



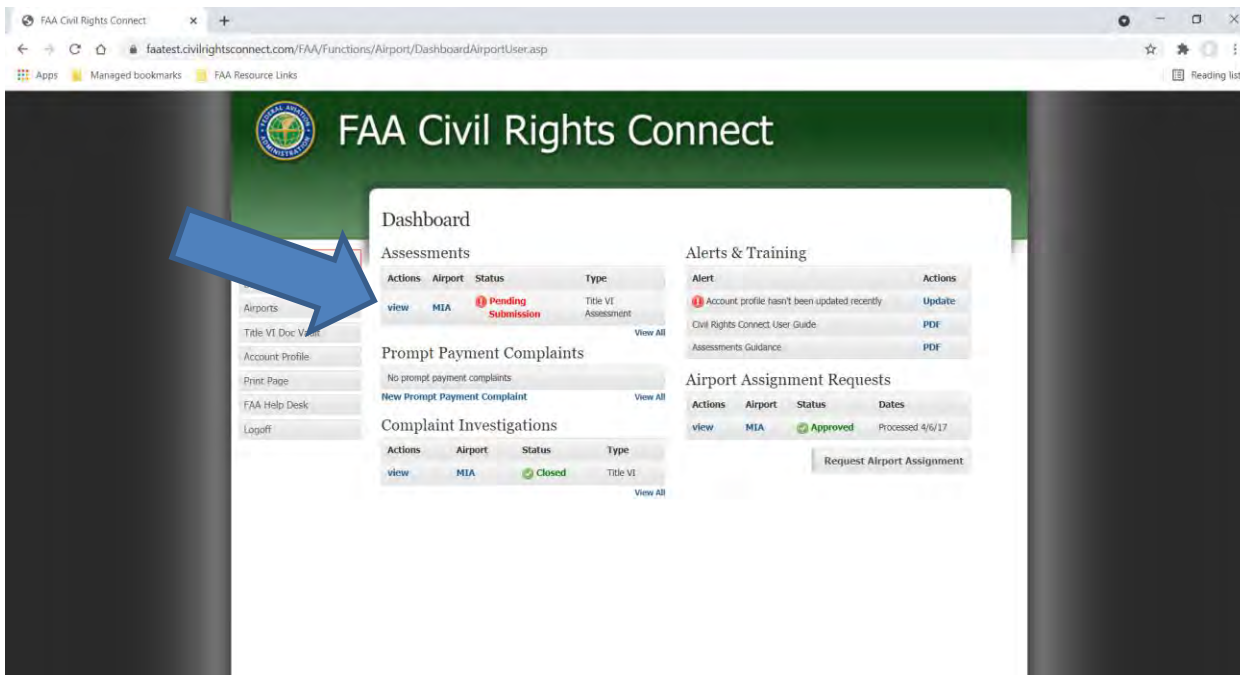
Online Compliance Assessment Tool

When FAA initiates an Assessment.

When FAA initiates a Review, you will receive an email message and it will also be visible on your Dashboard under **Assessments**.

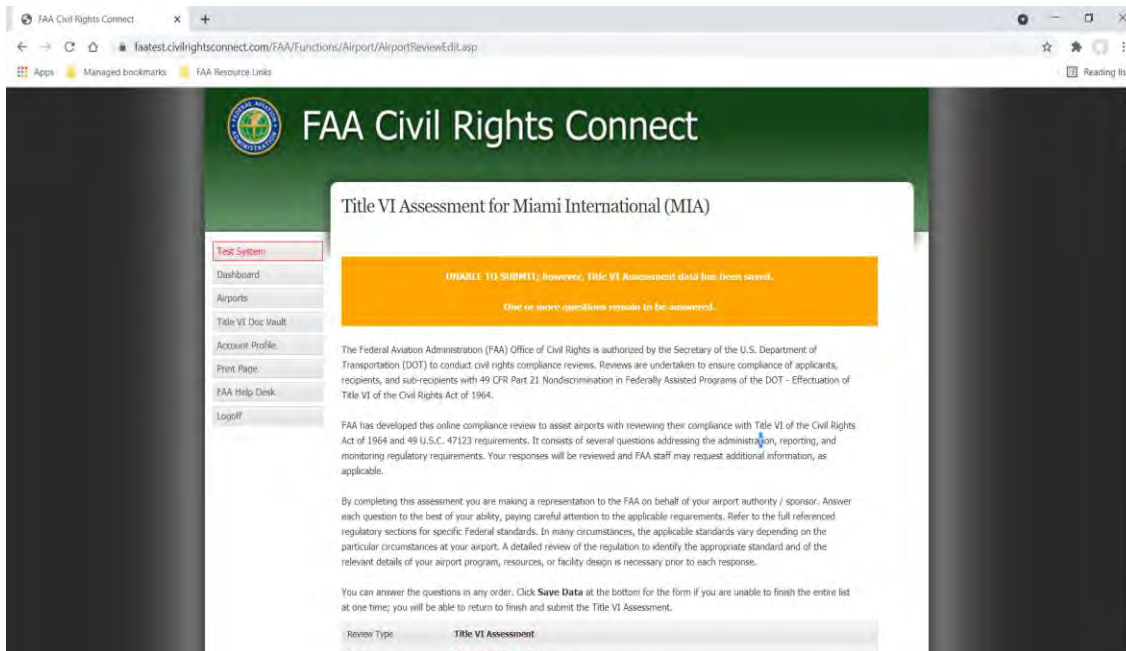
Dashboard

1. Go to Assessments on your Dashboard. Click on **View** next to the airport.



Online Compliance Assessment Tool (continued)

2. Read the instructions. Answer all of the questions. Some items will require an explanation.
3. Partial means that the airport has done part of the compliance for that item (requires an explanation).
4. Attach all the documents that are required.
5. Click **Save Draft** to save your work, if you are unable to finish the entire assessment. You can return later to finish the Assessment. If you missed answering any of the questions, a yellow alert will appear as shown below. You will not be able to submit the Assessment until all questions are appropriately answered.



6. If you have completed the Assessment, click on **Save and Submit Review**. **Make sure you are finished before submitting – you cannot edit the Assessment after Submitted.**
7. Enter your name and the date of submission.
8. Click **Submit Review**. Click **OK** on the popup.
9. Status will show **Submitted Pending Review**.
10. Once the Assessment is submitted, you cannot edit it. However, FAA will respond to items and you will be able to respond back to FAA on the item.



The screenshot shows the FAA Civil Rights Connect interface. A blue arrow labeled "Read" points to the "Test System" button in the left sidebar. The main content area displays the following information:

The Federal Aviation Administration (FAA) Office of Civil Rights is authorized by the Secretary of the U.S. Department of Transportation (DOT) to conduct civil rights compliance reviews. Reviews are undertaken to ensure compliance of applicants, recipients, and sub-recipients with 49 CFR Part 21 Nondiscrimination in Federally Assisted Programs of the DOT - Effectuation of Title VI of the Civil Rights Act of 1964.

FAA has developed this online compliance review to assist airports with reviewing their compliance with Title VI of the Civil Rights Act of 1964 and 49 U.S.C. 47123 requirements. It consists of several questions addressing the administration, reporting, and monitoring regulatory requirements. Your responses will be reviewed and FAA staff may request additional information, as applicable.

By completing this assessment you are making a representation to the FAA on behalf of your airport authority / sponsor. Answer each question to the best of your ability, paying careful attention to the applicable requirements. Refer to the full referenced regulatory sections for specific Federal standards. In many circumstances, the applicable standards vary depending on the particular circumstances at your airport. A detailed review of the regulation to identify the appropriate standard and of the relevant details of your airport program, resources, or facility design is necessary prior to each response.

You can answer the questions in any order. Click **Save Data** at the bottom for the form if you are unable to finish the entire list at one time; you will be able to return to finish and submit the Title VI Assessment.

Review Type	Title VI Assessment
Status	! Pending Submission
Created	6/24/2021 by Barbara Jimenez
Assigned Contact	Barbara Jimenez (change contact)

Compliance

1 49 CFR § 21.5(b) (7) Apart from efforts to remove or overcome the consequences of prior discrimination, does the airport and do its tenants and contractors ensure against separate or different treatment on the basis of race, color, national origin, sex, or creed in public airport programs?

* answer required

Yes
 Partial

Explain (required if option is selected)

The screenshot shows the continuation of the FAA Civil Rights Connect interface. A blue arrow points to the "Save & Submit Review" button at the bottom of the page. The main content area displays the following information:

24 20 USC § 1681-1688 If the Airport conducts or provides support for educational programs or activities, does it ensure against discrimination on the basis of sex in those programs or activities?

* answer required

Yes
 Partial

Explain (required if option is selected)

No
 N/A

Comments & Notes Provide additional information to clarify or further explain any answers above.

Add File

You can answer the questions in any order. Click **Save Data** if you are unable to finish the entire list at one time; you will be able to return to finish and submit the Title VI Assessment.

Save & Submit Review Return To List

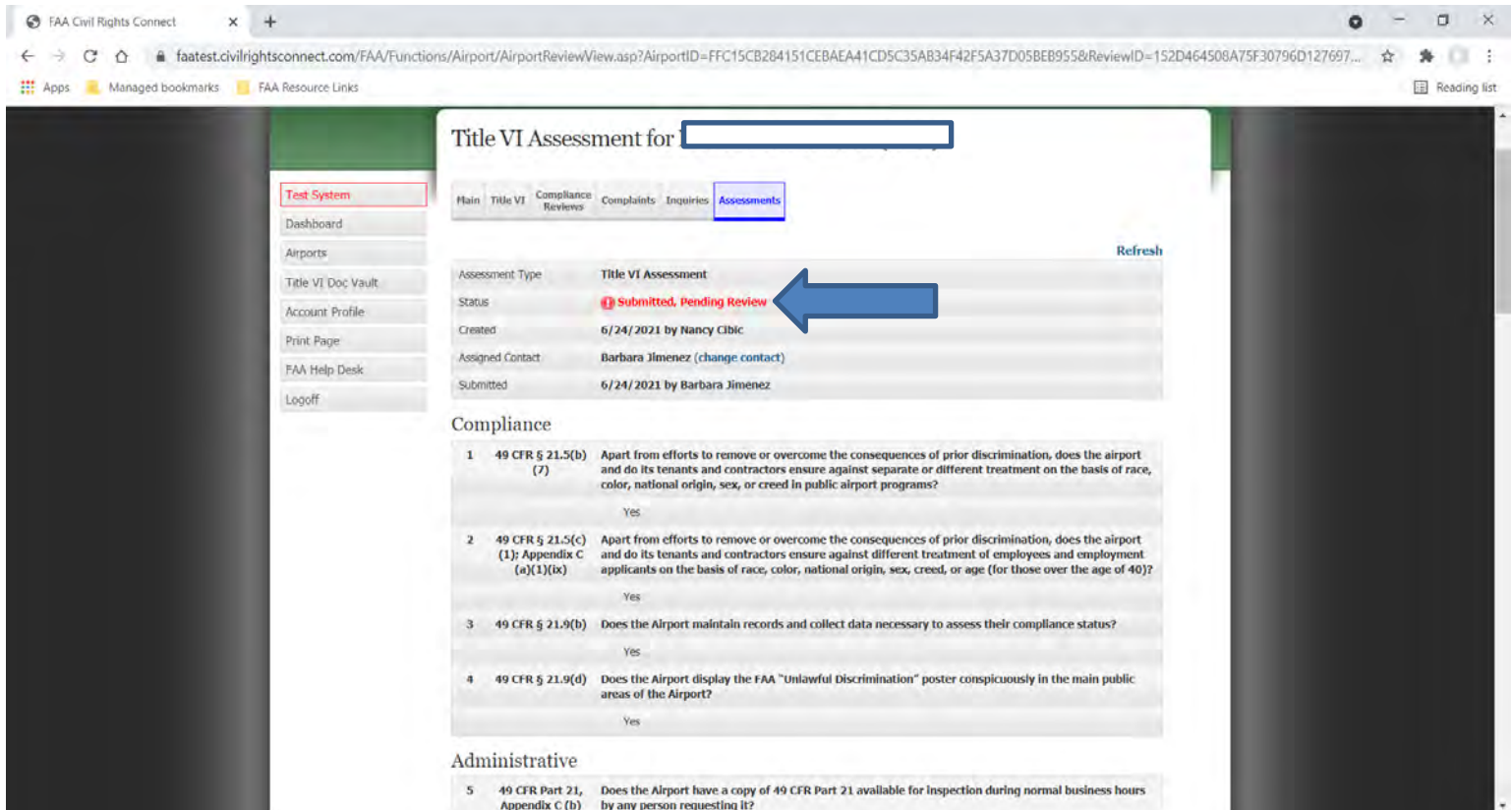


Online Compliance Assessment Tool (continued)

The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewEdit.asp?AirportID=522EE193DC1CDB9975A2D80506E931AF910ECB7959271CGC&ReviewID=755D5234C00281FE481A7950EFD...`. A modal dialog box is displayed in the center, titled "faatest.civilrightsconnect.com says", with the text "Submit this record? Once submitted you will not be able to withdraw or edit the response." and two buttons: "OK" and "Cancel". A blue arrow points from the dialog box towards the "Submit Review" button on the page below. Below the dialog is a "Comments & Notes" section with a text area and an "Add File" button. The main content area is titled "Submit Title VI Assessment" and contains a warning: "Enter your information below as your signature. By submitting this Title VI Assessment, you attest to the accuracy of the information and your authority to submit it on behalf of Miami International. Once submitted, the record cannot be cancelled, recalled, withdrawn or deleted." Below this is a form with the following fields: "Your Name" (Nancy Alex), "Your Title" (Assistant Aviation Director for Administration), "Organization" (Miami-Dade Aviation Director), and "Today's Date" (6/24/2021). At the bottom of the form are "Submit Review" and "Cancel" buttons. A blue arrow points from the left side of the page to the "Submit Review" button. The footer of the page reads "Contact FAA Help Desk | © 2020 B2Gnow".



Online Compliance Assessment Tool (continued)



How to respond back to FAA on an item:

1. You can respond back to FAA on the item. Go to the Assessment and Click **Respond**.
2. Enter your response in the text box.
3. Enter the date.
4. Click **Save Response Draft**.
5. Go to (find) the Item. If you need to change your response, click **Edit**.
6. If you need to attach a document, click **Attach Document**.
7. If you are ready to submit your response, click **Submit**.
8. Click **OK** on the popup.
9. FAA will not accept the entire Assessment until all items are compliant.



Online Compliance Assessment Tool (continued)

FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewView.asp?AirportID=&ReviewID=2FAC2DC64229E0DE80D8C07C22C0F4C6650CFFAD7295526F

Apps Managed bookmarks FAA Resource Links

18 AC 150/5200-31C Does the Airport Emergency Plan identify how LEP individuals/populations will be assisted in an emergency?
Yes

Environmental Justice (EJ)

19 49 CFR Part 21, Appendix C (a) (1)(viii) Does the Airport have a public communication plan to promote involvement of minority and/or low-income populations in the decision making process for potential airport projects, and for ongoing EJ concerns?
Yes

20 49 CFR Part 21, Appendix C (a) (1)(viii) Does the Airport maintain records and collect data necessary to understand the financial, racial, and ethnic composition of the surrounding communities in order to determine if projects may have EJ impacts?
Yes

21 49 CFR Part 21, Appendix C (a) (1)(viii) Within the past 3 years, has any Airport project or potential project had an EJ impact on minority and/or low income communities, even if the impact was fully or partially mitigated?
Yes

Action Items

Request: It seems you might have meant to answer this question No. Please confirm

Status: **OPEN / Pending Response**

Created: 6/24/2021 by Nancy Cibic
Due Date: 8/2/2021

[Attach Document](#)

[Respond](#)

Sexual Harassment

22 49 USC § 47123 Does the Airport have measures in place to prevent and address sexual harassment and/or assault at the airport, including measures addressing employees, members of the public, and airport tenants?
Yes

Age Discrimination

23 42 USC § 6101 Does the Airport ensure against different treatment of adult airport guests, on the basis of age?





Online Compliance Assessment Tool (continued)

The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewView.asp?AirportID=&ReviewID=2FAC2DC64229E0DE80D8C07C22C0F4C6650CFFAD7295526F`. The main content area displays a list of compliance items. Item 18 is under 'Environmental Justice (EJ)' and item 19 is under 'Sexual Harassment'. A modal window titled 'Respond to Action Item' is open, displaying the following text:

Enter your response below and the date it was completed (which might be a date in the past). When finished, click **Save Response Draft**. Once the window closes, click **Attach Document** to upload any required/supporting documents.

When your response is complete, click **Submit**. **Your response will not be submitted to the FAA without clicking Submit.**

Request:
It seems you might have meant to answer this question No. Please confirm.

Due Date: 8/2/2021

Response *

Yes, we did mean to respond No on this item. Thank you.

Date Request Was Completed * 6/24/2021 (mm/dd/yyyy)

Buttons: Save Response Draft, Cancel

Background items visible include:

- 18 AC 130/3200-31C Does the Airport Emergency Plan identify how LEP individuals/populations will be assisted in an emergency?
- 19 49 CFR Part 21, Appendix 6 (a) Does the Airport have a public communication plan to promote involvement of minority and/or low-income communities in the decision making process for potential airport projects, and for common E...
- 22 49 USC § 47123 Does the Airport have measures in place to prevent and address sexual harassment and/or assault at the airport, including measures addressing employees, members of the public, and airport tenants?
- 23 42 USC § 6101 Does the Airport ensure against different treatment of adult airport guests, on the basis of age?



Online Compliance Assessment Tool (continued)

The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewView.asp`. The page displays a compliance assessment tool with the following sections:

- 31C emergency?**
 - Yes
- Environmental Justice (EJ)**
 - 19** 49 CFR Part 21, Appendix C (a) (1)(viii) Does the Airport have a public communication plan to promote involvement of minority and/or low-income populations in the decision making process for potential airport projects, and for ongoing EJ concerns?
 - Yes
 - 20** 49 CFR Part 21, Appendix C (a) (1)(viii) Does the Airport maintain records and collect data necessary to understand the financial, racial, and ethnic composition of the surrounding communities in order to determine if projects may have EJ impacts?
 - Yes
 - 21** 49 CFR Part 21, Appendix C (a) (1)(viii) Within the past 3 years, has any Airport project or potential project had an EJ impact on minority and/or low income communities, even if the impact was fully or partially mitigated?
 - Yes
- Action Items**
 - Request: It seems you might have meant to answer this question No. Please confirm
 - Status: **OPEN / Pending Response**
 - Created: 6/24/2021 by Nancy Cibic
 - Due Date: 8/2/2021
 - Completed: 6/24/2021
 - Response: Yes, we did mean to respond No on this item. Thank you.
 - Buttons: Edit, Submit
 - Attach Document
- Sexual Harassment**
 - 22** 49 USC § 47123 Does the Airport have measures in place to prevent and address sexual harassment and/or assault at the airport?
 - Yes
- Age Discrimination**



Online Compliance Assessment Tool (continued)

faatest.civilrightsconnect.com says
Submit action item response?
OK Cancel

Environment

19	49 CFR Part 21, Appendix C (a) (1)(viii)	Does the Airport have a public communication plan to promote involvement of minority and/or low-income populations in the decision making process for potential airport projects, and for ongoing EJ concerns?	Yes
20	49 CFR Part 21, Appendix C (a) (1)(viii)	Does the Airport maintain records and collect data necessary to understand the financial, racial, and ethnic composition of the surrounding communities in order to determine if projects may have EJ impacts?	Yes
21	49 CFR Part 21, Appendix C (a) (1)(viii)	Within the past 3 years, has any Airport project or potential project had an EJ impact on minority and/or low income communities, even if the impact was fully or partially mitigated?	Yes

Action Items

Request: It seems you might have meant to answer this question No. Please confirm

Status: **OPEN / Pending Response**

Created: 6/24/2021 by Nancy Cibic
Due Date: 8/2/2021
Completed: 6/24/2021

Response: Yes, we did mean to respond No on this item. Thank you.

[Attach Document](#)

Sexual Harassment

22	49 USC § 47123	Does the Airport have measures in place to prevent and address sexual harassment and/or assault at the airport, including measures addressing employees, members of the public, and airport tenants?	Yes
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Age Discrimination

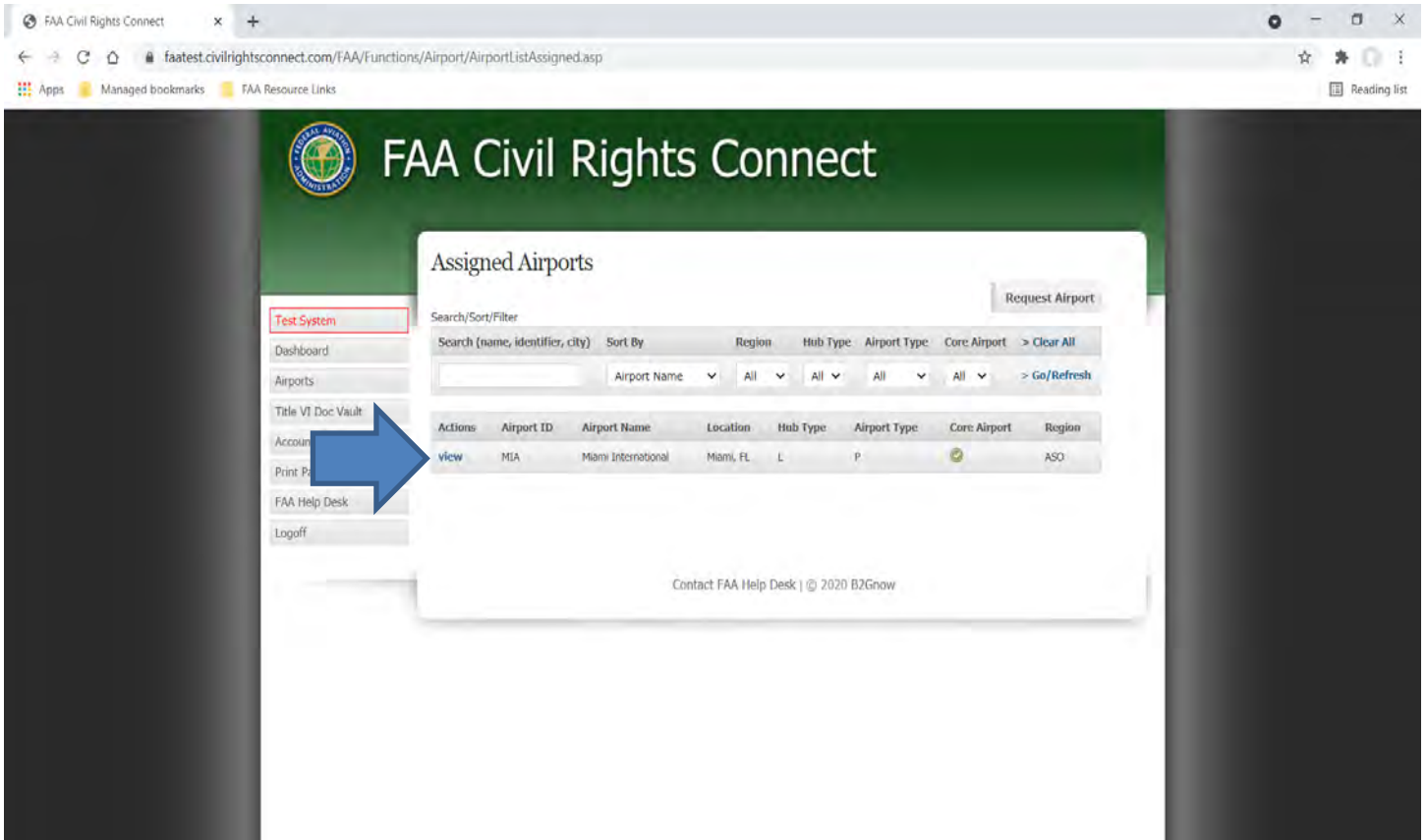


Online Compliance Assessment Tool - Initiate Your Own Assessment

To initiate your own Assessment.

Log in to your user account

1. Click on **Airports** to select an airport for the Review
2. Click **View** next to the Airport that you want to do the Assessment for.



3. Select Assessments.
4. Select **New Assessment**.
5. Select Assessment Type
6. Select Assigned Contact
7. Check Yes if you want to notify the assigned contact (recommended).
8. Click on **Start Assessment**



Online Compliance Assessment Tool – Initiate your own Assessment (continued)

Assessments for Miami International (MIA)

Main Title VI Compliance Reviews Complaints Inquiries **Assessments**

PDF training guide for compliance assessments

Actions	Status	Type	Contact	Created	Submitted
view	Under Review	Title VI Assessment	Barbara Jimenez	6/24/2021	6/24/2021

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Assessments for Miami International (MIA)

Main Title VI Compliance Reviews Complaints Inquiries **Assessments**

New Assessment

Assessment Type: Title VI Assessment

Assigned Contact: Barbara Jimenez (access: Title VI)

Notify Assigned Contact: Yes No

Once an assessment is created it can be cancelled only by your FAA specialist.

[Start Assessment](#)

PDF training guide for compliance assessments

Actions	Status	Type	Contact	Created	Submitted
view	Under Review	Title VI Assessment	Barbara Jimenez	6/24/2021	6/24/2021

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