



WCAA ACDBE Concessionaire Monthly Participation Report Instructions

On an annual basis, Wayne County Airport Authority (WCAA) is required to report to the Federal Aviation Administration (FAA) the total Airport Concessions Disadvantaged Business Enterprises (ACDBE) participation on all concessions operations at Detroit Metro Airport (DTW).

An ACDBE Concessionaire Monthly Participation Report must be submitted for each contract, on or before the 15th of the month, to report on the previous month's activities. This report allows WCAA to monitor and track the participation levels which cumulatively provide the data for the annual FAA reporting. Step by step instructions on filling out the report are listed below:

1. Top Right Corner of Report

- a. Contract Number: Type the WCAA contract number (*Ex. 1600332*).
- b. Reporting Period: Type the month and date covered by the reported data (*ex. Nov-2017*).

2. Left, Middle of Report

- a. **Prime Concessionaire Information:** (*company which contracted with the Authority*)
 - i. Company Name: Type the name of the Prime Concessionaire.
 - ii. Joint Venture?: Check "Yes" if the ACDBE participation is achieved through the use of a joint venture partnership or "No" if not.
 - iii. Contact: Type the name of the individual who would be able to assist with questions relating to the information provided on this form.
 - iv. Telephone Number: Type the phone number for the contact listed in step 2.a.iii. above.
 - v. Email Address: Type the email address for the contact listed in step 2.a.iii. above.

3. Middle of Report (Columns A through J)

- a. **Operating Performance Information:**
 - i. Column A - Location & Terminal: Type the concept location number and select the terminal (*Ex. L-3 McNamara*)
 - ii. Column B - Concept Name: Type the name of the concept (*Ex. Olive Garden*)
 - iii. Column C - Concession Type: Select the type of concession of the concept (Food & Beverage, Other, or Retail)
 - iv. Column D - Total Gross Revenue: Type the **total gross sales for the concept** during the reporting period.
 - v. Column E- ACDBE Name: Type the name of the ACDBE entity participating on the concept (multiple entities can be listed per concept, if applicable)

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- vi. Column F - ACDBE Participation/Commercially Useful Function: Type a summary of the goods or services the ACDBE has provided during the reporting period (*ex. Employee hiring, badging and orientation, additional pages may be attached*).
- vii. Column G - ACDBE Gross Revenue: Type the **actual revenue received by the ACDBE** for the goods/services described in Column F (*monies received by the ACDBE during the reporting period*).
- viii. Column H - ACDBE JV% of Gross Sales (Only applies to Joint Ventures): Type the ACDBE ownership percentage provided under the Joint Venture agreement.
- ix. Column I - ACDBE JV Participation: Auto populated.
Note: Columns G & I are not required to be the same
- x. Column J - ACDBE Certification of Participation Amounts: Have the ACDBE(s) sign to certify that the sales values reported are accurate. **(ACDBE vendors must sign each line reporting their participation)**

4. Bottom of Report

a. Prime Concessionaire Certification of Reported Values:

- i. Printed Name: Type the name of the official responsible for the Prime Concessionaire's financial records
- ii. Title: Type the title of the official responsible for the Prime Concessionaire's financial records
- iii. Signature/Date: Have the official responsible for the Prime Concessionaire's financial records sign certifying that the reported values are true, correct, and complete.