



U.S. Department  
of Transportation  
Federal Aviation  
Administration

## *Disadvantaged Business Enterprise (DBE) Program*

### **DBE Office Online Reporting System**

#### **D O O R S**

49 CFR Parts 23 and 26

### **DOORS FAA Recipient User Guidance**

Welcome to the DBE Office Online Reporting System (DOORS)!!

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

This system is for reporting the annual DBE Program Uniform Report of DBE Awards or Commitments and Payments and/or the Airport Concession DBE (ACDBE) Program Uniform Report of ACDBE Participation.

#### General Information:

Federal Regulations 49 CFR Part 26 requires airport grant recipients that award prime contracts during a fiscal year in excess of \$250,000 or more to submit DBE goals. 49 CFR 26.11 specifically requires airport grant recipients to annually submit the **Uniform Report of DBE Awards or Commitments and Payments** associated with the contracts awarded during the fiscal year. For, FAA these reports are due December 1 for the prior fiscal year.

In addition, Federal Regulations 49 CFR Part 23 requires **primary** airport grant recipients with annual concession revenue over \$200,000 or more (for both car rental and other than car rental concessions individually) to submit airport concession DBE (ACDBE) goals. 49 CFR 23 Appendix A specifically requires **primary** airport grant recipients to annually submit the **Uniform Report of ACDBE Participation** associated with the concessions revenue participation during the fiscal year. For FAA, these reports are due March 1, for the prior fiscal year.

Thank you for using the DBE Office Online Reporting System (DOORS).

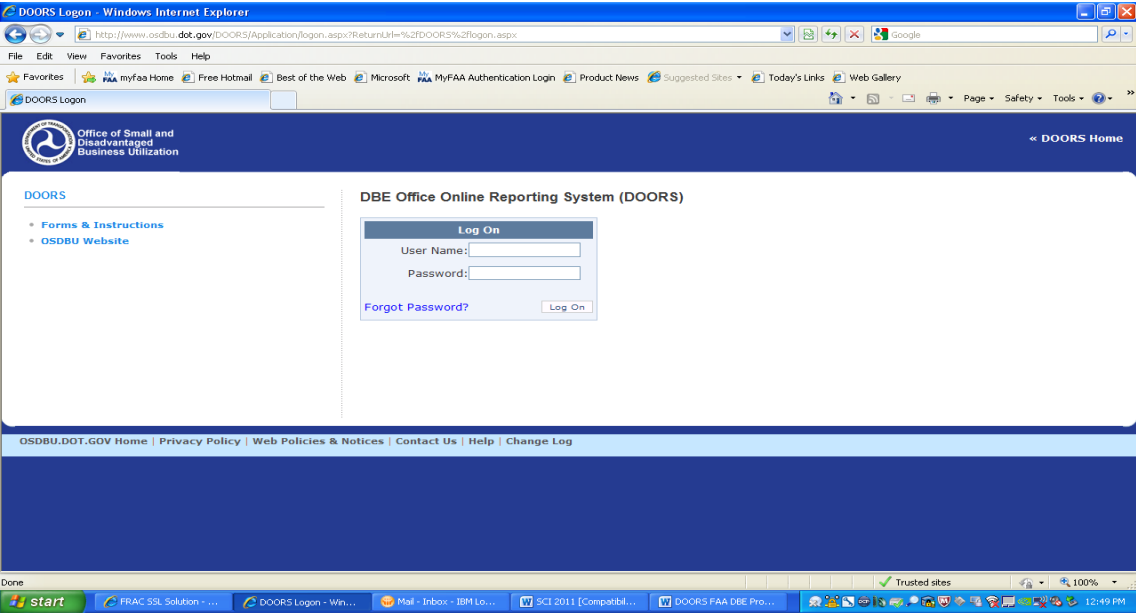
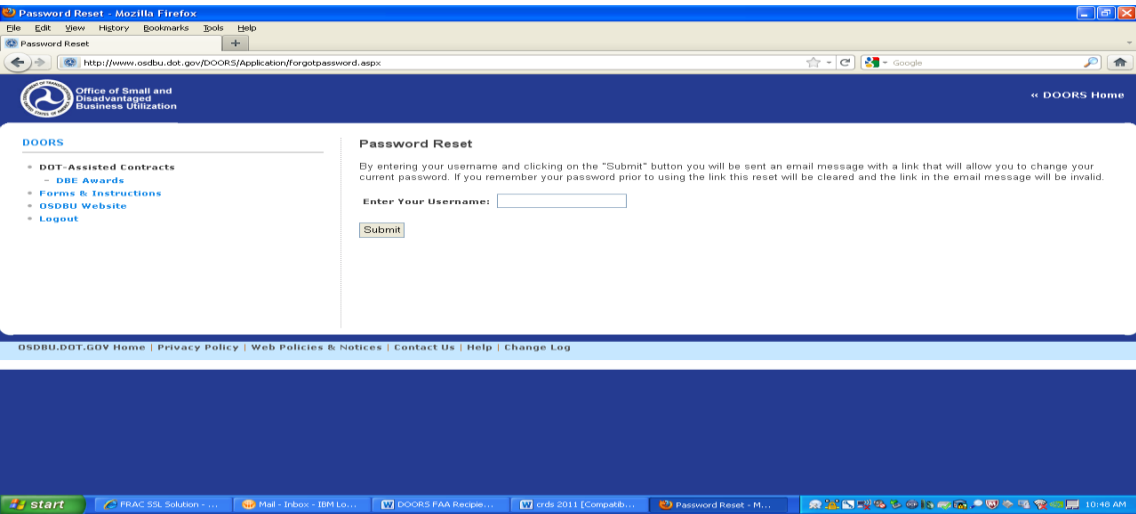
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## 1. TIPS AND INFORMATION.

Step	Action/Instructions
<b>A.</b>	Please read the form's instructions before entering data in DOORS. The forms and instructions can be found on the left-side menu of the DOORS website.
<b>B.</b>	We recommend rebooting and/or clearing your internet cache before logging onto DOORS. To clear internet cache: Select Tools - Internet Options – Delete cookies – Delete Files – Clear History.
<b>C.</b>	Please turn off your pop-up blocker. (Go to Tools, pop-up blocker, select turn off pop-up blocker.
<b>D.</b>	New airport recipient user accounts must be created by your regional FAA DBE Program Compliance Specialist.
<b>E.</b>	Text-boxes that are shaded will total and calculate automatically. Text-boxes that you cannot enter data into, will total and calculate automatically.
<b>F.</b>	Basic instructions are accessible on all screens by rolling your mouse cursor over each text-box.
<b>G.</b>	The reporting period for FAA is number 2. Select the appropriate fiscal year and period 2.
<b>H.</b>	If you log on to DOORS and leave your computer, DOORS will disconnect after 20 minutes of non-activity.
<b>I.</b>	Use the Change Button to switch to a different recipient or to change the fiscal year or period.
<b>J.</b>	If a user submits a second report for the same recipient and year, the user will be prompted that another report, for the same recipient and year, already exists in DOORS. The user can still Submit the report in DOORS. The most current report submitted will override the previous report in the FAA aggregate report.
<b>K.</b>	See also Frequently Asked Questions on Page 47.

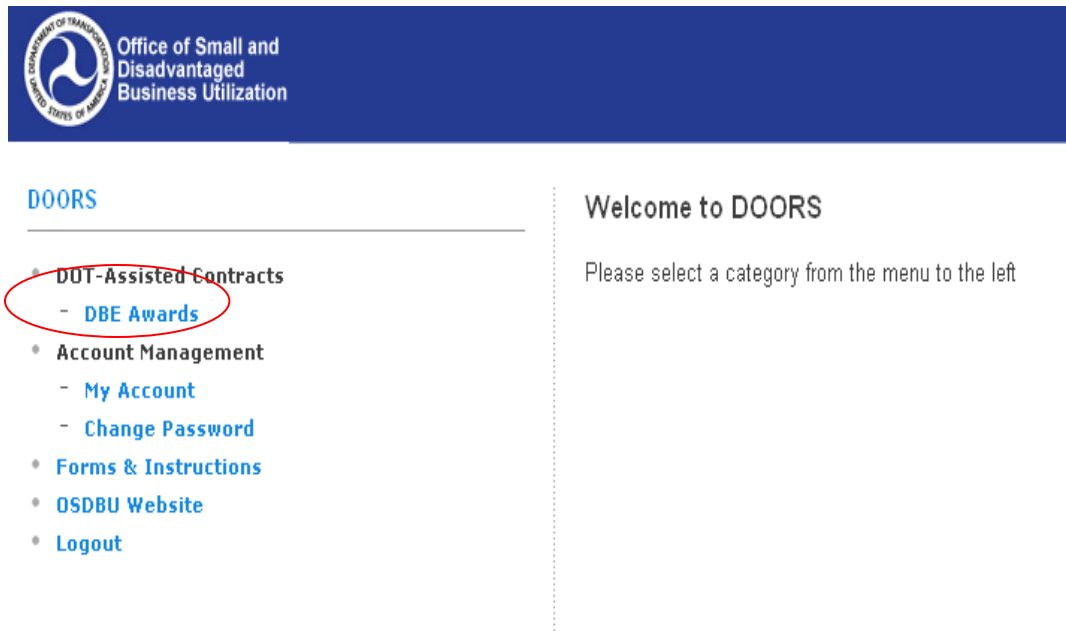
## 2. LOGGING ON TO DOORS.

Step	Action/Instructions
A.	<p>Go to DOORS website and log-on by entering user name and password  <a href="http://osdbu.dot.gov/DOORS/Application/logon.aspx">http://osdbu.dot.gov/DOORS/Application/logon.aspx</a>.</p> <p><b>Before logging on, clear your internet cache (see Page 3 for instructions).</b></p> <p>If you forgot your password, click on forgot password. DOORS will email you a link to create a new password. If you do not receive the link in your email within 2 minutes, check your SPAM or JUNK folder. To logon, enter your user ID (the user ID is usually the initial of your first name and entire last name, sometimes followed by _1).</p>  

### 3. ADDING DBE OR ACDBE UNIFORM REPORT INFORMATION.

A.

To enter a new report click on “DBE Awards” or “ACDBE Participation” on the left hand side of screen. For purposes of this guidance, we will demonstrate adding DBE Awards.



**Office of Small and Disadvantaged Business Utilization**

**DOORS**

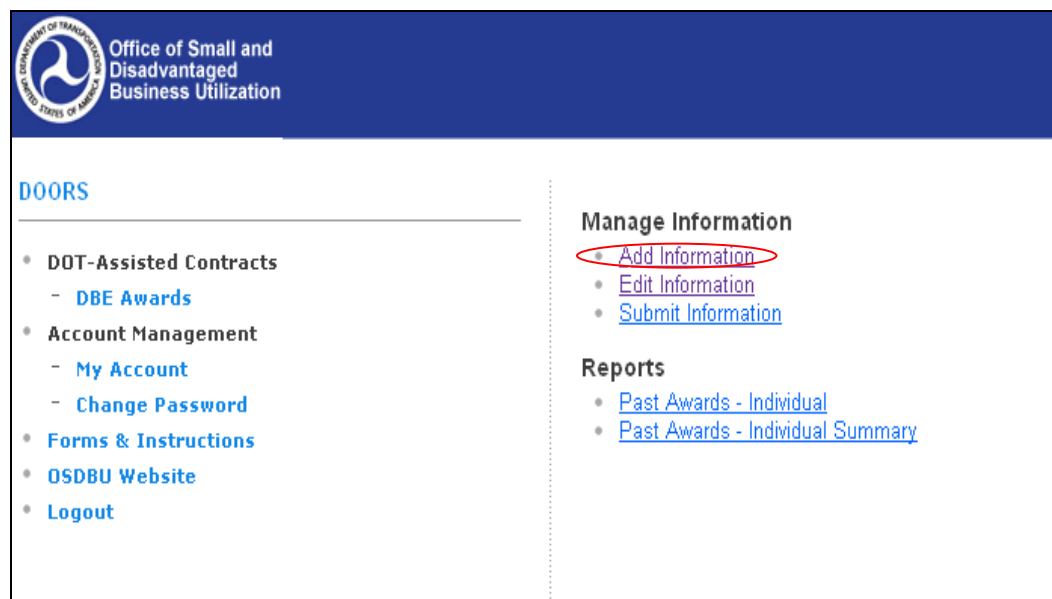
- **DOT-Assisted Contracts**
  - **DBE Awards**
  - My Account
  - Change Password
- Forms & Instructions
- OSDBU Website
- Logout

**Welcome to DOORS**

Please select a category from the menu to the left

B.

Under ‘Manage Information’ click on “Add Information”



**Office of Small and Disadvantaged Business Utilization**

**DOORS**

- DOT-Assisted Contracts
  - DBE Awards
- Account Management
  - My Account
  - Change Password
- Forms & Instructions
- OSDBU Website
- Logout

**Manage Information**

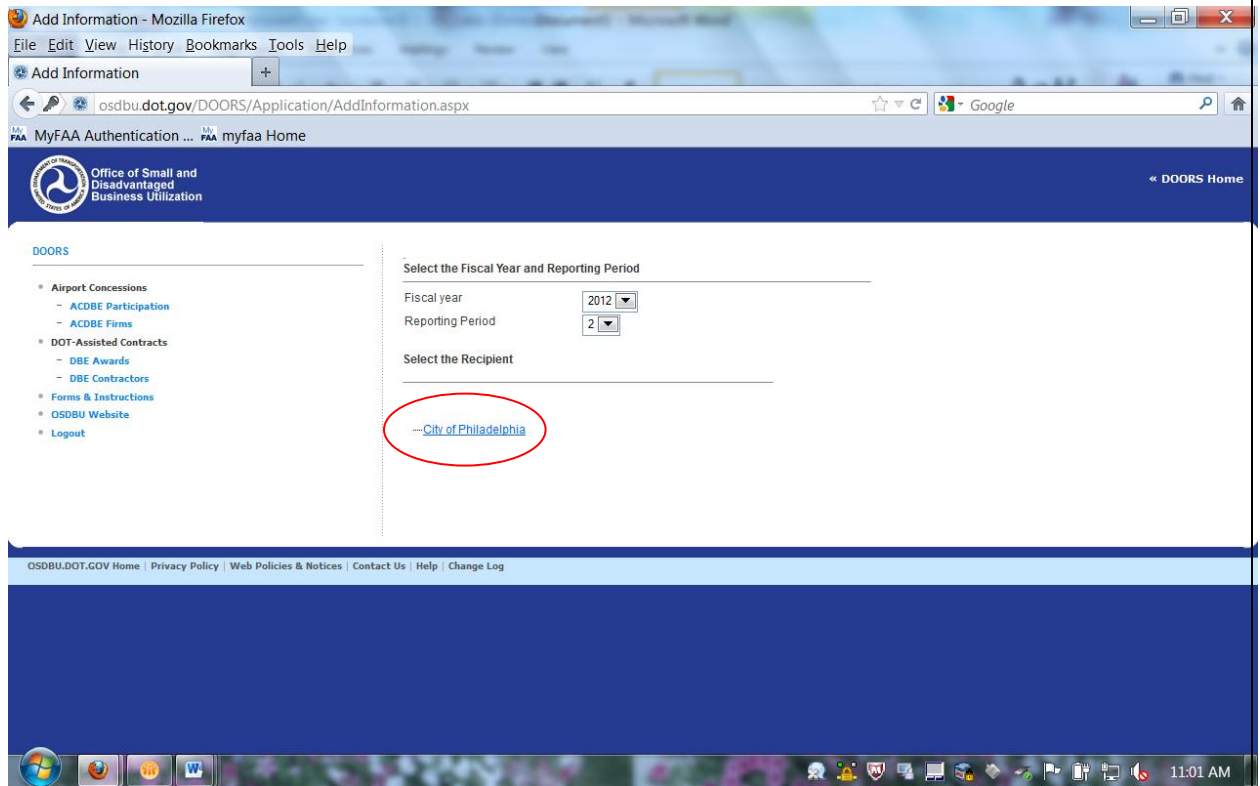
- **Add Information**
- Edit Information
- Submit Information

**Reports**

- Past Awards - Individual
- Past Awards - Individual Summary

C.

**Click on your recipient (example given is for the City of Philadelphia).**



C1.

Enter information in appropriate fields. Please note that Overall Goal Total in Section 7 will be automatically calculated when submitted. We recommend that if goals are less than 10, enter a zero "0" before the single digit. For example, if the goal is 4.4, enter "04.4".

You will not need to enter information in columns that are shaded as these columns will automatically calculate when submitted.

Also, please note that fields in sections 8-14 allow for 10 digits to be entered including decimals. Please round up if needed.

See Diagram on Page 6.

C2.

**Change Button:** If you report for more than one recipient, and you want to change to submit a report for a different recipient, Click the change button.

**Please make sure that the DBE data in Sections 8 and 9 equals the DBE data in Sections 10 and 11.**

City of Philadelphia

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. COMMITMENT S/AWARDS MADE DURING THIS REPORTING PERIOD

	A	B	C	D	E	F	G	H	I
	Total \$	Total No.	Total DBE Dollars (E+G)	Total DBE Number (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" 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"/>	<input type="text" value="0"/>
	2 <input type="text" value="1234567"/>	<input type="text" value="4"/>	<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 Prime	<input type="text" value="1234567"/>	<input type="text" value="4"/>	<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"/>
9. Sub 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"/>	<input type="text" value="0"/>
	2 <input type="text" value="98734"/>	<input type="text" value="2"/>	<input type="text" value="11032"/>	<input type="text" value="2"/>	<input type="text" value="8793"/>	<input type="text" value="1"/>	<input type="text" value="2239"/>	<input type="text" value="1"/>	<input type="text" value="11.17"/>
	Year To Date Sub	<input type="text" value="98734"/>	<input type="text" value="0"/>	<input type="text" value="11032"/>	<input type="text" value="2"/>	<input type="text" value="8793"/>	<input type="text" value="1"/>	<input type="text" value="2239"/>	<input type="text" value="11.17"/>

C3.

You can also enter notes at the bottom of the screen.

Year To Date Contract \$

12. - 14. ACTUAL PAYMENTS ON CONTRACTS COMPLETED				
	A	B	C	D
	Prime Contracts Completed No.	Prime Contracts Completed \$	DBE Particip. Needed For Goal \$	DBE Participation \$
12. Race Conscious	1	0	0	0
	2	0	0	0
Year To Date Race Conscious		0	0	0
13. Race Neutral	1	0		0
	2	0		0
Year To Date Race Neutral		0		0

Notes

Submit Save Cancel

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

Waiting for www.osdbu.dot.gov...

start FRAC SSL Solu... Mail - Inbox - I... Microsoft W... My Computer nancy cbc on '... Add Informatio... 10:30 AM



C4.

Once all data is entered click “Save” or “Submit”. Selecting Save will allow you to return and edit later; selecting Submit will send the record to the FAA for review. If you choose SAVE, the record will remain in the SAVE mode indefinitely (access under Edit Information) until you SUBMIT it. After you Submit the record, you will not be able to view the record until FAA has reviewed it. You will receive an email message after FAA has reviewed, returned with comments or approved the record. If the record is returned to you with comments, you will receive an email message. Go to Edit Information and page down to the Comments box to view FAA’s comments. Make the required changes and click Save. Next, go to Submit Information and click Submit.

**12. - 14. ACTUAL PAYMENTS ON CONTRACTS COMPLETED**

	A	B	C	D
	Prime Contracts Completed No.	Prime Contracts Completed \$	DBE Particip. Needed For Goal \$	DBE Participation \$
12. Race Conscious	<input type="text" value="26"/>	<input type="text" value="4658213"/>	<input type="text" value="3264226"/>	<input type="text" value="7624632"/>
13. Race Neutral	<input type="text" value="12"/>	<input type="text" value="230584"/>		<input type="text" value="325436"/>

C5.

The system will notify you if you have entered incorrect data, or left a required field blank. An error message will appear in **red** at the bottom (see below) of the page once you click save. Correct any error(s) and click “Save” once again. If you are ready to Submit the record, go to Submit Information and click “Submit”.

You can also Submit the report with errors. FAA will inform you of any changes that need to be made to the report.

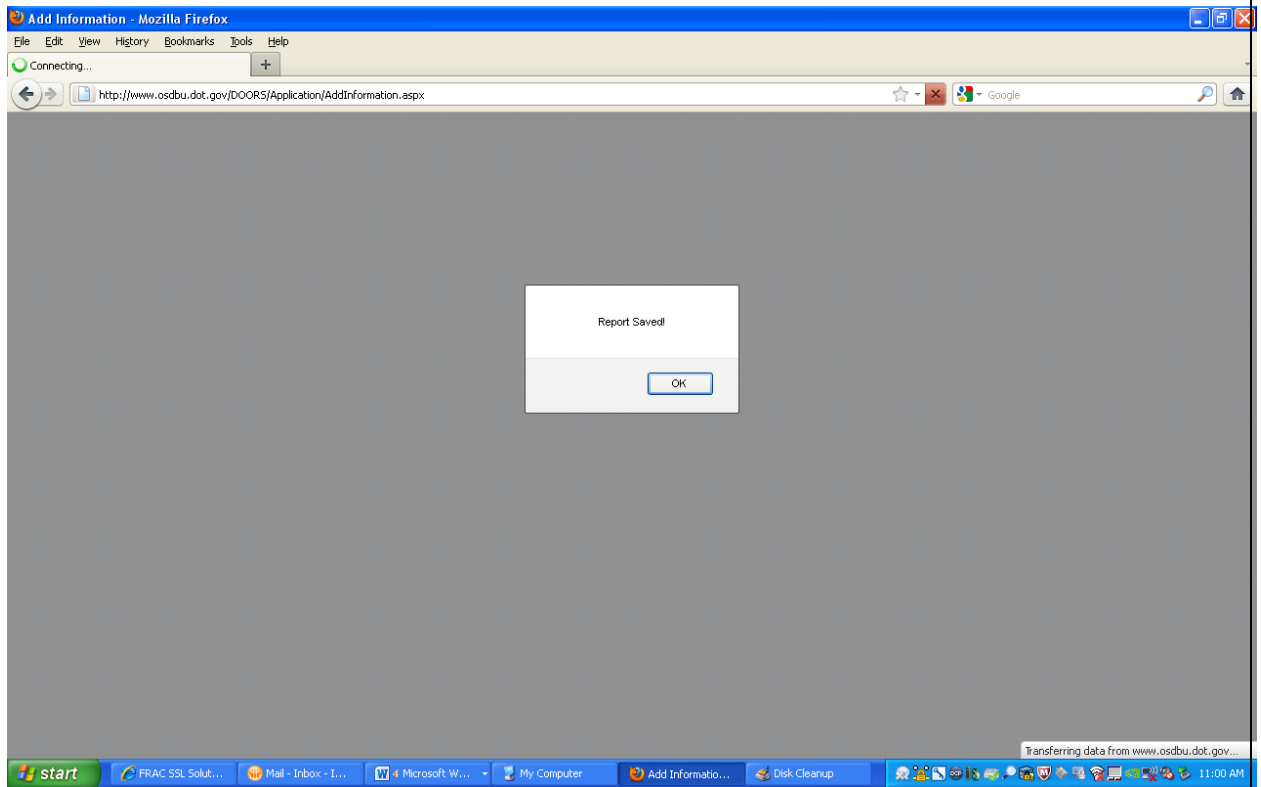
**12. - 14. ACTUAL PAYMENTS ON CONTRACTS COMPLETED**

	A	B	C	D
	Prime Contracts Completed No.	Prime Contracts Completed \$	DBE Particip. Needed For Goal \$	DBE Participation \$
12. Race Conscious	<input type="text" value="26"/>	<input type="text" value="4658213"/>	<input type="text" value="3264226"/>	<input type="text" value="7624632"/>
13. Race Neutral	<input type="text" value="12"/>	<input type="text" value="230584"/>		<input type="text" value="325436"/>

PrimeRaceConsciousDollar is 0 if 8f = 0 And >0 if 8f >0  
SubRaceConsciousDollar is 0 if 9f = 0 And >0 if 9f >0

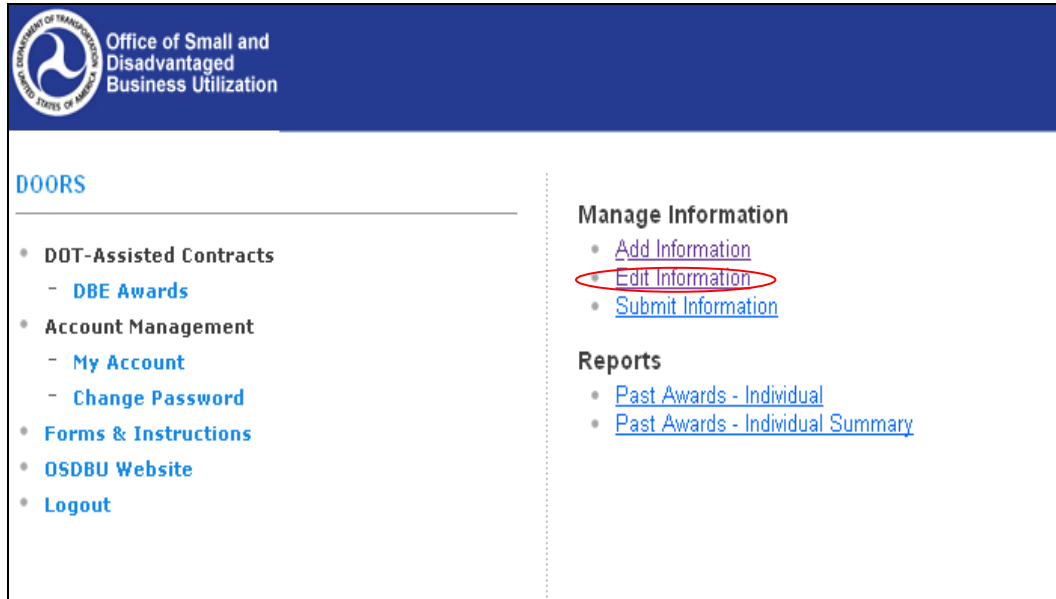
C6.

When you Save or Submit data, you will receive a confirmation pop-up window verifying that the data is entered into the DOORS.



#### 4. EDITING OR DELETING DBE OR ACDBE UNIFORM REPORT INFORMATION AS AN OPERATOR (RECIPIENT) LEVEL USER

A. Go to DBE Awards or ACDBE Participation and under ‘Manage Information’ click on ‘Edit Information’



The screenshot displays the DOORS website interface. At the top left is the logo for the Office of Small and Disadvantaged Business Utilization, Department of Transportation, United States of America. The main content area is divided into two columns. The left column is titled 'DOORS' and contains a list of menu items: DOT-Assisted Contracts (with sub-item DBE Awards), Account Management (with sub-items My Account and Change Password), Forms & Instructions, OSDBU Website, and Logout. The right column is titled 'Manage Information' and contains three sub-items: Add Information, Edit Information (which is circled in red), and Submit Information. Below this is a 'Reports' section with two sub-items: Past Awards - Individual and Past Awards - Individual Summary.

B.

Click on your Recipient (example given is for the City of Philadelphia). Click on Select next to the record.

Office of Small and Disadvantaged Business Utilization

DOORS

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

Select the Fiscal Year and Reporting Period

Fiscal year: 2012  
Reporting Period: 2

Select the Recipient

- City of Philadelphia

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

11:01 AM

Office of Small and Disadvantaged Business Utilization

DOORS

Edit Information


Report ID	Entered By	Recipient	Date Entered
6215	Cibic	City of Philadelphia	7/31/2012 12:50:07 PM

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

11:52 AM

C.

The data entered previously and saved will appear and is available for editing. Enter any changes and click Save. When you are ready to Submit the record, go to Submit Information and click on Submit.


Office of Small and Disadvantaged Business Utilization
« DOORS Home

**DOORS** **Edit Information**

Report ID : 287

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

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

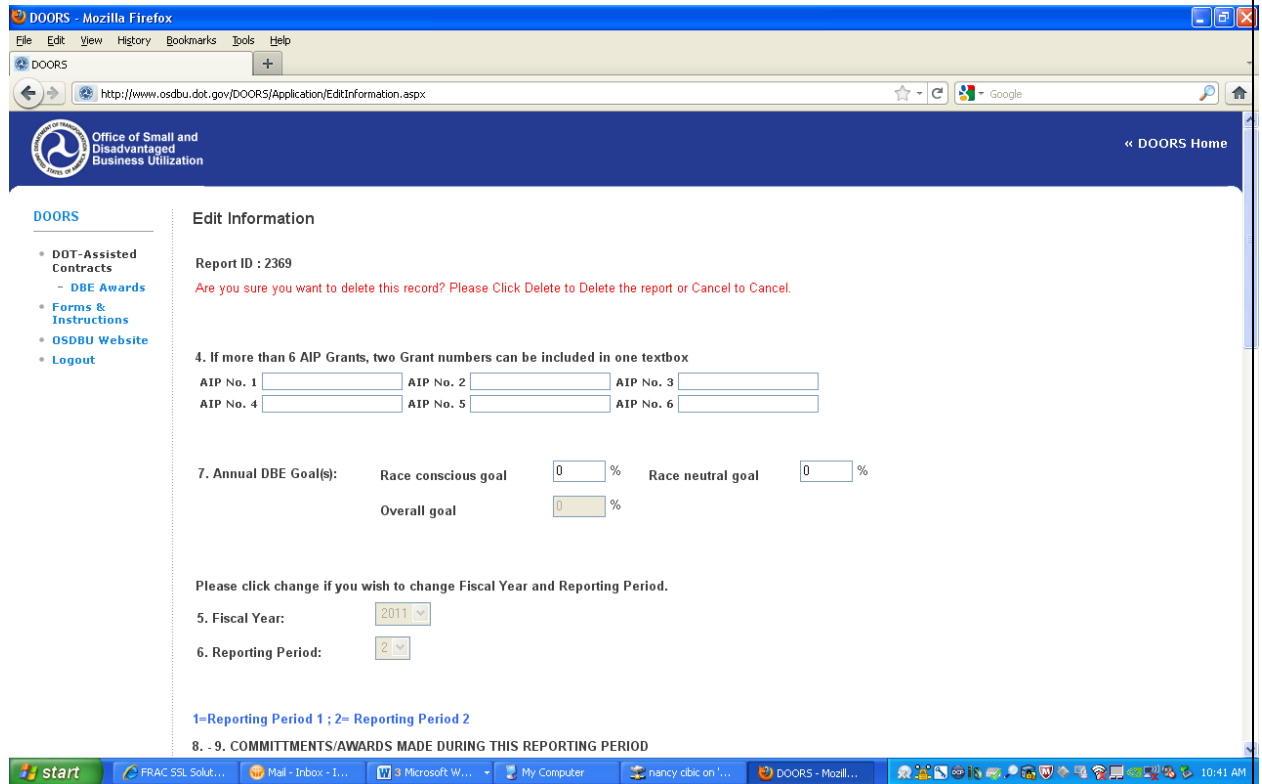
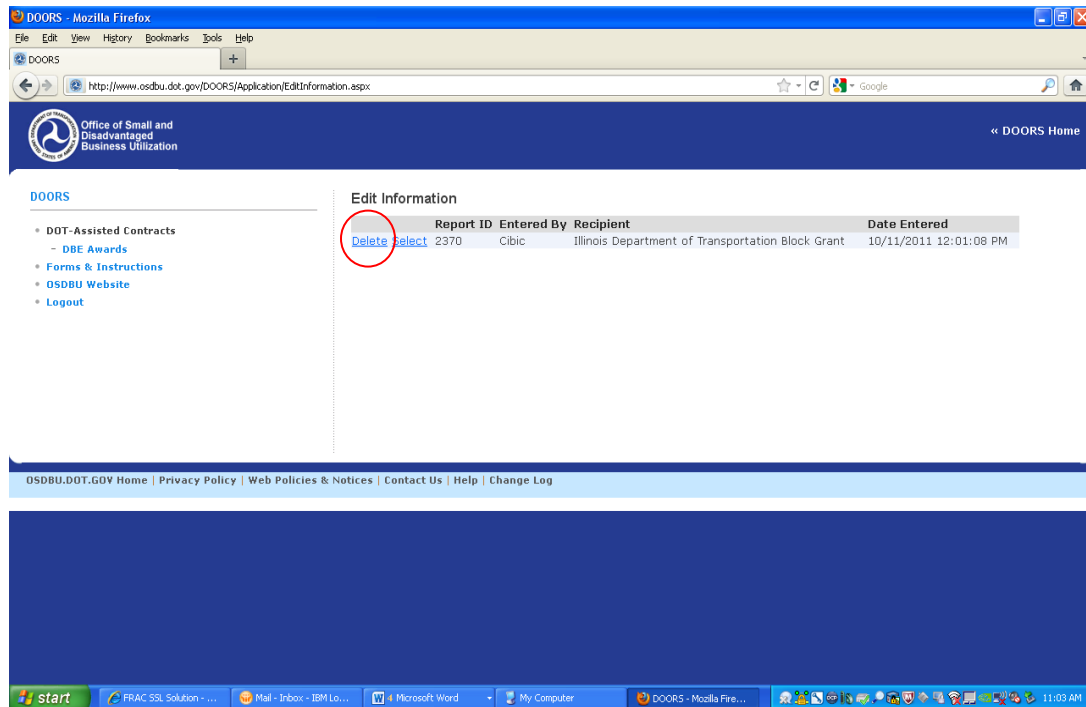
	A	B	E	F	G	H
	Total \$	Total No.	Total DBE Race Conc. \$	Total DBE Race Conc. No.	Total DBE Race Neutral \$	Total DBE Race Neut. No.
8. Prime Contracts	<input type="text" value="18 000 000"/>	<input type="text" value="22"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
9. Sub Contracts	<input type="text" value="80 157 000"/>	<input type="text" value="223"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="84 000 000"/>	<input type="text" value="22"/>

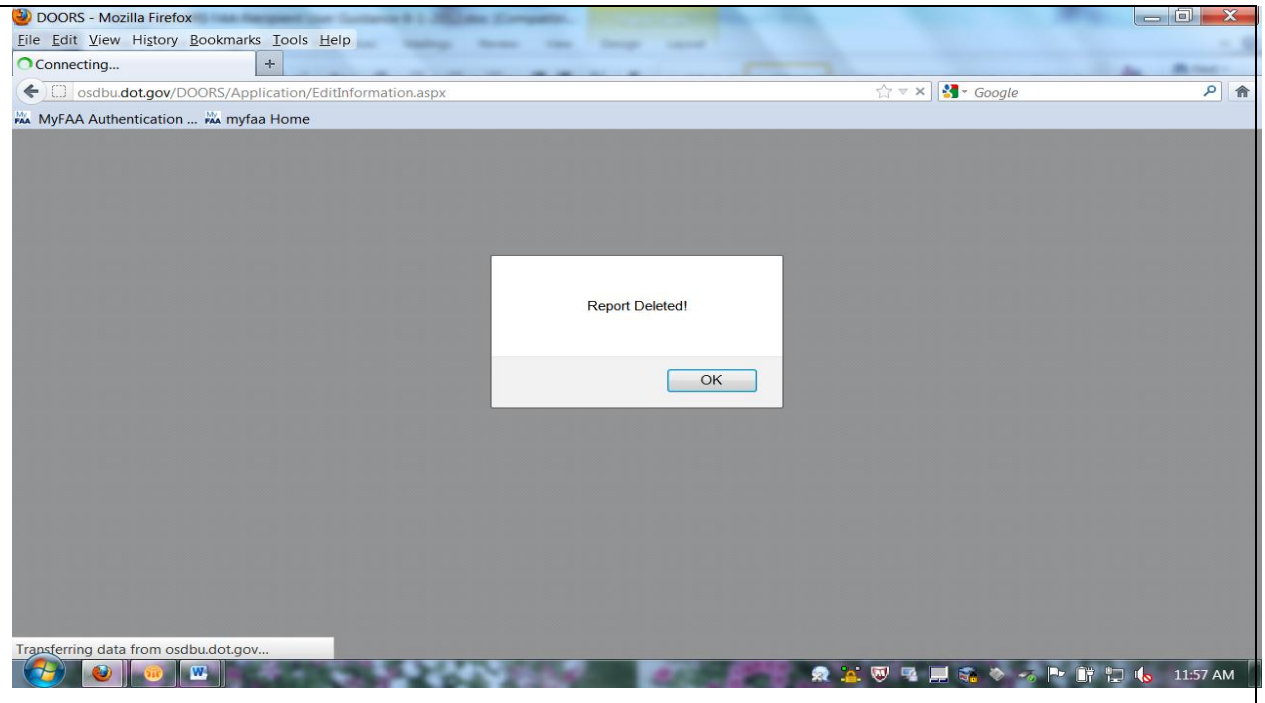
**10. - 11. DBE COMMITMENTS/AWARDS BY ETHNICITY & GENDER**

	A	B	C	D	E	F	G
	Black American	Hispanic American	Native American	Subcont. Asian American	Asian-Pacific American	Non-Minority Women	Other
10. No. Contracts	<input type="text" value="0"/>	<input type="text" value="12"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="12"/>	<input type="text" value="0"/>

D.

You can also Delete a record. Select Edit Information and click Delete. DOORS will ask you to confirm that you want to delete the record. Click on Delete. DOORS will provide a pop-up window verifying that the record was deleted (see below).

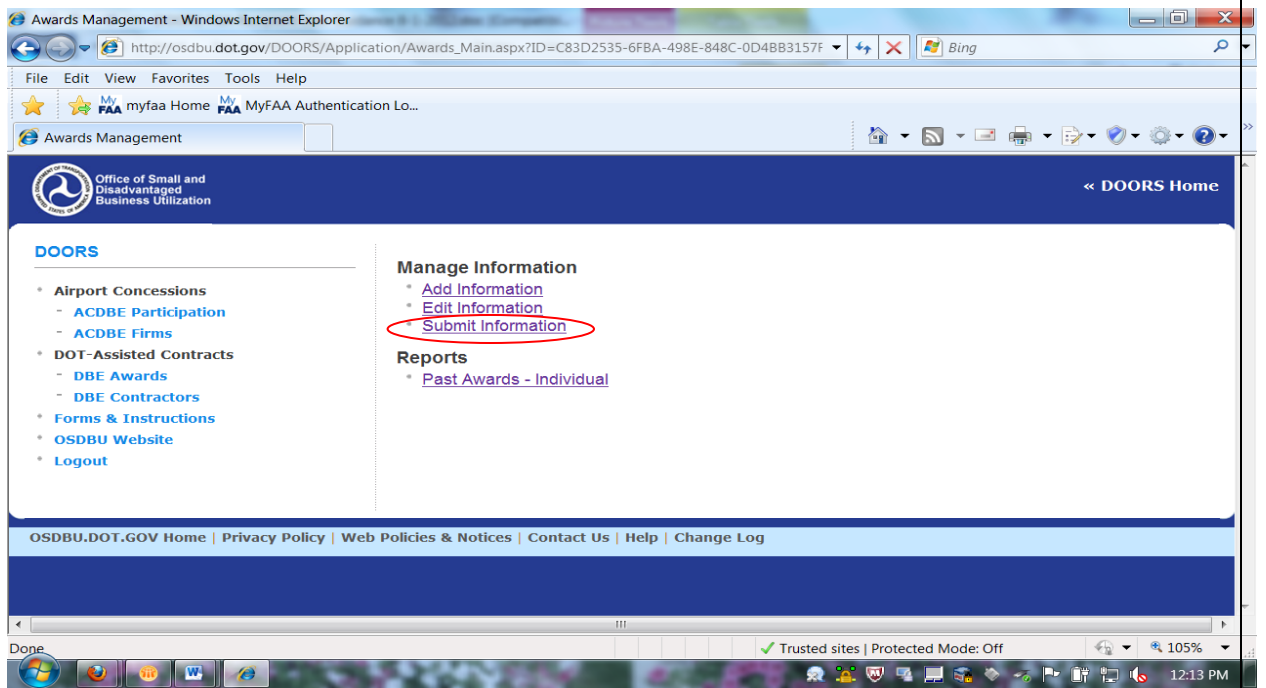




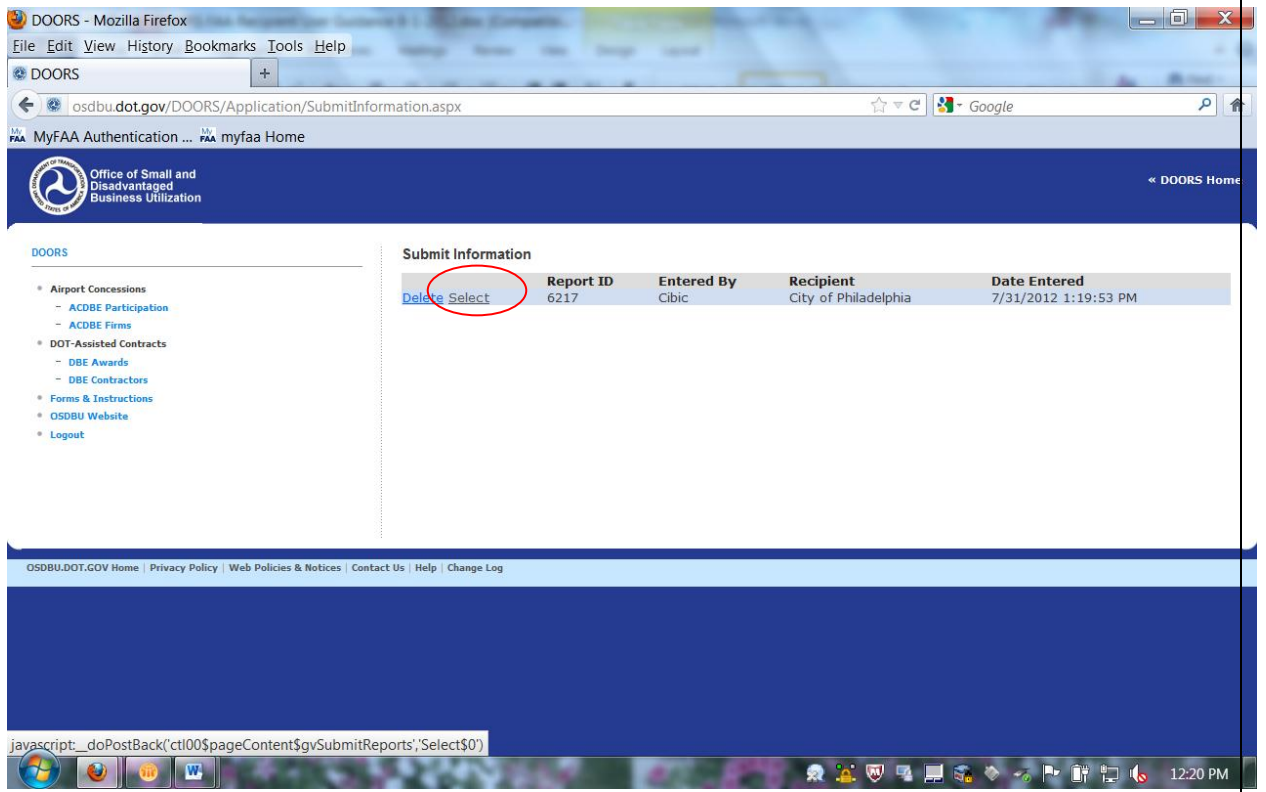


## 5. SUBMITTING DBE OR ACDBE UNIFORM REPORT INFORMATION.

A. Under 'Manage Information' click on "Submit Information"



B. Click on Select for the report you are Submitting.



C. The report information that was saved appears. You can now preview the report on the uniform form prior to submission. Click on the “Preview Report” link at the top of the page.

DOORS

**Submit Information**

[Preview Report](#)

Report ID : 264

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

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

	A Total \$	B Total No.	E Total DBE Race Conc. \$	F Total DBE Race Conc. No.	G Total DBE Race Neutral \$	H Total DBE Race Neut. No.
8. Prime Contracts	<input type="text" value="17,542,192.00"/>	<input type="text" value="70"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="18,082,996"/>	<input type="text" value="25"/>
9. Sub Contracts	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="90,927.21"/>	<input type="text" value="22"/>	<input type="text" value="17,172,001"/>	<input type="text" value="14"/>

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
10. No. Contracts	<input type="text" value="12"/>	<input type="text" value="4"/>	<input type="text" value="10"/>	<input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="22"/>	<input type="text" value="0"/>
11. Contr.\$	<input type="text" value="99,097.00"/>	<input type="text" value="75,380"/>	<input type="text" value="25,102.21"/>	<input type="text" value="12,097.1"/>	<input type="text" value="18,811.02"/>	<input type="text" value="11,089,229.1"/>	<input type="text" value="0"/>

12. - 14. ACTUAL PAYMENTS ON CONTRACTS COMPLETED

- D. A new window opens and a PDF version of the Uniform Report of DBE Commitments/Awards and Payments appears with the all of the data entered into the appropriate fields.

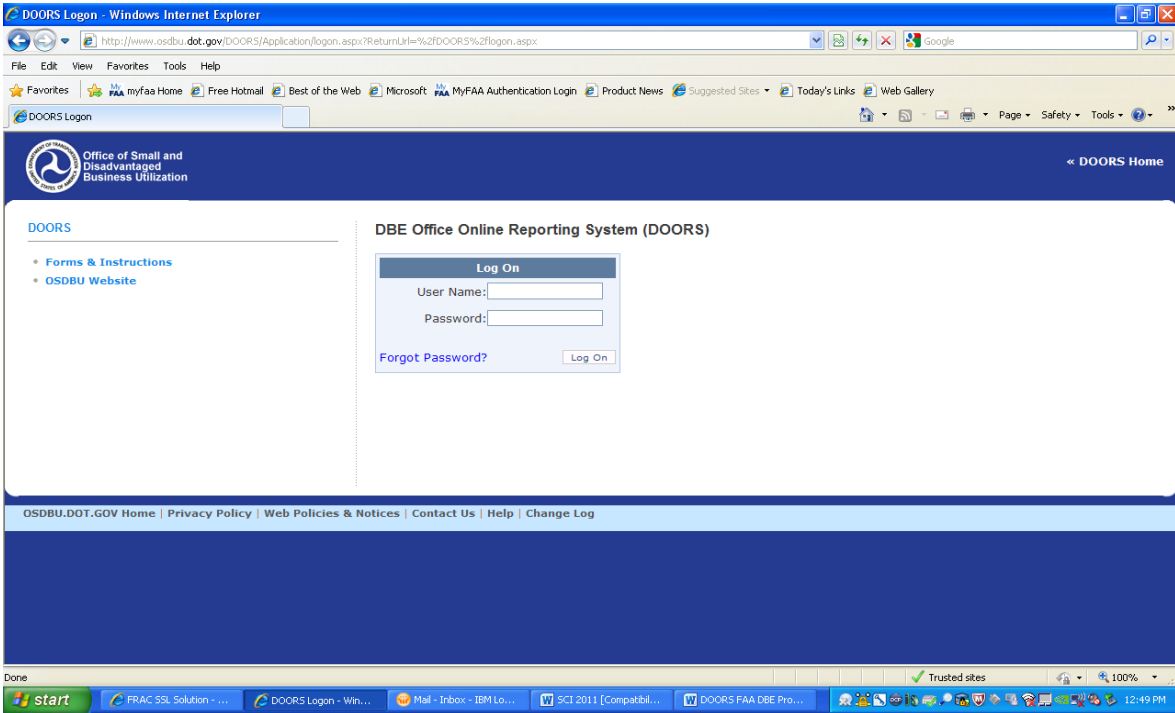
UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS									
**Please refer to the instructions sheet for directions on filing on this form**									
1. Submitted to (check only one): <input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> JTA - Vendor Number _____									
2. API Numbers (FAA Recipients Only): _____									
3. Federal Fiscal Year in which Reporting Period Falls: FY 2009					4. Date This Report Submitted: 01/01/0001				
5. Reporting Period: <input type="checkbox"/> Report Due June 1 (for period Oct. 1-Mar. 31) <input type="checkbox"/> Report Due 1 (for period April 1-Sep. 30) <input type="checkbox"/> FAA annual report due Dec. 1									
6. Name and address of Recipient: _____									
7. Annual DBE Goal(s): Race Conscious Goal: 10.6 % Race Neutral Goal: 2.4 % Overall Goal: 13 %									
	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	178451996	707	1805296	25	0	0	1805296	25	0.0101164236907
9. Subcontracts awarded this period	0	0	10810732	237	9093731	223	1717001	14	0
<b>Totals</b>			12616028	262	9093731	223	3522297	39	
	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 (if not of any other group listed here)	Totals [A+B+C+D+E+F+G+H]	
10. Total Number of Contracts (Prime & Sub)	19	4	10	2	3	222	0	262	
11. Total Dollar Value	890970	75360	251332	120971	188102	11089291	0	12616028	
	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 (Dollar)	Total DBE Participation (Dollar)	Percentage of Total DBE Participation [D/E]				
12. Race Conscious		50	280158762	26473605	0.0851890665207				
13. Race Neutral		856	58449758		0.0157802364211				
14. Totals		906	338608320						
15. Submitted By (print name of Authorized Representative)				16. Signature of Authorized Representative					
17. Phone Number				18. Fax Number					

Notes: all dollars represent Federal Dollars

- E. If the information is correct, you can Submit the report to the FAA. (You can also Submit the information to FAA if there are errors indicated-FAA will contact you if corrections need to be made.)

Click on the SUBMIT button at the bottom of the page. The report will be reviewed by an FAA DBE Program Compliance Specialist. The FAA DBE Program Specialist will inform you via email of the result of the FAA review (approved or changes needed). If changes are needed, go to Edit Information.

## 6. ADDING DBE CONTRACTORS OR ACDBE FIRMS.

Step	Action/Instructions
A.	<p>Go to DOORS website and log-on by entering user name and password  <a href="http://osdbu.dot.gov/DOORS/Application/logon.aspx">http://osdbu.dot.gov/DOORS/Application/logon.aspx</a></p> 

<p>B.</p>	<p>To enter a new DBE Contractor Report click on “DBE Contractors” on left hand side of screen. To enter a new ACDBE Firms Report click on “ACDBE Firms.” For purposes of this guidance, we will demonstrate adding DBE Contractors.</p> <p><b>DOORS</b></p> <hr/> <p><b>Airport Concessions</b></p> <ul style="list-style-type: none"><li><a href="#">ACDBE Participation</a></li><li><a href="#">ACDBE Firms</a></li></ul> <p><b>DOT-Assisted Contracts</b></p> <ul style="list-style-type: none"><li><a href="#">DBE Awards</a></li><li><a href="#">DBE Contractors</a></li></ul> <p><b>Account Management</b></p> <ul style="list-style-type: none"><li><a href="#">My Account</a></li><li><a href="#">Change Password</a></li></ul> <p><b>Forms &amp; Instructions</b></p> <ul style="list-style-type: none"><li><a href="#">OSDBU Website</a></li><li><a href="#">Logout</a></li></ul>
<p>C.</p>	<p>Under ‘Manage Information’ click on “Add Information”</p> <p><b>DBE Contractors</b></p> <p><b>Manage Information</b></p> <ul style="list-style-type: none"><li><a href="#">Add Information</a></li><li><a href="#">Edit Information</a></li><li><a href="#">Submit Information</a></li></ul> <p><b>Reports</b></p> <ul style="list-style-type: none"><li><a href="#">Recipient - View Form - By FY</a></li><li><a href="#">Contractor Details - By FY</a></li></ul>

D. Select the fiscal year and click on your recipient (example given is for City of Blue Earth).

## Add DBE Contractors

### Select the Fiscal Year

Fiscal year

2011

### Select the Recipient

AL\_MN\_AConzemius

[City of Blue Earth](#)

[City of Winsted](#)

[City of Litchfield](#)

D1. Enter information in appropriate fields. The recipient name and fiscal year are already entered for you.

DOORS - Windows Internet Explorer  
http://osdbudemo.heitechservices.com/DOORS/FAADoors/CR\_AddInformation.aspx

Office of Small and Disadvantaged Business Utilization

### DOORS

- Airport Concessions
  - ACDBE Participation
  - ACDBE Firms
- DOT-Assisted Contracts
  - DBE Awards
  - DBE Contractors
- Account Management
  - My Account
  - Edit Accounts
  - Create Accounts
  - Change Password
- System Management
  - Forms & Instructions
  - OSDBU Website
  - Logout

### Add DBE Contractors

Select the Recipient

City of Blue Earth

#### Recipient Information

Recipient:

Airport:

Telephone No.:  (Format: 111-111-1111 x123)

FY:

Notes:

#### Contractor Information

Name of DBE Contractor:

Address:

DOORS - Windows Internet Explorer  
http://osdbudemo.heitechservices.com/DOORS/FAADoors/CR\_AddInformation.aspx

#### Contractor Information

Name of DBE Contractor:

Address:

City:

State:

Zip:  (Format: 12345 or 12345-0012)

Telephone No.:  (Format: 111-111-1111 x123)

Type of Work:

NAICS Code(s):     (2-6 digit integer values) [NAICS Site](#)

Dollar Amount of Work:   (Dollars only, no commas or cents)

AIP Grant No.:

DBE Group:

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

D2. When finished entering information, click on:

- ADD MORE to add additional contractors
- SAVE to save the information and return later to complete it, or
- SUBMIT to send the completed information to FAA.

If you choose SAVE, the information will remain in SAVE indefinitely until you return to complete it and SUBMIT.

The screenshot shows a web browser window titled "DOORS - Windows Internet Explorer" with the URL "http://osdbudemo.heltechservices.com/DOORS/FAADoors/CR\_AddInformation.aspx". The form contains the following fields and controls:

- Telephone No.:  (Format: 111-111-1111 x123)
- Type of Work:
- NAICS Code(s):     (2-6 digit integer values) [NAICS Site](#)
- Dollar Amount of Work:   (Dollars only, no commas or cents)
- AIP Grant No.:
- DBE Group:
- Buttons:

The "Add More", "Save", "Submit", and "Cancel" buttons are circled in red. The footer of the page includes links for OSDBU.DOT.GOV Home, Privacy Policy, Web Policies & Notices, Contact Us, Help, and Change Log.

D3. The system will notify you if you have entered incorrect data, or left a required field blank. Error messages will appear in **red** after you click Save or Submit. Correct any error(s) and click "Save" or if no additional errors appear, click "Submit". If you choose SAVE, the information will remain in SAVE (Edit Information) indefinitely until you return to complete it and SUBMIT it (Submit Information).

### Add DBE Contractors

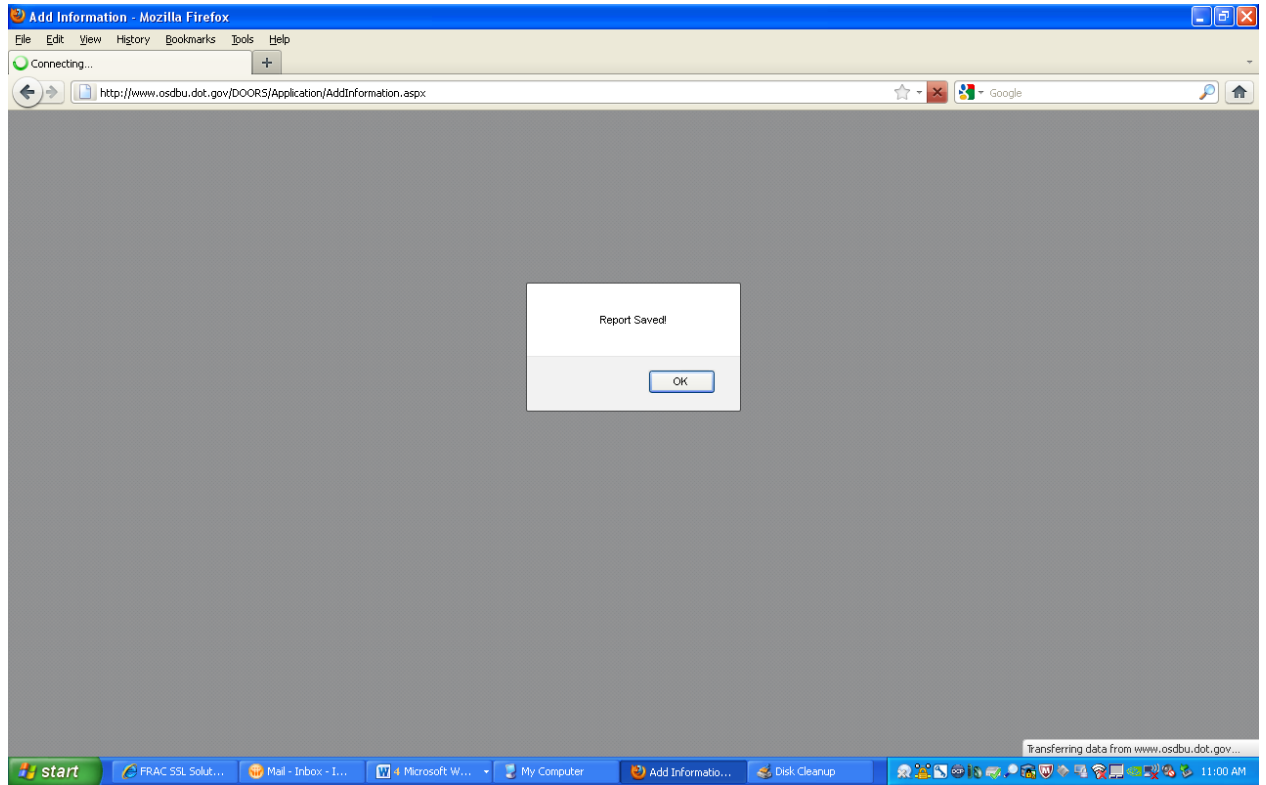
**The following errors were found:**

- The DBE contractor's address must be entered**
- The DBE contractor's telephone number must be entered**
- The dollar amount of work must be entered**
- The AIP grant number must be entered**



D4.

After Saving or Submitting, you will receive a confirmation notice verifying that the information has been entered.



## 7. EDITING OR DELETING DBE CONTRACTORS OR ACDBE FIRMS.

A. Go to DBE Contractors or ACDBE Firms and under ‘Manage Information’, click on ‘Edit Information’

**DBE Contractors**

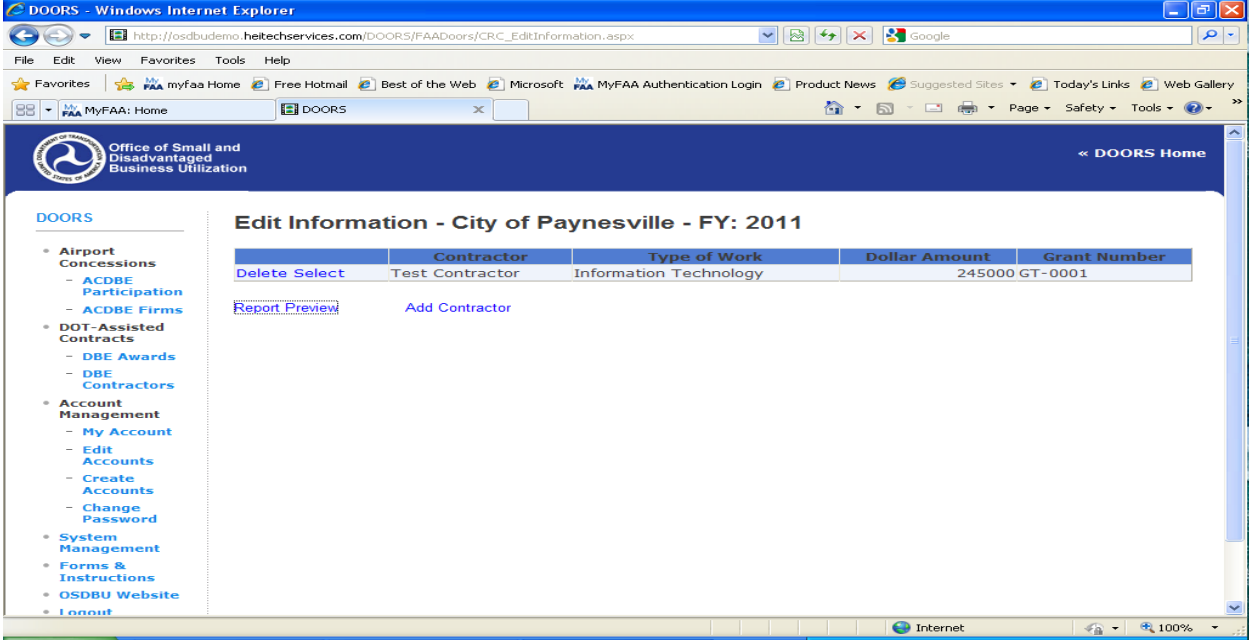
**Manage Information**

[Add Information](#)  
[Edit Information](#)  
[Submit Information](#)

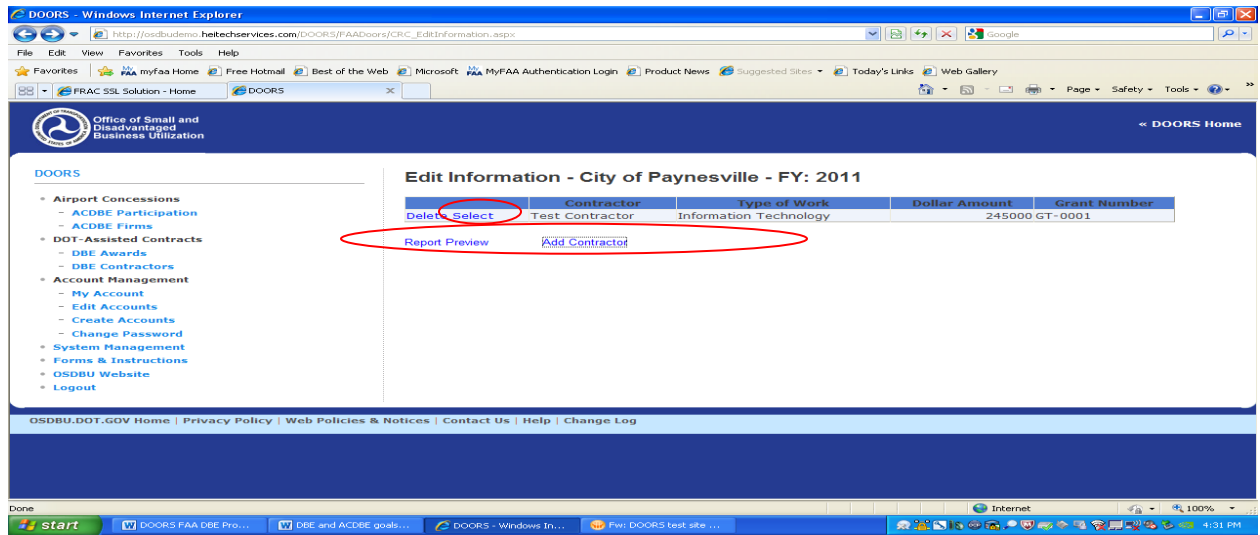
B. Click Select for the record that you are editing (City of Paynesville).  
 Edit Information – Recipient Selection Screen

	Report ID	Entered By	Recipient	FY	Date
<a href="#">Delete Select</a>	103	McCormick	City of Paynesville	2011	9/7/2011 11:5
<a href="#">Delete Select</a>	105	McCormick	City of Mankato	2011	9/9/2011 10:3
<a href="#">Delete Select</a>	106	McCormick	City of Faribault	2011	10/6/2011 7:1

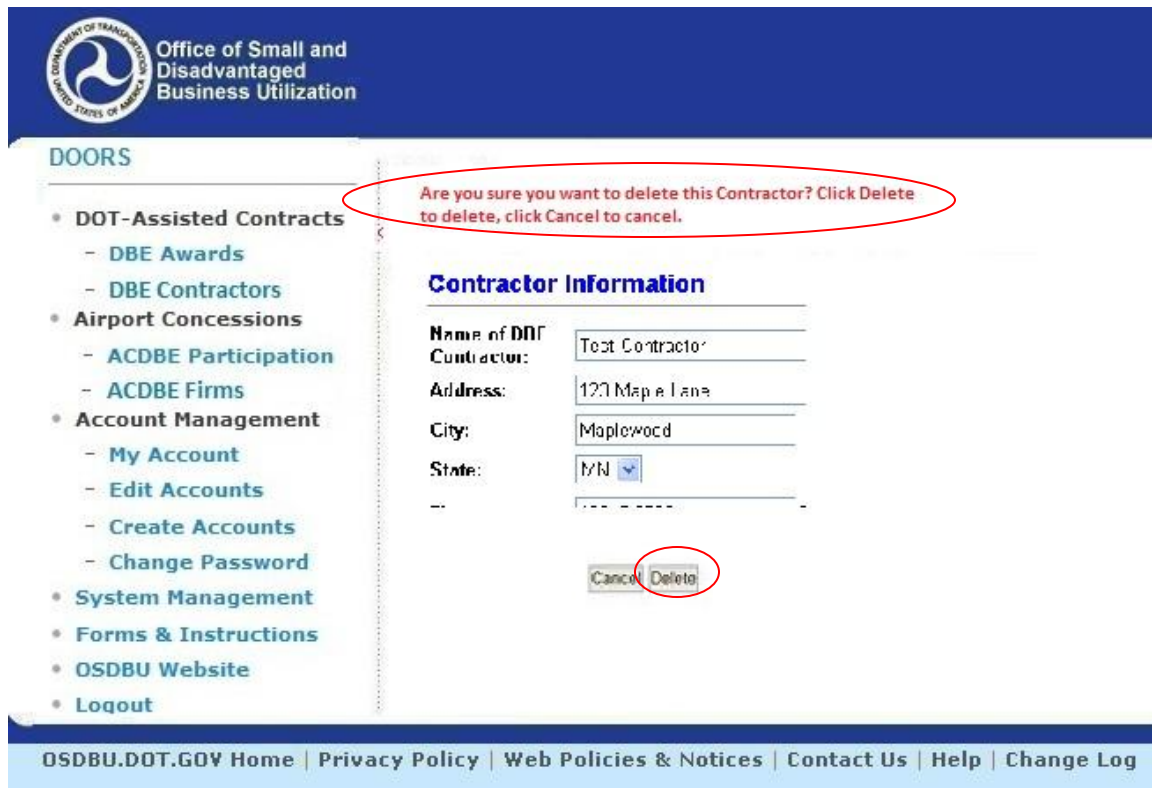
C. Click on Select next to the DBE Contractor to be edited. The data entered previously that was saved will appear and is available for editing. Enter any changes and click Save or Submit.



C1. You can also click on “Report Preview” to see the report that was previously entered or “Add Contractor” to add another DBE contractor firm.



D. You can also delete the record. Select Edit and click Delete.



## 8. SUBMITTING DBE CONTRACTORS AND ACDBE FIRMS.

A. Go to DBE Contractors or ACDBE Firms and under ‘Manage Information’, click on “Submit Information”

**DBE Contractors**

**Manage Information**

[Add Information](#)  
[Edit Information](#)  
[Submit Information](#)

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B. Click Select for the record that you are submitting.

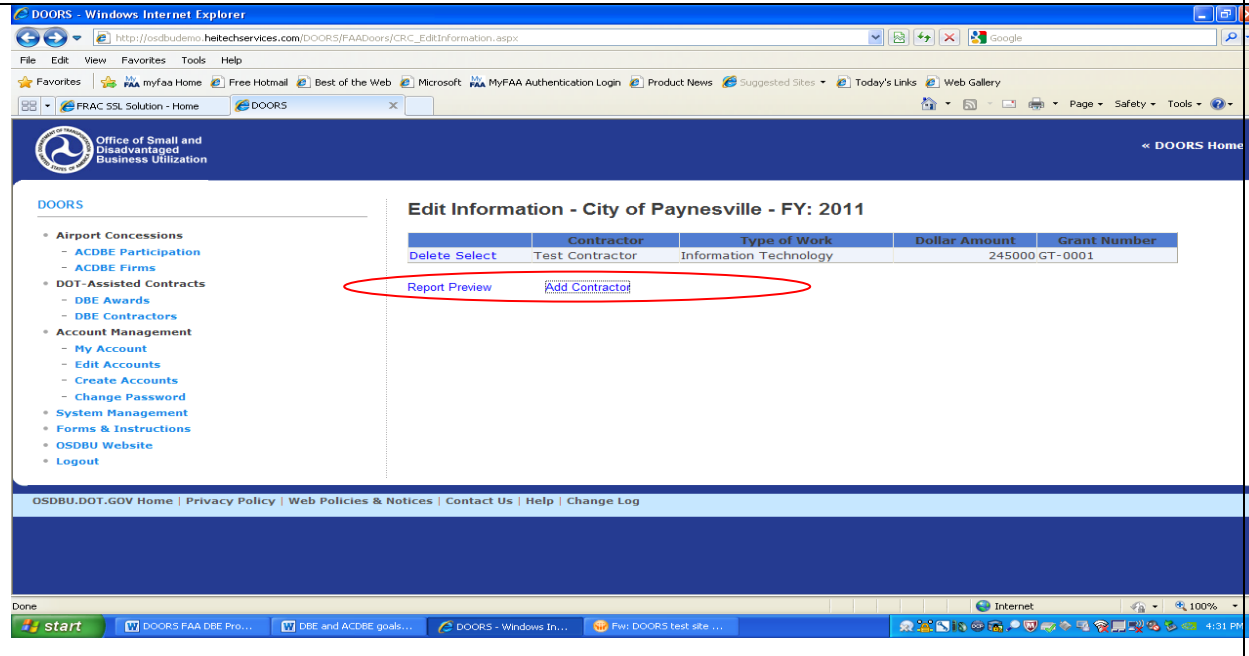
**Edit Information – Recipient Selection Screen**

	Report ID	Entered By	Recipient	FY	
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Delete Select</span>	103	McCormick	City of Paynesville	2011	9/7/20
Delete Select	105	McCormick	City of Mankato	2011	9/9/20
Delete Select	106	McCormick	City of Faribault	2011	10/6/2

---

C. Click on Select next to the DBE Contractor to be submitted. The data entered previously will appear. Enter any changes and click Submit. The record will be transmitted to the FAA.

C1. You can also click on “Report Preview” to see the report that was previously entered or “Add Contractor” to add another DBE contractor firm.



The screenshot shows a web browser window with the URL [http://osdbudemo.heitechservices.com/DOORS/FAADoors/CRC\\_EditInformation.aspx](http://osdbudemo.heitechservices.com/DOORS/FAADoors/CRC_EditInformation.aspx). The page title is "Edit Information - City of Paynesville - FY: 2011". On the left is a navigation menu with categories like "Airport Concessions", "DOT-Assisted Contracts", and "Account Management". On the right, there is a table with columns: Contractor, Type of Work, Dollar Amount, and Grant Number. The table contains one row: "Test Contractor", "Information Technology", "245000 GT-0001". Below the table, the links "Report Preview" and "Add Contractor" are circled in red.

C2.

You can also delete a record. Select Edit and click Delete.

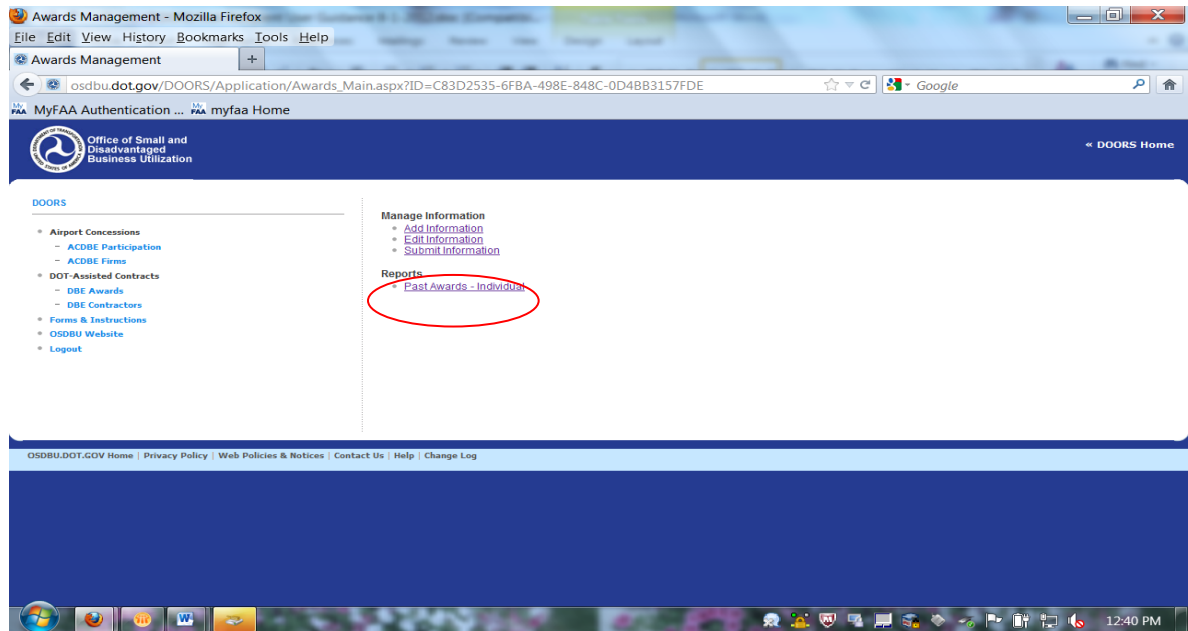
The screenshot displays the DOORS website interface. At the top, there is a blue header with the logo of the U.S. Department of Transportation and the text "Office of Small and Disadvantaged Business Utilization". Below the header, the word "DOORS" is prominently displayed. On the left side, there is a navigation menu with several categories: "DOT-Assisted Contracts" (with sub-items "DBE Awards" and "DBE Contractors"), "Airport Concessions" (with sub-items "ACDBE Participation" and "ACDBE Firms"), "Account Management" (with sub-items "My Account", "Edit Accounts", "Create Accounts", and "Change Password"), "System Management", "Forms & Instructions", "OSDBU Website", and "Logout". The main content area shows a "Contractor Information" form with fields for "Name of DOT Contractor" (filled with "Test Contractor"), "Address" (filled with "123 Maple Lane"), "City" (filled with "Maplewood"), and "State" (a dropdown menu showing "MN"). Below the form, there are two buttons: "Cancel" and "Delete". A red oval highlights the "Delete" button. Above the form, a red oval highlights a confirmation message: "Are you sure you want to delete this Contractor? Click Delete to delete, click Cancel to cancel." At the bottom of the page, there is a light blue footer with links: "OSDBU.DOT.GOV Home", "Privacy Policy", "Web Policies & Notices", "Contact Us", "Help", and "Change Log".

## 9. VIEW REPORTS - DBE AWARDS AND ACDBE PARTICIPATION.

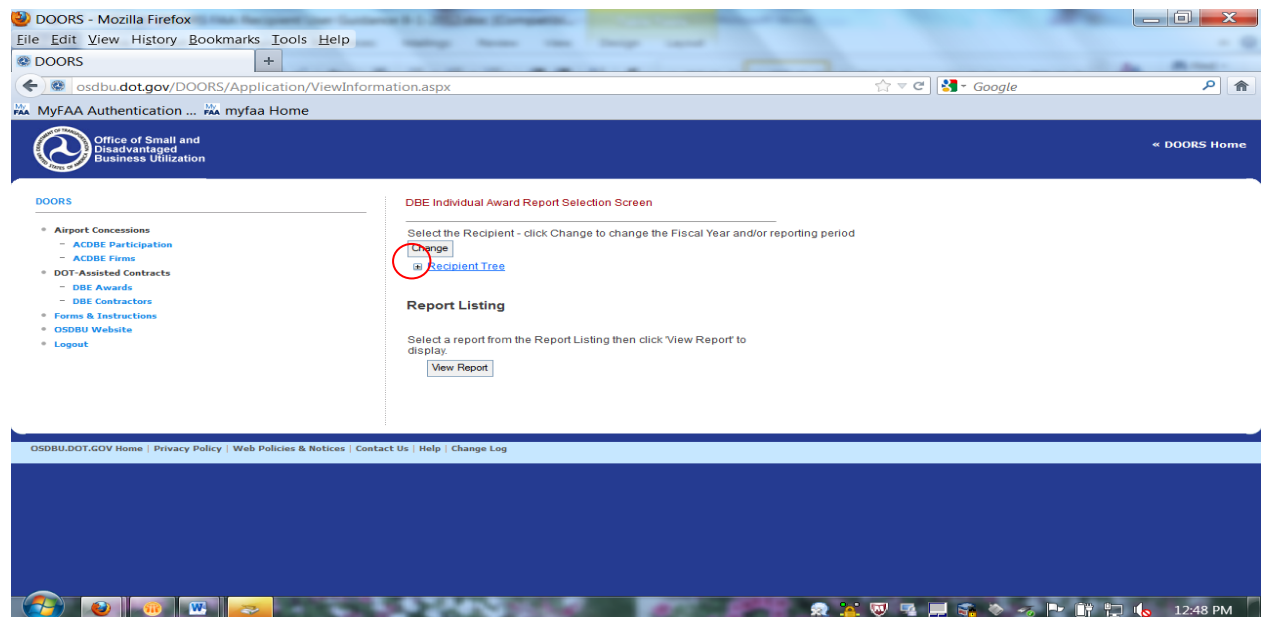
9. Reports can be accessed in all menus.

A. **For DBE Awards Reports:**

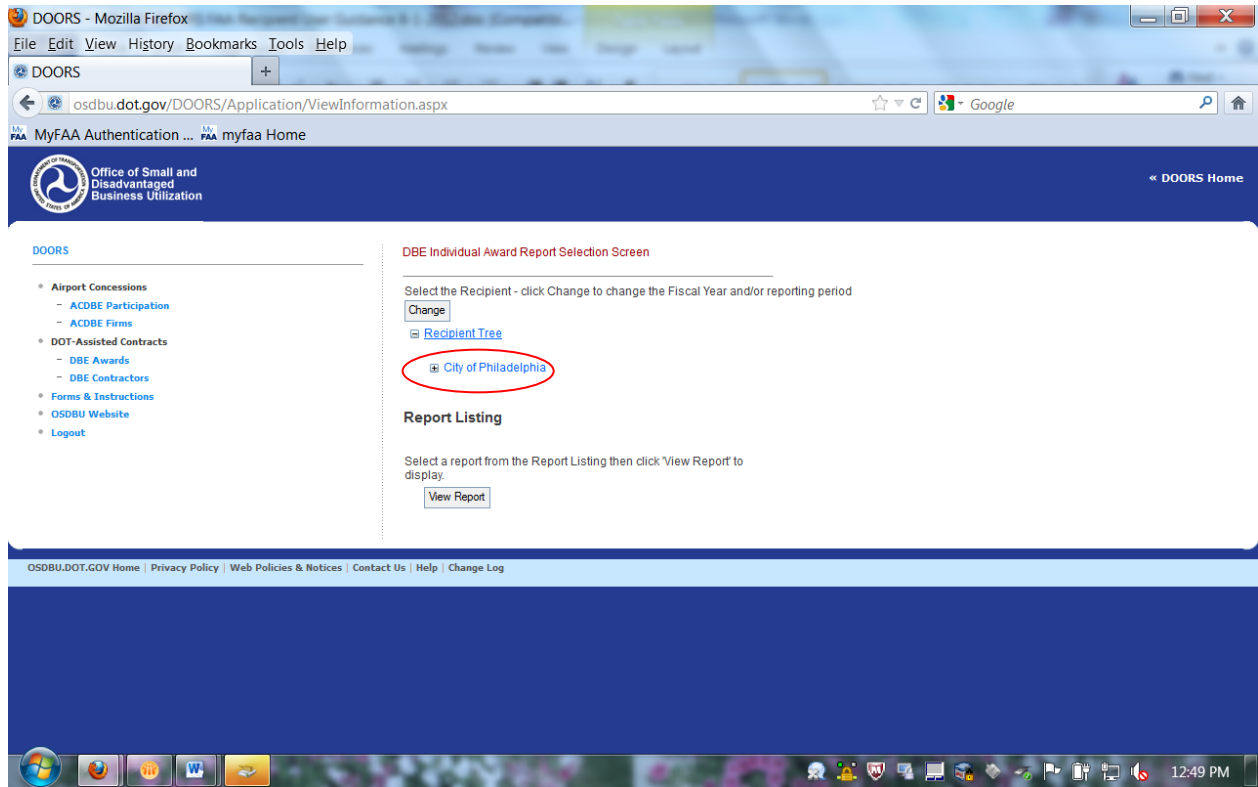
Click on DBE Awards and Under Management Information, click on Past Awards – Individual.



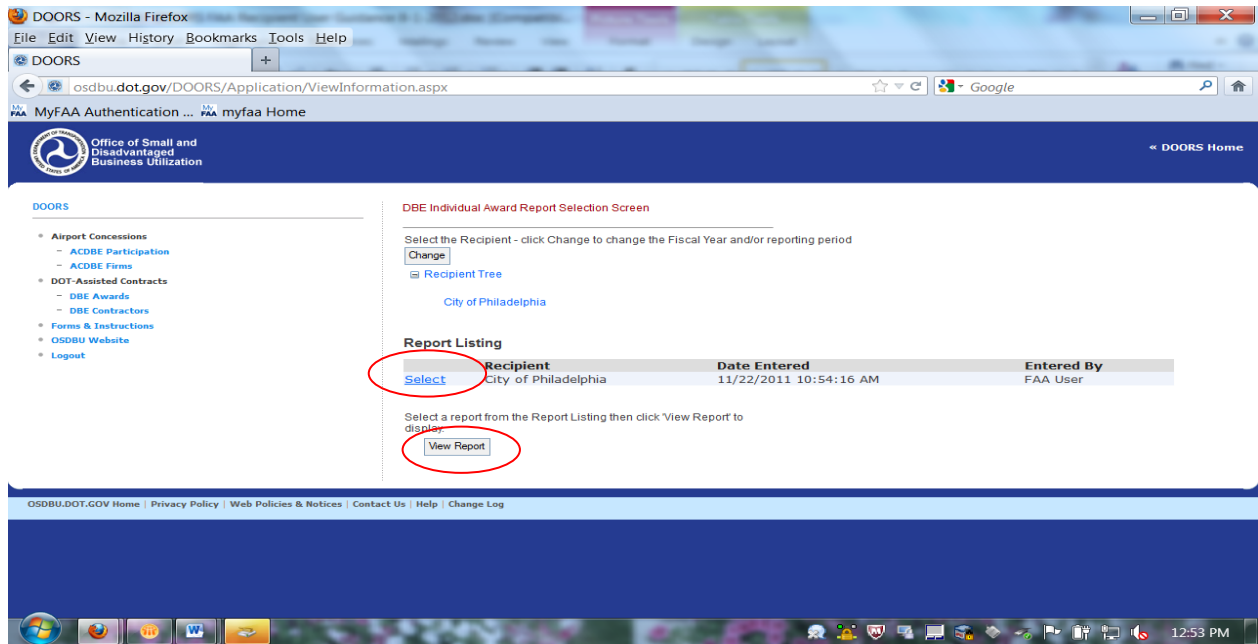
A1. Expand the Recipient Tree – Click on (+)



A2. Click on the Recipient.



A3. Next, Click on Select next to the Report you want to View, and click on View.



A4. The DBE Uniform Form will appear. You can save it to a file or print it from the menu at the bottom of the form.

FormView.aspx (application/pdf Object) - Mozilla Firefox  
 osdbu.dot.gov/DOORS/Application/FormView.aspx

**UNIFORM REPORT OF DBE COMMITMENTS, AWARDS AND PAYMENTS**  
 \*\*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): 3-42-0076-093-00 3-42-0076-076-06 3-42-0074-017-10  
 3-42-0076-097-11 3-42-0076-094-10

3. Federal Fiscal Year in which Reporting Period Falls: FY 2011 4. Date This Report Submitted: 11/22/2011

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: City of Philadelphia, Philadelphia, PA

7. Annual DBE Goal(s): Race Conscious Goal: 9.8 % Race Neutral Goal: 5.1 % Overall Goal: 14.9 %

	A	B	C	D	E	F	G	H	I
COMMITMENTS/AWARDS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded 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	\$44,331,053.00	11	\$3,798,393.23	1	\$3,798,393.23	1	\$0.00	0	13.07%
9. Subcontracts awarded this period	\$5,967,037.33	24	\$3,961,431.23	33	\$3,798,393.23	33	\$13,036.00	0	100%
<b>Totals</b>			\$7,759,824.46	34	\$7,596,786.46	34	\$13,036.00	0	33.38%

	A	B	C	D	E	F	G	H
DBE COMMITMENTS/AWARDS THIS REPORTING PERIOD-BREAKDOWN BY ETHNICITY & GENDER	Black American	Hispanic American	Native American	Sub-cont. 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)	3	3	0	0	4	21	3	34
11. Total Dollar Value	\$361,374.33	\$665,000.00	\$0.00	\$0.00	\$2,320,884.89	\$2,126,763.00	\$427,000.00	\$5,961,031.33

	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]
12. Race Conscious	0	\$0.00	\$3,590,323.00	\$0.00	0%
13. Race Neutral	34	\$14,166,638.00		\$3,058,612.00	21.59%
14. Totals	34	\$14,166,638.00		\$3,058,612.00	21.59%

15. Submitted By (print name of Authorized Representative) FAA User

16. Signature of Authorized Representative

17. Phone Number

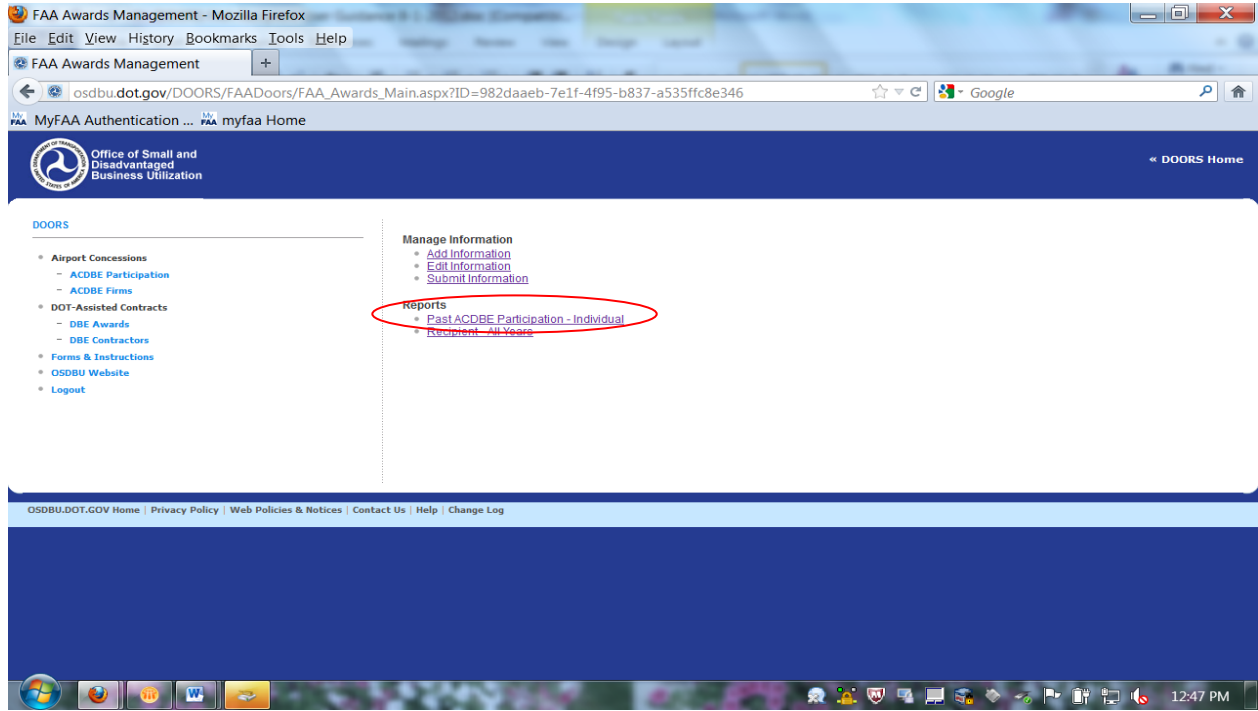
18. Fax Number

*Notes: all dollars represent Federal Dollars*

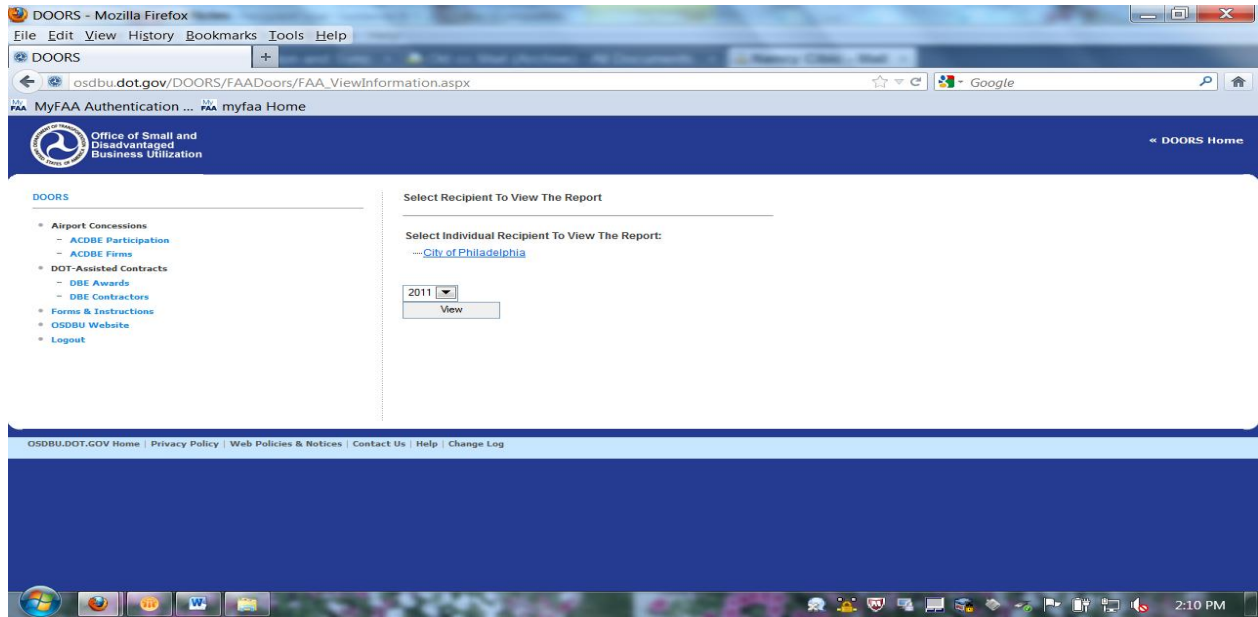


B. ACDBE Participation Reports.

For ACDBE Participation Reports:  
Click on ACDBE Participation.  
Under Manage Information, Click on Past ACDBE Participation – Individual.



B1. Click on the Recipient, Select the Year and Click on View.



B2. The ACDBE Participation Form will appear. You can view, print or save the form in Excel, PDF or Word version – Click on the drop down menu at the top of the form.

UNIFORM REPORT OF ACDBE PARTICIPATION

1. Name and Address of Recipient: City of Philadelphia, Philadelphia, PA

2. Contact Information: Preparer's Name: Cobi Duncan, E-mail: cobiduncan@phl.org, Phone No.: 215-937-5535, Fax No.: 215-937-5497

3. Federal fiscal year in which reporting period falls: FY-11 (Oct. 1, 2010 to Sep. 30, 2011), 3b. Date This Report Submitted: 3/8/2012, 3c. Report due March 1: 2012

4. Current Non-Car Rental ACDBE Goal: Race Conscious Goal: 0.3%, Race Neutral Goal: 0.0%, ACDBE Overall Goal: 0.3%

	A	B	C	D	E	F	G
5. NON-CAR RENTAL CUMULATIVE ACDBE PARTICIPATION	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	\$33,267,460.00	8	\$33,903.00	1	\$33,903.00	\$0.00	0.10%
Subconcessions	\$185,165,314.00	195	\$57,809,392.00	58	\$1,185,479.00	\$56,623,913.00	31.22%
Management Contracts			\$0.00	0	\$0.00	\$0.00	
Goods and Services	\$28,579,752.00	10	\$11,827,714.00	10	\$11,827,714.00	\$0.00	41.58%
Total Cumulative Non-Car Rental ACDBE Participation	\$247,012,526.00	213	\$99,871,009.00	69	\$13,047,096.00	\$56,623,913.00	28.21%

	A	B	C	D	E	F	G
6. NON-CAR RENTAL NEW ACDBE PARTICIPATION THIS PERIOD	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	\$447,375.00	2	\$0.00	0	\$0.00	\$0.00	0.00%
Subconcessions	\$6,872,047.00	31	\$2,718,617.00	8	\$0.00	\$2,718,617.00	39.56%
Management Contracts			\$0.00	0	\$0.00	\$0.00	
Goods and Services	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0.00%
Total New ACDBE Participation	\$7,319,422.00	33	\$2,718,617.00	8	\$0.00	\$2,718,617.00	37.14%

B3. For ACDBE Participation Reports for a Recipient for All Years: Click on ACDBE Participation. Under Manage Information, Click on: Recipient – All Years

FAA Awards Management - Mozilla Firefox

osdbu.dot.gov/DOORS/FAADoors/FAA\_Awards\_Main.aspx?ID=982daaeb-7e1f-4f95-b837-a535ffc8e346

Office of Small and Disadvantaged Business Utilization

DOORS

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

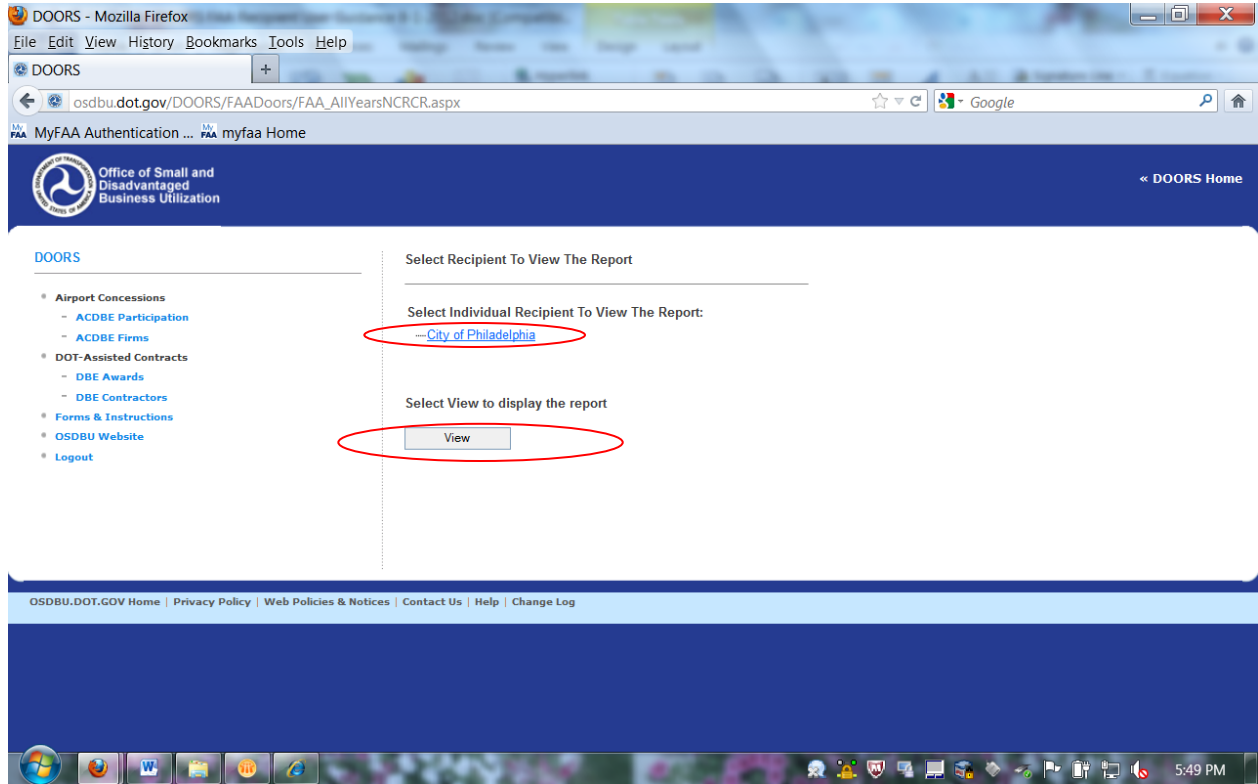
Manage Information

- Add Information
- Edit Information
- Submit Information

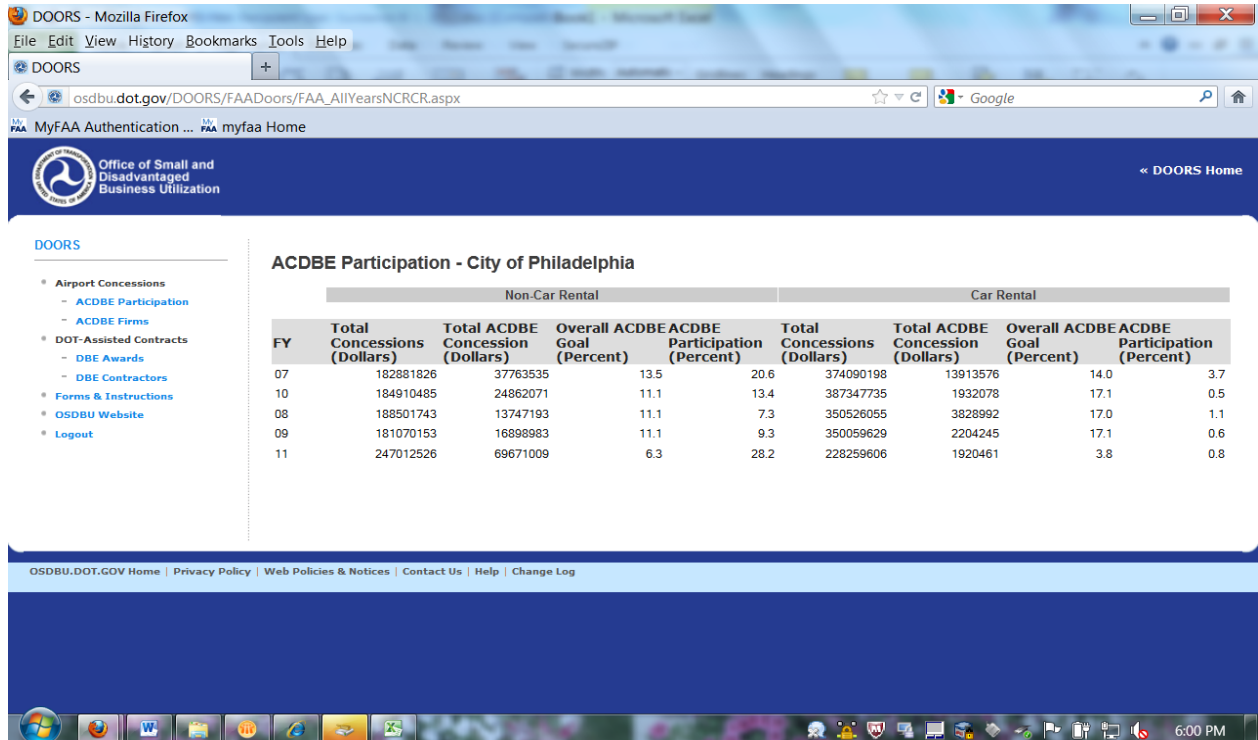
Reports

- Past ACDBE Participation - Individual
- Recipient - All Years

B4. Click on the Recipient and Click View.



B5. A spreadsheet will appear showing all of the Recipients ACDBE Participation.



## 10. REPORTS – DBE CONTRACTORS AND ACDBE FIRMS.

### A DBE Contractors.

Click on DBE Contractors.

Under Manage Information, Click on the type of Report you would like to view.

DBE Contractor Menu

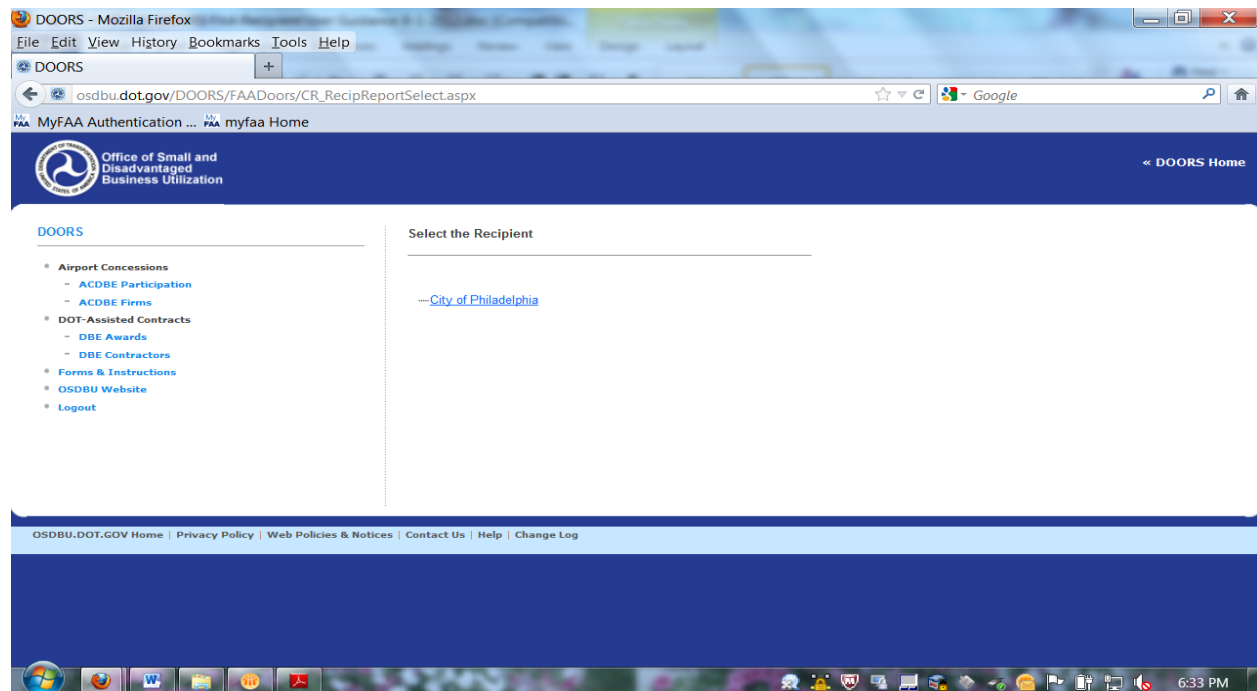
[Recipient - View Form - By FY](#) (DBE Contractor Form Report in PDF)

[National, Region or State Report - By FY](#) (Spreadsheet of all contractors for a selected category and FY)

### A1 DBE Contractors – Click on:

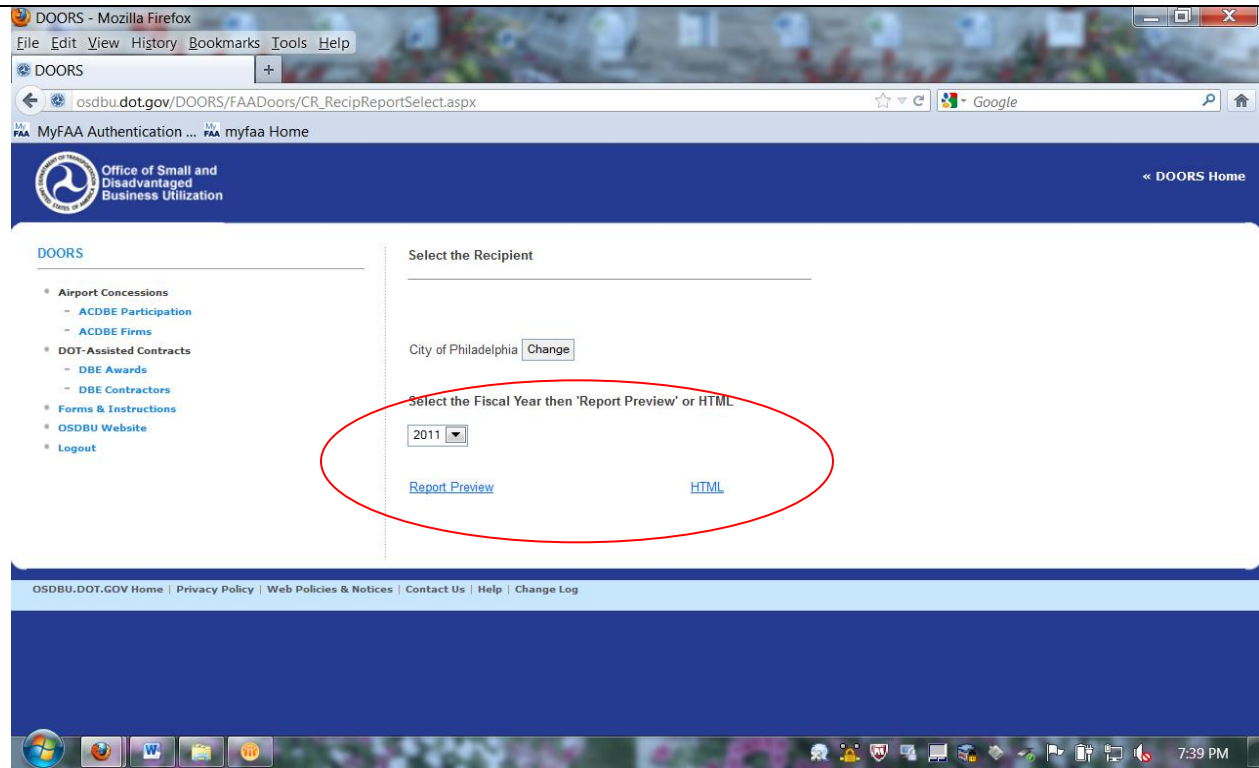
[Recipient - View Form - By FY](#) (PDF or HTML)

Click on the Recipient you want to view.

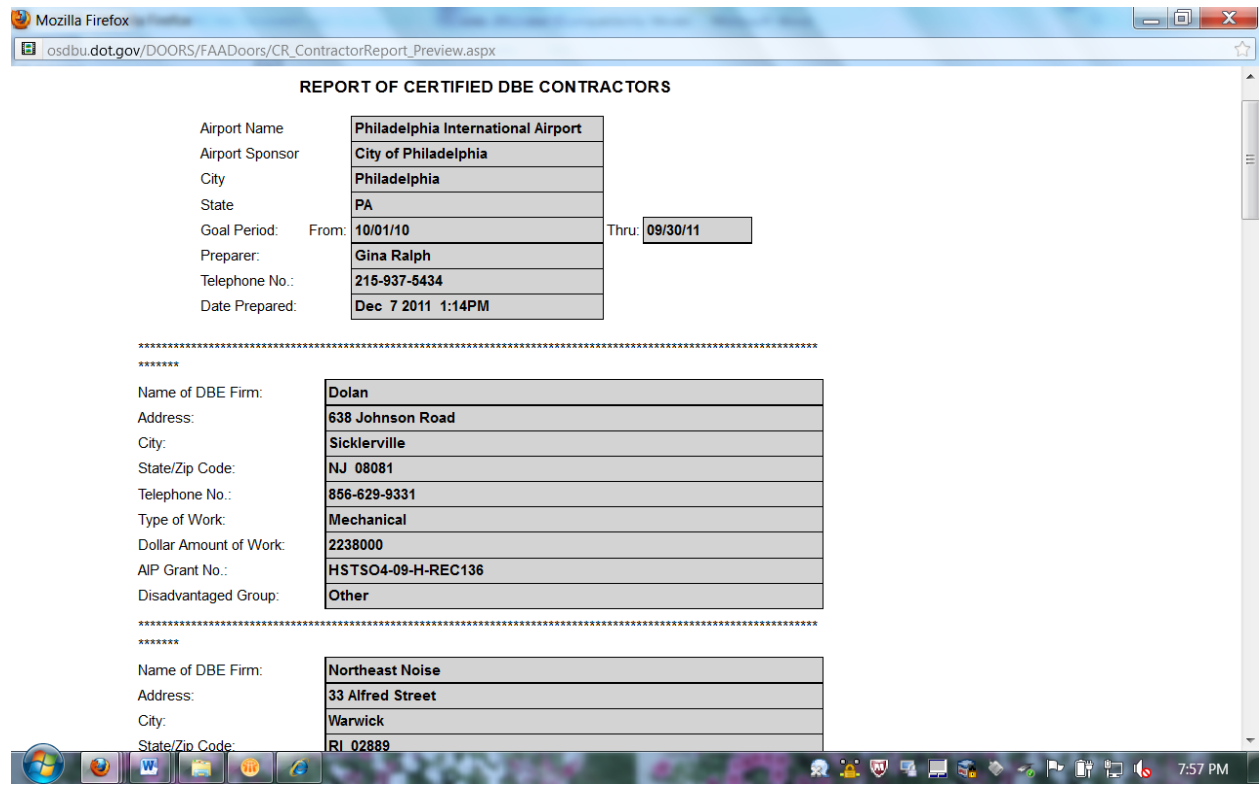


### A2 Select the Fiscal Year and then Select either Report Preview (PDF) or HTML report version (See diagram below).

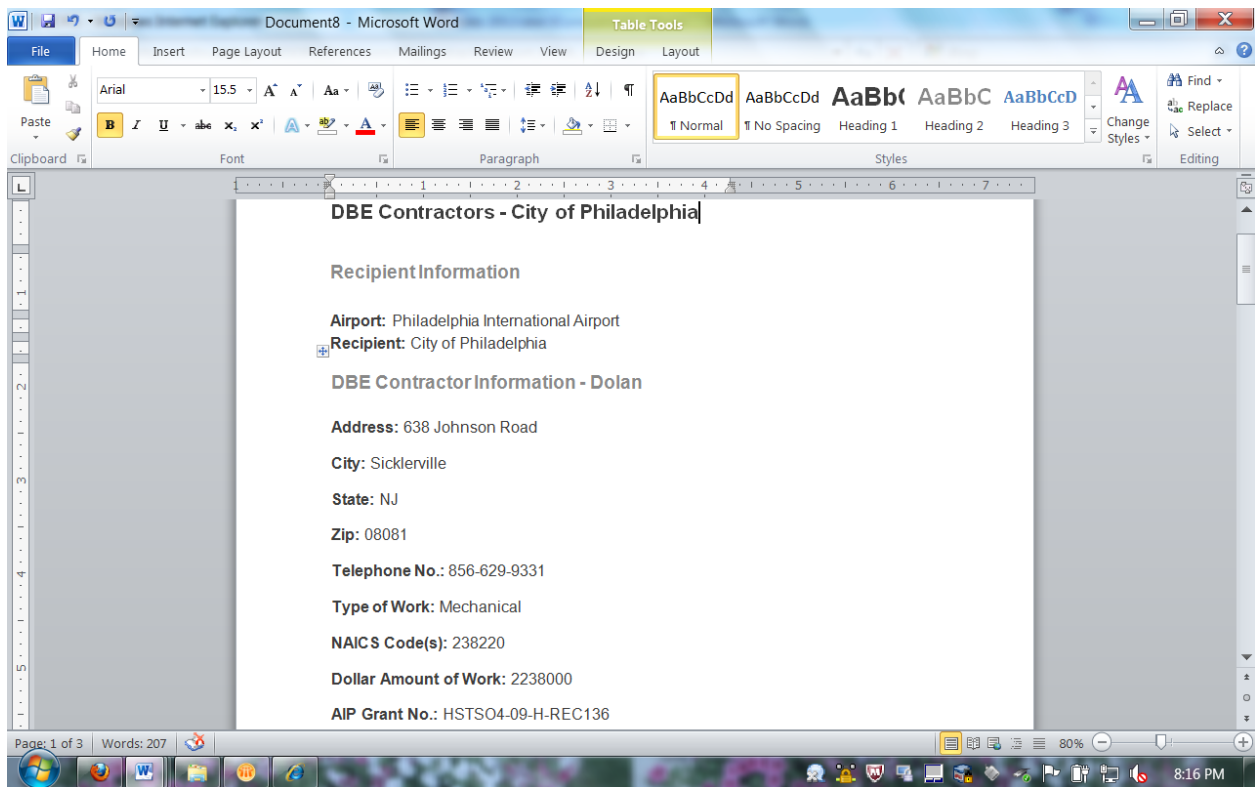
If you selected the wrong recipient, click the Change button to select a different recipient (for example, if you are a consultant with multiple users).



A3 DBE Contractors – PDF Version



A4 DBE Contractors – HTML Version



A5 DBE Contractor Reports  
[Recipient - By FY](#) (Spreadsheet of all of the Recipient’s DBE contractors for a selected FY)

Select the Recipient you want to view.  
Select the Fiscal Year you want to view.  
Select View Report. See diagram below.

DOORS - Windows Internet Explorer

http://osdbu.dot.gov/DOORS/FAADoors/CR\_ContractorDetailRpt\_View.aspx

File Edit View Favorites Tools Help

myfaa Home MyFAA Authentication Lo...

DOORS

### DOORS DBE Contractors for City of Philadelphia in FY-11

Company Name	Address	City	State	Zip Code	Phone	Specialty Services	NAICS Code(s)	AIP Grant No.	Disadvantaged Group
Dolan	638 Johnson Road	Sicklerville	NJ	08081	856-629-9331	Mechanical	238220	HSTSO4-09-H-REC136	Black American
Dolan	638 Johnson Road	Sicklerville	NJ	08081	856-629-9331	Mechanical	238220	HSTSO4-09-H-REC136	Black American
Northeast Noise	33 Alfred Street	Warwick	RI	02889	401-490-7008	General Construction	236115	3-42-0076-094-10	Hispanic American
S&L	5529 16th Avenue S	Seattle	WA	98108	206-228-9721	Construction	236115	3-42-0076-094-10	Asian-Pacific American
Dolan	638 Johnson Road	Sicklerville	NJ	08081	856-629-9331	Mechanical	238220	HSTSO4-09-H-REC136	Black American
Northeast Noise	33 Alfred Street	Warwick	RI	02889	401-490-7008	General Construction	236115	3-42-0076-094-10	Hispanic American
S&L	5529 16th Avenue S	Seattle	WA	98108	206-228-9721	Construction	236115	3-42-0076-094-10	Asian-Pacific American
DiMarco	1950 Brighton-Henrietta Townline Road	Rochester	NY	14623	585-272-9390	Construction	237310	3-42-0074-017-10	Non-Minority Women
All Seasons	435 Penn Green Road	Landenberg	PA	19350	610-274-0810	Landscaping/Tree Removal	561730	3-42-0076-076-06	Other
Schneider	295 Tech Park,	LaVerne	TN	37086	615-287-3500	Electrical	238210	0-00-0000-	Other

Trusted sites | Protected Mode: Off

8:25 PM

B. ACDBE Firms.

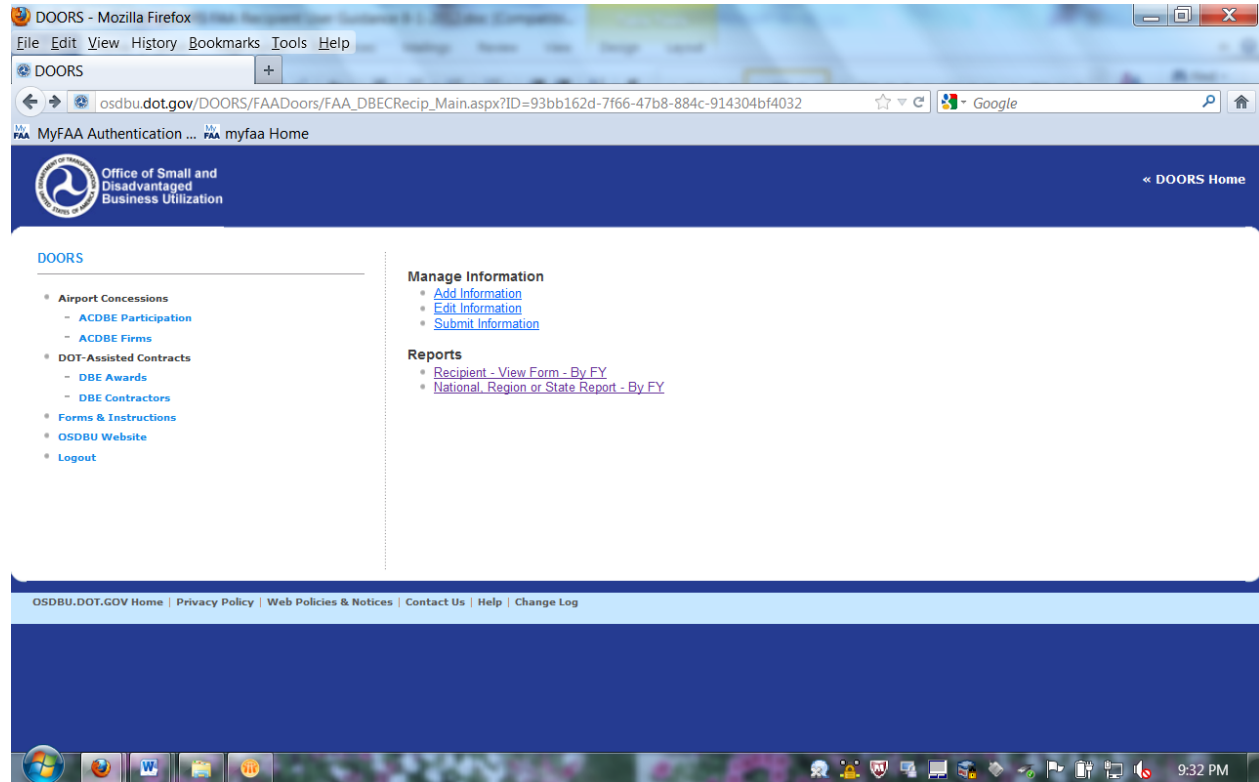
Click on ACDBE Firms.

Under Manage Information, Click on the type of Report you would like to view.

ACDBE Firms Menu

[Recipient - View Form - By FY](#) (ACDBE Firms Report Form Report in PDF)

[National, Region or State Report - By FY](#) (Spreadsheet of all Concessions for a selected category by FY)

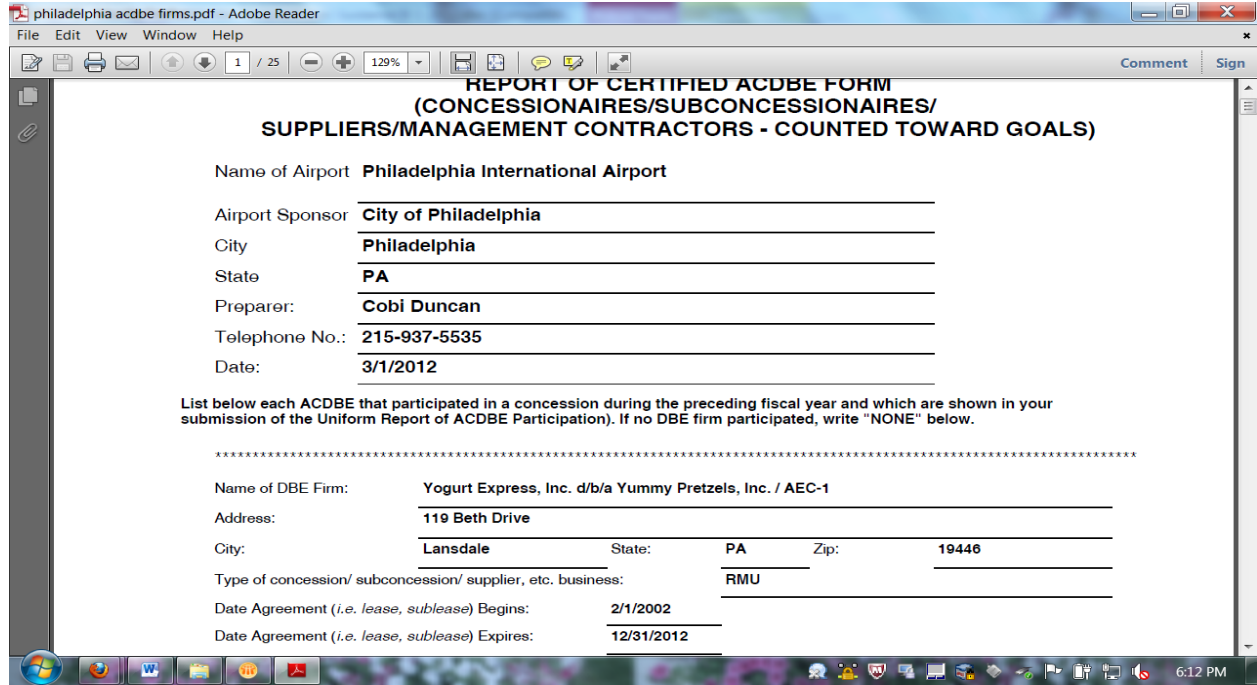




B1

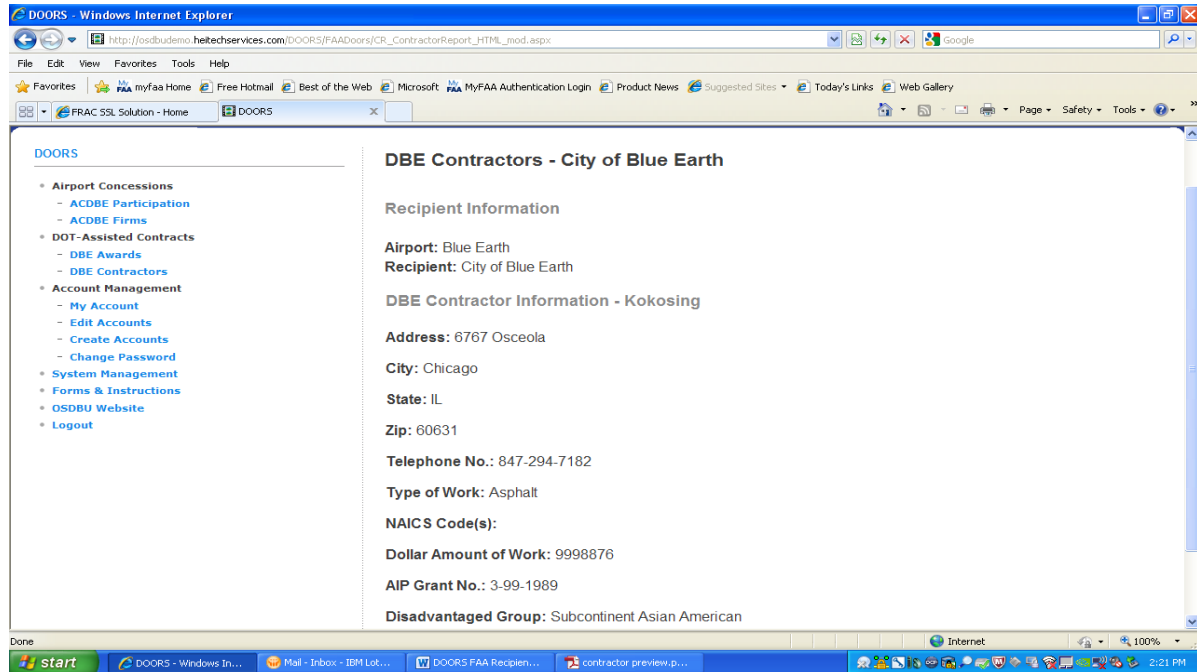
ACDBE Firms

[Recipient - View Form - By FY](#) (ACDBE Firms Report Form in PDF)



B2

[Recipient - View Form - By FY](#) (ACDBE Firms Report Form in HTML)



B3 ACDBE Firms  
 Recipient by FY – spreadsheet format

DOORS - Mozilla Firefox  
 File Edit View History Bookmarks Tools Help  
 DOORS  
 osdbu.dot.gov/DOORS/FAADoors/DBEC\_FirmDetailRpt\_View.aspx  
 MyFAA Authentication ... myfaa Home  
 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

**ACDBE Firms for City of Philadelphia in FY-11**

DBE Name	Address	City	State	Zip Code	Phone	Concession Type	Concession Receipts	Disadvantaged Group
Yogurt Express, Inc. d/b/a Yummy Pretzels, Inc. / AEC-1	119 Beth Drive	Lansdale	PA	19446	215-937-1200	RMU	141024	Black American
Yogurt Express, Inc. d/b/a Yummy Pretzels, Inc. / AW-C-1	119 Beth Drive	Lansdale	PA	19446	215-937-1200	RMU	84143	Black American
Yogurt Express, Inc. d/b/a Yummy Pretzels, Inc. / F-C-1	119 Beth Drive	Lansdale	PA	19446	215-937-1200	RMU	104212	Black American
Guava & Java PHL Inc. a/k/a J.J. Juice & Java, Inc. AE-4A	1040 Walker Mill Road	Great Falls	VA	22066	215-937-1200	Food	1076553	Subcontinent Asian American
Guava & Java PHL Inc. a/k/a J.J. Juice & Java, Inc. B5-a	1040 Walker Mill Road	Great Falls	VA	22066	215-937-1200	Food	888704	Subcontinent Asian American
Guava & Java PHL Inc. a/k/a J.J. Juice & Java, Inc. E-6B	1040 Walker Mill Road	Great Falls	VA	22066	215-937-1200	Food	845330	Subcontinent Asian American
Guava & Java PHL Inc. a/k/a J.J. Juice & Java, Inc. -LeBus Cafe	1040 Walker Mill Road	Great Falls	VA	22066	215-937-1200	Food	116499	Subcontinent Asian American
Yogurt Express, Inc. d/b/a Yummy Pretzels, Inc. / E3	119 Beth Drive	Lansdale	PA	19446	215-937-1200	RMU	191933	Black American
Midfield Concession Enterprises, Inc. /	27010 Joy Road	Redford	MI	48239	215-937-1200	Food	1676332	Non-Minority Women

9:30 PM

## 11. Instructions for DBE Uniform Form.

1. Indicate the DOT Operating Administration (OA) that provides your Federal financial assistance. If assistance comes from more than one OA, use separate reporting forms for each OA. If you are an FTA recipient, indicate your Vendor Number in the space provided.
2. If you are an FAA recipient, indicate the relevant AIP Numbers covered by this report. If more than six, attach a separate sheet.
3. Specify the Federal fiscal year (i.e. October 1-September 30) in which the covered reporting period falls.
4. State the date of submission of this report.
5. Check the appropriate box that indicates the reporting period that the data provided in this report covers. If this report is due June 1, data should cover October 1 - March 31. If this report is due December 1, data should cover April 1 - September 30.
6. Name of the recipient.
7. State your annual DBE goal(s) established for the Federal fiscal year of this report to be submitted to and approved by the relevant OA. Your Overall Goal is to be reported as well as the breakdown for specific Race Conscious and Race Neutral Goals (both of which include gender-conscious/neutral goals). The Race Conscious Goal portion should be based on programs 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 Goal portion should include programs 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.
- 8-9. The amounts in items 8(A)-9(I) should include all types of prime contracts awarded and all types of subcontracts awarded or committed, including: professional or consultant services, construction, purchase of materials or supplies, lease or purchase of equipment and any other types of services. All dollar amounts are to reflect only the Federal share of such contracts, and should be rounded to the nearest dollar.
  - 8(A). Provide the total dollar amount for all prime contracts assisted with DOT funds that were awarded during this reporting period.
  - 8(B). Provide the total number of all prime contracts assisted with DOT funds that were awarded during this reporting period.
  - 8(C). From the total dollar amount awarded in item 8(A), provide the dollar amount awarded to certified DBEs during this reporting period.
  - 8(D). From the total number of prime contracts awarded in item 8(B), specify the number awarded to certified DBEs during this reporting period.
  - 8(E). From the total dollars awarded in 8(C), provide the dollar amount awarded to DBEs through the use of Race Conscious methods. See the definition of Race Conscious Goal in item 7 and the explanation in item 8 of project types to include in your calculation.
  - 8(F). From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through Race Conscious methods.
  - 8(G). From the total dollar amount awarded in item 8(C), provide the dollar amount awarded to certified DBEs through the use of Race Neutral methods. See the definition of Race Neutral Goal in item 7 and the explanation in item 8 of project types to include.
  - 8(H). From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through Race Neutral methods.
  - 8(I). Of all prime contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 8(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.
- 9(A)-9(I). Items 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.
- 10(A)-11(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). The TOTALS value in

10(H) should equal the sum of 8(C) plus 9(C), and similarly, the TOTALS value in 11(H) should equal the sum of 8(D) plus 9(D). Column I should only be filled out if this report is due on December 1, as indicated in item 5. The values for this column are derived by adding the values reported in column H in your first report with the values reported in this second report.

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

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

12(C). Provide the total dollar amount of DBE participation on all Race Conscious prime contracts completed this reporting period that was necessary to meet the contract goals on them. This applies only to Race Conscious prime contracts.

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

12(E). Of all the prime contracts completed this reporting period, calculate the percentage of DBE participation. Divide the actual total dollar amount in 12(D) by the total dollar value provided in 12(B) to derive this percentage. Round to the nearest tenth.

13(A)-13(E). Items 13(A)-13(E) are derived in the same manner as items 12(A)-12(E), except these figures should be based on Race Neutral prime contracts (i.e. those with no race conscious measures).

14(A)-14(E). Calculate the totals for each column by adding the race conscious and neutral figures provided in each row above.

15. Name of the Authorized Representative preparing this form.

16. Signature of the Authorized Representative.

17. Phone number of the Authorized Representative.

18. Fax number of the Authorized Representative.

## 12. Instructions for Uniform Report of ACDBE Participation

1. Insert name of airport receiving FAA financial assistance and AIP number.
2. Provide the name and contact information (phone, fax, e-mail) for the person FAA should contact with questions about the report.
- 3a. Provide the annual reporting period to which the report pertains (*e.g.* October 2005 – September 2006).
- 3b. Provide the date on which the report is submitted to FAA.
4. This block and blocks 5 and 6 concern *non-car rental* goals and participation only. In this block, provide the overall non-car rental percentage goal and the race-conscious (RC) and race-neutral (RN) components of it. The RC and RN percentages should add up to the overall percentage goal.
5. For purposes of this block and blocks 6, 8, and 9, the participation categories listed at the left of the block are the following: 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 “subconcession” 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. **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.**

Block 5 concerns *all* non-car rental concession activity covered by 49 CFR part 23 during the reporting period, both new or continuing.

In Column A, enter the total concession gross revenues for concessionaires (prime and sub) and purchases of goods and services (ACDBE and non-ACDBE combined) at the airport.

In 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).

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 Blocks 5 & 6.

In Column C, enter the total gross revenues in each participation category (ACDBEs) only.

In D, 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).

Column E and F are subsets of Column C: break out the total gross revenues listed in Column C into the portions that are attributable to race-conscious and race-neutral measures, respectively. Column G is a percentage calculation. It answers the question, what percentage of the numbers in Column A is represented by the corresponding numbers in Column C?
6. The numbers in this Block concern only *new* non-car rental concession opportunities that arose during the current reporting period. In other words, the information requested in Block 6 is a subset of that requested in Block 5. Otherwise, this Block is filled out in the same way as Block 5.
7. Blocks 7-9 concern car rental goals and participation. In Block 7, provide the overall car rental percentage goal and the race-conscious (RC) and race-neutral (RN) components of it. The RC and RN percentage should add up to the overall percentage goal.
8. Block 8 is parallel to Block 5, except that it is for car rentals. The instructions for filing it out are the same as for Block 5.

9. Block 9 is parallel to Block 6, except that it is for car rentals. The information requested in Block 9 is a subset of that requested in Block 8. The instructions for filling it out are the same as for Block 6.

10. Block 10 instructs recipients to bring forward the cumulative ACDBE participation figures from Blocks 5 and 8, breaking down these figures by race and gender categories. **NOTE: Please report both numbers and dollars.** Participation by non-minority women-owned firms should be listed in the “non-minority women” column. Participation by firms owned by minority women should be listed in the appropriate minority group column. The “other” column should be used to reflect participation by individuals who are not a member of a presumptively disadvantaged group who have been found disadvantaged on a case-by-case basis.

11. This block instructs recipients to **fill out the information on the Report of Certified ACDBE Form (Concessionaires/Subconcessionaires/ Suppliers/Management Contractors - Counted Towards the Goal** or attach another document containing the same basic information for each ACDBE firm participating in its program during the reporting period. If the firm’s participation numbers are reflected in Blocks 5-6 and/or 8-9, the requested information about that firm should be attached in response to this item. (Please use the ACDBE firms form).

## 13. DOORS - Frequently Asked Questions by Recipients

1. Q: How can I access the history reports in DOORS?

A: *You can access the individual history reports by following these steps:*

### **ACDBE reports:**

- *Go to the menu for the report you want to access*
- *For ACDBE Participation*
- *Go to Reports*
- *Past ACDBE Participation – Individual*
- *Recipient - All Years*

*If you want to view a list of all the report histories,*

- *Recipient - All Years*
- *Recipient*
- *Click View.*

*To copy the listing, left mouse click while also clicking the control key, run your mouse over the data, and paste it into an Excel spreadsheet.*

*To view the ACDBE uniform form by year, select as follows:*

- *ACDBE Participation – Individual.*
- *Recipient Name*
- *Year*
- *View - wait a few seconds and the report will appear.*

*To save or print the report, go to the save icon at the top of the screen, select version (Excel, PDF or Word), save it to your computer, and print it.*

### **DBE Awards Reports:**

*To access reports, select as follows:*

- *DBE Awards*
- *Past Awards Individual*
- *Click the FY and Period 2*
- *Click on the + sign (expand)*
- *Click on the name of recipient you want to view*
- *You will see a screen like the one below -*

	<b>Recipient</b>	<b>Date Entered</b>	<b>Entered By</b>
<a href="#">Select</a>	City of Philadelphia	11/22/2011 10:54:16 AM	FAA User

*If this screen does not appear after 20 seconds, make sure your popup blocker is turned off - go to Tools, popup blocker and click on turn off popup blocker.*

- *Select (click Select) a report from the Report Listing then click 'View Report' to display. The PDF of the report will materialize*

2. Q: I tried to logon to DOT DOORS and I keep getting a message “bad password”.

A: Follow these steps:

- *Clear your internet cache: Go to Tools, Internet Options, Delete: Cookies, History, Temporary Files, Delete.*
- *Next, check to make sure you are logged onto the correct website*  
<http://www.osdbu.dot.gov/DOORS/Application/logon.aspx>
- *Next, if you copy and paste your user ID or password, make sure there is not an extra character added, like a space.*
- *If these options do not work, contact your regional DBE Program Compliance Specialist to make sure you are using the correct user ID.*

3. Q: I clicked on forgot password and entered my user ID and now I am locked out because the system says my user account has been placed in a reset state.

A: *You are not locked out. DOORS has sent you an email message to reset your password. If you did not receive the email message, check your SPAM or JUNK folder. If it is not there either, please contact your regional DBE Program Compliance Specialist. When you do receive the email message, click on the link and it will take you to the DOORS create new password page. Rules for passwords are two capital letters, two small letters, two numbers, and two symbols. After you have created an acceptable password, you will be logged into DOORS. Please write down the password to use the next time you logon to DOORS.*

4. Q: I entered my uniform data and submitted it twice but I cannot see the report in DOORS?

A: *If you received a popup window indicating “Report Submitted” then yes, your data has been entered and is pending in the FAA Review and Approve mode. If you submitted two of them, then one will have to be returned to you to delete it. Either you or your regional FAA DBE Compliance Specialist can delete the duplicate report in the Edit Information mode. After FAA Reviews and Approves the data, you will be able to access the report (as detailed in the answer to question 1 above). You will receive an email message after FAA has approved it. If you Save the data before Submitting, you can go Submit Information and view, save or print the report before submitting it.*

5. Q: I am still able to access FAA DOORS – is it still being used?

A: *The FAA is still using FAA DOORS on occasion to view specific DBE reports that are not yet automated in DOT DOORS. FAA DOORS will eventually be shutdown. All history data has*



*been migrated from FAA DOORS to DOT DOORS. Please use only the new DOT DOORS system.*

6. Q: I am trying to upload my DBE Awards form onto the DOORS site but there is no place to upload it. I also tried to enter the data on the Excel version blank form but there is no Submit option.

A: *To add data to DOORS, go to the menu for the form you are adding data for (DBE Awards, ACDBE Participation, DBE Contractors, ACDBE firms), and click on Add Information. The text boxes on the Add screen mirror the uniform form or the firms form, depending on which form's data you are entering. Enter only the main data; DOORS calculates totals and percentages automatically.*

*The blank forms on DOORS are provided only for information purposes. We recommend completing the blank form or a version of it before entering the data in DOORS.*

7. Q: I entered my data and FAA approved it but I need to make a change. How can I edit an already FAA approved record?

A: *An FAA approved record cannot be edited, however you can re-submit the entire record. After FAA approves it, the resubmitted report will override the first report.*

8. Q: In the past I have had to send in the actual forms for Certified DBE Contractors or ACDBE Concessionaires because the entry part of the DOORS program for this section was not working. Has this been fixed?

A: *Our previous FAA DOORS experienced some technical problems with the DBE and ACDBE firms menus that we were unable to fix. These options work perfectly in the new DOORS. The menus are titled DBE Contractors and ACDBE firms. Enter all the data and information and click Submit.*

9. Q: Am I able to enter data for previous fiscal years? Is there a cut-off date?

A: *Yes, you can enter data for previous years. If there is a previous report already entered for the same year, DOORS will indicate in red letters that another report exists for the same year. If the current report you are entering replaces the previous report, click Submit. The current report you enter will override the previous report in the FAA aggregate report. When you are searching for reports, you will still see both reports however, only the current report is counted in the aggregate report.*

*There is no cut-off date in DOORS for entering current or previous data. However, FAA has required dates for reporting. DBE Reports should be entered by December 1 and no later than March 1 and ACDBE reports should be entered by March 1 and no later than May 1. When FAA notifies you that reports are due, FAA is collecting the previous fiscal year reports. For*

*example, the DBE reports that are due December 1, 2012 are for FY-2012 (October 1, 2011 through September 30, 2012).*

10. Q: Does the system time you out after a certain amount of time while entering the data?

A: *Generally, the system tends to time out if there is no activity (key movement) within 10 minutes. The session time you have while entering reports is 30 minutes. If you have several pages of DBE or ACDBE firms to enter, we recommend you periodically SAVE the data then go to Edit Information to complete the report. When you are done Editing, click Save. Next, go to Submit Information and click Submit.*

*We highly recommend that you clear your internet cache before logging onto DOORS. This will provide you with a clearer connection. In addition, if possible, we recommend using the Mozilla Firefox software since it is a faster internet software system which can help to alleviate time-outs or dropped sessions.*

11. Q: Is there a way for recipients to upload (scan) data instead of having to type in everything?

A: *At this time, we do not have this type of option in DOORS although it is on FAA's list of considerations for the future. We have not been able to add this type of feature because program development of such a system is very sophisticated and thus costly. FAA's future plan is to add a scanning system feature so that recipients can scan their uniform form and/or firm's data directly into DOORS or other FAA system.*

## 14. FAA HELP DESK – CONTACT US.

If you have any questions or need assistance, please contact your regional FAA DBE Program Compliance Specialist. Our contact information is shown below.

<b>Nancy Cibic DOORS Lead</b>	<b>Great Lakes Region-</b> Illinois, Indiana, Michigan, Minnesota, North Dakota, Ohio, South Dakota, Wisconsin <b>New England Region-</b> Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	847-294-7182	<a href="mailto:nancy.cibic@faa.gov">nancy.cibic@faa.gov</a>
<b>Dolores Leyva DOORS Lead Backup</b>	<b>Southwest Region-</b> Arkansas, Louisiana, New Mexico, Oklahoma, Texas	310-725-3939	<a href="mailto:dolores.leyva@faa.gov">dolores.leyva@faa.gov</a>
<b>Patricia Wright</b>	<b>Central Region-</b> Iowa, Kansas, Missouri, Nebraska <b>Western-Pacific Region-</b> American Samoa, Arizona, California, Guam, Hawaii, Nevada	310-725-3955	<a href="mailto:patricia.wright@faa.gov">patricia.wright@faa.gov</a>
<b>Ricky Watson</b>	<b>Northwest Mountain Region-</b> Colorado, Idaho, Montana, Oregon, Utah, Washington, Wyoming	310-725-3940	<a href="mailto:ricky.watson@faa.gov">ricky.watson@faa.gov</a>
<b>Gene Roth</b>	<b>Southern Region-</b> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands	404-305-5256	<a href="mailto:gene.e.roth@faa.gov">gene.e.roth@faa.gov</a>
<b>Keturah Pristell</b>	<b>Alaskan Region-</b> Alaska	404-305-7392	<a href="mailto:keturah.pristell@faa.gov">keturah.pristell@faa.gov</a>
<b>Sophia Soler</b>	<b>Eastern Region-</b> Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia	718-553-3443	<a href="mailto:sophia.soler@faa.gov">sophia.soler@faa.gov</a>