



# 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 and reporting. 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. Although a new UNIFORM REPORT OF DBE AWARDS OR COMMITMENTS AND PAYMENTS (DBE uniform form) will be issued with the 49 CFR Part 26 Final Rule, reporting for Fiscal Year (FY) 2014 will be on the same DBE uniform form. We will begin using the new UNIFORM REPORT OF DBE AWARDS OR COMMITMENTS AND PAYMENTS for FY-2015 reporting (12/01/2015).

Although most of the guidance is detailed with screen shots, we also included a DBE and ACDBE uniform forms checklist on Pages 3 through 6 and general information on page 7.

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

- **Your user ID/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 at the bottom or left of the screen. 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 Page 39.
- 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.
- Goal shortfall information does not have to be entered to submit a report.
- 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

Section 1: FAA, FHWA or FTA (automatically pre-populates)
Section 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.
Section 3: Fiscal Year (automatically pre-populates).
Section 4: Date report submitted (automatically pre-populates).
Section 5: Reporting period - FAA Annual Report (automatically pre-populates).
Section 6: Name and address of Airport/Recipient (automatically pre-populates).
Section 7: Goal/s must be indicated (might already be pre-populated). Your overall goal is to be reported as well as the breakdown for specific Race Conscious and Race Neutral projections (both of which include gender conscious/neutral projections). 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.
Sections 8-9: The amounts in items 8(A)–10(I) should include all types of prime contracts awarded and all types of subcontracts awarded or committed, including: professional or consultant services, construction, purchase of materials or supplies, lease or purchase of equipment and any other types of services. <b>All dollar amounts are to reflect only the Federal share of such contracts and should be rounded to the nearest dollar.</b>
Section 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.
Section 8(A). Provide the <i>total dollar amount</i> for all prime contracts assisted with DOT funds and awarded during this reporting period. This value should include the entire Federal share of the contracts without removing any amounts associated with resulting subcontracts.  <b>Note: The dbE-connect System will compare the data reported in 8a to the FAA AIP grant list dollars for the airport recipient. If the dollars do not equal, the System will request an explanation for the difference. The AIP grants list can be found at <a href="http://www.faa.gov/airports/aip/grant_histories/">http://www.faa.gov/airports/aip/grant_histories/</a>.</b>
Section 8(B). Provide the <i>total number</i> of all prime contracts assisted with DOT funds and awarded during this reporting period.
Section 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.)
Section 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.
Section 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.
Section 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).
Section 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.
Section 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.
Section 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.)
Section 9 subcontracts: 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.



Checklist for DBE Uniform Form continued
<p>Section 9A: 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.</p> <p><i>(...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. All dollar amounts are to reflect only the Federal share of such contracts, and should be rounded to the nearest dollar.)</i></p>
<p><b>Section 9 A and B: Make sure you enter the total dollars and number of ALL subcontracts awarded/committed.</b></p>
<p>CORE Airports (and other selected airports) goal shortfall. Compare the overall goal in Line 7 to the total overall percentage in column 8 and 9 I. If the goal is higher than the overall total percentage, CORE Airports can provide a justification with information, analysis and reasons why the goal was not met along with corrective actions to enable the airport to meet its goals in the future. FAA dbE-connect System allows the user to type in the information or upload a document.</p>
<p>Sections 10 and 11. Make sure the totals of 10 and 11 equal the totals of 8 and 9 C and D (i.e., 8 and 9C = 11h/i and 8 and 9D = 10h/i). (Sections 10 and 11 are the same data entered in Sections 8 and 9 only in 10 and 11 the data is broken down by ethnicity and gender.)</p> <p><i>(...For all DBEs awarded prime contracts and awarded or committed subcontracts as indicated in 8(C)-(D) and 9(C)-(D), break the data down further by total dollar amount as well as the number of all contracts going to each ethnic group as well as to non-minority women. The "Other" category includes those DBEs who are not members of the presumptively disadvantaged groups already listed, but who are determined eligible for the DBE program on an individual basis (e.g. a Caucasian male with a disability.)</i></p>
<p>Sections 12-14 (actual payments on contract completed). Payments can be reported for any year or a total of years. This is for contracts that were completed and paid. There may be years when airports will not have data to report in this section because no contracts were completed and paid during the FY. Ideally, when the completed/paid information becomes available, the airport can edit that year's uniform form (the FAA regional Specialist will need to Undo the Approval in FAA dbE-connect so the airport can edit the uniform form).</p>
<p>Section 15: Submitted by (Print Name of Authorized Representative). This is the person that entered the data.</p>
<p>Section 16: 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.)</p>
<p>Section 17: Phone Number. Phone number of person that entered the data.</p>
<p>Section 18. Fax Number. Fax number of person that entered the data. (Optional entry).</p>
<p>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.</p>
<p>Other: If a Report is not required. FAA dbE-connect allows an airport to indicate if a Report is Not Required and provide an explanation.</p>



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 to the airport during the FY (same grant numbers that were reported on the DBE uniform form for the year being reported)
Section 2: Contact information (automatically pre-populates).
Section 3: Fiscal Year and Date report submitted (automatically pre-populates).
Section 4: Non-car rental ACDBE goal (might already be pre-populated). Enter race-conscious (RC) and race-neutral (RN) goals. The dbE-connect system will automatically calculate the overall percentage. (The RC and RN percentages should add up to the overall percentage goal).
<p><b>Definitions:</b></p> <p>1) "Prime Concessions" are concessions that have a direct relationship with the airport (e.g. a company who has a lease agreement directly with the airport to operate a concession), 2) A "sub-concession" is a firm that has a sublease or other agreement with a prime concessionaire, rather than with the airport itself, to operate a concession at the airport, 3) A "management contract" is an agreement between the airport and a firm to manage a portion of the airport's facilities or operations (e.g., manager the parking facilities), and 4) "Goods/services" refers to those goods and services purchased by the airport itself or by concessionaires and management contractors from certified DBEs.</p> <p><b>If reporting joint ventures with more than one agreement, count the joint venture for each agreement that they are covered by, e.g. a single joint venture might have 3 different agreements, they should be counted 3 times.</b></p>
Section 5: Section 5 concerns all non-car rental concession activity covered by 49 CFR Part 23 during the reporting period, both new or continuing. The data you enter in this Section must also include the data you enter in Section 6.
Section 5 Column A. Enter the total concession gross revenues for concessionaires (prime and sub) and purchases of goods and services (ACDBE and non-ACDBE combined).
Section 5 Column B. Enter the number of lease agreements, contracts, etc. in effect or taking place during the reporting period in each participation category for all concessionaires and purchases of goods and services (ACDBE and non-ACDBE combined).
Management Contracts. Because, by statute, non-ACDBE management contracts do not count as part of the base for ACDBE goals, the cells for total management contract participation (A & B) and ACDBE participation as a percentage of total management contracting dollars (G) are not intended to be filled in Sections 5 & 6.
Section 5 Column C. Total to ACDBEs (dollars) total gross revenues. This column will total automatically in 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 new non-car rental concession opportunities that arose during the current reporting period. In other words, the information requested in Section 6 is a subset of that requested in Section 5 (all data in this section must be included in Section 5). See the explanations for Section 5 above regarding how to report the data for each Section.
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).
<i>Note: Large and Medium hub primary airports should have a goal above 0 or 1%. 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 0% or 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.</i>



<b>Checklist for ACDBE Uniform Form continued ...</b>
Section 8: Section 8 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 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.
Section 10. This is the same data as in Sections 5 and 8 only this data is broken down by race and gender categories. <b>NOTE: Please report both numbers and dollars.</b> 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 <b>Report of Certified ACDBE Form (Concessionaires/Subconcessionaires/ Suppliers/Management Contractors - Counted Towards the Goal</b> or attach a similar document containing the same basic information for each ACDBE firm participating in the program during the reporting period. This information can be typed in or a document uploaded.



For **DBE Reports**, the system will note a discrepancy if a full AIP grant number is not entered for each grant year that is entered (additional numbers for the same grant year can be abbreviated). In addition, the system will compare the current year AIP grant funding awarded to the recipient to the total dollars entered in 8a. If it does not equal, the system will ask for an explanation. Also, the system will note a discrepancy if the DBE data in Sections 8 and 9 and 10 and 11 does not equal each other (the DBE data in 10 and 11 is the same data as in 8 and 9 but broken down by ethnicity and gender in 10 and 11). Also, if there is DBE data in line 8, the system will provide a note to check to make sure it is a DBE prime contract (airport's often enter the data on the wrong line; subcontracts data should be entered on line 9).

Sections 12-14 payments, is not compared to any other section. Payments can be reported for any year or a total of years. Ideally, when the completed/paid information becomes available, the airport can edit that year's uniform form (the FAA regional Specialist will need to Undo the Approval in FAA dbE-connect so the airport can edit the uniform form). DBE Firms information can be entered or uploaded but is not required by 49 CFR Part 26.

For **ACDBE Reports**, the system will note a discrepancy if the non-car rental ACDBE data in Sections 5 and 10 does not equal and also if the ACDBE car rental data in Sections 8 and 10 does not equal. The data in Section 10 is the same data that is in Sections 5 and 8 respectively except that the data in Section 10 is broken down by ethnicity and gender.

Note that Sections 6 and 9 are sub-sections of Sections 5 and 8 respectively. All data that is entered in Section 6 must already be included in Section 5 and all data entered in Section 9 must already be included in Section 8. Therefore, Section 6 cannot exceed Section 5 and Section 9 cannot exceed Section 8.

**ACDBE firms'** information is required by 49 CFR Part 23 as detailed in Section 11 of the Uniform Form. This information can be entered or uploaded in the system.



### 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 (upper left), click on Reset Password. A temporary password will be emailed to you. After entering the temporary password, you will be prompted to create a new password.
5. If your name and email address does not appear, at the top of the page, it will state:  
**No matches found. Please try adjusting the search parameters or [submit a request for a new user account](#).**
6. **Click on [submit a request for a new user account](#).**
7. 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.)
8. 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 under **Airport Assignments**, click on **Request Airport**.
9. Next, click on **Select Airport**. Search for the Airport by Airport Name or Code. Find the Airport on the list and click on **Select**.
10. Fill out all the information requested (such as Reporting for the Airport) and check the boxes for the access type you need and click **Submit Request**.
11. If you have additional Airport, 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.
12. The Airport Assignment Requests also have to be approved by FAA. You will receive an email message after FAA approves.
13. Also, to ensure your contact information is up-to-date, click **Account Profile** left or upper right menu or **Update** under Alerts.
14. 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-2013 report would be years 10/01/2012 – 09/30/2013).
    - **If the fiscal year dates are 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 (if it was entered previously by the regional FAA Compliance Specialist).**
  7. Blank fields must be filled in with zeros. Click on **Fill in Blank Fields with Zeros**.
  8. Click **Validate and Save** 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** (if the totals don't appear, click **Validate and Save** 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 and Return**.
  14. **The Report is still pending submission (see below).**
  15. Add Firms' information, or upload document.
  16. Enter CORE airport information, if applicable, and Click **Save Changes**. (Not required to Submit report).
  17. **One more step to fully submit.**
  18. Click **Submit**.
  19. Popup window states: Submit this Report for Review. Click **OK**.
  20. After Submitting, the Report is accessible from your Dashboard.
  21. The Report is now pending review by the FAA Compliance Specialist.
  22. You will receive an email message when the Report has been returned for corrections or approved by FAA.
  23. After the report is approved by FAA, if you need to make changes, contact your regional FAA Compliance Specialist (to Undo Approval).
  24. If you are not required to submit a Report for FY-2014 (or for the year being collected), see guidance below and on the next page and also on page 38.
  25. **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**.



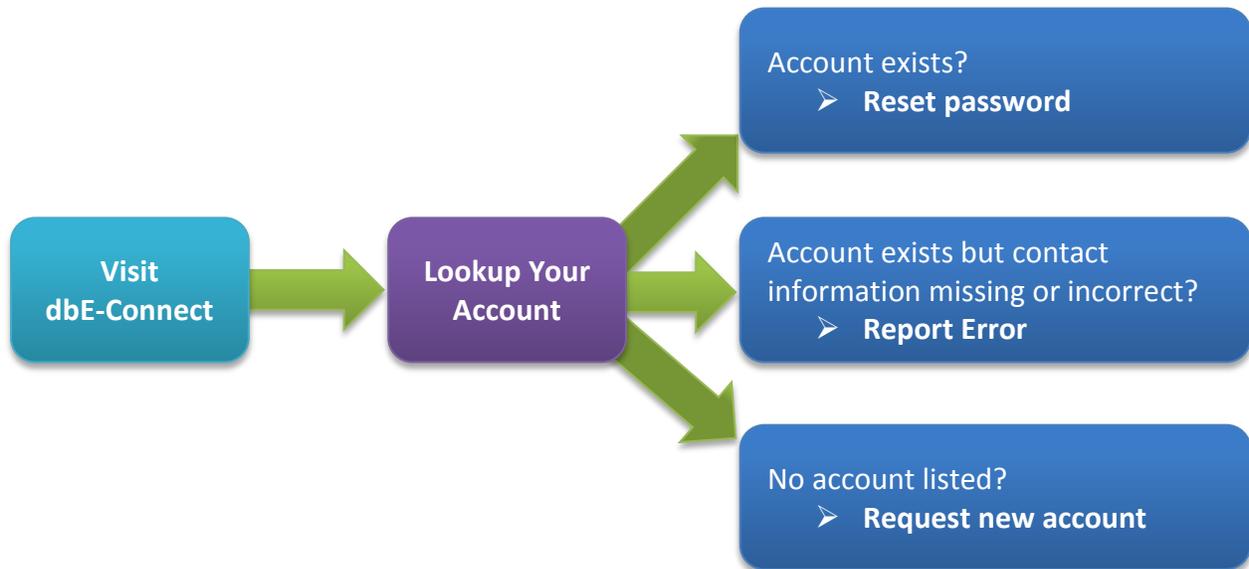
### Quick Guidance for Indicating a Report is Not Required

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 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.



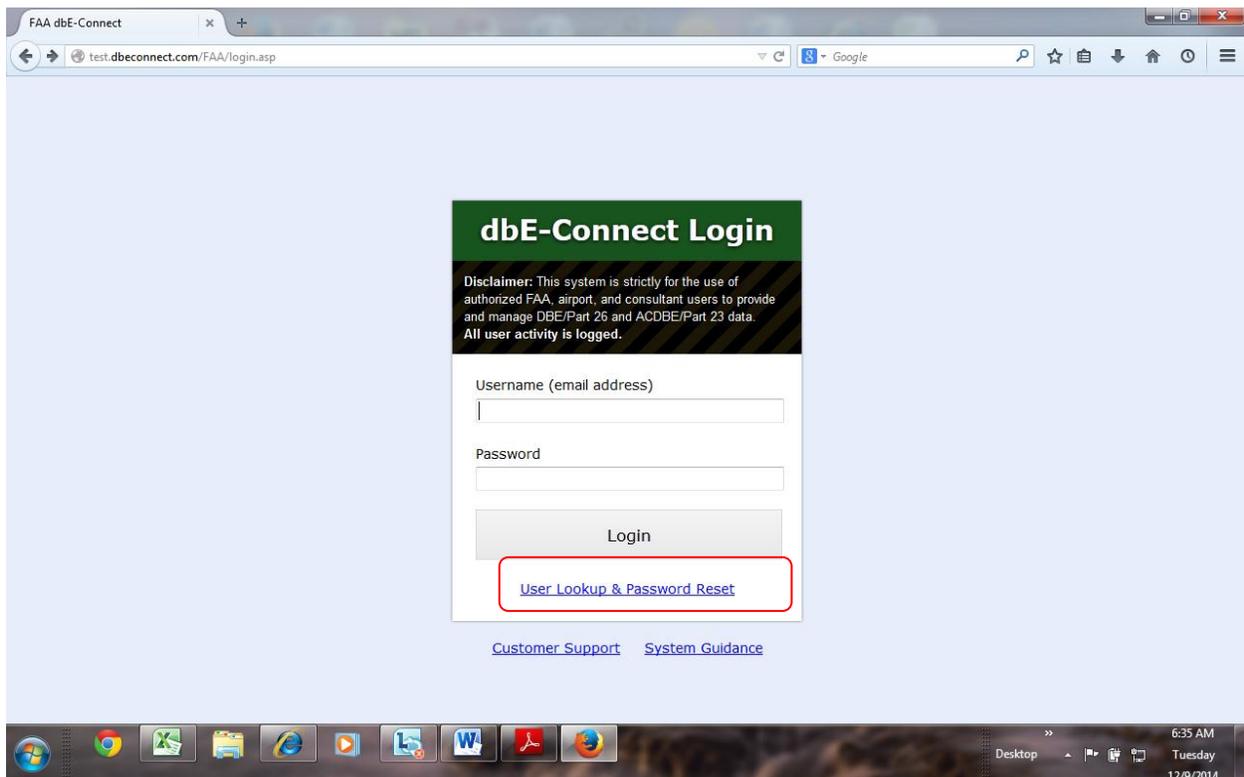
## Detailed Guidance

### 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 and click **Search**. You can also try the other fields. Start with simple information and increase the detail if too many matches are listed.

**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 Yolanda	Last Name Woodruff
Organization	Email
Phone	Fax

**Search**

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

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.

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](#)

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**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 Yolanda	Last Name Woodruff
Organization	Email
Phone	Fax

**Search**

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



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: Yolanda, Last Name: Woodruff  
Organization: , Email: ,  
Phone: , Fax: ,

[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: Yolanda, Last name: Woodruff  
Title: ,  
Organization \*: City of Chicago  
Email \*: yolanda.woodruff@unisonretailmng.com  
Phone \*: 773 894-5463 Ext. :  
Fax: ,  
Mobile: ,

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

[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](#).

**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](#)

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**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:   
 Organization:  Email:   
 Phone:  Fax:

[Search](#)

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

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**

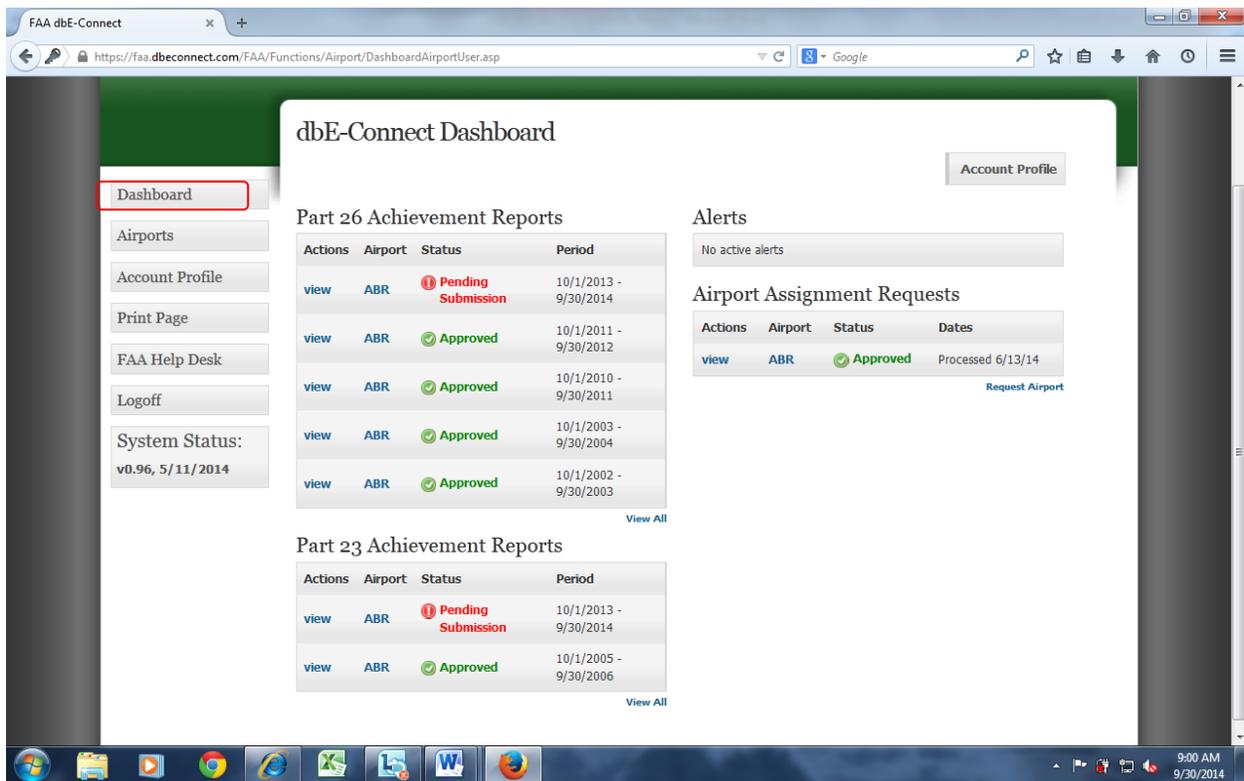
The system supports one account per person. Do not share a user account. If you have additional staff requiring access, request an account for each person.



## 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](#).

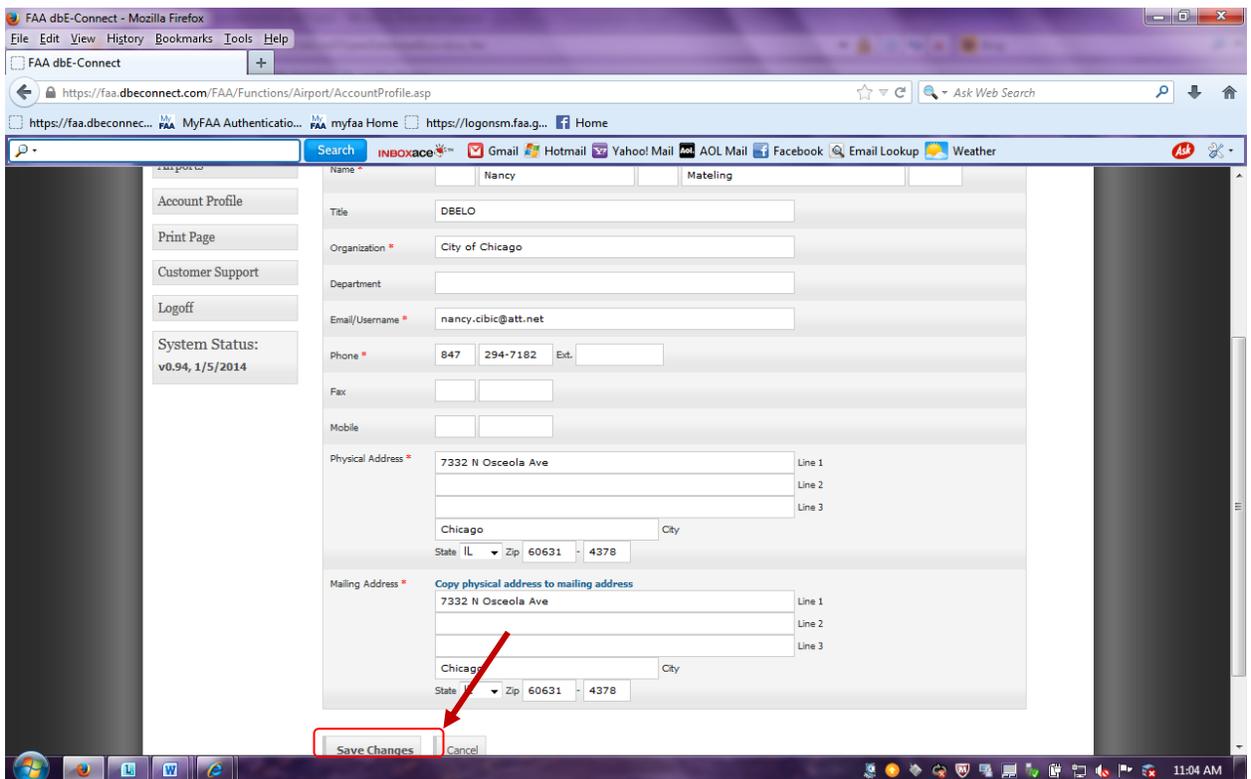
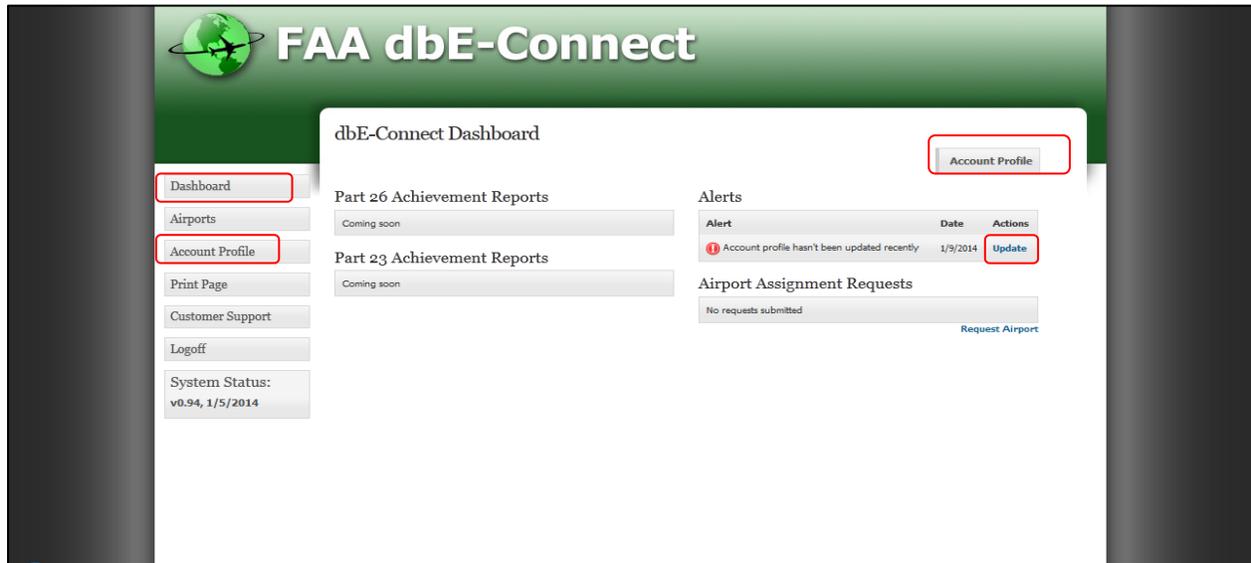
Upon successful login, your dbE-Connect Dashboard will be displayed. The Dashboard gives you access to all modules on the left and displays key alerts in the main section. You can access your Dashboard at any time by clicking the [Dashboard](#) button on the top of the left menu.





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**.



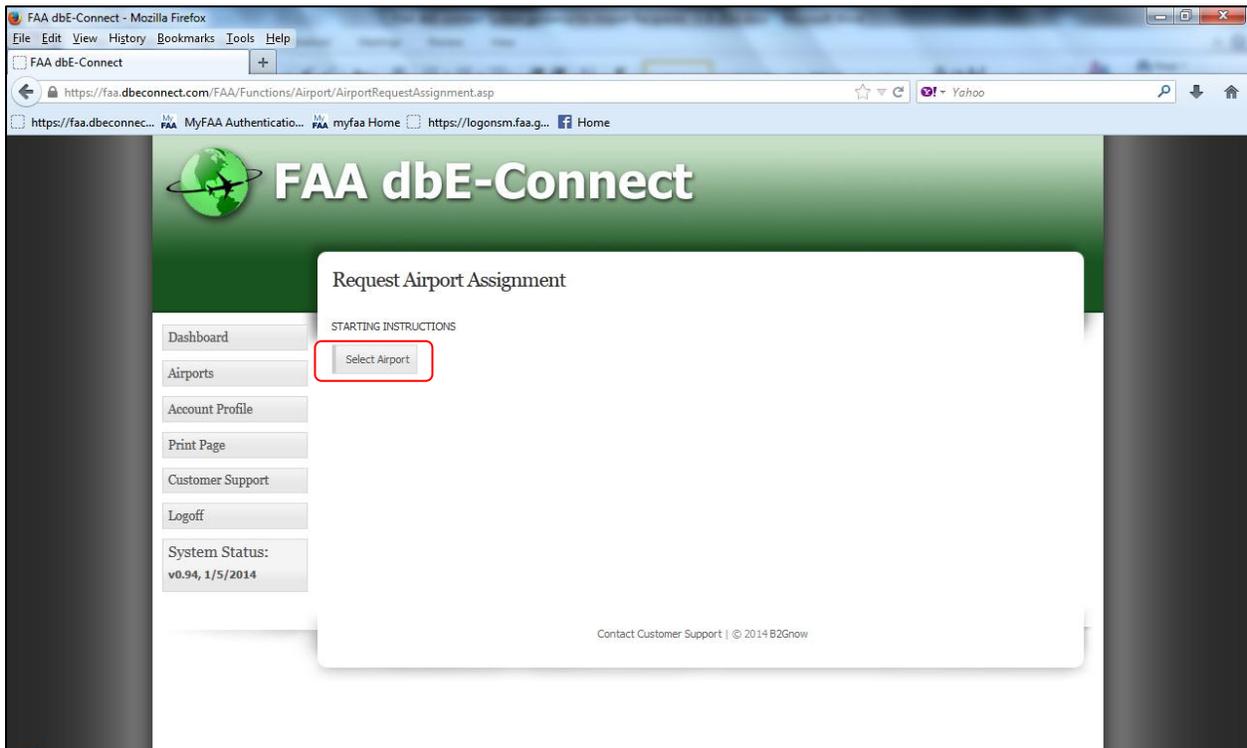


## Connect to your Airports (Airport Assignments)

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



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.

<a href="#">select</a>	S71	Blaine County Airport Comision (Chinook, Harlem, & Turner Airports)	Chinook, MT	GA	ANM	
<a href="#">select</a>	RFD	Chicago/Rockford International	Chicago/Rockford, IL	N	P	AGL
<a href="#">select</a>	CKX	Chicken	Dawson, AK	GA		AAL
<a href="#">select</a>	CIC	CHICO MUNICIPAL	CHICO, CA	N	P	AWP
<a href="#">select</a>	AJC	Chignik	Kodiak-King Salmon, AK	GA		AAL
<a href="#">select</a>	Z78	Chignik Bay (SeaPlanee Base)	Aleutian Islands, AK	GA		AAL
<a href="#">select</a>	KCL	Chignik Lagoon	Kodiak-King Salmon, AK	GA		AAL
<a href="#">select</a>	A79	Chignik Lake	Cold Bay - King Salmon, AK	GA		AAL
<a href="#">select</a>	CIU	Chippewa Co. Int'l Arprt	Kincheloe, MI	N	P	AGL
<a href="#">select</a>	EAU	Chippewa Valley	Eau Claire, WI	N	P	AGL
<a href="#">select</a>	CZN	Chisana	Fairbanks, AK	GA		AAL
<a href="#">select</a>	CZO	Chistochina	Glenallen, AK	GA		AAL
<a href="#">select</a>	CXC	Chitna	Glenallen, AK	GA		AAL
<a href="#">select</a>	MDW	City of Chicago (Midway)	Chicago, IL	L	P	AGL
<a href="#">select</a>	ORD	City of Chicago (O'Hare)	Chicago, IL	L	P	AGL
<a href="#">select</a>	DAB	County of Volusia-Daytona Beach International	Daytona Beach, FL	N	P	ASO
<a href="#">select</a>	GYG	Gary/Chicago International	Gary, IN	GA		AGL
<a href="#">select</a>		Hutchinson Municipal	Hutchinson, MN	GA		AGL
<a href="#">select</a>	KTN	Ketchikan International	Ketchikan, AK	N	P	AAL
<a href="#">select</a>	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. These are subject to approval by FAA.

### Request Airport Assignment

SUBMITTING INSTRUCTIONS

Airport \* **ORD: City of Chicago (O'Hare)**  
Chicago, IL

Reason for Assignment \* submitting DBE reports

Access Type \* **Select one or more access options**

- View DBE /Part 26 Programs, Goals, Reports, Documents
- Submit DBE/Part 26 Programs, Goals, Reports, Documents
- View ACDBE/Part 23 Programs, Goals, Reports, Documents
- Submit ACDBE/Part 23 Programs, Goals, Reports, Documents

Contact **Nancy Mateling, DBELO**  
City of Chicago  
847-294-7182  
nancy.cibic@att.net

[Submit Request](#) [Cancel](#)

Contact Customer Support | © 2014 B2Gnow

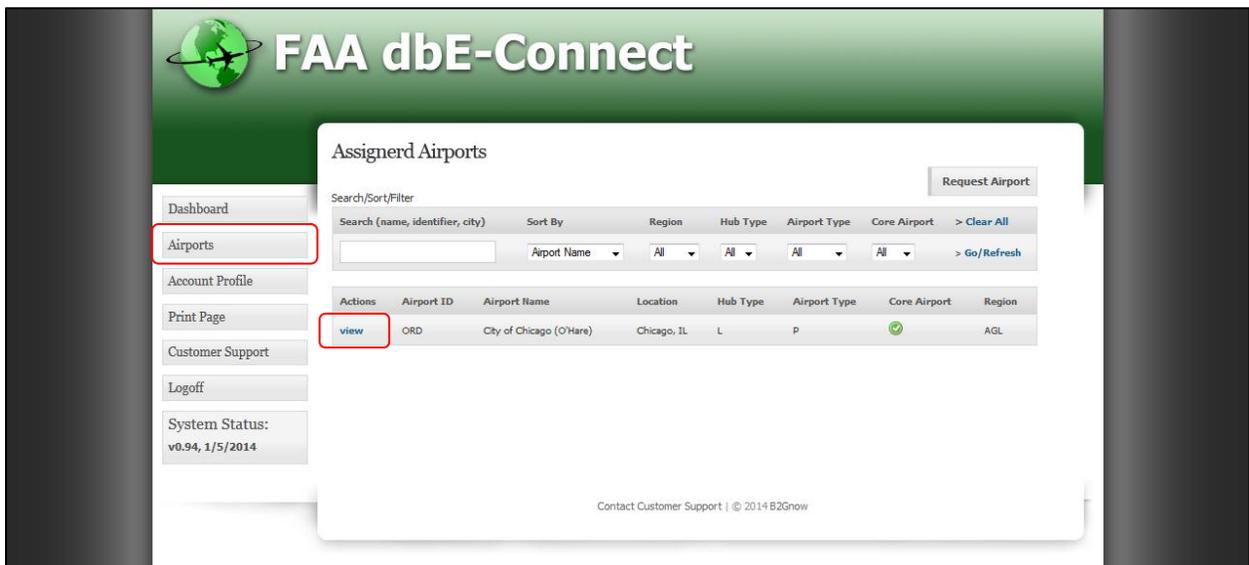
When finished, click **Submit Request**.

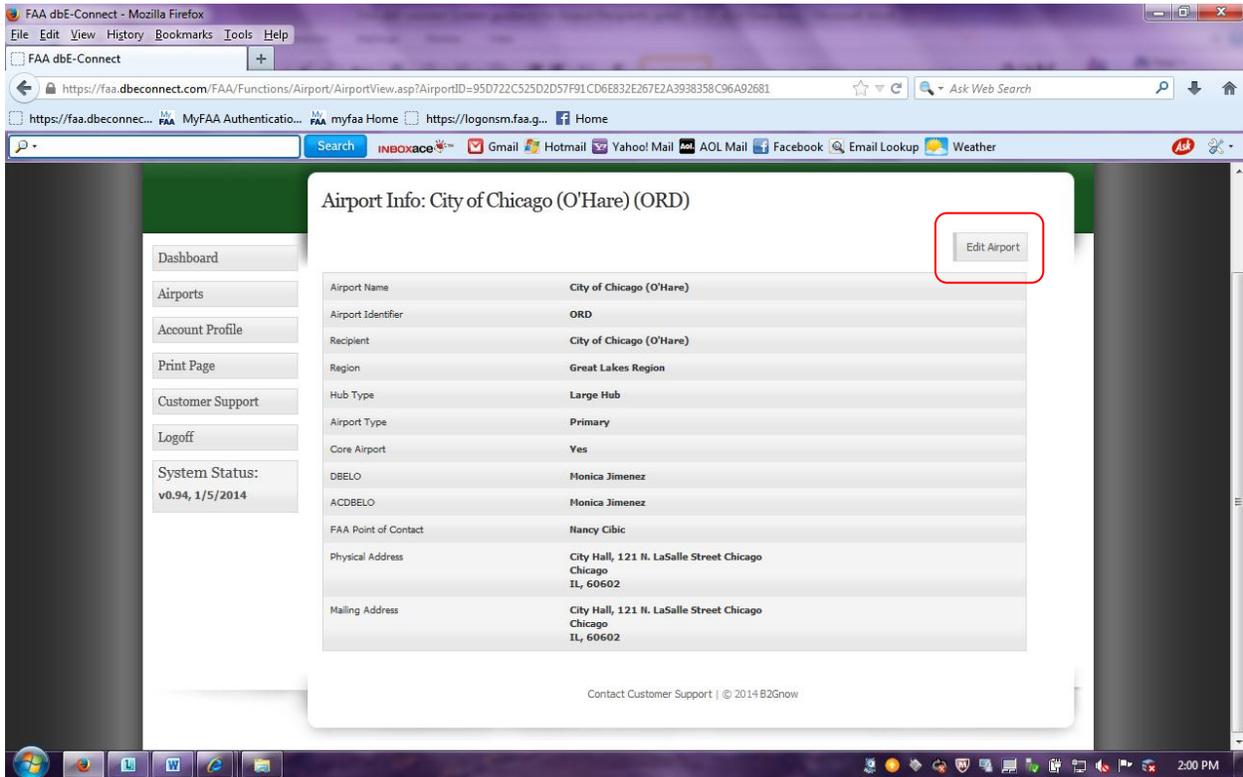


FAA staff will review your request and grant access as soon as possible. You will receive an email confirmation upon approval.

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.

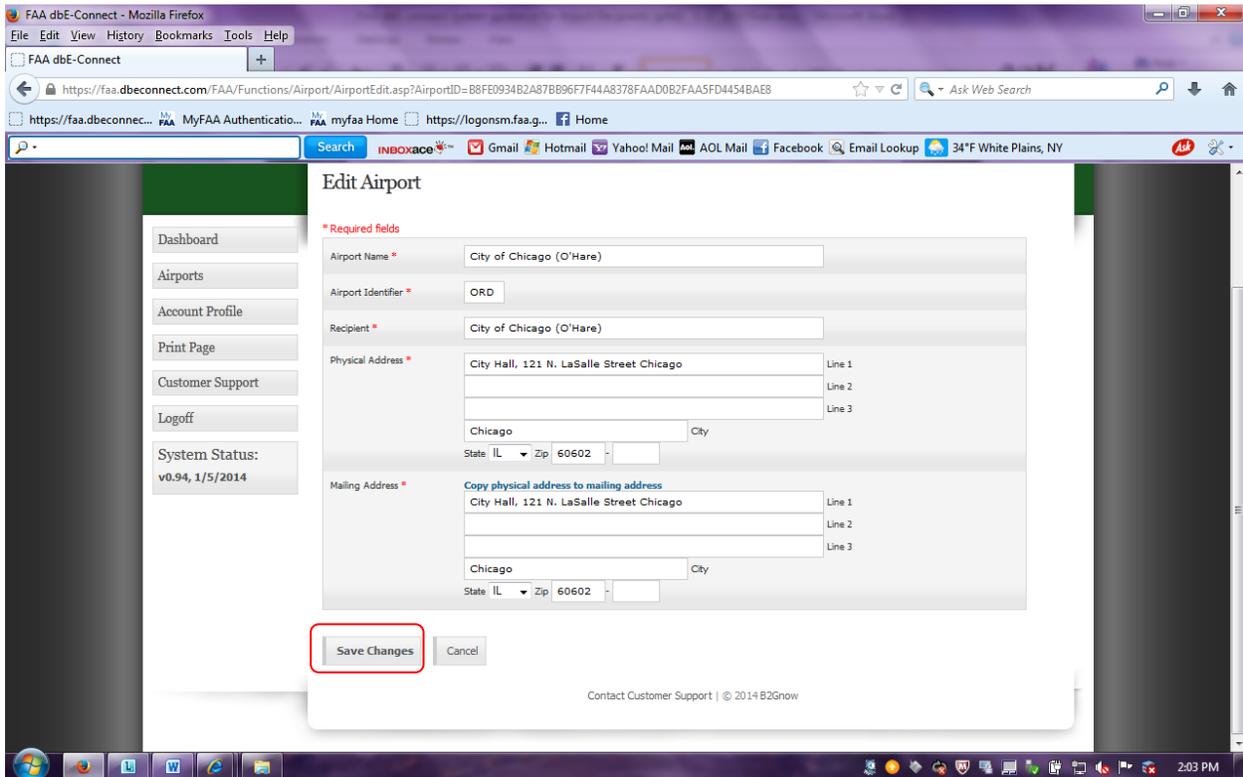
Once your airport assignment has been approved, please view and update the airport profile. Click [Airports](#) menu at left of screen. Find the airport on your list of assigned airports and click [View](#).





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**.





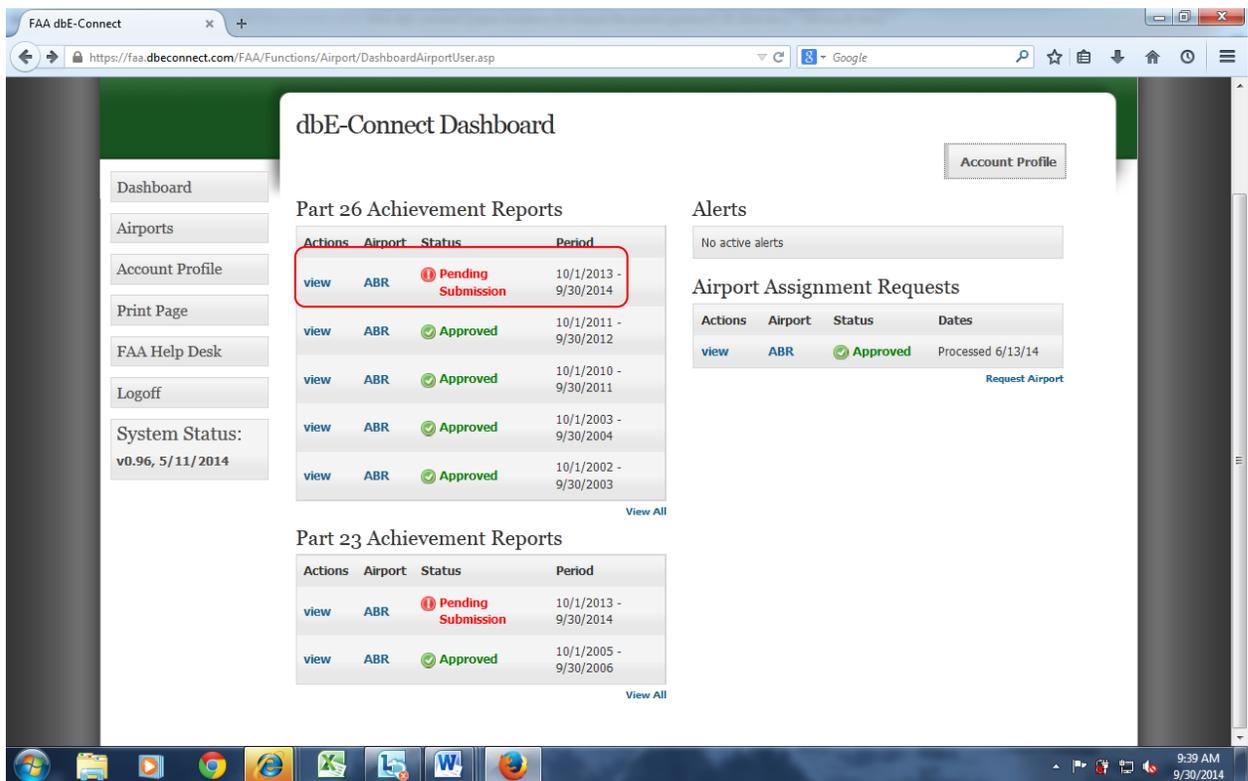
# How to Complete and Submit the Uniform Form

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

- 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.**





**Assigned Airports**

Request Airport

Search/Sort/Filter

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

Airport Name All All All All > Go/Refresh

Actions	Airport ID	Airport Name	Location	Hub Type	Airport Type	Core Airport	Region
<a href="#">view</a>	NWG	Newgood Airport	Newgood, IL		GA		AGL

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

Contact Customer Support | © 2014 B2Gnow

**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

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

Contact Customer Support | © 2014 B2Gnow

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

Next, click Edit Uniform Report to complete.

**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:

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 diagram below). To make changes, click on **Edit and Revalidate**. Make the necessary changes and click on **Validate and Save Draft**. If the report is now correct, click on **Save and Return**. **The report is still pending submission**. See diagrams below.

The screenshot shows a web browser window with the URL `test.dbeconnect.com/FAA/Functions/Common/AirportPart26ReportDetail.asp`. The form contains several sections:

- Summary Section:**

8. Prime contracts awarded this period.	9,999	1	0	0	0	0	0	0	0
9. Subcontracts awarded/committed this period.	4356	2	222	1	2222	1	0	0	0
9.5 Totals			222	1	222	1	0	0	0
- Awards/Commitments Section (Sections 10-11):**

DBE AWARDS/COMMITMENTS THIS REPORTING PERIOD-BREAKDOWN BY ETHNICITY & GENDER	A	B	C	D	E	F	G	H	Year
	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)	
10. Total Number of Contracts (Prime and Sub)	1	0	0	0	0	0	0	0	
11. Total Dollar Value	2222	0	0	0	0	0	0	0	
- Actual Payments on Contracts Completed Section (Sections 12-14):**

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

At the bottom of the form, there are several buttons: **Validate & Save Draft** (highlighted with a red arrow), **Print**, **Return to Summary**, and **Fill in Blank Fields with Zeros**. The Windows taskbar at the bottom shows the date as Tuesday, 12/9/2014, and the time as 7:02 AM.



Instructions to edit and complete Full instruction form

» Value in 9.5d must equal the value in 10h  
 » Count in 9.5c must equal the count in 11h

**UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS**

1. Submitted to (check only one):  FHWA  FAA  FTA-Vendor Number

2. AEP Numbers (FAA Recipients Only):

3. Federal fiscal year in which reporting period falls: FY 2014

4. Date This Report Submitted: 11/10/2014

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:  
Chicago/Rockford International  
80 Airport Drive, Rockford  
Chicago/Rockford IL 61109

7. Annual DBE Goal(s): Race Conscious Goal 0.00 Race Neutral Goal 0.00 OVERALL Goal 0.00

8. 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.	99,999	1	999	1	999	1	0	0	1.00
9. Subcontracts awarded/committed this period.	0	0	0	0	0	0	0	0	0.00
<b>9.5 Totals</b>	<b>99,999</b>	<b>1</b>	<b>999</b>	<b>1</b>	<b>999</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1.00</b>

9. 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

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%

8. 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%
<b>9.5 Totals</b>	<b>\$444</b>	<b>1</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>0.0%</b>

9. 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

12. 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	0.0%
13. Race Neutral	0	\$0	\$0	\$0	0.0%
14. Totals	0	\$0	\$0	\$0	0.0%

15. Submitted by (Print Name of Authorized Representative)  
Nancy Mateling

16. Signature of Authorized Representative (type your name as your signature)  
Nancy Mateling

17. Phone Number  
847-294-7182

18. Fax Number



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 DBE
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	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 Total DBE Participation
12. Race Conscious	0	0	0	0	0.0
13. Race Neutral	0	0	0	0	0.0
14. Totals	0	0	0	0	0.0

View instructions for sections 15-18

15. Submitted by (Print Name of Authorized Representative)  
Nancy Mateling

16. Signature of Authorized Representative (type your name as your signature)  
Nancy Mateling

17. Phone Number 847-294-7182

18. Fax Number

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

FAA dbE-Connect

test.dbeconnect.com/FAA/Functions/Common/AirportPart26ReportDetail.asp

3. Federal fiscal year in which reporting period falls: FY 2014

4. Date This Report Submitted: 11/10/2014

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: Chicago/Rockford International  
60 Airport Drive, Rockford  
Chicago/Rockford IL 61109

7. Annual DBE Goal(s): Race Conscious Goal 0.0% Race Neutral Goal 0.0% OVERALL Goal 0.0%

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.	\$99,999	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	\$99,999	1	\$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	0.0%
13. Race Neutral	0	\$0	\$0	\$0	0.0%
14. Totals	0	\$0	\$0	\$0	0.0%

15. Submitted by (Print Name of Authorized Representative)  
Nancy Mateling

16. Signature of Authorized Representative (type your name as your signature)  
Nancy Mateling

17. Phone Number 847-294-7182

18. Fax Number

The form has reported identical values in 9a/9b and 9c/9d, meaning no non-DBE subcontractor awards/commitments made. Please confirm this information and continue if correct (no non-DBE subcontractors received awards/commitments). If incorrect, correct 9a/9b.

Save & Return Edit Print Print to PDF Return



- **The Report is still pending submission (see below).**
- Click on **Add DBEs** to enter or upload DBE Firms information.
- You may also include comments to FAA in the text box.
- To upload a DBE Firms' document, click on **Add File** (see diagram below).
- To Add Firms' information data, click on **Add DBE** (see diagrams below).

DBE/Part 26 Achievement Report for Chicago/Rockford International (RFD)

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

**This report is pending submission.** Steps to complete and submit this report:

1. Fill in the DBE Uniform Report [required].
2. Attach any relevant support documentation by clicking **Add File** at the bottom of the page [optional].
3. When complete, click **Submit Report** at the bottom of the page [required].

Report Status: **Pending Submission**

Reporting Period: **FY-2014 (10/1/2013 to 9/30/2014)**

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

Report Due: **12/1/2014**

Uniform Report: **Complete > View Uniform Report**

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

	Overall	Race Neutral	Race Conscious
Goal	0.00%	0.00%	0.00%
Achievement	0.00%	0.00%	0.00%
Shortfall	0.00%	0.00%	0.00%

Comments: [Text Area]

Save comments above without submitting report

Add File Submit Report

LIST OF DBE FIRMS

Instructions for filling in form.

Reporting Period: **10/1/2013 to 9/30/2014**

Airport: **RFD - Chicago/Rockford International**

Recipient: **Chicago/Rockford International**

**Add DBE** Add File Return

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



- When adding data, to copy the same firm information to the next page click on **Save DBE and Use DBE again**.
- To add additional DBE firms click on **Save DBE and Add New DBE**.
- When done entering DBE Firms' data click **Save DBE**.

Reporting Period	10/1/2013 to 9/30/2014
Airport	AID - Anderson Municipal-Darlington Field
Recipient	Anderson Municipal-Darlington Field

Add DBE instructions

Business Name \*

Address \*

,   -

Contact \* Enter email  and/or phone

Work Category \*

NAICS \*

Dollar Amount of Work \*

AIP Grant Number \*

Disadvantaged Group \*

Notes

- Click **Return** to return to uniform form submittal screen.

LIST OF DBE FIRMS

Instructions for filling in form.

DBE record saved.

Reporting Period	10/1/2013 to 9/30/2014
Airport	AID - Anderson Municipal-Darlington Field
Recipient	Anderson Municipal-Darlington Field

DBE Firms

#		Business Name	Address	Contact	Work Category	NAICS	Value	AIP Grant	Disadvantaged Group	Notes
1	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>	Elsie	7332 Osceola Chicago, IL 60631-4378	esittner@att.net	Food	722344	\$345,678	2-34-5679	N/A	new firm as of 8-12-2014

- 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. However, CORE airports do not have to enter the goal shortfall information in dbE-connect to Submit a uniform form report).**
- Enter the DBE goal shortfall justification and click **Save Changes**.
- 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].

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

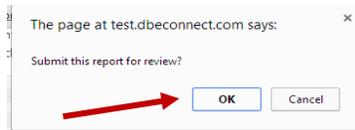
	Overall	Race Neutral	Race Conscious
Goal	5.72%	0.00%	5.72%
Achievement	0.00%	0.00%	0.00%
Shortfall	-5.72% <span style="color: red;">!</span>	0.00% <span style="color: green;">✔</span>	-5.72% <span style="color: red;">!</span>

Shortfall Reason  
 There is a shortfall in one or more categories above. As a non-CORE airport, a shortfall reason is optional but recommended to explain the situation.  
 The airport did not achieve its goal because the DBE firms they expected to utilize were not available for the project work.

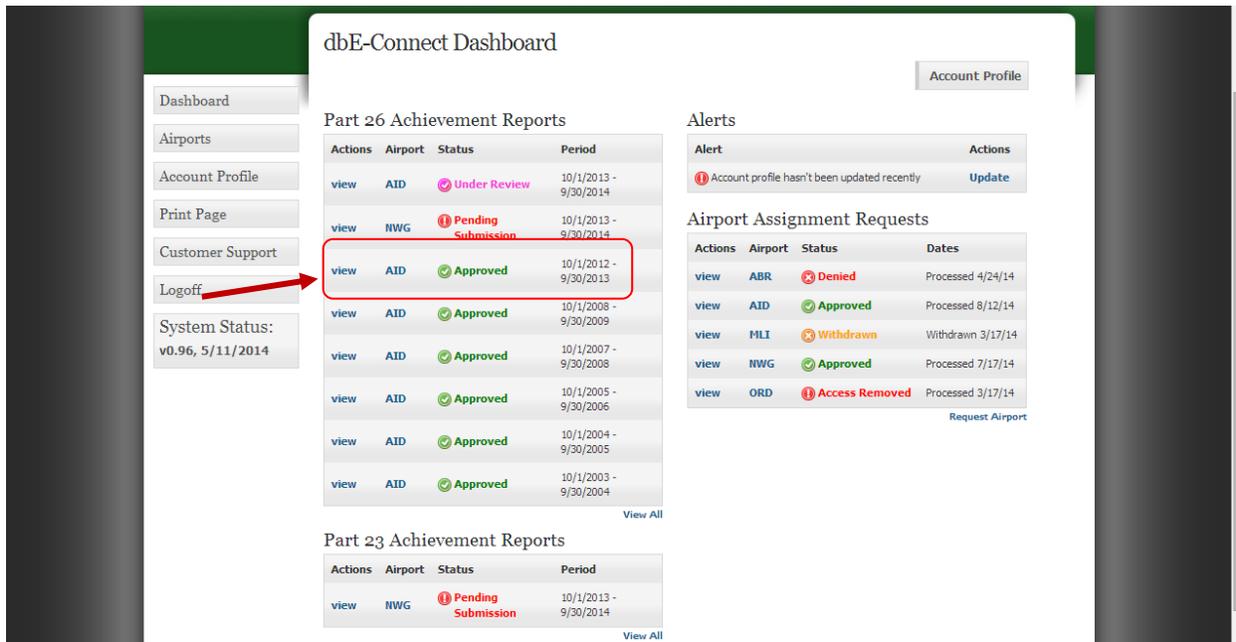
Comments

Save shortfall reason & comments above without submitting report

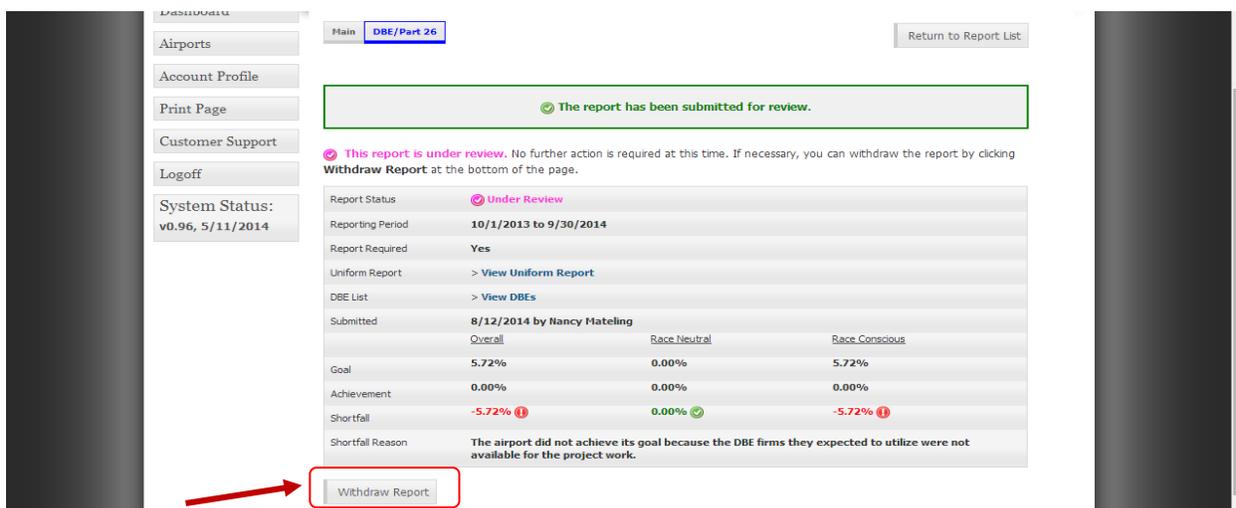
- **One more step to fully submit (see diagram below):**
- **Click [Submit Report](#). A popup window will appear asking if you want to [Submit this Report for Review](#). Click [OK](#).**



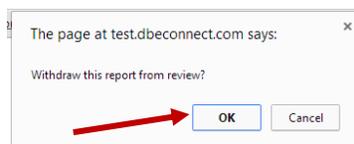
- **Your report has been submitted to FAA and is pending review by the FAA.**
- **You can now access the Report from your Dashboard (see next figure).**



- While the report is pending review by FAA, you can **Withdraw the Report** to make changes if necessary.
- Click on **Withdraw the Report** after submitting the report or access the report from your Dashboard and click on **View** and Click on **View Uniform Form**.
- Next click on **Edit**.



- 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

Print Page

Customer Support

Logoff

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

✔ The report has been withdrawn.

**1** This report is pending submission. Steps to complete and submit this report:

- Fill in the DBE Uniform Report [required].
- Attach any relevant support documentation by clicking **Add File** at the bottom of the page [optional].
- When complete, click **Submit Report** at the bottom of the page [required].

Report Status	<span style="color: red;">! Pending Submission</span>		
Reporting Period	10/1/2013 to 9/30/2014		
Report Required	Yes		
Uniform Report	<span style="color: green;">✔</span> Complete > View Uniform Report		
DBE List	<span style="color: green;">✔</span> 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% <span style="color: red;">!</span>	0.00% <span style="color: green;">✔</span>	-5.72% <span style="color: red;">!</span>
Shortfall Reason	There is a shortfall in one or more categories above. As a non-CORE airport, a shortfall reason is optional but recommended to explain the situation. The airport did not achieve its goal because the DBE firms they expected to utilize were not available for the project work.		
Comments			

- Make the necessary changes and click on Validate and Save Draft, then click Save and Return.

2. AIP Numbers (FAA Recipients Only):		FAA	FAA	FAA Vendor Number						
3. Federal fiscal year in which reporting period falls:		FY 2014	4. Date This Report Submitted: 8/12/2014							
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 Apr 1 - Sept 30)	<input checked="" type="checkbox"/> FAA Annual Report due Dec 1						
6. Name and address of Recipient:		Anderson Municipal-Darlington Field 282 Airport Road, Anderson Anderson IN 46017								
7. Annual DBE Goal(s):		Race Conscious Goal 5.7%	Race Neutral Goal 0.0%	OVERALL Goal 5.7%						
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.		\$122,344	2	\$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	0.0%				
13. Race Neutral		0	\$0	\$0	\$0	0.0%				
14. Totals		0	\$0	\$0	\$0	0.0%				
15. Submitted by (Print Name of Authorized Representative)		Nancy Mateling								
16. Signature of Authorized Representative (type your name as your signature)		Nancy Cibic								
17. Phone Number		847-294-7182								
18. Fax Number										
<div style="display: flex; justify-content: center; gap: 10px;"> <span style="border: 1px solid #ccc; padding: 5px 10px;">Save &amp; Return</span> <span style="border: 1px solid #ccc; padding: 5px 10px;">Edit</span> <span style="border: 1px solid #ccc; padding: 5px 10px;">Print</span> <span style="border: 1px solid #ccc; padding: 5px 10px;">Print to PDF</span> <span style="border: 1px solid #ccc; padding: 5px 10px;">Return</span> </div>										

- Click **Submit Report**. When the popup window appears asking if you want to **Submit this Report for Review**, Click **OK**.

Your Dashboard will indicate when a report is returned and/or approved.

**dbE-Connect Dashboard**

Account Profile

Part 26 Achievement Reports

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

Alerts

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

Airport Assignment Requests

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

Request Airport

- If the report is returned, the review notes will indicate why the report was returned.

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

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

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

Report Status: **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%	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

- To make corrections, click View Uniform Form. Make the required corrections and click on Save and Return. Next, click Resubmit Report.



Logoff

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

Reporting Period: 10/1/2013 to 9/30/2014

Report Required: Yes

Uniform Report: ✔ Complete > View Uniform Report

DBE List: ✔ 1 DBE logged > View DBEs

Returned: 8/12/2014 by Nancy Cibic

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

Shortfall Reason: There is a shortfall in one or more categories above. As a non-CORE airport, a shortfall reason is optional but recommended to explain the situation.  
The airport did not achieve its goal because the DBE firms they expected to utilize were not available for the project work.

Comments:

Save shortfall reason & comments above without submitting report

Add File

Resubmit Report

- Click OK on the popup confirmation.

The page at test.dbconnect.com says:

Resubmit this report for review?

OK Cancel

Dashboard

Airports

Account Profile

Print Page

Customer Support

Logoff

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

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

✔ The report has been resubmitted for review.

! This report is under review. No further action is required at this time. If necessary, you can withdraw the report by clicking **Withdraw Report** at the bottom of the page.

Report Status: ! Under Review

Reporting Period: 10/1/2013 to 9/30/2014

Report Required: Yes

Uniform Report: > View Uniform Report

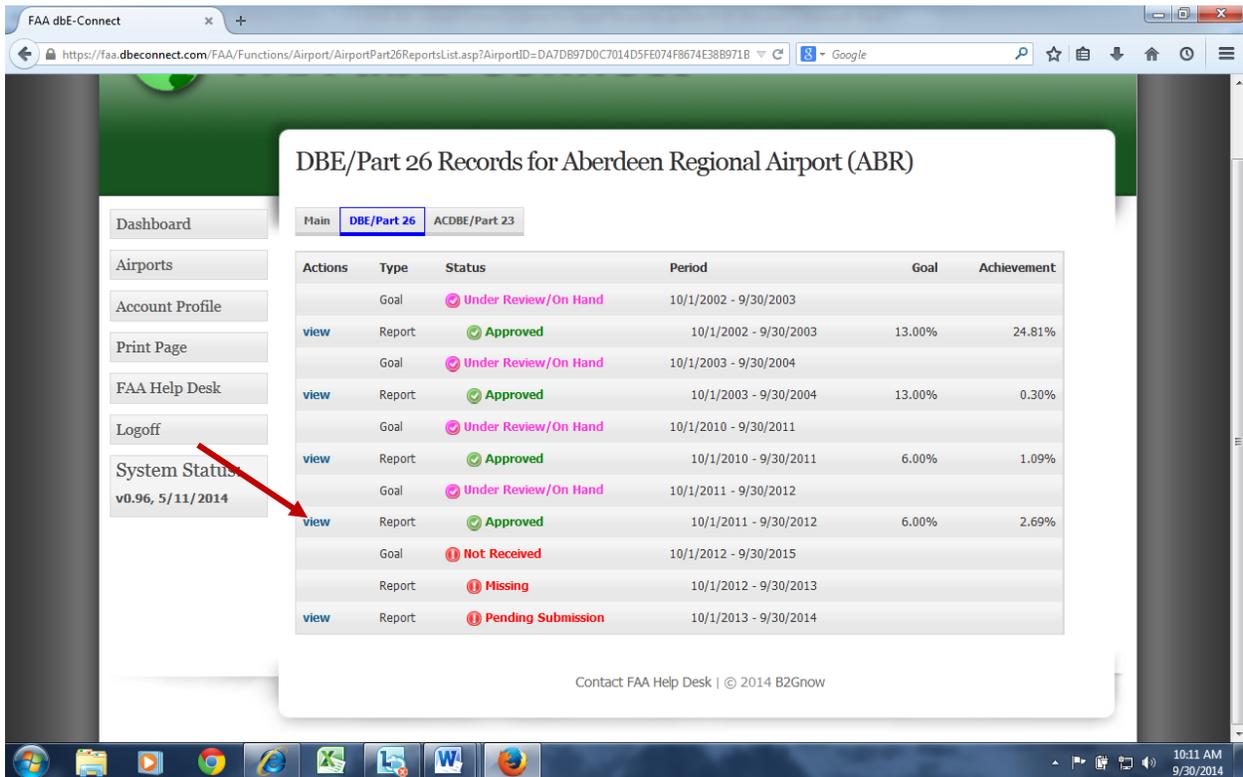
DBE List: > View DBEs

Submitted: 8/12/2014 by Nancy Mateling

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

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

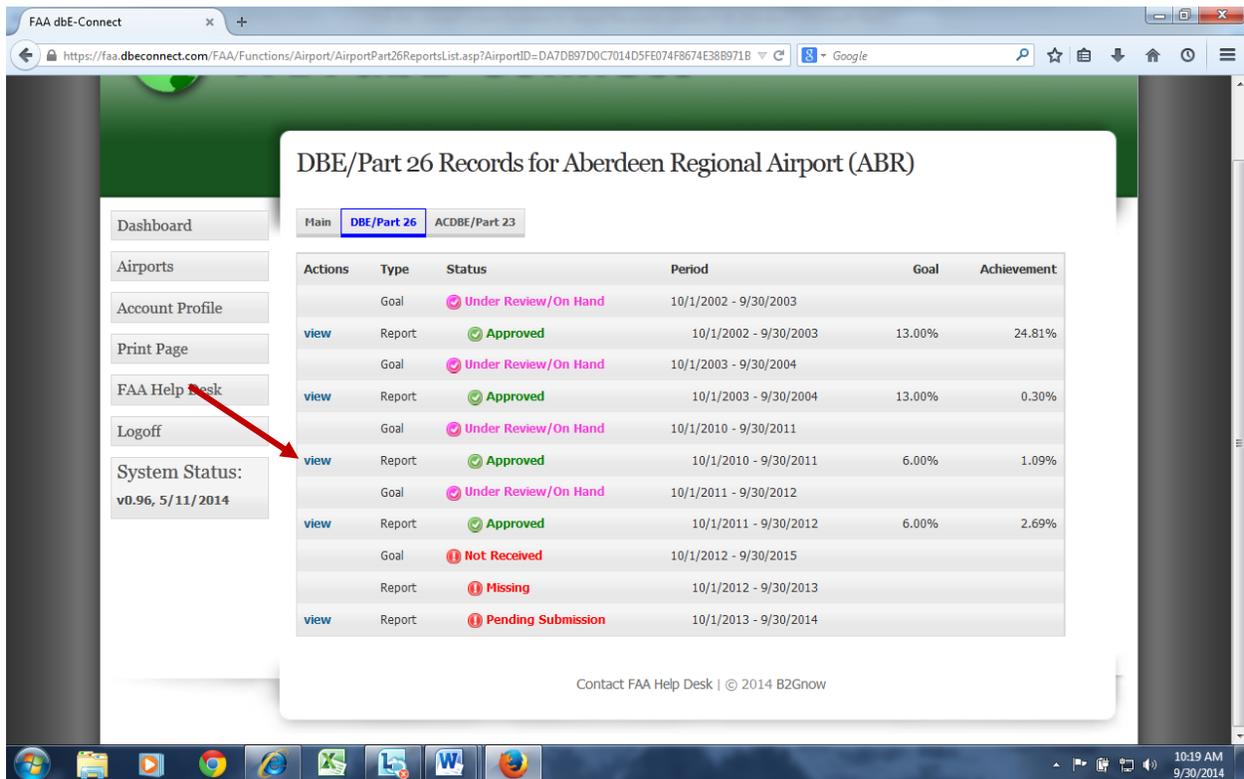
- A Report that is approved by FAA will **not** provide an Edit Option, only View.
- Contact your FAA Compliance Specialist by clicking on the FAA Help Desk button at the bottom or left of the screen or via email or telephone (contact list on Page 39) to Undo the Approval so that you may Edit the Report.





### 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

**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

FAA dbE-Connect

https://faa.dbconnect.com/FAA/Functions/Common/AirportPart26ReportDetail.asp?AirportID=38D755FC201E7802C0F9514A3704515

3. Federal fiscal year in which reporting period falls:	FY 2012		4. Date This Report Submitted: 2/1/2013
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 Apr 1 - Sept 30)
	<input checked="" type="checkbox"/> 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](#)



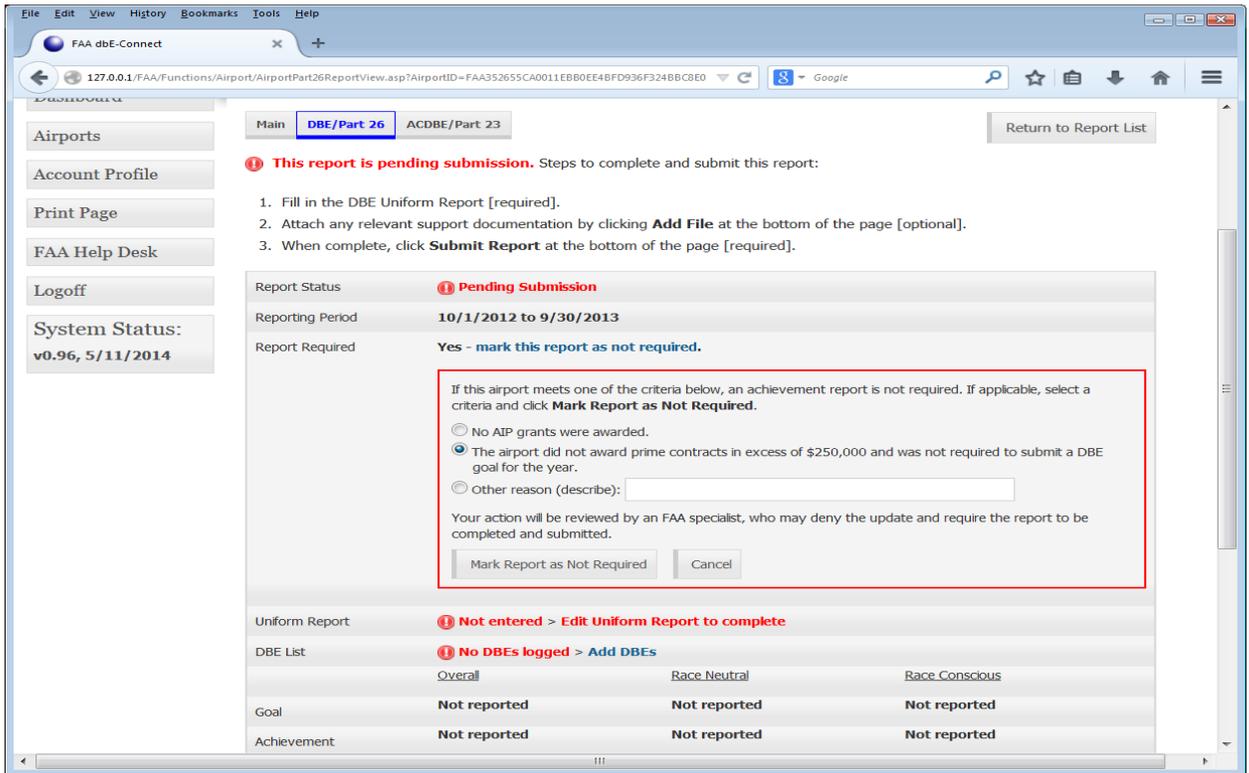
### How to indicate if a Report is not Required for the Fiscal Year

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

- 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 criteria or enter a reason in the Other textbox and Click **Submit**.



Mark this report from as not required?

OK

Cancel



**Thank you for using FAA dbE-connect!**

**FAA DBE/ACDBE Program Regional Compliance Specialists**

<b>Alaskan Region-</b> Alaska	Ricky Watson	310-725-3940	<a href="mailto:ricky.watson@faa.gov">ricky.watson@faa.gov</a>
<b>Central Region-</b> Iowa, Kansas, Missouri, Nebraska	Ofelia Medina	310-725-3945	<a href="mailto:ofelia.medina@faa.gov">ofelia.medina@faa.gov</a>
<b>Eastern Region-</b> Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia	Elizabeth Unrath	310-725-3947	<a href="mailto:elizabeth.unrath@faa.gov">elizabeth.unrath@faa.gov</a>
<b>Great Lakes Region-</b> Illinois, Indiana, Michigan, Minnesota, North Dakota, Ohio, South Dakota, Wisconsin	Nancy Cibic	847-294-7182	<a href="mailto:nancy.cibic@faa.gov">nancy.cibic@faa.gov</a>
<b>New England Region-</b> Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Thomas Knox	310-725-3942	<a href="mailto:thomas.knox@faa.gov">thomas.knox@faa.gov</a>
<b>Northwest Mountain Region-</b> Colorado, Idaho, Montana, Oregon, Utah, Washington, Wyoming	Ricky Watson	310-725-3940	<a href="mailto:ricky.watson@faa.gov">ricky.watson@faa.gov</a>
<b>Southern Region-</b> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands	Keturah Pristell	404-305-7392	<a href="mailto:keturah.pristell@faa.gov">keturah.pristell@faa.gov</a>
<b>Southwest Region-</b> Arkansas, Louisiana, New Mexico, Oklahoma, Texas	Dolores Leyva	310-725-3939	<a href="mailto:dolores.leyva@faa.gov">dolores.leyva@faa.gov</a>
<b>Western-Pacific Region-</b> American Samoa, Arizona, California, Guam, Hawaii, Nevada	Patricia Wright	310-725-3955	<a href="mailto:patricia.wright@faa.gov">patricia.wright@faa.gov</a>