National DBE TRAINING INSTITUTE™
A Division of Ken Weeden & Associates, Inc.

Essentials of DBE/ACDBE Program Administration Training Agenda

Hampton Inn & Suites Raleigh/Crabtree Valley
Raleigh, North Carolina
Monday, April 28, 2025

DRAFT

DAY 1	9:00 a.m. – 4:30 p.m. EDT	
Time	**Topic**	**Facilitator**
9:00 a.m. – 9:15 a.m.	➢ **Welcome and Introductions**	Kenneth Weeden, President, KWA
9:15 a.m. – 10:30 a.m.	➢ **An Introduction to USDOT DBE Programs** – History, Origins, and Trends: Why Do We Have DBE and ACDBE programs?	Kenneth Weeden
10:30 a.m. – 10:45 a.m.	**BREAK**	
10:45 a.m. – 11:15 a.m.	**Overview of the New Final Rule**	Kenneth Weeden
11:15 a.m. – 11:30 a.m.	➢ **DBE and ACDBE Program Regulations** – Overview of structures	Kevin Weeden SVP, KWA-ATL
11:30 a.m. – 12:00 p.m.	➢ **DBE Program Administration Introduction**: Responsibilities of the DBE Liaison Officer	Kevin Weeden
12:00 p.m. – 1:15 p.m.	**Lunch** (on your own)	
1:15 p.m. – 2:00 p.m.	➢ **What Are the Components of a "Good" DBE Program? – Part 1** ○ DBE Program Plan: Detailed Requirements	Kenneth Weeden
2:00 p.m. – 2:15 p.m.	**BREAK**	
2:15 p.m. – 2:45 p.m.	➢ **What Are the Components of a "Good" DBE Program? – Part 2** ○ DBE Program Plan: Detailed Requirements	Kenneth Weeden
2:45 p.m. – 3:00 p.m.	**BREAK**	
3:00 p.m. – 4:15 p.m.	➢ **DBE Goal Setting** – The Two-Step Process	Kevin Weeden
4:15 p.m. – 4:30 p.m.	➢ **Review/Q&A**	

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DAY 2	9:00 a.m. – 4:00 p.m. EDT	
Time	**Topic**	**Facilitator**
9:00 a.m. – 9:45 a.m.	➢ **Good Faith Effort Reviews** ➢ What happens when they DON'T meet the Goal?	Wilfred Nixon, Jr. SVP, KWA-ILM
9:45 a.m. – 10:00 a.m.	**BREAK**	
10:00 a.m. – 11:00 a.m.	➢ **DBE Program Monitoring** ○ DBE Fraud ○ Commercially Useful Function	Kenneth Weeden, President, KWA
11:00 a.m. – 11:15 a.m.	**BREAK**	
11:15 a.m. – 12:00 p.m.	➢ **Accomplishments Reports** ➢ DBE Recordkeeping	Wilfred Nixon, Jr. Senior Vice President, KWA-ILM
12:00 p.m. – 1:15 p.m.	➢ **Lunch** (on your own)	
1:15 p.m. – 2:00 p.m.	➢ **The Airport Concession DBE Program** History, Background, Regulatory Requirements	Kenneth Weeden
2:00 p.m. – 2:15 p.m.	**BREAK**	
2:15 p.m. – 2:50 p.m.	➢ **ACDBE Goal Setting** – The Two-Step Process	Kevin Weeden, SVP KWA-ATL
2:50 p.m. – 3:00 p.m.	**BREAK**	
3:00 p.m. – 3:30 p.m.	➢ **The ACDBE Program Plan** - Detailed Requirements	Kevin Weeden
3:30 p.m. – 3:55 p.m.	➢ **Joint Ventures in Concessions** - What to Look For?	Kenneth Weeden
3:55 p.m. – 4:00 p.m.	➢ **Review/Q&A**	

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Essentials of DBE/ACDBE Program Administration Training Agenda

Hampton Inn & Suites Raleigh/Crabtree Valley
Raleigh, North Carolina
Wednesday, April 30, 2025

DRAFT

DAY 3	9:00 a.m. – 12:00 p.m. EDT	
Time	**Topic**	**Facilitator**
9:00 a.m. – 9:30 a.m.	➢ **Other Administrative Elements and Industry Trends**	Kenneth Weeden
9:30 a.m. – 10:00 a.m.	➢ **General Industry Trends** – Covid-19, Bipartisan Infrastructure Law (BIL), etc.	Kenneth Weeden
10:00 a.m. – 10:15 a.m.	**BREAK**	
10:15 a.m. – 10:30 a.m.	➢ **Public Participation and Outreach Programs**	Kevin Weeden, SVP KWA-ATL
10:30 a.m. – 11:30 a.m.	➢ **Title VI and Community Participation Plans:** An Overview	Nikki Jefferies, Compliance Specialist
11:30 a.m. – 12:00 p.m.	➢ **Review/Q&A** ➢ **Evaluation**	Kenneth Weeden