

Part 23 Uniform Report
Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a collection of information subject to the requirements of the Paperwork Reduction Act unless it displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2105-0586. The burden of this information collection is estimated to be approximately 5 hours minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, sending the collection of information, reviewing and obtaining the approval of the collection of information, and sending the collection of information. All responses to this collection of information are mandatory (49 CFR 23.27); the nature and extent of this collection of information is described in OMB § 26.109). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: dbefinalrule@dot.gov
OMB CONTROL NUMBER: 2105-0586
EXPIRATION DATE: mm/dd/yyyy

1. Name of Recipient

2. Contact Information:

3a. Reporting Period:

3b. Date of Report:

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

Non-Car Rental Goal is Based on:

☐ Gross Receipts

☐ Goal Not Required (Average annual concession revenue does not exceed \$200,000)

Note: Concessions gross receipts and number of concessions must be reported even if a goal was not required

5. Non-car rental	A	B	C	D	E	F	G	H
	Total dollars	Total number	Total to ACDBEs	Total to ACDBEs	RC to ACDBEs	RN to ACDBEs	% of dollars to ACDBEs	Total small business element dollars
Cumulative participation	(everyone)	(everyone)	(dollars)	(number)	(dollars)	(Dollars)		(everyone)
Prime Concessions								
Subconcessions								
Joint Ventures								
Management Contracts	XXXXXXX	XXXXXXX					XXXXXX	
Goods/Services								
Totals								

6. Non-Car rental	A	B	C	D	E	F	G	H
	Total dollars	Total number	Total to ACDBEs	Total to ACDBEs	RC to ACDBEs	RN to ACDBEs	% of dollars to ACDBEs	Total small business element dollars
Cumulative participation	(everyone)	(everyone)	(dollars)	(number)	(dollars)	(Dollars)		(everyone)

New ACDBE participation this period	Total dollars (everyone)	Total number (everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	RC to ACDBEs (dollars)	RN to ACDBEs (Dollars)	% of dollars to ACDBEs	element dollars (everyone)
Prime Concessions								
Subconcessions								
Joint ventures								
Management Contracts	XXXXXXX	XXXXXXX				XXXXXX		
Goods/Services								
Totals								

7. Current Car Rental ACDBE Goal: Race Conscious Goal ____% Race Neutral Goal ____% Overall Goal ____

Car Rental Goal is Based on:

☐ Gross Receipts

☐ Goods and Services Purchases

Goal Not Required (Average annual concession revenue does not exceed \$200,000)

Note: Car Rentals gross receipts and number of car rentals must be reported even if a goal was not required

8. Car rental	A	B	C	D	E	F	G	H
Cumulative ACDBE participation	Total dollars (everyone)	Total number (everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	RC to ACDBEs (dollars)	RN to ACDBEs (Dollars)	% of dollars to ACDBEs	Total small business element dollars (everyone)
Prime Concessions								
Joint Ventures								
Goods/Services								
Totals								

9. Car rental	A	B	C	D	E	F	G	H
New ACDBE participation this period	Total dollars (everyone)	Total number (everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	RC to ACDBEs (dollars)	RN to ACDBEs (Dollars)	% of dollars to ACDBEs	Total small business element dollars (everyone)
Prime Concessions								
Joint Ventures								
Goods/Services								
Totals								

10. Cumulative ACDBE participation by race/gender	A	B	C	D
	Black Americans (numbers & dollars)	Hispanic Americans (numbers & dollars)	Asian-Pacific Americans (numbers & dollars)	Asian-Indian Americans (numbers & dollars)
Car Rental				
Non-Car Rental				

Totals								
--------	--	--	--	--	--	--	--	--

multiple SED owners, participation by race/gender (auto populates from ACDBE Firms List)	A		B		C		D	
	Black Americans (numbers & dollars)		Hispanic Americans (numbers & dollars)		Asian-Pacific Americans (numbers & dollars)		Asian-Indian Americans (numbers & dollars)	
Car Rental								
Non-Car Rental								
Totals								

son be subject to a penalty for failure to
ess that collection of information displays
-0586. Public reporting for this collection
iewing instructions, searching existing
ormation.
nfidentiality to be provided, if any (49 CFR
nation, including suggestions for reducing

I	J	K	L
Total small business element number (everyone)	Total small business element dollars to ACDBEs (dollars)	Total small business element to ACDBEs (number)	% of RN small business dollars to ACDBEs
			XXXXXX

I	J	K	L
Total small business	Total small business element	Total small business	% of RN small

element number (everyone)	dollars to ACDBEs (dollars)	element to ACDBEs (number)	business dollars to ACDBEs
			XXXXXX

__%

I Total small business element number (everyone)	J business element dollars to ACDBEs (dollars)	K Total small business element to ACDBEs (number)	L % of RN small business dollars to ACDBEs

I Total small business element number (everyone)	J Total small business element dollars to ACDBEs (dollars)	K Total small business element to ACDBEs (number)	L % of RN small business dollars to ACDBEs

E Native Americans (numbers & dollars)		F Non-minority Women (numbers & dollars)		G Other (i.e. not of any other group listed here) (numbers & dollars)		H Totals (numbers & dollars)	

--	--	--	--	--	--	--	--

E		F		G		H	
Native Americans (numbers & dollars)		Non-minority Women (numbers & dollars)		Other (i.e. not of any other group listed here) (numbers & dollars)		Totals (numbers & dollars)	

Instructions for Uniform Report of ACDBE Participation

§ 23.27 (b) You must submit an annual report on ACDBE participation to the FAA by March 1 following the e

Recipients must provide all the information below in the format acceptable to the FAA. When entering data

1. Name of airport receiving FAA financial assistance
2. Name and contact information (phone, e-mail, etc.) for the person FAA should contact if there are questio
- 3a. Annual reporting period to which the report pertains (e.g., October 2023–September 2024).
- 3b. 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 th
5. For purposes of this block and Blocks 6, 8, and 9, the participation categories listed at the left of the block

Block 5 concerns all non-car rental concession activity covered by 49 CFR part 23 during the reporting period

In Column A, enter the total concession gross revenues for concessionaires (prime, sub and joint venture) ar

Because, by statute, non-ACDBE management contracts do not count as part of the base for ACDBE goals, th

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

Columns E and F are subsets of Column C: break out the total gross revenues listed in Column C into the por

Data entered in Columns H, I, J, K and L comply with the annual small business participation requirement in

In Column J, enter only the total gross revenues and/or goods and service purchases from ACDBEs that resu

Column L is a percentage calculation. It answers the question, what percentage of the numbers in Column H

6. The numbers in this Block concern only new non-car rental concession opportunities that arose during the

7. Blocks 7–9 concern car rental goals and participation. In Block 7, provide the overall car rental percentage

Airports may set a car rental goal based on gross receipts as per §23.51(c)(5)(ii), but this is extremely uncom

For car rental goals based on goods and services purchases, only purchase information is evaluated toward t

8. Block 8 is parallel to Block 5, except that it is for car rentals. The instructions for filling it out are the same
9. Block 9 is parallel to Block 6, except that it is for car rentals. The information requested in Block 9 is a sub:
10. Block 10 instructs recipients to bring forward the cumulative ACDBE participation figures from Blocks 5 a
11. This Block instructs recipients to include information about only those ACDBEs owned by more than one
- Recipients must also include the following information for each ACDBE firm participating in their program d

Business Name

Concession Type

Business Type

Term (beginning and expiration dates of agreement, including options to renew)

Renewal (dates that material amendments have been or will be made to agreement)

Estimated gross receipts for this reporting period (enter expenses if ACDBE is a supplier).

Disadvantaged Group of each SED Owner

nd of each fiscal year. This report must be submitted in the format acceptable to the FAA and contain all of t

and information in an online system, some of the data required below may populate automatically from the

ons about the report.

e overall non-car rental percentage goal and the race-conscious (RC) and race-neutral (RN) components of it

are the following: "Prime Concessions" are concessions who have a direct relationship with the airport (e.g

d, both new and continuing.

nd purchases of goods and services (ACDBE and non-ACDBE combined) at the airport. In Column B, enter the

re cells for total management contract participation and ACDBE participation as a percentage of total manag

, enter only the portion of gross receipts equal to the distinct, clearly defined portion of the work of the conc

tions that are attributable to race-conscious and race-neutral measures, respectively. Column G is a percent

49 CFR 23.26(f). The data in this section is counted separately from the data in columns A though G. In Colum

lted from the airport's implementation of the 49 CFR § 23.26 small business element. In Column K, enter the

l is represented by the corresponding numbers in Column J. All ACDBE participation generated from the 49 C

e current reporting period. In other words, the information requested in Block 6 is a subset of that requeste

: goal and the race-conscious (RC) and race-neutral (RN) components of it. The RC and RN percentages shoul

imon. If the car goal is based on gross receipts, total goods and services, purchases are not included in the cu

the overall goal. Columns A and B goods and services purchases line must include ALL purchases, including fl

as for Block 5.

set of that requested in Block 8. The instructions for filling it out are the same as for Block 6.

and 8 Columns A through G, breaking down these figures by race and gender categories. The number of agree
socially and economically disadvantaged (SED) individual, each of whom may be a member of a different de
uring the period of this report, which may be used to verify or directly auto-populate information in one or n

the information described in the Uniform Report of ACDBE Participation.

ACDBE firms list, and totals and percentages will calculate automatically.

The RC and RN percentages should add up to the overall percentage goal. Select non-car rental goal basis (

, a company who has a lease agreement directly with the airport to operate a concession). A “subconcession

number of lease agreements, contracts, etc. in effect or taking place during the reporting period in each par

ment contracting dollars are not intended to be filled in blocks 5, 6, 8, and 9.

cession that the ACDBE performs with its own forces toward ACDBE goals in the joint venture participation ca

age calculation. It answers the question, what percentage of the numbers in Column A is represented by the

nn H, enter only the total concession gross revenues for concessionaires (prime, sub and joint venture) and g

number of lease agreements, contracts, etc., from the small business element, whether in effect or taking p

FR § 23.26 small business element is race neutral.

d in Block 5. Otherwise, this Block is filled out in the same way as Block 5. This section is for all new non-car r

d add up to the overall percentage goal. Select what the car rental goal is based on (gross receipts or purcha

umulative total in Column A. By statute, purchases of goods and services purchases from ACDBEs are added t

eet purchases, from ACDBE and non-ACDBE firms. If fleet purchases are national or regional, the amount ca

ements and participation dollars of non-minority women-owned firms should be listed in the “non-minority demographic group. The participation dollars included in Columns A through G for each race/gender category

more Blocks of the Uniform Report:

gross receipts) or indicate if a goal was not required. Note: You must enter the non-car rental prime concess

n" is a firm that has a sublease or other agreement with a prime concessionaire, rather than with the airport

rticipation category for all concessionaires and purchases of goods and services (ACDBE and non-ACDBE com

ategory. In Column D, enter the number of lease agreements, contracts, etc., in effect during the reporting p

corresponding numbers in Column C?

goods and service purchases (ACDBE and non-ACDBE combined) that resulted from the airport's implementa

place, during the reporting period in each participation category for ACDBE concessionaires and goods and se

ental concession agreements, not just operators new to the airport. Extensions are not considered "new" ag

ises) or indicate if a goal was not required. Note: You must enter the car rental prime concession gross receip

to gross receipts earned by ACDBEs.

n be pro-rated as described in 49 CFR §23.53.

women” column. The number of agreements and participation dollars of firms owned by minority women sl
are calculated based on the percentage ownership of the ACDBEs’ individual SED owners. The parts of this B

ion gross receipts and number of car rental companies in columns A and B, even if a goal was not required. 1

: itself, to operate a concession at the airport. A “joint venture” is defined at 49 CFR § 23.3. A “management c

ibined). This is not by location. However, airports may need to report this differently if there is one contract/

eriod in each participation category for all concessionaires and purchases of goods and services (ACDBEs onl

ation of the 49 CFR § 23.26 small business element. In Column I, enter the number of lease agreements, cont

ervices providers (ACDBEs only).

reements.

ots and number of car rental companies in columns A and B, even if a goal was not required.

ould be listed in the appropriate minority group column. The “other” column should be used to reflect parti
lock referring to the number of participants are meant to capture the number of individual owners who belc

Total goods and services purchases are not included in the cumulative total in Column A. By statute, purchases

contract" is an agreement between the airport and a firm to manage a portion of the airport's facilities or op

' agreement that has multiple ACDBE partners. For firms including joint ventures that have one agreement b

y)

racts, etc., from the small business element, whether in effect or taking place, during the reporting period in

icipation dollars and number of agreements with firms owned by individuals who are not a member of a pre-

ong to the demographic group of that column. The details needed for this Block come directly from the ACDE

es of goods and services purchases from ACDBEs are added to gross receipts earned by ACDBEs.

erations (e.g., manage the parking facilities). "Goods/services" refers to those goods and services purchases

ut have multiple ACDBE partners; example: one contract/agreement but has 5 ACDBE partners and the five (

each participation category for all concessionaires and purchases of goods and services (ACDBE and non-AC

sumptively disadvantaged group, but who have been found disadvantaged on a case-by-case basis.

SE Firms List recipients provide as part of the Uniform Report and will therefore populate automatically in thi

l by concessionaires and management contractors from certified ACDBEs.

5) business owners have different genders and ethnicities; count as 5 ACDBEs to correctly recognize the gen

:DBE combined).

is block, after you enter the ACDBE Firms List information. The data in this section is counted separately from

der and ethnicities of the owners in Section 10. Also, there may not be a contract agreement but rather a pu

n the data in other sections of the report.

urchase order or a simple pay form for a service. In this case, count the number of suppliers that were purch

ased from.