

**DBE and ACDBE Reporting Requirements
For Airport Grant Recipients**

ALL AIRPORTS -- 49 CFR Part 26 – 3-Year Overall DBE Goal

This requirement applies to airports that will award or anticipate awarding \$250,000 or more in prime contracts during a federal fiscal year funded by AIP grants. On February 3, 2010, U.S. DOT issued a final rule changing 49 CFR Part 26 requiring recipients to submit overall goals for review every three years, rather than annually. DBE overall three-year goals must be submitted according to the schedule below. **If the airport is not required to submit a new updated DBE goal based on the above criteria, no reply is required.**

DBE Program 3-Year Goals Due Chart

Airport Type	Region	Date Due	Period Covered	Next Goal Due
Large & Medium Hub Primary	All regions	August 1, 2010	2011/2012/2013	August 1, 2013 (2014/2015/2016)
Small Hub Primary	All regions	August 1, 2011	2012/2013/2014	August 1, 2014 (2015/2016/2017)
Non-Hub Primary	All regions	August 1, 2012	2013/2014/2015	August 1, 2015 (2016/2017/2018)
Non-Primary including GAs, relievers and State DOTs	Alaskan Eastern Great Lakes	August 1, 2010	2011/2012/2013	August 1, 2013 (2014/2015/2016)
Non-Primary including GAs, relievers and State DOTs	New England Northwest Mountain Southern	August 1, 2011	2012/2013/2014	August 1, 2014 (2015/2016/2017)
Non-Primary including GAs, relievers and State DOTs	Central Southwest Western-Pacific	August 1, 2012	2013/2014/2015	August 1, 2015 (2016/2017/2018)

In the time before you submit the Airport's first 3-year goal, continue to use the previous DBE overall goal that was approved by the FAA. For example, if you are not due to submit a DBE 3-year goal until August 1, 2012, and the airport will award prime contracts in excess of \$250,000 during FY-2011, you may use the same DBE goal that was approved for FY-2010, unless the projects are significantly different. If the projects are significantly different, submit a revised overall goal.

49 CFR Part 26 DBE Programs and Goals, continued

Note: If you have not submitted a new full DBE program in accordance with 49 CFR Part 26 issued in 1999, you must also submit an entire new program with your goal. If you are not sure if the airport has a new updated program on file, please contact your DBE Program Compliance Specialist (Attachment 2).

The DBE Sample Program can be found at

http://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/training_conf/

PRIMARY AIRPORTS -- 49 CFR Part 23 - 3-Year Overall ACDBE Goals.

Primary Airports must submit updated concession programs and/or goals according to the schedule below. A separate goal for car rentals and another for other than car rental concessions is required if the airport's average annual concession revenue exceeds \$200,000 in each category separately. **If the airport is not required to submit a new updated goal based on the above criteria, please send an email message to your DBE Program Compliance Specialist (Attachment 2) indicating same.** As a reminder, "revenue" means total revenue (or gross receipts) generated by concessions, not the fees received by the airport from concessionaires.

ACDBE Program 3-Year Goals Due Chart

Primary Airport Size	Region	Date Due	Period Covered	Next Goal Due
Non-Hubs	All regions	October 1, 2010	2011/2012/2013	October 1, 2013 (2014/2015/2016)
Large/Medium Hubs	All regions	October 1, 2011	2012/2013/2014	October 1, 2014 (2015/2016/2017)
Small Hubs	All regions	October 1, 2012	2013/2014/2015	October 1, 2015 (2016/2017/2018)

Note: If the airport has not submitted a new full ACDBE program in accordance with 49 CFR Part 23 issued in 2005, you must also submit an entire new ACDBE program with your goal/s. If you are not sure if the airport has a new updated ACDBE program on file, please contact your DBE Program Compliance Specialist (Attachment 2).

The ACDBE Sample Program can be found at

http://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/training_conf/

ANNUAL ACCOMPLISHMENT REPORTS

ALL AIRPORTS – 49 CFR Part 26 – Uniform Report of DBE Awards or Commitments and Payments.

This report is due every year by December 1 for the past fiscal year. We will be introducing a new DOORS system beginning in October 2011. If you already have a DOORS user account, you will receive new user account information and guidance via email. If you do not currently have a DOORS user account and would like a user account to submit accomplishments, contact Nancy Cibic, DBE Program Compliance Specialist at nancy.cibic@faa.gov or 847-294-7182.

DBE contractor information cannot be submitted through the current DOORS but can be submitted through new DOORS.

If you do not use the DOORS system, please submit your DBE accomplishments via email to your FAA DBE Program Compliance Specialist.

The uniform form and DBE contractor form are shown in Attachment 3.

If the airport is not required to submit annual accomplishment reports (if there was no DBE goal during the reporting period) please do not submit a report and do not submit a “0” report.

PRIMARY AIRPORTS – 49 CFR Part 23 – Uniform Report of ACDBE Participation.

This report is due every year by March 1 for the past fiscal year. We will be introducing a new DOORS system beginning in October 2011. If you already have a DOORS user account, you will receive new user account information and guidance via email. If you do not currently have a DOORS user account and would like a user account to submit accomplishments, contact Nancy Cibic, DBE Program Compliance Specialist at nancy.cibic@faa.gov or 847-294-7182.

ACDBE firms’ information cannot be submitted through the current DOORS but can be submitted through new DOORS.

If you do not use the DOORS system, please submit your DBE accomplishments via email to your FAA DBE Program Compliance Specialist.

The uniform form and ACDBE firms’ forms are shown in Attachment 3.

If the airport is not required to submit annual accomplishment reports (if there was no ACDBE goal during the reporting period) please do not submit a report and do not submit a “0” report.

DBE and ACDBE Program Resources:

- DOT’s DBE program website:

<http://osdbu.dot.gov/DBEProgram/index.cfm>

- FAA dbE-Connect System

<https://faa.dbesystem.com/>

- Office of Civil Rights DBE and ACDBE program website:

http://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/

- To prepare your goals, you may need to visit census bureau site: <http://www.census.gov/econ/cbp/index.html>