



## Welcome to FAA dbE-Connect!

The FAA dbE-Connect System (System) is an electronic web-based DBE/ACDBE program information system. The System has been developed as one centralized resource for all FAA Office of Civil Rights DBE and ACDBE Program 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 dbE-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 pre-configured accounts for most DBELOs and ACDELOs to save you time.

We have also included guidance for accessing, entering and submitting the DBE and ACDBE Uniform Forms. A new UNIFORM REPORT OF DBE AWARDS OR COMMITMENTS AND PAYMENTS (DBE uniform form) was issued with the 49 CFR Part 26 Final Rule effective November 3, 2014. FAA dbE-Connect has been updated to accommodate the new DBE uniform form. Although most of the guidance is detailed with screen shots, we also included a DBE and ACDBE uniform forms checklist on Pages 4 through 10.

In addition, we have added a new airport self-assessment compliance tool to assist you with assessing your Airport’s DBE and ACDBE compliance. See pages 54-64.

The system is located at: <https://faa.dbeconnect.com/faa/login.asp>. Below are some tips and information:

- **Your user name is your email address.**
- 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 uniform form data, click **Validate and Save** every few minutes in case of an unlikely dropped session.
- Blank fields must be filled in with zeros. Click on **Fill in Blank Fields with Zeros** button.



- We recommend that CORE airports submit the Goal shortfall information in the section within the DBE or ACDBE uniform form.
- When adding uniform form data, after clicking on [Validate and Save](#) and [Save and Return](#), there is still one more step to fully submit the report.

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Checklist for DBE Uniform Form and dbE-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 Sections 12-14.
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. <b>All dollar amounts are to reflect only the Federal share of such contracts and should be rounded to the nearest dollar.</b>
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 <i>total dollar amount</i> 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. <b>Note: The dbE-connect System 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. The AIP grants list can be found at <a href="http://www.faa.gov/airports/aip/grant_histories/">http://www.faa.gov/airports/aip/grant_histories/</a>.</b>
8(B). Provide the <i>total number</i> of all prime contracts assisted with DOT funds and awarded during this reporting period.
8(C). Automatically pre-populates from data entered in 8G. From the total dollar amount awarded in item 8(A), provide the <i>dollar amount</i> awarded in prime contracts to certified DBE firms during this reporting period. This amount should not include the amounts subcontracted 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 <i>number</i> 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): <b>Make sure it really is DBE prime contract participation.</b> If it is DBE subcontract participation, it should be entered in Section 9(E) through (H).
8(G). From the total dollar amount awarded in item 8(C), provide the <i>dollar amount</i> awarded to certified DBEs through the use of Race Neutral methods. See the definition of Race Neutral in item 7 and the explanation in item 8 of project types to include.
8(H). From the total number of prime contracts awarded in 8(D), specify the <i>number</i> awarded to DBEs through Race Neutral methods.



<i>Checklist for DBE Uniform Form and dbE-Connect Guidance (continued)</i>
8(I). Automatically calculates. Of all prime contracts awarded this reporting period, calculate the <i>percentage</i> 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.
<b>Section 9(A) and (B): Make sure you enter the total dollars and number of ALL subcontracts awarded/committed.</b>
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. <b>Goal Accountability:</b> 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. <b>CORE Airports</b> 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.
<b>FAA dbE-Connect System allows the user to type in the information or upload a document.</b>



*Checklist for DBE Uniform Form and dbE-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 Unified Certification Program to be counted in this report.

**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). Provide the total number of contracts where work was performed during the reporting period.

18(B). Provide the total dollar amount paid to all firms performing work on contracts.

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

**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

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.
<i>Checklist for DBE Uniform Form and dbE-Connect Guidance (continued)</i>
<p><b>Section D.</b> 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.</p> <p>Definition of completed:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All orders are received</li> <li><input type="checkbox"/> All services are completed</li> <li><input type="checkbox"/> All payments have been made</li> </ul> <p>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.</p>
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. <b>19A is asking for the number of prime contracts completed during the reporting period that had a DBE contract goal.</b>
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.
<b>Line 20 applies to contracts that did not have a DBE goal.</b>
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. <b>Percentages in Column E will calculate automatically.</b>
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.
<p>NOTE:</p> <ul style="list-style-type: none"> <li>• You might be reporting in Sections A, B, C and D if you have awards/commitments (A and B), ongoing contracts (C) and completed contracts (D).</li> <li>• You might be reporting in only Section C if you have only ongoing contracts.</li> <li>• You might be reporting in both Sections C and D if you have ongoing and completed contracts.</li> <li>• You might be reporting in only Section D if you have only completed contracts.</li> </ul>
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.

*Checklist for DBE Uniform Form and dbE-Connect Guidance (continued)*

DBE Firms Form. This information can be typed in or a document uploaded. The DBE Firms can apply to any section of the uniform form including Section 12-14.

Report Not Required: FAA dbE-connect allows an airport to indicate if a Report is Not Required and provide an explanation. Do not mark a report not required if it will be eventually submitted. A report is not required if the airport did not award AIP grants in excess of \$250,000 or if the grants for the year being reported were awarded at the airport in another year and will be reported in another year and if the airport had no ongoing and/or completed contracts during the year.



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 dbE-connect system will automatically calculate the overall percentage. (The RC and RN percentages should add up to the overall percentage goal).
<p><b>Definitions:</b></p> <p>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.</p> <p><b>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.</b></p>
Section 5: Section 5 concerns <i>all</i> 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 the FAA dbE-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 the FAA dbE-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 <i>new</i> 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 dbE-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 dbE-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 filing it out are the same as for Section 5. Columns C and G will total and calculate automatically in FAA dbE-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 dbE-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 dbE-Connect.**



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

1. Website <https://faa.dbeconnect.com/faa/login.asp>
2. Click **User Lookup & Password Reset** to see if an account for you already exists in dbE-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.
14. To ensure your contact information is up-to-date, click **Account Profile** left or upper right menu or **Update** under Alerts.
15. Update the details as needed and click **Save Changes**.

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

1. Website <https://faa.dbeconnect.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 a document ([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 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 Report is Not Required

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

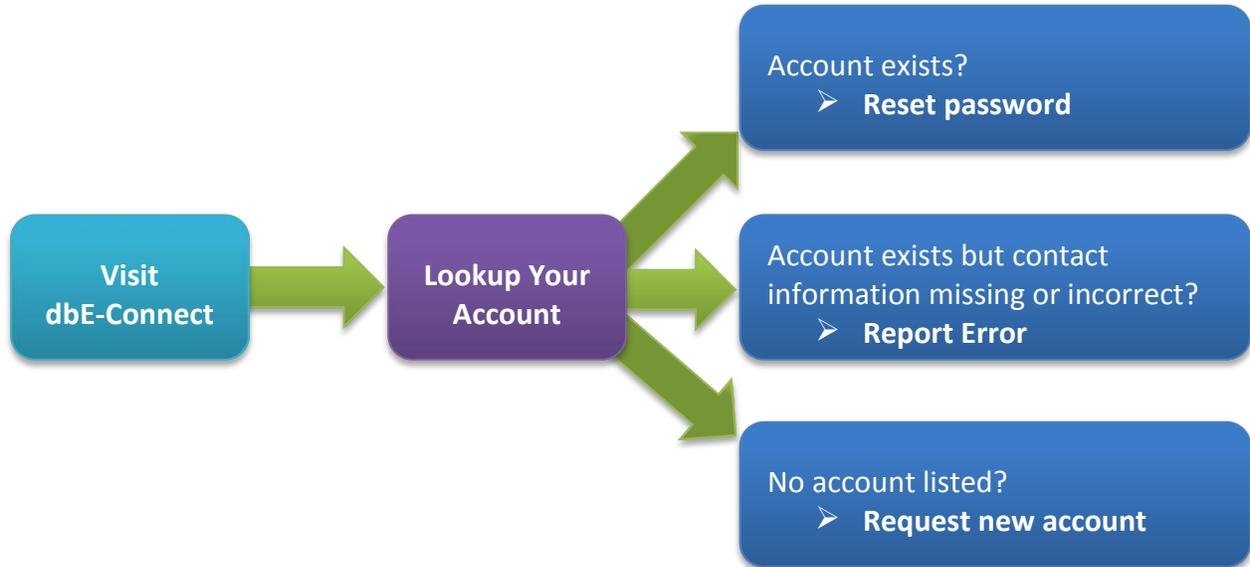
For ACDBE, a report can be marked not required if the Airport was not a primary airport during the reporting period or the airport's annual car rental concession revenue for the year being reported did not exceed \$200,000 and the airport's annual non-car rental concession revenue did not exceed \$200,000 (and was therefore not required to submit ACDBE goals for the year.

1. Login in to Website <https://faa.dbeconnect.com/faa/login.asp>
2. Click on Airports (left menu) – Click View next to the Airport
3. Click on Part 26 or Part 23 tab, depending on which report you are entering.  
 **If Part 26 and or Part 23 tabs do not appear, please contact your FAA DBE Compliance Specialist.**
4. Click View next to the Fiscal Year 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.



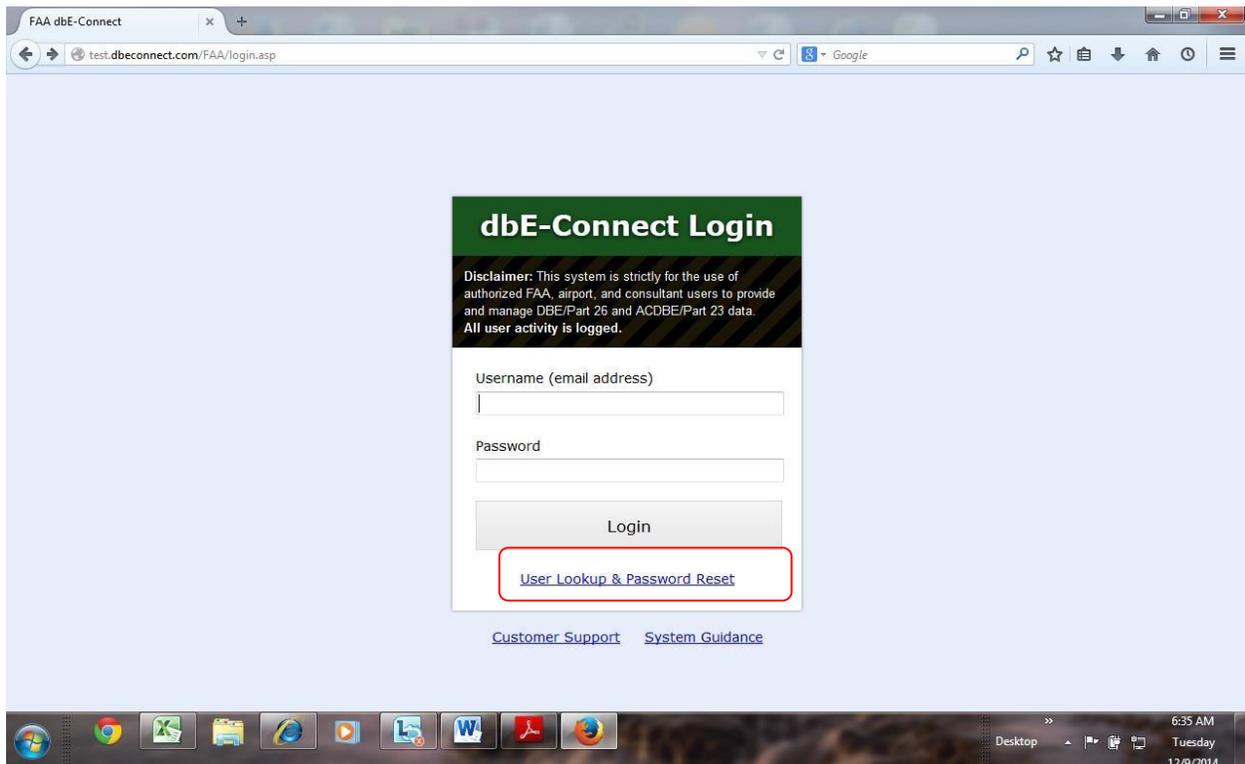
## Detailed Guidance

### Access your account or create a new user account



Go to the FAA dbE-Connect System website: <https://faa.dbeconnect.com/faa/login.asp>.

Click **User Lookup & Password Reset** to see if an account for you already exists in dbE-Connect.





## Creating a User Account

Enter your name or email address and click **Search**. You can also try the other fields. Start with simple information and increase the detail if too many matches are listed.



**To request a password reset, first search for your account**  
[Click here](#) for search tips.

First Name	Last Name
Organization	Email
Phone	Fax

**Search**

[Return to Login](#) [Customer Support](#) [System Guidance](#)

The matches to your search will be displayed (upper left), 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**.

#### Matched User List

1 match found.

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



[Reset Password](#) [Report Error with Contact Information](#)



An email message will be sent to you within minutes with a temporary password. If you do not receive the message, check your junk or spam folder. Click [Return to Login](#) to return to the login screen. When you login for the first time, you will be required to create a new password to continue.

Your password has been reset and emailed to the address on file.  
[Return to Login](#)   [Return to Lookup](#)

### 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, click [Report Error with Contact Information](#).

**Matched User List**

1 match found.

User account not listed? [Submit a request for a new user account](#).

**Yolanda Woodruff**, City of Chicago  
 Email: yolanda.woodruff@unisonretailmng.com  
[Reset Password](#)   [Report Error with Contact Information](#)

---

**dbE-Connect User Lookup**

There are currently **1,440** user accounts configured in dbE-Connect. Use this search to determine if a user account has already been setup for you.

[Click here](#) for search tips.

First Name	Last Name
<input type="text" value="Yolanda"/>	<input type="text" value="Woodruff"/>
Organization	Email
<input type="text"/>	<input type="text"/>
Phone	Fax
<input type="text"/>	<input type="text"/>

[Search](#)

[Return to Login](#)   [Customer Support](#)

Correct the information displayed, fill in as much additional information as possible, and click [Submit](#).

**Request dbE-Connect Support**

Complete this form, enter your issue in the text box, 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.

<b>Name *</b>	First name *	Last name *
	<input type="text" value="Yolanda"/>	<input type="text" value="Woodruff"/>
<b>Title</b>	<input type="text"/>	
<b>Organization *</b>	<input type="text" value="City of Chicago"/>	
<b>Email *</b>	<input type="text" value="yolanda.woodruff@unisonretailmng.com"/>	
<b>Phone *</b>	<input type="text" value="773"/> <input type="text" value="894-5463"/>	Ext. <input type="text"/>
<b>Fax</b>	<input type="text"/>	
<b>Mobile</b>	<input type="text"/>	

**Message/Issue/Error \*** Enter as much detail as possible about your support request.

[Submit](#)

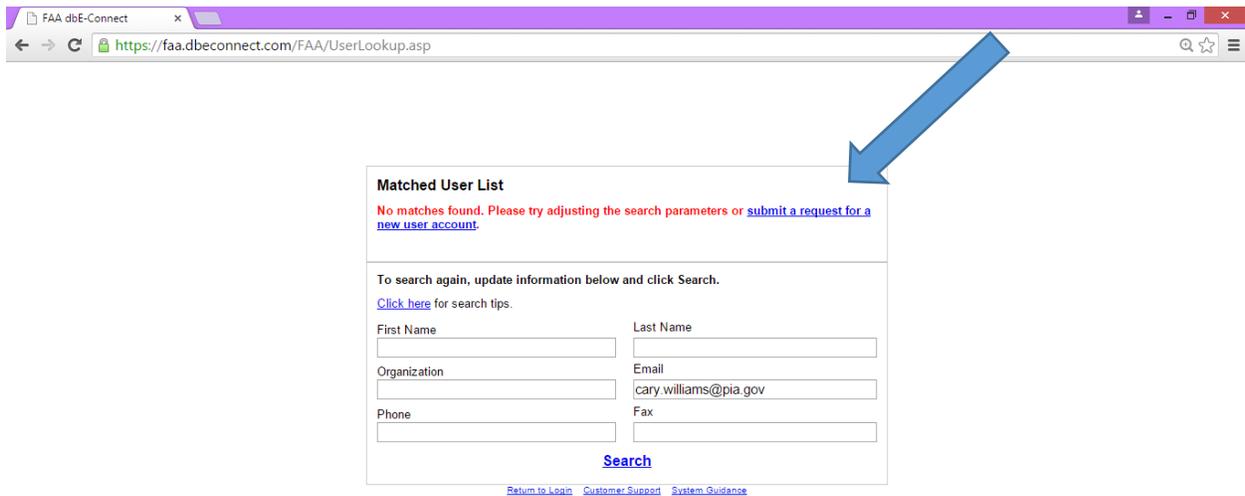
[Return to Login](#)



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 submit a new password to continue.

### Option 3 – You cannot find your name listed

If you cannot find your name in dbE-Connect using a variety of search options, 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 you 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

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.

**FAA dbE-Connect**

**User Account Approved**

Your user account has been approved and you can now access the dbE-Connect system.

Your temporary password is: **FJttCvBt** (case sensitive). Please visit <https://faa.dbEConnect.com/> as soon as possible to login and update your password.

**FAA dbE-Connect System**  
 Web Access: <https://faa.dbEConnect.com/>  
 Customer Support: <https://faa.dbEConnect.com/FAA/RequestSupport.asp>

**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 profiles

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 dbE-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 left menu.

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

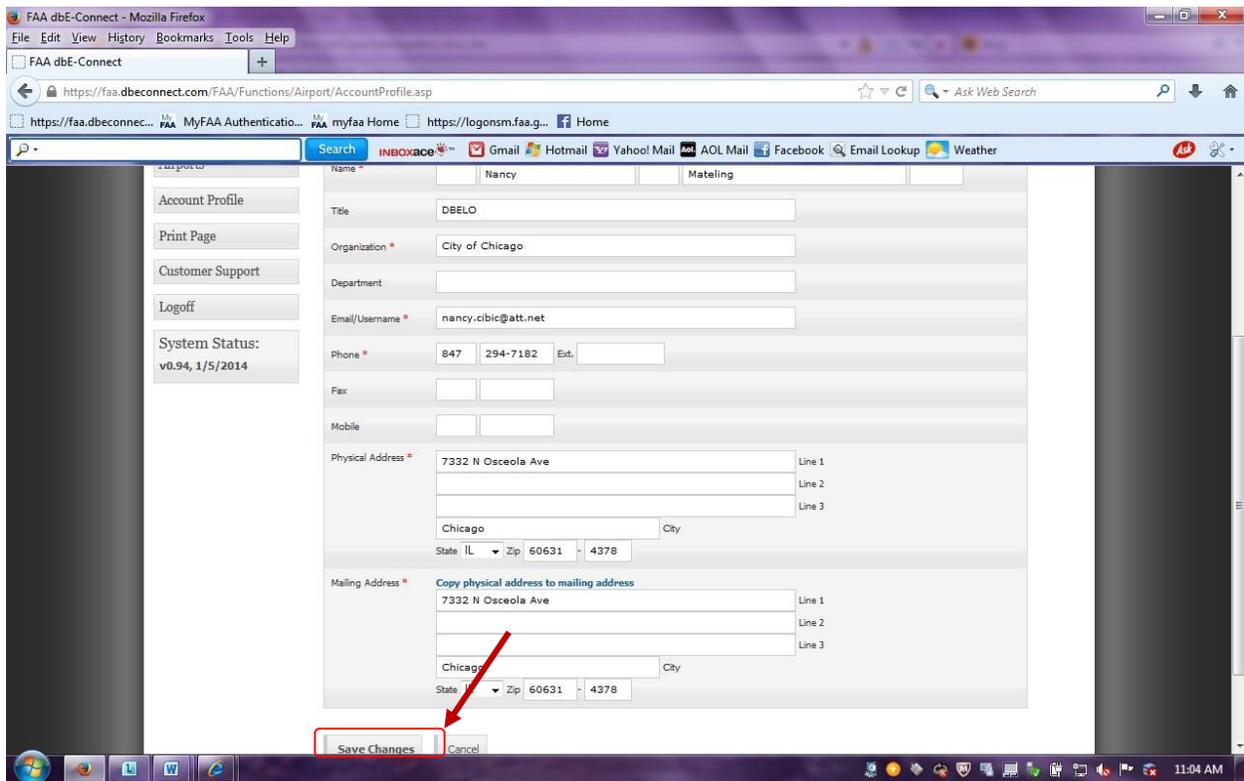
Update the details as needed and click **Save Changes**.

Actions	Airport	Status	Period
<a href="#">view</a>	PIA	<span style="color: red;">❗ Pending Submission</span>	10/1/2014 - 9/30/2015
<a href="#">view</a>	PIA	<span style="color: green;">✅ Approved</span>	10/1/2013 - 9/30/2014
<a href="#">view</a>	PIA	<span style="color: green;">✅ Approved</span>	10/1/2012 - 9/30/2013
<a href="#">view</a>	PIA	<span style="color: green;">✅ Approved</span>	10/1/2011 - 9/30/2012
<a href="#">view</a>	PIA	<span style="color: green;">✅ Approved</span>	10/1/2010 - 9/30/2011
<a href="#">view</a>	PIA	<span style="color: green;">✅ Approved</span>	10/1/2008 - 9/30/2009
<a href="#">view</a>	PIA	<span style="color: green;">✅ Approved</span>	10/1/2007 - 9/30/2008
<a href="#">view</a>	PIA	<span style="color: green;">✅ Approved</span>	10/1/2005 - 9/30/2006
<a href="#">view</a>	PIA	<span style="color: green;">✅ Approved</span>	10/1/2004 - 9/30/2005
<a href="#">view</a>	PIA	<span style="color: green;">✅ Approved</span>	10/1/2002 - 9/30/2003

Alert	Actions
<span style="color: red;">❗</span> Account profile hasn't been updated recently	<a href="#">Update</a>
<span style="color: red;">❗</span> dbE-Connect System Guidance	<a href="#">View</a>

Actions	Airport	Status	Dates
<a href="#">view</a>	U36	<span style="color: blue;">❓ Pending Review</span>	Submitted 11/6/15
<a href="#">view</a>	PIA	<span style="color: green;">✅ Approved</span>	Processed 7/10/14

Actions	Airport	Status	Type
<a href="#">view</a>	PIA	<span style="color: red;">❗ Pending Submission</span>	Part 26 DBE Compliance Self Assessment





# Connect to your Airports (Airport Assignments)

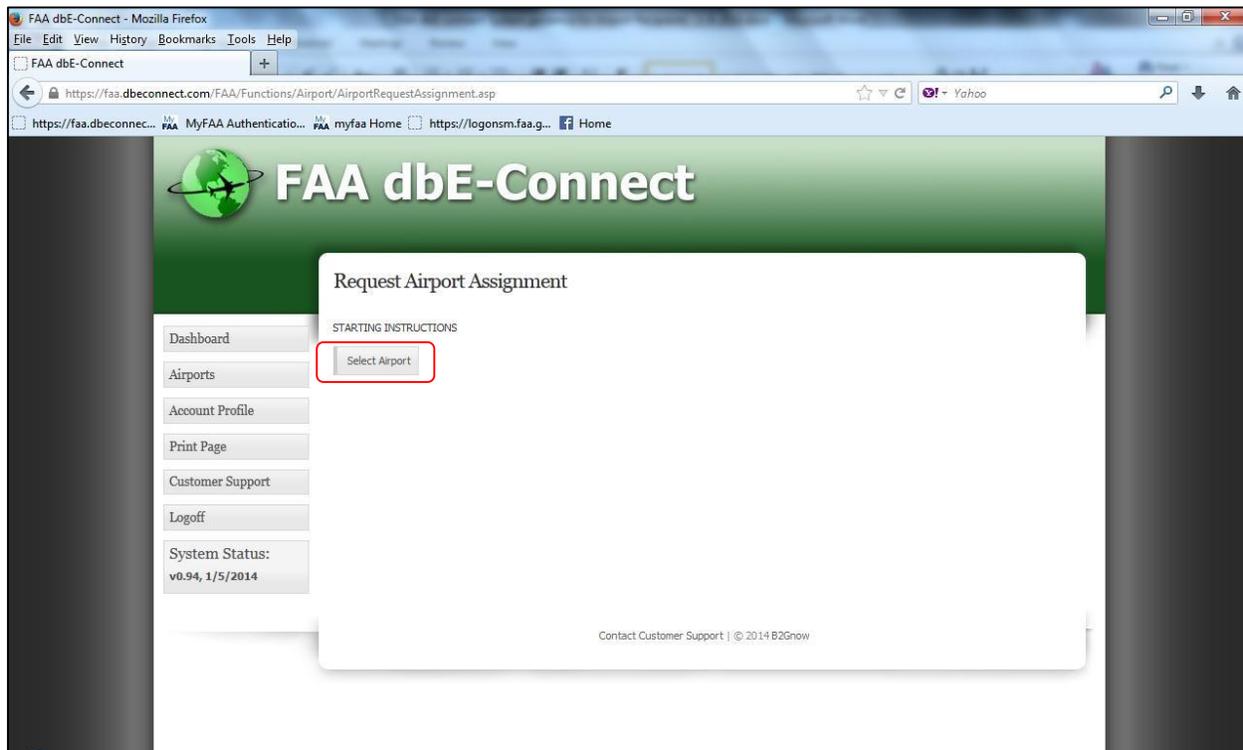
To be connected to your airport(s), click **Request Airport Assignment** under the Airport Assignment Requests box.

The screenshot shows the FAA dbE-Connect Airport Dashboard. On the left is a navigation menu with options like 'Airports', 'Account Profile', 'Print Page', 'FAA Help Desk', 'Logoff', and 'System Status: v1.2, 3/31/2015'. The main content area features several tables:

- Table 1 (Main):** Lists airport assignments with columns for Actions, Airport, Status, and Period. The first row shows a 'Pending Submission' status for PIA from 10/1/2014 to 9/30/2015.
- Alerts:** A section with two alerts: 'Account profile hasn't been updated recently' and 'dbE-Connect System Guidance'.
- Airport Assignment Requests:** A table with columns for Actions, Airport, Status, and Dates. It shows two requests: one 'Pending Review' for U36 submitted 11/6/15, and one 'Approved' for PIA processed 7/10/14. A blue arrow points to the 'Request Airport Assignment' button below this table.
- Reviews:** A table with columns for Actions, Airport, Status, and Type. It shows a 'Pending Submission' for PIA related to 'Part 25 DGE Compliance Self Assessment'.
- ACDBE Part 23 Achievement Reports:** A table with columns for Actions, Airport, Status, and Period, showing a 'Pending Submission' for PIA from 10/1/2014 to 9/30/2015.



To start the process, click **Select Airport**.



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.

The screenshot shows a list of airports with columns for identifier, name, location, and status. A red box highlights the 'select' button for the 'City of Chicago (O'Hare)' entry. The table contains the following data:

select	S71	Blaine County Airport Comision (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 Arprt	Kincheo, 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	Chitna	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	GYG	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	

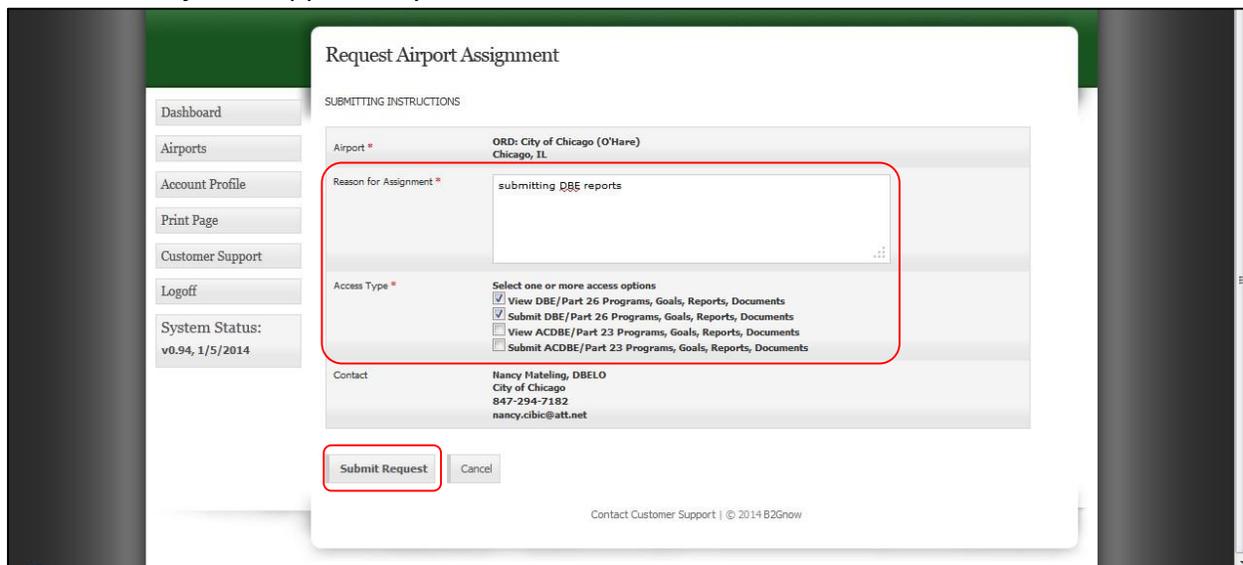
28 records -- Page 1 of 2 > Next



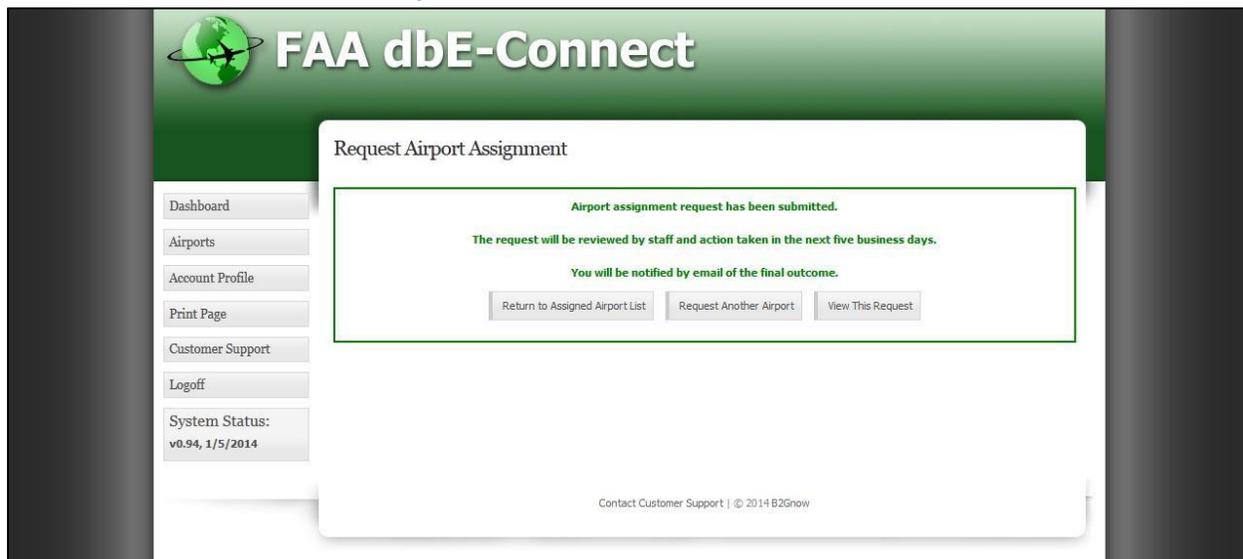
Enter a reason for your assignment to this airport, such as “to submit DBE reports” or “consultant for the airport”.

Check all the required access options for your areas of responsibility (check both boxes for DBE and/or ACDBE so that you can both View and Submit reports).

These are subject to approval by FAA.



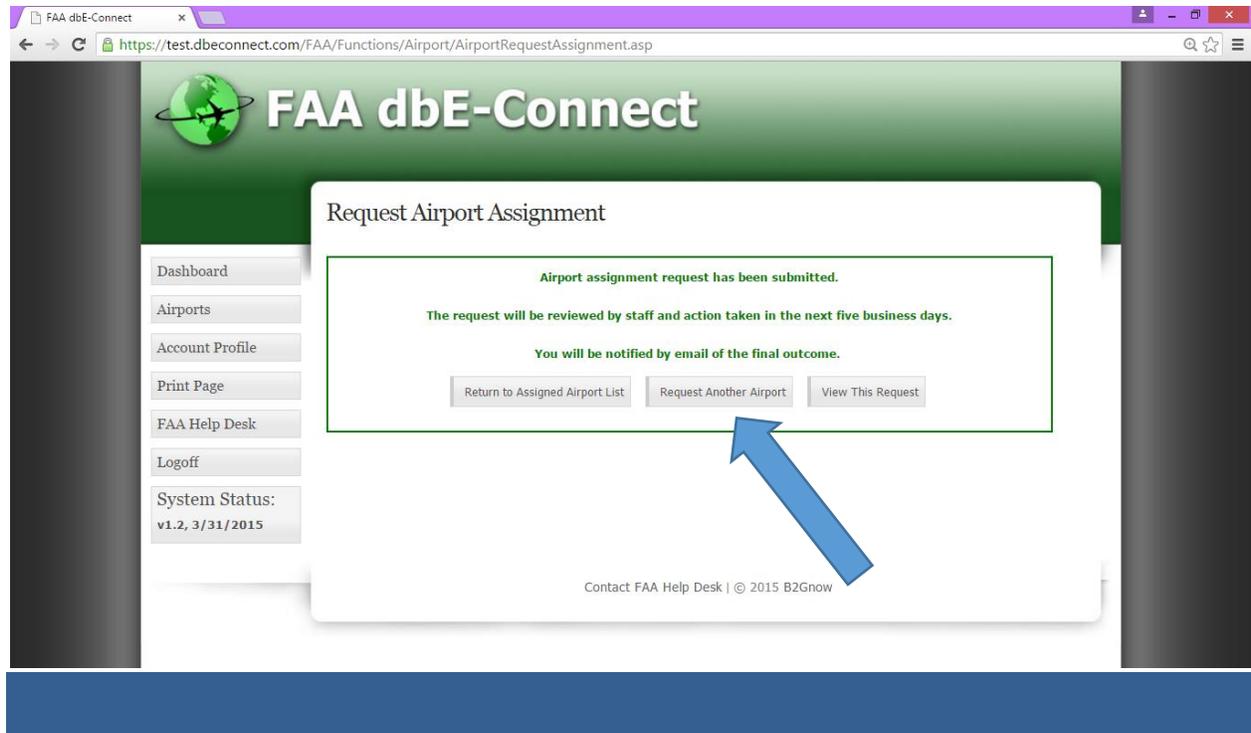
When finished, click **Submit Request**.



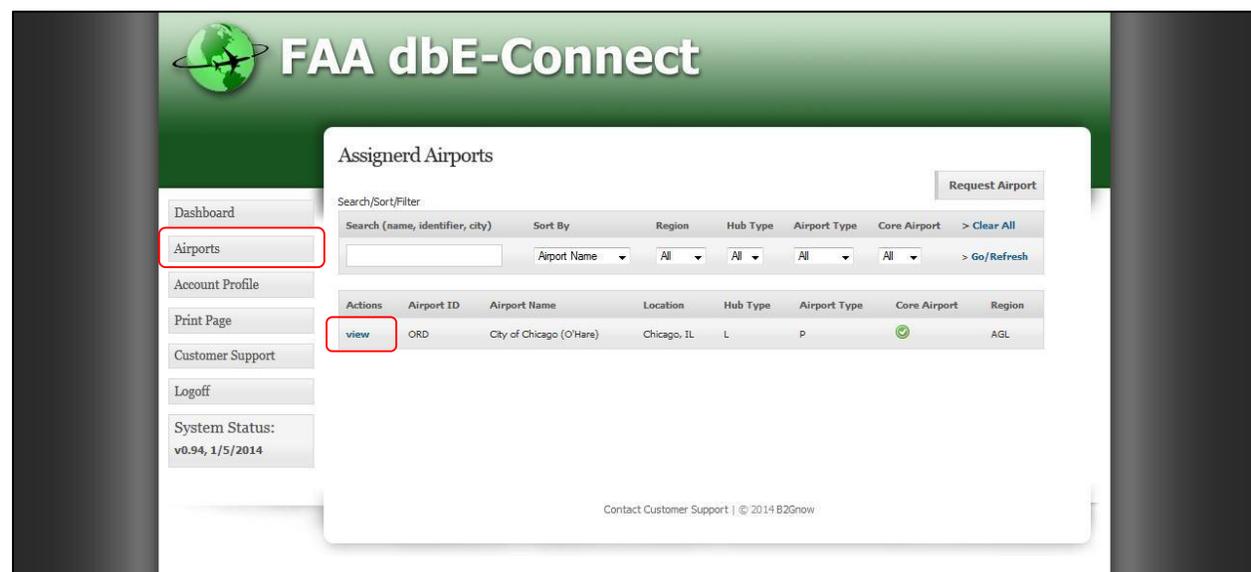
FAA staff will review your request and grant access as soon as possible. You will receive an email confirmation upon approval.



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.



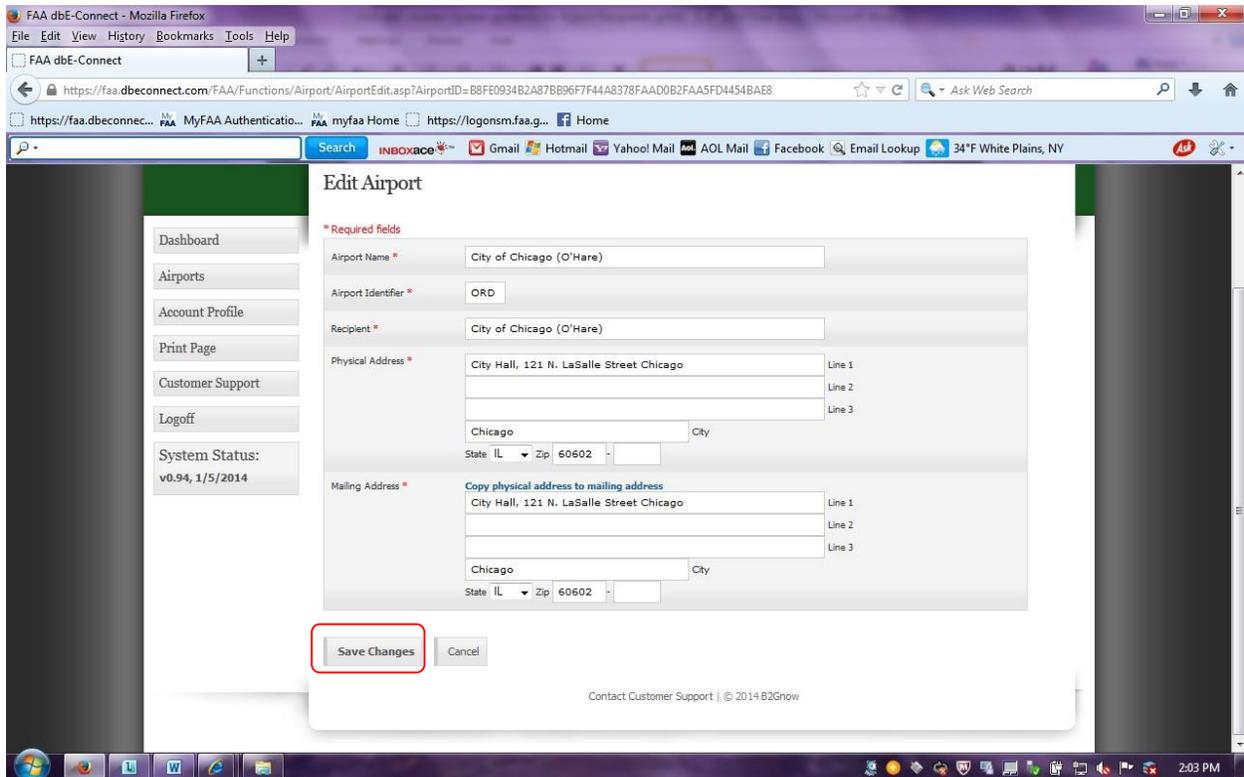
Once your airport assignment has been approved, please view and update the airport profile. Click [Airports](#) menu at left of screen. Find the airport on your list of assigned airports and click [View](#).





Verify all the information. If correct, no action is required.

If corrections are needed, click **Edit Airport**. Make the required changes and click **Save Changes**.





## How to Complete and Submit the DBE Uniform Form

Website <https://faa.dbconnect.com/faa/login.asp>

### The DBE Uniform Form has changed effective 11-3-2014.

- Sections A and B is for awards and commitments. The totals must equal each other.
- Section B includes reporting for ethnicity AND gender.
- 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
- NOTE: Please see the U.S. DOT **GUIDANCE ON COMPLETING THE ONGOING PAYMENTS PORTION OF THE UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS** under Alerts in your user account. In particular, regarding 18C: **“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.”** In the near future, FAA dbE-connect will include a box near 18C for a footnote (number of prime contracts) to be added. In the meantime, indicate the number of prime contracts that you report in 18C in the comment Section of the uniform form (after **Save Draft and Continue**, the next page has a comment box).

### 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 dbE-Connect

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

### dbE-Connect Dashboard

[Account Profile](#)

Dashboard

Airports

Account Profile

Print Page

FAA Help Desk

Logoff

System Status:  
v0.96, 5/11/2014

#### Part 26 Achievement Reports

Actions	Airport	Status	Period
<a href="#">view</a>	ABR	<span style="color: red;">❗ Pending Submission</span>	10/1/2013 - 9/30/2014
<a href="#">view</a>	ABR	<span style="color: green;">✅ Approved</span>	10/1/2011 - 9/30/2012
<a href="#">view</a>	ABR	<span style="color: green;">✅ Approved</span>	10/1/2010 - 9/30/2011
<a href="#">view</a>	ABR	<span style="color: green;">✅ Approved</span>	10/1/2003 - 9/30/2004
<a href="#">view</a>	ABR	<span style="color: green;">✅ Approved</span>	10/1/2002 - 9/30/2003

[View All](#)

#### Part 23 Achievement Reports

Actions	Airport	Status	Period
<a href="#">view</a>	ABR	<span style="color: red;">❗ Pending Submission</span>	10/1/2013 - 9/30/2014
<a href="#">view</a>	ABR	<span style="color: green;">✅ Approved</span>	10/1/2005 - 9/30/2006

[View All](#)

#### Alerts

No active alerts

#### Airport Assignment Requests

Actions	Airport	Status	Dates
<a href="#">view</a>	ABR	<span style="color: green;">✅ Approved</span>	Processed 6/13/14

[Request Airport](#)

9:39 AM 9/30/2014



### Assigned Airports

Request Airport

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
<a href="#">view</a>	NWG	Newgood Airport	Newgood, IL		GA		AGL

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### Airport Info: Newgood Airport (NWG)

Main DBE/Part 26 ACDBE/Part 23 Edit Airport

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

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DBE/Part 26 Records for Anderson Municipal-Darlington Field (AID)

Main [DBE/Part 26](#)

Actions	Type	Status	Period	Goal	Achievement
	Goal	<span style="color: purple;">ⓧ</span> Under Review/On Hand	10/1/2003 - 9/30/2004		
<a href="#">view</a>	Report	<span style="color: green;">✔</span> Approved	10/1/2003 - 9/30/2004	2.00%	27.75%
	Goal	<span style="color: purple;">ⓧ</span> Under Review/On Hand	10/1/2004 - 9/30/2005		
<a href="#">view</a>	Report	<span style="color: green;">✔</span> Approved	10/1/2004 - 9/30/2005	11.20%	0.00%
	Goal	<span style="color: purple;">ⓧ</span> Under Review/On Hand	10/1/2005 - 9/30/2006		
<a href="#">view</a>	Report	<span style="color: green;">✔</span> Approved	10/1/2005 - 9/30/2006	11.20%	5.69%
	Goal	<span style="color: purple;">ⓧ</span> Under Review/On Hand	10/1/2007 - 9/30/2008		
<a href="#">view</a>	Report	<span style="color: green;">✔</span> Approved	10/1/2007 - 9/30/2008	7.60%	0.00%
	Goal	<span style="color: purple;">ⓧ</span> Under Review/On Hand	10/1/2008 - 9/30/2009		
<a href="#">view</a>	Report	<span style="color: green;">✔</span> Approved	10/1/2008 - 9/30/2009	7.60%	10.04%
	Goal	<span style="color: purple;">ⓧ</span> Under Review/On Hand	10/1/2012 - 9/30/2013		
<a href="#">view</a>	Report	<span style="color: green;">✔</span> Approved	10/1/2012 - 9/30/2013	10.60%	3.18%
	Goal	<span style="color: green;">✔</span> Approved	10/1/2013 - 9/30/2016	5.72%	
<a href="#">view</a>	Report	<span style="color: red;">ⓧ</span> Pending Submission	10/1/2013 - 9/30/2014	5.72%	

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Next, click Edit Uniform Report to complete.

DBE/Part 26 Achievement Report for Anderson Municipal-Darlington Field (AID)

Main [DBE/Part 26](#) [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	<span style="color: red;">ⓘ</span> Pending Submission		
Reporting Period	10/1/2013 to 9/30/2014		
Report Required	Yes		
Uniform Report	<span style="color: red;">ⓘ</span> Not entered <a href="#">Edit Uniform Report to complete</a>		
DBE List	<span style="color: red;">ⓘ</span> No DBEs logged > <a href="#">Add DBEs</a>		
	Overall	Race Neutral	Race Conscious
Goal	5.72%	0.00%	5.72%
Achievement	Not reported	Not reported	Not reported
Shortfall	N/A	N/A	N/A
Comments	<div style="border: 1px solid #ccc; height: 30px;"></div>		

Save comments above without submitting report

[Add File](#)

- 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 Zeros](#).
- 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 x

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

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	B	C	D	E	F	G	H	I	
AWARDS / COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral (number)	Percentage of total dollars to DBEs
8 Prime contracts awarded this period.	1,122,030	1	0	0			0	0	0.0
9 Subcontracts awarded/committed this period.	334,455	2	22,345	1	22,345	1	0	0	6.7
10 TOTAL			22,345	1	22,345	1	0	0	2.0

View instructions for Section B (Rows 11-17)

**B BREAKDOWN BY ETHNICITY & GENDER**

	Total to DBE (dollar amount)			Total to DBE (number)		
	A	B	C	D	E	F
	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



FAA dbE-Connect x

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

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

If identical numbers are indicated in the DBE participation and total 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.

FAA dbE-Connect x

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):	<input type="checkbox"/> FHWA	<input checked="" type="checkbox"/> FAA			<input type="checkbox"/> FTA--Recipient ID Number				
2 AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):	3-02-0005-010-2015, 011, 012								
3 Federal fiscal year in which reporting period falls:	FY 2015		4. Date This Report Submitted: 11/6/2015						
5 Reporting Period:	<input type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)		<input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)		<input checked="" type="checkbox"/> FAA Annual Report due Dec. 1				
6 Name and address of Recipient:	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)	B Total Dollars	C Total Number	D Total to DBEs (dollars)	E Total to DBEs (number)	F Total to DBEs /Race Conscious (dollars)	G Total to DBEs /Race Conscious (number)	H Total to DBEs /Race Neutral (dollars)	I Total to DBEs /Race Neutral (number)	J 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 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.

The form is complete however, the grant dollars entered in 8a (\$1,122,030) do not equal the fiscal year grant awards listing (\$0). Please explain the difference on the next screen. Click 'Save Draft and Continue' to proceed to next screen.

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS										
1 Submitted to (check only one):	<input type="checkbox"/> FHWA		<input checked="" type="checkbox"/> FAA			<input type="checkbox"/> FTA--Recipient ID Number				
2 AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):	3-02-0005-010-2015, 011, 012									
3 Federal fiscal year in which reporting period falls:	FY 2015			4. Date This Report Submitted: 11/6/2015						
5 Reporting Period:	<input type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)			<input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)			<input checked="" type="checkbox"/> FAA Annual Report due Dec. 1			
6 Name and address of Recipient:	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	B	C	D	E	F	G	H	I	
	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral (number)	Percentage of total dollars to DBEs	
8 Prime contracts awarded this period.	\$1,122,030	1	\$0	0			\$0	0	0.0%	
9 Subcontracts awarded/committed this period.	\$122,345	2	\$22,345	1	\$22,345	1	\$0	0	18.3%	
10 TOTAL			\$22,345	1	\$22,345	1	\$0	0	2.0%	
B BREAKDOWN BY ETHNICITY & GENDER	Contracts Awarded to DBEs this Period									
	Total to DBE (dollar amount)			Total to DBE (number)						
	Women	Men	Total	Women	Men	Total				

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

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:	<input type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)			<input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)			<input checked="" type="checkbox"/> FAA Annual Report due Dec. 1			
6 Name and address of Recipient:	General Downing-Peoria International 6100 Dirksen Parkway Peoria Peoria IL 61607									
7 Annual DBE Goal(s):	Race Conscious Projection			Race Neutral Projection			OVERALL Goal			
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	B	C	D	E	F	G	H	I	
	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral (number)	Percentage of total dollars to DBEs	
8 Prime contracts awarded this period.	1,122,030	1	0	0			0	0	0.0	
9 Subcontracts awarded/committed this period.	122,345	2	22,345	1	22,345	1	0	0	18.3	
10 TOTAL			22,345	1	22,345	1	0	0	2.0	
+ View instructions for Section B (Rows 11-17)										
B BREAKDOWN BY ETHNICITY & GENDER	Contracts Awarded to DBEs this Period									
	Total to DBE (dollar amount)			Total to DBE (number)						
	Women	Men	Total	Women	Men	Total				
	22,345	0	22,345	1	0	1				
12 Hispanic American	0	0	0	0	0					



A Red Error will appear if a full AIP number is not entered for each grant year being reported. Red 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.

Browser window showing the URL https://test.dbeconnect.com/FAA/Functions/Common/AirportPart26ReportDetail2014.asp and a message: 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.

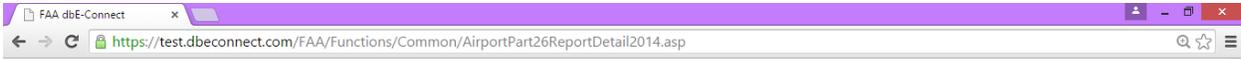
» A complete AIP number must be entered in full in Row 2, including the year. Additional AIP grant numbers for a specific year can be abbreviated. Include AIP grant numbers for awarded AND completed contracts.
» The year of the grant must appear in the grant number listed. Additional AIP grant numbers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

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

Awards/Commitments this Reporting Period. Table with columns A through I: A (Awards/Commitments Made During This Reporting Period), B (Total Dollars), C (Total Number), D (Total to DBEs (dollars)), E (Total to DBEs (number)), F (Total to DBEs /Race Conscious (dollars)), G (Total to DBEs /Race Conscious (number)), H (Total to DBEs /Race Neutral (dollars)), I (Total to DBEs /Race Neutral (number)). Row 8: Prime contracts awarded this period. Values: 1,122,020, 1, 0, 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.**



» 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):	<input type="checkbox"/> FHWA		<input checked="" type="checkbox"/> FAA			<input type="checkbox"/> FTA--Recipient ID Number				
2 AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):	03-012-0144-2015									
3 Federal fiscal year in which reporting period falls:	FY 2015			4. Date This Report Submitted: 11/6/2015						
5 Reporting Period:	<input type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)		<input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)			<input checked="" type="checkbox"/> FAA Annual Report due Dec. 1				
6 Name and address of Recipient:	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)	B	C	D	E	F	G	H	I		
	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral (number)	Percentage of total dollars to DBEs	
8 Prime contracts awarded this period.	\$1,122,030	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

Report Use Dec 1 (01 period Dec 1 - Mar 22) | Report Use Dec 1 (01 period Apr 1 - Sep 30) | Report Use Dec 1 (01 period Oct 1 - Mar 22)

6. Name and address of Recipient: **Evansville-Vanderburgh Airport Authority**  
7901 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	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.	\$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	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	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	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	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:

Buttons: Save & Return, **Edit & Revalidate**, Print, Print to PDF, Return

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	B	C	D	E	F	G	H	I
	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs / Race Conscious (dollars)	Total to DBEs / Race Conscious (number)	Total to DBEs / Race Neutral (dollars)	Total to DBEs / Race Neutral (number)	Percentage of total dollars to DBEs
8. Prime contracts awarded this period.	0	0	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

View instructions for sections 10-11

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 TC
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

View instructions for sections 12-14

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 DBE Participat
12. Race Conscious	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**

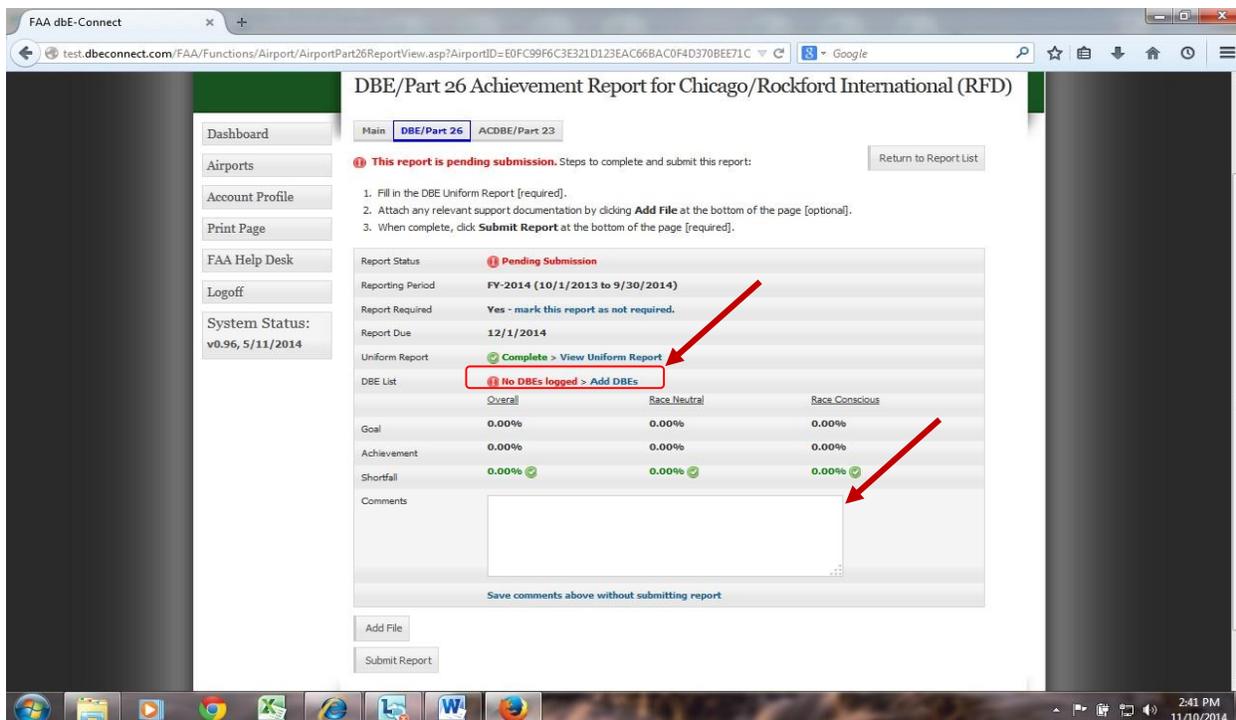
18. Fax Number:

Buttons: **Validate & Save Draft**, Print, Return to Summary, Fill in Blank Fields with Zeroes



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





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

Enter the firms and information for all data entered in Sections A & B of the DBE Uniform Form for the fiscal year being reported.

Reporting Period	10/1/2014 to 9/30/2015
Airport	NWG - Newgood Airport
Recipient	City of Newgood

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

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

2013 report bluffton.pdf [Show all downloads...](#)

- 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**.



Fill in the fields and click one of the save buttons at the bottom of the form. Fields marked by \* are required.

DBE Firm \* Elsie's Industries

Address \* 7332 N Osceola Ave.

City/State/Zip \* Chicago IL 60631

Contact \* Enter email esitner@att.net and/or phone

Type of Work \* Electric

NAICS \* 238210

Dollar Amount of Work \* \$ 123489

AIP Grant Number 3-39-0115-2015

Disadvantaged Group \* Black American

Gender \*  Female  Male

Notes



[Save DBE](#) [Save DBE & Use DBE Again](#) [Save DBE & Add New DBE](#) [Cancel](#)

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

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

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

Enter the firms and information for all data entered in Sections A & B of the DBE Uniform Form for the fiscal year being reported.

Reporting Period	10/1/2014 to 9/30/2015
Airport	NWG - Newgood Airport
Recipient	City of Newgood

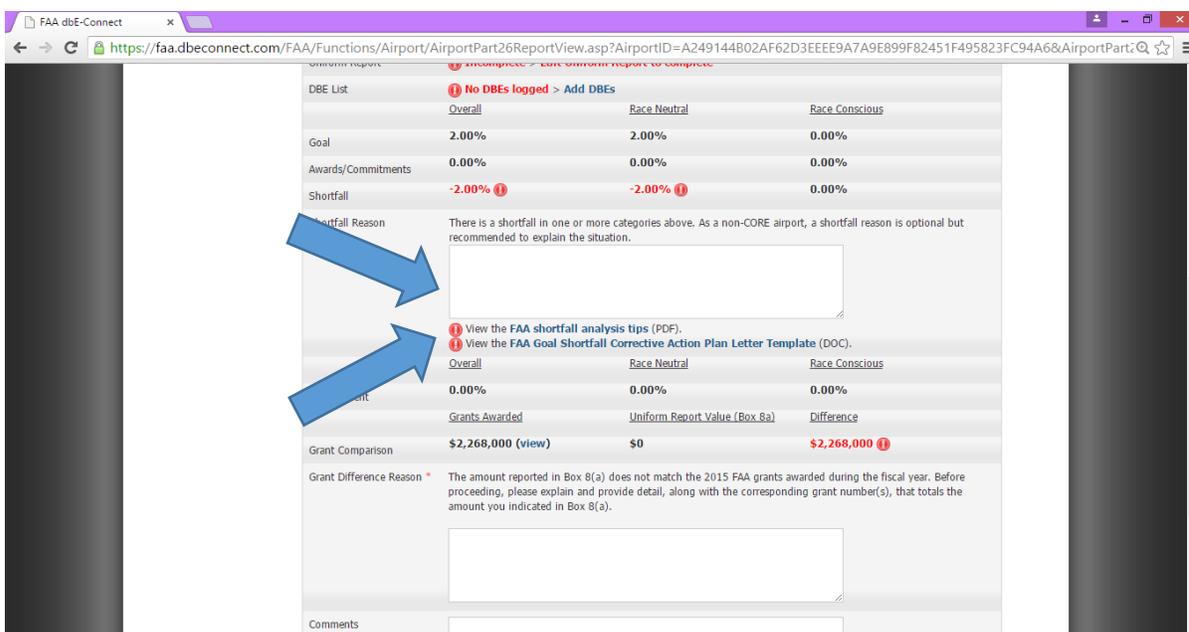
[Add DBE](#) [Add File](#) [Return](#)

**DBE Firms**

#		DBE Firm	Address	Contact	Type of Work	NAICS	Dollar Amount of Work	AIP Grant	Disadvantaged Group	Gender	Notes
1	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>	Elsie's Industries	7332 N Osceola Ave. Chicago, IL 60631	esitner@att.net	Electric	238210	\$123,489	3-39-0115-2015	Black American	Male	



- 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 dbE-connect to Submit a uniform report) (can email the information to the FAA Compliant Specialist. See 49 CFR 26.47.**
- **FAA dbE-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](#).



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].

Customer Support  
 Logoff  
 System Status:  
 v0.96, 5/11/2014

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
Goal	5.72%	0.00%	5.72%
Achievement	0.00%	0.00%	0.00%
Shortfall	-5.72%	0.00%	-5.72%

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: [Text area]

Save shortfall reason & comments above without submitting report

Add File  
 Submit Report

FAA dbE-Connect

https://faa.dbconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp?AirportID=9E78A58BC20425292673F0A88D2C136B23

	0.00%	0.00%	0.00%
Achievement	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: [Text area]

Save comments above without submitting report

Add File  
 Submit Report

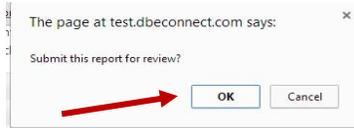
9:51 AM  
 Tuesday  
 12/23/2014



□

**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).

The screenshot shows the 'dbE-Connect Dashboard' with a sidebar on the left containing navigation links: Dashboard, Airports, Account Profile, Print Page, Customer Support, Logoff, and System Status (v0.96, 5/11/2014). A red arrow points from the 'Logoff' link to the 'view' link in the 'Part 26 Achievement Reports' table.

**Part 26 Achievement Reports**

Actions	Airport	Status	Period
<a href="#">view</a>	AID	Under Review	10/1/2013 - 9/30/2014
<a href="#">view</a>	NWG	Pending Submission	10/1/2013 - 9/30/2014
<a href="#">view</a>	AID	Approved	10/1/2012 - 9/30/2013
<a href="#">view</a>	AID	Approved	10/1/2008 - 9/30/2009
<a href="#">view</a>	AID	Approved	10/1/2007 - 9/30/2008
<a href="#">view</a>	AID	Approved	10/1/2005 - 9/30/2006
<a href="#">view</a>	AID	Approved	10/1/2004 - 9/30/2005
<a href="#">view</a>	AID	Approved	10/1/2003 - 9/30/2004

[View All](#)

**Part 23 Achievement Reports**

Actions	Airport	Status	Period
<a href="#">view</a>	NWG	Pending Submission	10/1/2013 - 9/30/2014

[View All](#)

**Alerts**

Alert	Actions
Account profile hasn't been updated recently	<a href="#">Update</a>

**Airport Assignment Requests**

Actions	Airport	Status	Dates
<a href="#">view</a>	ABR	Denied	Processed 4/24/14
<a href="#">view</a>	AID	Approved	Processed 8/12/14
<a href="#">view</a>	MLI	Withdrawn	Withdrawn 3/17/14
<a href="#">view</a>	NWG	Approved	Processed 7/17/14
<a href="#">view</a>	ORD	Access Removed	Processed 3/17/14

[Request Airport](#)

- 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.



Main **DBE/Part 26** Return to Report List

✔ 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	10/1/2013 to 9/30/2014		
Report Required	Yes		
Uniform Report	> View Uniform Report		
DBE List	> View DBEs		
Submitted	8/12/2014 by Nancy Mateling		
	Overall	Race Neutral	Race Conscious
Goal	5.72%	0.00%	5.72%
Achievement	0.00%	0.00%	0.00%
Shortfall	-5.72% ❗	0.00% ✔	-5.72% ❗
Shortfall Reason	The airport did not achieve its goal because the DBE firms they expected to utilize were not available for the project work.		

Withdraw Report

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



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

Account Profile Return to Report List

Print Page

Customer Support

Logoff

System Status: v0.96, 5/11/2014

✔ 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	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
Goal	5.72%	0.00%	5.72%
Achievement	0.00%	0.00%	0.00%
Shortfall	-5.72% ❗	0.00% ✔	-5.72% ❗
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



- 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**.

FAA dbE-Connect x

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

Contracts Awarded to DBEs this Period							
B	A			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	<b>TOTAL</b>	<b>\$22,345</b>	<b>\$0</b>	<b>\$22,345</b>	<b>1</b>	<b>0</b>	<b>1</b>

Payments Made this Period						
C	A		D		E	
	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18	Prime and sub contracts currently in progress	0	\$0	0	0	0.0%

D	A		C		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	<b>Totals</b>	<b>0</b>	<b>\$0</b>		<b>\$0</b>	<b>0.0%</b>

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

[Save Draft & Continue](#) [Edit & Revalidate](#) [Print](#) [Print to PDF](#) [Return](#)



**If a Report is Returned by FAA.**

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

The screenshot shows the FAA dbE-Connect interface. On the left is a navigation menu with options: Airports, Account Profile, Customer Support, Logoff, and System Status (v0.96, 5/11/2014). The main content area has a breadcrumb trail: Main > DBE/Part 26. A red warning box at the top states: "This report has been returned for further update. Please follow the instructions provided by your FAA specialist and resubmit the report for review." Below this, review notes state: "DBE data in 8 and 9 must equal DBE data in 10 and 11. Please correct and resubmit. Thank you." The report summary table is as follows:

Report Status	<b>Returned</b>		
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		
Returned	8/12/2014 by Nancy Cibic		
	Overall	Race Neutral	Race Conscious
Goal	5.72%	0.00%	5.72%
Achievement	0.00%	0.00%	0.00%
Shortfall	-5.72%	0.00%	-5.72%
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	<input type="text"/>		

- 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**.



□

Logoff

System Status:  
v0.96, 5/11/2014

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

Returned: 8/12/2014 by Nancy Cibic

	Overall	Race Neutral	Race Conscious
Goal	5.72%	0.00%	5.72%
Achievement	0.00%	0.00%	0.00%
Shortfall	-5.72% <span style="color: red;">!</span>	0.00% <span style="color: green;">✔</span>	-5.72% <span style="color: red;">!</span>

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

**Resubmit Report**

□ Click OK on the popup confirmation.

The page at test.dbconnect.com says:

Resubmit this report for review?

OK Cancel

Dashboard

Airports

Account Profile

Print Page

Customer Support

Logoff

System Status:  
v0.96, 5/11/2014

Main **DBE/Part 26** Return to Report List

✔ The report has been resubmitted 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: 10/1/2013 to 9/30/2014

Report Required: Yes

Uniform Report: > View Uniform Report

DBE List: > View DBEs

Submitted: 8/12/2014 by Nancy Mateling

	Overall	Race Neutral	Race Conscious
Goal	5.72%	0.00%	5.72%
Achievement	0.00%	0.00%	0.00%
Shortfall	-5.72% <span style="color: red;">!</span>	0.00% <span style="color: green;">✔</span>	-5.72% <span style="color: red;">!</span>



## How to Complete and Submit the ACDBE Uniform Form and ACDBE firms form

**NOTE: The ACDBE Firms must also be manually entered for the Uniform Form to submit in FAA dbE-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.dbeconnect.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**

The screenshot shows the FAA dbE-Connect web application interface. The browser address bar displays the URL: <https://test.dbeconnect.com/FAA/Functions/Airport/DashboardAirportUser.asp>. The main content area is divided into two primary sections: "ACDBE Part 23 Achievement Reports" and "Reviews".

**ACDBE Part 23 Achievement Reports Table:**

Actions	Airport	Status	Period
<a href="#">view</a>	ABR	<span style="color: red;">❗ Pending Submission</span>	10/1/2014 - 9/30/2015
<a href="#">view</a>	EVV	<span style="color: red;">❗ Pending Submission</span>	10/1/2014 - 9/30/2015
<a href="#">view</a>	ITH	<span style="color: red;">❗ Pending Submission</span>	10/1/2014 - 9/30/2015
<a href="#">view</a>	ABR	Report Not Required	10/1/2013 - 9/30/2014
<a href="#">view</a>	EVV	<span style="color: green;">✅ Approved</span>	10/1/2013 - 9/30/2014
<a href="#">view</a>	ITH	<span style="color: green;">✅ Approved</span>	10/1/2013 - 9/30/2014
<a href="#">view</a>	NWG	<span style="color: red;">❗ Pending Submission</span>	10/1/2012 - 9/30/2013
<a href="#">view</a>	NWG	<span style="color: red;">❗ Pending Submission</span>	10/1/2011 - 9/30/2012
<a href="#">view</a>	ITH	<span style="color: green;">✅ Approved</span>	10/1/2010 - 9/30/2011
<a href="#">view</a>	ITH	<span style="color: green;">✅ Approved</span>	10/1/2007 - 9/30/2008

**Reviews Table:**

Actions	Airport	Status	Type
<a href="#">view</a>	EVV	<span style="color: red;">❗ Pending Submission</span>	Part 23 ACDBE Compliance Self Assessment
<a href="#">view</a>	EVV	<span style="color: red;">❗ Pending Submission</span>	Part 26 DBE Compliance Self Assessment

A blue arrow points from the left side of the page towards the "Pending Submission" status in the ACDBE Part 23 Achievement Reports table.



FAA dbE-Connect

ACDBE/Part 23 Records for Evansville-Vanderburgh Airport Authority (EVV)

Main DBE/Part 26 **ACDBE/Part 23** Reviews

Actions	Type	Status	Period	Goal	Achievement
	Goal	Under Review/On Hand	FY 14		
<a href="#">view</a>	Report	Approved	FY 14		
	Goal	Under Review/On Hand	FY 15		
<a href="#">view</a>	Report	Pending Submission	FY 15		

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

Contact FAA Help Desk | © 2015 B2Gnow

Steps to complete and submit this report:

- Fill in the DBE Uniform Report [required].
- Attach any relevant support documentation by clicking **Add File** at the bottom of the page [optional].
- 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: Not entered > [Edit Uniform Report to complete](#)

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

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

Comments



□

- Each section includes instructions. Simply click on view instructions
- 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 Zeros](#)
- 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

The screenshot shows a web browser window with the URL <https://test.dbeconnect.com/FAA/Functions/Common/AirportPart23ReportDetail.asp>. The form is titled "View instructions for sections 1-3" and contains the following sections:

- 1. Name of Recipient:** Evansville-Vanderburgh Airport Authority
- AIP Numbers:** Three empty input fields.
- 2. Contact Information:**
  - Preparer's Name: Nancy Mateling
  - Phone Number: 847-294-7182
  - Fax Number: (empty)
  - Email Address: nancy.cbic@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							
Goods and Services	86,924	2	56,790	1	56,790	0	65.33
<b>Total Cumulative Non-Car Rental ACDBE Participation</b>	<b>1,371,740</b>	<b>9</b>	<b>502,359</b>	<b>3</b>	<b>56,790</b>	<b>445,569</b>	<b>36.62</b>
- 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							
Goods and Services	n	n	n	n	n	n	n nn



FAA dbE-Connect x

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

Apps New Tab

Total Non-Car Rental New ACDBE Participation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	
» View instructions for sections 7-9								
<b>7. Current Car Rental ACDBE Goal:</b>	Race Conscious Goal <input type="text" value="2.00"/>	Race Neutral Goal <input type="text" value="0.00"/>	ACDBE OVERALL Goal <input type="text" value="2.00"/>					
<b>8. CAR RENTAL CUMULATIVE ACDBE PARTICIPATION</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs /Race Conscious (dollars)	Total to ACDBEs /Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)	
Prime Concessions	<input type="text" value="1,119,875"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	
Subconcessions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	
Goods and Services	<input type="text" value="990,756"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="22234"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	
Total Cumulative Car Rental ACDBE Participation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	
<b>9. CAR RENTAL NEW ACDBE PARTICIPATION THIS PERIOD</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs /Race Conscious (dollars)	Total to ACDBEs /Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)	
Prime Concessions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	
Subconcessions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	
Goods and Services	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="22,234"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2.23"/>	
Total Car Rental New ACDBE Participation	<input type="text" value="2,110,631"/>	<input type="text" value="9"/>	<input type="text" value="22,234"/>	<input type="text" value="2"/>	<input type="text" value="22,234"/>	<input type="text" value="0"/>	<input type="text" value="1.05"/>	
» View instructions for section 10								
<b>10. CUMULATIVE ACDBE PARTICIPATION BY RACE/GENDER</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	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	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="22,234"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>
Non-Car Rental	<input type="text" value="1"/>	<input type="text" value="56,790"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="445,569"/>	<input type="text" value="3"/>
Total Cumulative Race/Gender ACDBE Participation	<input type="text" value="1"/>	<input type="text" value="56,790"/>	<input type="text" value="22,234"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="445,569"/>	<input type="text" value="5"/>

Validate & Save Draft

Print

Return to Summary

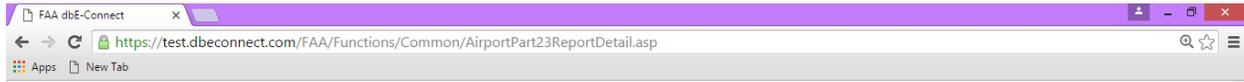
Fill in Blank Fields with Zeroes





□

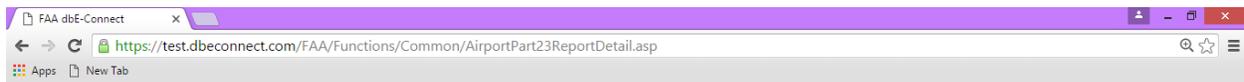
Example of Alert – Same dollar value reported in Section 5 for goods and services. If correct, click **Save Draft and Continue**. If not correct, click Edit and Revalidate. Correct the data and click **Validate and Save Draft**.



» 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							
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%
<b>Total Cumulative Non-Car Rental ACDBE Participation</b>	<b>\$1,341,606</b>	<b>9</b>	<b>\$502,359</b>	<b>3</b>	<b>\$56,790</b>	<b>\$445,569</b>	<b>37.44%</b>
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	0.00%

A pink box will indicate data is missing



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	
<b>Total Non-Car Rental New ACDBE Participation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	
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)	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		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	
<b>Total Cumulative Car Rental ACDBE Participation</b>	<b>2,118,631</b>		<b>22,234</b>	<b>2</b>	<b>22,234</b>	<b>0</b>	<b>1.05</b>	
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	
<b>Total Car Rental New ACDBE Participation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	
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**.

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

**»Section 8 must equal Section 10 for car rental ACDBEs**

UNIFORM REPORT OF ACDBE PARTICIPATION						
View instructions for sections 1-3						
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.clbic@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	
View instructions for sections 8-9						
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
	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
Subconcessions	44,953	2	0	0	0	0
Management Contracts			0	0	0	0
Goods and Services	86,790	2	56,790	1	56,790	0
<b>Total Cumulative Non-Car Rental ACDBE Participation</b>	<b>1,371,606</b>	<b>9</b>	<b>502,359</b>	<b>3</b>	<b>56,790</b>	<b>445,569</b>
						35.94
						0.00
						65.43
						36.63

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

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.

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	<b>\$445,569</b>	\$0	\$0	<b>\$56,790</b>

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

Overall: Race Neutral, Race Conscious

Rental Car Goal: 2.00%, 0.00%, 2.00%

FAA dbE-Connect

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	SECTION 8. CAR RENTAL	Prime Concessions	Subconcessions	Goods and Services
Uniform Report	\$445,569	\$0	\$0	\$56,790	Uniform Report	\$0	\$0	\$22,234
ACDBE List	\$0	\$0	\$0	\$0	ACDBE List	\$0	\$0	\$0
Difference	<b>\$445,569</b>	\$0	\$0	<b>\$56,790</b>	Difference	\$0	\$0	<b>\$22,234</b>

Add ACDBE Copy ACDBEs From Prior Report Return

No ACDBE firms listed. Add a ACDBE.



FAA dbE-Connect

https://test.dbconnect.com/FAA/Functions/Common/AirportPart23ReportVendors2015.asp?AirportID=4CD3DFE4FF6B5E420722EAD007E27AB650A12E082CC86F8

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				SECTION 8. CAR RENTAL			
Prime Concessions	Subconcessions	Management Contracts	Goods and Services	Prime Concessions	Subconcessions	Goods and Services	
Uniform Report	\$445,569	\$0	\$0	\$56,790	Uniform Report	\$0	\$22,234
ACDBE List	\$0	\$0	\$0	ACDBE List	\$0	\$0	\$0
Difference	\$445,569	\$0	\$0	\$56,790	Difference	\$0	\$22,234

Add ACDBE Copy ACDBEs From Prior Report Return

**ACDBE Firms Previously Reported**

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

#	Copy? (Select All)	Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Previous Gross Receipts	FY 15 Gross Receipts	Disadvantaged Group
1	<input checked="" type="checkbox"/>	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.dbconnect.com/FAA/Functions/Common/AirportPart23ReportVendors2015.asp

**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				SECTION 8. CAR RENTAL			
Prime Concessions	Subconcessions	Management Contracts	Goods and Services	Prime Concessions	Subconcessions	Goods and Services	
Uniform Report	\$445,569	\$0	\$0	\$56,790	Uniform Report	\$0	\$22,234
ACDBE List	\$0	\$0	\$0	ACDBE List	\$0	\$0	\$0
Difference	\$445,569	\$0	\$0	\$56,790	Difference	\$0	\$22,234

Add ACDBE Copy ACDBEs From Prior Report Return

**ACDBE Firms**

#	Edit	Copy	Delete	Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Renewal	Gross Receipts	Disadvantaged Group	Notes
1				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.



City/State/Zip: Claremore, OK 74018

Contact: Enter email: jami@longhouseinventorysolutions.com and/or phone: 918 3423127

Concession Type: Supplier

Business Type: Car Rental - Other

Uniform Report Section: Section 5:  Prime Concession  Subconcession  Management Contract  Goods/Services; Section 8:  Prime Concession  Subconcession  Goods/Services

Agreement Dates: Date Agreement (i.e., lease, sublease) Began: 01/01/2012 (mm/dd/yyyy); Date Agreement (i.e., lease, sublease) Expires: 01/01/2015 (mm/dd/yyyy)

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

Gross Receipts: Estimated gross receipts for this reporting period (enter expenses if ACDBE is a supplier): \$22,234

Disadvantaged Group: Hispanic American

Notes:

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

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.

ACDBE record saved.

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				SECTION 8. CAR RENTAL						
Prime Concessions	Subconcessions	Management Contracts	Goods and Services	Prime Concessions	Subconcessions	Goods and Services				
Uniform Report	\$445,569	\$0	\$0	\$56,790			Uniform Report	\$0	\$0	\$22,234
ACDBE List	\$56,790	\$0	\$0	\$445,569			ACDBE List	\$0	\$0	\$22,234
Difference	\$388,779	\$0	\$0	\$388,779			Difference	\$0	\$0	\$0

Buttons: Add ACDBE, Copy ACDBEs From Prior Report, Return

ACDBE Firms

#	Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Renewal	Gross Receipts	Disadvantaged Group	Notes
1	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	Hispanic American	
2	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	\$445,569	Non-Minority Women	
3	Universal News and 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	\$56,790	Black American	



□

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.

**LIST OF ACDBE FIRMS**

ACDBE record saved.

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

Buttons: Add ACDBE, Copy ACDBEs From Prior Report, Return

**ACDBE Firms**

#		Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Renewal	Gross Receipts	Disadvantaged Group	Notes
1	Edit Copy Delete	Longhouse Inventory Solutions LLC	PO Box 1212 Claremore, OK 74019	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 dbE-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 dbE-Connect to Submit a uniform form report) (airports can also email the information to the FAA Compliant Specialist. See 49 CFR 23.57.



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:

- Analyze in detail the reasons for the difference between the overall goal and your awards and commitments in that fiscal year;
- 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;
- (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.

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
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).



□

- 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.
- 

The screenshot shows a web browser window with the URL <https://test.dbeconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=D230F93DBF32EFEB779665B63A5C34E5AE826A3BB6E851EB&AirportF>. The dashboard displays the following data:

	Overall	Race Neutral	Race Conscious
Uniform Report	Complete > View Uniform Report		
ACDBE List	3 ACDBEs logged > View ACDBEs		
Rental Car Goal	2.00%	0.00%	2.00%
Rental Car Achievement	1.05%	0.00%	1.05%
Shortfall	-0.95% (i)	0.00%	-0.95% (i)
Non Rental Car Goal	27.00%	3.00%	24.00%
Non Rental Car Achievement	36.63%	32.49%	4.14%
Shortfall	9.63% (c)	29.49% (c)	-19.86% (i)

Below the table is a 'Comments' section with a text area and a note: 'Save comments above without submitting report'. At the bottom, there are 'Add File' and 'Submit Report' buttons. A blue arrow points to the 'Submit Report' button. The footer text reads 'Contact FAA Help Desk | © 2015 B2Gnow'.



FAA dbE-Connect

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

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	<a href="#">View Uniform Report</a>		
ACDBE List	<a href="#">View ACDBEs</a>		
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.dbconnect.com/FAA/Functions/Airport/DashboardAirportUser.asp

ACDBE Part 23 Achievement Reports

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

Request Airport Assignment

Reviews

Actions	Airport	Status	Type
<a href="#">view</a>	EVV	Pending Submission	Part 23 ACDBE Compliance Self Assessment
<a href="#">view</a>	EVV	Pending Submission	Part 26 DBE Compliance Self Assessment

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



- 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.

The screenshot shows the FAA dbE-Connect interface. The report status is 'Under Review'. A blue arrow points to the 'Withdraw Report' button at the bottom of the report details section.

	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%

The dialog box contains the text: "The page at test.dbconnect.com says: Withdraw this report from review?". There are two buttons: "OK" and "Cancel". A red arrow points to the "OK" button.



FAA dbE-Connect

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

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	<b>Pending Submission</b>		
Reporting Period	FY 2015 10/1/2014 to 9/30/2015		
Report Required	Mark this report as not required		
Uniform Report	View Uniform Report		
ACDBE List	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=E533DC7CDBB12564BD8B030E5DB03E5E07F20D523EF82B8&AirportQ

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%
<b>Total Non-Car Rental New ACDBE Participation</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

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%
<b>Total Cumulative Car Rental ACDBE Participation</b>	<b>\$2,118,631</b>	<b>9</b>	<b>\$22,234</b>	<b>2</b>	<b>\$22,234</b>	<b>\$0</b>	<b>1.05%</b>

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%
<b>Total Car Rental New ACDBE Participation</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

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	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	0	\$0	3	\$502,359
<b>Total Cumulative Race/Gender ACDBE Participation</b>	<b>1</b>	<b>\$56,790</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>\$22,234</b>	<b>2</b>	<b>\$445,569</b>	<b>0</b>	<b>\$0</b>	<b>5</b>	<b>\$524,593</b>

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

FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=B299DCAA01BCD7C7F52738515EBC7BA582CBDA1F29A9C980&AirportP

Uniform Report	<span style="color: green;">✔</span> Complete > View Uniform Report
ACDBE List	<span style="color: green;">✔</span> 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% <span style="color: red;">!</span> 0.00% -0.95% <span style="color: red;">!</span>
	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% <span style="color: green;">✔</span> 29.49% <span style="color: green;">✔</span> -19.86% <span style="color: red;">!</span>
Comments	<input type="text"/>
Save comments above without submitting report	
	Add File
	<b>Submit Report</b>

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

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	<a href="#">View Uniform Report</a>		
ACDBE List	<a href="#">View ACDBEs</a>		
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% <b>!</b>	0.00%	-0.95% <b>!</b>
	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% <b>✓</b>	29.49% <b>✓</b>	-19.86% <b>!</b>



## 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 dbE-Connect will indicate why the report was returned.

Main [DBE/Part 26](#) [Return to Report List](#)

**This report has been returned for further update.** Please follow the instructions provided by your FAA specialist and resubmit the report for review.

Review notes: DBE data in 8 and 9 must equal DBE data in 10 and 11. Please correct and resubmit. Thank you.

Report Status	<b>Returned</b>		
Reporting Period	10/1/2013 to 9/30/2014		
Report Required	Yes		
Uniform Report	<a href="#">Complete &gt; View Uniform Report</a>		
DBE List	<a href="#">1 DBE logged &gt; View DBEs</a>		
Returned	8/12/2014 by Nancy Cibic		
	Overall	Race Neutral	Race Conscious
Goal	5.72%	0.00%	5.72%
Achievement	0.00%	0.00%	0.00%
Shortfall	-5.72% <b>!</b>	0.00% <b>✓</b>	-5.72% <b>!</b>

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

- 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](#).



□

Logoff

System Status:  
v0.96, 5/11/2014

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

Returned: 8/12/2014 by Nancy Cibic

	Overall	Race Neutral	Race Conscious
Goal	5.72%	0.00%	5.72%
Achievement	0.00%	0.00%	0.00%
Shortfall	-5.72% <span style="color: red;">!</span>	0.00% <span style="color: green;">✔</span>	-5.72% <span style="color: red;">!</span>

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

**Resubmit Report**

□ Click OK on the popup confirmation.

The page at test.dbconnect.com says:

Resubmit this report for review?

OK Cancel

Dashboard

Airports

Account Profile

Print Page

Customer Support

Logoff

System Status:  
v0.96, 5/11/2014

Main **DBE/Part 26** Return to Report List

✔ The report has been resubmitted 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: 10/1/2013 to 9/30/2014

Report Required: Yes

Uniform Report: > View Uniform Report

DBE List: > View DBEs

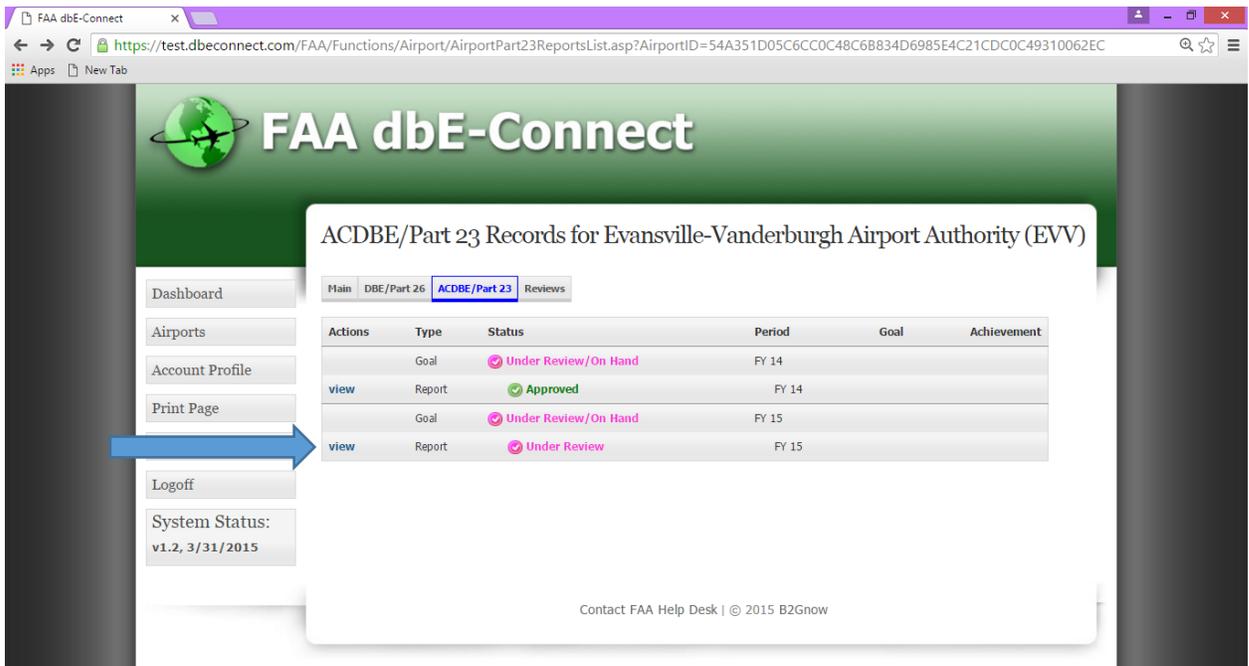
Submitted: 8/12/2014 by Nancy Mateling

	Overall	Race Neutral	Race Conscious
Goal	5.72%	0.00%	5.72%
Achievement	0.00%	0.00%	0.00%
Shortfall	-5.72% <span style="color: red;">!</span>	0.00% <span style="color: green;">✔</span>	-5.72% <span style="color: red;">!</span>



### 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

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

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%

FAA dbE-Connect

https://test.dbeconnect.com/FAA/Functions/Common/AirportPart23ReportDetail.asp?AirportID=4E2405EB0EB446368172D996DC0C246C3ACB040E4F1E1F1&AirportID=

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	\$0	\$0	0.00%
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	2	\$22,234	0	\$0	0	\$0	2	\$22,234		
Non-Car Rental	1	\$56,790	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	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>

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

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
<b>Total Cumulative Car Rental ACDBE Participation</b>	<b>2,118,631</b>	<b>9</b>	<b>22,234</b>	<b>2</b>	<b>22,234</b>	<b>0</b>	<b>1.05</b>

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
<b>Total Car Rental New ACDBE Participation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

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

Buttons: [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>

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

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	\$0	0	\$0	0	\$0	\$0	0.00%
Subconcessions	\$0	0	\$0	0	\$0	\$0	0.00%
Management Contracts	\$0	0	\$0	0	\$0	\$0	0.00%
Goods and Services	\$0	0	\$0	0	\$0	\$0	0.00%
<b>Total Non-Car Rental New ACDBE Participation</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

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	\$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%
<b>Total Cumulative Car Rental ACDBE Participation</b>	<b>\$2,118,631</b>	<b>9</b>	<b>\$22,234</b>	<b>2</b>	<b>\$22,234</b>	<b>\$0</b>	<b>1.05%</b>

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

Buttons: [Save Draft & Continue](#) | [Edit & Revalidate](#) | [Print](#) | [Print to PDF](#) | [Return](#)



The screenshot shows a web browser window with the URL: <https://test.dbeconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=C2082F37CEF1BC09B0333EB49713B24E2111FA63A569C82F&AirportPart>

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:

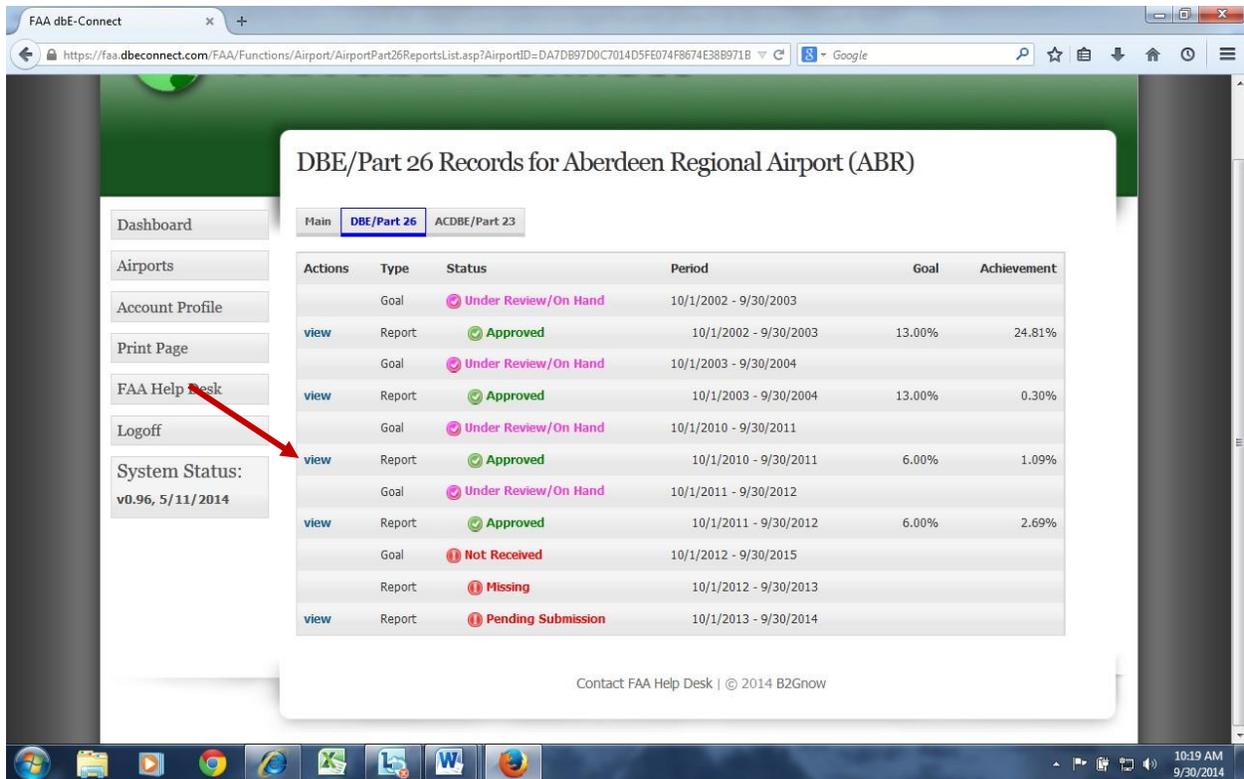
Save comments above without submitting report

Buttons: Add File, **Submit Report** (highlighted with a blue arrow)



### How to Access Previous Uniform Form Reports.

- Website <https://faa.dbeconnect.com/faq/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.dbconnect.com/FAA/Functions/Airport/AirportPart26ReportView.asp?AirportID=48D4E1C83C9715F25390C087FE97837DEF

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

Main **DBE/Part 26** ACDBE/Part 23

**✓ This report has been approved.** No further action is required. [Return to Report List](#)

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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FAA dbE-Connect

https://faa.dbconnect.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](#)



□

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

Website <https://faa.dbeconnect.com/faa/login.asp>

You can mark a 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.

For ACDBE, a report can be marked not required if the Airport was not a primary airport during the reporting period or the airport's annual car rental concession revenue for the year being reported did not exceed \$200,000 and the airport's annual non-car rental concession revenue did not exceed \$200,000 (and was therefore not required to submit ACDBE goals for the year.

- 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.
  - **If Part 26 and or Part 23 do 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 report for that year, contact your FAA Regional Compliance Specialist to return the report.



The screenshot shows a web browser window with the URL `127.0.0.1/FAA/Functions/Airport/AirportPart26ReportView.asp?AirportID=FAA352655CA0011EB00EE48FD936F324BBCE0`. The page title is "FAA dbE-Connect". The navigation menu includes "Main", "DBE/Part 26", and "ACDBE/Part 23". A "Return to Report List" button is in the top right.

**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.

Uniform Report	<b>Not entered &gt; Edit Uniform Report to complete</b>		
DBE List	<b>No DBEs logged &gt; Add DBEs</b>		
	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?



The screenshot shows a web browser window with the URL <https://test.dbeconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=690D28C834BE5BD1E86A69089860266CBE85E49B198B49AB&AirportPar>. The page has a navigation menu on the left with items like 'Airports', 'Account Profile', 'Print Page', 'FAA Help Desk', 'Logoff', and 'System Status: v1.2, 3/31/2015'. The main content area has tabs for 'Main', 'DBE/Part 26', 'ACDBE/Part 23', and 'Reviews'. A red banner at the top states 'This report is pending submission.' Below this, instructions are provided: '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].' A 'Report Status' section shows 'Pending Submission' and 'Reporting Period: FY-2015 10/1/2014 to 9/30/2015'. A 'Report Required' section indicates 'Yes - mark this report as not required.' and contains a red-bordered box with the following text: '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**.  
 The airport is not a primary airport.  
 The airport's annual car rental concessions revenue does not exceed \$200,000 and non-car rental concessions revenue does not exceed \$200,000.  
 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.' Below this box are 'Mark Report as Not Required' and 'Cancel' buttons. At the bottom, there are sections for 'Uniform Report' (Not entered > Edit Uniform Report to complete) and 'ACDBE List' (No ACDBEs logged > Add ACDBEs) with sub-sections for 'Overall', 'Race Neutral', and 'Race Conscious'.

The dialog box has a title bar that says 'The page at https://test.dbeconnect.com says:'. The main text inside the dialog reads 'Mark this report from as not required?'. At the bottom of the dialog are two buttons: 'OK' and '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 Reviews.
- Go to Reviews on your Dashboard. Click on **View** next to the airport.
- See Steps 10 through 17 below.

The screenshot shows the FAA dbE-Connect dashboard with the following sections:

- Top Row:** A list of reports with columns for 'view', 'Airport', 'Status', and 'Period'.
 

view	CQM	Pending Submission	10/1/2012 - 9/30/2013
view	EVV	Returned	10/1/2012 - 9/30/2013
view	ITH	Approved	10/1/2012 - 9/30/2013
view	NWG	Returned	10/1/2012 - 9/30/2013
- ACDBE Part 23 Achievement Reports:** A table with columns 'Actions', 'Airport', 'Status', and 'Period'.
 

view	EVV	Returned	10/1/2013 - 9/30/2014
view	ITH	Pending Submission	10/1/2013 - 9/30/2014
view	NWG	Pending Submission	10/1/2011 - 9/30/2012
view	ITH	Approved	10/1/2007 - 9/30/2008
view	ITH	Approved	10/1/2006 - 9/30/2007
- Right Column:** A list of reports with columns for 'view', 'Airport', 'Status', and 'Processed' date.
 

view	AEL	Denied	Processed 12/30/14
view	COQ	Approved	Processed 12/30/14
view	CQM	Approved	Processed 12/23/14
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
- Reviews Section:** A table with columns 'Actions', 'Airport', 'Status', and 'Type'.
 

view	EVV	Pending Submission	Part 23 ACDBE Compliance Self Assessment
view	EVV	Pending Submission	Part 26 DBE Compliance Self Assessment
view	ITH	Under Review	Part 26 DBE Compliance Self Assessment
view	COQ	Under Review	Part 26 DBE Compliance Self Assessment
view	NWG	Pending Submission	Part 26 DBE Compliance Self Assessment

Orange arrows point from the 'Pending Submission' status in the ACDBE Part 23 Achievement Reports table to the 'Pending Submission' status in the Reviews table.



## 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 **Reviews**
5. Click on **New Review**
6. Select the review type from the pull down menu art (DBE/Part 26 or ACDBE/Part 23)
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 Review**
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 Review has been submitted to your regional FAA Compliance 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 in compliance.
20. See Screen Shots below.



The screenshot shows the FAA dbE-Connect dashboard interface. The browser address bar indicates the URL: <http://test.dbeconnect.com/FAA/Functions/Airport/DashboardAirportUser.asp>. The page title is "FAA dbE-Connect".

**Left Sidebar:**

- Dashboard
- Airports
- Account Profile
- Print Page
- FAA Help Desk
- Logoff
- System Status: v1.2, 3/31/2015

**Main Content Area:**

### dbE-Connect Dashboard

[Account Profile](#)

#### DBE Part 26 Achievement Reports

Actions	Airport	Status	Period
<a href="#">view</a>	ATW	<span style="color: red;">❗ Pending Submission</span>	10/1/2013 - 9/30/2014
<a href="#">view</a>	CWA	<span style="color: magenta;">🔄 Under Review</span>	10/1/2013 - 9/30/2014
<a href="#">view</a>	LSE	<span style="color: red;">❗ Pending Submission</span>	10/1/2013 - 9/30/2014
<a href="#">view</a>	MSN	<span style="color: red;">❗ Pending Submission</span>	10/1/2013 - 9/30/2014
<a href="#">view</a>	RHI	<span style="color: red;">❗ Pending Submission</span>	10/1/2013 - 9/30/2014
<a href="#">view</a>	WIS	<span style="color: red;">❗ Pending Submission</span>	10/1/2013 - 9/30/2014
<a href="#">view</a>	ATW	<span style="color: green;">✅ Approved</span>	10/1/2012 - 9/30/2013
<a href="#">view</a>	CWA	<span style="color: green;">✅ Approved</span>	10/1/2012 - 9/30/2013
<a href="#">view</a>	LSE	<span style="color: green;">✅ Approved</span>	10/1/2012 - 9/30/2013
<a href="#">view</a>	MSN	<span style="color: green;">✅ Approved</span>	10/1/2012 - 9/30/2013

[View All](#)

#### Alerts

Alert	Actions
<span style="color: red;">❗</span> Account profile hasn't been updated recently	<a href="#">Update</a>
<span style="color: red;">❗</span> dbE-Connect System Guidance	<a href="#">View</a>

#### Airport Assignment Requests

Actions	Airport	Status	Dates
<a href="#">view</a>	CWA	<span style="color: green;">✅ Approved</span>	Processed 7/8/14
<a href="#">view</a>	LSE	<span style="color: green;">✅ Approved</span>	Processed 3/19/14
<a href="#">view</a>	MSN	<span style="color: green;">✅ Approved</span>	Processed 6/16/14
<a href="#">view</a>	ATW	<span style="color: green;">✅ Approved</span>	Processed 4/8/14
<a href="#">view</a>	RHI	<span style="color: green;">✅ Approved</span>	Processed 10/18/14
<a href="#">view</a>	WIS	<span style="color: green;">✅ Approved</span>	Processed 1/6/14

[Request Airport Assignment](#)

#### Reviews

No assigned reviews

[View All](#)

#### ACDBE Part 23 Achievement Reports

Actions	Airport	Status	Period
<a href="#">view</a>	ATW	<span style="color: red;">❗ Pending Submission</span>	10/1/2013 - 9/30/2014
<a href="#">view</a>	CWA	<span style="color: red;">❗ Pending Submission</span>	10/1/2013 - 9/30/2014



Assigned Airports

Request Airport

Search/Sort/Filter

Search (name, identifier, city) Sort By Region Hub Type Airport Type Core Airport > Clear All

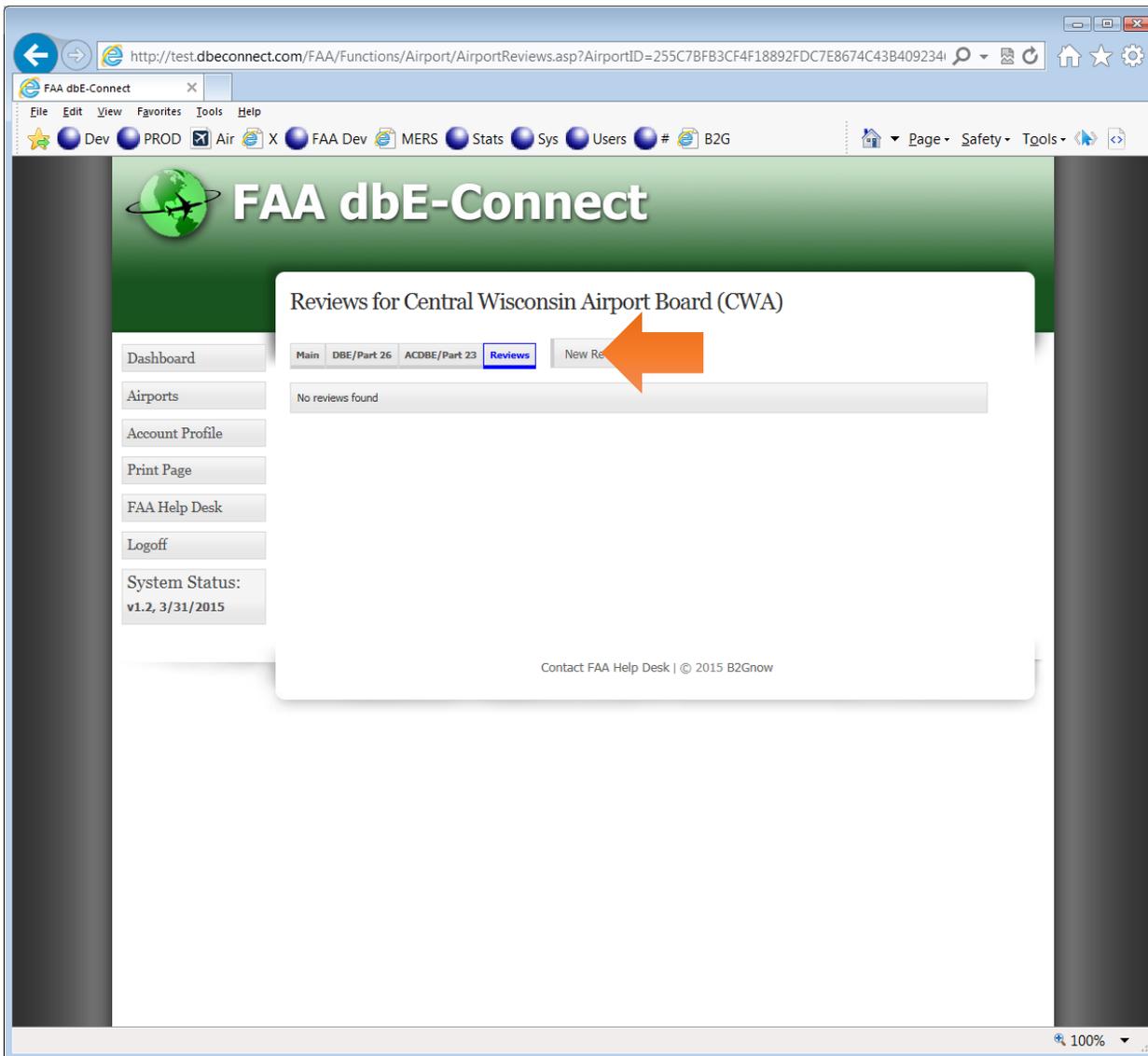
Airport Name All All All All > Go/Refresh

Actions	Airport ID	Airport Name	Location	Hub Type	Airport Type	Core Airport	Region
<a href="#">view</a>	CWA	Central Wisconsin Airport Board	Mosinee, WI	N	P		AGL
<a href="#">view</a>	LSE	City of LaCrosse	La Crosse, WI	N	P		AGL
<a href="#">view</a>	MSN	Dane County Regional	Madison, WI	S	P		AGL
<a href="#">view</a>	ATW	Outagamie County	Appleton, WI	N	P		AGL
<a href="#">view</a>	RHI	Rhineland-Oneida County	Rhineland, WI	N	P		AGL
<a href="#">view</a>	WIS	Wisconsin DOT Block Grant	Madison, WI		GA		AGL

Contact FAA Help Desk | © 2015 B2Gnow



□





http://test.dbeconnect.com/FAA/Functions/Airport/AirportReviews.asp?AirportID=255C7BFB3CF4F18892FDC7E8674C43B409234

FAA dbE-Connect

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Page Safety Tools

# FAA dbE-Connect

## Reviews for Central Wisconsin Airport Board (CWA)

Main DBE/Part 26 ACDBE/Part 23 **Reviews** New Review

### New Review

Review Type: Part 26 DBE Compliance Self Assessment

Assigned Contact: Michele Carter

Notify Assigned Contact:  Yes  No

Once a review is created is can be cancelled only by your FAA specialist.

Add Review

No reviews found

Contact FAA Help Desk | © 2015 B2Gnow



□

http://test.dbeconnect.com/FAA/Functions/Airport/AirportReviewEdit.asp?AirportID=4E326BB5C00228464BD79BE5ED928EA71C

FAA dbE-Connect

File Edit View Favorites Tools Help

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Page Safety Tools

# FAA dbE-Connect

## Part 26 DBE Compliance Self Assessment for Central Wisconsin Airport Board (CWA)

Editable instructions to complete form.

Review Type	Part 26 DBE Compliance Self Assessment
Status	<b>Pending Submission</b>
Created	4/10/2015 by Michele Carter
Assigned Contact	Michele Carter (change contact)

**Instructions**  
Specific instructions go here for form.

Group 1 - can be renamed

**1a § 26.21** Do you have an FAA approved DBE Program in place?  
\* answer required  Yes  No

**1b § 26.21** If Yes for 1a, does your FAA approved DBE program currently incorporate all USDOT regulatory requirements and guidance, including the October 2014 regulatory revisions?  
\* answer required  Yes  No  Not applicable, "No" selected for 1a

**2a § 26.45** Do you submit your annual overall goal by August 1, every three years pursuant to the established schedule established?  
\* answer required  Yes  No

**2b § 26.45** If Yes for 2a, has the FAA approved your current fiscal year goals?  
\* answer required  Yes  No

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



The screenshot shows a web browser window with the URL <https://test.dbconnect.com/FAA/Functions/Airport/AirportReviewEdit.asp?AirportID=10082B6D65ADE61A967CCC817C6297C4D154E8F6E973FD6D&ReviewID=E1A23EC>. The page contains several survey questions:

- Question 10: **\* answer required** with radio buttons for Yes, No, and Not applicable, "No" selected for 10a.
- Question 10c: **§ 26.47** "If No for 10b, did you prepare an accountability report as required by 49 CFR 26.47?" with radio buttons for Yes, No, and Not applicable, "No" selected for 10a or "Yes" selected for 11b.
- Question 11: **§ 26.55** "Do you count the DBE firm's value of work toward contract goals only if the DBE performs a Commercially Useful Function (CUF)? (§ 26.55(c))" with radio buttons for Yes and No.

Below the questions is a "Comments & Notes" section with a text area and an "Add File" button. A message states: "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 26 DBE Compliance Self Assessment."

At the bottom, there are three buttons: **Review** (highlighted with an orange arrow), **Save Data**, and **Return To List**. A footer note says "Contact FAA Help Desk | © 2015 B2Gnow".



Part 26 DBE Compliance Self Assessment for Central Wisconsin Airport Board (CWA)

Dashboard  
Airports  
Account Profile  
Print Page  
FAA Help Desk  
Logoff  
System Status: v1.2, 3/31/2015

Part 26 DBE Compliance Self Assessment data has been saved.  
One or more questions remain to be answered.

Editable instructions to complete form.

Review Type	Part 26 DBE Compliance Self Assessment
Status	<b>Pending Submission</b>
Created	4/10/2015 by Michele Carter
Assigned Contact	Michele Carter (change contact)

Instructions  
Specific instructions go here for form.

Group 1 - can be renamed

1a	§ 26.21	Do you have an FAA approved DBE Program in place?	<input checked="" type="radio"/> Answered <input type="radio"/> Yes <input type="radio"/> No
1b	§ 26.21	If Yes for 1a, does your FAA approved DBE program currently incorporate all USDOT regulatory requirements and guidance, including the October 2014 regulatory revisions?	<input checked="" type="radio"/> Answered <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not applicable, "No" selected for 1a
2a	§ 26.45	Do you submit your annual overall goal by August 1, every three years pursuant to the established schedule established?	<input checked="" type="radio"/> Answered



The screenshot shows a web browser window with the URL <http://test.dbeconnect.com/FAA/Functions/Airport/AirportReviewEdit.asp>. The browser's address bar and menu bar are visible. The main content area contains a form with several sections:

- A top section with radio buttons for "No" and "Not applicable, 'No' selected for 10a".
- Section 10c: **§ 26.47 If No for 10b, did you prepare an accountability report as required by 49 CFR 26.47?** with radio buttons for "Yes" (selected), "No", and "Not applicable, 'No' selected for 10a or 'Yes' selected for 11b".
- Section 11: **§ 26.55 Do you count the DBE firm's value of work toward contract goals only if the DBE performs a Commercially Useful Function (CUF)? (§ 26.55(c))** with radio buttons for "Yes" (selected) and "No".
- A "Comments & Notes" section with a text area and an "Add File" button.
- A section titled **Submit Part 26 DBE Compliance Self Assessment** with a warning: "Enter your information below as your signature. By submitting this Part 26 DBE Compliance Self Assessment, you attest to the accuracy of the information and your authority to submit it on behalf of Central Wisconsin Airport Board. Once submitted, the record cannot be cancelled, recalled, withdrawn or deleted." Below this are input fields for:
  - Your Name: Test User
  - Your Title: Director, DBE Programs Office
  - Organization: Wisconsin Dept of Transportation
  - Today's Date: 4/10/2015 (mm/dd/yyyy)
- Buttons for "Submit Review" and "Cancel".
- Footer text: "Contact FAA Help Desk | © 2015 B2Gnow".

Two orange arrows point from the left side of the page to the "Submit Review" button and the "Submit Part 26 DBE Compliance Self Assessment" section.



http://test.dbeconnect.com/FAA/Functions/Airport/AirportReviewView.asp?AirportID=38CF9059A9AFF056860BFF6152D4AC3ADI

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Page Safety Tools

# FAA dbE-Connect

Part 26 DBE Compliance Self Assessment for Central Wisconsin Airport Board (CWA)

Main DBE/Part 26 ACDBE/Part 23 **Reviews**

Review Type: Part 26 DBE Compliance Self Assessment

Submitted, Pending Review

Created: 4/10/2015 by Michele Carter

Assigned Contact: Michele Carter

Submitted: 4/10/2015 by Michele Carter

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

Group 1 - can be renamed

1a	§ 26.21	Do you have an FAA approved DBE Program in place?
		Yes
1b	§ 26.21	If Yes for 1a, does your FAA approved DBE program currently incorporate all USDOT regulatory requirements and guidance, including the October 2014 regulatory revisions?
		No
2a	§ 26.45	Do you submit your annual overall goal by August 1, every three years pursuant to the established schedule established?
		Yes
2b	§ 26.45	If Yes for 2a, has the FAA approved your current fiscal year goals?
		Yes
3a	§ 26.11	Do you maintain a bidders list of all firms who bid or quote whether or not the bidders were successful?
		Yes
3b	§ 26.11	If Yes for 3a, Does the bidders list capture information for both successful and unsuccessful subcontractors?
		Yes

100%



### FAA DBE/ACDBE Program Regional Compliance Specialists

<b>Alaskan Region-</b> Alaska	Gene E Roth	404-305-5256	<a href="mailto:Gene.e.roth@faa.gov">Gene.e.roth@faa.gov</a>
<b>Central Region-</b> Iowa, Kansas, Missouri, Nebraska	Ofelia Medina	310-725-3945	<a href="mailto:ofelia.medina@faa.gov">ofelia.medina@faa.gov</a>
<b>Eastern Region-</b> Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia	Elizabeth Unrath	310-725-3947	<a href="mailto:elizabeth.unrath@faa.gov">elizabeth.unrath@faa.gov</a>
<b>Great Lakes Region-</b> Illinois, Indiana, Michigan, Minnesota, North Dakota, Ohio, South Dakota, Wisconsin	Nancy Cibic	847-294-7182	<a href="mailto:nancy.cibic@faa.gov">nancy.cibic@faa.gov</a>
<b>New England Region-</b> Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Thomas Knox	310-725-3942	<a href="mailto:thomas.knox@faa.gov">thomas.knox@faa.gov</a>
<b>Northwest Mountain Region-</b> Colorado, Idaho, Montana, Oregon, Utah, Washington, Wyoming	Dolores Leyva	310-725-3939	<a href="mailto:Dolores.leyva@faa.gov">Dolores.leyva@faa.gov</a>
<b>Southern Region-</b> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands	Keturah Pristell	404-305-5734	<a href="mailto:keturah.pristell@faa.gov">keturah.pristell@faa.gov</a>
<b>Southwest Region-</b> Arkansas, Louisiana, New Mexico, Oklahoma, Texas	Dolores Leyva	310-725-3939	<a href="mailto:dolores.leyva@faa.gov">dolores.leyva@faa.gov</a>
<b>Western-Pacific Region-</b> American Samoa, Arizona, California, Guam, Hawaii, Nevada	Patricia Wright	310-725-3955	<a href="mailto:patricia.wright@faa.gov">patricia.wright@faa.gov</a>