



U.S. Department
of Transportation

Federal Aviation
Administration

Great Lakes Region
Illinois, Indiana, Michigan,
Minnesota, North Dakota,
Ohio, South Dakota,
Wisconsin

2300 E Devon Avenue
Des Plaines, Illinois 60018

POLICY AND PROCEDURES MEMORANDUM - AIRPORTS DIVISION

NUMBER : 5100.18

DATE : DEC 28 1992

SUBJECT : Disadvantaged Business Enterprise (DBE)
Program

CANCELLATION : None

REFERENCE : 1. FAA Order 5100.38A, Airport Improvement
Program (AIP) Handbook, dated 10/24/89
2. 49 CFR Part 23, Participation by
Minority Business Enterprise in
Department of Transportation Programs
3. Initiatives of the 90's, dated 4/92
4. PPM 5100.17, Regional Standard
Tentative Allocation Letter, dated
4/1/91.

APPENDIX : 1. Resolution of Comments (Internal Use Only)

1. Background. The provisions of the referenced policy documents indicate the Airports Division's role with respect to the FAA's Disadvantaged Business Enterprise Program. The regional Airports Division staff and the ADO's are to conduct publicity campaigns through various industry media, such as, the state regional and airport industry and association safety newsletter, seminars, workshops and the like giving recognition to past DBE accomplishments and encouraging sponsors to increase DBE participation to the extent reasonable. The ADO's are to work closely with the Civil Rights Staff, AGL-9, to increase DBE participation in contracting and concession opportunities.

2. Policy/Procedure.

a. The Civil Rights Staff (AGL-9) is responsible for:

(1) Requesting sponsors who have approved DBE programs to submit updated annual DBE goals and accomplishments/information.

Distribution: AGL-600/601/602/603/605/610/620 Originator: AGL-605
ADO-CHI/ADO-DET/ADO-MSP/ADO-BIS
State Aviation Director (for
information by ADO's)

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(2) Reviewing the DBE program and notifying the sponsor of program approval or providing information on required changes or additions in order to obtain approval. Copies of the DBE program approval correspondence shall be provided to the appropriate ADO.

(3) Reviewing and approving DBE overall and contract goals.

(4) Making compliance reviews and determinations, including the adequacy of sponsor's determination of contractor "good faith efforts" to meet contract goals.

(5) Collecting and reviewing DBE reports and associated information.

(6) Coordinating with other DOT elements, on DBE programs approval, for projects which fall under the lead agency concept (for example the Federal Highway Administration).

(7) Providing recommendations to the ADO's regarding compliance with DBE program requirements.

b. The Airports Division (ADO's) is responsible for:

(1) Advising sponsors of DBE program requirements in the letter of Tentative Allocation (refer to Reference 4).

(2) Issuing the grant offer when notice of DBE goal approval is received. The ADO shall alert the Civil Rights Staff as to time-critical projects and may proceed when telephonic approval is given.

(3) Ensuring that no grant offer is issued until the DBE program is approved (when applicable).

(4) Encouraging sponsors to proceed with voluntary compliance.

(5) Advising the Civil Rights Staff where situations of probable noncompliance exist.

(6) Ensuring that the sponsor has determined that the low bidder has met the DBE contract goal or that the contractor demonstrated a good faith effort to meet the contract goal to the satisfaction of the airport sponsor.

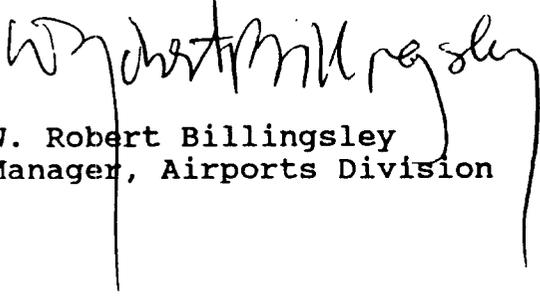
NOTE: The Civil Rights Staff does not desire that individual data on construction contracts be sent to them.

(7) Ensuring that those states with block grants follow through on above for the categories of airports covered under the block grant.

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PPM 5100.18

3. Recognition. The Airports Division, in conjunction with Civil Rights, sponsors annual Disadvantaged Business Enterprise (DBE) Awards for individuals or airport sponsors who have made significant contributions to the Agency's DBE program. Each office/branch of the Airports Division is highly encouraged to support and participate in these awards. Each office/branch is also highly encouraged to submit nominations for the DBE awards according to the latest criteria as announced by AGL-9.



W. Robert Billingsley
Manager, Airports Division