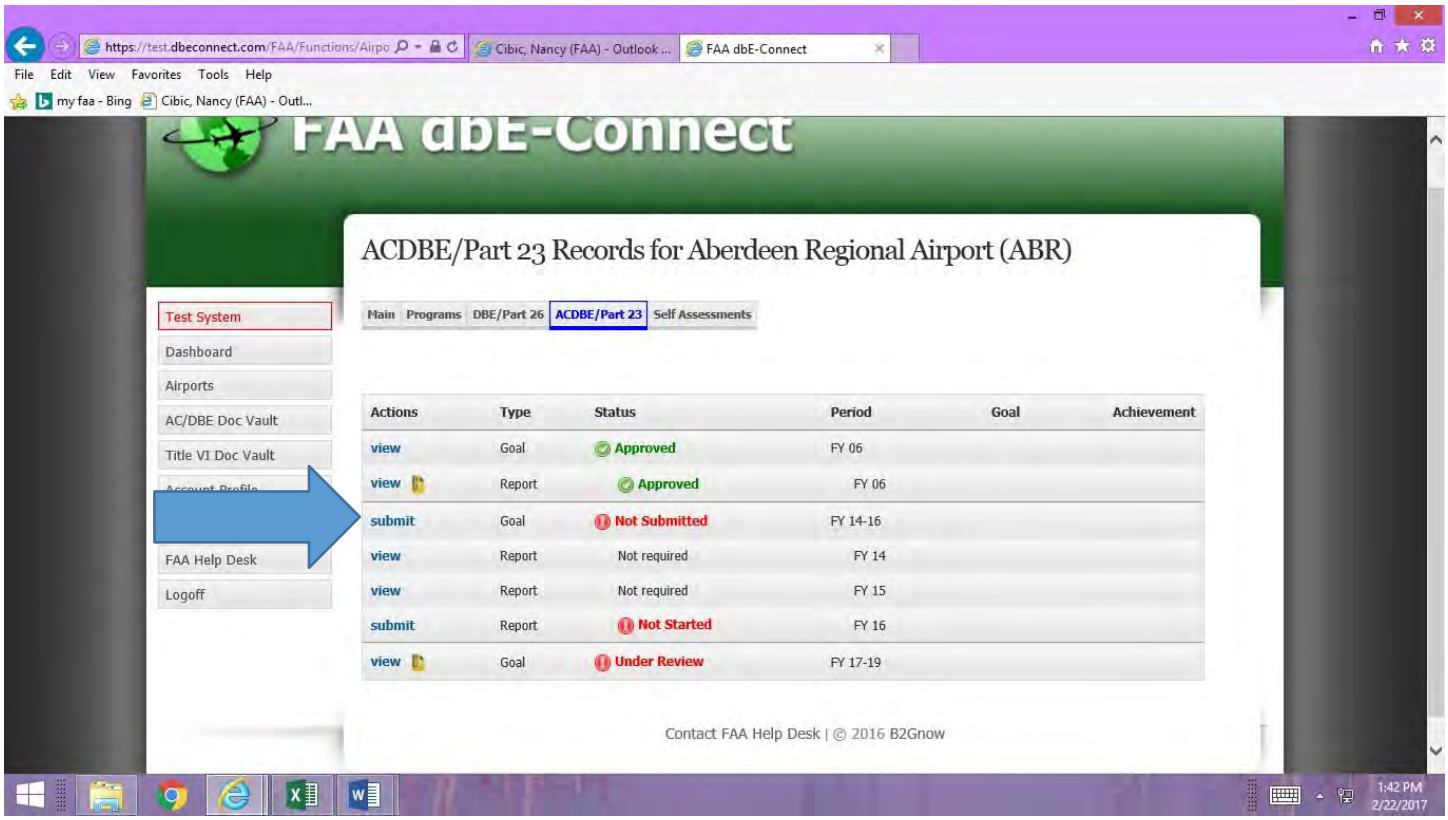
- Access the Goal from your Dashboard:
  - Go to ACDBE Part 23 Goals, Click **View** next to the Goal that is Pending Submission
- Enter Brief Goal Narrative * (* denotes required entry) (Narrative might be for example: 2017-2019 Goal/s)
- Enter Car Rental and Non-Car Rental Overall Goals (race-neutral and race- conscious) - click **copy down** if the goal is the same for all years or enter specific goals for each year of the three year period
- Click on **Add File**
- Click Browse, Select (Highlight) File, Click Open
- Select File Type (drop down menu)
- Entire a File Title (2017-2019 ACDBE goals for example)
- Entire a File Description if needed (not a mandatory entry
- Click on **Attach File** (you can add as many files as you need to)
- Click on **Save Draft** if you are not ready to submit yet
- When you are ready to submit, click on **Submit Goal**
- The Goal/s are now pending approval by the FAA Compliance Specialist
  - You will receive an email message indicated the status
  - If you need to make changes, you can **Withdraw** the Goal prior to FAA approval

- See screen shots below

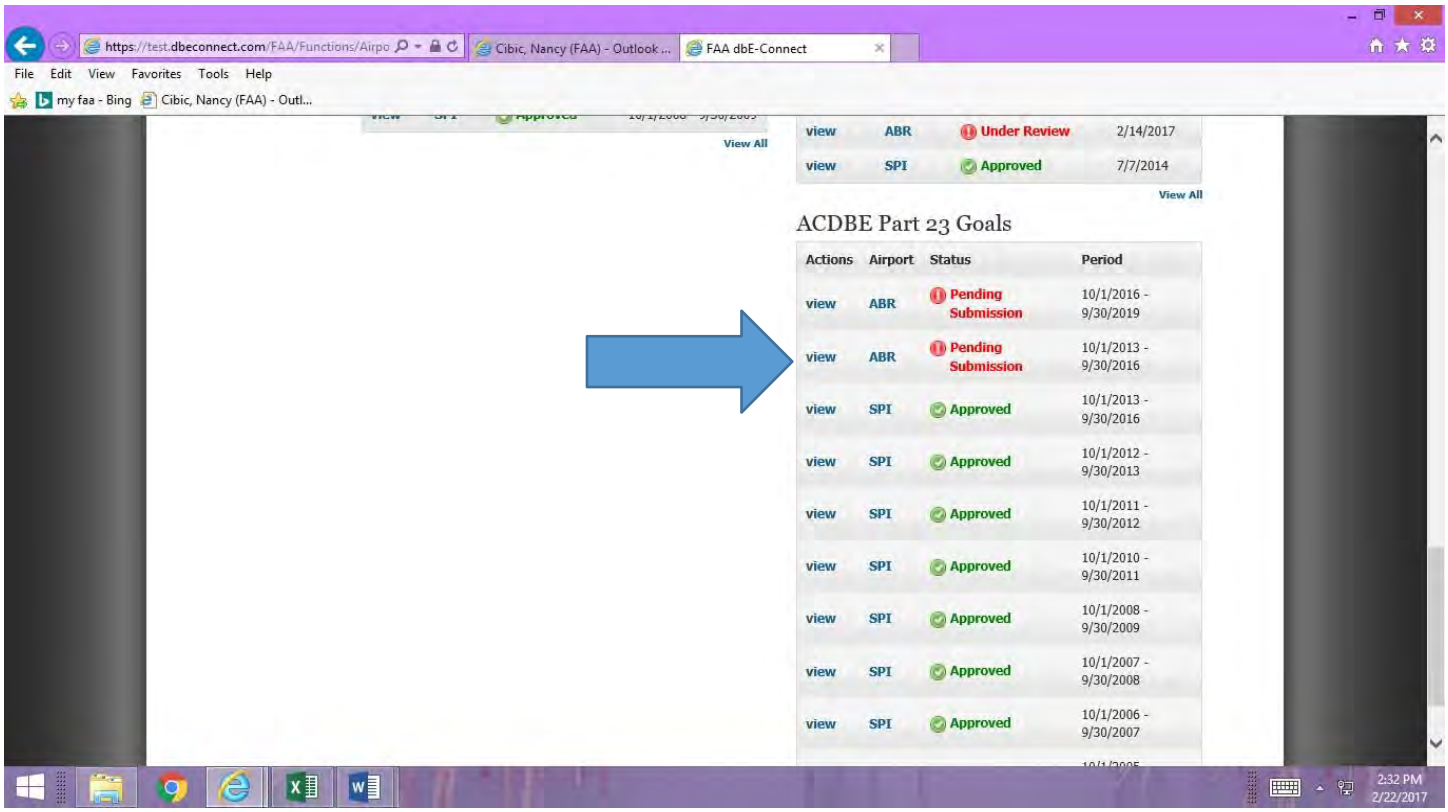


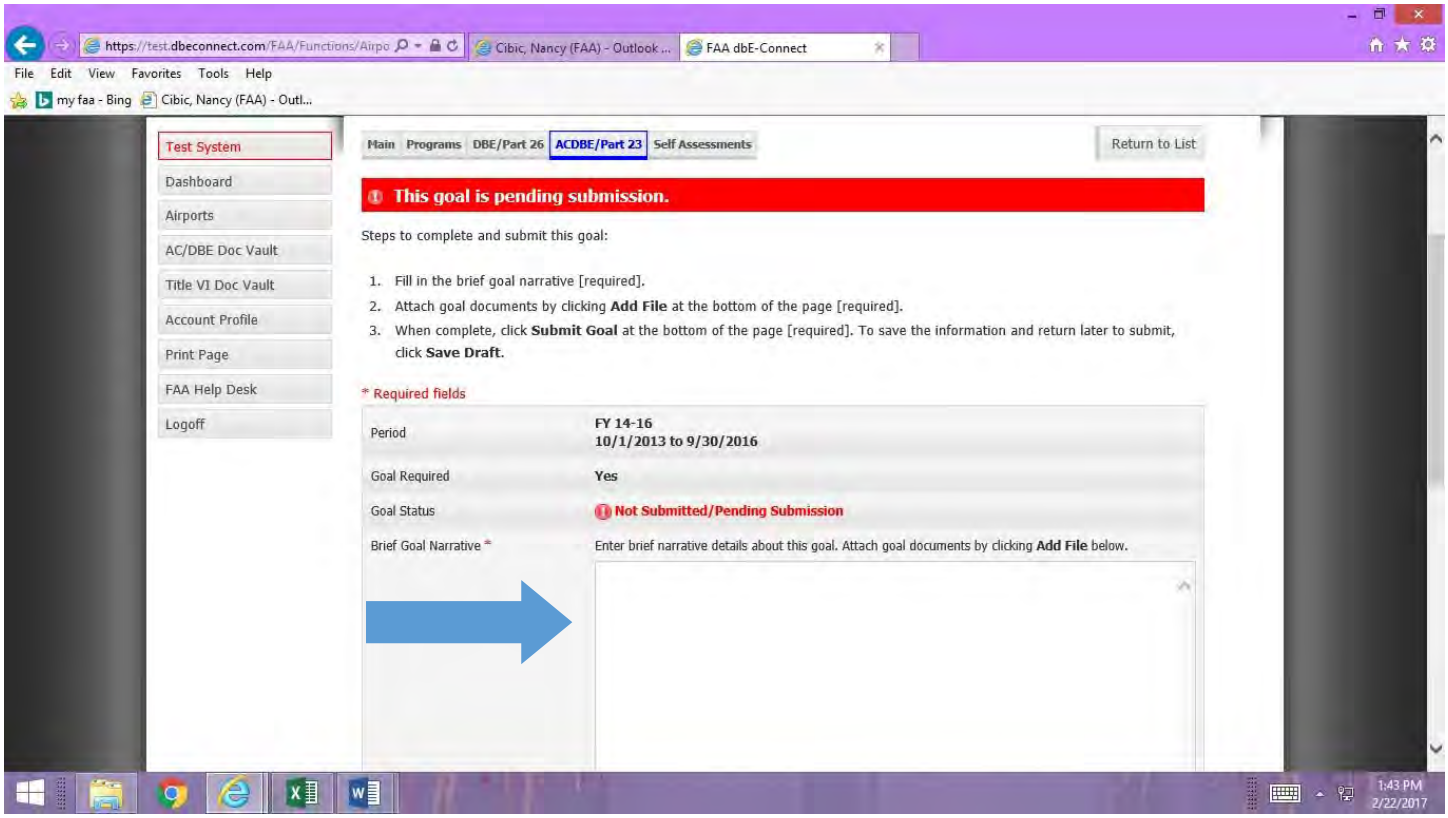



https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
Airport Info: Aberdee onal Airport (ABR)
Test System
Dashboard
Airports
AC/DBE Doc Vault
Title VI Doc Vault
Account Profile
Print Page
FAA Help Desk
Logoff
Main
Programs
DBE/Part 26
ACDBE/Part 23
Self Assessments
Edit Airport
Airport Name
Aberdeen Regional Airport
Airport Identifier
ABR
Airport Authority
Aberdeen Regional Airport
Recipient
Aberdeen Regional Airport
Region
Great Lakes Region
Hub Type
Non Hub
Airport Type
Primary
Core Airport
No
DBELO
Rhea Ketterling
ACDBELO
Rhea Ketterling
ADA/Sec. 504
Not assigned
FAA DBE/ACDBE Point of Contact
Nancy Cibic
FAA ADA/Sec. 504 Point of Contact
Tyrone Thomas
Physical Address
123 South Lincoln St Aberdeen
1:36 PM
2/22/2017

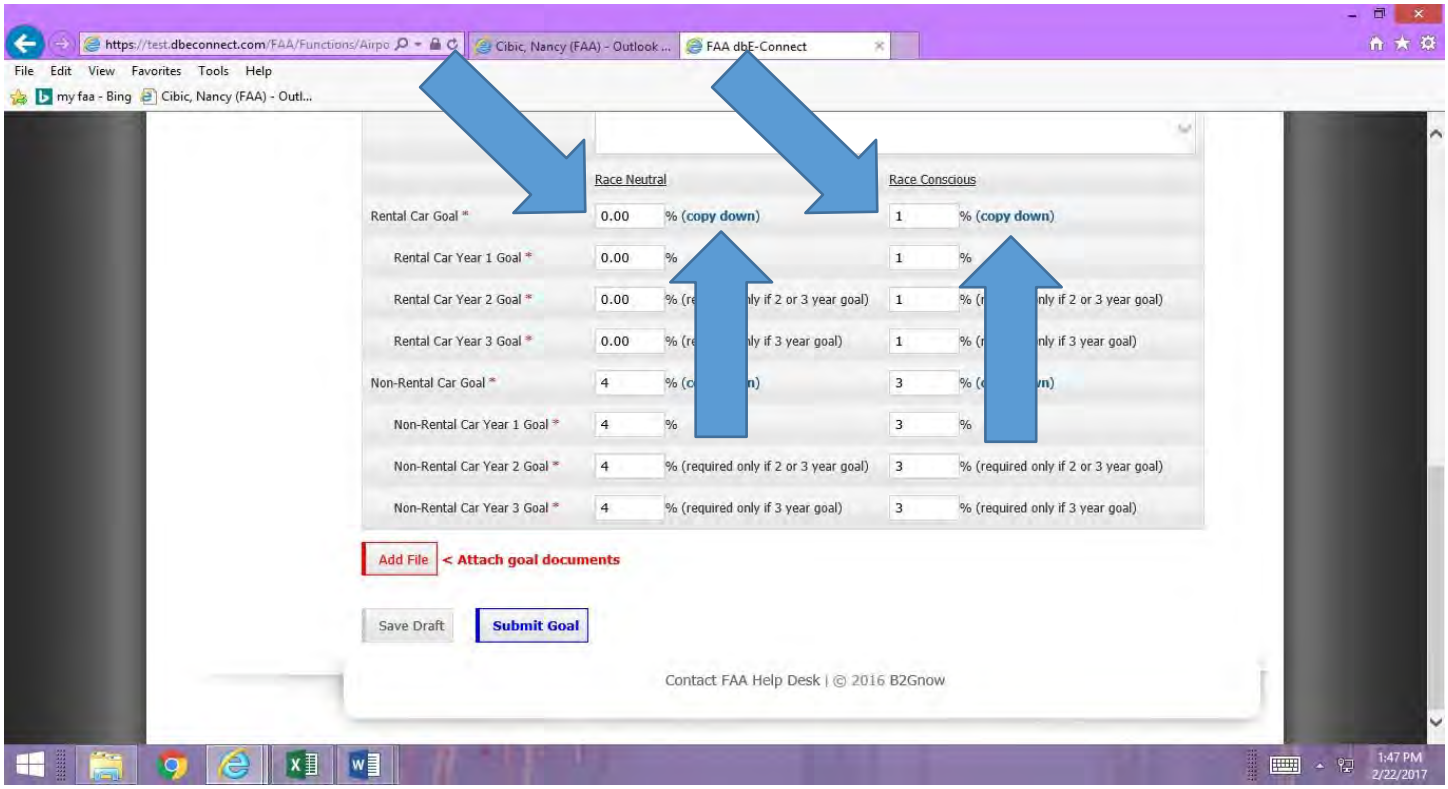

https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
FAA dbE-Connect
ACDBE/Part 23 Records for Aberdeen Regional Airport (ABR)
Test System
Dashboard
Airports
AC/DBE Doc Vault
Title VI Doc Vault
FAA Help Desk
Logoff
Main
Programs
DBE/Part 26
ACDBE/Part 23
Self Assessments
Actions
Type
Status
Period
Goal
Achievement
view
Goal
Approved
FY 06
view
Report
Approved
FY 06
submit
Goal
Not Submitted
FY 14-16
view
Report
Not required
FY 14
view
Report
Not required
FY 15
submit
Report
Not Started
FY 16
view
Goal
Under Review
FY 17-19
Contact FAA Help Desk | © 2016 B2Gnow
1:42 PM
2/22/2017

OR, Access the Goal from your Dashboard:





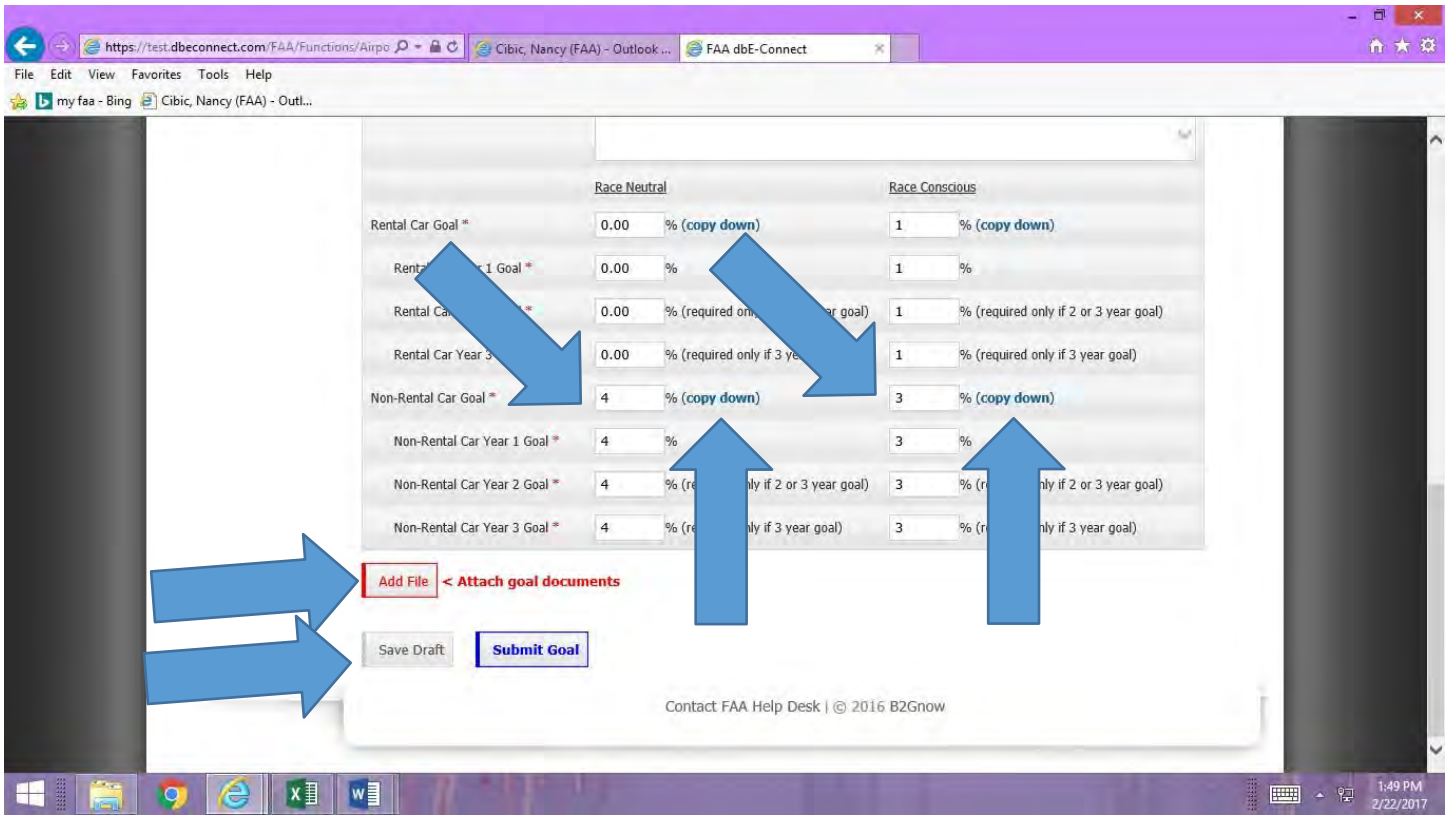
Car Rental Goal: If the overall goal is the same for all three years, click **copy down. If the overall goal is different each year, enter the specific goal number for each year**

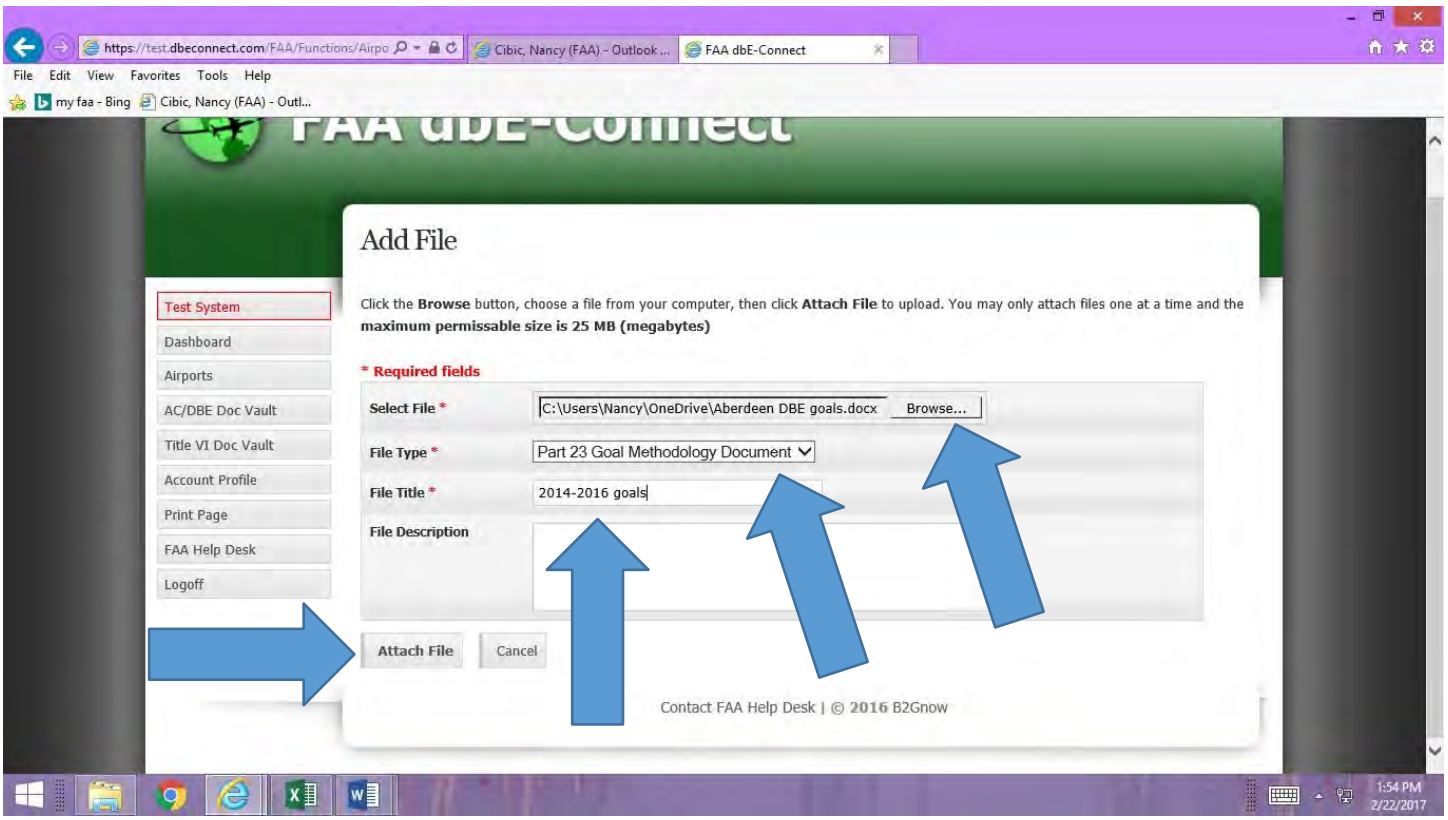


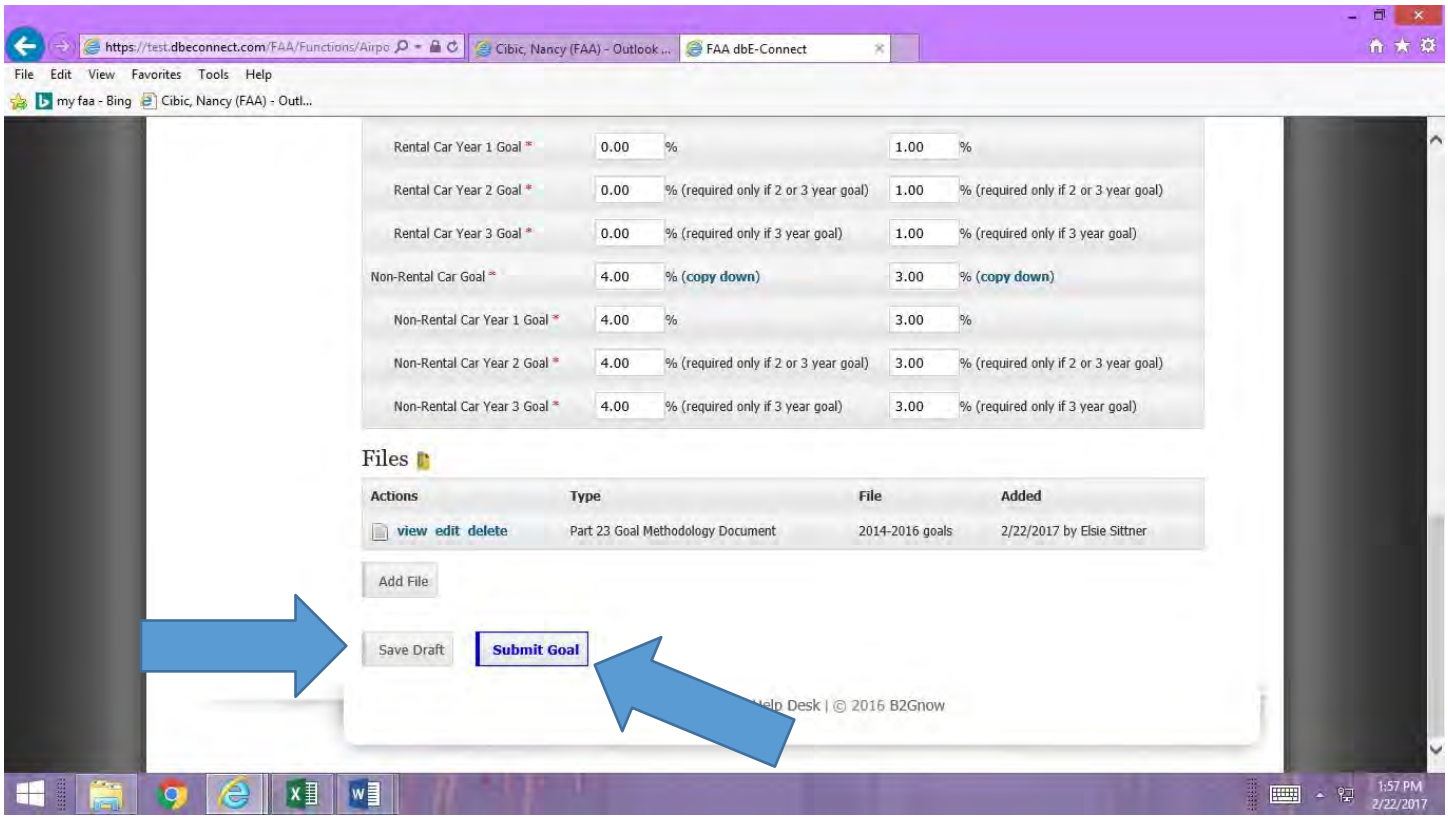
Non-Car Rental Goal: If the overall goal is the same for all three years, click **copy down. If the overall goal is different each year, enter the specific goal number for each year.**

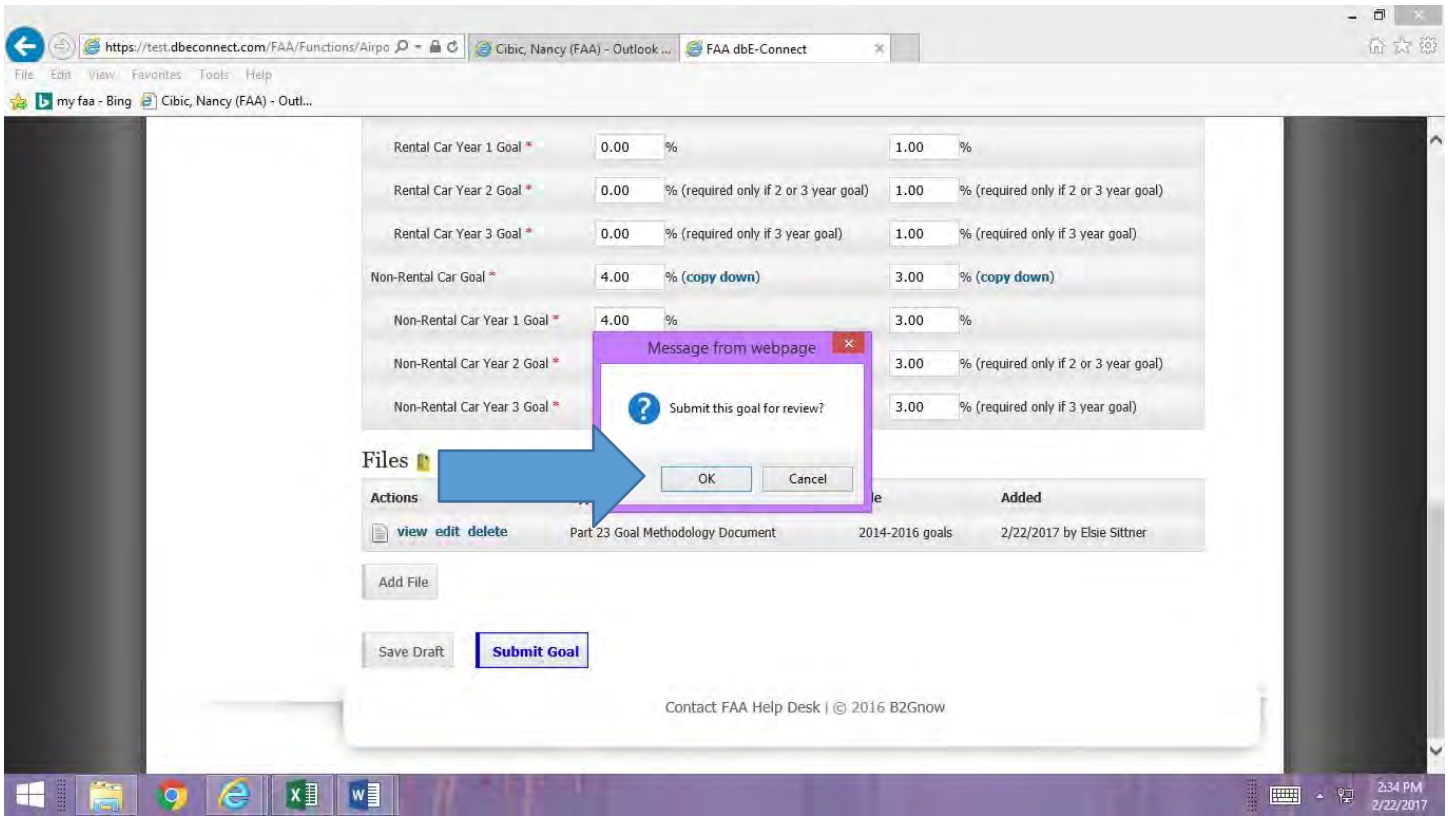
In the Narrative textbox, please indicate if one of the goals is not required, for example, if only a car rental goal is required, please state: Car rental goal only, non-car rental concessions revenue is below $200,000 annually.

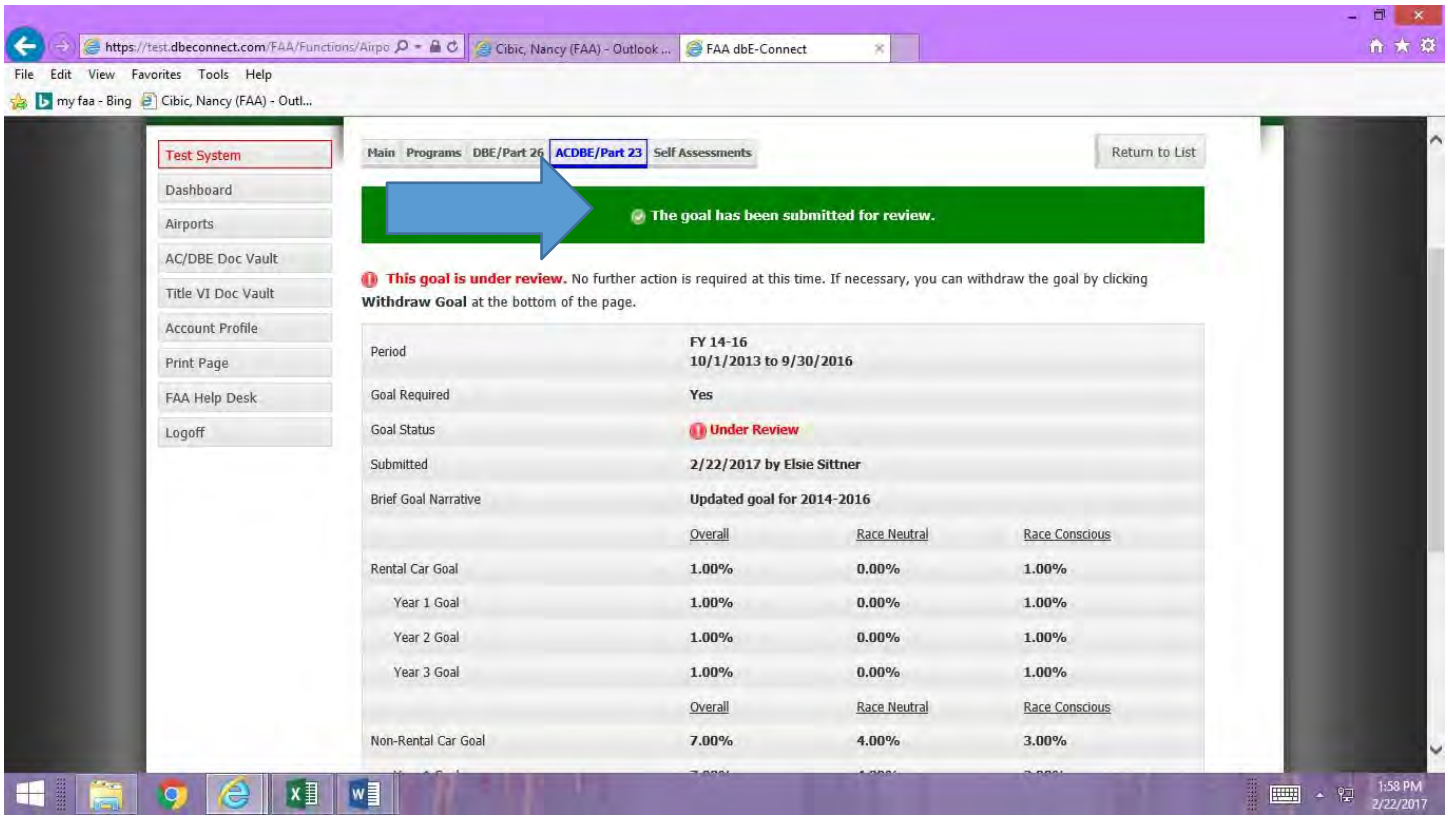
When done entering the goals, click on Add File to add the goal methodology.


https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
Race Neutral
Race Conscious
Rental Car Goal *
0.00 % (copy down)
1 % (copy down)
Rental Car Year 1 Goal *
0.00 %
1 %
Rental Car Year 2 Goal *
0.00 % (required only if 2 or 3 year goal)
1 % (required only if 2 or 3 year goal)
Rental Car Year 3
0.00 % (required only if 3 year goal)
1 % (required only if 3 year goal)
Non-Rental Car Goal *
4 % (copy down)
3 % (copy down)
Non-Rental Car Year 1 Goal *
4 %
3 %
Non-Rental Car Year 2 Goal *
4 % (required only if 2 or 3 year goal)
3 % (required only if 2 or 3 year goal)
Non-Rental Car Year 3 Goal *
4 % (required only if 3 year goal)
3 % (required only if 3 year goal)
Add File
< Attach goal documents
Save Draft
Submit Goal
Contact FAA Help Desk | © 2016 B2Gnow
1:49 PM
2/22/2017

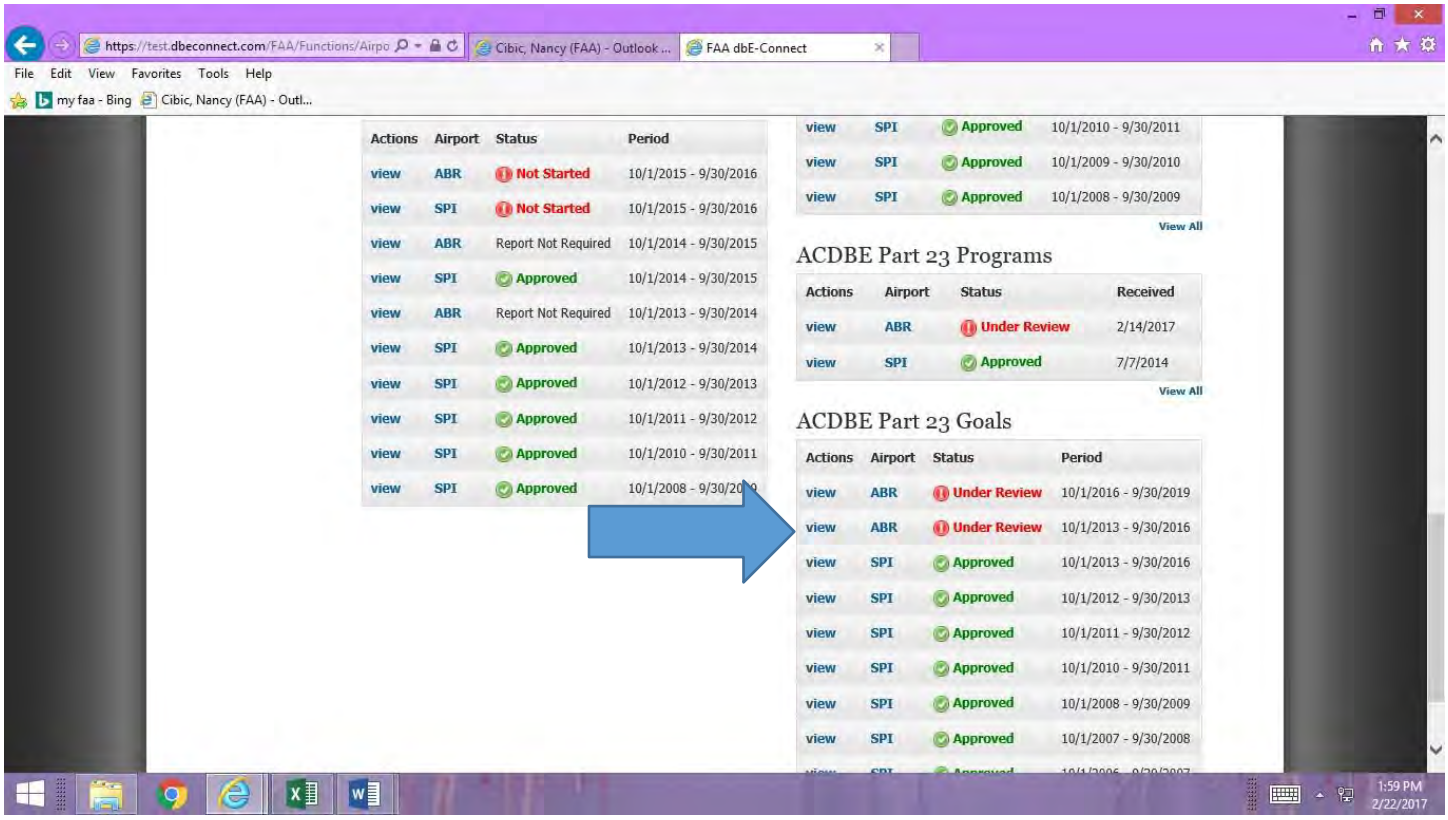

https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
Add File
Test System
Dashboard
Airports
AC/DBE Doc Vault
Title VI Doc Vault
Account Profile
Print Page
FAA Help Desk
Logoff
Click the Browse button, choose a file from your computer, then click Attach File to upload. You may only attach files one at a time and the maximum permissable size is 25 MB (megabytes)
* Required fields
Select File *
C:\Users\Nancy\OneDrive\Aberdeen DBE goals.docx
Browse...
File Type *
Part 23 Goal Methodology Document
File Title *
2014-2016 goals
File Description
Attach File
Cancel
Contact FAA Help Desk | © 2016 B2Gnow
1:54 PM
2/22/2017


https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
Rental Car Year 1 Goal * 0.00 % 1.00 %
Rental Car Year 2 Goal * 0.00 % (required only if 2 or 3 year goal) 1.00 % (required only if 2 or 3 year goal)
Rental Car Year 3 Goal * 0.00 % (required only if 3 year goal) 1.00 % (required only if 3 year goal)
Non-Rental Car Goal * 4.00 % (copy down) 3.00 % (copy down)
Non-Rental Car Year 1 Goal * 4.00 % 3.00 %
Non-Rental Car Year 2 Goal * 4.00 % (required only if 2 or 3 year goal) 3.00 % (required only if 2 or 3 year goal)
Non-Rental Car Year 3 Goal * 4.00 % (required only if 3 year goal) 3.00 % (required only if 3 year goal)
Files
Actions Type File Added
view edit delete Part 23 Goal Methodology Document 2014-2016 goals 2/22/2017 by Elsie Sittner
Add File
Save Draft
Submit Goal
Help Desk | © 2016 B2Gnow
1:57 PM
2/22/2017


https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
Rental Car Year 1 Goal * 0.00 % 1.00 %
Rental Car Year 2 Goal * 0.00 % (required only if 2 or 3 year goal) 1.00 % (required only if 2 or 3 year goal)
Rental Car Year 3 Goal * 0.00 % (required only if 3 year goal) 1.00 % (required only if 3 year goal)
Non-Rental Car Goal * 4.00 % (copy down) 3.00 % (copy down)
Non-Rental Car Year 1 Goal * 4.00 % 3.00 %
Non-Rental Car Year 2 Goal * 3.00 % (required only if 2 or 3 year goal)
Non-Rental Car Year 3 Goal * 3.00 % (required only if 3 year goal)
Message from webpage
Submit this goal for review?
OK
Cancel
Files
Actions Added
view edit delete Part 23 Goal Methodology Document 2014-2016 goals 2/22/2017 by Elsie Sittner
Add File
Save Draft
Submit Goal
Contact FAA Help Desk | © 2016 B2Gnow
2:34 PM
2/22/2017



After you submit, the goal will be shown on your Dashboard as Under Review

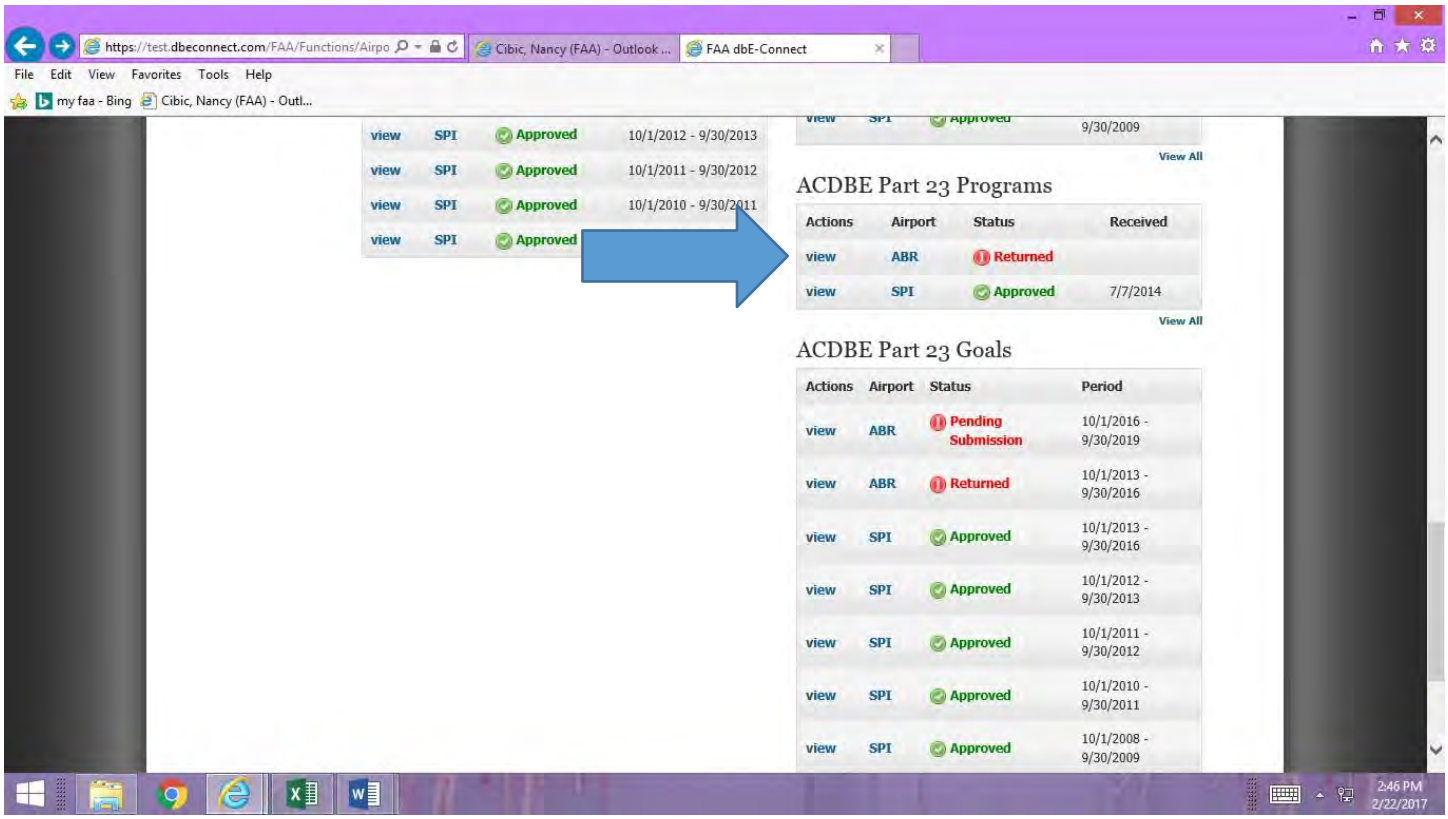


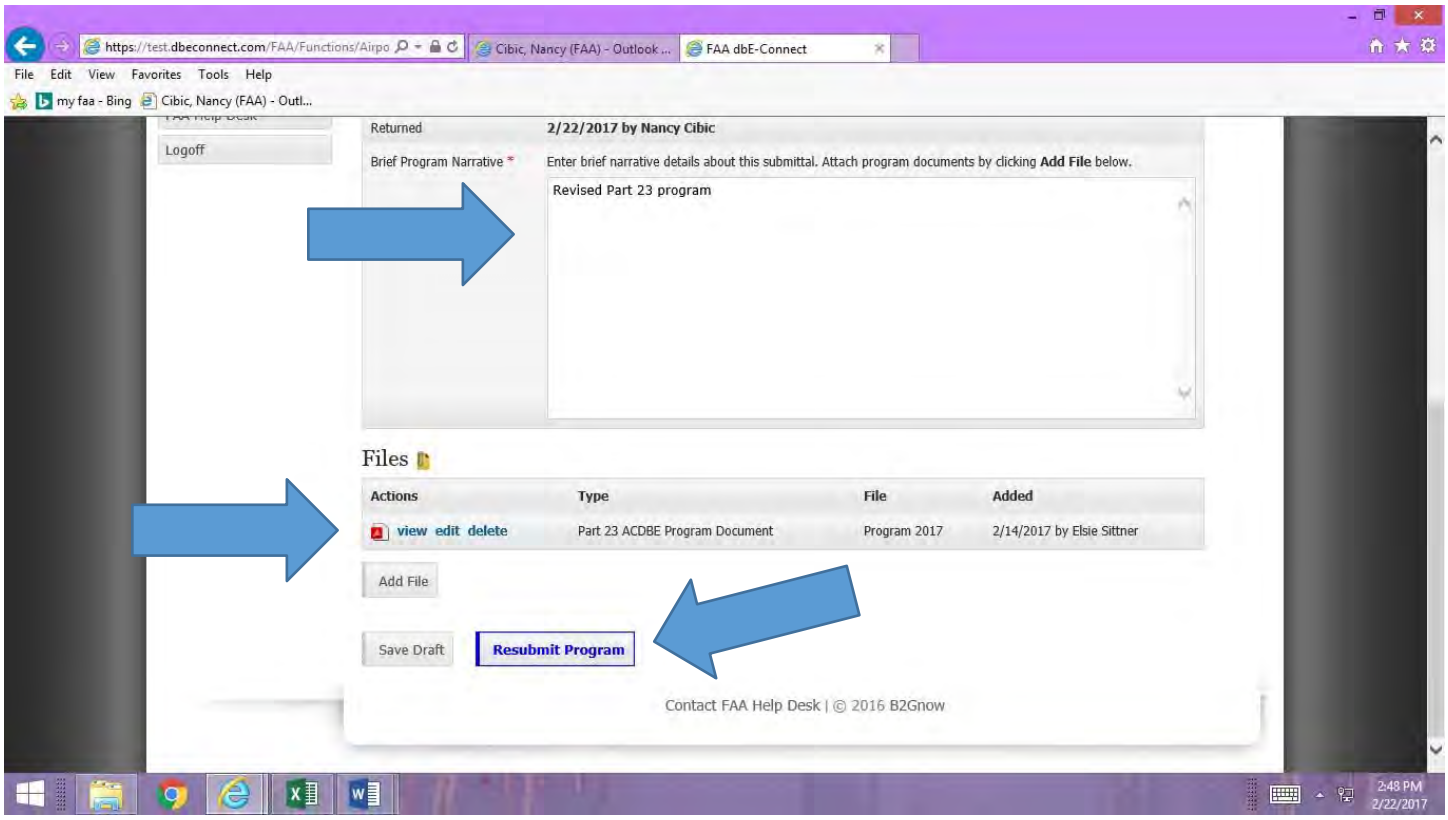
How to Correct a Program or Goal that is Returned by FAA

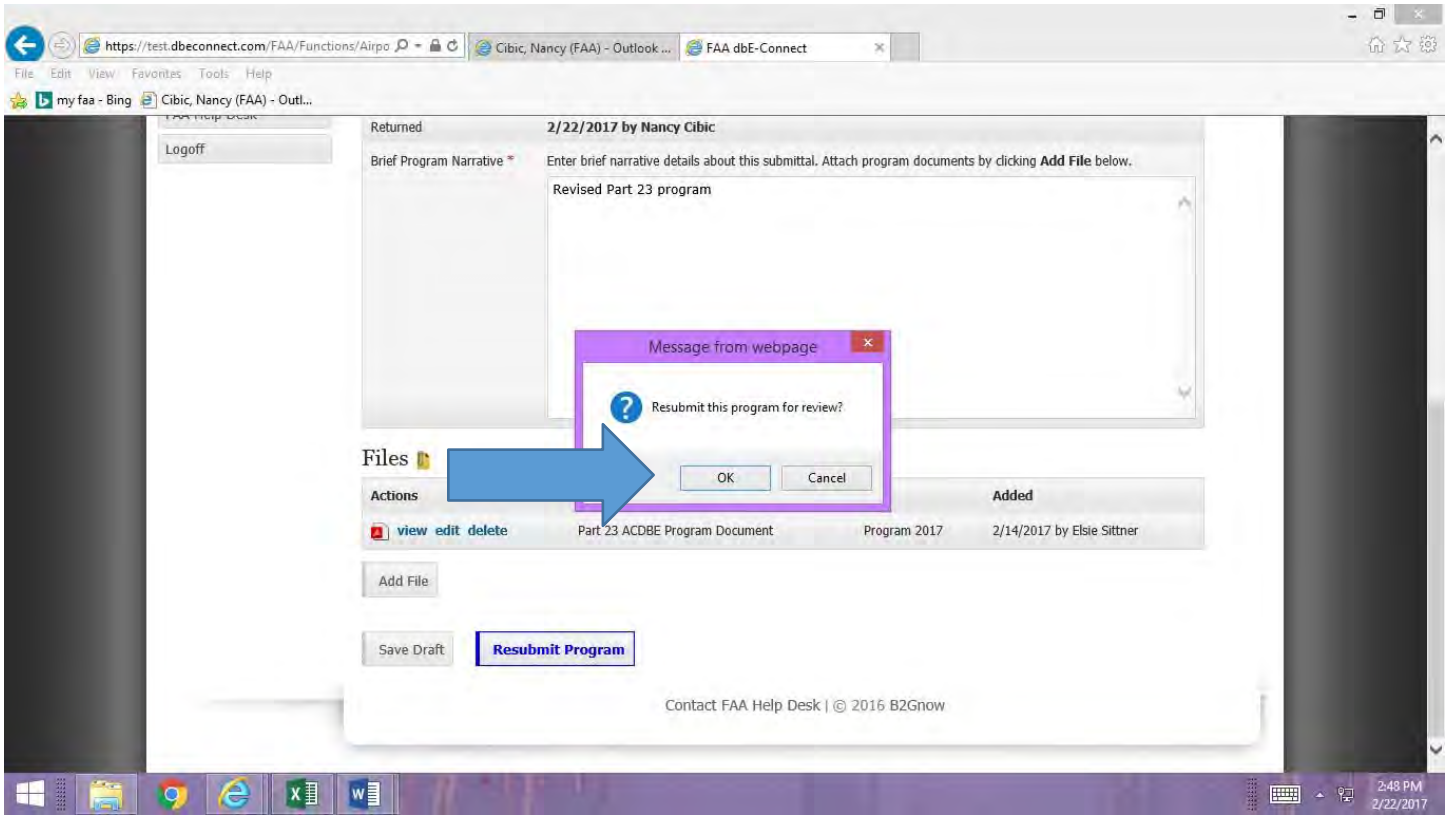
If FAA returns a program for corrections, it will show on your Dashboard as **Returned.**

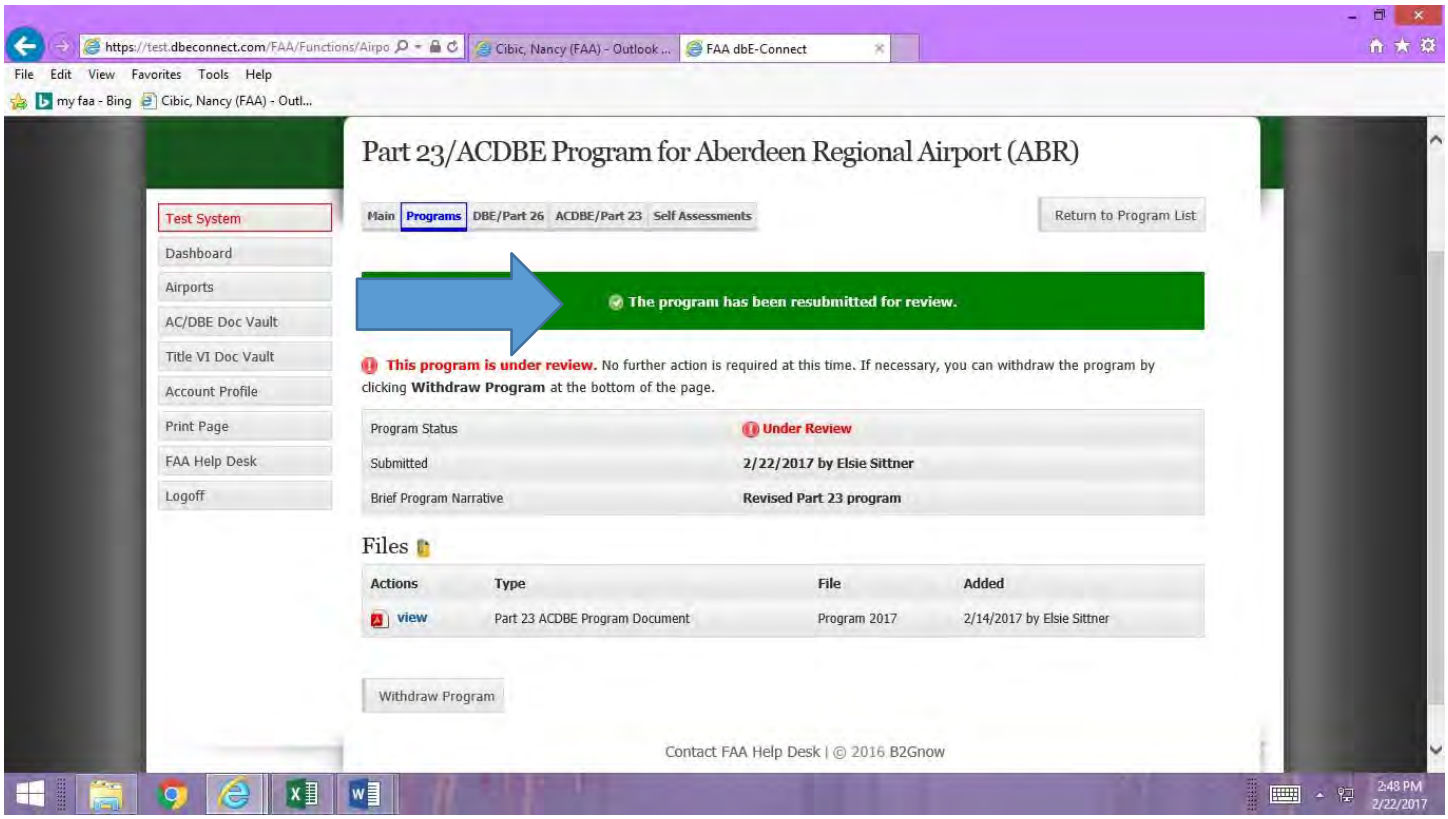
Click on **View** next to the program or Goal.

Make the necessary corrections, upload revised document and click on **Resubmit Program or Goal**.



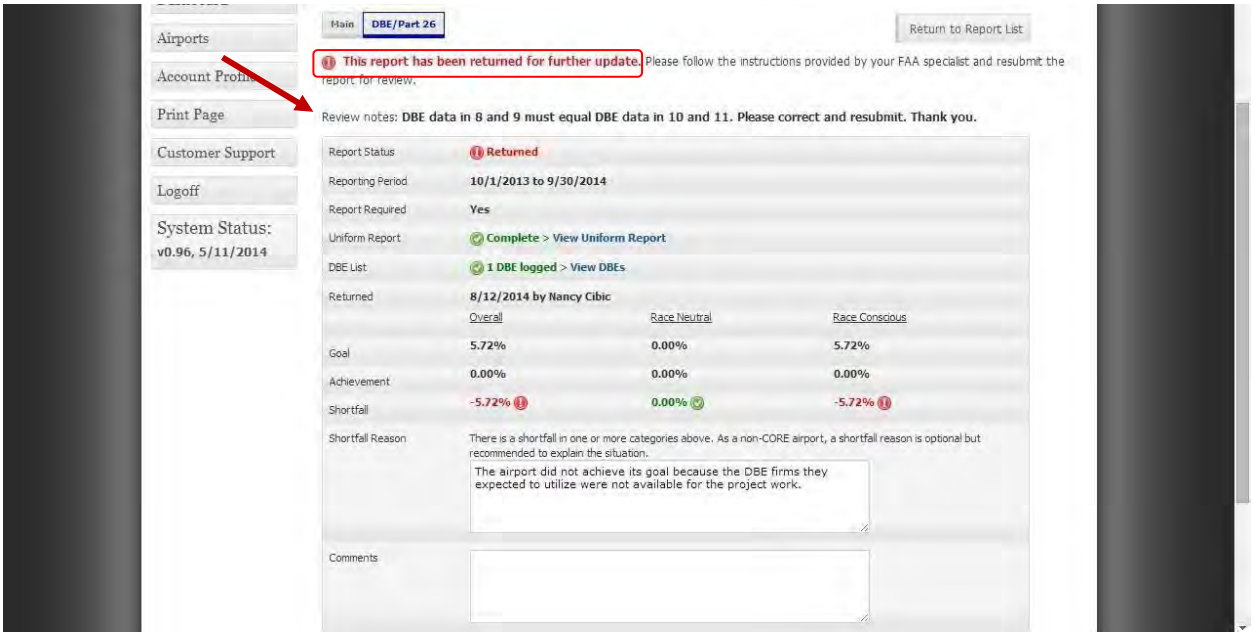

https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
Logoff
Returned
2/22/2017 by Nancy Cibic
Brief Program Narrative *
Enter brief narrative details about this submittal. Attach program documents by clicking Add File below.
Revised Part 23 program
Files
Actions
Type
File
Added
view edit delete
Part 23 ACDBE Program Document
Program 2017
2/14/2017 by Elsie Sittner
Add File
Save Draft
Resubmit Program
Contact FAA Help Desk | © 2016 B2Gnow
2:48 PM
2/22/2017


https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
Logoff
Returned
2/22/2017 by Nancy Cibic
Brief Program Narrative *
Enter brief narrative details about this submittal. Attach program documents by clicking Add File below.
Revised Part 23 program
Message from webpage
Resubmit this program for review?
OK
Cancel
Files
Actions
Added
view edit delete
Part 23 ACDBE Program Document
Program 2017
2/14/2017 by Elsie Sittner
Add File
Save Draft
Resubmit Program
Contact FAA Help Desk | © 2016 B2Gnow
2:48 PM
2/22/2017

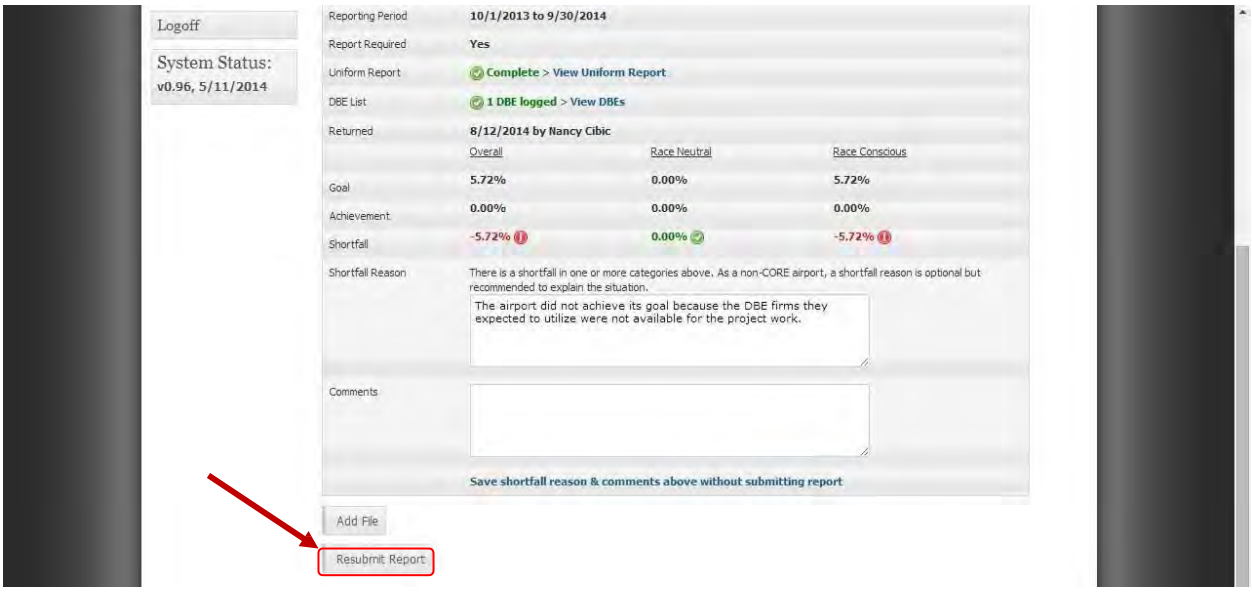

https://test.dbeconnect.com/FAA/Functions/Airpo
Cibic, Nancy (FAA) - Outlook ...
FAA dbE-Connect
File Edit View Favorites Tools Help
my faa - Bing
Cibic, Nancy (FAA) - Outl...
Part 23/ACDBE Program for Aberdeen Regional Airport (ABR)
Test System
Dashboard
Airports
AC/DBE Doc Vault
Title VI Doc Vault
Account Profile
Print Page
FAA Help Desk
Logoff
Main
Programs
DBE/Part 26
ACDBE/Part 23
Self Assessments
Return to Program List
The program has been resubmitted for review.
This program is under review. No further action is required at this time. If necessary, you can withdraw the program by clicking Withdraw Program at the bottom of the page.
Program Status
Under Review
Submitted
2/22/2017 by Elsie Sittner
Brief Program Narrative
Revised Part 23 program
Files
Actions
Type
File
Added
view
Part 23 ACDBE Program Document
Program 2017
2/14/2017 by Elsie Sittner
Withdraw Program
Contact FAA Help Desk | © 2016 B2Gnow
2:48 PM
2/22/2017

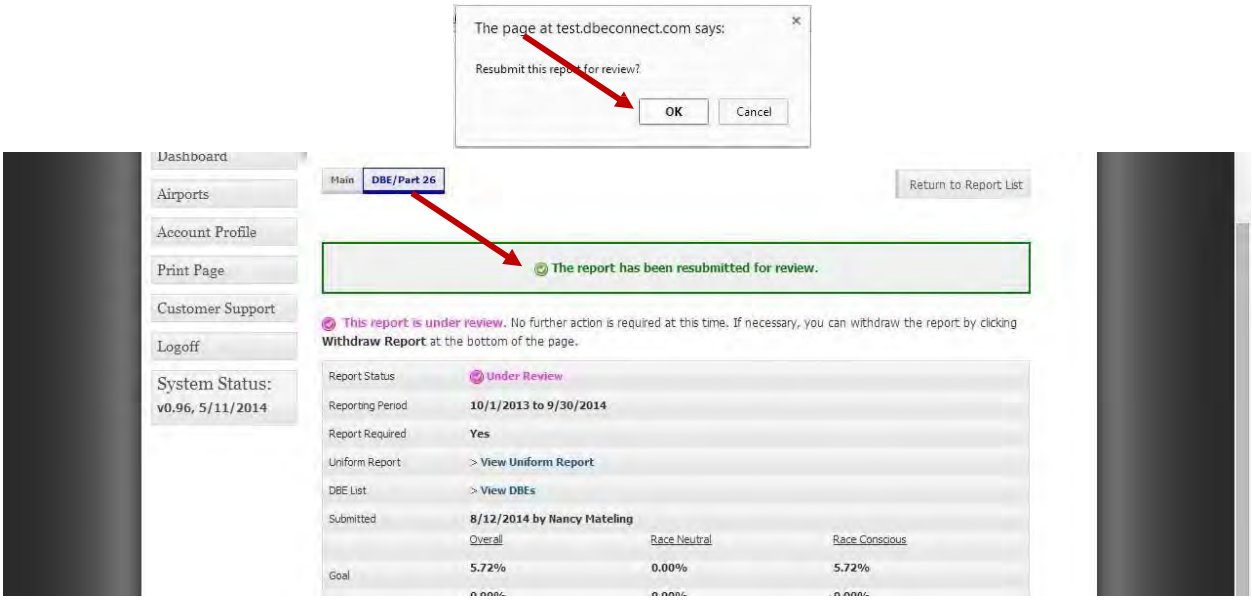
How to Correct a Uniform Form Report that is Returned by FAA

- **If the report is returned by FAA, you will receive an email message.**
- **The review notes in FAA Connect will indicate why the report was returned.**



- **To make corrections, click View Uniform Report.**
- **Click Edit and Revalidate.**
- **Make the necessary changes and click on Validate and Save Draft.**
- **Click Save Draft and Continue.**
- **Enter goal shortfall analysis (CORE airports).**
- **Enter Grant Difference Reason (see above).**
- **Click Resubmit Report.**

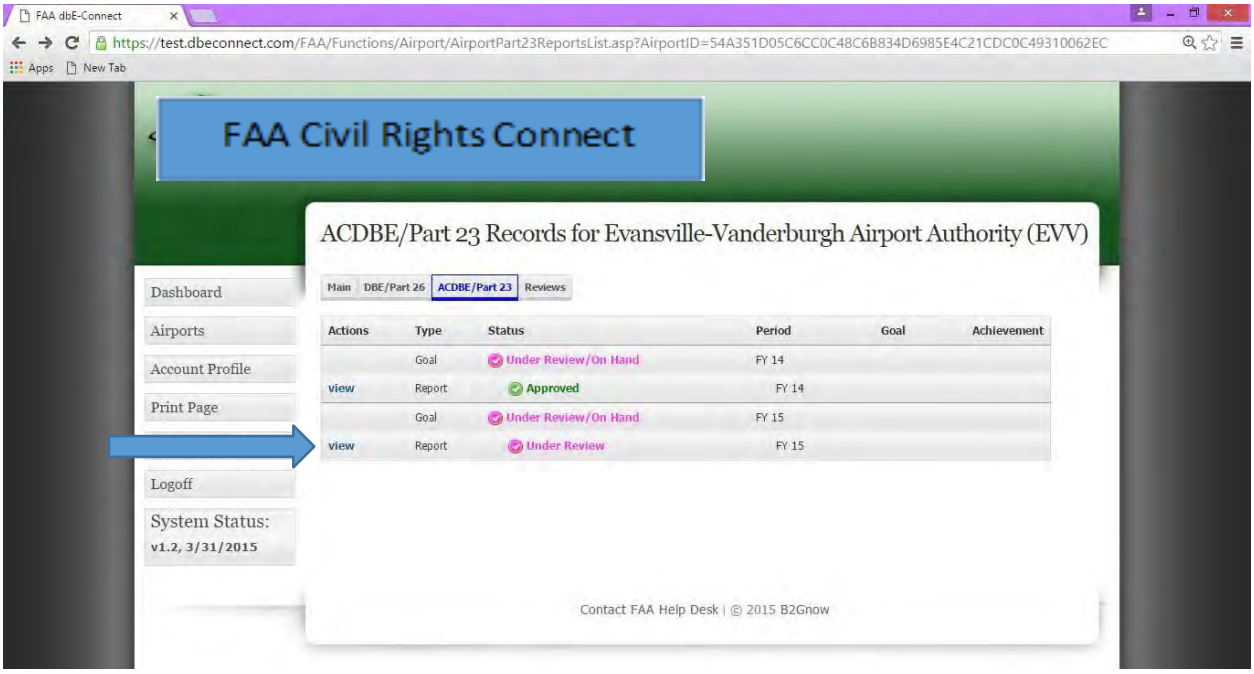


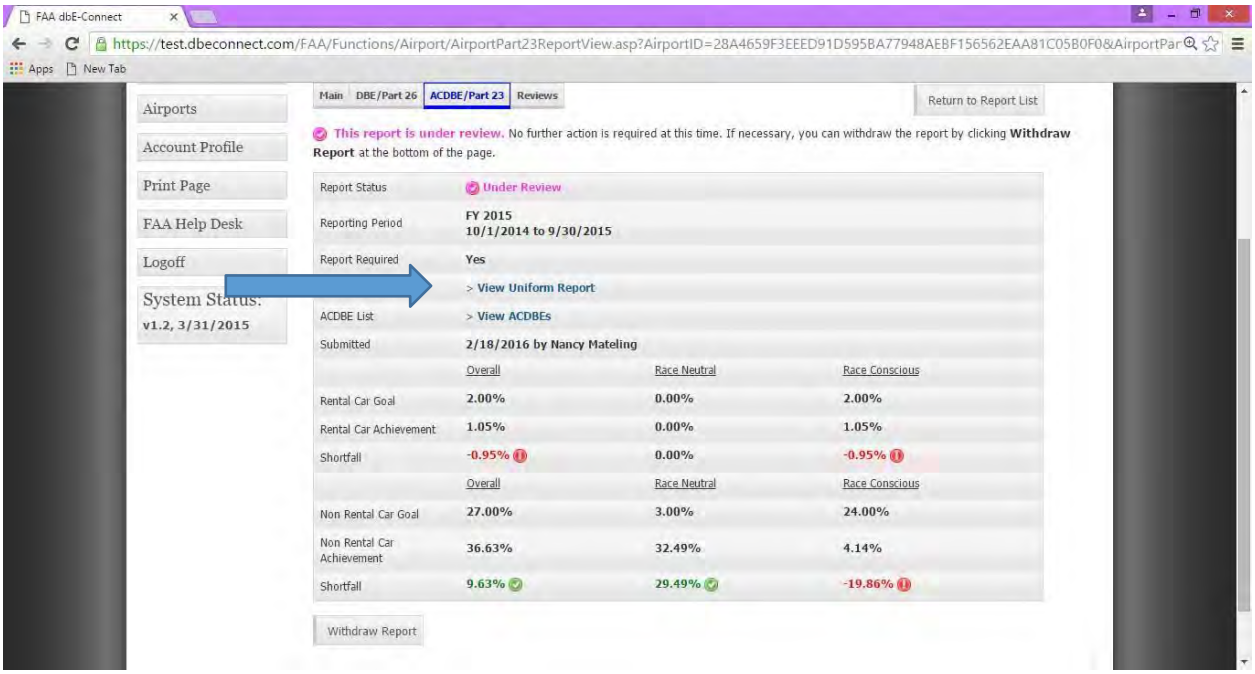


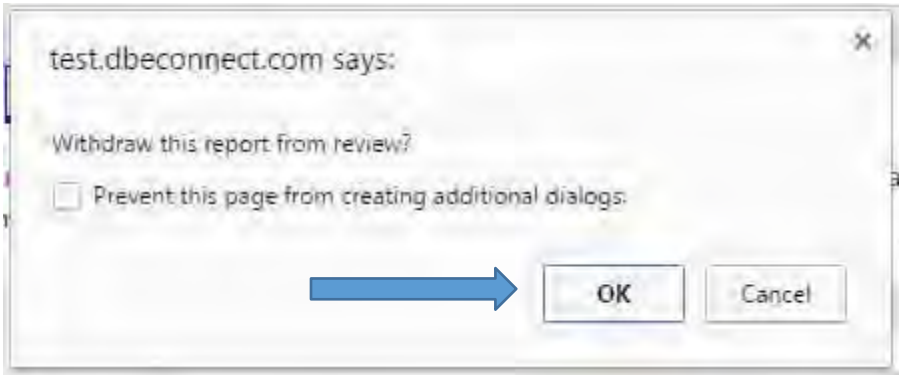
Click OK on the popup confirmation.

How to Edit a Uniform Form Report that is approved by FAA

- A Report that is approved by FAA will **not** provide an Edit Option, only View.
- Contact your FAA Compliance Specialist by clicking on the FAA Help Desk button at the bottom or left of the screen or via email or telephone (see contact list on last page of this guidance)
- Your FAA Specialist will Undo the Approval so that you may access the report to edit.
- Access the Report from your Dashboard or from the Airport File.
- Click **View**
- Click **Withdraw Report**
- Click **OK** on popup window
- Click **View Uniform Form**
- Click **Edit and Revalidate**
- Edit and then **Click Validate and Save Draft**
- If done editing, Click **Save Draft and Continue**
- Click **Submit**




FAA dbE-Connect
https://test.dbeconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=28A4659F3EEED91D595BA77948AEBF156562EAA81C05B0F0&AirportPar
Apps
New Tab
Airports
Account Profile
Print Page
FAA Help Desk
Logoff
System Status:
v1.2, 3/31/2015
Main
DBE/Part 26
ACDBE/Part 23
Reviews
Return to Report List
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 2015
10/1/2014 to 9/30/2015
Report Required
Yes
> View Uniform Report
ACDBE List
> View ACDBEs
Submitted
2/18/2016 by Nancy Mateling
Overall
Race Neutral
Race Conscious
Rental Car Goal
2.00%
0.00%
2.00%
Rental Car Achievement
1.05%
0.00%
1.05%
Shortfall
-0.95%
0.00%
-0.95%
Overall
Race Neutral
Race Conscious
Non Rental Car Goal
27.00%
3.00%
24.00%
Non Rental Car Achievement
36.63%
32.49%
4.14%
Shortfall
9.63%
29.49%
-19.86%
Withdraw Report


test.dbeconnect.com says:
Withdraw this report from review?
Prevent this page from creating additional dialogs.
OK
Cancel

FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp

Apps New Tab

Logoff

System Status:
v1.2, 3/31/2015

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 2015 10/1/2014 to 9/30/2015		
Report Required	Yes - mark this report as not required.		
Uniform Report	Complete > View Uniform Report		
ACDBE List	3 ACDBEs logged > View ACDBEs		
	Overall	Race Neutral	Race Conscious
Rental Car Goal	2.00%	0.00%	2.00%
Rental Car Achievement	1.05%	0.00%	1.05%
Shortfall	-0.95%	0.00%	-0.95%
	Overall	Race Neutral	Race Conscious
Non Rental Car Goal	27.00%	3.00%	24.00%
Non Rental Car Achievement	36.63%	32.49%	4.14%
Shortfall	9.63%	29.49%	-19.86%
Comments			

FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart23ReportDetail.asp?AirportID=4E2405EB0EB4446368172D996DC0C246C3ACB040E4F1E1F1&AirportI

Apps New Tab

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

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

8. CAR RENTAL CUMULATIVE ACDBE PARTICIPATION	A Total Dollars (Everyone)	B Total Number (Everyone)	C Total to ACDBEs (dollars)	D Total to ACDBEs (number)	E Total to ACDBEs /Race Conscious (dollars)	F Total to ACDBEs /Race Neutral (dollars)	G Percentage of total dollars to ACDBEs (C/A)
Prime Concessions	$1,119,875	4	$0	0	$0	$0	0.00%
Subconcessions	$0	0	$0	0	$0	$0	0.00%
Goods and Services	$998,756	5	$22,234	2	$22,234	$0	2.23%
Total Cumulative Car Rental ACDBE Participation	$2,118,631	9	$22,234	2	$22,234	$0	1.05%

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 Total to ACDBEs /Race Conscious (dollars)	F Total to ACDBEs /Race Neutral (dollars)	G 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	$0	0	$0	0	$0	$0	0.00%
Total Car Rental New ACDBE Participation	$0	0	$0	0	$0	$0	0.00%

10. CUMULATIVE ACDBE PARTICIPATION BY RACE/GENDER	A Black Americans (numbers & dollars)		B Hispanic Americans (numbers & dollars)		C Asian-Pacific Americans (numbers & dollars)		D Asian-Indian Americans (numbers & dollars)		E Native Americans (numbers & dollars)		F Non-Minority Women (numbers & dollars)		G Other (i.e. not of any other group listed here) (numbers & dollars)		H TOTALS (numbers & dollars)	
Car Rental	0	$0	0	$0	0	$0	0	$0	2	$22,234	0	$0	0	$0	2	$22,234
Non-Car Rental	1	$56,790	0	$0	0	$0	0	$0	0	$0	2	$445,569	0	$0	3	$502,359
Total Cumulative Race/Gender ACDBE Participation	1	$56,790	0	$0	0	$0	0	$0	2	$22,234	2	$445,569	0	$0	5	$524,593

Save Draft & Continue | Edit & Revalidate | Print | Print to PDF | Return

FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart23ReportDetail.asp

Apps New Tab

	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

7. Current Car Rental ACDBE 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	1,119,875	4	0	0	0	0	0.00
Subconcessions	0	0	0	0	0	0	0.00
Goods and Services	998,756	5	22,234	2	22,234	0	2.23
Total Cumulative Car Rental ACDBE Participation	2,118,631	9	22,234	2	22,234	0	1.05
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	0	0	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

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	0	0	0	0	0	0	0	0	2	22,234	0	0	0	0	2	22,234
Non-Car Rental	1	56,790	0	0	0	0	0	0	0	0	2	445,569	0	0	3	502,359
Total Cumulative Race/Gender ACDBE Participation	1	56,790	0	0	0	0	0	0	2	22,234	2	445,569	0	0	5	524,593

Validate & Save Draft | Print | Return to Summary | Fill in Blank Fields with Zeroes

FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart23ReportDetail.asp

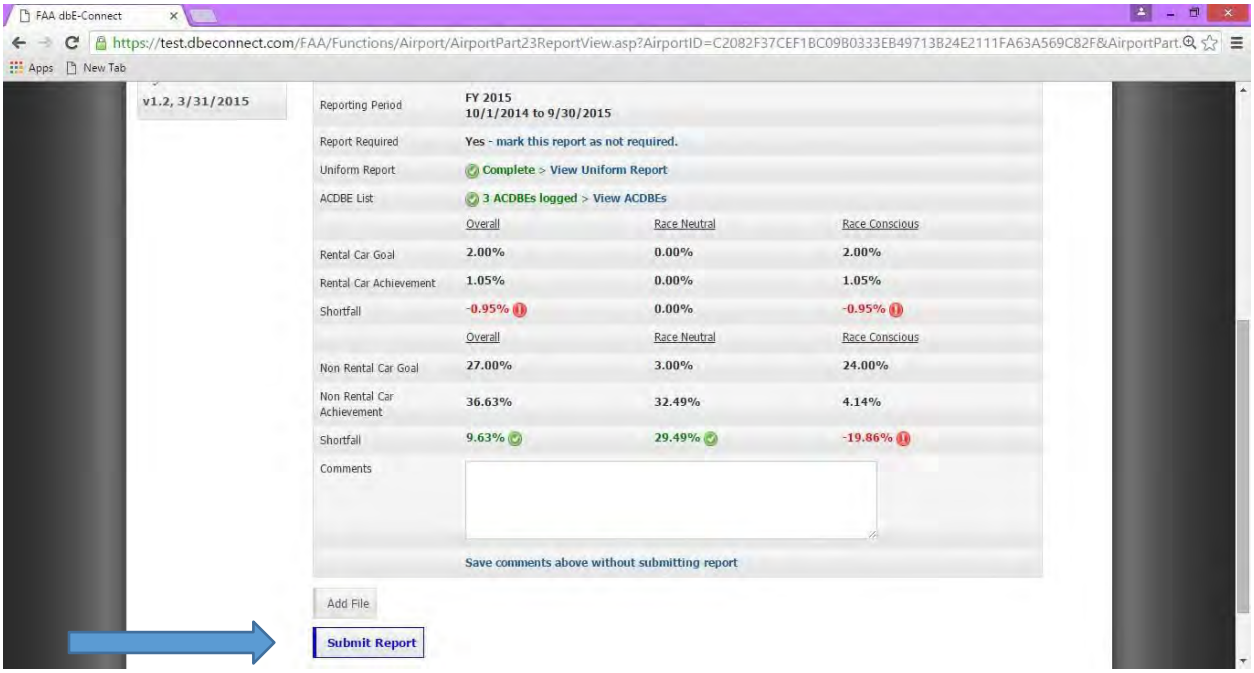
Apps New Tab

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

7. Current Car Rental ACDBE Goal:	Race Conscious Goal 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	$1,119,875	4	$0	0	$0	$0	0.00%
Subconcessions	$0	0	$0	0	$0	$0	0.00%
Goods and Services	$998,756	5	$22,234	2	$22,234	$0	2.23%
Total Cumulative Car Rental ACDBE Participation	$2,118,631	9	$22,234	2	$22,234	$0	1.05%
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	$0	0	$0	0	$0	$0	0.00%
Total Car Rental New ACDBE Participation	$0	0	$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	0	$0	0	$0	0	$0	0	$0	2	$22,234	0	$0	0	$0	2	$22,234
Non-Car Rental	1	$56,790	0	$0	0	$0	0	$0	0	$0	2	$445,569	0	$0	3	$502,359
Total Cumulative Race/Gender ACDBE Participation	1	$56,790	0	$0	0	$0	0	$0	2	$22,234	2	$445,569	0	$0	5	$524,593

Save Draft & Continue | Edit & Revalidate | Print | Print to PDF | Return

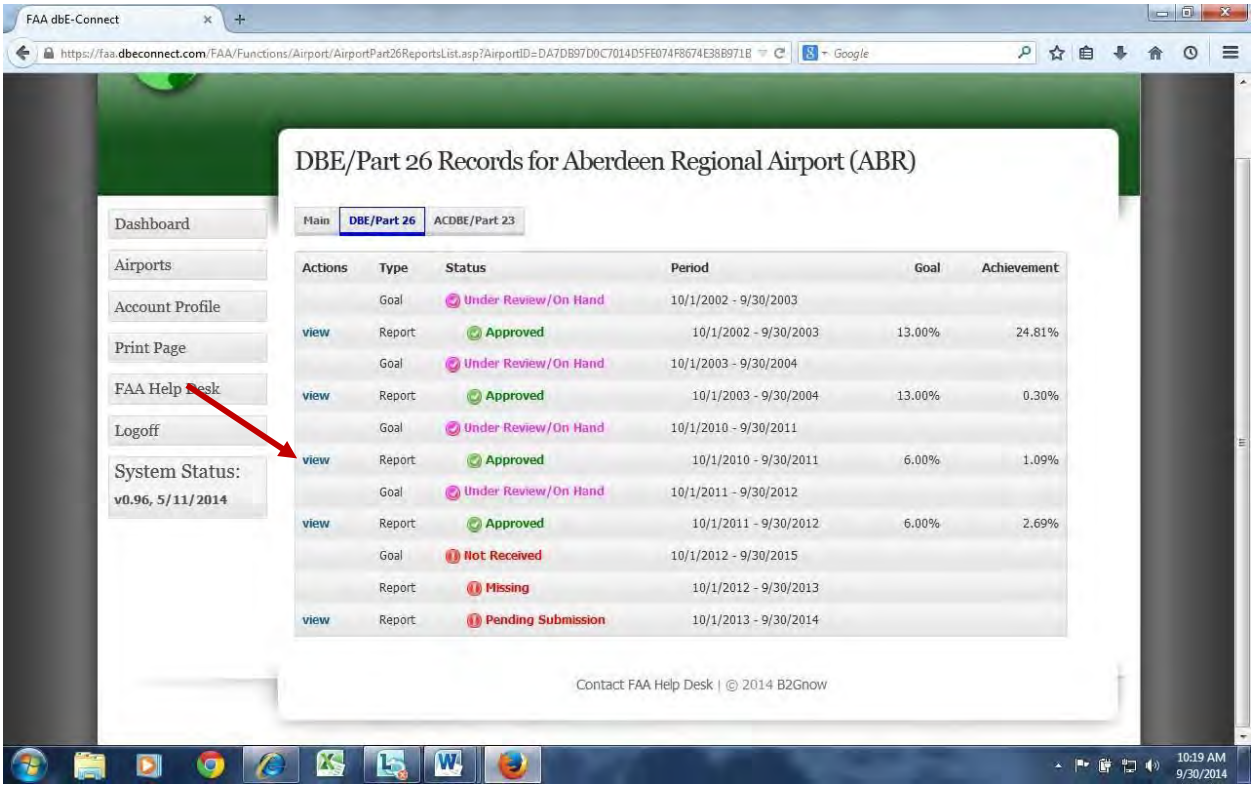

FAA dbE-Connect
https://test.dbeconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=C2082F37CEF1BC09B0333EB49713B24E2111FA63A569C82F&AirportPart.
Apps
New Tab
v1.2, 3/31/2015
Reporting Period
FY 2015
10/1/2014 to 9/30/2015
Report Required
Yes - mark this report as not required.
Uniform Report
Complete > View Uniform Report
ACDBE List
3 ACDBEs logged > View ACDBEs
Overall
Race Neutral
Race Conscious
Rental Car Goal
2.00%
0.00%
2.00%
Rental Car Achievement
1.05%
0.00%
1.05%
Shortfall
-0.95%
0.00%
-0.95%
Overall
Race Neutral
Race Conscious
Non Rental Car Goal
27.00%
3.00%
24.00%
Non Rental Car Achievement
36.63%
32.49%
4.14%
Shortfall
9.63%
29.49%
-19.86%
Comments
Save comments above without submitting report
Add File
Submit Report

How to Access Previous Uniform Form Reports.

- Website: https://faa.civilrightsconnect.com/FAA/login.asp
- Click on Airports (left menu) – find the Airport and click View
- Click on Part 26 or Part 23 tab, depending on which report you are entering.
    - **If Part 26 and or Part 23 do not appear, please contact your FAA DBE Compliance Specialist**
- Find the Fiscal Year Report and Click **View**
- Click **View Uniform Form**
- To Print the Report Click **Print**
- To print and save the report to a file Click **Print to PDF**

Zoom the PDF document to show the gridlines – the gridlines will show on the printed and saved document

- To Return to Previous Menu Click **Return**



FAA dbE-Connect

https://faa.dbeconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp?AirportID=48D4E1C83C9715F25390C087FE97837DEF

DBE/Part 26 Achievement Report for Aberdeen Regional Airport (ABR)

Dashboard
Airports
Account Profile
Print Page
FAA Help Desk
Logoff
System Status:
v0.96, 5/11/2014

Main | DBE/Part 26 | ACDBE/Part 23

Return to Report List

This report has been approved. No further action is required.

Report Status	Approved
Reporting Period	10/1/2011 to 9/30/2012
Report Required	Yes
Report Due	2/1/2013
Uniform Report	> View Uniform Report
DBE List	No DBEs logged
Submitted	2/1/2013 by
Approved	2/1/2013 by

	Overall	Race Neutral	Race Conscious
Goal	6.00%	0.00%	6.00%
Achievement	2.69%	0.00%	2.69%
Shortfall	-3.31%	0.00%	-3.31%

Contact FAA Help Desk | © 2014 B2Gnow

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10:22 AM 9/30/2014

FAA dbE-Connect

https://faa.dbeconnect.com/FAA/Functions/Common/AirportPart26ReportDetail.asp?AirportID=3BD755FC201E7802C0F9514A3704515

3. Federal fiscal year in which reporting period falls:	FY 2012	4. Date This Report Submitted: 2/1/2013	
5. Reporting Period:	☐ Report due June 1 (for period Oct 1 - Mar 31)	☐ Report due Dec 1 (for period Apr 1 - Sept 30)	☒ FAA Annual Report due Dec 1
6. Name and address of Recipient:	Aberdeen Municipal Airport		
7. Annual DBE Goal(s):	Race Conscious Goal 6.0%	Race Neutral Goal 0.0%	OVERALL Goal 6.0%

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 (C/A)
8. Prime contracts awarded this period.	$1,206,814	6	$0	0	$0	0	$0	0	0.0%
9. Subcontracts awarded/committed this period.	$32,465	2	$32,465	2	$32,465	2	$0	0	100.0%
9.5 Totals			$32,465	2	$32,465	2	$0	0	2.7%

DBE AWARDS/COMMITMENTS THIS REPORTING PERIOD-BREAKDOWN BY ETHNICITY & GENDER	A	B	C	D	E	F	G	H	I
	Black American	Hispanic American	Native American	Subcont. Asian American	Asian-Pacific American	Non-Minority Women	Other (i.e., not of any group listed here)	TOTALS (for this reporting period only)	Year-End TOTALS
10. Total Number of Contracts (Prime and Sub)	0	0	1	0	0	0	1	2	2
11. Total Dollar Value	$0	$0	$2,585	$0	$0	$0	$29,880	$32,465	$32,465

ACTUAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	E
	Number of Prime Contracts Completed	Total Dollar Value of Prime Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percentage of Total DBE Participation
12. Race Conscious	1	$1,206,814	$72,409	$32,465	2.7%
13. Race Neutral	0	$0		$0	0.0%
14. Totals	1	$1,206,814		$32,465	2.7%

15. Submitted by (Print Name of Authorized Representative)	16. Signature of Authorized Representative (type your name as your signature)
17. Phone Number	18. Fax Number

Return | Print | Print to PDF

10:23 AM 9/30/2014

How to indicate if a DBE Report is not Required for the Fiscal Year

Website: https://faa.civilrightsconnect.com/FAA/login.asp

Only DBE Reports can be marked Not Required.

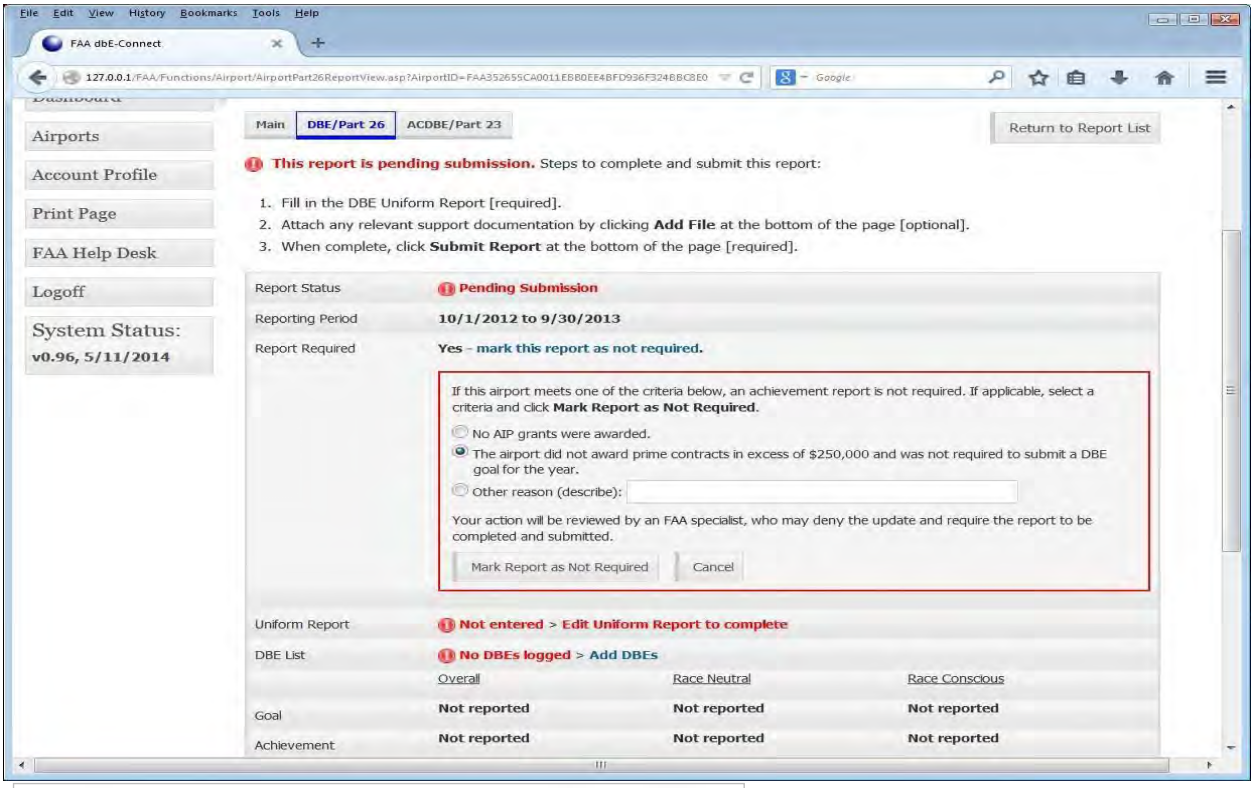
You can mark a DBE Report Not Required if it meets the criteria for not being required. Do not mark a report Not Required if it is required and will eventually be submitted.

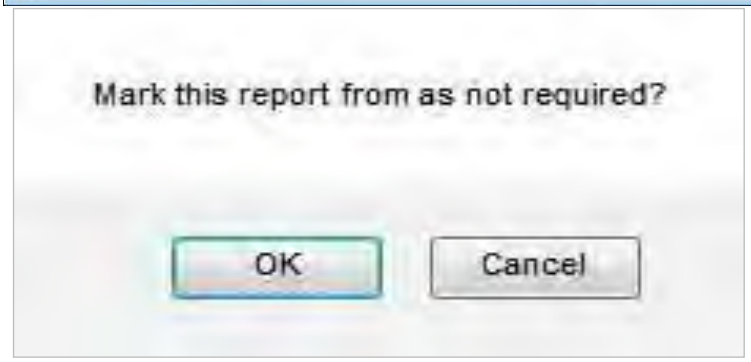
For DBE, a report can be marked Not Required if the Airport is not awarded any AIP grants for the year, if the airport is not awarding in excess of $250,000 in the year, if the airport is awarding the scheduled grants on the AIP grants list in another year, if the airport did not have any payments on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

- Go to your Dashboard and Click on View next to the Fiscal Year Report that you want to access.

OR

- Click on Airports (left menu) – find the Airport and click View
- Click on Part 26 tab, depending on which report you are entering.
  - **If the Part 26 tab does not appear, please contact your FAA DBE Compliance Specialist.**
- Click on View next to the Fiscal Year Report that you want to access
- If you are not required to submit a report, click on the appropriate reason or click Other and enter a reason in the textbox.
- Click **Submit**.
- If you find later that you need to submit a DBE report for that year, contact your FAA Regional Compliance Specialist to return the report.

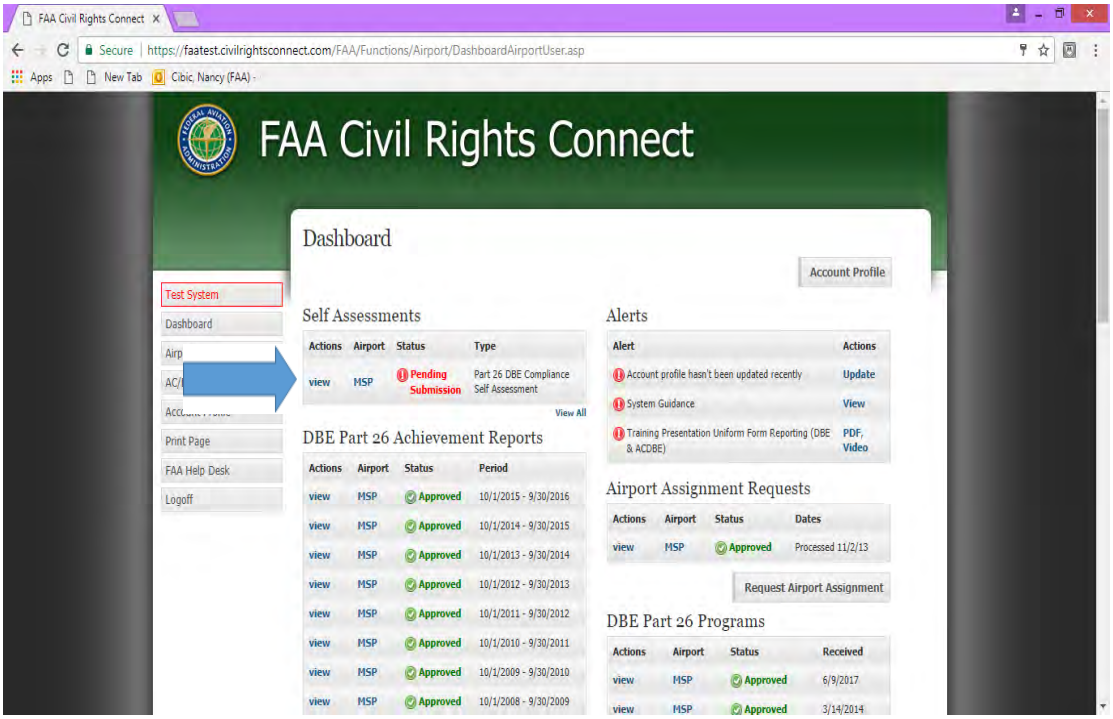

File Edit View History Bookmarks Tools Help
FAA dbE-Connect
127.0.0.1/FAA/Functions/Airport/AirportPart26ReportView.asp?AirportID=FAA352655CA0011EB80EE4BFD936F3248BC8E0
Airports
Account Profile
Print Page
FAA Help Desk
Logoff
System Status:
v0.96, 5/11/2014
Main
DBE/Part 26
ACDBE/Part 23
Return to Report List
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
10/1/2012 to 9/30/2013
Report Required
Yes - mark this report as not required.
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):
Your action will be reviewed by an FAA specialist, who may deny the update and require the report to be completed and submitted.
Mark Report as Not Required
Cancel
Uniform Report
Not entered > Edit Uniform Report to complete
DBE List
No DBEs logged > Add DBEs
Overall
Race Neutral
Race Conscious
Goal
Not reported
Not reported
Not reported
Achievement
Not reported
Not reported
Not reported


Mark this report from as not required?
OK
Cancel

Airport Self-Assessment Compliance Tool

When FAA initiates a Review.

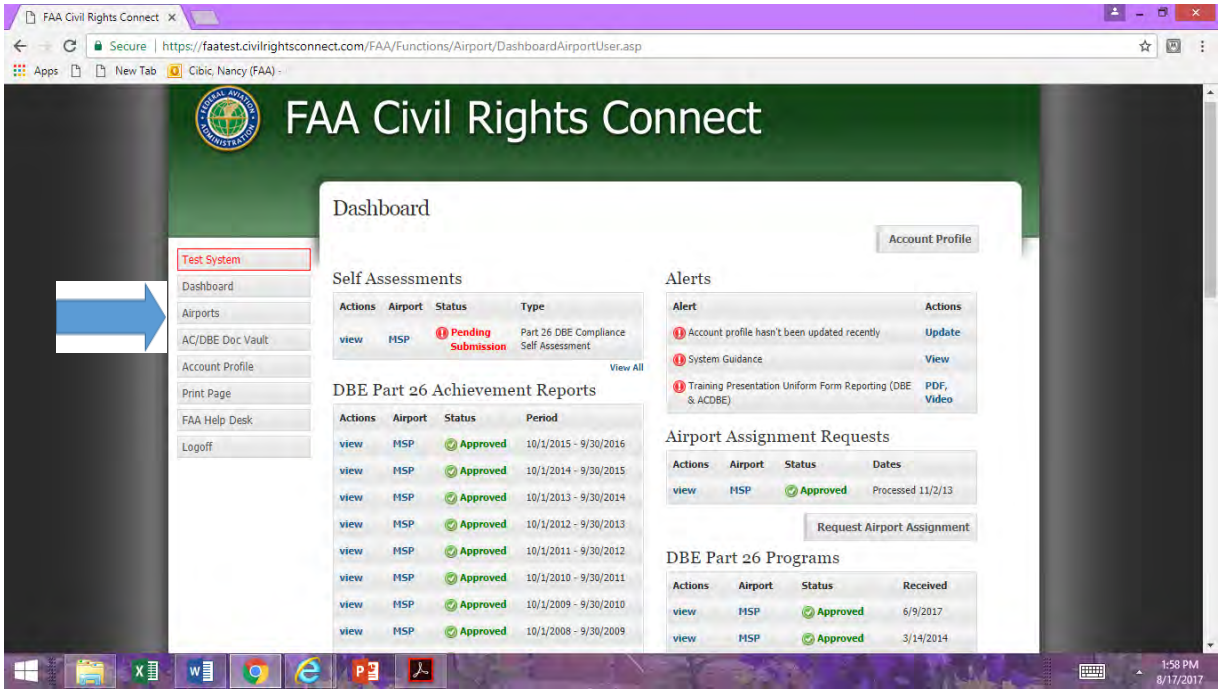
- When FAA initiates a Review, you will receive an email message and it will also be visible on your Dashboard under **Self Assessment**.
- Go to Self Assessments on your Dashboard. Click on **View** next to the airport.
- See Steps 10 through 17 on page 111.

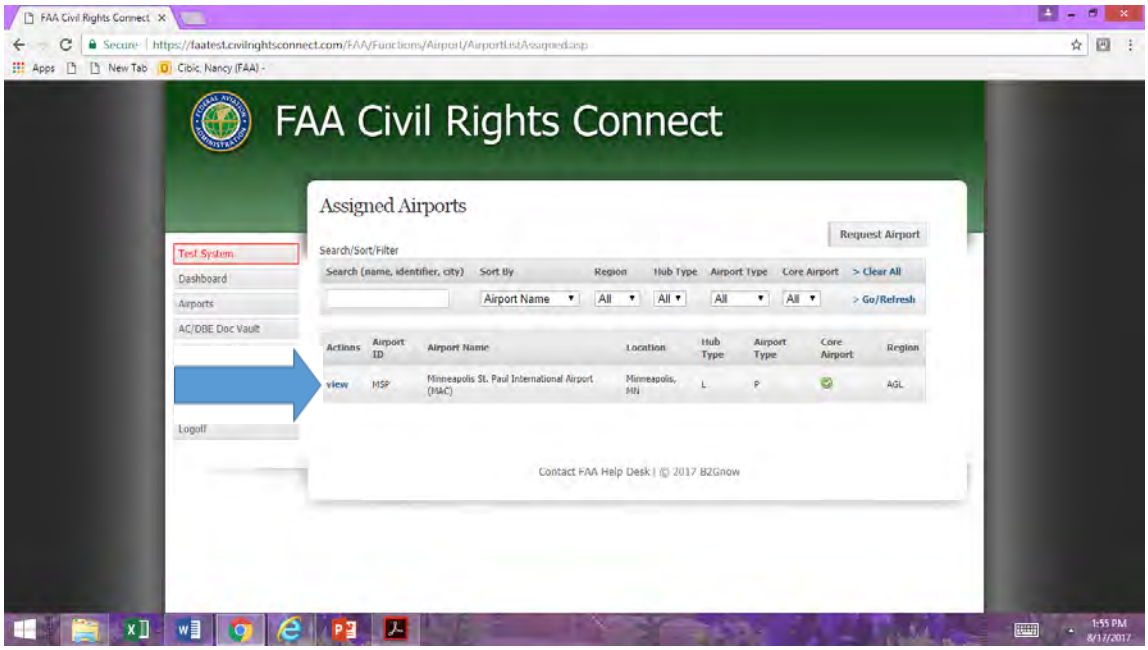


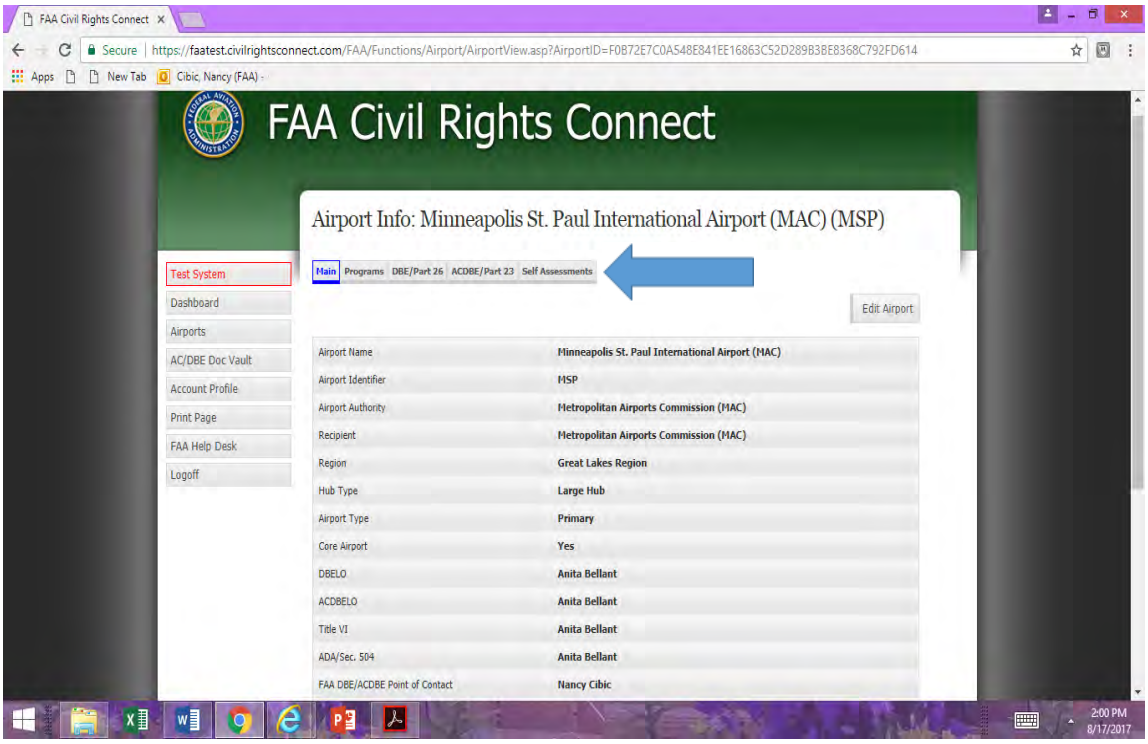
Airport Self-Assessment Compliance Tool

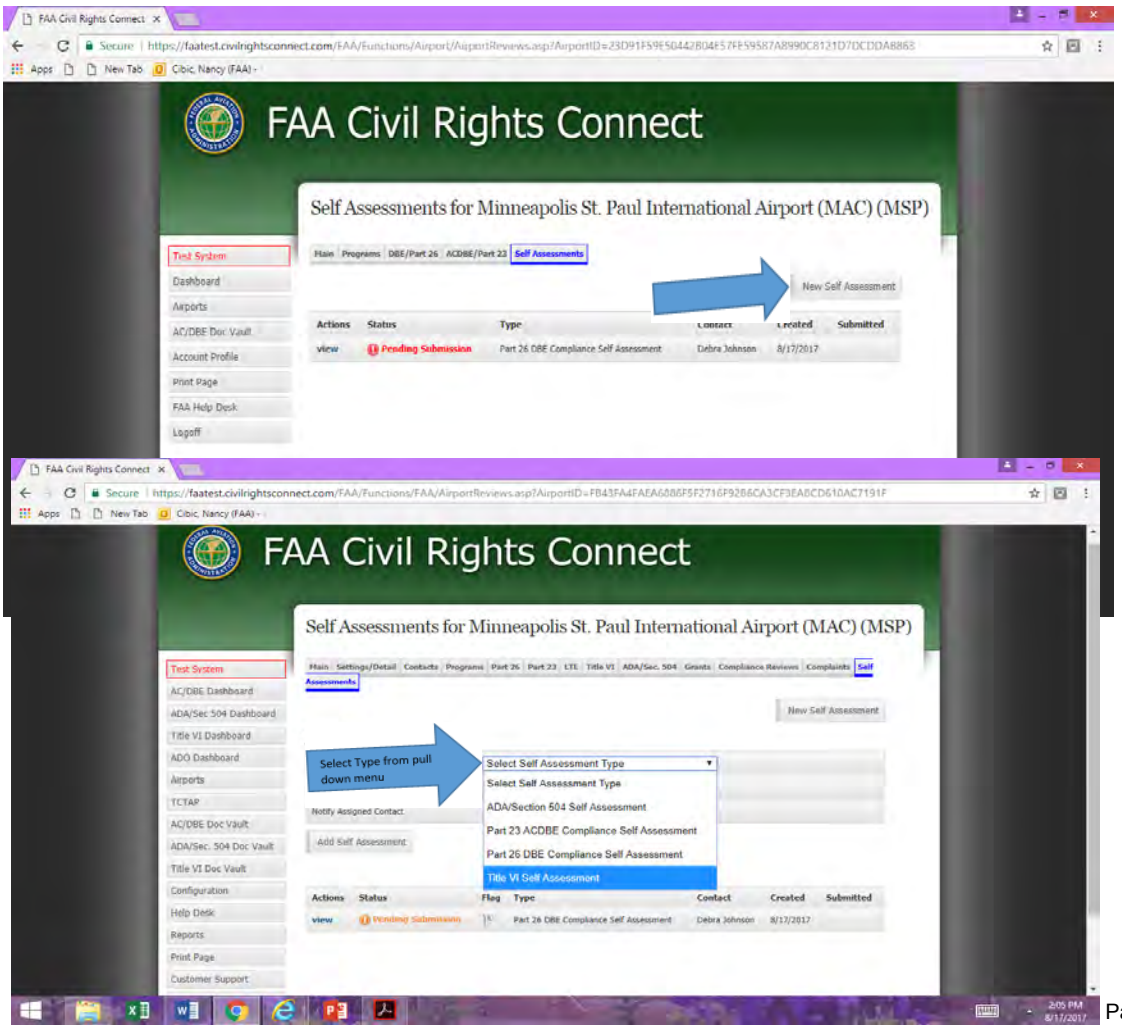
To initiate your own review.

1. Log in to your user account
2. Click on **Airports** to select an airport for the Review
3. Click **View**
4. Click on **Self Assessments**
5. Click on **New Self Assessment**
6. Select the review type from the pull down menu
7. Select the assigned contact from the pull down menu if other than yourself
8. Click on **Yes** to notify the assigned contact of the review. Click **No** if no notification is required.
9. Click on **Add Self Assessment**
10. See Instructions: Review each question carefully and select an answer. If you are unable to complete the full form in one sitting, click Save Data at the bottom of the page to save your progress. You can return at a later time to finish.
11. Click **Yes** or **No** or **Not Applicable** for each question to assess your compliance.
12. Add comments in the comments box if applicable.
13. Click on **Add File** to upload a document.
14. If you have not finished and need to return later to finish, click on **Save Data**.
15. If you are finished, click on **Save and Submit Review**.
16. Enter your name, title, organization and date. **Click Submit Review.**
17. Your **Self Assessment** has been submitted to your regional FAACompliance Specialist. The Specialist will be notified on his/her Dashboard.
18. If the FAA Specialist concurs with your review, the word **Reviewed** will be shown on your Dashboard under Reviews.
19. The FAA Specialist will contact you if he/she does not concur with your Review. The FAA Specialist will work with you and provide training or technical assistance if need be, to ensure your airport is brought into compliance.
20. See Screen Shots below.

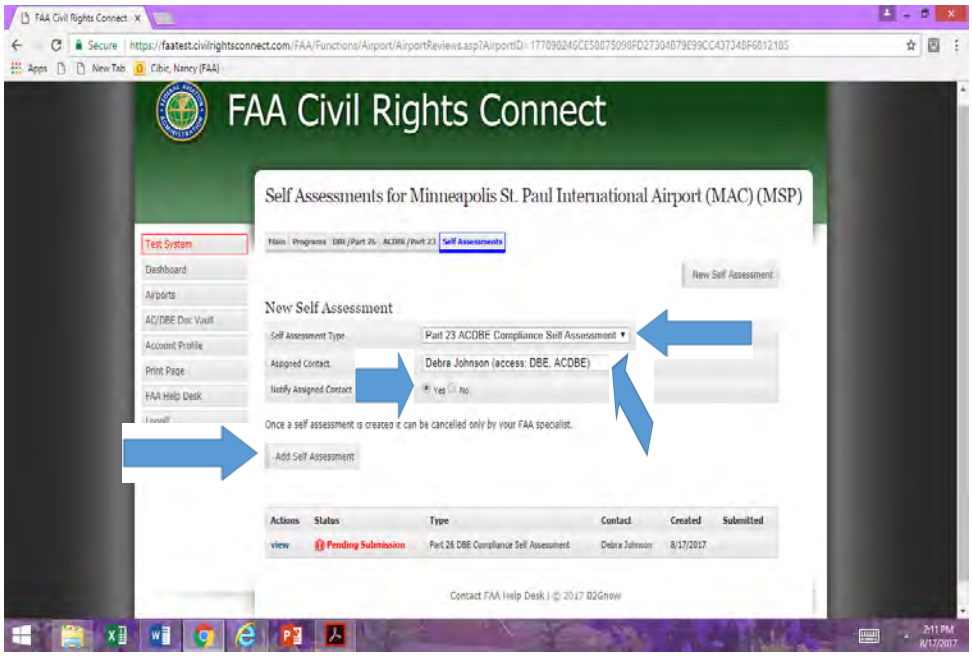

FAA Civil Rights Connect
https://faatest.civilrightsconnect.com/FAA/Functions/Airport/DashboardAirportUser.asp
FAA Civil Rights Connect
Dashboard
Account Profile
Test System
Dashboard
Airports
AC/DBE Doc Vault
Account Profile
Print Page
FAA Help Desk
Logoff
Self Assessments
Actions Airport Status Type
view MSP Pending Submission Part 26 DBE Compliance Self Assessment
View All
DBE Part 26 Achievement Reports
Actions Airport Status Period
view MSP Approved 10/1/2015 - 9/30/2016
view MSP Approved 10/1/2014 - 9/30/2015
view MSP Approved 10/1/2013 - 9/30/2014
view MSP Approved 10/1/2012 - 9/30/2013
view MSP Approved 10/1/2011 - 9/30/2012
view MSP Approved 10/1/2010 - 9/30/2011
view MSP Approved 10/1/2009 - 9/30/2010
view MSP Approved 10/1/2008 - 9/30/2009
Alerts
Alert Actions
Account profile hasn't been updated recently Update
System Guidance View
Training Presentation Uniform Form Reporting (DBE & ACDBE) PDF, Video
Airport Assignment Requests
Actions Airport Status Dates
view MSP Approved Processed 11/2/13
Request Airport Assignment
DBE Part 26 Programs
Actions Airport Status Received
view MSP Approved 6/9/2017
view MSP Approved 3/14/2014

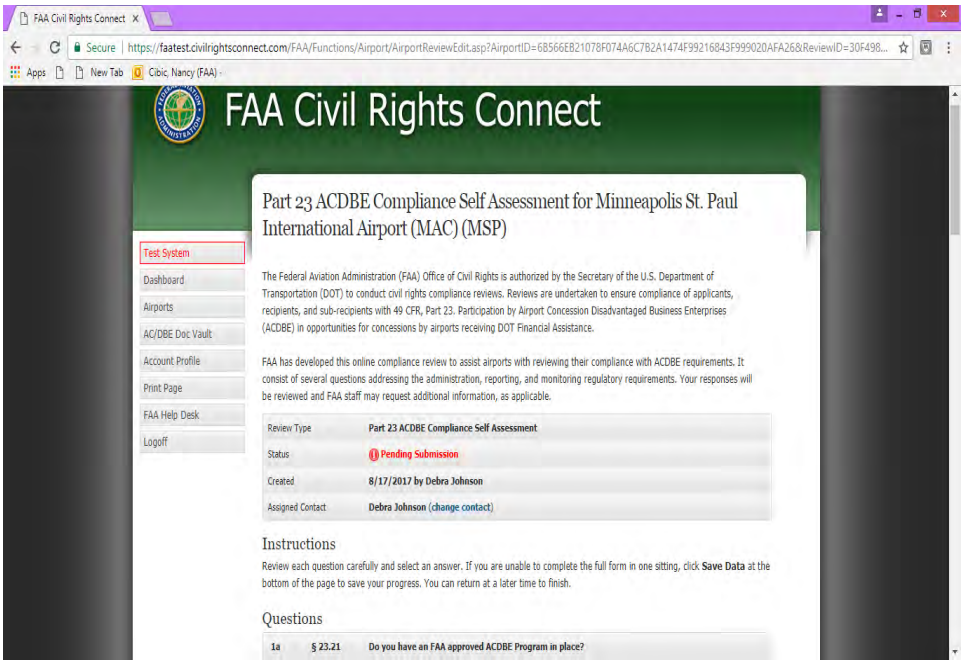

FAA Civil Rights Connect
https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportListAssigned.asp
FAA Civil Rights Connect
Assigned Airports
Request Airport
Test System
Dashboard
Airports
AC/DBE Doc Vault
Logoff
Search/Sort/Filter
Search (name, identifier, city) Sort By Region Hub Type Airport Type Core Airport > Clear All
Airport Name All All All All > Go/Refresh
Actions Airport ID Airport Name Location Hub Type Airport Type Core Airport Region
view MSP Minneapolis St. Paul International Airport (MAC) Minneapolis, MN L P AGL
Contact FAA Help Desk | © 2017 B2Gnow





Return to Table of Contents


FAA Civil Rights Connect
Self Assessments for Minneapolis St. Paul International Airport (MAC) (MSP)
Test System
Dashboard
Airports
AC/DBE Doc Vault
Account Profile
Print Page
FAA Help Desk
New Self Assessment
Part 23 ACDBE Compliance Self Assessment
Debra Johnson (access: DBE, ACDBE)
Once a self assessment is created it can be cancelled only by your FAA specialist.
Add Self Assessment
Actions
Status
Type
Contact
Created
Submitted
Pending Submission
Part 26 DBE Compliance Self Assessment
8/17/2017


FAA Civil Rights Connect
Part 23 ACDBE Compliance Self Assessment for Minneapolis St. Paul International Airport (MAC) (MSP)
Test System
Dashboard
Airports
AC/DBE Doc Vault
Account Profile
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FAA Help Desk
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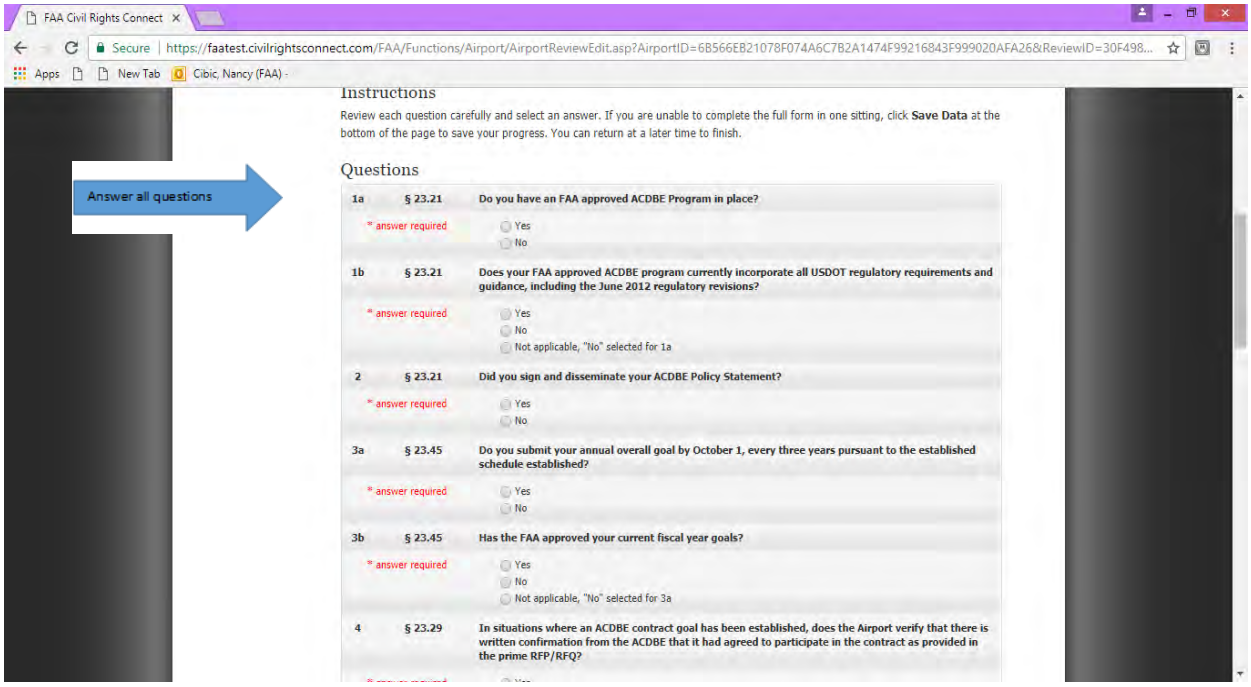
The Federal Aviation Administration (FAA) Office of Civil Rights is authorized by the Secretary of the U.S. Department of Transportation (DOT) to conduct civil rights compliance reviews. Reviews are undertaken to ensure compliance of applicants, recipients, and sub-recipients with 49 CFR, Part 23. Participation by Airport Concession Disadvantaged Business Enterprises (ACDBE) in opportunities for concessions by airports receiving DOT Financial Assistance.
FAA has developed this online compliance review to assist airports with reviewing their compliance with ACDBE requirements. It consist of several questions addressing the administration, reporting, and monitoring regulatory requirements. Your responses will be reviewed and FAA staff may request additional information, as applicable.
Review Type
Part 23 ACDBE Compliance Self Assessment
Status
Pending Submission
Created
8/17/2017 by Debra Johnson
Assigned Contact
Debra Johnson (change contact)
Instructions
Review each question carefully and select an answer. If you are unable to complete the full form in one sitting, click Save Data at the bottom of the page to save your progress. You can return at a later time to finish.
Questions
1a
§ 23.21
Do you have an FAA approved ACDBE Program in place?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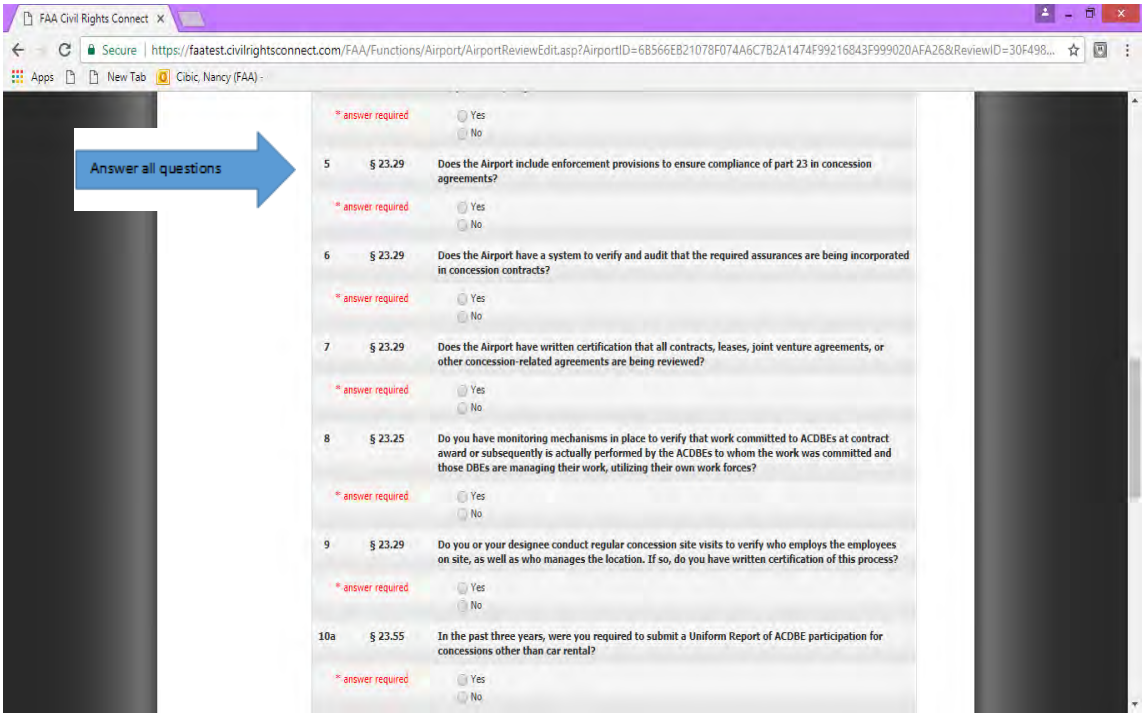
Apps New Tab Cibic, Nancy (FAA)
Instructions
Review each question carefully and select an answer. If you are unable to complete the full form in one sitting, click Save Data at the bottom of the page to save your progress. You can return at a later time to finish.
Answer all questions
Questions
1a § 23.21 Do you have an FAA approved ACDBE Program in place?
* answer required
Yes
No
1b § 23.21 Does your FAA approved ACDBE program currently incorporate all USDOT regulatory requirements and guidance, including the June 2012 regulatory revisions?
* answer required
Yes
No
Not applicable, "No" selected for 1a
2 § 23.21 Did you sign and disseminate your ACDBE Policy Statement?
* answer required
Yes
No
3a § 23.45 Do you submit your annual overall goal by October 1, every three years pursuant to the established schedule established?
* answer required
Yes
No
3b § 23.45 Has the FAA approved your current fiscal year goals?
* answer required
Yes
No
Not applicable, "No" selected for 3a
4 § 23.29 In situations where an ACDBE contract goal has been established, does the Airport verify that there is written confirmation from the ACDBE that it had agreed to participate in the contract as provided in the prime RFP/RFQ?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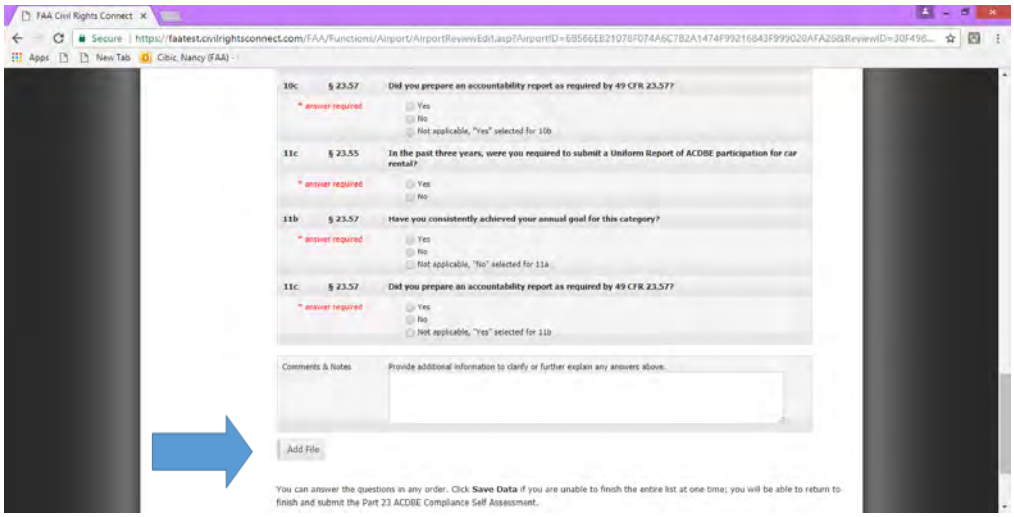
Apps New Tab Cibic, Nancy (FAA)
Answer all questions
* answer required
Yes
No
5 § 23.29 Does the Airport include enforcement provisions to ensure compliance of part 23 in concession agreements?
* answer required
Yes
No
6 § 23.29 Does the Airport have a system to verify and audit that the required assurances are being incorporated in concession contracts?
* answer required
Yes
No
7 § 23.29 Does the Airport have written certification that all contracts, leases, joint venture agreements, or other concession-related agreements are being reviewed?
* answer required
Yes
No
8 § 23.25 Do you have monitoring mechanisms in place to verify that work committed to ACDBEs at contract award or subsequently is actually performed by the ACDBEs to whom the work was committed and those DBEs are managing their work, utilizing their own work forces?
* answer required
Yes
No
9 § 23.29 Do you or your designee conduct regular concession site visits to verify who employs the employees on site, as well as who manages the location. If so, do you have written certification of this process?
* answer required
Yes
No
10a § 23.55 In the past three years, were you required to submit a Uniform Report of ACDBE participation for concessions other than car rental?
* answer required
Yes
No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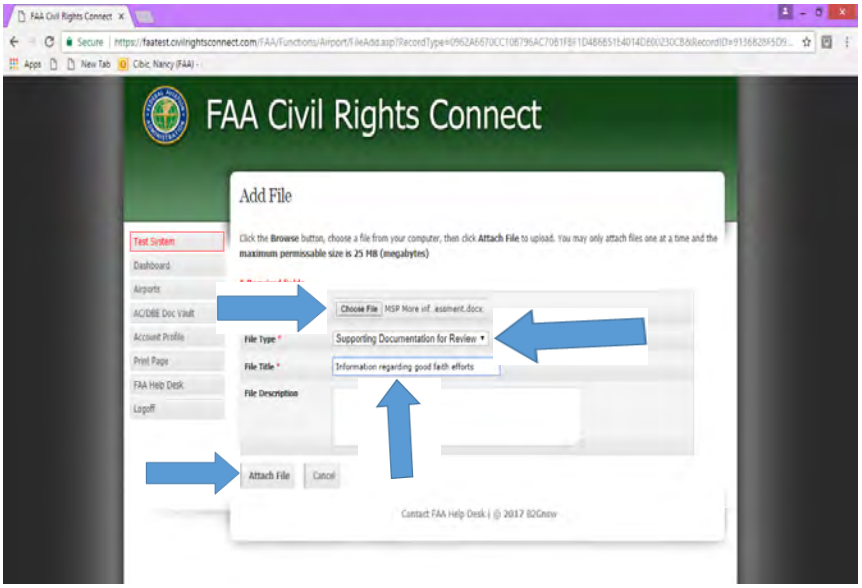
10c § 23.57 Did you prepare an accountability report as required by 49 CFR 23.57?
* answer required
Yes
No
Not applicable, "Yes" selected for 10b
11c § 23.55 In the past three years, were you required to submit a Uniform Report of ACDBE participation for car rental?
* answer required
Yes
No
11b § 23.57 Have you consistently achieved your annual goal for this category?
* answer required
Yes
No
Not applicable, "No" selected for 11a
11c § 23.57 Did you prepare an accountability report as required by 49 CFR 23.57?
* answer required
Yes
No
Not applicable, "Yes" selected for 11b
Comments & Notes
Provide additional information to clarify or further explain any answers above.
Add File
You can answer the questions in any order. Click Save Data if you are unable to finish the entire list at one time; you will be able to return to finish and submit the Part 23 ACDBE Compliance Self Assessment.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Add File
Click the Browse button, choose a file from your computer, then click Attach File to upload. You may only attach files one at a time and the maximum permissable size is 25 MB (megabytes)
Test System
Dashboard
Airports
AC/DBE Doc Vault
Account Profile
Print Page
FAA Help Desk
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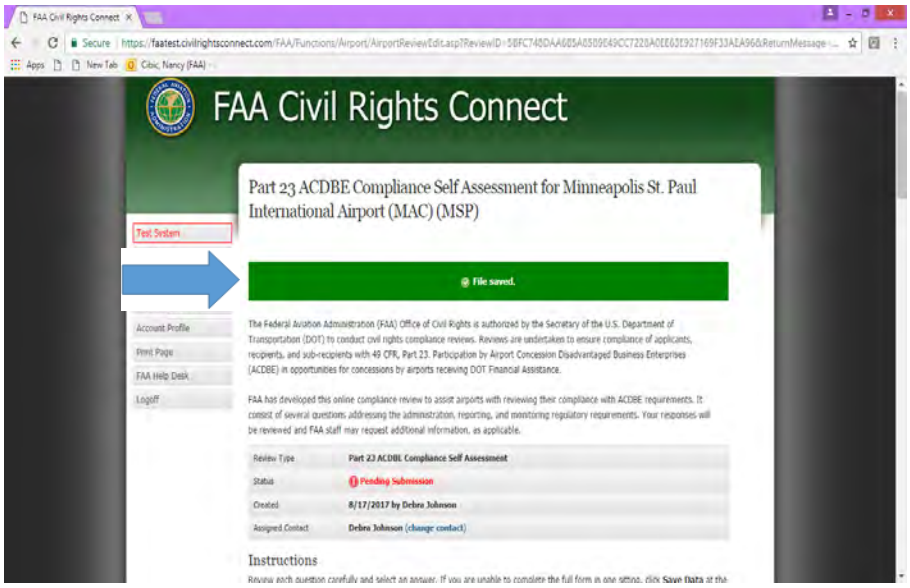
Choose File
File Type *
Supporting Documentation for Review
File Title *
Information regarding good faith efforts
File Description
Attach File
Cancel
Contact FAA Help Desk | © 2017 B2Gnow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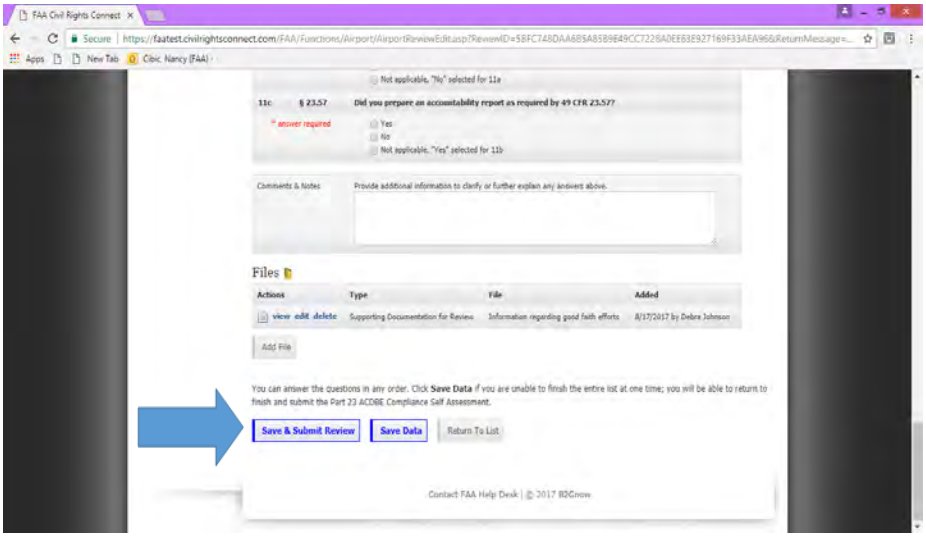
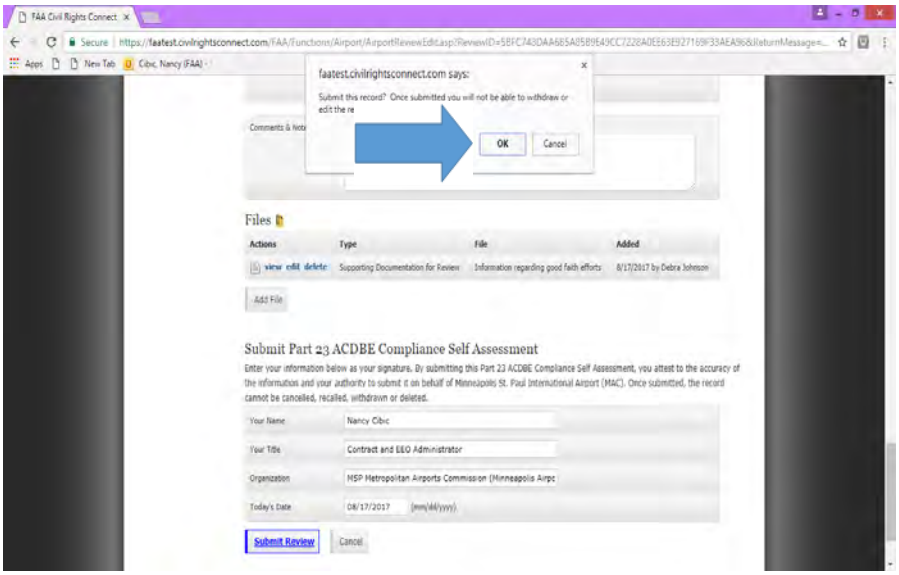
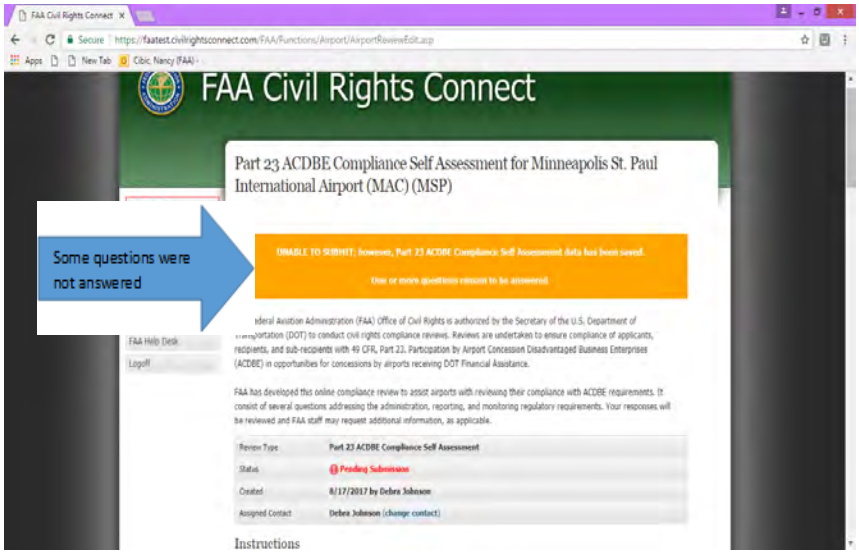
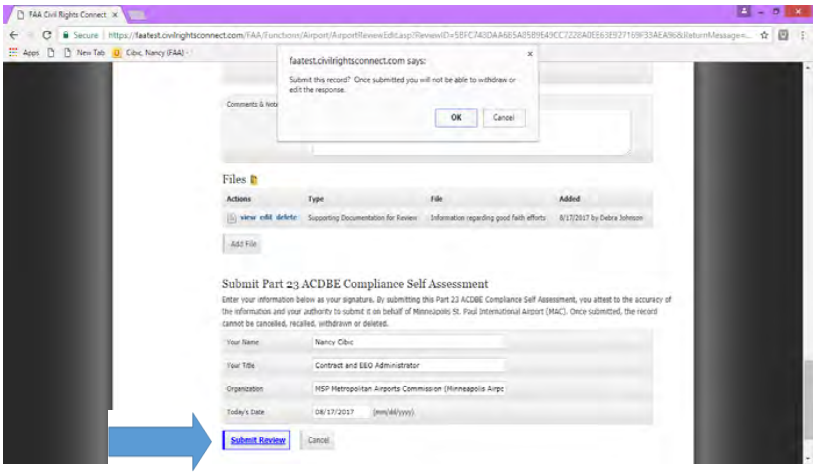
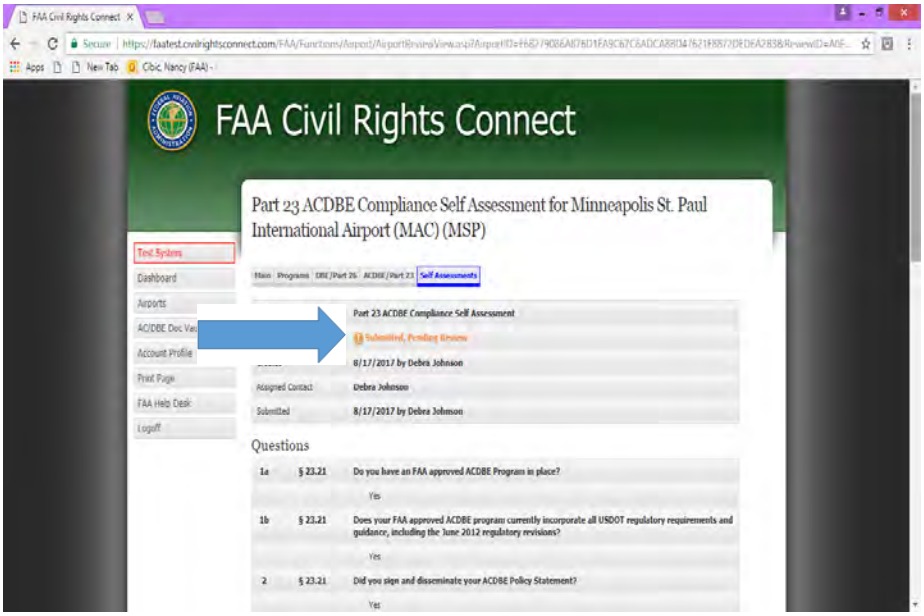

Files
Actions
Type
File
Added
view edit delete
Supporting Documentation for Review
Information regarding good faith efforts
8/17/2017 by Debra Johnson
Add File
Save & Submit Review
Save Data
Return To List





Go back and answer all questions. Click Submit Review.

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Yes
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Yes

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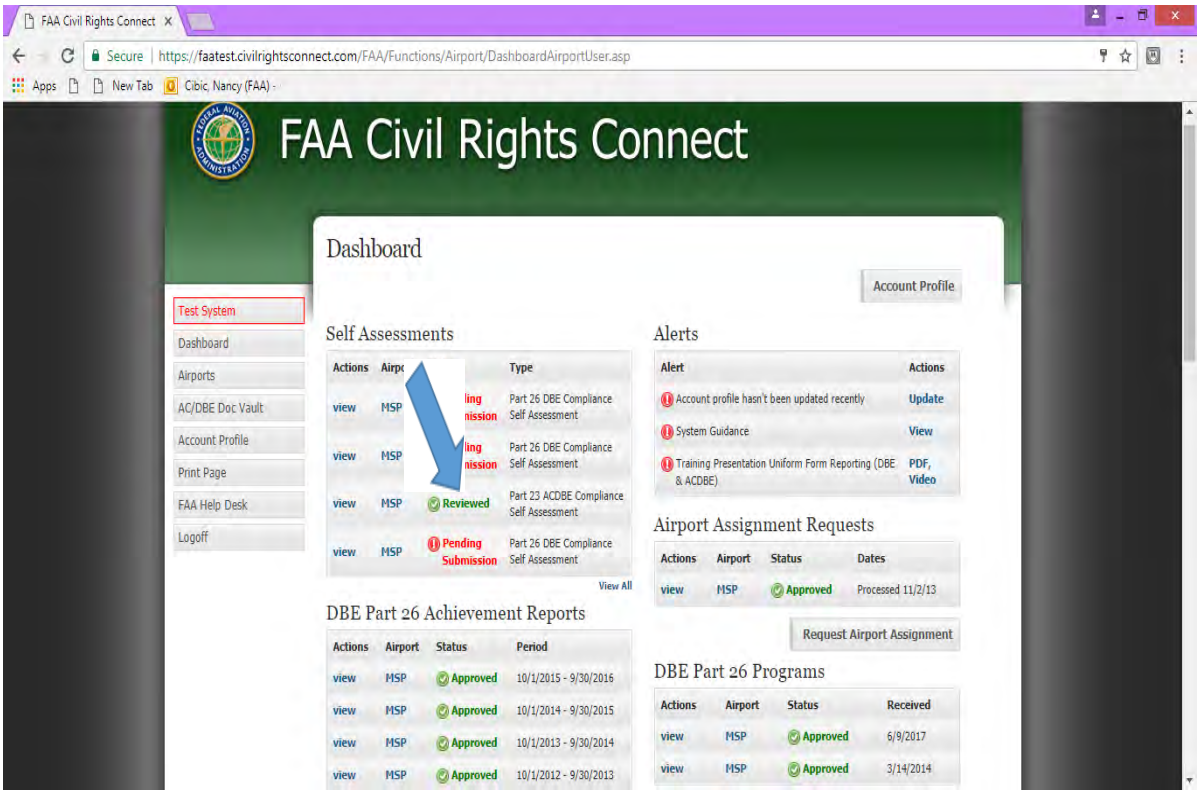
Logoff
Self Assessm
Actions Airport Type
view MSP Under Review Part 23 ACDBE Compliance Self Assessment
view MSP Pending Submission Part 26 DBE Compliance Self Assessment
View All
Alerts
Alert Actions
Account profile hasn't been updated recently Update
System Guidance View
Training Presentation Uniform Form Reporting (DBE & ACDBE) PDF, Video
DBE Part 26 Achievement Reports
Actions Airport Status Period
view MSP Approved 10/1/2015 - 9/30/2016
view MSP Approved 10/1/2014 - 9/30/2015
view MSP Approved 10/1/2013 - 9/30/2014
view MSP Approved 10/1/2012 - 9/30/2013
view MSP Approved 10/1/2011 - 9/30/2012
view MSP Approved 10/1/2010 - 9/30/2011
Airport Assignment Requests
Actions Airport Status Dates
view MSP Approved Processed 11/2/13
Request Airport Assignment
DBE Part 26 Programs
Actions Airport Status Received
view MSP Approved 6/9/2017
view MSP Approved 3/14/2014

Dashboard will show **Reviewed** after FAA Review. FAA will follow-up with you for more information if needed.



Alaskan Region – Alaska	Sonia Cruz	310-725-3940	sonia.cruz@faa.gov	FAA Western-Pacific Regional Office Office of Civil Rights, AWP-9 P.O. Box 92007 Los Angeles, CA 90009-2007
Central Region – Iowa, Kansas, Missouri, Nebraska	Ofelia Medina	310-725-3945	ofelia.medina@faa.gov	FAA Western-Pacific Regional Office Office of Civil Rights, AWP-9 P.O. Box 92007 Los Angeles, CA 90009-2007
Eastern Region – Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia	Alexander Horton	310-725-3947	alexander.horton@faa.gov	FAA Western-Pacific Regional Office Office of Civil Rights, AWP-9 P.O. Box 92007 Los Angeles, CA 90009-2007
Great Lakes Region – Illinois, Indiana, Michigan, Minnesota, North Dakota, Ohio, South Dakota, Wisconsin	Nancy Cibic	847-294-7182	nancy.cibic@faa.gov	FAA Great Lakes Regional Office Office of Civil Rights, AGL-9 2300 E. Devon Ave Des Plaines, IL 60018
New England Region – Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Thomas Knox	310-725-3942	thomas.knox@faa.gov	FAA Western-Pacific Regional Office Office of Civil Rights, AWP-9 P.O. Box 92007 Los Angeles, CA 90009-2007
Northwest Mountain Region – Colorado, Idaho, Montana, Oregon, Utah, Washington, Wyoming	Sonia Cruz	310-725-3940	sonia.cruz@faa.gov	FAA Western-Pacific Regional Office Office of Civil Rights, AWP-9 P.O. Box 92007 Los Angeles, CA 90009-2007
Southern Region – Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands	Keturah Pristell	404-305-5734	keturah.pristell@faa.gov	FAA Southern Regional Office Office of Civil Rights, ASO-9 1701 Columbia Ave College Park, GA 30337
Southwest Region – Arkansas, Louisiana, New Mexico, Oklahoma, Texas	Dolores Leyva	310-725-3939	dolores.leyva@faa.gov	FAA Western-Pacific Regional Office Office of Civil Rights, AWP-9 P.O. Box 92007 Los Angeles, CA 90009-2007
Western-Pacific Region – American Samoa, Arizona, California, Guam, Hawaii, Nevada	Patricia Wright	310-725-3955	patricia.wright@faa.gov	FAA Western-Pacific Regional Office Office of Civil Rights, AWP-9 P.O. Box 92007 Los Angeles, CA 90009-2007