DBE and ACDBE Reporting Requirements
For Airport Grant Recipients

ALL AIRPORTS – 49 CFR Part 26 – 3-Year Overall DBE Goal

This requirement applies to airports that will award or anticipate awarding $250,000 or more in prime contracts during a federal fiscal year funded by AIP grants. On February 3, 2010, U.S. DOT issued a final rule changing 49 CFR Part 26 requiring recipients to submit overall goals for review every three years, rather than annually. DBE overall three-year goals must be submitted according to the schedule below. ***If the airport is not required to submit a new updated DBE goal based on the above criteria, no reply is required.***

DBE Program 3-Year Goals Due Chart

Airport Type	Region	Date Due	Period Covered	Next Goal Due
Large & Medium Hub Primary	**All Regions**	**August 1, 2010**	**2011/2012/2013**	**August 1, 2013 (2014/2015/2016)**
Small Hub Primary	**All Regions**	**August 1 2011**	**2012/2013/2014**	**August 1, 2014 (2015/2016/2017)**
Non-Hub Primary	**All Regions**	**August 1 2012**	**2013/2014/2015**	**August 1, 2015 (2016/2017/2018)**
Non-Primary including GAs, Relievers and State DOTs	**Alaskan, Eastern, & Great Lakes**	**August 1 2010**	**2011/2012/2013**	**August 1, 2013 (2014/2015/2016)**
Non-Primary including GAs, Relievers and State DOTs	**New England, Northwest Mountain, & Southern**	**August 1 2011**	**2012/2013/2014**	**August 1, 2014 (2015/2016/2017)**
Non-Primary including GAs, Relievers and State DOTs	**Central, Southwest, and Western-Pacific**	**August 1 2012**	**2013/2014/2015**	**August 1, 2015 (2016/2017/2018)**

In the time before you submit the Airport's first 3-year goal, continue to use the previous DBE overall goal that was approved by the FAA. For example, if you are not due to submit a DBE 3-year goal until August 1, 2012, and the airport will award prime contracts in excess of $250,000 during FY-2011, you may use the same DBE goal that was approved for FY-2010, unless the projects are significantly different. If the projects are significantly different, submit a revised overall goal.

49 CFR Part 26 DBE Programs and Goals, *continued...*

Note: If you have not submitted a new full DBE program in accordance with 49 CFR Part 26 issued in 1999, you must also submit an entire new DBE program with your goal. If you are not sure if the airport has a new updated DBE program on file, please contact your Regional DBE Program Compliance Specialist (attached).

The DBE Sample Program can be found at:
http://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/training_conf/

PRIMARY AIRPORTS – 49 CFR Part 23 – 3-Year Overall ACDBE Goal

Primary Airports must submit updated concession programs and/or goals according to the schedule below. A separate goal for car rentals and another for other-than-car-rental-concessions is required if the airport's average annual concession revenue exceeds $200,000 in each category separately. *If the airport is not required to submit a new updated goal based on the above criteria, please send an email message to your DBE Program Compliance Specialist indicating same.* As a reminder, "revenue" means total revenue (or gross receipts) generated by concessions, not the fees received by the airport from concessionaires.

Primary Airport Size	Region	Date Due	Period Covered	Next Goal Due
Non-Hubs	**All Regions**	**October 1, 2010**	**2011/2012/2013**	**October 1, 2013 (2014/2015/2016)**
Large/Medium Hubs	**All Regions**	**October 1, 2011**	**2012/2013/2014**	**October 1, 2014 (2015/2016/2017)**
Small Hubs	**All Regions**	**October 1, 2012**	**2013/2014/2015**	**October 1, 2015 (2016/2017/2018)**

Note: If the airport has not submitted a new full ACDBE program in accordance with 49 CFR Part 23 issued in 2005, you must also submit an entire new ACDBE program with your goal(s). If you are not sure if the airport has a new updated ACDBE program on file, please contact your FAA DBE Program Compliance Specialist.

The ACDBE Sample Program can be found at:
http://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/training_conf/

ANNUAL ACCOMPLISHMENT REPORTS

ALL AIRPORTS – 49 CFR Part 26

Uniform Report of DBE Awards or Commitments and Payments

This report is due every year by December 1 for the past fiscal year. We will be introducing a new DOORS system beginning in November 2011. If you already have a DOORS user account, you will receive new user account information and guidance via email. If you do not currently have a DOORS user account and would like a user account to submit accomplishments, contact Nancy Cibic, DBE Program Compliance Specialist, at nancy.cibic@faa.gov or 847-294-7182.

If you do not use the DOORS system, please submit your DBE accomplishments via email to your FAA DBE Program Compliance Specialist.

The uniform form and DBE contractor form are shown in Attachment 3.

If the airport is not required to submit annual accomplishment reports (if there was no DBE goal during the reporting period), please do not submit a report and do not submit a "0" report.

PRIMARY AIRPORTS – 49 CFR Part 23 – Uniform Report of ACDBE Participation

This report is due every year by March 1 for the past fiscal year. We will be introducing a new DOORS system beginning in October 2011. If you already have a DOORS user account, you will receive new user account information and guidance via email. If you do not currently have a DOORS user account and would like a user account to submit accomplishments, contact Nancy Cibic, DBE Program Compliance Specialist, at nancy.cibic@faa.gov or 847-294-7182.

If you do not use the DOORS system, please submit your ACDBE accomplishments via email to your FAA DBE Program Compliance Specialist.

The uniform form and ACDBE firms' form are shown in Attachment 3.

If the airport is not required to submit annual accomplishment reports (if there was no ACDBE goal during the reporting period), please do not submit a report and do not submit an all "0" report.

DBE and ACDBE Program Resources
- DOT's DBE program website: http://osdbu.dot.gov/DBEProgram/index.cfm
- FAA dbE-Connect System: https://faa.dbesystem.com/
- Office of Civil Rights DBE and ACDBE program website:
  http://www.faa..gov/about/office_org/headquarters_offices/acr/bus_ent_program/
- To prepare your goals, you may need to visit the US Census Bureau site: http://www.census.gov/econ/cbp/index.html