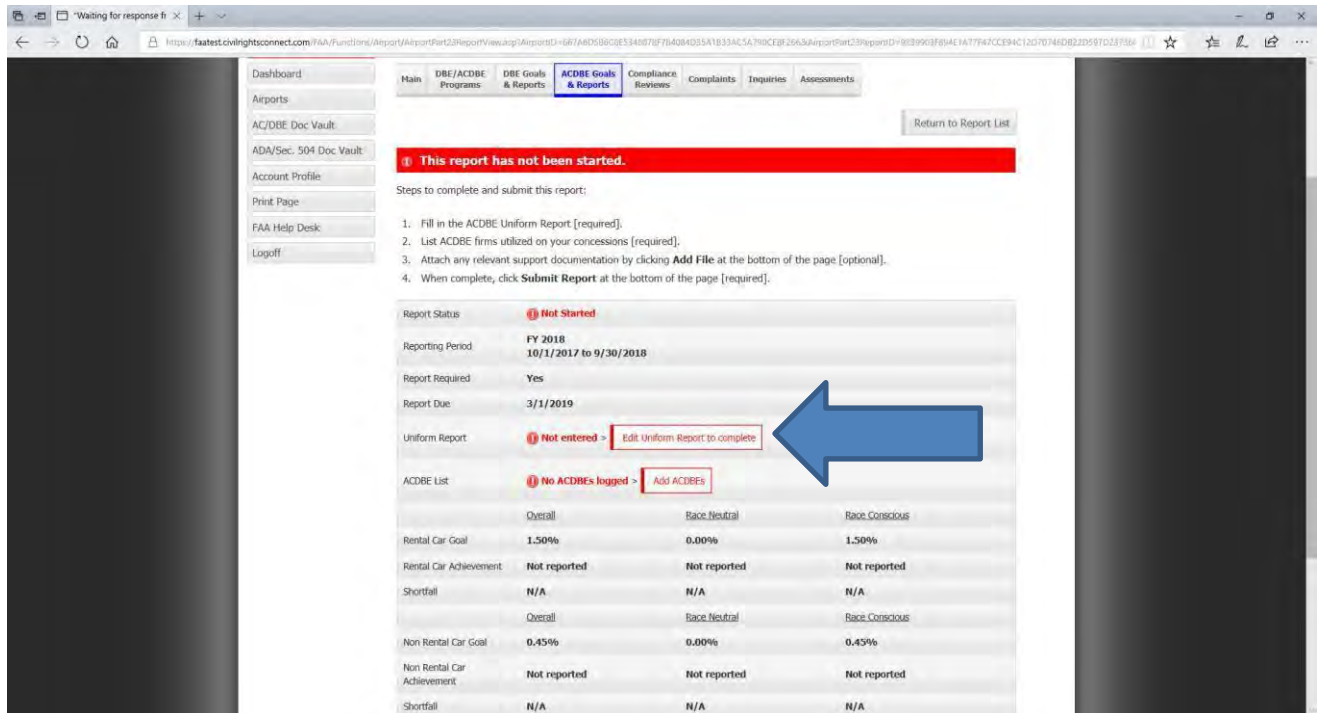


## How to Complete and Submit the ACDBE Uniform Form Report and Firms Data

1. Website <https://faa.civilrightsconnect.com/FAA/login.asp>
2. The ACDBE Report is due March 1. Reports cover the previous fiscal year. Fiscal years run from October 1 through September 30.
3. Go to your Dashboard ACDBE Part 23 Achievement Reports. Click on View next to the Fiscal Year Report that you want to access. Click on **Edit Uniform Report to Complete**.

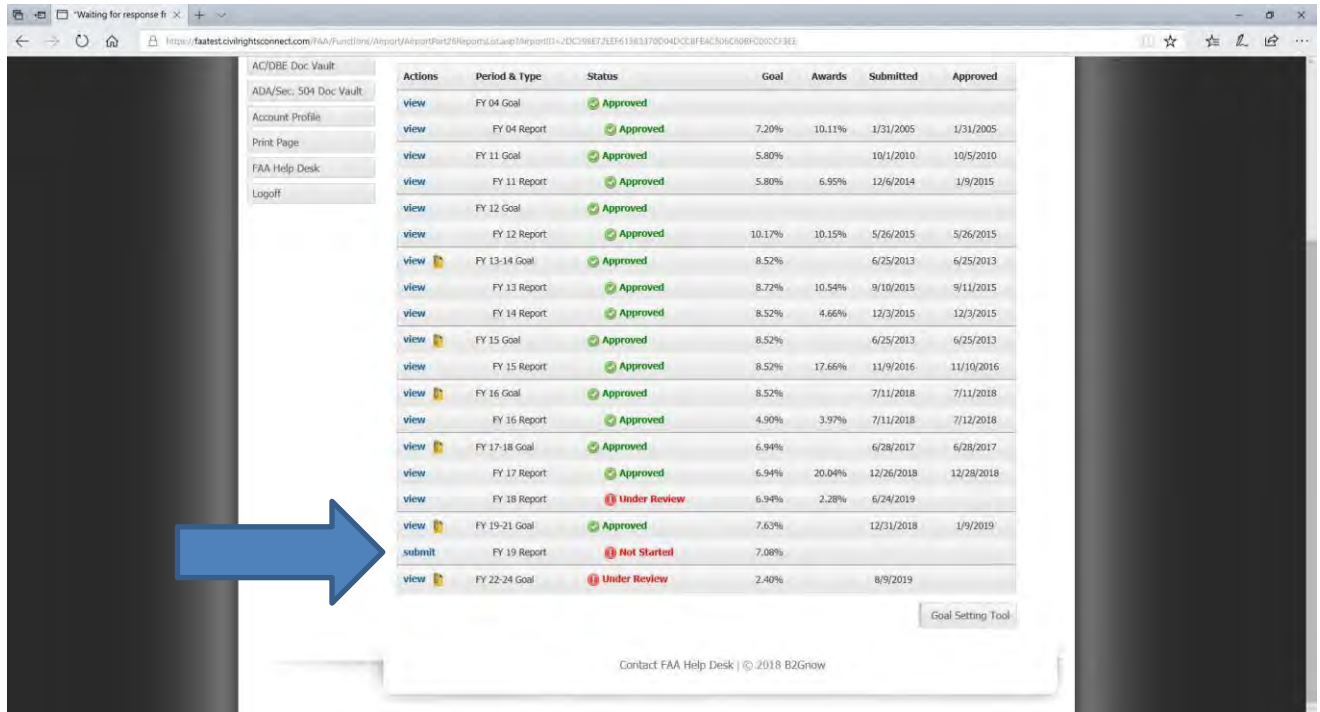


OR,

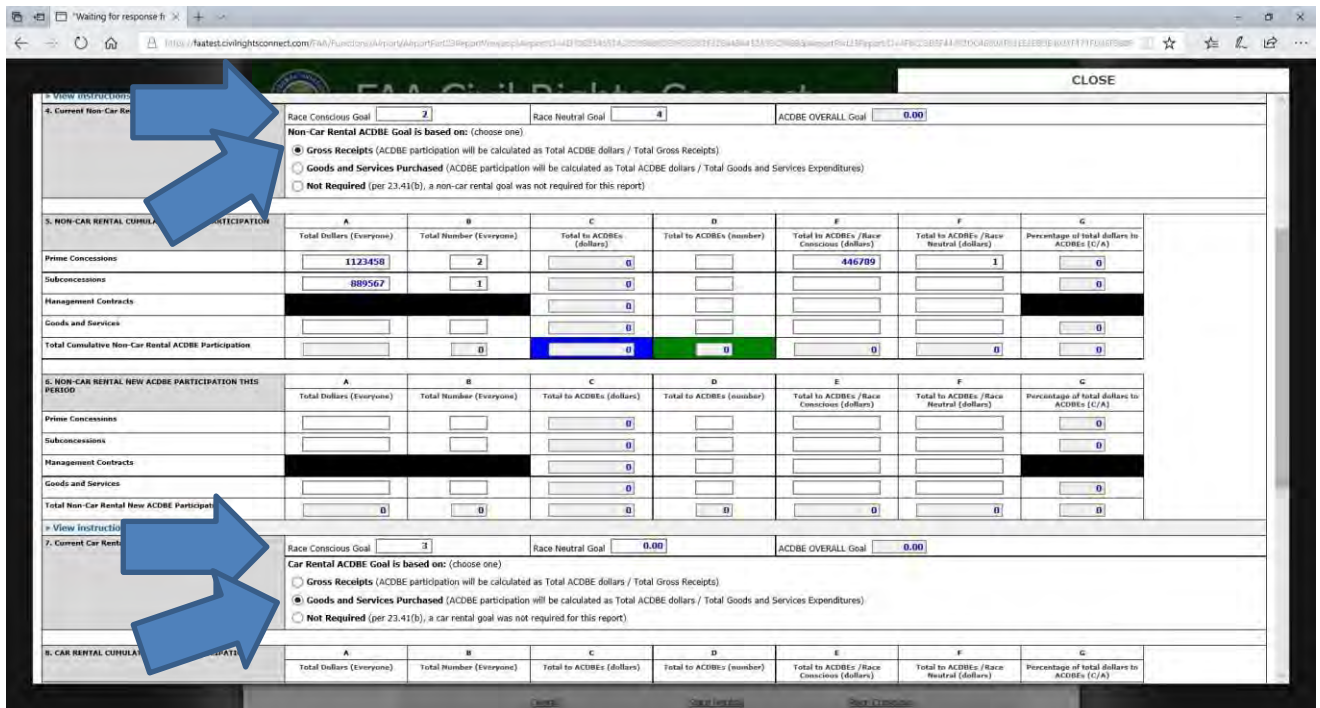
1. Click on Airports (left menu) – find the Airport and click View
2. Click on ACDBE Goals and Reports tab. **If the goals and reports tab does not appear, please contact your FAA DBE Compliance.**
3. To **Add** a uniform form report, go to the fiscal year **Report** and click **Submit**. (For example, an FY-2019 report would be years 10/01/2018 – 09/30/2019. **If the report for a fiscal year is missing, please contact your regional FAA DBE Compliance Specialist.**



### How to complete and submit the ACDBE Uniform Form Report and Firms Data (continued)



4. Enter all data as required. **Some boxes auto calculate based on other data entered.**
5. The goal data may already be populated. If it is not entered, please enter the goal.
6. Select what the goal is based on. For Non-Car Rental, select Gross Receipts.
7. If the goal is not required (average annual gross receipts do not exceed \$200,000), select goal not required.





### How to Complete and Submit the ACDBE Uniform Form Report and Firms Data (continued)

8. Blank fields must be filled in with zeros. Click on **Fill in Blank Fields with Zeros**.
9. Click **Validate and Save Draft** every few minutes to ensure you do not lose the data in case of an unlikely lost session. When you are done entering data, click **Validate and Save Draft**. If the totals and percentages don't appear, click **Validate and Save Draft** again.
10. The system will provide alert information if any data does not appear correct.
11. To make corrections, click on **Edit and Revalidate**.
12. Make corrections and click on **Validate and Save Draft**.
13. Next, click **Save Draft and Continue**.
14. Add Firms information. For the ACDBE Firms, you must manually enter the firm's information (required by 49 CFR Part 23). You can copy (and edit) the firms from the previous year if you added the firms the previous year. The data and information you enter on the firm's form must equal the data you enter on the uniform form.
15. **How to copy and add ACDBE firms:**
  - a. Click on **Add ACDBEs**. The system provides the option to **Copy ACDBEs from the Prior Report**. To copy ACDBEs from the prior report, click **Copy ACDBEs from the Prior Report**. (If you do not have ACDBEs to copy from the prior year Click on **Add ACDBE**).
  - b. Click on **Copy Previous ACDBEs**. The firms are now copied into the form.
  - c. Click the box next to each ACDBE that you need to copy or click Select All.
  - d. Enter the gross receipts applicable to the reporting period.
  - e. Click on **Copy Previous ACDBEs** (at the bottom of the screen.)
  - f. If you need to **Edit** the firm's information (business type, etc.), click **Edit**. Make the changes and click **Save ACDBE**.
  - g. If you need to add the same ACDBE again (for example the same ACDBE for another concession), click on **Save ACDBE and Use ACDBE Again**.
  - h. If you have additional ACDBE firms to enter, click on **Save ACDBE and Add New ACDBE**.
  - i. When done entering ACDBE firms, click on **Save ACDBE**.
  - j. Click Return to return to uniform form submittal screen.

ACDBE records to copy to this report, enter current reporting period gross receipts (or expenses if a supplier), and click **Copy Previous ACDBEs** at the bottom of the list. After copy is completed, you can edit individual ACDBE records as necessary.

Copy? (click cell)	Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Previous Gross Receipts/Expenses	FY 18 Gross Receipts/Expenses	Disadvantaged Group
<input checked="" type="checkbox"/>	Balton Corporation/Argo Tea	8016 South Chicago Ave. Chicago, IL 60617	swilson@baltoncorp.com	Supplier	Non-Car Rental - Food and Beverage	Section 5: Goods/Services	11/16/2010 - 11/16/2015	\$575,978	688786	Black American
<input checked="" type="checkbox"/>	Billy Goat TV, Inc./Host	11681 W. Touhy Ave. Chicago, IL 60656	gsanis@gmail.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	1/1/1998 - 5/31/2009	\$2,825,972	3345678	Non-Minority Women
<input checked="" type="checkbox"/>	Blue Daring Consulting, Inc./Barbaras	688 N. Milwaukee Ave. Chicago, IL 60642	mb@bluedaring.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 9/10/2018	\$779,044	675890	Hispanic American
<input checked="" type="checkbox"/>	Blue Daring Consulting, Inc./Duffy15	688 N. Milwaukee Ave. Chicago, IL 60642	mb@bluedaring.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/21/2012 - 10/12/2018	\$2,239,973	3456989	Hispanic American
<input checked="" type="checkbox"/>	BT Express, Inc./Host Jazz,Rush,Skyscrapers,Facades	2044 N. Fairfield Chicago, IL 60618	miguelcruz1@gmail.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	1/1/1998 - 5/31/2009	\$4,515,860	3987650	Hispanic American
<input checked="" type="checkbox"/>	BTLI, Inc./Hudson (Including Sarah's Candies)	1700 E. 56th St., Suite 3609 Chicago, IL 60637	btc@btilinc.com	Joint Venture Partner	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 10/12/2018	\$6,006,601	2549067	Black American
<input checked="" type="checkbox"/>	BTLI, Inc./Hudson15	1700 E. 56th St., Suite 3609 Chicago, IL 60637	btc@btilinc.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	1/28/2013 - 10/12/2018	\$925,774	1234897	Black American
<input checked="" type="checkbox"/>	Central City Productions/ClearChannel	212 East Ohio Chicago, IL 60611	djackson@ccpv.com	Joint Venture Partner	Non-Car Rental - Wireless Services	Section 5: Subconcession	9/1/2013 - 9/1/2018	\$355,467	405608	Black American
<input checked="" type="checkbox"/>	CMC Enterprise, LLC/Hudson15	2027 N. Howe St. Chicago, IL 60614	g.j.castillo@att.net	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	10/21/2012 - 10/12/2018	\$925,774	1234987	Hispanic American
<input checked="" type="checkbox"/>	CMC Enterprise, LLC/Spots15	2027 N. Howe St. Chicago, IL 60614	g.j.castillo@att.net	Subconcessionaire	Non-Car Rental - Other	Section 5: Subconcession	10/21/2012 - 10/12/2018	\$75,073	100204	Hispanic American
<input checked="" type="checkbox"/>	Concept Media, Inc./JCDecaux	8305 Willow West Dr. Willow Springs, IL 60480	cmgopasian@gmail.com	Joint Venture Partner	Non-Car Rental - Other	Section 5: Subconcession	11/14/2013 - 8/31/2019	\$6,000	3200	Non-Minority Women
<input checked="" type="checkbox"/>	Corliss Stone Liffles, LLC/Hudson (Including Sarah's Candies)	630 E. Southlake Blvd. Southlake, TX 75092	corliss@csllc.biz	Joint Venture Partner	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 10/12/2020	\$4,289,632	4987651	Black American
<input checked="" type="checkbox"/>	Corliss Stone Liffles, LLC/JohnstonMurphy	630 E. Southlake Blvd. Southlake, TX 75092	corliss@csllc.biz	Joint Venture Partner	Non-Car Rental - Accessories	Section 5: Subconcession	4/16/2013 - 1/22/2019	\$922,575	1234507	Black American
<input checked="" type="checkbox"/>	Corliss Stone Liffles, LLC/Sanduski	630 E. Southlake Blvd. Southlake, TX 75092	corliss@csllc.biz	Joint Venture Partner	Non-Car Rental - Accessories	Section 5: Subconcession	5/24/2007 - 8/15/2015	\$1,137,729	2345679	Black American
<input checked="" type="checkbox"/>	Effe's Canteen, Inc./Host TV/LaTapienade,Tortas,FarmMkt	6348 N. Cicero Chicago, IL 60646	efescanteen@yahoo.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	9/13/2014 - 6/30/2012	\$12,266,361	13405679	Non-Minority Women



How to Complete and Submit the ACDBE Uniform Form Report and Firms Data (continued)

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49	<input type="checkbox"/>	Ralph G. Moore & Associates/Brookstone15	880 N. Michigan Ave. Chicago, IL 60611	ralphmoore@rgma.com	Subconcessionaire	Non-Car Rental - Accessories	Section 5: Subconcession	2/14/2014 - 10/12/2018	\$308,021		Black American
50	<input type="checkbox"/>	Ralph G. Moore & Associates/DuFry15	880 N. Michigan Ave. Chicago, IL 60611	ralphmoore@rgma.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/21/2012 - 10/12/2018	\$2,239,973		Black American
51	<input type="checkbox"/>	Ralph G. Moore & Associates/XpressSpa15	880 N. Michigan Ave. Chicago, IL 60611	ralphmoore@rgma.com	Subconcessionaire	Non-Car Rental - Other	Section 5: Subconcession	2/18/2013 - 10/12/2018	\$75,073		Black American
52	<input type="checkbox"/>	Reggios Pizza, Inc./Host	340 W. 83rd St. Chicago, IL 60620	jdark1071@aol.com	Subconcessionaire	Non-Car Rental - Wireless Services	Section 5: Subconcession	1/1/1998 - 5/31/2009	\$8,524,253		Black American
53	<input type="checkbox"/>	Rico Computer Enterprises, Inc./ConcourseDevelop.	161 N. Clark St., Suite 4700 Chicago, IL 60601	208-504-2426	Joint Venture Partner	Non-Car Rental - Wireless Services	Section 5: Subconcession	12/30/2010 - 12/31/2015	\$1,323,470		Hispanic American
54	<input type="checkbox"/>	Robinson-Hill Group, Inc./Areas15	205 N. Michigan Ave. Chicago, IL 60601	dee@robinsonhillusa.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	12/23/2012 - 10/12/2018	\$4,146,205		Black American
55	<input type="checkbox"/>	Robinson-Hill Group, Inc./Hudson (Including Sarah's Candies)	205 N. Michigan Ave. Chicago, IL 60601	dee@robinsonhillusa.com	Joint Venture Partner	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 10/1/2020	\$9,441,139		Black American
56	<input type="checkbox"/>	Robinson-Hill Group, Inc./OTG	205 N. Michigan Ave. Chicago, IL 60601	dee@robinsonhillusa.com	Joint Venture Partner	Non-Car Rental - Food and Beverage	Section 5: Subconcession	9/18/2007 - 5/1/2010	\$613,537		Black American
57	<input type="checkbox"/>	S. Levy Foods LLC/Sarah's Candies/Hudson	1016 West Jackson Blvd. Chicago, IL 60607	info@slevyfoods.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 10/1/2020	\$529,343		Non-Minority Women
58	<input checked="" type="checkbox"/>	Seaway National Trust Company	645 E. 87th St. Chicago, IL 60619	DarrellBlackson@seawaybank.us	Concessionaire	Non-Car Rental - ATM	Section 5: Prime Concession	12/21/2000 - 12/20/2005	\$6,142,364	5678097	Black American
59	<input checked="" type="checkbox"/>	Seaway National Trust Company/HYSB-SNB	645 E. 87th St. Chicago, IL 60619	DarrellBlackson@seawaybank.us	Joint Venture Partner	Non-Car Rental - ATM	Section 5: Subconcession	11/1/2004 - 6/30/2009	\$22,052	34506	Black American
60	<input checked="" type="checkbox"/>	Seaway National Trust Company/LSUA	645 E. 87th St. Chicago, IL 60619	DarrellBlackson@seawaybank.us	Joint Venture Partner	Non-Car Rental - ATM	Section 5: Subconcession	11/1/2004 - 6/30/2009	\$20,310	22789	Black American
61	<input checked="" type="checkbox"/>	Shoe Hospital, Inc.	318 S. Dearborn Chicago, IL 60604	shoe.hospital@yahoo.com	Concessionaire	Non-Car Rental - Other	Section 5: Prime Concession	11/5/2007 - 10/5/2013	\$271,105	430506	Hispanic American
62	<input checked="" type="checkbox"/>	Signature Affairs, Inc./O'Brien	1513 N. Latrobe Chicago, IL 60651	rachel@signature-affairs.com	Joint Venture Partner	Non-Car Rental - Food and Beverage	Section 5: Subconcession	5/4/2001 - 5/23/2011	\$1,119,043	2234569	Black American
63	<input checked="" type="checkbox"/>	The Grove/RMCF & Grove	3 Westbrook Corporate Center, Suite 500 Westchester, IL 60154	michelledukier@tconcessions.com	Joint Venture Partner	Non-Car Rental - Food and Beverage	Section 5: Subconcession	12/6/2007 - 9/30/2014	\$5,918,661	7784509	Non-Minority Women
64	<input checked="" type="checkbox"/>	Vosges, Ltd./Domestic	2950 N. Oakley Ave. Chicago, IL 60618	katrina@vosgeschocolate.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	11/21/2008 - 11/20/2009	\$1,905,294	2345609	Non-Minority Women
65	<input checked="" type="checkbox"/>	Vosges, Ltd./T5	2950 N. Oakley Ave. Chicago, IL 60618	katrina@vosgeschocolate.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	12/21/2012 - 10/12/2018	\$239,277	334546	Non-Minority Women

Copy Previous ACDBEs Cancel

No ACDBE firms listed. Add a ACDBE

Make sure the data you entered matches the ACDBE Uniform Form data. Also, make sure that the category you select for the ACDBE firms matches the category that you entered the data on the uniform form. You will receive an error message in red lettering if it does not match. You must correct the data before you can submit the report.



How to Complete and Submit the ACDBE Uniform Form Report and Firms Data (continued)

- 16. If there is a goal shortfall, you may attach a file with the shortfall analysis (does not have to be attached at the time of submission of the report, however, CORE airports are required to submit the goal shortfall analysis to FAA by April 1.) Other airports must prepare a shortfall analysis and keep it on file at the airport for 3 years and provide it to FAA if requested. FAA Connect includes shortfall analysis tips and a template letter that can be used to prepare and submit the shortfall analysis.
- 17. **One more step to fully submit.**
- 18. Click **Submit this Report for Review**.
- 19. Pop up window states: Submit this Report for Review. Click **OK**.
- 20. After Submitting, the Report states **Under Review** and can be viewed from your Dashboard.
- 21. While the report is Under Review, you can still make changes to the report. From your Dashboard, click on View next to the Report (it says Under Review).
- 22. On the next screen, click on **WithdrawReport**.
- 23. Click on **OK** on the pop up window.
- 24. Click on **View Uniform Report**.
- 25. Click on **Edit and Validate** at the bottom of the form.
- 26. After Submitting, The Report is now pending review by the FAA Compliance Specialist.
- 27. You will receive an email message when the Report has been returned for corrections or

**Comparison of Uniform Report sections and ACDBE gross receipts/expenses**

The data in Section 5 and/or Section 8 of the Uniform Report does not match the gross receipts/expenses of the ACDBE list below or is reported on the wrong line. Please review the amounts and categorizations and update until this message no longer appears. The Uniform Report cannot be submitted until all categories in both sections match.

SECTION 5, NON-CAR RENTAL				SECTION 8, CAR RENTAL			
Uniform Report	Prime Concessions	Subconcessions	Goods and Services	Uniform Report	Prime Concessions	Subconcessions	Goods and Services
\$0	\$0	\$0	\$1,234,568	\$0	\$0	\$0	\$1,001
ACDBE List	\$8,454,212	\$49,178,625	\$0	\$0	\$0	\$0	\$0
Difference	\$8,454,212	\$49,178,625	\$0	\$0	\$0	\$0	\$1,001

Buttons: Add ACDBE, Copy ACDBEs From Prior Report, Return

#	Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Renewal	Gross Receipts/Expense	Disadvantaged Group	Notes
1	Balton Corporation/Argo Tea	8016 South Chicago Ave, Chicago, IL 60617	swilson@baltoncorp.com	Supplier	Non-Car Rental - Food and Beverage	Section 5: Goods/Services	11/16/2010 - 11/16/2015	No	\$498,780	Black American	
2	Billy Goat IV, Inc./Host	11601 W. Touhy Ave Chicago, IL 60646	mlaniv@gmail.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	1/1/1998 - 5/31/2009	No	\$3,345,678	Non-Minority Women	
3	Bhue Daring Consulting, Inc./Barbaras	688 N. Milwaukee Ave. Chicago, IL 60642	mb@bhuedaring.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 9/10/2018	No	\$675,890	Hispanic American	
4	Bhue Daring Consulting, Inc./DairFry15	688 N. Milwaukee Ave. Chicago, IL 60642	mb@bhuedaring.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/21/2012 - 10/12/2018	No	\$3,456,989	Hispanic American	
5	BT Express, Inc./Host-Jazz,Skyscrapers,Facades	3944 N. Fairfield Chicago, IL 60618	miguelsruz1@gmail.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	1/1/1998 - 9/31/2009	No	\$3,987,650	Hispanic American	
6	BTH, Inc./Hudson (Including Sarah's Candies)	1700 E. 56th St., Suite 2059 Chicago, IL 60675	btc@bthinc.com	Joint Venture Partner	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 10/1/2020	No	\$2,349,087	Black American	
7	BTH, Inc./Hudson15	1700 E. 56th St., Suite 2059 Chicago, IL 60675	btc@bthinc.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	1/28/2013 - 10/12/2018	No	\$1,234,897	Black American	
8	Central City Productions/ClearChainel	212 East Ohio Chicago, IL 60611	djackson@ccptv.com	Joint Venture Partner	Non-Car Rental - Wireless Services	Section 5: Subconcession	9/1/2013 - 9/1/2018	No	\$405,608	Black American	
9	CNC Enterprise, LLC/Hudson15	2027 N. Howe St. Chicago, IL 60614	g.j.castillo@att.net	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	10/21/2012 - 10/12/2018	No	\$1,234,987	Hispanic American	
10	CNC Enterprise, LLC/XpressSpa15	2027 N. Howe St. Chicago, IL 60614	g.j.castillo@att.net	Subconcessionaire	Non-Car Rental - Other	Section 5: Subconcession	10/21/2012 - 10/12/2018	No	\$100,204	Hispanic American	
11	Concept Media, Inc./JDecaux	8205 Willow West Dr. Willow Springs, IL 60480	ompgusan@gmail.com	Joint Venture Partner	Non-Car Rental - Other	Section 5: Subconcession	11/14/2013 - 8/31/2019	No	\$3,200	Non-Minority Women	
12	Corliss Stone-Littles, LLC/Hudson (Including Sarah's Candies)	830 E. Southlake Blvd. Southlake, TX 76092	corliss@csllc.biz	Joint Venture Partner	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 10/1/2020	No	\$4,987,651	Black American	