

Information Technology



**Federal Aviation
Administration**

DBE Office Online Reporting System (DOORS)

Office Of Civil Rights

*ACHIEVING SAFETY
THROUGH DIVERSITY*

AMAC 2013
Airport Business Diversity Conference
San Diego, California

DOORS Reporting

49 CFR Part 26

1. Uniform Report of DBE Awards or Commitments and Payments
 - Includes instructions
2. DBE Contractor Firms

49 CFR Part 23

1. Uniform Report of ACDBE Participation
 - Includes instructions
2. Report of Certified ACDBE Form

Blank forms may be found at:

<http://www.osdbu.dot.gov/DOORS/Application/logon.aspx>

DBE Uniform Form

Final Reporting Form.pdf - Adobe Reader

File Edit View Window Help

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Tools Sign Comment

UNIFORM REPORT OF DBE AWARDS OR COMMITMENTS AND PAYMENTS

Please refer to the Instructions sheet for directions on filling out this form

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

2. AIP Numbers (FAA Recipients Only): _____

3. Federal fiscal year in which reporting period falls: FY _____ 4. Date This Report Submitted: _____

5. Reporting Period Report due June 1 (for period Oct. 1-Mar. 31) Report due Dec. 1 (for period April 1-Sept. 30)

6. Name of Recipient: _____

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

	A	B	C	D	E	F	G	H	I
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (number)	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									
9. Subcontracts awarded/committed this period									
TOTAL									

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

	A	B	C	D	E
ACTUAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	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					
13. Race Neutral					
14. Totals					

9:38 AM

DBE Contractor Firms Form

FAA REPORT OF CERTIFIED DBE CONTRACTORS USED ON FAA-ASSISTED CONTRACTS - DBE_contractor_firms_form_updated_10-2012.pdf - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Forms & Instructions x FAA REPORT OF CERTIFIED D... x +

osdbu.dot.gov/doors/Forms/DBE_contractor_firms_form_updated_10-2012.pdf

MyFAA Authentication ... myfaa Home

Page: 1 of 2 Automatic Zoom

**FAA REPORT OF CERTIFIED DBE CONTRACTORS USED ON
FAA-ASSISTED CONTRACTS**

<http://osdbu.dot.gov/doors/application/logon.aspx>

Name of Airport: _____

Name of Recipient: _____

City/State/Zip: _____

Goal Period Dates: _____

Preparer's Name: _____

Telephone No: _____

Date Prepared: _____

DBE Firm: _____

Address: _____

City/State/Zip: _____

Telephone No.: _____

Type of Work and NAICS: _____

9:41 AM

ACDBE Uniform Form

acdbe_accomplishment_rpt_form_excel.xls - acdbe_accomplishment_rpt_form.pdf - Mozilla Firefox

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Forms & Instructions x acdbe_accomplishment_rpt_f... x +

osdbu.dot.gov/doors/Forms/acdbe_accomplishment_rpt_form.pdf

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Page: 1 of 2 Automatic Zoom

UNIFORM REPORT OF ACDBE PARTICIPATION							
Please refer to the instructions sheet for directions on filling out this form							
1. Name of Recipient: _____							
AIP Numbers _____							
2. Contact Information: Preparer's Name: _____ Phone No. () _____ Fax No. () _____							
email address: _____							
3a. Federal fiscal year in which reporting period falls: FY _____ (Oct. 1, _____ to Sep. 30, _____) 3b. Date This Report Submitted: _____							
4. Current Non-Car Rental ACDBE Goal: Race Conscious Goal _____ % Race Neutral Goal _____ % ACDBE OVERALL Goal _____ %							
5. NON-CAR RENTAL CUMULATIVE ACDBE PARTICIPATION	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars) [E+F]	Total to ACDBEs (number)	Total to ACDBEs /Race Conscious (dollars)	Total to ACDBEs /Race Neutral (dollars)	Percentage of total dollars to ACDBEs [C/A]
	Prime Concessions						
	Subconcessions						
	Management Contracts						
	Goods and Services						
	Total Cumulative Non-Car Rental ACDBE Participation						
6. NON-CAR RENTAL NEW ACDBE PARTICIPATION THIS PERIOD	A	B	C	D	E	F	G
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars) [E+F]	Total to ACDBEs (number)	Total to ACDBEs /Race Conscious (dollars)	Total to ACDBEs /Race Neutral (dollars)	Percentage of total dollars to ACDBEs [C/A]
	Prime Concessions						
	Subconcessions						
	Management Contracts						
	Goods and Services						
	Total Non-Car Rental New ACDBE Participation						
7. Current Car Rental ACDBE Goal: Race Conscious Goal _____ % Race Neutral Goal _____ % ACDBE OVERALL Goal _____ %							
	A	B	C	D	E	F	G
	Total Dollars	Total Number	Total to ACDBEs	Total to ACDBEs	Total to ACDBEs /Race Conscious	Total to ACDBEs /Race Neutral	Percentage of total dollars to ACDBEs

ACDBE Firms Form

Microsoft Word - ACDBE_CONCESSIONAIRES_FORM_2011.doc - ACDBE_CONCESSIONAIRES_FORM_2011.pdf - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Forms & Instructions x Microsoft Word - ACDBE_CO... x +

osdbu.dot.gov/doors/Forms/ACDBE_CONCESSIONAIRES_FORM_2011.pdf

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**REPORT OF CERTIFIED ACDBE FORM
(CONCESSIONAIRES/SUBCONCESSIONAIRES/
SUPPLIERS/MANAGEMENT CONTRACTORS - COUNTED TOWARD GOALS)**

Name of Airport _____

Airport Sponsor _____

City/State/Zip _____

Preparer _____

Telephone Number _____

Date _____

List below each ACDBE that participated in a concession during the preceding fiscal year and which are included in your submission of the Uniform Report of ACDBE Participation. If no ACDBE firm participated, write "NONE" below.

Name of ACDBE Firm _____

Address _____

City _____ State _____ Zip _____

Type of concession/subconcession/supplier, etc., business _____

Date Agreement (i.e., lease, sublease) Began _____ Date Agreement (i.e., lease, sublease) Expires _____

Options to Renew _____ How Many _____ Length of time _____

Dates that material amendments have been or will be made to agreement, if known _____

Estimated gross receipts for this reporting period: _____

The disadvantaged individual having the largest ownership interest is:

_____ Black _____ Hispanic _____ Native American _____ Asian-Indian American

9:46 AM

DOORS – Due Dates

- **DBE** Program reports due by **December 1 (Part 26)**
- **ACDBE** Program reports due by **March 1 (Part 23)**

Both for the prior Federal fiscal year

DOORS and FAA dbE-Connect System

<http://www.osdbu.dot.gov/DOORS/Application/logon.aspx>

- FAA fully transitioned from FAA DOORS to DOT DOORS in November 2011
- Currently populated with history data from FAA DOORS (2006-present)
- Similar design as FAA DOORS with some differences in operations
- FAA plans to transition DOORS to FAA dbE-Connect system during FY-2014

DOORS Tips

- Before logging in:
 - Re-boot your computer, and/or
 - Clear your Internet cache or browsing history
- Go to “Tools”:
 - Internet Options
 - Delete Cookies
 - Delete Files and Clear History

NOTE: We recommend using Mozilla Firefox software since it is a faster Internet software system which can help to alleviate time-outs or dropped sessions.

DOORS Tips, cont'd.

- Recipient user accounts can only be created by FAA (or FHWA and FTA for their recipients)
- Recipients can enter reports for any year – Select the year and “period 2”
- Enter data only if required to (*Was there a DBE goal for the year? Was there DBE participation during the year? Were there DBE payments made?*)
 - **Don't enter “all zero” reports** – if a report is required, there should be data in at least Sections 8 A and B

DOORS Tips, cont'd.

- Okay to enter partial data - save it and return later to edit or complete
- If you save your data, it will stay in “Save (Edit Information)” indefinitely until you go to the “Submit Information” menu and click “Submit”
- Enter Notes (for yourself or to FAA) at the bottom of the page

DOORS Tips, cont'd.

- FAA must approve the data before it gets entered into the system
- You cannot edit data once it has been Submitted and Approved by FAA
 - Report can be re-entered
 - After the second report is approved by FAA, it will override the previous report in the FAA aggregate

DOORS Tips, cont'd.

- When a report is returned to you:
 - Go to “Edit Information”
 - Make corrections as necessary
 - Click “Save”
 - Go to “Submit Information” and click “Submit”
- When a report is approved:
 - You will receive an approval email message

DOORS Menu

Airport Concessions (*Primary* Airports)

- [ACDBE Participation](#)
- [ACDBE Firms](#)

DOT-Assisted Contracts : Construction, Professional Services, Equipment (*All* Airports)

- [DBE Awards](#)
- [DBE Contractors](#)

[Forms & Instructions](#) (DBE and ACDBE uniform forms, DBE and ACDBE Firms forms, DOORS guidance)

[OSDBU Website](#) (DOT DBE and ACDBE program website)

[Logout](#)



DBE Uniform Form Data

- DBE Uniform Form
 - Totals and percentages are calculated automatically
 - **Select the year and period 2**
 - Section 4 – enter AIP grant numbers
 - Section 7 – enter the DBE goal
 - Section 8 is for prime contractor participation
 - Section 9 is for sub-contractor participation
 - Section 9 Columns A and B should identify the total dollar and number of sub-contracts that were awarded (not just DBE participation)
 - Sections 8 and 9 C and D must equal Sections 10 and 11
 - Same data broken down by ethnicity and gender in 10 and 11

DBE Uniform Form Data

- Sections 12-14 are for reporting **payments** only
 - ACTUAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD
- Payments you enter can be for any year, past or current, or both combined
- This section is not compared to Sections 8 through 11

DBE Uniform Awards - DOORS Data Screen

Add Information - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Add Information

osdbu.dot.gov/DOORS/Application/AddInformation.aspx

MyFAA Authentication ... myfaa Home

Massachusetts Port Authority-Boston Logan [Change](#)

- Contracts
 - DBE Awards
 - DBE Contractors
- Forms & Instructions
- OSDBU Website
- Logout

4. If more than 6 AIP Grants, two Grant numbers can be included in one textbox

AIP No. 1 AIP No. 2 AIP No. 3
 AIP No. 4 AIP No. 5 AIP No. 6

7. Annual DBE Goal(s): Race conscious goal % Race neutral goal %
 Overall goal %

1=Reporting Period 1 ; 2= Reporting Period 2

8. - 9. COMMITMENTS/AWARDS MADE DURING THIS REPORTING PERIOD

	A	B	C	D	E	F	G	H	I
	Total \$	Total No.	Total DBEDollars (E+G)	Total DBENumber (F+H)	Total DBE Race Conc. \$	Total DBE Race Conc. No.	Total DBE Race Neutral \$	Total DBE Race Neut. No.	% Dol's To DBEs
8. Prime Contracts	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year To Date Prime	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Sub Contracts	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year To Date Sub	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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DBE Uniform Awards - DOORS Data Screen

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10. - 11. DBE COMMITMENTS/AWARDS BY ETHNICITY& GENDER

	A Black American	B. Hispanic American	C Native American	D Subcont. Asian American	E Asian- Pacific American	F Non- Minority Women	G Other	H Totals (A+B+C +D+E+F+G)
10. No. Contracts	1 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	2 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Year To Date No.Contracts	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
11. Contr.\$	1 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	2 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Year To Date Contract \$	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

12. - 14. ACTUAL PAYMENTS ON CONTRACTS COMPLETED

	A Prime Contracts Completed No.	B Prime Contracts Completed \$	C DBE Particip. Needed For Goal \$	D DBE Participation \$
12. Race Conscious	1 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	2 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Year To Date Race Conscious	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
13. Race Neutral	1 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	2 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Year To Date Race Neutral	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

3:01 PM

DBE History Reports

- Access history reports by going to:
 - DBE Awards / Reports / Past Awards Individual
 - Select year and reporting period 2
 - Click View
 - Click (+) to expand the tree
 - Click directly on the name of recipient
 - Click Select and Click View Report
 - **Make sure your pop-up blocker is turned off**
 - Wait for report to appear (if more than 40 seconds, see your IT personnel)
 - Open with Adobe Reader (upper right hand corner menu)
 - Print or Save to File

DBE Awards – View History Reports

DOORS - Mozilla Firefox

File Edit View History Bookmarks Tools Help

DOORS

osdbu.dot.gov/DOORS/Application/ViewInformation.aspx

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Office of Small and Disadvantaged Business Utilization

« DOORS Home

DOORS

- Airport Concessions
 - ACDBE Participation
 - ACDBE Firms
- DOT-Assisted Contracts
 - DBE Awards
 - DBE Contractors
- Forms & Instructions
- OSDBU Website
- Logout

DBE Individual Award Report Selection Screen

Select the Recipient - click Change to change the Fiscal Year and/or reporting period

Change

Recipient Tree

Massachusetts Port Authority-Boston Logan

Report Listing

Recipient	Date Entered	Entered By
Select Massachusetts Port Authority-Boston Logan	12/21/2011 1:35:52 PM	Albert Dalton

Select a report from the Report Listing then click 'View Report' to display.

View Report

OSDBU.DOT.GOV Home | Privacy Policy | Web Policies & Notices | Contact Us | Help | Change Log

4:18 PM

DBE Awards Reports

DBEAward - FormView.aspx - Mozilla Firefox
 osdbu.dot.gov/DOORS/Application/FormView.aspx

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****Please refer to the instructions sheet for directions on filling out this form****

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

2. API Numbers (FAA Recipients Only):

3-25-0010-86-2005/-94-2008	/-95-2008/-103-2010/-104-2010	-106-2011/-107-2011/-108-2011
-109-2011/-110-2011/-111-2011	-112-2011/-113-2011	-0003-31-2010/-0053-43-2011

3. Federal Fiscal Year in which Reporting Period Falls : FY 2011 4. Date This Report Submitted : 12/21/2011

5. Reporting Period : Report Due June 1 (for period Oct. 1-Mar. 31) Report Due Dec. 1 (for period April 1-Sept. 30) FAA annual report due Dec. 1

6. Name and address of Recipient : Massachusetts Port Authority-Boston Logan , ,Boston,MA

7. Annual DBE Goal(s) : Race Conscious Goal : 12 % Race Neutral Goal : 2 % Overall Goal : 14 %

	A	B	C	D	E	F	G	H	I
COMMITMENTS/AWARDS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollars) [E+G]	Total to DBEs (number) [F+H]	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	\$47,423,938.00	10	\$26,832.00	1	\$0.00	0	\$26,832.00	1	0.06%
9. Subcontracts awarded this period	\$5,723,994.00	23	\$2,692,154.00	16	\$2,648,713.00	12	\$43,441.00	4	47.03%
Totals			\$2,718,986.00	17	\$2,648,713.00	12	\$70,273.00	5	5.73%

	A	B	C	D	E	F	G	H
DBE COMMITMENTS/AWARDS THIS REPORTING PERIOD-BREAKDOWN BY ETHNICITY & GENDER	Black American	Hispanic American	Native American	Subcont. Asian American	Asian-Pacific American	Non-Minority Women	Other (i.e. not of any other group listed here)	Totals [A+B+C+D+E+F+G+H]
10. Total Number of Contracts (Prime & Sub)	7	0	0	2	0	7	1	17
11. Total Dollar Value	\$1,870,258.00	\$0.00	\$0.00	\$252,525.00	\$0.00	\$356,203.00	\$240,000.00	\$2,718,986.00

	A	B	C	D	E
ACTUAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	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 [D/B]

DBE Contractor Firms Form

Don't Forget to Submit the Information on DBE Contractors!!

- Enter in DOORS, or
- Submit on “FAA DBE Contractor Firms” form

49 CFR Part 23 Concessions

- Required by primary airports
 - If there was an ACDBE goal for the year, there should also be an ACDBE Participation report.
- Non-primary airports can have a concession program but it is not mandatory

ACDBE Uniform Form

FAA_AddInformation - Mozilla Firefox

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FAA_AddInformation

osdbu.dot.gov/DOORS/FAADoors/FAA_AddInformation.aspx

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year:

4. Current Non-Car Rental ACDBE Goal

Race Conscious Goal %

Race Neutral Goal %

ACDBE Overall Goal %

5. Non-Car Rental Cumulative ACDBE Participation

ACDBE Participation	A. Total Dollars (Everyone)	B. Total Number (Everyone)	C. Total to ACDBEs (dollars) [E+F]	D. Total to ACDBEs (number)	E. Total to ACDBEs - Race Conscious (dollars)	F. Total to ACDBEs - Race Neutral (dollars)	G. Percentage of Total Dollars to ACDBEs [C/A]
Prime Concessions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/> %
Sub Concessions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/> %
Management Contracts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/> %
Goods And Services	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/> %
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/> %

6. Non-Car Rental New ACDBE Participation

ACDBE Participation	A. Total Dollars (Everyone)	B. Total Number (Everyone)	C. Total to ACDBEs (dollars)	D. Total to ACDBEs	E. Total to ACDBEs - Race Conscious	F. Total to ACDBEs - Race Neutral	G. Percentage of Total Dollars to
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5:17 PM

ACDBE Uniform Form

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.

ACDBE Uniform Form

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., manage the parking facilities).
4. 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 (Section 5 and 6, A & B) and ACDBE participation as a percentage of total management contracting dollars (Sections 5 and 6, G) are not intended to be filled in.

ACDBE Uniform Form

5. “Goods and services” refers to those goods and services purchased by the airport itself or by concessionaires and management contractors from certified DBEs.
 - **If reporting joint ventures with more than one agreement, count the joint venture for each agreement that they are covered by, e.g., a single joint venture might have 3 different agreements. They should be counted 3 times.**

ACDBE Uniform Form Data

- ACDBE Uniform Form – Non-Car Rental Participation
 - Section 4 – enter ACDBE non-car rental goal
 - Section 5 must include all data in Section 6
 - Section 5 must equal Section 10 non-car rental participation
 - Same data broken down by ethnicity and gender in Section 10

ACDBE Uniform Form Data

- ACDBE Uniform Form – Car Rental Participation
 - Section 8 (car rental concessions) must include all data in Section 9
 - Section 8 must equal Section 10 car rental participation
 - Same data broken down by ethnicity and gender in 10

Part 23 requires ACDBE firms' info

- ACDBE uniform form Section 11 requires you report ACDBE firms' information on the *FAA Report of Certified ACDBE Form*:

11. For each ACDBE firm that is participating, please fill out the attached Report of Certified ACDBE Form or list the following information for each ACDBE firm participating in your program during this report: (1) Firm name; (2) Type of business; (3) Beginning and expiration dates of agreement, including options to renew; (4) Dates that material amendments have been or will be made to agreement (if known); and (5) Estimate gross receipts for the firm during this reporting period.

ACDBE History Reports

ACDBE Reports

- [Past ACDBE Participation – Individual](#)
- [Recipient - All Years](#) (spreadsheet)

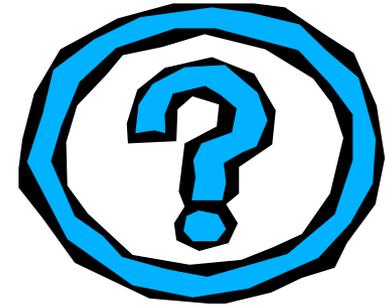
FAA dbE-Connect System

- Currently developing the system to include DBE and ACDBE program reporting requirements
 - Complete airport record
 - Recipients will be able to submit online:
 - Goals
 - Achievements (DOORS)
 - Other DBE or ACDBE program documents

FAA DBE/ACDBE Compliance Staff

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