



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. All dollar amounts are to reflect only the Federal share of such contracts and should be rounded to the nearest dollar.
8: Prime contracts awarded this period. The items on this line should correspond to the contracts directly between the recipient and a supply or service contractor, with no intermediaries between the two.
8(A). Provide the <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. 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 http://www.faa.gov/airports/aip/grant_histories/.
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): Make sure it really is DBE prime contract participation. 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.
Section 9(A) and (B): Make sure you enter the total dollars and number of ALL subcontracts awarded/committed.
9(C). Automatically pre-populates from data entered in 9(E) and 9(G). From the total dollar amount of sub contracts awarded/committed this period in item 9(A), provide the total dollar amount awarded in sub contracts to DBEs.
9(D). Automatically pre-populates from data entered in 9(F) and 9(H). From the total number of sub contracts awarded or committed in item 9(B), specify the number of sub contracts awarded or committed to DBEs.
9(E). From the total dollar amount of sub contracts awarded or committed to DBEs this period, provide the amount in dollars to DBEs using Race Conscious measures.
9(F). From the total number of sub contracts awarded or committed to DBEs this period, provide the number of sub contracts awarded or committed to DBEs using Race Conscious measures.
9(G). From the total dollar amount of sub contracts awarded/committed to DBEs this period, provide the amount in dollars to DBEs using Race Neutral measures.
9(H). From the total number of sub contracts awarded/committed to DBEs this period, provide the number of sub contracts awarded to DBEs using Race Neutral measures.
9(I). Automatically calculates. Of all subcontracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 9(C) by the dollar amount in item 9(A) to derive this percentage. Round percentage to the nearest tenth.
10. Automatically calculates. Total contracts awarded or committed this period. These fields show the total dollar value and number of contracts awarded to DBEs and also calculate the overall percentage of dollars awarded to DBEs.
10(A)-10(B). These fields are unavailable for data entry. Because subcontracts are included with prime contracts, Sections are not totaled.
For the total overall DBE participation percentage, divide 10C by 8A. Compare this result to the overall goal in line 7. Goal Accountability: 49 CFR 26.47(c) If the awards and commitments shown on your Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, you must (1) Analyze in detail the reasons for the difference between the overall goal and your awards and commitments in that fiscal year; and (2) Establish specific steps and milestones to correct the problems you have identified in your analysis and to enable you to fully meet your goal for the new fiscal year. CORE Airports must submit the analysis, milestones and corrective actions to the FAA regional compliance specialist for review and approval. All other airports must keep the information on file and provide it to FAA upon request.
FAA dbE-Connect System allows the user to type in the information or upload a document.



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.

- 18B = 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.

- 18C is less than or equal to 18A

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.



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

Section D. Actual Payments on Contracts Completed This Reporting Period. This section should provide information only on contracts that are completed and closed during this period. All dollar amounts are to reflect the entire Federal share of such contracts, and should be rounded to the nearest dollar. Do not report completed contracts (D) also as ongoing contracts (C); they are either ongoing or completed, not both.

Definition of completed:

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

Completed contracts can be reported for any year or a total of years. There may be years when you will not have data to report in this section because no contracts were completed during the FY.

19(A). Provide the total number of contracts completed during this reporting period that used Race Conscious measures. Race Conscious contracts are those with contract goals or another race conscious measure.

19A is asking for the number of prime contracts completed during the reporting period that had a DBE contract goal.

19(B). Provide the total dollar value of prime contracts completed this reporting period that had race conscious measures.

19(C). From the total dollar value of prime contracts completed this period in 19(B), provide the total dollar amount of dollars awarded or committed to DBE firms in order to meet the contract goals. This applies only to Race Conscious contracts.

19(D). Provide the actual total DBE participation in dollars on the race conscious contracts completed this reporting period.

19(E). Calculates automatically. Of all the contracts completed this reporting period using Race Conscious measures, calculate the percentage of DBE participation. Divide the total dollar amount to DBEs in item 19(D) by the total dollar value provided in 19(B) to derive this percentage. Round to the nearest tenth.

Line 20 applies to contracts that did not have a DBE goal.

20(A)-20(E). Items 21(A)-21(E) are derived in the same manner as items 19(A)-19(E), except these figures should be based on contracts completed using Race Neutral measures. Percentages in Column E will calculate automatically.

20(C). This field is closed. The reason is there would not be a DBE contract goal on a race-neutral contract.

21(A)-21(D). Automatically calculates. Calculate the totals for each column by adding the race conscious and neutral figures provided in each row above.

21(C). This field is closed.

NOTE:

- 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).
You might be reporting in only Section C if you have only ongoing contracts.
You might be reporting in both Sections C and D if you have ongoing and completed contracts.
You might be reporting in only Section D if you have only completed contracts.

22. Blank

23: Submitted by (Print Name of Authorized Representative). This is the person that entered the data.

24. Signature of Authorized Representative. Enter the name of the person who is authorized to sign the form. This may be the same person that entered the data or another person (i.e., DBELO, CEO, Airport Manager, etc.)



25: Phone Number. Phone number of person that entered the data.

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>Definitions:</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>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.</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. Submit the **Report of Certified ACDBE Form (Concessionaires/Subconcessionaires/ Suppliers/Management Contractors - Counted Towards the Goal)** or attach a similar document containing the same basic information for each ACDBE firm participating in the program during the reporting period. If entering in FAA dbE-Connect System, this information must be typed in the uniform form (cannot upload a document).



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 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 form will not SUBMIT.**
17. CORE Airports: If you did not meet your goal, enter your goal shortfall analysis and corrective actions in the shortfall reason textbox and Click **Save Changes**.
18. Enter an explanation for the difference in the data entered in 8a versus the FAA grants list in the **Grant Different Reason** textbox.
19. **One more step to fully submit.**
20. Click **Submit**.
21. Popup window states: Submit this Report for Review. Click **OK**.
22. After Submitting, the Report states **Under Review** and can be viewed from your Dashboard.



23. While the report is Under Review, you can still make changes to the report. From your Dashboard, click on View next to the Report.
24. On the next screen, click on **Withdraw Report**.
25. Click on **OK** on the popup window.
26. Click on **View Uniform Report**.
27. Click on **Edit and Validate** at the bottom of the form.
28. Follow Steps 12 through 20 above.
29. After Submitting, The Report is now pending review by the FAA Compliance Specialist.
30. You will receive an email message when the Report has been returned for corrections or approved by FAA.
31. After the report is approved by FAA, if you need to make changes, contact your regional FAA Compliance Specialist (to Undo Approval).
32. If you are not required to submit a Report, see guidance on the next page.
33. **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.

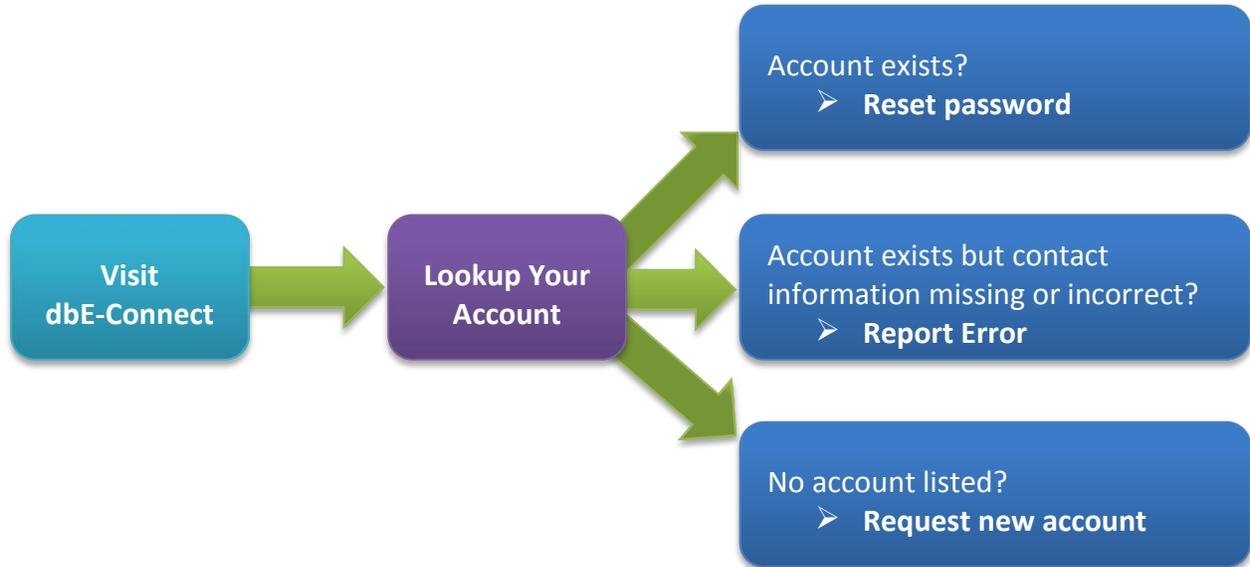
For DBE, a report can be marked Not Required if the Airport is not awarded any AIP grants for the year, if the airport is not awarding in excess of \$250,000 in the year, if the airport is awarding the scheduled grants on the AIP grants list in another year, if the airport did not have any payments on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

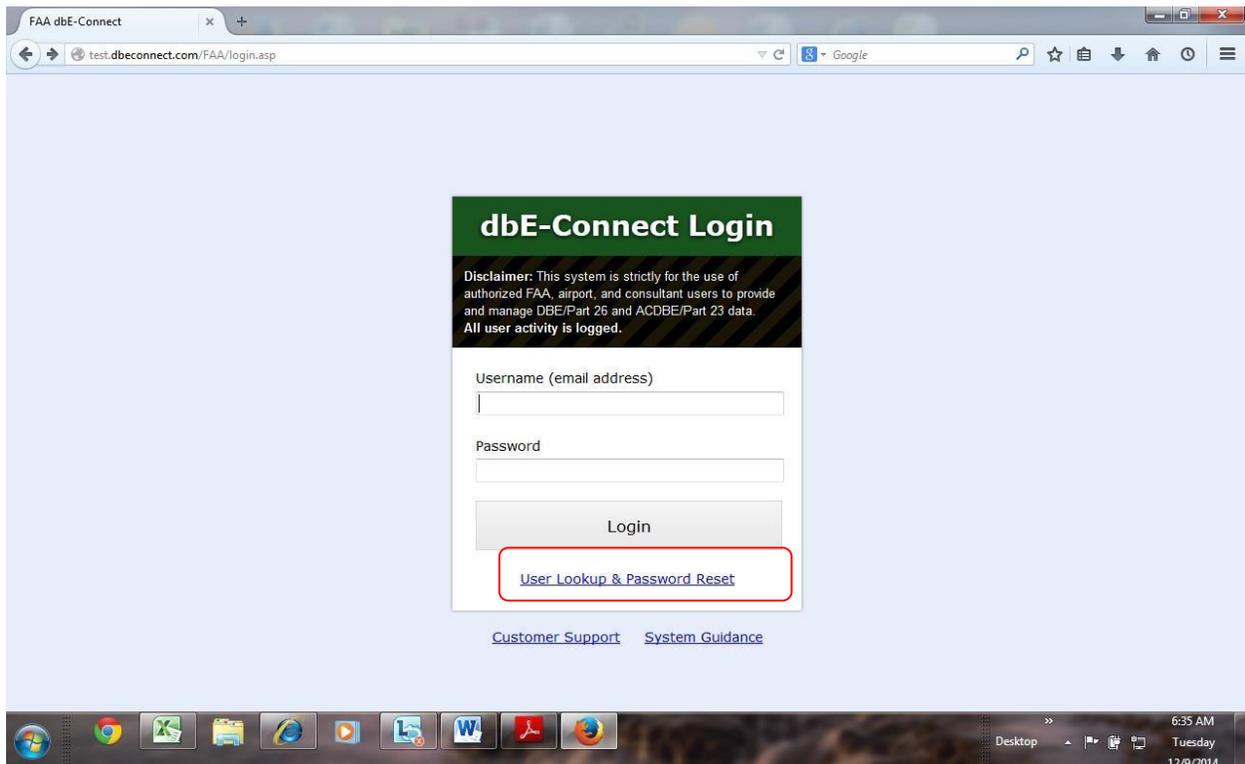
Detailed Guidance

Access your account or create a new user account



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

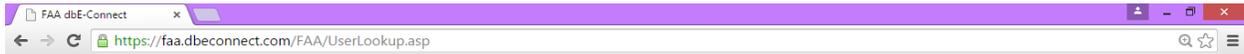
Click **User Lookup & Password Reset** to see if an account for you already exists in dbE-Connect.





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.

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

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

[Submit](#)

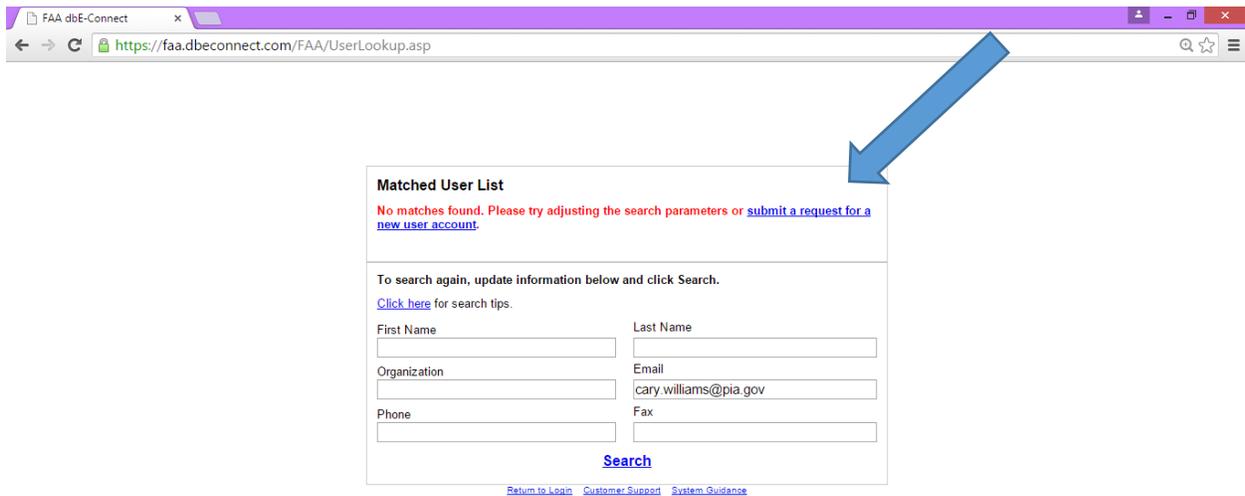
[Return to Login](#)



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.



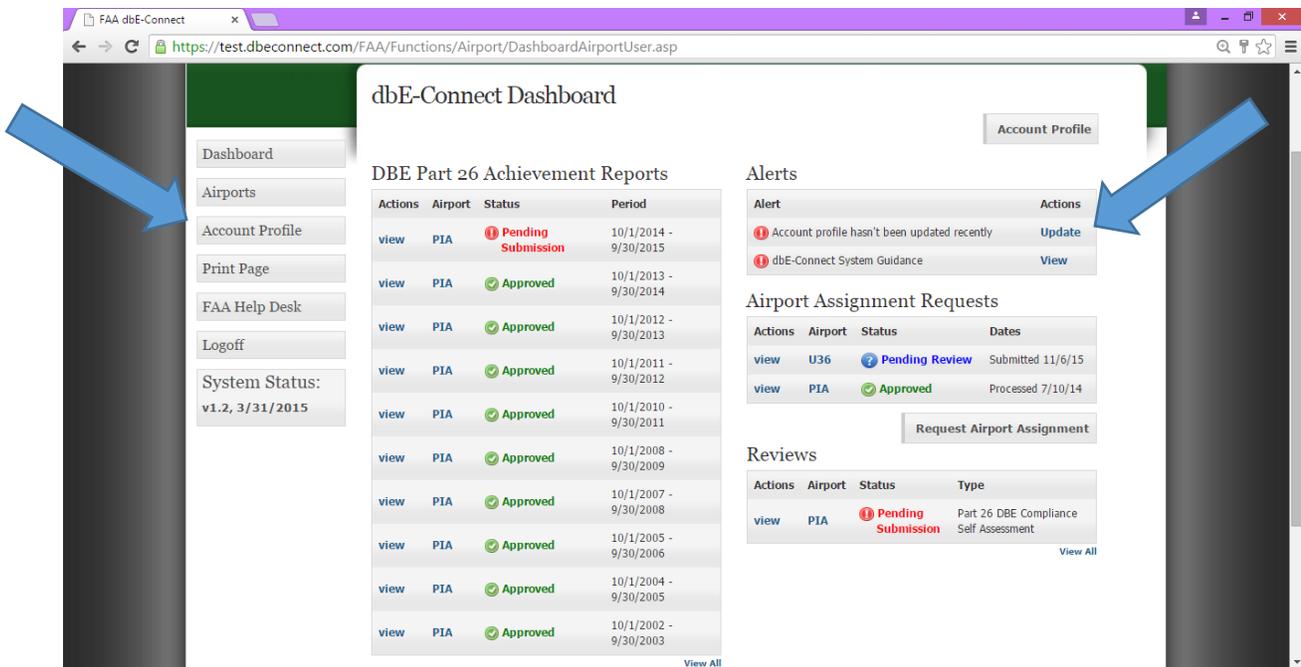
Connect to your airport(s) and update your user & airport profiles

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**.





The screenshot shows the 'Account Profile' page in the FAA dbE-Connect system. The browser window is Mozilla Firefox, displaying the URL <https://faa.dbeconnect.com/FAA/Functions/Airport/AccountProfile.asp>. The page contains a form with the following fields:

- Name: Nancy Mateling
- Title: DBELO
- Organization: City of Chicago
- Department: (empty)
- Email/Username: nancy.cibic@att.net
- Phone: 847 294-7182 Ext. (empty)
- Fax: (empty)
- Mobile: (empty)
- Physical Address: 7332 N Osceola Ave (Line 1), (empty) (Line 2), (empty) (Line 3), Chicago, IL 60631-4378
- Mailing Address: Copy physical address to mailing address, 7332 N Osceola Ave (Line 1), (empty) (Line 2), (empty) (Line 3), Chicago, IL 60631-4378

At the bottom of the form, there are two buttons: 'Save Changes' and 'Cancel'. A red arrow points to the 'Save Changes' button. The system status is v0.94, 1/5/2014.



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 data tables:

- Airport Assignments Table:**

Actions	Airport	Status	Period
view	PIA	❗ Pending Submission	10/1/2014 - 9/30/2015
view	PIA	✅ Approved	10/1/2013 - 9/30/2014
view	PIA	✅ Approved	10/1/2012 - 9/30/2013
view	PIA	✅ Approved	10/1/2011 - 9/30/2012
view	PIA	✅ Approved	10/1/2010 - 9/30/2011
view	PIA	✅ Approved	10/1/2008 - 9/30/2009
view	PIA	✅ Approved	10/1/2007 - 9/30/2008
view	PIA	✅ Approved	10/1/2005 - 9/30/2006
view	PIA	✅ Approved	10/1/2004 - 9/30/2005
view	PIA	✅ Approved	10/1/2002 - 9/30/2003
- Alerts:**
 - Account profile hasn't been updated recently (Update)
 - dbE-Connect System Guidance (View)
- Airport Assignment Requests:**

Actions	Airport	Status	Dates
view	U36	❓ Pending Review	Submitted 11/6/15
view	PIA	✅ Approved	Processed 7/10/14

[Request Airport Assignment](#)
- Reviews:**

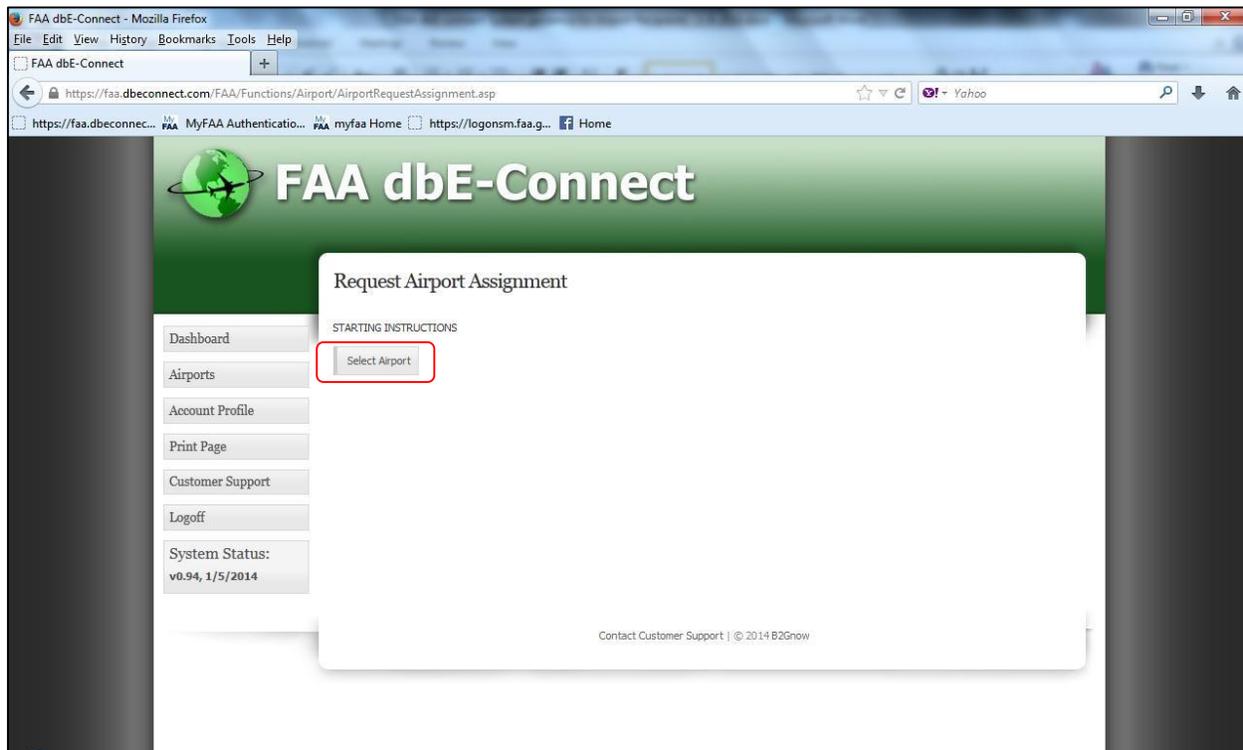
Actions	Airport	Status	Type
view	PIA	❗ Pending Submission	Part 26 DDE Compliance Self Assessment
- ACDBE Part 23 Achievement Reports:**

Actions	Airport	Status	Period
view	PIA	❗ Pending Submission	10/1/2014 - 9/30/2015

A blue arrow points to the 'Request Airport Assignment' button in the 'Airport Assignment Requests' section.



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.

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	Kinchee, 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	

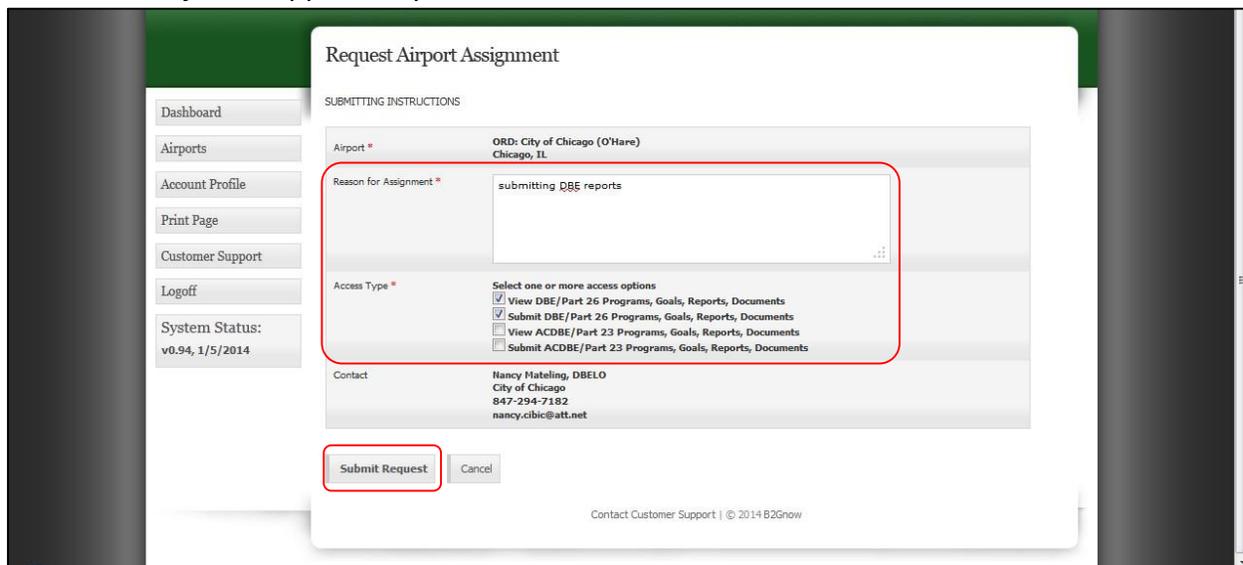
28 records -- Page 1 of 2 > Next



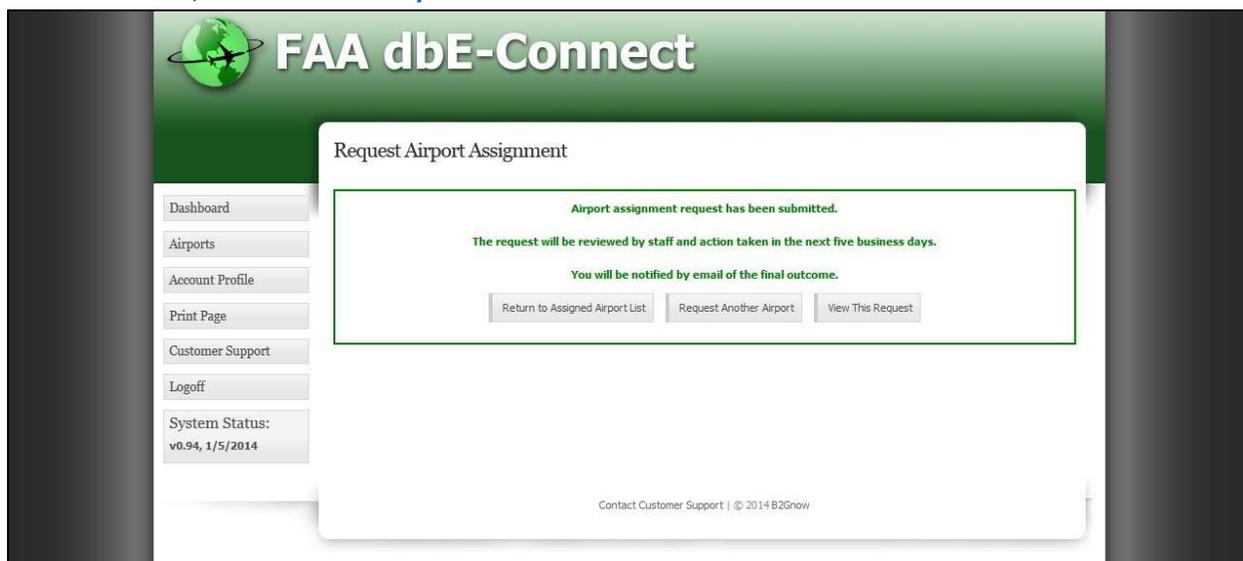
Enter a reason for your assignment to this airport, such as “to submit DBE reports” or “consultant for the airport”.

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.



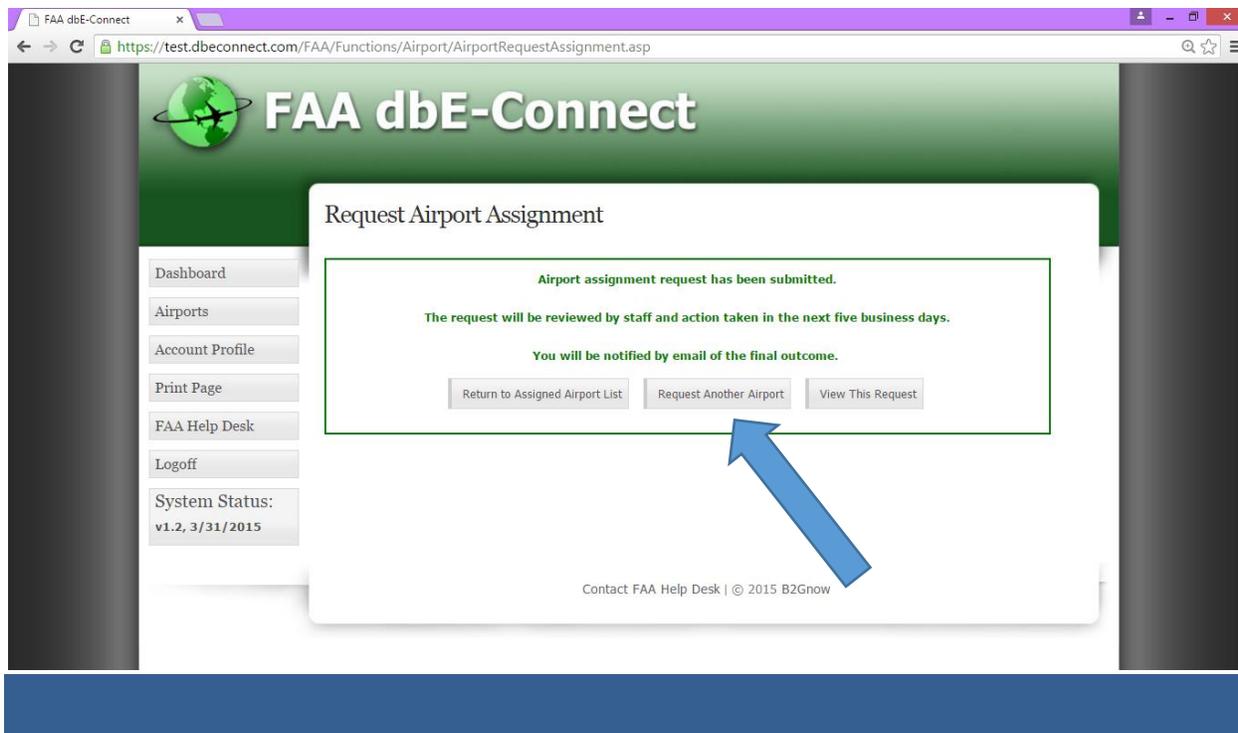
When finished, click **Submit Request**.



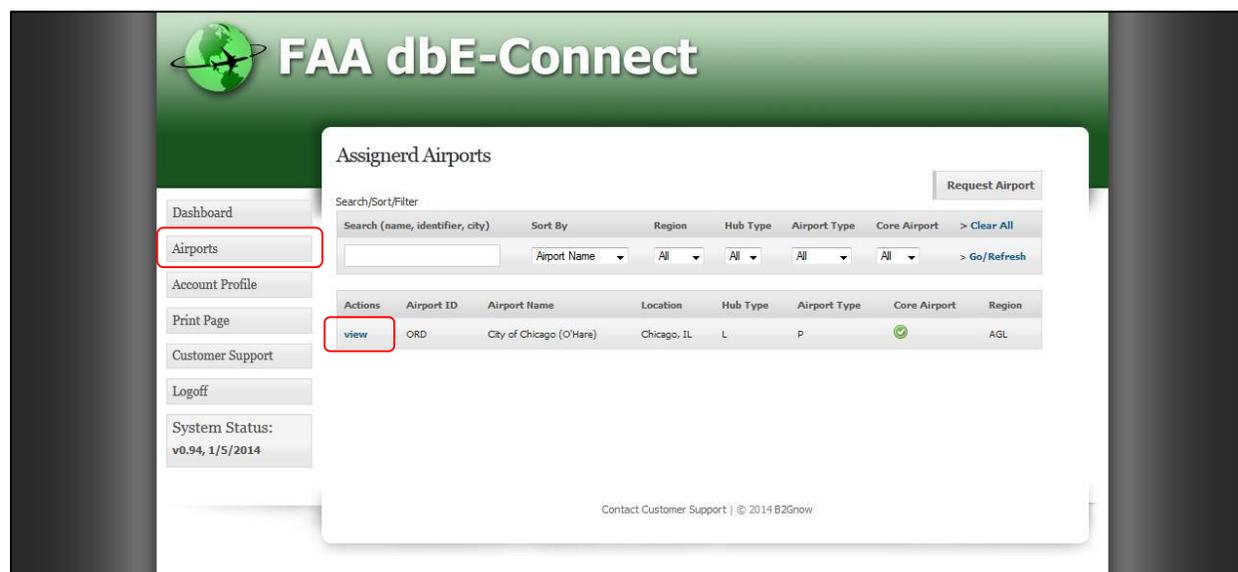
FAA staff will review your request and grant access as soon as possible. You will receive an email confirmation upon approval.



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.



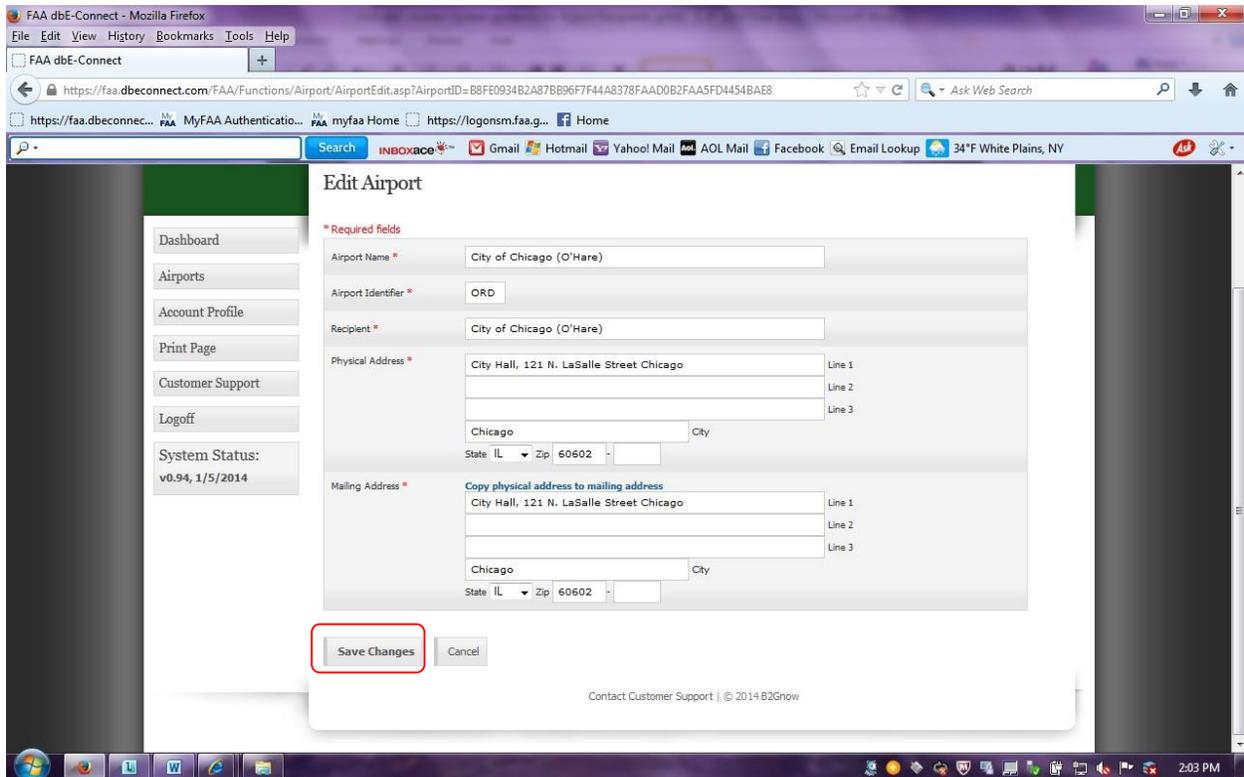
Once your airport assignment has been approved, please view and update the airport profile. Click **Airports** menu at left of screen. Find the airport on your list of assigned airports and click **View**.





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 Uniform Form

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

The ACDBE Uniform Form is the same.

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
-
- 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.**



The screenshot shows the FAA dbE-Connect Dashboard. On the left is a navigation menu with options: Dashboard, Airports, Account Profile, Print Page, FAA Help Desk, Logoff, and System Status (v0.96, 5/11/2014). The main content area is titled "dbE-Connect Dashboard" and includes an "Account Profile" button. There are three main sections: "Part 26 Achievement Reports", "Alerts", and "Airport Assignment Requests".

Part 26 Achievement Reports

Actions	Airport	Status	Period
view	ABR	❗ Pending Submission	10/1/2013 - 9/30/2014
view	ABR	✅ Approved	10/1/2011 - 9/30/2012
view	ABR	✅ Approved	10/1/2010 - 9/30/2011
view	ABR	✅ Approved	10/1/2003 - 9/30/2004
view	ABR	✅ Approved	10/1/2002 - 9/30/2003

[View All](#)

Part 23 Achievement Reports

Actions	Airport	Status	Period
view	ABR	❗ Pending Submission	10/1/2013 - 9/30/2014
view	ABR	✅ Approved	10/1/2005 - 9/30/2006

[View All](#)

Alerts

No active alerts

Airport Assignment Requests

Actions	Airport	Status	Dates
view	ABR	✅ Approved	Processed 6/13/14

[Request Airport](#)

The Windows taskbar at the bottom shows the time as 9:39 AM on 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
view	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	ⓘ Under Review/On Hand	10/1/2003 - 9/30/2004		
view	Report	✔ Approved	10/1/2003 - 9/30/2004	2.00%	27.75%
	Goal	ⓘ Under Review/On Hand	10/1/2004 - 9/30/2005		
view	Report	✔ Approved	10/1/2004 - 9/30/2005	11.20%	0.00%
	Goal	ⓘ Under Review/On Hand	10/1/2005 - 9/30/2006		
view	Report	✔ Approved	10/1/2005 - 9/30/2006	11.20%	5.69%
	Goal	ⓘ Under Review/On Hand	10/1/2007 - 9/30/2008		
view	Report	✔ Approved	10/1/2007 - 9/30/2008	7.60%	0.00%
	Goal	ⓘ Under Review/On Hand	10/1/2008 - 9/30/2009		
view	Report	✔ Approved	10/1/2008 - 9/30/2009	7.60%	10.04%
	Goal	ⓘ Under Review/On Hand	10/1/2012 - 9/30/2013		
view	Report	✔ Approved	10/1/2012 - 9/30/2013	10.60%	3.18%
	Goal	✔ Approved	10/1/2013 - 9/30/2016	5.72%	
view	Report	ⓘ 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	ⓘ Pending Submission		
Reporting Period	10/1/2013 to 9/30/2014		
Report Required	Yes		
Uniform Report	ⓘ Not entered Edit Uniform Report to complete		
DBE List	ⓘ No DBEs logged > Add DBEs		
	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	<input type="text"/>		

Save comments above without submitting report

[Add File](#)

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



- The system will provide alerts or discrepancy notices if any data does not appear correct (see diagrams below).
- Alerts and error notices will appear on the form entry screen if information entered is not correct or questionable.
 - **Yellow = Alert**
 - **Green = Alert**
 - **Red = Error that must be corrected to continue**
- 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	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		0.0
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	Contracts Awarded to DBEs this Period					
		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



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								
	A	B	C	D	E	F			
	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								
	A	B	C	D	E	F			
	Total to DBE (dollar amount)			Total to DBE (number)					
	Women	Men	Total	Women	Men	Total			
11 Black American	22,345	0	22,345	1	0	1			
12 Hispanic American	0	0	0	0	0	0			



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.

FAA dbE-Connect x

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

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

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

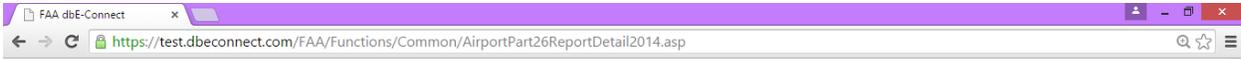
» The year of the grant must appear in the grant number listed. Additional AIP grant numbers for a specific year can be abbreviated.

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS			
View instructions for Rows 1-7			
1 Submitted to (check only one):	<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):	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									
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.	1,122,020	1	0	0			0	0	0.00



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)	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	\$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%



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

Report Use Dec 1 (1st period Dec 1 - Mar 22) | Report Use Dec 1 (1st period Apr 1 - Sep 30) | Report Use Dec 2

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%
14. Totals	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
14. Totals	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:

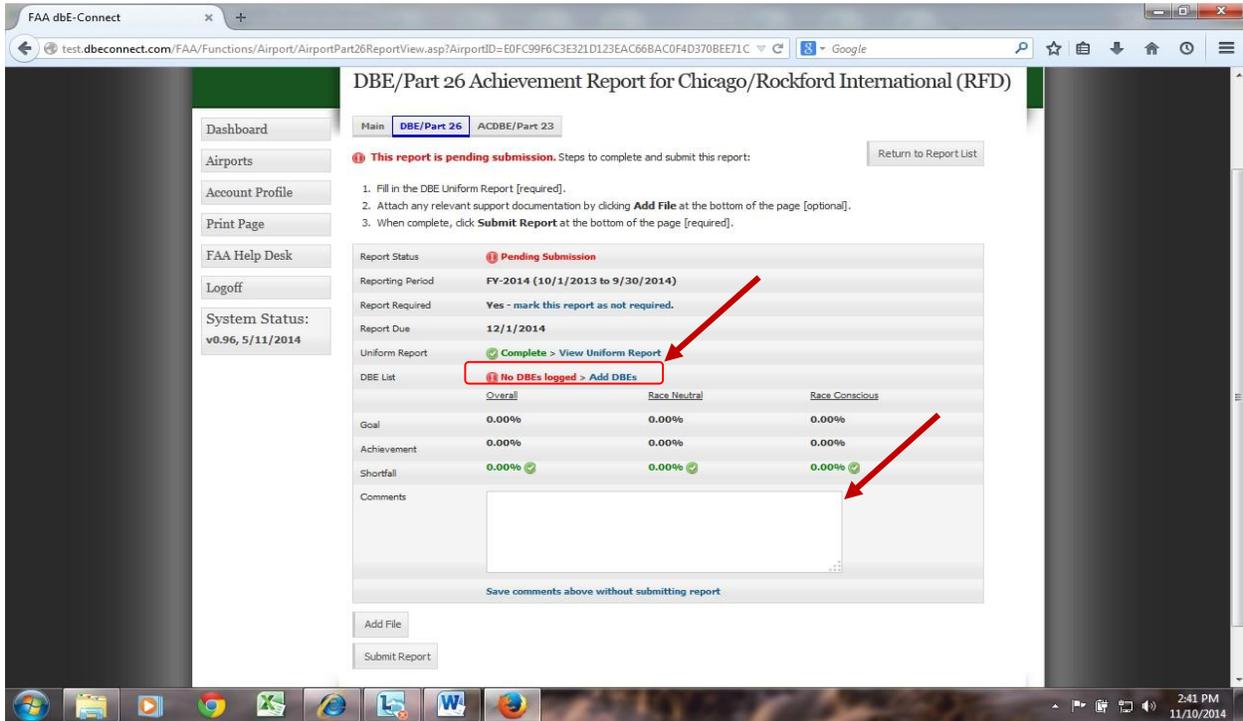
Buttons: **Validate & Save Draft**, Print, Return to Summary, Fill in Blank Fields with Zeroes



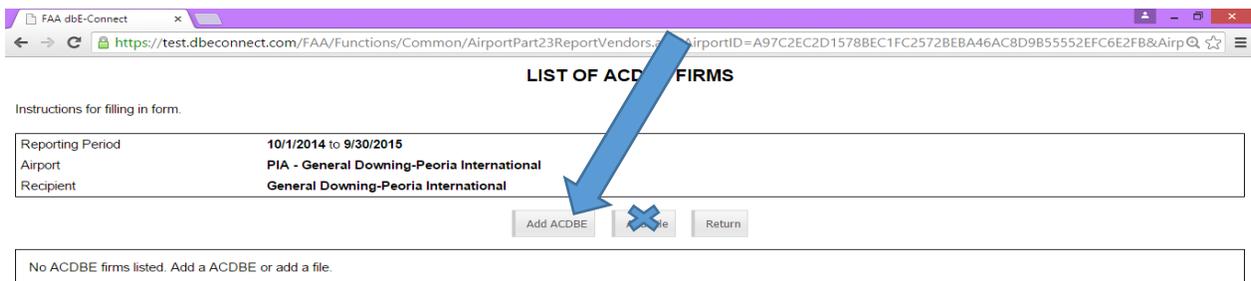
□

The Report is still pending submission (see below).

- Click on **Add DBEs (or ACDBEs)** to enter Firms information.
- You may also include comments to FAA in the text box



ACDBE firms must be manually typed in to submit the Report.





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

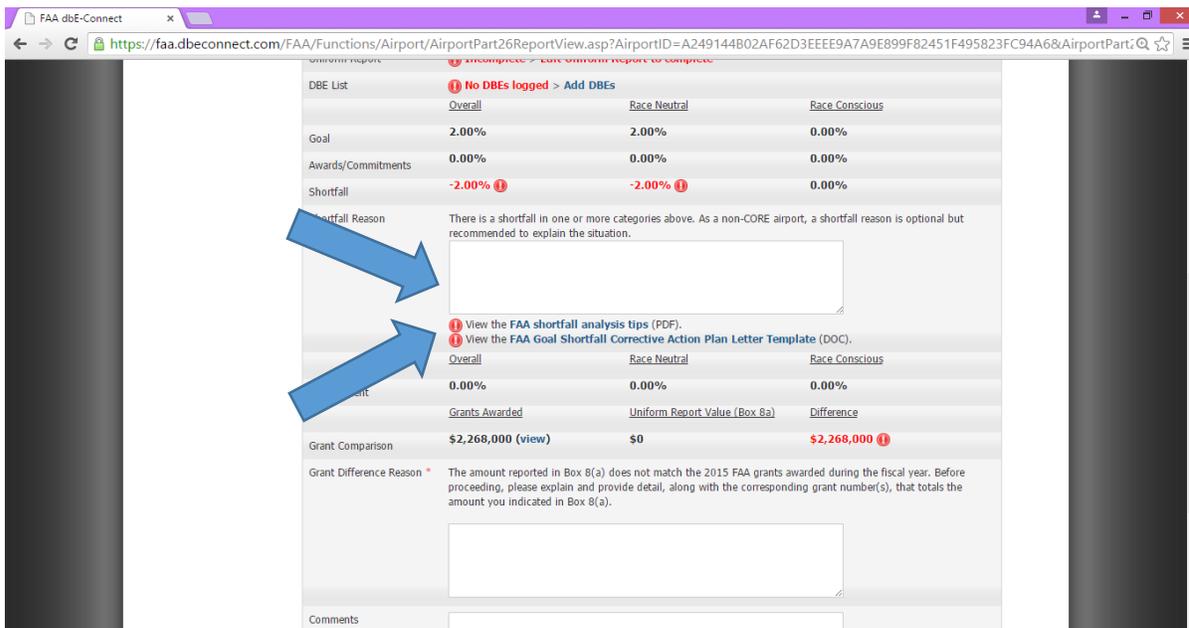
[Add DBE](#) [Add File](#) [Return](#)

DBE Firms

#		DBE Firm	Address	Contact	Type of Work	NAICS	Dollar Amount of Work	AIP Grant	Disadvantaged Group	Gender	Notes
1	Edit Copy Delete	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 dbE-connect to Submit a uniform form report) (can email the information to the FAA Compliant Specialist. See 49 CFR 26.47.**
- 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

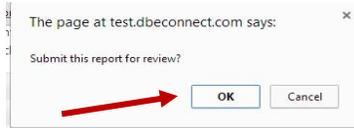
Add File
 Submit Report

9:51 AM
 Tuesday
 12/23/2014

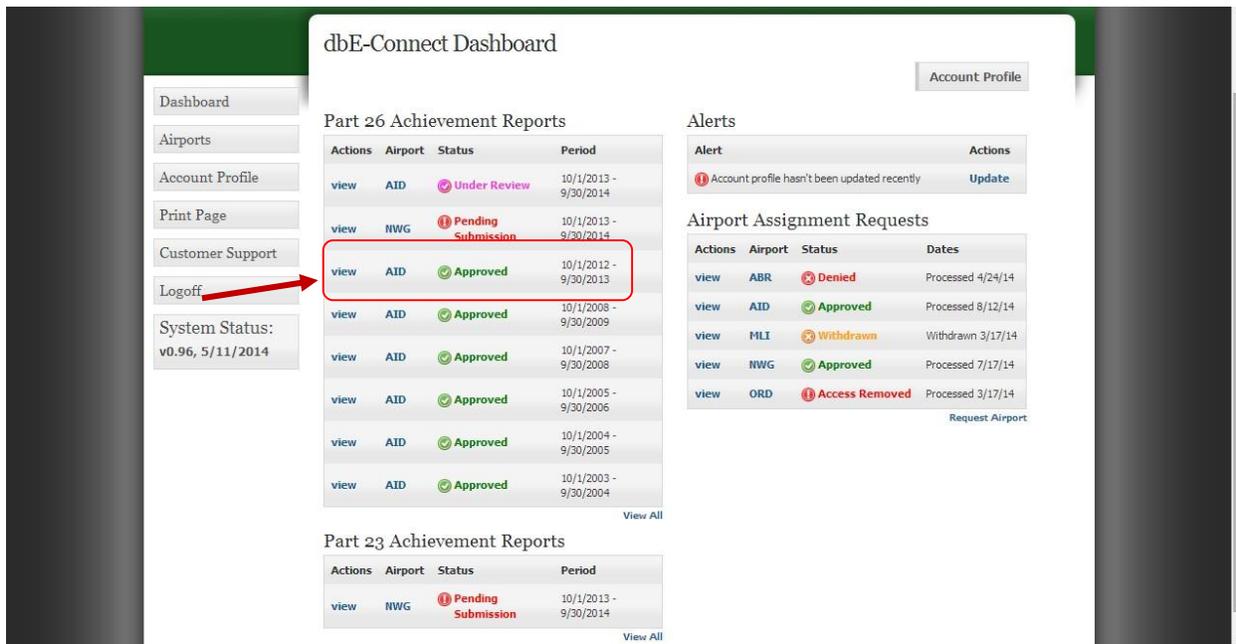
□

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
view	AID	Under Review	10/1/2013 - 9/30/2014
view	NWG	Pending Submission	10/1/2013 - 9/30/2014
view	AID	Approved	10/1/2012 - 9/30/2013
view	AID	Approved	10/1/2008 - 9/30/2009
view	AID	Approved	10/1/2007 - 9/30/2008
view	AID	Approved	10/1/2005 - 9/30/2006
view	AID	Approved	10/1/2004 - 9/30/2005
view	AID	Approved	10/1/2003 - 9/30/2004

[View All](#)

Part 23 Achievement Reports

Actions	Airport	Status	Period
view	NWG	Pending Submission	10/1/2013 - 9/30/2014

[View All](#)

Alerts

Alert	Actions
! Account profile hasn't been updated recently	Update

Airport Assignment Requests

Actions	Airport	Status	Dates
view	ABR	Denied	Processed 4/24/14
view	AID	Approved	Processed 8/12/14
view	MLI	Withdrawn	Withdrawn 3/17/14
view	NWG	Approved	Processed 7/17/14
view	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

✔ 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	BREAKDOWN BY ETHNICITY & GENDER						
	Total to DBE (dollar amount)			Total to DBE (number)			F
	A	B	C	D	E		
	Women	Men	Total	Women	Men	Total	
11	Black American	\$22,345	\$0	\$22,345	1	0	1
12	Hispanic American	\$0	\$0	\$0	0	0	0
13	Native American	\$0	\$0	\$0	0	0	0
14	Asian-Pacific American	\$0	\$0	\$0	0	0	0
15	Subcontinent Asian American	\$0	\$0	\$0	0	0	0
16	Non-Minority	\$0	\$0	\$0	0	0	0
17	TOTAL	\$22,345	\$0	\$22,345	1	0	1

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

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

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. At the top, there are navigation buttons for 'Main', 'DBE/Part 26', and 'Return to Report List'. A red-bordered message box 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 indicate: 'DBE data in 8 and 9 must equal DBE data in 10 and 11. Please correct and resubmit. Thank you.'

The report details are as follows:

- Report Status: **Returned**
- 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% (i)	0.00% (c)	-5.72% (i)

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: [Empty text box]

- 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% !	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

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

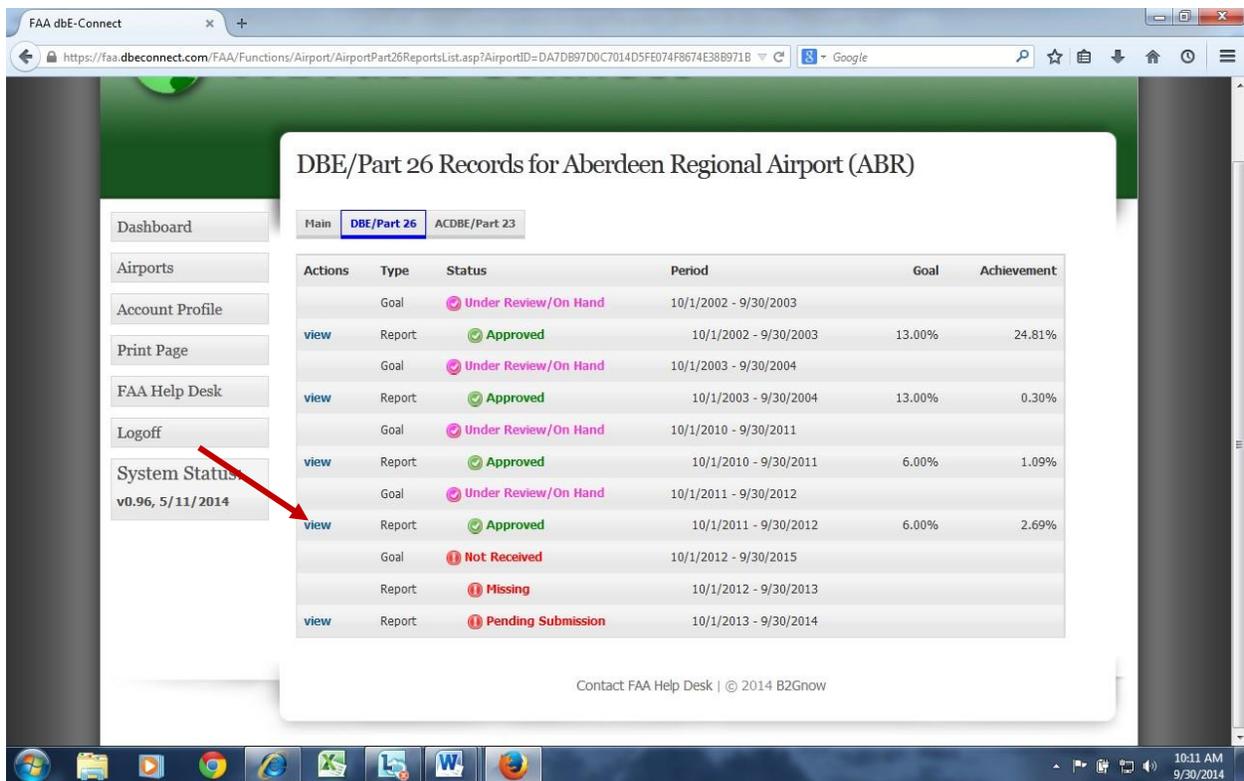
Submitted: 8/12/2014 by Nancy Mateling

	Overall	Race Neutral	Race Conscious
Goal	5.72%	0.00%	5.72%
Achievement	0.00%	0.00%	0.00%
Shortfall	-5.72% !	0.00% ✔	-5.72% !



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

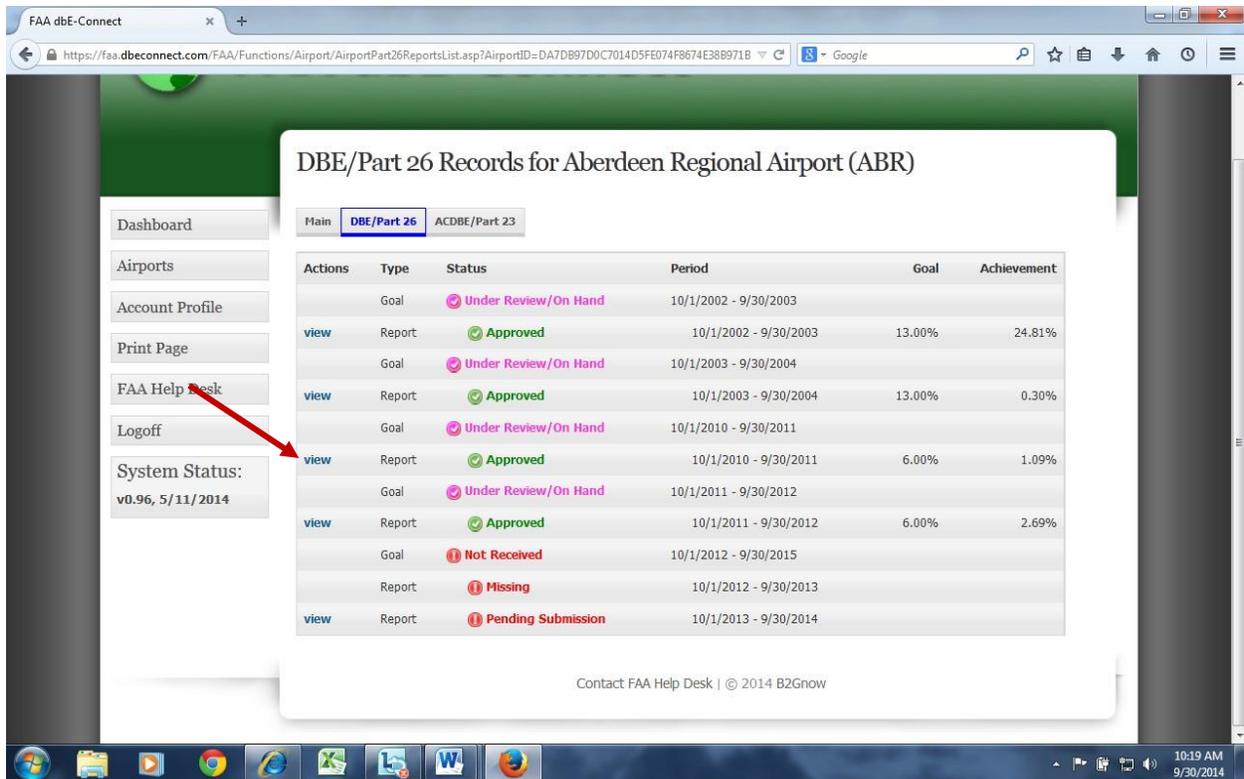
- A Report that is approved by FAA will **not** provide an Edit Option, only View.
- Contact your FAA Compliance Specialist by clicking on the FAA Help Desk button at the bottom or left of the screen or via email or telephone (see contact list on last page of this guidance)
- Your FAA Specialist will Undo the Approval so that you may Edit the Report.





How to Access Previous Uniform Form Reports.

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





FAA dbE-Connect

https://faa.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

Approved 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

www.b2gnow.com

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 the FAA dbE-Connect interface. The browser address bar indicates 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.

Buttons: **Mark Report as Not Required**, **Cancel**

Uniform Report: **Not entered > Edit Uniform Report to complete**

DBE List: **No DBEs logged > Add DBEs**

	Overall	Race Neutral	Race Conscious
Goal	Not reported	Not reported	Not reported
Achievement	Not reported	Not reported	Not reported

Mark this report from as not required?



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 options: 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 for submission are provided:

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:

- Report Status: Pending Submission
- Reporting Period: FY-2015, 10/1/2014 to 9/30/2015
- Report Required: Yes - mark this report as not required.

 A red-bordered box contains 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):

 Below this box, a note states: "Your action will be reviewed by an FAA specialist, who may deny the update and require the report to be completed and submitted." Two buttons are present: "Mark Report as Not Required" and "Cancel". At the bottom of the page, there are status indicators:

- Uniform Report: Not entered > [Edit Uniform Report to complete](#)
- ACDBE List: No ACDBEs logged > [Add ACDBEs](#)

 Navigation links for Overall, Race Neutral, and Race Conscious are also visible.

The screenshot shows a JavaScript alert dialog box with the following text:

The page at <https://test.dbeconnect.com> says:

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 Section:** A list of airports with their status.

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, Period.

Actions	Airport	Status	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 Section:** A list of airports with their status.

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, Type.

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



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

FAA dbE-Connect

File Edit View Favorites Tools Help

Dev PROD Air X FAA Dev MERS Stats Sys Users # B2G

Page Safety Tools

FAA dbE-Connect

dbE-Connect Dashboard

Account Profile

Dashboard

Airports

Account Profile

Print Page

FAA Help Desk

Logoff

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

DBE Part 26 Achievement Reports

Actions	Airport	Status	Period
view	ATW	❗ Pending Submission	10/1/2013 - 9/30/2014
view	CWA	🔄 Under Review	10/1/2013 - 9/30/2014
view	LSE	❗ Pending Submission	10/1/2013 - 9/30/2014
view	MSN	❗ Pending Submission	10/1/2013 - 9/30/2014
view	RHI	❗ Pending Submission	10/1/2013 - 9/30/2014
view	WIS	❗ Pending Submission	10/1/2013 - 9/30/2014
view	ATW	✅ Approved	10/1/2012 - 9/30/2013
view	CWA	✅ Approved	10/1/2012 - 9/30/2013
view	LSE	✅ Approved	10/1/2012 - 9/30/2013
view	MSN	✅ Approved	10/1/2012 - 9/30/2013

[View All](#)

ACDBE Part 23 Achievement Reports

Actions	Airport	Status	Period
view	ATW	❗ Pending Submission	10/1/2013 - 9/30/2014
view	CWA	❗ Pending Submission	10/1/2013 - 9/30/2014

Alerts

Alert	Actions
❗ Account profile hasn't been updated recently	Update
❗ dbE-Connect System Guidance	View

Airport Assignment Requests

Actions	Airport	Status	Dates
view	CWA	✅ Approved	Processed 7/8/14
view	LSE	✅ Approved	Processed 3/19/14
view	MSN	✅ Approved	Processed 6/16/14
view	ATW	✅ Approved	Processed 4/8/14
view	RHI	✅ Approved	Processed 10/18/14
view	WIS	✅ Approved	Processed 1/6/14

[Request Airport Assignment](#)

Reviews

No assigned reviews

[View All](#)

100%



The screenshot shows a web browser window displaying the FAA dbE-Connect application. The URL is <http://test.dbeconnect.com/FAA/Functions/Airport/AirportListAssigned.asp>. The page title is "Assigned Airports".

On the left side, there is a sidebar with the following navigation options: Dashboard, Airports, Account Profile, Print Page, FAA Help, and Logoff. Below these is a "System Status" section showing "v1.2, 3/31/2015".

The main content area features a "Request Airport" button in the top right corner. Below it is a search and filter section with the following options:

- Search (name, identifier, city):
- Sort By: Airport Name
- Region: All
- Hub Type: All
- Airport Type: All
- Core Airport: All
- Buttons: Clear All, Go/Refresh

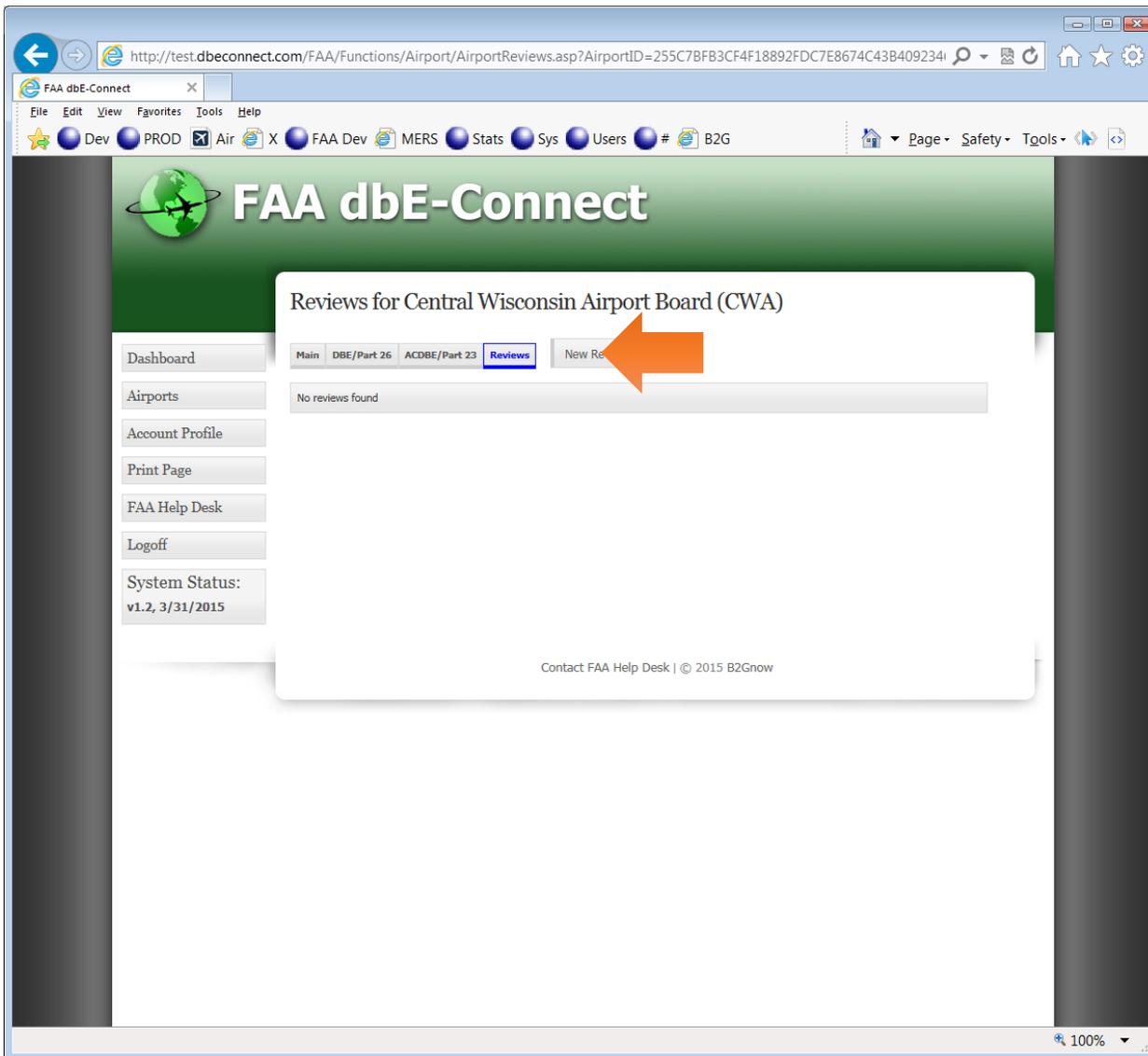
The main data table is as follows:

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

At the bottom of the page, there is a footer: "Contact FAA Help Desk | © 2015 B2Gnow".



□





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

FAA dbE-Connect

File Edit View Favorites Tools Help

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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

Dashboard

Airports

Print Page

FAA Help Desk

Logoff

US: v1.2, 3/31/2015



□

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

FAA dbE-Connect

File Edit View Favorites Tools Help

Dev PROD Air X FAA Dev MERS Stats Sys Users # B2G

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	Pending Submission
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 form contains the following questions:

- Question 10c: § 26.47 If No for 10b, did you prepare an accountability report as required by 49 CFR 26.47? (Options: Yes, No, Not applicable, "No" selected for 10a)
- 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)) (Options: Yes, No)

Below the questions is a "Comments & Notes" section with a text area and an "Add File" button.

Instructions: 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.

Navigation buttons: **Review** (highlighted with an orange arrow), **Save Data**, and **Return To List**.

Footer: 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	Pending Submission
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:

- Radio buttons for "No" and "Not applicable, 'No' selected for 10a".
- Section 10c: § 26.47. Question: "If No for 10b, did you prepare an accountability report as required by 49 CFR 26.47?". Radio buttons for "Yes" (selected), "No", and "Not applicable, 'No' selected for 10a or 'Yes' selected for 11b".
- Section 11: § 26.55. Question: "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))". Radio buttons for "Yes" (selected) and "No".
- Comments & Notes section with a text area and an "Add File" button.
- Section titled "Submit Part 26 DBE Compliance Self Assessment". Below the title is a paragraph of text: "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 text are four input fields: "Your Name" (Test User), "Your Title" (Director, DBE Programs Office), "Organization" (Wisconsin Dept of Transportation), and "Today's Date" (4/10/2015 (mm/dd/yyyy)). At the bottom of this section are "Submit Review" and "Cancel" buttons.
- Footer text: "Contact FAA Help Desk | © 2015 B2Gnow".

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



The screenshot shows a web browser window with the URL <http://test.dbeconnect.com/FAA/Functions/Airport/AirportReviewView.asp?AirportID=38CF9059A9AFF056860BFF6152D4AC3ADI>. The page title is "Part 26 DBE Compliance Self Assessment for Central Wisconsin Airport Board (CWA)".

On the left side, there is a navigation menu with the following items: Dashboard, Airports, Account Profile, Print Page, FAA Help Desk, Logoff, and System Status: v1.2, 3/31/2015.

The main content area has a breadcrumb trail: Main > DBE/Part 26 > ACDBE/Part 23 > **Reviews**. Below this, a table displays review details:

Review Type	Part 26 DBE Compliance Self Assessment
Status	Submitted, Pending Review
Created	4/10/2015 by Michele Carter
Assigned Contact	Michele Carter
Submitted	4/10/2015 by Michele Carter

An orange arrow points from the "Submitted, Pending Review" status to the "Created" date.

Below the table, there is a section titled "Group 1 - can be renamed" containing a list of questions:

Question ID	Section	Question Text	Answer
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

The browser window also shows a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". The status bar at the bottom right indicates "100%".



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