

**PORT OF SEATTLE  
ACDBE/DBE PROGRAM POLICY STATEMENT**

**Objectives/Policy Statement (23.1, 26.1, 26.23)**

The Port of Seattle has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 23 and Part 26 which will be implemented by Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) Liaison Officers with direct, independent access to Interim David Soike, the Interim Executive Director. **See Attachment 1.**

The Port of Seattle has received Federal financial assistance from the Department of Transportation for airport development, and, as a condition of receiving this assistance, the Port of Seattle will comply with 49 CFR Parts 23 and 26.

It is the policy of the Port of Seattle to ensure that ACDBEs and DBEs as defined in Part 23 and Part 26, and other small businesses have an equal opportunity to receive and participate in DOT-assisted contracts.

In addition, it is also our policy:

1. To ensure nondiscrimination in the award and administration of opportunities for concessions and Department of Transportation (DOT) assisted contracts;
2. To create a level playing field on which ACDBEs and DBEs can compete fairly for opportunities for concessions and for DOT assisted contracts;
3. To ensure that the DBE/ACDBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 23 and Part 26 eligibility standards are permitted to participate as DBEs and ACDBEs;
5. To help remove barriers to the participation of ACDBEs and DBEs in opportunities for concessions and in DOT assisted contracts; and
6. To assist the development of ACDBE and DBE firms that can compete successfully in the marketplace outside these programs in the future.

Dawn Hunter, Senior Manager, Airport Dining and Retail has been designated as the ACDBE Liaison (ACDBELO) and Mian Rice, Diversity & Contracting Director, Small Business Development has been designated as the DBE Liaison (DBELO) for the Port of Seattle. Dawn Hunter is responsible for implementing all aspects of the ACDBE Concession Program; Mian Rice is responsible for implementing all aspects of the DBE Construction Program. Contact information for both liaison positions is included in **Attachment 1**. Implementation of the ACDBE and DBE program is accorded the same priority as compliance with all other legal obligations incurred by the Port of Seattle in its financial assistance agreements with the U.S. Department of Transportation.

The Port of Seattle has disseminated this policy statement via internal mail and electronically to the five elected Port Commissioners and other Port of Seattle management as is appropriate. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT assisted contracts. This document will be sent by email to all contractors currently performing work on DOT assisted contracts and will appear in all bid specifications during the DOT Fiscal Years 2018-2020.

The Federal operating administration with oversight for the Port's compliance is the Federal Aviation Administration (FAA). This DBE/ACDBE Program document is prepared to clarify the Port's policy, commitment and implementation plan in regard to the regulations of the U.S. Department of Transportation.

---

Stephen P. Metruck  
Executive Director  
Port of Seattle

September 5, 2019  
Date

## **SUBPART A – GENERAL REQUIREMENTS**

### **Section 23.1 Objectives**

The Port of Seattle has established an Airport Concession Disadvantaged Business Enterprise (ACDBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 23. The Port of Seattle is a primary airport and has received federal funds authorized for airport development after January 1988 (authorized under Title 49 of the United States Code). The Port of Seattle has signed airport grant assurances that it will comply with 49 CFR Part 23.

It is the policy of the Port of Seattle to ensure that ACDBEs as defined in Part 23, have an equal opportunity to participate in concession opportunities. It is also our policy:

1. To ensure nondiscrimination in the award and administration of opportunities for concessions by airports receiving DOT financial assistance;
2. To create a level playing field on which ACDBEs can compete fairly for opportunities for concessions;
3. To ensure that our ACDBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as ACDBEs at our airport(s);
5. To help remove barriers to the participation of ACDBEs in opportunities for concessions at our airport(s); and to provide appropriate flexibility to our airports in establishing and provide opportunities for ACDBEs.

### **Section 23.3 Definitions**

The Port of Seattle will use terms in this program that have the meaning defined in Section 23.3 and Part 26, Section 26.5 where applicable.

### **Section 23.5 Applicability**

The Port of Seattle is a primary airport and the sponsor of federal airport funds authorized for airport development after January 1988 that was authorized under Title 49 of the United States Code.

### **Section 23.9 Non-discrimination Requirements**

The Port of Seattle will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any concession agreement, management contract or subcontract, purchase or lease agreement or other agreement covered by 49 CFR Part 23 on the basis of race, color, sex, or national origin.

In administering its ACDBE program, the Port of Seattle will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the ACDBE program with respect to individuals of a particular race, color, sex, or national origin.

The Port of Seattle acknowledges these representations are also in accordance with obligations contained in its Civil Rights, DBE and ACDBE Airport grant assurances.

The Port of Seattle will include the following assurances in all concession agreements and management contracts it executes with any firm after April 21, 2005:

**Nondiscrimination:** This Agreement is subject to the requirements of Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation's regulations, 49 CFR Part 21 and Part 23. Concessionaire agrees that it will not discriminate against any business owner because of the owner's race, creed, color, national origin, sex, age, or disability in connection with the award or performance of any concession agreement, management contract, subcontract, purchase or lease agreement or other agreement covered by 49 CFR Part 21 or Part 23.

Furthermore, during the performance of this Agreement, Concessionaire, for itself, its assignees, and successors in interest (for purposes of this Section and its referenced exhibits only, "contractor") agrees to both (i) comply with the covenants set forth on Exhibit E and (ii) comply with the non-discrimination statutes and authorities set forth on Exhibit F.

### **Section 23.11            Compliance and Enforcement**

The Port of Seattle will comply with and is subject to the provisions of 49 CFR Part 26 (§§ 26.101 and 26.105 through 26.107).

The Port of Seattle will comply with this part or be subject to formal enforcement action under §26.105 or appropriate program sanctions, such as the suspension or termination of Federal funds, or refusal to approve projects, grants or contracts until deficiencies are remedied. Program sanctions may include actions consistent with 49 U.S.C. 47106(d), 47111(d), and 47122.

As provided in statute, the Port of Seattle will not be subject to compliance actions or sanctions for failing to carry out any requirement of this part because it has been prevented from complying because a Federal court has issued a final order in which the court found that the requirement is unconstitutional.

The Port of Seattle's compliance with all requirements of this part is enforced through the procedures of Title 49 of the United States Code, including 49 U.S.C. 47106(d), 47111(d), and 47122, and regulations implementing them.

The FAA may review the airport sponsor's compliance with this part at any time, including but not limited to, reviews of paperwork, on-site reviews, and review of the airport sponsors monitoring and enforcement mechanism, as appropriate. The FAA Office of Civil Rights may initiate a compliance review based on complaints received.

Any person who knows of a violation of this part by the Port of Seattle may file a complaint under 14 CFR part 16 with the Federal Aviation Administration, Office of Chief Counsel.

### ***ACDBE Compliance and Enforcement***

The following enforcement actions apply to firms participating in the Port of Seattle's ACDBE program:

- (a) For a firm that does not meet the eligibility criteria of subpart C of this part and that attempts to participate as an ACDBE on the basis of false, fraudulent, or deceitful statements or representations or under circumstances indicating a serious lack of business integrity or honesty, the Federal Aviation Administration (FAA) may initiate suspension or debarment proceedings against (concessionaire firm) under 49 CFR part 29.
- (b) For a firm that, in order to meet ACDBE goals or other DBE program requirements, uses or attempts to use, on the basis of false, fraudulent or deceitful statements or representations or under circumstances indicating a serious lack of business integrity or honesty, another firm that does not meet the eligibility criteria of subpart C of this part, FAA may initiate suspension or debarment proceedings against (concessionaire firm) under 49 CFR part 29.
- (c) In a suspension or debarment proceeding brought under paragraph (a) or (b) of this section, the FAA may consider the fact that a purported ACDBE has been certified. However, such certification does not preclude DOT from determining that the purported ACDBE, or another firm that has used or attempted to use it to meet ACDBE goals, should be suspended or debarred.
- (d) DOT may take enforcement action under 49 CFR Part 31, Program Fraud and Civil Remedies, against any participant in the ACDBE program whose conduct is subject to such action under 49 CFR part 31.
- (e) DOT may refer to the Department of Justice, for prosecution under 18 U.S.C. 1001 or other applicable provisions of law, any person who makes a false or fraudulent statement in connection with participation of an ACDBE in the Port of Seattle ACDBE program or otherwise violates applicable Federal statutes.

## SUBPART B – ACDBE Programs

### Section 23.21 ACDBE Program Updates

Since Seattle-Tacoma International is a Large Hub Primary Airport, the Port of Seattle is required to have an ACDBE program. As a condition of eligibility for FAA financial assistance, the Port of Seattle will submit its ACDBE program and overall goals to FAA according to the following schedule (FAA Fiscal Year is defined as October 1 - September 30):

| Type of Airport                 | Initial Program and Goal Due                  | Next Goal Due                                 | Subsequent Goals Due              |
|---------------------------------|-----------------------------------------------|-----------------------------------------------|-----------------------------------|
| <i>Large/Medium Hub Primary</i> | <i>October 1, 2017<br/>(2018, 2019, 2020)</i> | <i>October 1, 2020<br/>(2021, 2022, 2023)</i> | <i>Every 3 years on October 1</i> |

Until a new ACDBE program is submitted and approved, the Port will continue to implement the ACDBE program that was in effect as of October 1, 2014, except with respect to any provision that is contrary to 49 CFR Part 23.

This ACDBE program will be implemented at Seattle-Tacoma International Airport.

If the Port of Seattle makes significant changes to its ACDBE program, we will provide the amended program to the FAA for approval prior to implementing the changes.

### Section 23.23 Administrative Provisions

**Policy Statement:** The Port of Seattle is committed to operating its ACDBE program in a nondiscriminatory manner. The Port of Seattle's Policy Statement is elaborated on the first page of this program document.

**ACDBE Liaison Officer (ACDBELO):** The Port has designated the following individual as our ACDBELO:

*Dawn Hunter  
Senior Manager, Airport Dining and Retail  
P.O. Box 68727, Seattle, WA 98168,  
206-787-6340, hunter.d@portseattle.org*

In that capacity, the ACDBELO is responsible for implementing all aspects of the ACDBE program and ensuring that the Port of Seattle complies with all provision of 49 CFR Part 23. The ACDBELO has direct, independent access to the Interim Executive Director concerning ACDBE program matters. An organization chart displaying the ACDBELO's position in the organization is found in **Attachment 1** to this program document.

The ACDBELO and the Assistant ACDBELO roles are responsible for developing, implementing and monitoring the ACDBE program, in coordination with other appropriate officials. The ACDBELO has a staff of one (Castina Ridge, Assistant ACDBELO) to support in the administration of the program. The duties and responsibilities include the following

1. Gathers and reports statistical data and other information as required by FAA.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with appropriate Port departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to ACDBEs in a timely manner.
5. Identifies contracts and procurements so that ACDBE goals are included in solicitations (both race-neutral methods and contract specific goals)
6. Analyzes the Port of Seattle's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid/pre-proposal meetings.
8. Advises the Interim CEO/governing body on ACDBE matters and achievement.
9. Coordinates an annual meeting of current Sea-Tac ACDBEs.
10. Provides ACDBEs with information and assistance in preparing bids, obtaining bonding, financing, and insurance.
11. Plans and participates in ACDBE training seminars.
12. Acts as liaison to the Uniform Certification Program in the State of Washington.
13. Provides outreach to ACDBEs and community organizations to advise them of opportunities. Works in collaboration with the Port's Small Business Program, Office of Economic Development when appropriate.
14. Has access to the Washington State Office of Minority and Women's Business Enterprises (OMWBE) updated directory on certified ACDBEs which distinguishes them from DBEs.

**Directory:** The Port of Seattle through the Washington State Uniform Certification Program (UCP) has access to a directory identifying all firms eligible to participate as ACDBEs. The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as an ACDBE. The Directory is available via OMWBE's website <http://www.omwbe.wa.gov/>. The Directory may be found in **Attachment 2** to this program document.

### **Section 23.25 Ensuring Nondiscriminatory Participation of ACDBEs**

The Port of Seattle will use a variety of measures to ensure nondiscriminatory participation of ACDBEs in concessions, and other covered activities. (23.25(a)).

The Port will seek ACDBE participation in all types of concession activities, rather than concentrating participation in one category or a few categories to the exclusion of others. (23.25(c))

The Port's overall goal methodology, a description of the race-neutral measures it will take to meet the goals are described in Section 23.41 and Appendix 4 of this plan. The goals are set consistent with the requirements of Subpart D. (23.25(b), (d))

If the Port projects that race-neutral measures, standing alone, are not sufficient to meet an overall goal, it will use race-conscious measures as described in Section 23.41 and Appendix 4 and 5 of this plan. (23.25(e))

The Port of Seattle will require businesses subject to ACDBE goals at the airport (except car rental companies) to make good faith efforts to explore all available options to meet goals, to the maximum extent practicable, through direct leasing arrangements with ACDBEs. The Port will not use set-asides or quotas as a means of obtaining ACDBE participation. (23.25(g))

### **Section 23.27 Reporting**

The Port will retain sufficient basic information about our ACDBE program implementation, ACDBE certification and the award and performance of agreements and contracts to enable the FAA to determine our compliance with Part 23. This data will be retained for a minimum of 3 years following the end of the concession agreement or other covered contract.

Beginning March 1, 2006 we will submit to the FAA Regional Civil Rights Office, an annual ACDBE participation report on the form in Appendix A of Part 23.

### **Section 23.29 Compliance and Enforcement Procedures**

The Port of Seattle will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 23.

The Port will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.107.

The Port will also implement a monitoring and enforcement mechanism to ensure that work committed to ACDBEs at contract award is actually performed by the ACDBEs. A running tally of actual ACDBE attainments will be tracked via monthly sales reporting.

In the reports of ACDBE participation to FAA, the Port will show both commitments and attainments, as required by the DOT reporting form.

## **SUBPART C – CERTIFICATION AND ELIGIBILITY**

**Section 23.39(f)** The Washington State Office of Minority and Women’s Business Enterprises is the UCP who certifies ACDBE firms for our concession program.

The Port of Seattle will review ACDBEs on an annual basis to ensure that they are currently certified as an ACDBE by the Washington State Office of Minority and Women’s Business Enterprises.

In instances when the eligibility of a concessionaire is removed after the concessionaire has entered into a concession agreement because the firm exceeded the size standard or the owner has exceeded the Personal Net Worth standard, and the firm in all other respects remains an eligible ACDBE, the Port will continue to count the concessionaire’s participation toward ACDBE goals during the remainder of the current concession agreement. The Port will not count the concessionaire’s participation toward ACDBE goals beyond the termination date for the concession agreement in effect at the time of the decertification. (23.39(e))

## **SUBPART D – GOALS, GOOD FAITH EFFORTS, AND COUNTING**

### **Section 23.41            Basic Overall Goal Requirement**

The Port of Seattle will establish two separate overall ACDBE goals; one for car rentals and another for concessions other than car rentals. The overall goals will cover a three year period and the Port will review the goals annually to make sure the goal continues to fit the sponsor’s circumstances. The Port will report any significant overall goal adjustments to the FAA.

If the average annual concession revenues for car rentals over the preceding 3 years do not exceed \$200,000, a sponsor need not submit an overall goal for car rentals. Likewise, if the average annual concession revenues for concessions other than car rentals over the preceding 3 years do not exceed \$200,000, a sponsor need not submit an overall goal for concessions other than car rentals. Neither of these circumstances are applicable to Seattle-Tacoma International.

The Port’s overall goals will provide for participation by all certified ACDBEs and will not be subdivided into group-specific goals.

### **Section 23.43 Consultation in Goal Setting**

The Port will consult with stakeholders before submitting the overall goals to the FAA. Stakeholders will include, but not be limited to, minority and women’s business groups, community organizations, trade associations representing concessionaires currently located at the airport, as well as existing concessionaires themselves, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged

businesses, the effects of discrimination on opportunities for ACDBEs, and the Port's efforts to increase participation of ACDBEs.

In its submission of its overall goals, the sponsor will identify the stakeholders that it consulted with and provide a summary of the information obtained from the stakeholders.

#### **Section 23.45 Overall Goals**

Seattle-Tacoma International is a large hub primary airport. As a condition of eligibility for FAA financial assistance, the sponsor will submit its overall goals according to the following schedule:

| <b>Type of Airport</b>          | <b>Initial Program and Goal Due</b>           | <b>Next Goal Due</b>                          | <b>Subsequent Goals Due</b>       |
|---------------------------------|-----------------------------------------------|-----------------------------------------------|-----------------------------------|
| <i>Large/Medium Hub Primary</i> | <i>October 1, 2017<br/>(2018, 2019, 2020)</i> | <i>October 1, 2020<br/>(2021, 2022, 2023)</i> | <i>Every 3 years on October 1</i> |

If a new concession opportunity arises at a time that falls between the normal submission dates above and the estimated average of annual gross revenues are anticipated to be \$200,000 or greater, the Port will submit an appropriate adjustment to our overall goal to FAA for approval at least six months before executing the new concession agreement.

The Port will establish overall goals in accordance with the 2-Step process as specified in section 23.51. After determining the total gross receipts for the concession activity, the first step is to determine the relative availability of ACDBEs in the market area, "base figure."

The second step is examine all relevant evidence reasonably available in the airport's jurisdiction to determine if an adjustment to the Step 1 "base figure" is necessary so that the goal reflects as accurately as possible the ACDBE participation the airport would expect in the absence of discrimination. Evidence may include, but is not limited to past participation by ACDBEs, a disparity study, evidence from related fields that affect ACDBE opportunities to form, grow, and compete (such as statistical disparities in ability to get required financing, bonding, insurance; or data on employment, self-employment, education, training and union apprenticeship).

A description of the methodology to calculate the overall goal for car rentals, the goal calculations, and the available data can be found in **Attachment 5** to this program document.

A description of the methodology to calculate the overall goal for concessions other than car rentals, the goal calculations, and the available data can be found in **Attachment 4** to this program document.

### **Projection of Estimated Race-Neutral & Race-Conscious Participation (23.45(f), 23.25(d-e))**

The breakout of estimated race-neutral participation can be found with the goal methodology in **Attachments 4 & 5** to this program. This section of the program will be reviewed annually when the goal calculation is reviewed under 23.41(c).

### **Concession Specific Goals (23.25(e)(iv))**

The Port of Seattle will encourage utilization of ACDBEs, but will not establish concession specific goals to meet any portion of the overall goals. The Port of Seattle anticipates that it will meet the overall ACDBE goal using race-neutral means, based on past performance and the proactive measures used to encourage ACDBE participation. The Port will monitor concession revenues to determine if they will cumulatively result in meeting the Port's overall race-neutral ACDBE goal.

### **Good Faith Efforts Procedures on Concession Specific Goals (23.25(e)(1)(iii), (iv))**

The Port of Seattle encourages participation of ACDBEs but does not establish a specific goal and therefore will not require submittal of a Good Faith Effort.

### **Good Faith Efforts when an ACDBE is replaced on a concession (26.53(f))**

The Port of Seattle will require a concessionaire to make good faith efforts to replace an ACDBE, that is terminated or has otherwise failed to complete its concession agreement, lease, or subcontract, with another certified ACDBE, to the extent needed to meet the concession specific goal. The Port will require the concessionaire to notify the ACDBE Liaison Officer immediately of the ACDBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the concessionaire to obtain our prior approval of the substitute ACDBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

### **The following language is contained in Port of Seattle Lease and Concession Agreements:**

In the event that Lessee is certified as a ACDBE and that certification is necessary to satisfy the requirements of this Section, prior to any change in ownership, control or organization of Lessee, Lessee shall (in addition to any requirements that may be imposed by Section 3) similarly obtain ACDBE certification for Lessee as so change and provide the Port with proof of the same. If Lessee shall at any time cease to be so certified, any resultant failure to meet the participation levels targeted in Section 22 shall be deemed a material default of Lessee and Lessee shall either regain its certification or satisfy the participation levels targeted in Section 22 with one or more subtenants, joint venture partners, contractors or subcontractors

qualifying as a ACDBE, all within ninety (90) days, or the Port may issue a notice of default pursuant to Section 14.

In the event that Lessee satisfies the requirement of this Section through a subtenant, joint venture partner, contractor or subcontractor, if Lessee's subtenant, joint venture partner, contractor and/or subcontractor shall cease to be certified as a ACDBE and, if the loss of such ACDBE participation diminishes the level of participation below the level targeted in Section 22, such occurrence shall be deemed a material default of the Agreement and Lessee shall replace the subtenant, joint venture partner, contractor or subcontractor with another ACDBE within one hundred twenty (120) days; otherwise, the Port may issue a notice of default pursuant to Section 17 or the particular concession facility previously subleased to or operated by a ACDBE may be deleted from the Premises pursuant to Section 20.

**Sample Proposal/Bid Specification Language:**

**AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE)**

Airport Concession Disadvantaged Business Enterprise (ACDBE) Program Sea-Tac actively encourages small, local, and disadvantaged business participation in the Airport Dining and Retail Program. Eligible companies can become certified as Airport Concession Disadvantaged Business Enterprises (ACDBE). Applications for certification can be made through the Washington State Office of Minority and Women's Business Enterprises (<http://www.omwbe.wa.gov>) or toll free (866) 208-1064. Please note in your Proposal if your proposed operation includes ACDBE participation.

**Section 23.53 Counting ACDBE Participation for Car Rental Goals**

The Port will count DBE participation toward overall car rental goals as provided in 49 CFR 23.53.

**Section 23.55 Counting ACDBE Participation for Concessions Other than Car Rentals**

The Port will count ACDBE participation toward overall goals other than car rental as provided in 49 CFR 23.55.

**Section 23.61 Quotas or Set-asides**

The Port will not use quotas or set-asides as a means of obtaining ACDBE participation.

## **SUBPART E – OTHER PROVISIONS**

### **Section 23.71 Existing Agreements**

The Port will assess potential for ACDBE participation when an extension or option to renew an existing agreement is exercised, or when a material amendment is made. We will use any means authorized by part 23 to obtain a modified amount of ACDBE participation in the renewed or amended agreement.

### **Section 23.75 Long-Term Exclusive Agreements**

The Port will not enter into a long-term exclusive agreement for concessions without prior approval of the FAA Regional Civil Rights Office. For purposes of clarity, a long-term exclusive agreement would be for a period of longer than five (5) years. FAA Approval will be maintained in the lease file of the Lessee.

### **Section 23.79 Geographic Preferences**

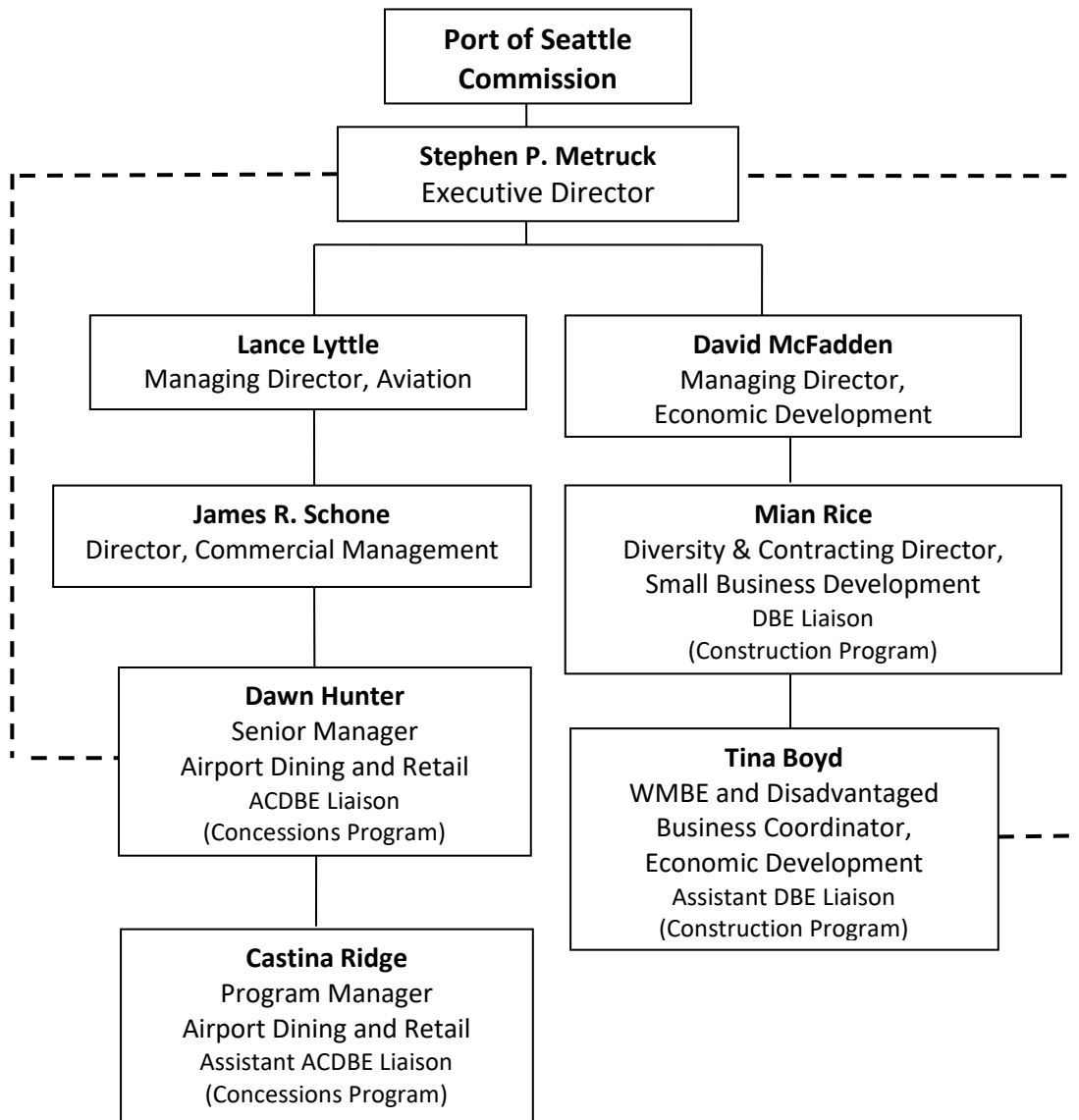
The Port will not select concessionaires using criteria for a local geographic preference.

## **ATTACHMENTS**

|              |                                                                                                                                                  |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Attachment 1 | Organizational Chart                                                                                                                             |
| Attachment 2 | ACDBE Directory (data is current as of the execution of this Program Policy Statement)                                                           |
| Attachment 3 | Monitoring and Enforcement Mechanisms                                                                                                            |
| Attachment 4 | Overall Goal for Concessions other than Car Rental Calculation, Consultation, Breakout of Estimated Race-Neutral & Race- Conscious Participation |
| Attachment 5 | Overall Goal for Car Rentals Calculation, Consultation, Breakout of Estimated Race-Neutral & Race- Conscious Participation                       |
| Attachment 6 | Demonstration of Good Faith Efforts                                                                                                              |
| Attachment 7 | Regulations: 49 CFR Part 23                                                                                                                      |

## Attachment 1

### Port of Seattle ACDBELO and DBELO Organizational Chart



Port of Seattle headquarters office (DBE Liaison): Pier 69, 2711 Alaskan Way, P.O. Box 1209, Seattle, WA 98111-1209, (206) 787-7113, [rice.m@portseattle.org](mailto:rice.m@portseattle.org)

Aviation Division office (ACDBE Liaison): 17801 International Blvd, Main Terminal Building, P.O. Box 68727, Seattle, WA 98168, (206) 787-6392, [hunter.d@portseattle.org](mailto:hunter.d@portseattle.org)

## **Attachment 2**

As of 9/13/2017 Current ACDBE's Certified in Washington State

Information pulled from the Office of Minority Woman Business Enterprises (OMWBE)

| <b>Vendor</b>                                                                | <b>Location</b>           | <b>Certification</b>  |
|------------------------------------------------------------------------------|---------------------------|-----------------------|
| Acai and Espresso LLC,<br>DBA Kitanda                                        | Kirkland, WA              | <a href="#">ACDBE</a> |
| Airport Field Services LLC,<br>DBA Airport Field Services LLC                | Fort Worth, TX            | <a href="#">ACDBE</a> |
| Airworks Concessions and Conrac Supplies LLC,<br>DBA Airworks Group LLC      | Haymarket, VA             | <a href="#">ACDBE</a> |
| Amber Janitorial, Inc.,<br>DBA AJI & ABC Janitorial                          | Kent, WA                  | <a href="#">ACDBE</a> |
| BACKDRAFT LLC,<br>DBA McCoy's Firehouse Bar & Grill                          | SEATTLE, WA               | <a href="#">ACDBE</a> |
| Baggage Claim Coffee LLC,<br>DBA Diva Espresso                               | Seattle, WA               | <a href="#">ACDBE</a> |
| Bambuza South Waterfront LLC,<br>DBA Bambuza PDX LLC                         | Portland, OR              | <a href="#">ACDBE</a> |
| Bite Me, Inc.,<br>DBA Bite Me, Inc.                                          | Lakewood, WA              | <a href="#">ACDBE</a> |
| Brown Sugar Baking Company, LLC,<br>DBA Brown Sugar Baking Company, LLC      | Seattle, WA               | <a href="#">ACDBE</a> |
| Catco Business Consulting LLC,<br>DBA Tuscan Sun Coffee Roasters             | Tallahassee, FL           | <a href="#">ACDBE</a> |
| Chandler & Campbell Investment Group LLC,<br>DBA Chandler Campbell & Daschle | Palm Beach Gardens,<br>FL | <a href="#">ACDBE</a> |
| CityNews Ohio Company,<br>DBA My City Transportation, Inc.                   | Shaker Heights, OH        | <a href="#">ACDBE</a> |
| Concourse Concessions LLC,<br>DBA Concourse Concessions LLC                  | Des Moines, WA            | <a href="#">ACDBE</a> |
| Convergence Architecture, Inc.,<br>DBA Convergence Architecture              | Portland, OR              | <a href="#">ACDBE</a> |
| Corliss Stone-Littles LLC,<br>DBA Corliss Stone-Littles LLC                  | Grapevine, TX             | <a href="#">ACDBE</a> |
| Cyclo Corporation,<br>DBA Pho Cyclo Cafe                                     | Seattle, WA               | <a href="#">ACDBE</a> |
| DES Wholesale LLC,                                                           | Milton, GA                | <a href="#">ACDBE</a> |

|                                                                                                                 |                  |                       |
|-----------------------------------------------------------------------------------------------------------------|------------------|-----------------------|
| DBA DES Wholesale LLC                                                                                           |                  |                       |
| Devil Dog Installations LLC,<br>DBA Devil Dog Installations LLC                                                 | Kent, WA         | <a href="#">ACDBE</a> |
| Dilettante Chocolates, Inc,<br>DBA Dilettante Chocolates, Inc                                                   | Tukwila, WA      | <a href="#">ACDBE</a> |
| Diversity Food Brands LLC,<br>DBA Diversity Food Brands LLC                                                     | Montclair, NJ    | <a href="#">ACDBE</a> |
| E & K Retail Inc,<br>DBA E & K Retail Inc                                                                       | Leawood, KS      | <a href="#">ACDBE</a> |
| Eastside International Management Corporation,<br>DBA Eastside International Management Corporation             | Federal Way, WA  | <a href="#">ACDBE</a> |
| Estudio LLC,<br>DBA Estudio PC                                                                                  | Cypress, TX      | <a href="#">ACDBE</a> |
| Excel Gloves & Safety Supplies, Inc.,<br>DBA Excel Supply Company Inc/Excel Supply Source<br>Inc/3E Medical.Com | Tacoma, WA       | <a href="#">ACDBE</a> |
| Filo Foods LLC,<br>DBA Filo Foods Llc                                                                           | Seattle, WA      | <a href="#">ACDBE</a> |
| FIREHOUSE EXPRESS LLC,<br>DBA Firehouse Express LLC                                                             | Seattle, WA      | <a href="#">ACDBE</a> |
| Flying Leap, Inc.,<br>DBA Flying Leap, Inc.                                                                     | Atlanta, GA      | <a href="#">ACDBE</a> |
| Ford of Santa Monica, Inc.                                                                                      | Santa Monica, CA | <a href="#">ACDBE</a> |
| Gilly National,<br>DBA Gilly Vending Inc                                                                        | Miami, FL        | <a href="#">ACDBE</a> |
| Heigh Connects LLC,<br>DBA HEIGH CONNECTS LLC                                                                   | Seattle, WA      | <a href="#">ACDBE</a> |
| Hilltop Concessions LLC,<br>DBA Hilltop Concessions LLC                                                         | Renton, WA       | <a href="#">ACDBE</a> |
| HWCC, LLC,<br>DBA Uncle Boo's Catfish Corner                                                                    | Snoqualmie, WA   | <a href="#">ACDBE</a> |
| Hyde Park Hospitality LLC,<br>DBA Hyde Park Hospitality LLC                                                     | Chicago, IL      | <a href="#">ACDBE</a> |
| Hyflyers LLC,<br>DBA Hyflyers, LLC                                                                              | Seattle, WA      | <a href="#">ACDBE</a> |
| I Love Chicago Inc,<br>DBA I Love Chicago Inc                                                                   | Chicago, IL      | <a href="#">ACDBE</a> |

|                                                                                                         |                   |                       |
|---------------------------------------------------------------------------------------------------------|-------------------|-----------------------|
| JDDA Concession Management Inc,<br>DBA JDDA Concession Management Inc                                   | Houston, TX       | <a href="#">ACDBE</a> |
| La Trelles Express, Inc.,<br>DBA La Trelles Express, Inc.                                               | Kingwood, TX      | <a href="#">ACDBE</a> |
| Lavaille Lavette Company,<br>DBA Lavaille Lavette Company                                               | Houston, TX       | <a href="#">ACDBE</a> |
| Leslie Saunders Insurance Agency Inc,<br>DBA Leslie Saunders Insurance Agency Inc                       | Lutz, FL          | <a href="#">ACDBE</a> |
| LK Media,<br>DBA LK Media                                                                               | Seattle, WA       | <a href="#">ACDBE</a> |
| Longhouse Inventory Solutions, LLC,<br>DBA Longhouse Inventory Solutions, LLC                           | Claremore, OK     | <a href="#">ACDBE</a> |
| Love By The Slice Baking & Catering Company LLC,<br>DBA Love By The Slice Baking & Catering Company LLC | Tacoma, WA        | <a href="#">ACDBE</a> |
| Lucky Shines,<br>DBA Lucky Shines                                                                       | Seattle, WA       | <a href="#">ACDBE</a> |
| Massage Bar Inc.,<br>DBA Massage Bar Inc.                                                               | Seattle, WA       | <a href="#">ACDBE</a> |
| Master Concessionair LLC,<br>DBA Master ConcessionAir LLC                                               | Miami, FL         | <a href="#">ACDBE</a> |
| MCSB, Inc.,<br>DBA MCSB, Inc.                                                                           | Seattle, WA       | <a href="#">ACDBE</a> |
| Mission Yogurt, Inc,<br>DBA Mission Yogurt, Inc                                                         | Westminster, CO   | <a href="#">ACDBE</a> |
| On the House Restaurant Group, LLC,<br>DBA On the House Restaurant Group                                | Maple Valley, WA  | <a href="#">ACDBE</a> |
| Optimal Technologies LLC,<br>DBA Optimal Technologies LLC                                               | Aurora, CO        | <a href="#">ACDBE</a> |
| Pacific Park Management Inc,<br>DBA Pacific Park Management Inc                                         | San Francisco, CA | <a href="#">ACDBE</a> |
| Palladium Holdings LLC,<br>DBA Palladium Holdings, LLC                                                  | Broomfield, CO    | <a href="#">ACDBE</a> |
| Paracom, Inc.,<br>DBA Paracom, Inc.                                                                     | Des Moines, WA    | <a href="#">ACDBE</a> |
| PIE Management, LLC,<br>DBA PIE Management, LLC                                                         | Detroit, MI       | <a href="#">ACDBE</a> |
| Piraas LLC,<br>DBA Piraas LLC                                                                           | Seattle, WA       | <a href="#">ACDBE</a> |

|                                                                                     |                               |                       |
|-------------------------------------------------------------------------------------|-------------------------------|-----------------------|
| Pleasant News Inc,<br>DBA Pleasant News Inc                                         | Conshohocken, PA              | <a href="#">ACDBE</a> |
| Rain City Roasters,<br>DBA Rain City Roasters                                       | Vancouver, WA                 | <a href="#">ACDBE</a> |
| Richards Corporation,<br>DBA Island Crust Cafe                                      | Mercer Island, WA             | <a href="#">ACDBE</a> |
| RMD Holdings LLC,<br>DBA RMD Holdings LLC                                           | Clinton, MD                   | <a href="#">ACDBE</a> |
| RMES Communications, Inc,<br>DBA RMES Communications, Inc                           | Denver, CO                    | <a href="#">ACDBE</a> |
| Robinson Hill Hospitality Group, Inc.,<br>DBA Robinson Hill Hospitality Group, Inc. | Chicago, IL                   | <a href="#">ACDBE</a> |
| Rosario & Rosario LLC,<br>DBA Ideal Commercial Uniforms                             | Port Orchard, WA              | <a href="#">ACDBE</a> |
| Rylo Management LLC,<br>DBA Rylo Management LLC                                     | San Rafael, CA                | <a href="#">ACDBE</a> |
| SAAS Hot Sauce, LLC,<br>DBA SAAS Hot Sauce                                          | Seattle, WA                   | <a href="#">ACDBE</a> |
| SeaTac Bar Group LLC,<br>DBA SeaTac Bar Group                                       | Seattle, WA                   | <a href="#">ACDBE</a> |
| Shrewsberry & Associates LLC,<br>DBA Shrewsberry & Associates LLC                   | Indianapolis, IN              | <a href="#">ACDBE</a> |
| Silver Slice Bakery, Inc.,<br>DBA Coffee & A Specialty Bakery                       | Lacey, WA                     | <a href="#">ACDBE</a> |
| Skyview Concessions, Inc.,<br>DBA Skyview Concessions, Inc.                         | TORRANCE, CA                  | <a href="#">ACDBE</a> |
| Something Silver Inc.,<br>DBA Something Silver                                      | Seattle, WA                   | <a href="#">ACDBE</a> |
| Stewart Manhattan Investments Inc,<br>DBA Palazzo Concessions                       | Palos Verdes<br>Peninsula, CA | <a href="#">ACDBE</a> |
| Sublime Gifts and Finds LLC,<br>DBA Sublime Gifts and Finds                         | Lake Buena Vista, FL          | <a href="#">ACDBE</a> |
| Sun's Inc,<br>DBA Manchu Wok                                                        | Seatac, WA                    | <a href="#">ACDBE</a> |
| Susan Druckman, Inc,<br>DBA Susan Druckman, Inc                                     | Plainview, NY                 | <a href="#">ACDBE</a> |
| T & L Vending Inc,<br>DBA T & L Vending Inc                                         | Tacoma, WA                    | <a href="#">ACDBE</a> |

|                                                                             |                  |                       |
|-----------------------------------------------------------------------------|------------------|-----------------------|
| Tamara Pfaffle,<br>DBA Flying Shears                                        | Medical Lake, WA | <a href="#">ACDBE</a> |
| THE URBAN BUGGY LLC,<br>DBA The Urban Buggy                                 | Seattle, WA      | <a href="#">ACDBE</a> |
| THE WISHING STONE LLC,<br>DBA The Wishing Stone LLC                         | Edmonds, WA      | <a href="#">ACDBE</a> |
| Warren's News & Gift Inc,<br>DBA Warren's News & Gift Inc                   | Seattle, WA      | <a href="#">ACDBE</a> |
| WDB Inc,<br>DBA WDB Inc                                                     | Federal Way, WA  | <a href="#">ACDBE</a> |
| Whayne and Sons Enterprises, Inc.,<br>DBA Whayne and Sons Enterprises, Inc. | Denver, CO       | <a href="#">ACDBE</a> |
| Z Venture Capital Frontiers, Inc.,<br>DBA Z Venture Capital Frontiers, Inc. | Los Angeles, CA  | <a href="#">ACDBE</a> |

**80** of **80** records displayed

### **Attachment 3**

#### **Monitoring and Enforcement Mechanisms**

The Port of Seattle has remedies available to enforce the ACDBE requirements contained in its contracts, including, but not limited to:

Breach of contract action/default, pursuant to the terms of the contract;

In addition, the Federal government has available several enforcement mechanisms that it may apply to firms participating in the ACDBE problem, including, but not limited to, the following:

Suspension or debarment proceedings pursuant to 49 CFR part 23;  
Enforcement action pursuant to 49 CFR part 31; and  
Prosecution pursuant to 18 USC 1001.

The Port of Seattle will use various means to monitor program participants to ensure they comply with Part 23, including, but not limited to:

The Port will insert the following provisions into concessions agreements and management contracts:

#### **AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE)**

It is the policy of the Port to support participation of Airport Concessions Disadvantaged Business Enterprises ("ACDBE"), as defined in 49 CFR, Part 23, in concession activities at the Airport. To the extent Concessionaire is required to operate the Premise, or a portion thereof, as or through an ACDBE, Concessionaire agrees to submit to the Port, upon execution of this Agreement, certification from the State of Washington that Concessionaire is a certified ACDBE. Likewise, at all times during the term of this Agreement, Concessionaire shall be and remain certified as an ACDBE in accordance with all applicable federal, state and local laws, rules and regulations and shall timely file any and all applications, together with all supporting documentation, necessary to maintain such certification. In the event that Concessionaire is certified as an ACDBE and that certification is necessary to satisfy the requirements of this Section, prior to any change in ownership, control or organization of Concessionaire, Concessionaire shall (in addition to any requirements that may be imposed by Section 15.1) similarly obtain ACDBE certification for Concessionaire as so changed and provide the Port with proof of the same. If Concessionaire shall at any time cease to be so certified, the Port may, at its sole option, terminate this Agreement on not less than ninety (90) days advance written notice to Concessionaire. So long as Concessionaire in good faith sought certification, reasonably complied with all requirements and deadlines necessary to maintain certification, and nonetheless ceased to be so certified, the Port shall pay to Concessionaire the Net Book Value of Leasehold Improvements in the event of such termination. In the event the Concessionaire satisfies the requirements of this Section through a subtenant, joint venture partner, or contractor, the same requirements shall apply with respect to such subtenant, joint

venture partner, or contractor, specifically including the potential consequences as to the loss of certification.

It is the policy of the Port to ensure that Airport Concessions Disadvantaged Business Enterprises (ACDBEs) as defined in the Department of Transportation (DOT), 49 CFR Part 23 and other small businesses have an equal opportunity to receive and participate in DOT-assisted contracts. The Port encourages Lessee to make every reasonable effort to maximize the contracting opportunities for ACDBEs and other small businesses in the architectural, engineering and construction of the Premises, and in the procurement of goods and services necessary for the operation of the concession at this Airport.

Lessee shall submit such reports as may be required by the Port, for the purpose of demonstrating compliance with 49 CFR Part 23.

The Port will regularly review revenue reports to assess ACDBE participation, as reported as provided by concessionaires.

1. The Port will implement the following additional monitoring and compliance procedures:
2. Preparation of summary sales reports for all concessions on a monthly basis as a means of monitoring sales trends among ACDBE participants.
3. An annual verification of the status of the ACDBEs certification eligibility with the Washington State Office of Women and Minority Owned Enterprises, the UCP for Washington state. This verification will be conducted for direct lease ACDBEs, subtenant ACDBEs as well as ACDBEs participating in joint venture agreements.
4. For joint venture agreements, conduct quarterly reviews of the management committee's meeting minutes and reports.
5. Conduct regular (no less than monthly) visits to the concession unit operations for direct lease ACDBEs, subtenant ACDBEs and joint venture ACDBEs.
6. Maintain records of ACDBE participation in monthly concessionaire meetings held by the Port of Seattle concessions staff.
7. Periodic interviews with ACDBE owners, joint venture participants, managers and employees.

For joint venture agreements, the Port will obtain an annual Schedule K-1 (Form 1065) filed with the IRS to demonstrate the ACDBE joint venture partners' share of income, deductions, credits, etc. Review of any documentation necessary to ensure compliance with the agreement.

## Attachment 4

### Section 23.45: Overall Goal Calculation for Concessions Other Than Car Rentals

#### Amount of Goal:

The Port of Seattle's overall goal for concessions other than car rental during the period beginning October 1, 2017 and ending September 30, 2020 is the following: 22% of the total gross receipts for concessions at Seattle-Tacoma International Airport.

The following are not included in the total gross receipts for concessions: (a) the gross receipts of car rental operations, (b) the dollar amount of a management contract or subcontract with a non-ACDBE, (c) the gross receipts of business activities to which a management contract or subcontract with a non-ACDBE pertains, and (d) any portion of a firm's estimated gross receipts that will not be generated from a concession.

There may be new concession opportunities during this goal period. If a new concession opportunity arises prior to the end of this goal period and the estimated average of annual gross revenues are anticipated to be \$200,000 or greater, the Port of Seattle will submit an appropriate adjustment to the overall goal. This will be submitted to FAA for approval at least 6 months before executing the new concession agreement. (23.45(i)).

The Port of Seattle has determined that its market area is the State of Washington. This is the geographical area in which the substantial majority of firms which seek to do concessions business with the airport are located, and the geographical area in which the firms receive a substantial majority of concessions related revenues.

#### Methodology used to Calculate Overall Goal

**Step 1:** 23.51(c) The Port determined the base figure for the relative availability of ACDBEs other than car rentals. The base figure was calculated as follows:

| <b>Concession Category</b> | <b>NAICS CODES</b>                                             | <b>Available ACDBE/MBE/WBE</b> | <b>All Available Firms</b> | <b>Percent DBE Base Figure</b> |
|----------------------------|----------------------------------------------------------------|--------------------------------|----------------------------|--------------------------------|
| Food/Beverage              | 311812, 311821, 445299, 722310, 722410, 722511, 722513, 722515 | 37                             | 14,874                     | .25%                           |
| Retail                     | 445292, 446120, 453220, 812113                                 | 18                             | 1,859                      | .97%                           |
| Personal Services          | 446120, 492210, 493120, 517911, 541810, 561720, 811430, 45210  | 18                             | 2,509                      | .71%                           |
| Total                      | All of the above                                               | 73                             | 19,368                     | .38%                           |

Note: The numbers under “Available ACDBE” also includes certified Minority and Women Business Enterprises certified by the Washington State Office of Minority and Women’s Business Enterprises since non-certified minority and women owned businesses could apply for DBE/ACDBE certification before signing a lease agreement. The numbers under “All Available Firms” is based on the 2015 Census data (2015 Census is the utmost current data available.)

When the Port divided the numerator by the denominator we arrived at the base figure for our overall goal for non-car rental concessions of: <1 %. However, when we use the revenues generated by ACDBEs as the numerator and the total revenues generated for the October 1, 2015 – September 30, 2016 FAA fiscal year as the denominator, the ACDBE goal for non-car rental concessions is 22%. *Goals are calculated based on the Federal Fiscal Year which is October 1, - September 30.*

\$63,352,161 - ACDBE revenues generated between 10/1/15 – 9/30/16  
\$287,434,549 - Overall concessions revenues generated between 10/1/15 – 9/30/16

The data used to determine the adjustment to the base figure was:

**Past participation** – We evaluated the current capacity of ACDBEs to perform work in our concessions program by measuring the volume of work ACDBEs have performed in the past. (See calculation above)

Prior to submitting this goal to the FAA, The Port of Seattle consulted with the existing ACDBE and non-ACDBE concessionaires.

### **Breakout of Estimated Race-Neutral & Race Conscious Participation** **Section 23.51**

The Port of Seattle will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating ACDBE participation. The Port of Seattle uses the following race-neutral means to increase ACDBE participation:

1. Locating and identifying ACDBEs and other small businesses who may be interested in participating as concessionaires under 49 CFR Part 23;
2. Notifying ACDBEs of concession opportunities and encouraging them to compete, when appropriate;
3. When practical, structuring concession activities so as to encourage and facilitate the participation of ACDBEs;
4. Ensuring that competitors for concession opportunities are informed during pre-solicitation meetings about how the sponsor’s ACDBE program will affect the procurement process;

5. Providing information concerning the availability of ACDBE firms to competitors to assist them in obtaining ACDBE participation; and
6. Establishing a business development program to foster ACDBE participation in concessions.

We estimate that, in meeting our overall goal of 22%, we will obtain 22% from race-neutral participation. The following is a summary of the basis of our estimated breakout of race-neutral and race-conscious ACDBE participation:

1. The level of ACDBE goals participation under new concession opportunities effective September 13, 2016 – September 30, 2020.

If we project that race-neutral measures, standing alone, are not sufficient to meet an overall goal, we will use the following race-conscious measures to meet the overall goal:

We will establish concession-specific goals for particular concession opportunities

Negotiate with potential concessionaires to include ACDBE participation through direct ownership arrangements or measures, in the operation of the concession

With prior FAA approval, other methods that takes a competitor's ability to provide ACDBE participation into account in awarding a concession.

In order to ensure that our ACDBE program will be narrowly tailored to overcome the effects of discrimination, if we use concession specific goals we will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual ACDBE participation (see 26.51(f)) and we will track and report race-neutral and race conscious participation separately. For reporting purposes, race-neutral ACDBE participation includes, but is not necessarily limited to, the following: ACDBE participation through a prime contract that an ACDBE obtains through customary competitive procurement procedures; ACDBE participation through a subcontract on a prime contract that does not carry an ACDBE goal; ACDBE participation on a prime contract exceeding a concession specific goal; and ACDBE participation through a subcontract from a prime contractor that did not consider a firm's ACDBE status in making the award.

We will maintain data separately on ACDBE achievements in those contracts with and without concession specific goals, respectively.

## Attachment 5

### **Section 23.45: Overall Goal Calculation for Car Rentals**

#### **Amount of Goal:**

The Port of Seattle's overall goal for car rentals during the period beginning October 1, 2015 and ending September 30, 2016 is 2% of goods and services of car rental operations at Seattle-Tacoma International Airport.

If a new car rental concession opportunity arises prior to the end of this goal period and the estimated average of annual gross revenues are anticipated to be \$200,000 or greater, The Port will submit an appropriate adjustment to the overall goal. This will be submitted to FAA for approval at least 6 months before executing the new concession agreement. (23.45(i)).

The Port of Seattle has determined that its market area is the State of Washington. This is the geographical area in which the substantial majority of firms which seek to do concessions business with the airport are located and the geographical area in which the firms receive a substantial majority of concessions related revenues.

#### **Methodology used to Calculate Overall Goal**

##### **Step 1: 23.51(c)**

We determined the base figure for the relative availability of car rental ACDBEs.

$$\text{Base figure} = \frac{1}{427} \frac{\text{Ready, willing, and able car rental ACDBEs in the market area}}{\text{All ready, willing and able car rental firms in the market area}}$$

The data source or demonstrable evidence used to derive the numerator is the Office of Minority and Women's Business Enterprises Directory under 441110 NAICS Code. The data source used for the denominator is U.S. Census Bureau 2015 NAICS Business Patterns data.

When the numerator is divided by the denominator, the base figure for the overall goal for rental car concessions is 2%.

After calculating a base figure of the relative availability of ACDBEs, the Port examined evidence to determine what adjustment was needed to the base figure in order to arrive at the overall goal.

In order to reflect as accurately as possible the ACDBE participation the Port would expect in the absence of discrimination, base figure has been adjusted by 2%. Our overall goal for car rental concessions is 2%.

The figure was adjusted using this data after consultation with stakeholders (23.43) and Port staff encouraged car rental agencies to purchase goods and services from ACDBE firms.

**Breakout of Estimated Race-Neutral & Race Conscious Participation**  
**Section 23.51**

The Port of Seattle will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating ACDBE participation. The Port of Seattle uses the following race-neutral means to increase ACDBE participation:

1. Locating and identifying ACDBEs and other small businesses who may be interested in participating as concessionaires under 49 CFR Part 23;
2. Notifying ACDBEs of concession opportunities and encouraging them to compete, when appropriate;
3. When practical, structuring concession activities so as to encourage and facilitate the participation of ACDBEs;
4. Ensuring that competitors for concession opportunities are informed during pre-solicitation meetings about how the sponsor's ACDBE program will affect the procurement process;
5. Providing information concerning the availability of ACDBE firms to competitors to assist them in obtaining ACDBE participation; and
6. Establishing a business development program (see 49 CFR Part 26.35); technical assistance program or taking other steps to foster ACDBE participation in concessions.

We estimate that, in meeting our overall goal of 2%, we will obtain 2% from race-neutral participation measures.

The information we received from the stakeholders is the basis of our estimated breakout of race-neutral ACDBE participation.

If the Port projects that race-neutral measures, standing alone, are not sufficient to meet an overall goal, we will use the following race-conscious measures to meet the overall goal:

We will establish concession-specific goals for particular concession opportunities  
Negotiate with potential concessionaires to include ACDBE participation through direct ownership arrangements or measures, in the operation of the concession  
With prior FAA approval, other methods that take a competitor's ability to provide ACDBE participation into account in awarding a concession.

In order to ensure that the Port's ACDBE program will be narrowly tailored to overcome the effects of discrimination, if the Port should use concession specific goals, an adjustment will be made to the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual ACDBE participation (see 26.51(f)) and we will track and report race-neutral and race conscious participation separately.

For reporting purposes, race-neutral ACDBE participation includes, but is not necessarily limited to, the following: ACDBE participation through a prime contract that an ACDBE obtains through customary competitive procurement procedures; ACDBE participation through a subcontract on a prime contract that does not carry an ACDBE goal; ACDBE participation on a prime contract exceeding a concession specific goal; and ACDBE participation through a subcontract from a prime contractor that did not consider a firm's ACDBE status in making the award.

We will maintain data separately on ACDBE achievements in those contracts with and without concession specific goals, respectively.

## **Attachment 6**

### **Demonstration of Good Faith Efforts**

#### **AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE)**

The Port does not require but encourages participation of ACDBEs as defined by the State of Washington Office of Minority and Women's Business Enterprises. An ACDBE participant must be actively engaged in the concession operation. If proposed, certification through the State of Washington Minority and Women's Business Enterprises must be in place on the date of RFP submittal. The successful Proposer must maintain the level of ACDBE participation proposed throughout the term of the Agreement.

#### **AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) UTILIZATION**

The Port of Seattle will include proposed ACDBE participation in the Lease and Concession Agreement.

## **Attachment 7**

### **Regulations: 49 CFR Part 23**

e-CFR data is current as of September 12, 2017

---

## **PART 23—PARTICIPATION OF DISADVANTAGED BUSINESS ENTERPRISE IN AIRPORT CONCESSIONS**

---

### **Contents**

#### Subpart A—General

[§23.1 What are the objectives of this part?](#)

[§23.3 What do the terms used in this part mean?](#)

[§23.5 To whom does this part apply?](#)

[§23.7 Program reviews.](#)

[§23.9 What are the nondiscrimination and assurance requirements of this part for recipients?](#)

[§23.11 What compliance and enforcement provisions are used under this part?](#)

[§23.13 How does the Department issue guidance, interpretations, exemptions, and waivers pertaining to this part?](#)

#### Subpart B—ACDBE Programs

[§23.21 Who must submit an ACDBE program to FAA, and when?](#)

[§23.23 What administrative provisions must be in a recipient's ACDBE program?](#)

[§23.25 What measures must recipients include in their ACDBE programs to ensure nondiscriminatory participation of ACDBEs in concessions?](#)

[§23.27 What information does a recipient have to retain and report about implementation of its ACDBE program?](#)

[§23.29 What monitoring and compliance procedures must recipients follow?](#)

#### Subpart C—Certification and Eligibility of ACDBEs

[§23.31 What certification standards and procedures do recipients use to certify ACDBEs?](#)

[§23.33 What size standards do recipients use to determine the eligibility of ACDBEs?](#)

[§23.35 What is the personal net worth standard for disadvantaged owners of ACDBEs?](#)

[§23.37 Are firms certified under 49 CFR part 26 eligible to participate as ACDBEs?](#)

[§23.39 What other certification requirements apply in the case of ACDBEs?](#)

#### Subpart D—Goals, Good Faith Efforts, and Counting

[§23.41 What is the basic overall goal requirement for recipients?](#)

[§23.43 What are the consultation requirements in the development of recipients' overall goals?](#)

[§23.45 What are the requirements for submitting overall goal information to the FAA?](#)

[§23.47 What is the base for a recipient's goal for concessions other than car rentals?](#)

[§23.49 What is the base for a recipient's goal for car rentals?](#)

[§23.51 How are a recipient's overall goals expressed and calculated?](#)

[§23.53 How do car rental companies count ACDBE participation toward their goals?](#)

[§23.55 How do recipients count ACDBE participation toward goals for items other than car rentals?](#)

[§23.57 What happens if a recipient falls short of meeting its overall goals?](#)

[§23.59 What is the role of the statutory 10 percent goal in the ACDBE program?](#)

[§23.61 Can recipients use quotas or set-asides as part of their ACDBE programs?](#)

#### Subpart E—Other Provisions

[§23.71 Does a recipient have to change existing concession agreements?](#)

[§23.73 What requirements apply to privately-owned or leased terminal buildings?](#)

[§23.75 Can recipients enter into long-term, exclusive agreements with concessionaires?](#)  
[§23.77 Does this part preempt local requirements?](#)  
[§23.79 Does this part permit recipients to use local geographic preferences?](#)  
[Appendix A to Part 23—Uniform Report of ACDBE Participation](#)

---

## **Subpart A—General**

### **§23.1 What are the objectives of this part?**

This part seeks to achieve several objectives:

- (a) To ensure nondiscrimination in the award and administration of opportunities for concessions by airports receiving DOT financial assistance;
- (b) To create a level playing field on which ACDBEs can compete fairly for opportunities for concessions;
- (c) To ensure that the Department's ACDBE program is narrowly tailored in accordance with applicable law;
- (d) To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as ACDBEs;
- (e) To help remove barriers to the participation of ACDBEs in opportunities for concessions at airports receiving DOT financial assistance; and
- (f) To provide appropriate flexibility to airports receiving DOT financial assistance in establishing and providing opportunities for ACDBEs.

### **§23.3 What do the terms used in this part mean?**

*Administrator* means the Administrator of the Federal Aviation Administration (FAA).

*Affiliation* has the same meaning the term has in the Small Business Administration (SBA) regulations, 13 CFR part 121, except that the provisions of SBA regulations concerning affiliation in the context of joint ventures (13 CFR §121.103(f)) do not apply to this part.

(1) Except as otherwise provided in 13 CFR part 121, concerns are affiliates of each other when, either directly or indirectly:

- (i) One concern controls or has the power to control the other; or
- (ii) A third party or parties controls or has the power to control both; or
- (iii) An identity of interest between or among parties exists such that affiliation may be found.

(2) In determining whether affiliation exists, it is necessary to consider all appropriate factors, including common ownership, common management, and contractual relationships. Affiliates must be considered together in determining whether a concern meets small business size criteria and the statutory cap on the participation of firms in the ACDBE program.

*Airport Concession Disadvantaged Business Enterprise (ACDBE)* means a concession that is a for-profit small business concern—

- (1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
- (2) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

*Alaska Native Corporation (ANC)* means any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act (43 U.S.C. 1601 *et seq.*)

*Car dealership* means an establishment primarily engaged in the retail sale of new and/or used automobiles. Car dealerships frequently maintain repair departments and carry stocks of replacement parts, tires, batteries, and automotive accessories. Such establishments also frequently sell pickup trucks and vans at retail. In the standard industrial classification system, car dealerships are categorized in NAICS code 441110.

*Concession* means one or more of the types of for-profit businesses listed in paragraph (1) or (2) of this definition:

(1) A business, located on an airport subject to this part, that is engaged in the sale of consumer goods or services to the public under an agreement with the recipient, another concessionaire, or the owner or lessee of a terminal, if other than the recipient.

(2) A business conducting one or more of the following covered activities, even if it does not maintain an office, store, or other business location on an airport subject to this part, as long as the activities take place on the airport: Management contracts and subcontracts, a web-based or other electronic business in a terminal or which passengers can access at the terminal, an advertising business that provides advertising displays or messages to the public on the airport, or a business that provides goods and services to concessionaires.

*Example to paragraph (2):* A supplier of goods or a management contractor maintains its office or primary place of business off the airport. However the supplier provides goods to a retail establishment in the airport; or the management contractor operates the parking facility on the airport. These businesses are considered concessions for purposes of this part.

(3) For purposes of this subpart, a business is not considered to be “located on the airport” solely because it picks up and/or delivers customers under a permit, license, or other agreement. For example, providers of taxi, limousine, car rental, or hotel services are not considered to be located on the airport just because they send shuttles onto airport grounds to pick up passengers or drop them off. A business is considered to be “located on the airport,” however, if it has an on-airport facility. Such facilities include in the case of a taxi operator, a dispatcher; in the case of a limousine, a booth selling tickets to the public; in the case of a car rental company, a counter at which its services are sold to the public or a ready return facility; and in the case of a hotel operator, a hotel located anywhere on airport property.

(4) Any business meeting the definition of concession is covered by this subpart, regardless of the name given to the agreement with the recipient, concessionaire, or airport terminal owner or lessee. A concession may be operated under various types of agreements, including but not limited to the following:

(i) Leases.

(ii) Subleases.

(iii) Permits.

(iv) Contracts or subcontracts.

(v) Other instruments or arrangements.

(5) The conduct of an aeronautical activity is not considered a concession for purposes of this subpart. Aeronautical activities include scheduled and non-scheduled air carriers, air taxis, air charters, and air couriers, in their normal passenger or freight carrying capacities; fixed base operators; flight schools; recreational service providers (*e.g.*, sky-diving, parachute-jumping, flying guides); and air tour services.

(6) Other examples of entities that do not meet the definition of a concession include flight kitchens and in-flight caterers servicing air carriers, government agencies, industrial plants, farm leases, individuals leasing hangar space, custodial and security contracts, telephone and electric service to the airport facility, holding companies, and skycap services under contract with an air carrier or airport.

*Concessionaire* means a firm that owns and controls a concession or a portion of a concession.

*Department (DOT)* means the U.S. Department of Transportation, including the Office of the Secretary and the Federal Aviation Administration (FAA).

*Direct ownership arrangement* means a joint venture, partnership, sublease, licensee, franchise, or other arrangement in which a firm owns and controls a concession.

*Good faith efforts* means efforts to achieve an ACDBE goal or other requirement of this part that, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to meet the program requirement.

*Immediate family member* means father, mother, husband, wife, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, or registered domestic partner.

*Indian tribe* means any Indian tribe, band, nation, or other organized group or community of Indians, including any ANC, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians, or is recognized as such by the State in which the tribe, band, nation, group, or community resides. See definition of “tribally-owned concern” in this section.

*Joint venture* means an association of an ACDBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the ACDBE is responsible for a distinct, clearly defined portion of the work of the contract and whose shares in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest. Joint venture entities are not certified as ACDBEs.

*Large hub primary airport* means a commercial service airport that has a number of passenger boardings equal to at least one percent of all passenger boardings in the United States.

*Management contract or subcontract* means an agreement with a recipient or another management contractor under which a firm directs or operates one or more business activities, the assets of which are owned, leased, or otherwise controlled by the recipient. The managing agent generally receives, as compensation, a flat fee or a percentage of the gross receipts or profit from the business activity. For purposes of this subpart, the business activity operated or directed by the managing agent must be other than an aeronautical activity, be located at an airport subject to this subpart, and be engaged in the sale of consumer goods or provision of services to the public.

*Material amendment* means a significant change to the basic rights or obligations of the parties to a concession agreement. Examples of material amendments include an extension to the term not provided for in the original agreement or a substantial increase in the scope of the concession privilege. Examples of nonmaterial amendments include a change in the name of the concessionaire or a change to the payment due dates.

*Medium hub primary airport* means a commercial service airport that has a number of passenger boardings equal to at least 0.25 percent of all passenger boardings in the United States but less than one percent of such passenger boardings.

*Native Hawaiian* means any individual whose ancestors were natives, prior to 1778, of the area that now comprises the State of Hawaii.

*Native Hawaiian Organization* means any community service organization serving Native Hawaiians in the State of Hawaii that is a not-for-profit organization chartered by the State of Hawaii, and is controlled by Native Hawaiians

*Noncompliance* means that a recipient has not correctly implemented the requirements of this part.

*Nonhub primary airport* means a commercial service airport that has more than 10,000 passenger boardings each year but less than 0.05 percent of all passenger boardings in the United States.

*Part 26* means 49 CFR part 26, the Department of Transportation's disadvantaged business enterprise regulation for DOT-assisted contracts.

*Personal net worth* means the net value of the assets of an individual remaining after total liabilities are deducted. An individual's personal net worth (PNW) does not include the following:

(1) The individual's ownership interest in an ACDBE firm or a firm that is applying for ACDBE certification; (2) The individual's equity in his or her primary place of residence; and (3) Other assets that the individual can document are necessary to obtain financing or a franchise agreement for the initiation or expansion of his or her ACDBE firm (or have in fact been encumbered to support existing financing for the individual's ACDBE business) to a maximum of \$3 million. The effectiveness of this paragraph (3) of this definition is suspended with respect to any application for ACDBE certification made or any financing or franchise agreement obtained after June 20, 2012.

*Primary airport* means a commercial service airport that the Secretary determines to have more than 10,000 passengers enplaned annually.

*Primary industry classification* means the North American Industrial Classification System (NAICS) code designation that best describes the primary business of a firm. The NAICS Manual is available through the National Technical Information Service (NTIS) of the U.S. Department of Commerce (Springfield, VA, 22261). NTIS also makes materials available through its Web site (<http://www.ntis.gov/naics>).

*Primary recipient* means a recipient to which DOT financial assistance is extended through the programs of the FAA and which passes some or all of it on to another recipient.

*Principal place of business* means the business location where the individuals who manage the firm's day-to-day operations spend most working hours and where top management's business records are kept. If the offices from which management is directed and where business records are kept are in different locations, the recipient will determine the principal place of business for ACDBE program purposes.

*Race-conscious* means a measure or program that is focused specifically on assisting only ACDBEs, including women-owned ACDBEs. For the purposes of this part, race-conscious measures include gender-conscious measures.

*Race-neutral* means a measure or program that is, or can be, used to assist all small businesses, without making distinctions or classifications on the basis of race or gender.

*Secretary* means the Secretary of Transportation or his/her designee.

*Set-aside* means a contracting practice restricting eligibility for the competitive award of a contract solely to ACDBE firms.

*Small Business Administration* or *SBA* means the United States Small Business Administration.

*Small business concern* means a for profit business that does not exceed the size standards of §23.33 of this part.

*Small hub airport* means a publicly owned commercial service airport that has a number of passenger boardings equal to at least 0.05 percent of all passenger boardings in the United States but less than 0.25 percent of such passenger boardings.

*Socially and economically disadvantaged individual* means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is—

(1) Any individual determined by a recipient to be a socially and economically disadvantaged individual on a case-by-case basis.

(2) Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:

(i) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;

(ii) "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;

(iii) "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;

(iv) “Asian-Pacific Americans,” which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Mariana Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;

(v) “Subcontinent Asian Americans,” which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;

(vi) Women;

(vii) Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

*Recipient* means any entity, public or private, to which DOT financial assistance is extended, whether directly or through another recipient, through the programs of the FAA.

*Tribally-owned concern* means any concern at least 51 percent owned by an Indian tribe as defined in this section.

*You* refers to a recipient, unless a statement in the text of this part or the context requires otherwise (*i.e.*, “You must do XYZ” means that recipients must do XYZ).

[70 FR 14508, Mar. 22, 2005, as amended at 72 FR 15616, Apr. 2, 2007; 77 FR 36931, June 20, 2012]

#### **§23.5 To whom does this part apply?**

If you are a recipient that has received a grant for airport development at any time after January 1988 that was authorized under Title 49 of the United States Code, this part applies to you.

#### **§23.7 Program reviews.**

In 2010, and thereafter at the discretion of the Secretary, the Department will initiate a review of the ACDBE program to determine what, if any, modifications should be made to this part.

[75 FR 16358, Apr. 1, 2010]

#### **§23.9 What are the nondiscrimination and assurance requirements of this part for recipients?**

(a) As a recipient, you must meet the non-discrimination requirements provided in part 26, §26.7 with respect to the award and performance of any concession agreement, management contract or subcontract, purchase or lease agreement, or other agreement covered by this subpart.

(b) You must also take all necessary and reasonable steps to ensure nondiscrimination in the award and administration of contracts and agreements covered by this part.

(c) You must include the following assurances in all concession agreements and management contracts you execute with any firm after April 21, 2005:

(1) “This agreement is subject to the requirements of the U.S. Department of Transportation's regulations, 49 CFR part 23. The concessionaire or contractor agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any concession agreement, management contract, or subcontract, purchase or lease agreement, or other agreement covered by 49 CFR part 23.

(2) “The concessionaire or contractor agrees to include the above statements in any subsequent concession agreement or contract covered by 49 CFR part 23, that it enters and cause those businesses to similarly include the statements in further agreements.”

### **§23.11 What compliance and enforcement provisions are used under this part?**

The compliance and enforcement provisions of part 26 (§§26.101 and 26.105 through 26.109) apply to this part in the same way that they apply to FAA recipients and programs under part 26.

[70 FR 14508, Mar. 22, 2005, as amended at 72 FR 15616, Apr. 2, 2007]

### **§23.13 How does the Department issue guidance, interpretations, exemptions, and waivers pertaining to this part?**

(a) Only guidance and interpretations (including interpretations set forth in certification appeal decisions) consistent with this part 23 and issued after April 21, 2005, express the official positions and views of the Department of Transportation or the Federal Aviation Administration.

(b) The Secretary of Transportation, Office of the Secretary of Transportation, and the FAA may issue written interpretations of or written guidance concerning this part. Written interpretations and guidance are valid, and express the official positions and views of the Department of Transportation or the FAA, only if they are issued over the signature of the Secretary of Transportation or if they contain the following statement:

The General Counsel of the Department of Transportation has reviewed this document and approved it as consistent with the language and intent of 49 CFR part 23.

(c) You may apply for an exemption from any provision of this part. To apply, you must request the exemption in writing from the Office of the Secretary of Transportation or the FAA. The Secretary will grant the request only if it documents special or exceptional circumstances, not likely to be generally applicable, and not contemplated in connection with the rulemaking that established this part, that make your compliance with a specific provision of this part impractical. You must agree to take any steps that the Department specifies to comply with the intent of the provision from which an exemption is granted. The Secretary will issue a written response to all exemption requests.

(d) You can apply for a waiver of any provision of subpart B or D of this part including, but not limited to, any provisions regarding administrative requirements, overall goals, contract goals or good faith efforts. Program waivers are for the purpose of authorizing you to operate an ACDBE program that achieves the objectives of this part by means that may differ from one or more of the requirements of subpart B or D of this part. To receive a program waiver, you must follow these procedures:

(1) You must apply through the FAA. The application must include a specific program proposal and address how you will meet the criteria of paragraph (d)(2) of this section. Before submitting your application, you must have had public participation in developing your proposal, including consultation with the ACDBE community and at least one public hearing. Your application must include a summary of the public participation process and the information gathered through it.

(2) Your application must show that—

(i) There is a reasonable basis to conclude that you could achieve a level of ACDBE participation consistent with the objectives of this part using different or innovative means other than those that are provided in subpart B or D of this part;

(ii) Conditions at your airport are appropriate for implementing the proposal;

(iii) Your proposal would prevent discrimination against any individual or group in access to concession opportunities or other benefits of the program; and

(iv) Your proposal is consistent with applicable law and FAA program requirements.

(3) The FAA Administrator has the authority to approve your application. If the Administrator grants your application, you may administer your ACDBE program as provided in your proposal, subject to the following conditions:

(i) ACDBE eligibility is determined as provided in subpart C of this part, and ACDBE participation is counted as provided in §§23.53 through 23.55.

(ii) Your level of ACDBE participation continues to be consistent with the objectives of this part;

(iii) There is a reasonable limitation on the duration of the your modified program; and

(iv) Any other conditions the Administrator makes on the grant of the waiver.

(4) The Administrator may end a program waiver at any time and require you to comply with this part's provisions. The Administrator may also extend the waiver, if he or she determines that all requirements of this section continue to be met. Any such extension shall be for no longer than period originally set for the duration of the program waiver.

[70 FR 14508, Mar. 22, 2005, as amended at 72 FR 15616, Apr. 2, 2007]

## **Subpart B—ACDBE Programs**

### **§23.21 Who must submit an ACDBE program to FAA, and when?**

(a) Except as provided in paragraph (e) of this section, if you are a primary airport that has or was required to have a concessions DBE program prior to April 21, 2005, you must submit a revised ACDBE program meeting the requirements of this part to the appropriate FAA regional office for approval.

(1) You must submit this revised program on the same schedule provided for your first submission of overall goals in §23.45(a) of this part.

(2) Timely submission and FAA approval of your revised ACDBE program is a condition of eligibility for FAA financial assistance.

(3) Until your new ACDBE program is submitted and approved, you must continue to implement your concessions DBE program that was in effect before the effective date of this amendment to part 23, except with respect to any provision that is contrary to this part.

(b) If you are a primary airport that does not now have a DBE concessions program, and you apply for a grant of FAA funds for airport planning and development under 49 U.S.C. 47107 *et seq.*, you must submit an ACDBE program to the FAA at the time of your application. Timely submission and FAA approval of your ACDBE program are conditions of eligibility for FAA financial assistance.

(c) If you are the owner of more than one airport that is required to have an ACDBE program, you may implement one plan for all your locations. If you do so, you must establish a separate ACDBE goal for each location.

(d) If you make any significant changes to your ACDBE program at any time, you must provide the amended program to the FAA for approval before implementing the changes.

(e) If you are a non-primary airport, non-commercial service airport, a general aviation airport, reliever airport, or any other airport that does not have scheduled commercial service, you are not required to have an ACDBE program. However, you must take appropriate outreach steps to encourage available ACDBEs to participate as concessionaires whenever there is a concession opportunity.

### **§23.23 What administrative provisions must be in a recipient's ACDBE program?**

(a) If, as a recipient that must have an ACDBE program, the program must include provisions for a policy statement, liaison officer, and directory, as provided in part 26, §§26.23, 26.25, and 26.31, as well as certification of ACDBEs as provided by Subpart C of this part. You must include a statement in your program committing you to operating your ACDBE program in a nondiscriminatory manner.

(b) You may combine your provisions for implementing these requirements under this part and part 26 (e.g., a single policy statement can cover both Federally-assisted airport contracts and concessions; the same individual can act as the liaison officer for both part 23 and part 26 matters).

**§23.25 What measures must recipients include in their ACDBE programs to ensure nondiscriminatory participation of ACDBEs in concessions?**

(a) You must include in your ACDBE program a narrative description of the types of measures you intend to make to ensure nondiscriminatory participation of ACDBEs in concession and other covered activities.

(b) Your ACDBE program must provide for setting goals consistent with the requirements of Subpart D of this part.

(c) Your ACDBE program must provide for seeking ACDBE participation in all types of concession activities, rather than concentrating participation in one category or a few categories to the exclusion of others.

(d) Your ACDBE program must include race-neutral measures that you will take. You must maximize the use of race-neutral measures, obtaining as much as possible of the ACDBE participation needed to meet overall goals through such measures. These are responsibilities that you directly undertake as a recipient, in addition to the efforts that concessionaires make, to obtain ACDBE participation. The following are examples of race-neutral measures you can implement:

(1) Locating and identifying ACDBEs and other small businesses who may be interested in participating as concessionaires under this part;

(2) Notifying ACDBEs of concession opportunities and encouraging them to compete, when appropriate;

(3) When practical, structuring concession activities so as to encourage and facilitate the participation of ACDBEs

(4) Providing technical assistance to ACDBEs in overcoming limitations, such as inability to obtain bonding or financing;

(5) Ensuring that competitors for concession opportunities are informed during pre-solicitation meetings about how the recipient's ACDBE program will affect the procurement process;

(6) Providing information concerning the availability of ACDBE firms to competitors to assist them in obtaining ACDBE participation; and

(7) Establishing a business development program (*see* part 26, §26.35); technical assistance program; or taking other steps to foster ACDBE participation in concessions.

(e) Your ACDBE program must also provide for the use of race-conscious measures when race-neutral measures, standing alone, are not projected to be sufficient to meet an overall goal. The following are examples of race-conscious measures you can implement:

(1) Establishing concession-specific goals for particular concession opportunities.

(i) If the objective of the concession-specific goal is to obtain ACDBE participation through a direct ownership arrangement with a ACDBE, calculate the goal as a percentage of the total estimated annual gross receipts from the concession.

(ii) If the goal applies to purchases and/or leases of goods and services, calculate the goal by dividing the estimated dollar value of such purchases and/or leases from ACDBEs by the total estimated dollar value of all purchases to be made by the concessionaire.

(iii) To be eligible to be awarded the concession, competitors must make good faith efforts to meet this goal. A competitor may do so either by obtaining enough ACDBE participation to meet the goal or by documenting that it made sufficient good faith efforts to do so.

(iv) The administrative procedures applicable to contract goals in part 26, §26.51-53, apply with respect to concession-specific goals.

(2) Negotiation with a potential concessionaire to include ACDBE participation, through direct ownership arrangements or measures, in the operation of the concession.

(3) With the prior approval of FAA, other methods that take a competitor's ability to provide ACDBE participation into account in awarding a concession.

(f) Your ACDBE program must require businesses subject to ACDBE goals at the airport (except car rental companies) to make good faith efforts to explore all available options to meet goals, to the maximum extent practicable, through direct ownership arrangements with DBEs.

(g) As provided in §23.61 of this part, you must not use set-asides and quotas as means of obtaining ACDBE participation.

**§23.27 What information does a recipient have to retain and report about implementation of its ACDBE program?**

(a) As a recipient, you must retain sufficient basic information about your program implementation, your certification of ACDBEs, and the award and performance of agreements and contracts to enable the FAA to determine your compliance with this part. You must retain this data for a minimum of three years following the end of the concession agreement or other covered contract.

(b) Beginning March 1, 2006, you must submit an annual report on ACDBE participation using the form found in appendix A to this part. You must submit the report to the appropriate FAA Regional Civil Rights Office.

**§23.29 What monitoring and compliance procedures must recipients follow?**

As a recipient, you must implement appropriate mechanisms to ensure compliance with the requirements of this part by all participants in the program. You must include in your concession program the specific provisions to be inserted into concession agreements and management contracts setting forth the enforcement mechanisms and other means you use to ensure compliance. These provisions must include a monitoring and enforcement mechanism to verify that the work committed to ACDBEs is actually performed by the ACDBEs. This mechanism must include a written certification that you have reviewed records of all contracts, leases, joint venture agreements, or other concession-related agreements and monitored the work on-site at your airport for this purpose. The monitoring to which this paragraph refers may be conducted in conjunction with monitoring of concession performance for other purposes.

[77 FR 36931, June 20, 2012]

**Subpart C—Certification and Eligibility of ACDBEs**

**§23.31 What certification standards and procedures do recipients use to certify ACDBEs?**

(a) As a recipient, you must use, except as provided in this subpart, the procedures and standards of part 26, §§26.61-91 for certification of ACDBEs to participate in your concessions program. Your ACDBE program must incorporate the use of these standards and procedures and must provide that certification decisions for ACDBEs will be made by the Unified Certification Program (UCP) in your state (see part 26, §26.81).

(b) The UCP's directory of eligible DBEs must specify whether a firm is certified as a DBE for purposes of part 26, an ACDBE for purposes of part 23, or both.

(c) As an airport or UCP, you must review the eligibility of currently certified ACDBE firms to make sure that they meet the eligibility standards of this part.

(1) You must complete these reviews as soon as possible, but in no case later than April 21, 2006 or three years from the anniversary date of each firm's most recent certification, whichever is later.

(2) You must direct all currently certified ACDBEs to submit to you by April 21, 2006, a personal net worth statement, a certification of disadvantage, and an affidavit of no change.

### **§23.33 What size standards do recipients use to determine the eligibility of ACDBEs?**

(a) As a recipient, you must, except as provided in paragraph (b) of this section, treat a firm as a small business eligible to be certified as an ACDBE if its gross receipts, averaged over the firm's previous three fiscal years, do not exceed \$56.42 million.

(b) The following types of businesses have size standards that differ from the standard set forth in paragraph (a) of this section:

(1) *Banks and financial institutions*: \$1 billion in assets;

(2) *Car rental companies*: \$75.23 million average annual gross receipts over the firm's three previous fiscal years, as adjusted by the Department for inflation every two years from April 3, 2009.

(3) *Pay telephones*: 1,500 employees;

(4) *Automobile dealers*: 350 employees.

(c) The Department adjusts the numbers in paragraphs (a) and (b)(2) of this section using the Department of Commerce price deflators for purchases by State and local governments as the basis for this adjustment. The Department publishes a FEDERAL REGISTER document informing the public of each adjustment.

[77 FR 36931, June 20, 2012]

### **§23.35 What is the personal net worth standard for disadvantaged owners of ACDBEs?**

The personal net worth standard used in determining eligibility for purposes of this part is \$1.32 million. Any individual who has a personal net worth exceeding this amount is not a socially and economically disadvantaged individual for purposes of this part, even if the individual is a member of a group otherwise presumed to be disadvantaged.

[70 FR 14508, Mar. 22, 2005, as amended at 77 FR 36931, June 20, 2012]

### **§23.37 Are firms certified under 49 CFR part 26 eligible to participate as ACDBEs?**

(a) You must presume that a firm that is certified as a DBE under part 26 is eligible to participate as an ACDBE. By meeting the size, disadvantage (including personal net worth), ownership and control standards of part 26, the firm will have also met the eligibility standards for part 23.

(b) However, before certifying such a firm, you must ensure that the disadvantaged owners of a DBE certified under part 26 are able to control the firm with respect to its activity in the concessions program. In addition, you are not required to certify a part 26 DBE as a part 23 ACDBE if the firm does not do work relevant to the airport's concessions program.

### **§23.39 What other certification requirements apply in the case of ACDBEs?**

(a) The provisions of part 26, §§26.83 (c)(2) through (c)(6) do not apply to certifications for purposes of this part. Instead, in determining whether a firm is an eligible ACDBE, you must take the following steps:

(1) Obtain the resumes or work histories of the principal owners of the firm and personally interview these individuals;

(2) Analyze the ownership of stock of the firm, if it is a corporation;

(3) Analyze the bonding and financial capacity of the firm;

(4) Determine the work history of the firm, including any concession contracts or other contracts it may have received;

(5) Obtain or compile a list of the licenses of the firm and its key personnel to perform the concession contracts or other contracts it wishes to receive;

(6) Obtain a statement from the firm of the type(s) of concession(s) it prefers to operate or the type(s) of other contract(s) it prefers to perform.

(b) In reviewing the affidavit required by part 26, §26.83(j), you must ensure that the ACDBE firm meets the applicable size standard in §23.33.

(c) For purposes of this part, the term prime contractor in part 26, §26.87(i) includes a firm holding a prime contract with an airport concessionaire to provide goods or services to the concessionaire or a firm holding a prime concession agreement with a recipient.

(d) With respect to firms owned by Alaska Native Corporations (ANCs), the provisions of part 26, §26.73(i) do not apply under this part. The eligibility of ANC-owned firms for purposes of this part is governed by §26.73(h).

(e) When you remove a concessionaire's eligibility after the concessionaire has entered a concession agreement, because the firm exceeded the small business size standard or because an owner has exceeded the personal net worth standard, and the firm in all other respects remains an eligible DBE, you may continue to count the concessionaire's participation toward DBE goals during the remainder of the current concession agreement. However, you must not count the concessionaire's participation toward DBE goals beyond the termination date for the concession agreement in effect at the time of the decertification (*e.g.*, in a case where the agreement is renewed or extended, or an option for continued participation beyond the current term of the agreement is exercised).

(f) When UCPs are established in a state (see part 26, §26.81), the UCP, rather than individual recipients, certifies firms for the ACDBE concession program.

(g) You must use the Uniform Application Form found in appendix F to part 26. However, you must instruct applicants to take the following additional steps:

(1) In the space available in section 2(B)(7) of the form, the applicant must state that it is applying for certification as an ACDBE.

(2) With respect to section 4(C) of the form, the applicant must provide information on an attached page concerning the address/location, ownership/lease status, current value of property or lease, and fees/lease payments paid to the airport.

(3) The applicant need not complete section 4(I) and (J). However, the applicant must provide information on an attached page concerning any other airport concession businesses the applicant firm or any affiliate owns and/or operates, including name, location, type of concession, and start date of concession.

(h) Car rental companies and private terminal owners or lessees are not authorized to certify firms as ACDBEs. As a car rental company or private terminal owner or lessee, you must obtain ACDBE participation from firms which a recipient or UCPs have certified as ACDBEs.

(i) You must use the certification standards of this part to determine the ACDBE eligibility of firms that provide goods and services to concessionaires.

#### **Subpart D—Goals, Good Faith Efforts, and Counting**

##### **§23.41 What is the basic overall goal requirement for recipients?**

(a) If you are a recipient who must implement an ACDBE program, you must, except as provided in paragraph (b) of this section, establish two separate overall ACDBE goals. The first is for car rentals; the second is for concessions other than car rentals.

(b) If your annual car rental concession revenues, averaged over the three-years preceding the date on which you are required to submit overall goals, do not exceed \$200,000, you are not required to submit a car rental overall goal. If your annual revenues for concessions other than car rentals, averaged over the three years preceding the date on which you are required to submit overall goals, do not exceed \$200,000, you are not required to submit a non-car rental overall goal.

(c) Each overall goal must cover a three-year period. You must review your goals annually to make sure they continue to fit your circumstances appropriately. You must report to the FAA any significant adjustments that you make to your goal in the time before your next scheduled submission.

(d) Your goals established under this part must provide for participation by all certified ACDBEs and may not be subdivided into group-specific goals.

(e) If you fail to establish and implement goals as provided in this section, you are not in compliance with this part. If you establish and implement goals in a way different from that provided in this part, you are not in compliance with this part. If you fail to comply with this requirement, you are not eligible to receive FAA financial assistance.

#### **§23.43 What are the consultation requirements in the development of recipients' overall goals?**

(a) As a recipient, you must consult with stakeholders before submitting your overall goals to FAA.

(b) Stakeholders with whom you must consult include, but are not limited to, minority and women's business groups, community organizations, trade associations representing concessionaires currently located at the airport, as well as existing concessionaires themselves, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged businesses, the effects of discrimination on opportunities for ACDBEs, and the recipient's efforts to increase participation of ACDBEs.

#### **§23.45 What are the requirements for submitting overall goal information to the FAA?**

(a) You must submit your overall goals to the appropriate FAA Regional Civil Rights Office for approval. Your first set of overall goals meeting the requirements of this subpart are due on the following schedule:

(1) If you are a large or medium hub primary airport on April 21, 2005, by January 1, 2006. You must make your next submissions by October 1, 2008.

(2) If you are a small hub primary airport on April 21, 2005, by October 1, 2006.

(3) If you are a nonhub primary airport on April 21, 2005, by October 1, 2007.

(b) You must then submit new goals every three years after the date that applies to you.

(c) Timely submission and FAA approval of your overall goals is a condition of eligibility for FAA financial assistance.

(d) In the time before you make your first submission under paragraph (a) of this section, you must continue to use the overall goals that have been approved by the FAA before the effective date of this part.

(e) Your overall goal submission must include a description of the method used to calculate your goals and the data you relied on. You must "show your work" to enable the FAA to understand how you concluded your goals were appropriate. This means that you must provide to the FAA the data, calculations, assumptions, and reasoning used in establishing your goals.

(f) Your submission must include your projection of the portions of your overall goals you propose to meet through use of race-neutral and race-conscious means, respectively, and the basis for making this projection (*see* §23.51(d)(5))

(g) FAA may approve or disapprove the way you calculated your goal, including your race-neutral/race-conscious "split," as part of its review of your plan or goal submission. Except as provided in paragraph (h) of this section, the FAA does not approve or disapprove the goal itself (*i.e.*, the number).

(h) If the FAA determines that your goals have not been correctly calculated or the justification is inadequate, the FAA may, after consulting with you, adjust your overall goal or race-conscious/race-neutral "split." The adjusted goal represents the FAA's determination of an appropriate overall goal for ACDBE participation in the recipient's concession program, based on relevant data and analysis. The adjusted goal is binding on you.

(i) If a new concession opportunity, the estimated average annual gross revenues of which are anticipated to be \$200,000 or greater, arises at a time that falls between normal submission dates for overall goals, you must submit an appropriate adjustment to your overall goal to the FAA for approval no later than 90 days before issuing the solicitation for the new concession opportunity.

[70 FR 14508, Mar. 22, 2005, as amended at 77 FR 36931, June 20, 2012]

#### **§23.47 What is the base for a recipient's goal for concessions other than car rentals?**

(a) As a recipient, the base for your goal includes the total gross receipts of concessions, except as otherwise provided in this section.

(b) This base does not include the gross receipts of car rental operations.

(c) The dollar amount of a management contract or subcontract with a non-ACDBE and the gross receipts of business activities to which a management or subcontract with a non-ACDBE pertains are not added to this base.

(d) This base does not include any portion of a firm's estimated gross receipts that will not be generated from a concession.

*Example to paragraph (d):* A firm operates a restaurant in the airport terminal which serves the traveling public and under the same lease agreement, provides in-flight catering service to air carriers. The projected gross receipts from the restaurant are included in the overall goal calculation, while the gross receipts to be earned by the in-flight catering services are not.

#### **§23.49 What is the base for a recipient's goal for car rentals?**

Except in the case where you use the alternative goal approach of §23.51(c)(5)(ii), the base for your goal is the total gross receipts of car rental operations at your airport. You do not include gross receipts of other concessions in this base.

#### **§23.51 How are a recipient's overall goals expressed and calculated?**

(a) Your objective in setting a goal is to estimate the percentage of the base calculated under §§23.47-23.49 that would be performed by ACDBEs in the absence of discrimination and its effects.

(1) This percentage is the estimated ACDBE participation that would occur if there were a "level playing field" for firms to work as concessionaires for your airport.

(2) In conducting this goal setting process, you are determining the extent, if any, to which the firms in your market area have suffered discrimination or its effects in connection with concession opportunities or related business opportunities.

(3) You must complete the goal-setting process separately for each of the two overall goals identified in §23.41 of this part.

(b)(1) Each overall concessions goal must be based on demonstrable evidence of the availability of ready, willing and able ACDBEs relative to all businesses ready, willing and able to participate in your ACDBE program (hereafter, the "relative availability of ACDBEs").

(2) You cannot simply rely on the 10 percent national aspirational goal, your previous overall goal, or past ACDBE participation rates in your program without reference to the relative availability of ACDBEs in your market.

(3) Your market area is defined by the geographical area in which the substantial majority of firms which seek to do concessions business with the airport are located and the geographical area in which the firms which receive the substantial majority of concessions-related revenues are located. Your market area may be different for different types of concessions.

(c) *Step 1.* You must begin your goal setting process by determining a base figure for the relative availability of ACDBEs. The following are examples of approaches that you may take toward determining a base figure. These examples are provided as a starting point for your goal setting process. Any percentage figure derived from one of these examples should be considered a

basis from which you begin when examining the evidence available to you. These examples are not intended as an exhaustive list. Other methods or combinations of methods to determine a base figure may be used, subject to approval by the FAA.

(1) *Use DBE Directories and Census Bureau Data.* Determine the number of ready, willing and able ACDBEs in your market area from your ACDBE directory. Using the Census Bureau's County Business Pattern (CBP) data base, determine the number of all ready, willing and able businesses available in your market area that perform work in the same NAICS codes. (Information about the CBP data base may be obtained from the Census Bureau at their Web site, <http://www.census.gov/epcd/cbp/view/cbpview.html>.) Divide the number of ACDBEs by the number of all businesses to derive a base figure for the relative availability of ACDBEs in your market area.

(2) *Use an Active Participants List.* Determine the number of ACDBEs that have participated or attempted to participate in your airport concessions program in previous years. Determine the number of all businesses that have participated or attempted to participate in your airport concession program in previous years. Divide the number of ACDBEs who have participated or attempted to participate by the number for all businesses to derive a base figure for the relative availability of ACDBEs in your market area.

(3) *Use data from a disparity study.* Use a percentage figure derived from data in a valid, applicable disparity study.

(4) *Use the goal of another recipient.* If another airport or other DOT recipient in the same, or substantially similar, market has set an overall goal in compliance with this rule, you may use that goal as a base figure for your goal.

(5) *Alternative methods.* (i) You may use other methods to determine a base figure for your overall goal. Any methodology you choose must be based on demonstrable evidence of local market conditions and be designed to ultimately attain a goal that is rationally related to the relative availability of ACDBEs in your market area.

(ii) In the case of a car rental goal, where it appears that all or most of the goal is likely to be met through the purchases by car rental companies of vehicles or other goods or services from ACDBEs, one permissible alternative is to structure the goal entirely in terms of purchases of goods and services. In this case, you would calculate your car rental overall goal by dividing the estimated dollar value of such purchases from ACDBEs by the total estimated dollar value of all purchases to be made by car rental companies.

(d) *Step 2.* Once you have calculated a base figure, you must examine all relevant evidence reasonably available in your jurisdiction to determine what adjustment, if any, is needed to the base figure in order to arrive at your overall goal.

(1) There are many types of evidence that must be considered when adjusting the base figure. These include, but are not limited to:

(i) The current capacity of ACDBEs to perform work in your concessions program, as measured by the volume of work ACDBEs have performed in recent years; and

(ii) Evidence from disparity studies conducted anywhere within your jurisdiction, to the extent it is not already accounted for in your base figure.

(2) If your base figure is the goal of another recipient, you must adjust it for differences in your market area and your concessions program.

(3) If available, you must consider evidence from related fields that affect the opportunities for ACDBEs to form, grow and compete. These include, but are not limited to:

(i) Statistical disparities in the ability of ACDBEs to get the financing, bonding and insurance required to participate in your program;

(ii) Data on employment, self-employment, education, training and union apprenticeship programs, to the extent you can relate it to the opportunities for ACDBEs to perform in your program.

(4) If you attempt to make an adjustment to your base figure to account for the continuing effects of past discrimination, or the effects of an ongoing ACDBE program, the adjustment must be based on demonstrable evidence that is logically and directly related to the effect for which the adjustment is sought.

(5) Among the information you submit with your overall goal (*see* 23.45(e)), you must include description of the methodology you used to establish the goal, including your base figure and the evidence with which it was calculated, as well as the adjustments you made to the base figure and the evidence relied on for the adjustments. You should also include a summary listing of the relevant available evidence in your jurisdiction and an explanation of how you used that evidence to adjust your base figure. You must also include your projection of the portions of the overall goal you expect to meet through race-neutral and race-conscious measures, respectively (*see* §§26.51(c)).

(e) You are not required to obtain prior FAA concurrence with your overall goal (*i.e.*, with the number itself). However, if the FAA's review suggests that your overall goal has not been correctly calculated, or that your method for calculating goals is inadequate, the FAA may, after consulting with you, adjust your overall goal or require that you do so. The adjusted overall goal is binding on you.

(f) If you need additional time to collect data or take other steps to develop an approach to setting overall goals, you may request the approval of the FAA Administrator for an interim goal and/or goal-setting mechanism. Such a mechanism must:

(1) Reflect the relative availability of ACDBEs in your local market area to the maximum extent feasible given the data available to you; and

(2) Avoid imposing undue burdens on non-ACDBEs.

### **§23.53 How do car rental companies count ACDBE participation toward their goals?**

(a) As a car rental company, you may, in meeting the goal the airport has set for you, include purchases or leases of vehicles from any vendor that is a certified ACDBE.

(b) As a car rental company, if you choose to meet the goal the airport has set for you by including purchases or leases of vehicles from an ACDBE vendor, you must also submit to the recipient documentation of the good faith efforts you have made to obtain ACDBE participation from other ACDBE providers of goods and services.

(c) While this part does not require you to obtain ACDBE participation through direct ownership arrangements, you may count such participation toward the goal the airport has set for you.

(d) The following special rules apply to counting participation related to car rental operations:

(1) Count the entire amount of the cost charged by an ACDBE for repairing vehicles, provided that it is reasonable and not excessive as compared with fees customarily allowed for similar services.

(2) Count the entire amount of the fee or commission charged by a ACDBE to manage a car rental concession under an agreement with the concessionaire toward ACDBE goals, provided that it is reasonable and not excessive as compared with fees customarily allowed for similar services.

(3) Do not count any portion of a fee paid by a manufacturer to a car dealership for reimbursement of work performed under the manufacturer's warranty.

(e) For other goods and services, count participation toward ACDBE goals as provided in part 26, §26.55 and §23.55 of this part. In the event of any conflict between these two sections, §23.55 controls.

(f) If you have a national or regional contract, count a pro-rated share of the amount of that contract toward the goals of each airport covered by the contract. Use the proportion of your applicable gross receipts as the basis for making this pro-rated assignment of ACDBE participation.

*Example to paragraph (f):* Car Rental Company X signs a regional contract with an ACDBE car dealer to supply cars to all five airports in a state. The five airports each account for 20 percent of X's gross receipts in the state. Twenty percent of the value of the cars purchased through the ACDBE car dealer would count toward the goal of each airport.

### **§23.55 How do recipients count ACDBE participation toward goals for items other than car rentals?**

(a) You count only ACDBE participation that results from a commercially useful function. For purposes of this part, the term commercially useful function has the same meaning as in part 26, §26.55(c), except that the requirements of §26.55(c)(3) do not apply to concessions.

(b) Count the total dollar value of gross receipts an ACDBE earns under a concession agreement and the total dollar value of a management contract or subcontract with an ACDBE toward the goal. However, if the ACDBE enters into a subconcession agreement or subcontract with a non-ACDBE, do not count any of the gross receipts earned by the non-ACDBE.

(c) When an ACDBE performs as a subconcessionaire or subcontractor for a non-ACDBE, count only the portion of the gross receipts earned by the ACDBE under its subagreement.

(d) When an ACDBE performs as a participant in a joint venture, count a portion of the gross receipts equal to the distinct, clearly defined portion of the work of the concession that the ACDBE performs with its own forces toward ACDBE goals.

(e) Count the entire amount of fees or commissions charged by an ACDBE firm for a *bona fide* service, provided that, as the recipient, you determine this amount to be reasonable and not excessive as compared with fees customarily allowed for similar services. Such services may include, but are not limited to, professional, technical, consultant, legal, security systems, advertising, building cleaning and maintenance, computer programming, or managerial.

(f) Count 100 percent of the cost of goods obtained from an ACDBE manufacturer. For purposes of this part, the term manufacturer has the same meaning as in part 26, §26.55(e)(1)(ii).

(g) Count 100 percent of the cost of goods purchased or leased from a ACDBE regular dealer. For purposes of this part, the term "regular dealer" has the same meaning as in part 26, §26.55(e)(2)(ii).

(h) Count credit toward ACDBE goals for goods purchased from an ACDBE which is neither a manufacturer nor a regular dealer as follows:

(1) Count the entire amount of fees or commissions charged for assistance in the procurement of the goods, provided that this amount is reasonable and not excessive as compared with fees customarily allowed for similar services. Do not count any portion of the cost of the goods themselves.

(2) Count the entire amount of fees or transportation charges for the delivery of goods required for a concession, provided that this amount is reasonable and not excessive as compared with fees customarily allowed for similar services. Do not count any portion of the cost of goods themselves.

(i) If a firm has not been certified as an ACDBE in accordance with the standards in this part, do not count the firm's participation toward ACDBE goals.

(j) Do not count the work performed or gross receipts earned by a firm after its eligibility has been removed toward ACDBE goals. However, if an ACDBE firm certified on April 21, 2005 is decertified because one or more of its disadvantaged owners do not meet the personal net worth criterion or the firm exceeds business size standards of this part during the performance of a contract or other agreement, the firm's participation may continue to be counted toward ACDBE goals for the remainder of the term of the contract or other agreement (but not extensions or renewals of such contracts or agreements).

(k) Do not count costs incurred in connection with the renovation, repair, or construction of a concession facility (sometimes referred to as the "build-out").

(l) Do not count the ACDBE participation of car rental companies toward your ACDBE achievements toward this goal.

### **§23.57 What happens if a recipient falls short of meeting its overall goals?**

(a) You cannot be penalized, or treated by the Department as being in noncompliance with this part, simply because your ACDBE participation falls short of your overall goals. You can be penalized or treated as being in noncompliance only if you have failed to administer your ACDBE program in good faith.

(b) If the awards and commitments shown on your Uniform Report of ACDBE Participation (found in Appendix A to this Part) at the end of any fiscal year are less than the overall goal applicable to that fiscal year, you must do the following in order to be regarded by the Department as implementing your ACDBE program in good faith:

(1) Analyze in detail the reasons for the difference between the overall goal and your awards and commitments in that fiscal year;

(2) Establish specific steps and milestones to correct the problems you have identified in your analysis and to enable you to meet fully your goal for the new fiscal year;

(3) (i) If you are a CORE 30 airport or other airport designated by the FAA, you must submit, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraphs (b)(1) and (2) of this section to the FAA for approval. If the FAA approves the report, you will be regarded as complying with the requirements of this section for the remainder of the fiscal year.

(ii) As an airport not meeting the criteria of paragraph (b)(3)(i) of this section, you must retain analysis and corrective actions in your records for three years and make it available to the FAA, on request, for their review.

(4) The FAA may impose conditions on the recipient as part of its approval of the recipient's analysis and corrective actions including, but not limited to, modifications to your overall goal methodology, changes in your race-conscious/race-neutral split, or the introduction of additional race-neutral or race-conscious measures.

(5) You may be regarded as being in noncompliance with this part, and therefore subject to the remedies in §23.11 of this part and other applicable regulations, for failing to implement your ACDBE program in good faith if any of the following things occur:

(i) You do not submit your analysis and corrective actions to FAA in a timely manner as required under paragraph (b)(3) of this section;

(ii) FAA disapproves your analysis or corrective actions; or

(iii) You do not fully implement:

(A) The corrective actions to which you have committed, or

(B) Conditions that FAA has imposed following review of your analysis and corrective actions.

(c) If information coming to the attention of FAA demonstrates that current trends make it unlikely that you, as an airport, will achieve ACDBE awards and commitments that would be necessary to allow you to meet your overall goal at the end of the fiscal year, FAA may require you to make further good faith efforts, such as modifying your race-conscious/race-neutral split or introducing additional race-neutral or race-conscious measures for the remainder of the fiscal year.

[70 FR 14508, Mar. 22, 2005, as amended at 77 FR 36931, June 20, 2012]

### **§23.59 What is the role of the statutory 10 percent goal in the ACDBE program?**

(a) The statute authorizing the ACDBE program provides that, except to the extent the Secretary determines otherwise, not less than 10 percent of concession businesses are to be ACDBEs.

(b) This 10 percent goal is an aspirational goal at the national level, which the Department uses as a tool in evaluating and monitoring DBEs' opportunities to participate in airport concessions.

(c) The national 10 percent aspirational goal does not authorize or require recipients to set overall or concession-specific goals at the 10 percent level, or any other particular level, or to take any special administrative steps if their goals are above or below 10 percent.

**§23.61 Can recipients use quotas or set-asides as part of their ACDBE programs?**

You must not use quotas or set-asides for ACDBE participation in your program.

**Subpart E—Other Provisions**

**§23.71 Does a recipient have to change existing concession agreements?**

Nothing in this part requires you to modify or abrogate an existing concession agreement (one executed before April 21, 2005) during its term. When an extension or option to renew such an agreement is exercised, or when a material amendment is made, you must assess potential for ACDBE participation and may, if permitted by the agreement, use any means authorized by this part to obtain a modified amount of ACDBE participation in the renewed or amended agreement.

**§23.73 What requirements apply to privately-owned or leased terminal buildings?**

(a) If you are a recipient who is required to implement an ACDBE program on whose airport there is a privately-owned or leased terminal building that has concessions, or any portion of such a building, this section applies to you.

(b) You must pass through the applicable requirements of this part to the private terminal owner or lessee via your agreement with the owner or lessee or by other means. You must ensure that the terminal owner or lessee complies with the requirements of this part.

(c) If your airport is a primary airport, you must obtain from the terminal owner or lessee the goals and other elements of the ACDBE program required under this part. You must incorporate this information into your concession plan and submit it to the FAA in accordance with this part.

(d) If the terminal building is at a non-primary commercial service airport or general aviation airport or reliever airport, you must ensure that the owner complies with the requirements in §23.21(e).

**§23.75 Can recipients enter into long-term, exclusive agreements with concessionaires?**

(a) Except as provided in paragraph (b) of this section, you must not enter into long-term, exclusive agreements for concessions. For purposes of this section, a long-term agreement is one having a term longer than five years.

(b) You may enter into a long-term, exclusive concession agreement only under the following conditions:

(1) Special local circumstances exist that make it important to enter such agreement, and

(2) The responsible FAA regional office approves your plan for meeting the standards of paragraph (c) of this section.

(c) In order to obtain FAA approval of a long-term-exclusive concession agreement, you must submit the following information to the FAA regional office:

(1) A description of the special local circumstances that warrant a long-term, exclusive agreement.

(2) A copy of the draft and final leasing and subleasing or other agreements. This long-term, exclusive agreement must provide that:

(i) A number of ACDBEs that reasonably reflects their availability in your market area, in the absence of discrimination, to do the types of work required will participate as concessionaires throughout the term of the agreement and account for at a percentage of the estimated annual gross receipts equivalent to a level set in accordance with §§23.47 through 23.49 of this part.

(ii) You will review the extent of ACDBE participation before the exercise of each renewal option to consider whether an increase or decrease in ACDBE participation is warranted.

(iii) An ACDBE concessionaire that is unable to perform successfully will be replaced by another ACDBE concessionaire, if the remaining term of the agreement makes this feasible. In the event that such action is not feasible, you will require the concessionaire to make good faith efforts during the remaining term of the agreement to encourage ACDBEs to compete for the purchases and/or leases of goods and services to be made by the concessionaire.

(3) Assurances that any ACDBE participant will be in an acceptable form, such as a sublease, joint venture, or partnership.

(4) Documentation that ACDBE participants are properly certified.

(5) A description of the type of business or businesses to be operated (*e.g.*, location, storage and delivery space, “back-of-the-house facilities” such as kitchens, window display space, advertising space, and other amenities that will increase the ACDBE’s chance to succeed).

(6) Information on the investment required on the part of the ACDBE and any unusual management or financial arrangements between the prime concessionaire and ACDBE.

(7) Information on the estimated gross receipts and net profit to be earned by the ACDBE.

#### **§23.77 Does this part preempt local requirements?**

(a) In the event that a State or local law, regulation, or policy differs from the requirements of this part, the recipient must, as a condition of remaining eligible to receive Federal financial assistance from the DOT, take such steps as may be necessary to comply with the requirements of this part.

(b) You must clearly identify any State or local law, regulation, or policy pertaining to minority, women’s, or disadvantaged business enterprise concerning airport concessions that adds to, goes beyond, or imposes more stringent requirements than the provisions of this part. FAA will determine whether such a law, regulation, or policy conflicts with this part, in which case the requirements of this part will govern.

(c) If not deemed in conflict by the FAA, you must write and administer such a State or local law, policy, or regulation separately from the ACDBE program.

(d) You must provide copies of any such provisions and the legal authority supporting them to the FAA with your ACDBE program submission. FAA will not approve an ACDBE program if there are such provisions that conflict with the provisions of this part.

(e) However, nothing in this part preempts any State or local law, regulation, or policy enacted by the governing body of a recipient, or the authority of any State or local government or recipient to adopt or enforce any law, regulation, or policy relating to ACDBEs, as long as the law, regulation, or policy does not conflict with this part.

#### **§23.79 Does this part permit recipients to use local geographic preferences?**

No. As a recipient you must not use a local geographic preference. For purposes of this section, a local geographic preference is any requirement that gives an ACDBE located in one place (*e.g.*, your local area) an advantage over ACDBEs from other places in obtaining business as, or with, a concession at your airport.

### **Appendix A to Part 23—Uniform Report of ACDBE Participation**

#### **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: “Prime Concessions” are concessions who have a direct relationship with the airport (*e.g.*, a company who has a lease agreement directly with the airport to operate a concession). 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. 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.*, manage the parking facilities). “Goods/services” refers to those goods and services purchased by the airport itself or by concessionaires and management contractors from certified DBEs.

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 and ACDBE participation as a percentage of total management contracting dollars are not intended to be filled in blocks 5, 6, 8, and 9.

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

Columns 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 percentages 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 filling 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. 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 attach five information items 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.

### Uniform Report of ACDBE Participation

1. Name of Recipient and AIP Number:

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 \_\_%

| <b>5. Non-car rental Cumulative ACDBE participation</b>      | <b>A<br/>Total dollars<br/>(everyone)</b> | <b>B<br/>Total number<br/>(everyone)</b> | <b>C<br/>Total to<br/>ACDBEs<br/>(dollars)</b> | <b>D<br/>Total to<br/>ACDBEs<br/>(number)</b> | <b>E<br/>RC to<br/>ACDBEs<br/>(dollars)</b> | <b>F<br/>RN to<br/>ACDBEs<br/>(dollars)</b> | <b>G<br/>% of<br/>dollars to<br/>ACDBEs</b> |
|--------------------------------------------------------------|-------------------------------------------|------------------------------------------|------------------------------------------------|-----------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|
| Prime Concessions                                            |                                           |                                          |                                                |                                               |                                             |                                             |                                             |
| Subconcessions                                               |                                           |                                          |                                                |                                               |                                             |                                             |                                             |
| Management Contracts                                         | XXXXXXX                                   | XXXXXXX                                  |                                                |                                               |                                             |                                             | XXXXXX                                      |
| Goods/Services                                               |                                           |                                          |                                                |                                               |                                             |                                             |                                             |
| Totals                                                       |                                           |                                          |                                                |                                               |                                             |                                             |                                             |
| <b>6. Non-Car rental New ACDBE participation this period</b> | <b>A<br/>Total dollars<br/>(everyone)</b> | <b>B<br/>Total number<br/>(everyone)</b> | <b>C<br/>Total to<br/>ACDBEs<br/>(dollars)</b> | <b>D<br/>Total to ACDBEs<br/>(number)</b>     | <b>E<br/>RC to<br/>ACDBEs<br/>(dollars)</b> | <b>F<br/>RN to<br/>ACDBEs<br/>(dollars)</b> | <b>G<br/>% of<br/>dollars to<br/>ACDBEs</b> |
| Prime Concessions                                            |                                           |                                          |                                                |                                               |                                             |                                             |                                             |
| Subconcessions                                               |                                           |                                          |                                                |                                               |                                             |                                             |                                             |
| Management Contracts                                         | XXXXXXX                                   | XXXXXXX                                  |                                                |                                               |                                             | XXXXXX                                      |                                             |
| Goods/Services                                               |                                           |                                          |                                                |                                               |                                             |                                             |                                             |
| Totals                                                       |                                           |                                          |                                                |                                               |                                             |                                             |                                             |

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

| <b>8. Car rental Cumulative ACDBE participation</b>      | <b>A<br/>Total dollars<br/>(everyone)</b> | <b>B<br/>Total number<br/>(everyone)</b> | <b>C<br/>Total to<br/>ACDBEs<br/>(dollars)</b> | <b>D<br/>Total to ACDBEs<br/>(number)</b> | <b>E<br/>RC to<br/>ACDBEs<br/>(dollars)</b> | <b>F<br/>RN to<br/>ACDBEs<br/>(dollars)</b> | <b>G<br/>% of<br/>dollars to<br/>ACDBEs</b> |
|----------------------------------------------------------|-------------------------------------------|------------------------------------------|------------------------------------------------|-------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|
| Prime Concessions                                        |                                           |                                          |                                                |                                           |                                             |                                             |                                             |
| Subconcessions                                           |                                           |                                          |                                                |                                           |                                             |                                             |                                             |
| Goods/Services                                           |                                           |                                          |                                                |                                           |                                             |                                             |                                             |
| Totals                                                   |                                           |                                          |                                                |                                           |                                             |                                             |                                             |
| <b>9. Car rental New ACDBE participation this period</b> | <b>A<br/>Total dollars<br/>(everyone)</b> | <b>B<br/>Total number<br/>(everyone)</b> | <b>C<br/>Total to<br/>ACDBEs<br/>(dollars)</b> | <b>D<br/>Total to ACDBEs<br/>(number)</b> | <b>E<br/>RC to<br/>ACDBEs<br/>(dollars)</b> | <b>F<br/>RN to<br/>ACDBEs<br/>(dollars)</b> | <b>G<br/>% of<br/>dollars to<br/>ACDBEs</b> |
| Prime Concessions                                        |                                           |                                          |                                                |                                           |                                             |                                             |                                             |

|                                                          |                                  |                                     |                                          |                                         |                                   |                                          |                    |                     |
|----------------------------------------------------------|----------------------------------|-------------------------------------|------------------------------------------|-----------------------------------------|-----------------------------------|------------------------------------------|--------------------|---------------------|
| Subconcessions                                           |                                  |                                     |                                          |                                         |                                   |                                          |                    |                     |
| Goods/Services                                           |                                  |                                     |                                          |                                         |                                   |                                          |                    |                     |
| Totals                                                   |                                  |                                     |                                          |                                         |                                   |                                          |                    |                     |
| <b>10. Cumulative ACDBE participation by race/gender</b> | <b>A<br/>Black<br/>Americans</b> | <b>B<br/>Hispanic<br/>Americans</b> | <b>C<br/>Asian-Pacific<br/>Americans</b> | <b>D<br/>Asian-Indian<br/>Americans</b> | <b>E<br/>Native<br/>Americans</b> | <b>F<br/>Non-<br/>minority<br/>Women</b> | <b>G<br/>Other</b> | <b>H<br/>Totals</b> |
| Car Rental                                               |                                  |                                     |                                          |                                         |                                   |                                          |                    |                     |
| Non-Car Rental                                           |                                  |                                     |                                          |                                         |                                   |                                          |                    |                     |
| Totals                                                   |                                  |                                     |                                          |                                         |                                   |                                          |                    |                     |

11. On an attachment, list the following information for each ACDBE firm participating in your program during the period of this report: (1) Firm name; (2) Type of business; (3) Beginning and expiration dates of agreement, including options to renew; (4) Dates that material amendments have been or will be made to agreement (if known); (5) Estimated gross receipts for the firm during this reporting period.