

DBE Program

*DBELO/ACDBELO
Quick Reference*



**Federal Aviation
Administration**

Office Of Civil Rights

*ACHIEVING SAFETY
THROUGH DIVERSITY*

**4th Annual FAA National Civil Rights
Training Conference for Airports**

Washington, DC

September 17, 2013

DBE Program - BASIC Requirements

- **Review Airport's Master Plan**
- **Appoint a DBE Liaison Officer (DBELO) in accordance with 49 CFR Section 26.25**
- **Submit a DBE Program/Plan to the FAA in accordance with 49 CFR Section 26.21, if the airport is spending grant(s) that exceed \$250,000 in a federal fiscal year**

Submit a DBE Program/Plan

- *You are not required to submit an entire updated DBE program every three years.*
- *You do not have to submit regular updates of your DBE program, as long as you remain in compliance. However, you must submit significant changes in the program for approval.*
- *Changes to your program may be warranted by internal process changes and/or official rule changes.*
<http://www.ecfr.gov>

ANNUAL DBELO Tasks

- **Verify** firms' DBE certifications status. [Check State UCP system for current status]
- **Conduct Outreach Events** to increase Small Businesses participation to include DBE firms
- **Review DBE requirements** on federally funded project(s). Estimate project(s) you anticipate receiving funding for the 3-year year period

ANNUAL DBELO Tasks (Continued)

- **August 1** – Submit 3-year DBE goal) in accordance with 49 CFR Section 26.45. (Contact FAA DBE Specialist to verify year your goal is due.)
- **December 1** – Report DBE Awards and Accomplishments via DBE Office Online Reporting System (DOORS) at <http://osdbu1.dot.gov/doors/application/logon.aspx>

ANNUAL DBELO Tasks (Continued)

- **January 1** –Analyze in detail the reasons for the difference between the overall DBE goal and the accomplished DBE participation in accordance with 49 CFR Section 26.47

[Note: 26.47(c)(3) - It is required, if a designated **CORE Airport** fails to meet overall goal in a FY to submit an analysis and corrective actions to FAA within **90 days** of the end of the FY or January 1]

MONTHLY DBELO Tasks

- **Conduct Scheduled and Unscheduled Site Visits on AIP / Federally Funded projects**
- **Track & Verify Prime Contractor payments to DBE Subcontractors**

ACDBE Program BASIC Requirements

- **Determine** if the airports meets the requirements of **49 CFR 23.5** (ACDBE Program)
- **Appoint** an ACDBE Liaison Officer
- **Submit** an **ACDBE program** that meets requirement of 49 CFR Part 23

Submit a ACDBE Program/Plan

- *You are not required to submit an entire updated ACDBE program every three years.*
- *You do not have to submit regular updates of your ACDBE program, as long as you remain in compliance. However, you must submit significant changes in the program for approval.*
- *Changes to your program may be warranted by internal process changes and/or official rule changes <http://www.ecfr.gov>*

ANNUAL ACDBE Tasks

- **Verify** the current ACDBEs' certification status. [Check State UCP system for current status]
- **Conduct Outreach Events** when there are new concessions opportunities to increase ACDBE participation
- **Review** the solicitation on concessions opportunities to ensure compliance with 49 CFR 23

ANNUAL ACDBE Tasks (Continued)

- **October 1** – Submit 3-year ACDBE goal
- **March 1** – Report ACDBE Participation via DOORS at <http://osdbu1.dot.gov/doors/application/logon.aspx> in accordance with 49 CFR Part 23



DBE/ACDBE Program Compliance Team

Regional DBE/ACDBE Program Compliance Team Specialists	Name	Phone	Email
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Questions?

