



Cheryl Hawkins, Business Diversity Manager



ACDBE Monitoring and Compliance

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- Counting ACDBE Participation in a joint venture:
 - “distinct, clearly defined portion of the work of the concession that the ACDBE performs with its own forces”
 - “Clearly defined” means that there is no guesswork involved in determining the nature of the work assigned to the ACDBE.
 - “Own forces” - persons employed directly by the ACDBE or if employees of JV are controlled by the ACDBE with respect to the ACDBE’s role.
 - Descriptions that are vague are not acceptable by USDOT/FAA.
 - If the role of the ACDBE participant can’t be quantified or qualified, it can’t be counted.



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The Preamble to 49 CFR Part 23, revised in 2005, states as follows:

“As a policy matter, we believe it is preferable for ACDBE joint venture participants to actually have a defined role in the revenue-generating activities of the business (e.g., the joint venture runs four food service locations in the airport, and the ACDBE is directly responsible for one of them).

There is a greater likelihood of confusion, counting, and other administrative difficulties, as well as of abuse, when ACDBE participation is claimed for joint ventures in which the ACDBE participant has only a vaguely defined role in the entity as a whole.”

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EXAMPLES OF “VAGUE” ACDBE PARTICIPATION:

- Participated in the budget process
- Assisted with hiring employees
- Worked with managers to improve customer service
- Minor roles that occur on an “as needed” basis



EXAMPLES OF “ACCEPTABLE/COUNTABLE” ACDBE PARTICIPATION:

- Comprehensive role in the operation and management of a single location or unit
- Roles that involve activities that occur on an ongoing basis and can be related to a core function
- Who, what, how and for what period of time, ie. daily, weekly, or monthly that activities/tasks occur (ACDBE Compliance Report)

If the role of the ACDBE participant can't be quantified or qualified, it can't be counted!

MONTHLY JOINT VENTURE ACDBE COMPLIANCE REPORT

NAME OF JOINT VENTURE:		ACDBE GOAL: 29%	
TAMPA BAY FOODS, LLC		ACDBE PARTNER'S PERCENTAGE:	
REPORTING PERIOD:		<i>Example: Food & Beverage, LLC</i>	10.00%
May 1 - May 31, 2016		<i>ABC Foods, LLC</i>	19.00%

ACDBE DUTIES AND RESPONSIBILITIES	CONCESSION UNIT (S)/ ACDBE	DETAILED DESCRIPTION OF TASKS PERFORMED	FREQUENCY: HOURLY DAILY WEEKLY
OPERATIONS			
Day-to-Day Management/Operation of Unit			
Human Resources	McBurger's / ABC Foods, LLC	ABC Foods tasks were as follows: 1. Conducted QSR training with 5 new employees 2. Interviewed and selected 2 new food service employees during the week of May 6 3. Review and approve payroll 4. Coordinating/organizing job fair for August- hiring for 2 new food locations to open by Oct., 2016. Meeting with local media	Monthly Weekly Weekly Quarterly

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- ACDBE Compliance Report will be **due July 15, 2016** and monthly thereafter.
- Submit JV Meeting Minutes with the ACDBE Report.
- Report templates will be posted on TPA website:
<http://www.tampaairport.com/concessions>
- **Submit ACDBE Report to:**
Cheryl Hawkins (CHawkins@TampaAirport.com)
Bonnie Yauilla (BYauilla@TampaAirport.com)



Questions & Answers

THANK YOU FOR ATTENDING!