



FAA Civil Rights Connect Airport User Guide

The FAA Civil Rights Connect System (FAA Connect) is an electronic web-based FAA Office of Civil Rights external programs information system. FAA Connect has been developed as one centralized resource for the Disadvantaged Business Enterprise (DBE), Airport Concessions DBE (ACDBE), Title VI, and Americans with Disabilities Act (ADA) Programs records. We created the following User Guide to assist you. This guidance is not final and will be continuously updated as additional functionality is completed.

FAA Connect provides a personal Dashboard identifying all your user account program assignments and statuses and includes guidance and training information under Alerts and Training (also available on the home screen). The structure of the system includes an airport file (Airports) containing sections including DBE/ACDBE Programs, Goals (including a Goal Setting Tool) and Uniform Form Reports, Title VI, ADA, Compliance Reviews, Complaints, Inquiries, and Online Compliance Assessments to assist you with checking your airport's compliance. The system also includes a Document Vault and a Help Desk.

The user account process involves two steps: (1) requesting the user account; and (2) requesting airport assignments. Some of you work with multiple airports, and FAA Connect will facilitate your assignment to all of them. Simply repeat the "request airport" step for each airport to which you need access.

FAA Connect is located at: <https://faa.civilrightsconnect.com/FAA/login.asp>. Below are some tips and information:

- **Your user name is your email address.** If you need to **reset your password**, on the home screen, click on **User Lookup, Password Reset and Create Account**. On the next screen, enter only your email address and click search. Where your name appears at the top, click **Reset password**. If you do not receive the email message, please contact your IT personnel and ask to unblock messages from faa.civilrightsconnect.com so you can receive the messages.
- If you need additional assistance, click on the FAA Help Desk button after logging in. Describe the problem you are having in the **Message/Issue/Error** text box and click **Submit**. To contact an FAA Specialist via email or telephone, see specialist regional assignment list on the last pages of this user guide.
- When entering data, click **Validate and Save or Save Draft** in case of an unlikely dropped session.
- The System supports one user account per person. A user can have multiple airport assignments. **Do not share a user account.** If you have additional staff requiring access, request a user account for each person.



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How to Create a User Account or Reset Password

Access the website at:

<https://faa.civilrightsconnect.com/FAA/login.asp>

How to reset password:

1. Click on [User Lookup, Password Reset, and Create Account](#)
2. Enter only your email address and click Search
3. Where your name appears at top left, click Reset Password

1 match found

Nancy Mateling, City of Chicago

Username: nancy.cibic@att.net



[Reset Password](#) [Report Error with Contact Information](#)

4. You will receive an email message with a temporary password to logon. The system will prompt you to create a new password.
5. If you do not receive the email message with temporary password, contact your IT personnel and ask them to unblock the messages from faa.civilrightsconnect.com so you can receive the messages.

How to Create a New User Account:

1. Click on [User Lookup, Password Reset, and Create Account](#)
2. Enter only your email address and click Search
3. If you do not have a user account, the following will appear:

No matches found. Please try adjusting the search parameters or [submit a request for a new user account](#)

4. [Select: Recipient/Airport Representative](#)



5. Click on Submit a request for a new user account
6. Enter all the required (*) information.
7. Select the program area/s you work with (DBE, ACDBE, Title V and/or ADA) **NOTE: Do not select access types not applicable to your intended need as this will delay your access review and approval. For example, if you are an airport employee or consultant that will be working with the DBE program only, please check only DBE.**



How to Create a User Account or Reset Password (continued)

- 7. Click Submit.
- 8. FAA will review your user account request.
- 9. If the user account is approved, you will receive an email message. If your user account is denied, FAA will provide a reason.
- 10. If approved, the next step is to request the airport assignment/s. If you are a consultant, you can request multiple airport assignments.
- 11. From your Dashboard under **Airport Assignment Requests**, click on **Request Airport Assignment**

Airport Assignment Requests

Actions	Airport	Status	Dates
view	MDW	Approved	Processed 4/9/14
view	ORD	Approved	Processed 11/2/13

[Request Airport Assignment](#)



- 12. On the next screen, click on Select Airport.

NOTE: If you are a consultant, please request that the airport manager send an email message to the FAA regional specialist or upload a letter from the airport manager in the airport assignment request screen stating that you are authorized to submit to submit DBE and/or ACDBE program information for the airport.

NOTE: Do not select access types not applicable to your intended need as this will delay your access review and approval. For example, if you are a consultant that will be working with the DBE program only, please check only View and Submit for the DBE program.

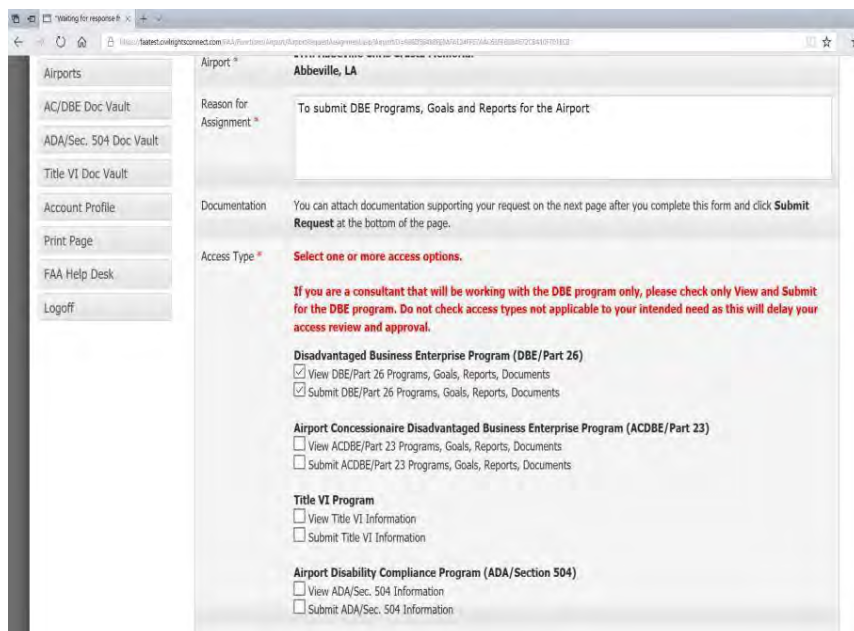
- 13. Search for the Airport that you need.
- 14. Click Select next to the Airport

select	IYA	Abbeville Chris Crusta Memorial	, LA	GA	ASW
------------------------	-----	---------------------------------	------	----	-----



How to Create a User Account or Reset Password (continued)

- 15. Enter a Reason for the assignment request for example, Submitting DBE program, goals and reports for the airport.
- 16. Check the boxes for the program access type you need. **NOTE: Check only the boxes for the program areas that you are working with. If you are a consultant that will be working with the DBE program only, please check only View and Submit for the DBE program. Do not check access types not applicable to your intended need as this will delay your access review and approval.**
- 17. When done, click Submit.
- 18. FAA will review your request. If approved, you will receive an email message.
- 19. After your airport assignment request is approved by FAA, you can logon and access the airport file/s that you have an approve airport assignment for.





Document Vault

The Document Vault (Doc Vault) includes general documents shared by FAA. The document vault is accessible from your Dashboard, left menus. Depending on your airport assignments, there is a separate Doc. Vault for DBE/ACDBE (AC/DBE Doc Vault), Title VI (Title VI Doc Vault) and ADA (ADA/Sec. 504 Doc. Vault). Click on the Doc Vault that you need and then click View next to the document. See screen shots below:

Dashboard

Assessments

Actions	Airport	Status	Type
view	MDW	! Pending Submission	Part 23 ACDBE Compliance Assessment
view	MDW	! Pending Submission	Part 26 DBE Compliance Assessment
view	MDW	! Pending Submission	ADA/Section 504 Assessment
view	MDW	! Pending Submission	Title VI Assessment
view	MDW	! Under Review	Title VI Assessment
view	MDW	! Under Review	ADA/Section 504 Assessment
view	MDW	! Under Review	ADA/Section 504 Assessment

Alerts & Training

Alert

- ! Account profile hasn't been updated recently [Update](#)
- Civil Rights Connect User Guide [PDF](#)
- DBE/ACDBE Reporting & Training [PDF, Video](#)
- Goal Setting Guidance & Training [PDF, Video](#)
- ADA Training [Video](#)
- Assessments Guidance [PDF](#)

Airport Assignment Requests

Actions	Airport	Status	Dates
view	MDW	✔ Approved	Processed 4/9/14
view	ORD	✔ Approved	Processed 11/2/13

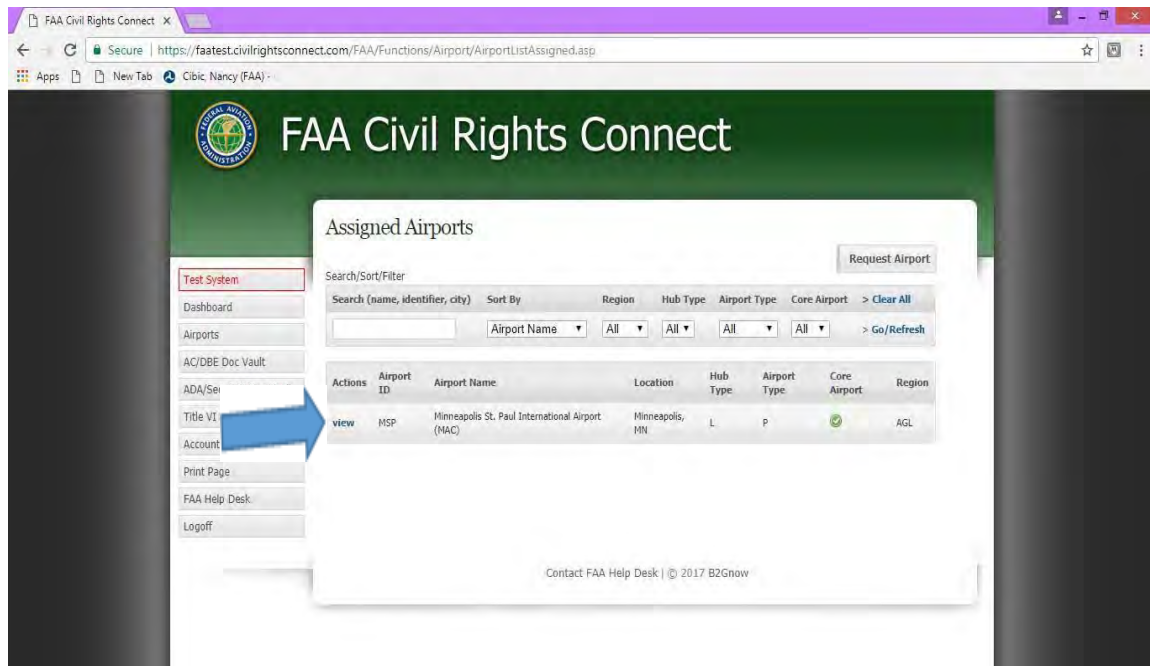
DBE and ACDBE Document Vault

This document vault provides a secure repository to access FAA documents for the DBE and ACDBE programs. Click **view** to view/download a document.

Actions	Type	File	Added
view	Part 23 Document	ACDBE goal shortfall letter template for airports	8/17/2015 by Nancy Cbic
view	FAA Procedures	Assessment Questions Part 26	7/24/2018 by Nancy Cbic
view	FAA Procedures	Assessment Questions Part 23	7/24/2018 by Nancy Cbic
view	Part 23 Document	Counting for Advertising Contracts	7/1/2015 by Nancy Cbic
view	FAA Policies	DBE & ACDBE Reporting Requirements Schedule	12/15/2017 by Dolores Leyva
view	General Document	DBE and ACDBE goal shortfall tips	8/17/2015 by Nancy Cbic
view	Part 26 Document	DBE goal shortfall letter template for airports	8/17/2015 by Nancy Cbic
view	FAA Procedures	FAA Connect System Airport User Guidance	12/19/2017 by Nancy Cbic
view	General Document	FAA Matchmaker System Training Presentation	1/19/2018 by Nancy Cbic
view	General Document	FAA Specialist contact information	8/3/2018 by Nancy Cbic
view	FAA Procedures	JV Guidance	5/8/2014 by Nancy Cbic
view	FAA Procedures	LTE_Guidance_Final	3/20/2014 by Sophia Soler
view	FAA Policies	Reporting prompt payment complaints	2/12/2019 by Nancy Cbic
view	Part 23 Document	Updated ACDBE Sample Program	4/5/2017 by Nancy Cbic
view	Part 26 Document	Updated DBE Sample Program	2/19/2019 by Nancy Cbic
view	Part 26 Document	US DOT DBE Uniform Form Guidance Ongoing Payments Section C	2/9/2016 by Nancy Cbic

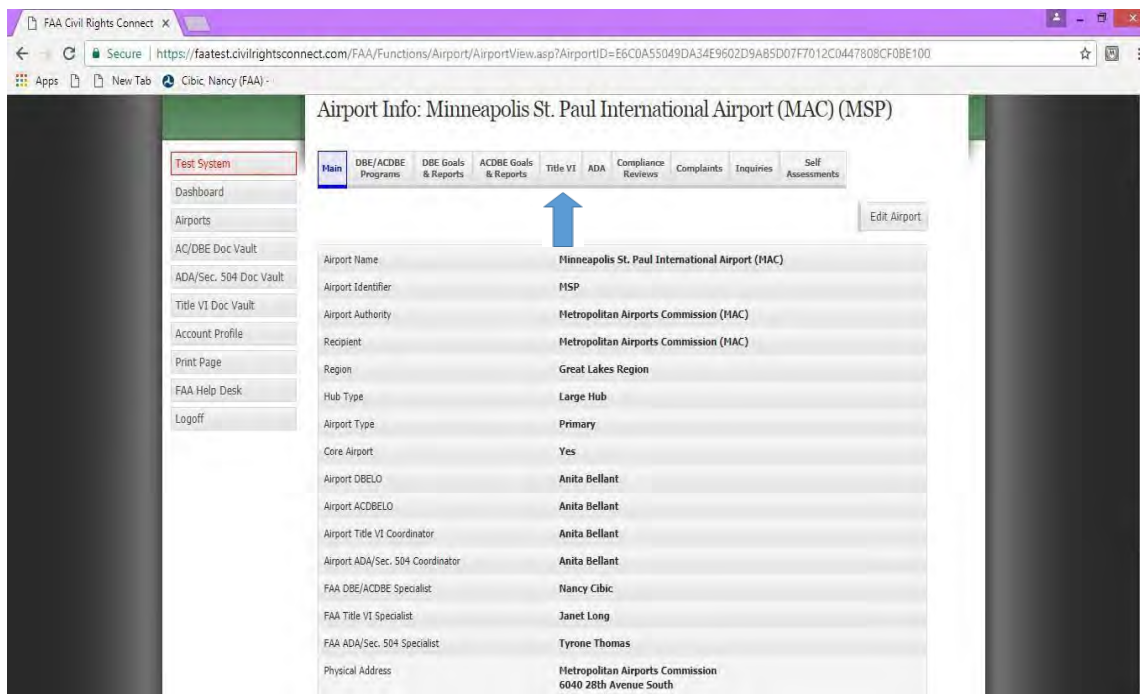
How to Submit a DBE, ACDBE or Title VI Program

1. Website: <https://faa.civilrightsconnect.com/FAA/login.asp>
 2. Click on Airports (left menu) – find the Airport and click View
 3. Click on DBE/ACDBE Programs or Title VI tab at top menus
 4. For DBE/ACDBE Programs, click on Submit New Part 26 DBE Program or Part 23 ACDBE Program. For Title VI Programs, click on Add Title VI Record
- Or,
5. Access the Program from your Dashboard: Go to the DBE or ACDBE Program or Title VI Record
 6. Click View next to the Program that is Pending Submission





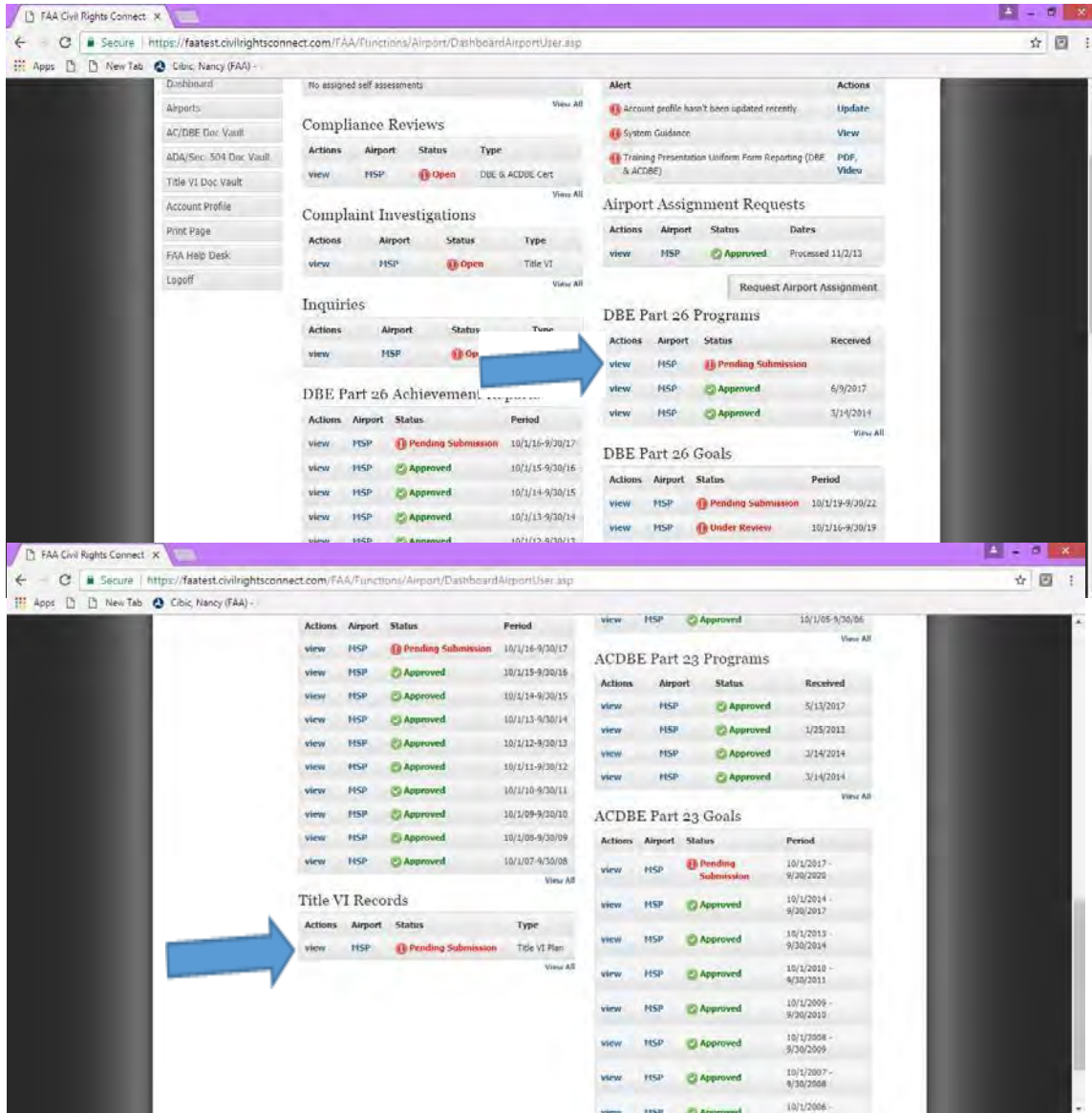
How to Submit a DBE, ACDBE or Title VI Program (continued)





How to Submit a DBE, ACDBE or Title VI Program (continued)

From your Dashboard:



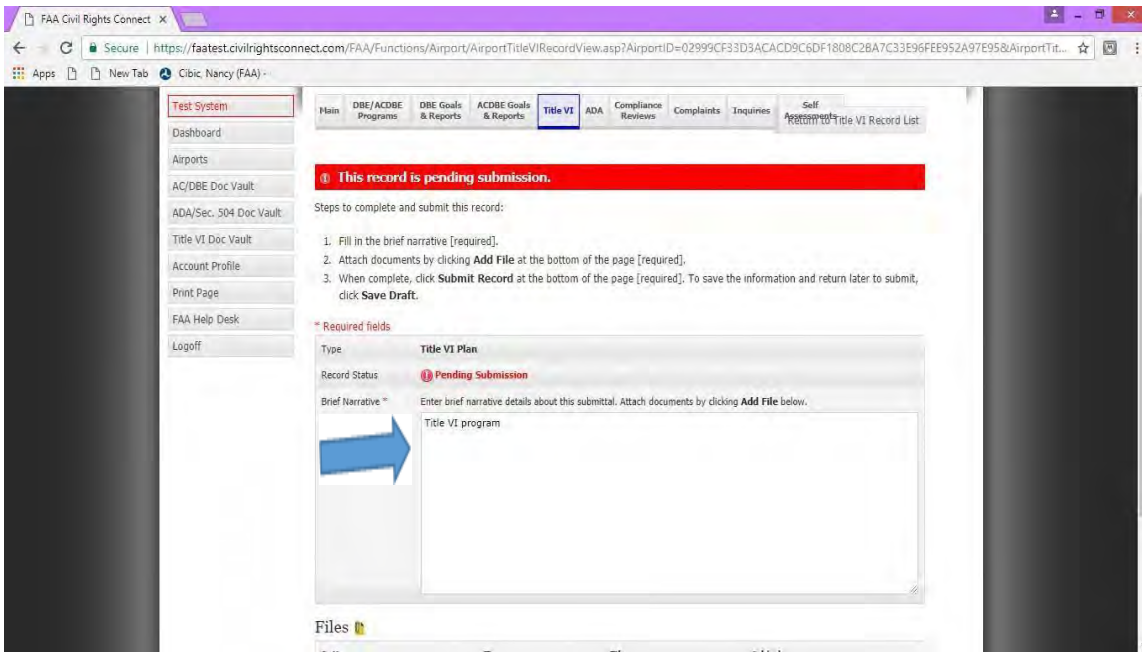
To upload and submit a program:

1. Enter a Brief Program Narrative* (*denotes required entry) (Narrative might be for example Updated Program)
2. Click on **Add File**
3. Click Browse, Select (Highlight) File, Click Open
4. Select File Type (drop down menu)
5. Entire a File Title (2017 DBE or Title VI Program, for example)



How to Submit a DBE, ACDBE or Title VI Program (continued)

6. Entire a File Description if needed (not a mandatory entry)
7. Click on **Attach File** (you can add as many files as you need to)
8. Click on **Save Draft**, if you are not ready to submit yet. Return later to submit.
9. When you are ready to submit, click on **Submit Program (or Submit Record.)**
10. The Program is now pending approval by the FAA Compliance Specialist
11. You will receive an email message indicated the status
12. If you need to make changes, you can **Withdraw** the Program prior to FAA approval.





How to Submit a DBE, ACDBE or Title VI Program (continued)

The screenshot shows a web browser window with the URL <https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportTitleVIRecordView.asp>. The page title is "steps to complete and submit this record." A sidebar on the left contains links: ADA/Sec. 504 Doc Vault, Title VI Doc Vault, Account Profile, Print Page, FAA Help Desk, and Logoff. The main content area lists instructions: 1. Fill in the brief narrative [required]. 2. Attach documents by clicking **Add File** at the bottom of the page [required]. 3. When complete, click **Submit Record** at the bottom of the page [required]. To save the information and return later to submit, click **Save Draft**.

Below the instructions, a record summary is shown:

- Type: **Title VI Plan**
- Record Status: **Pending Submission**
- Brief Narrative: Enter brief narrative details about this submittal. Attach documents by clicking **Add File** below.

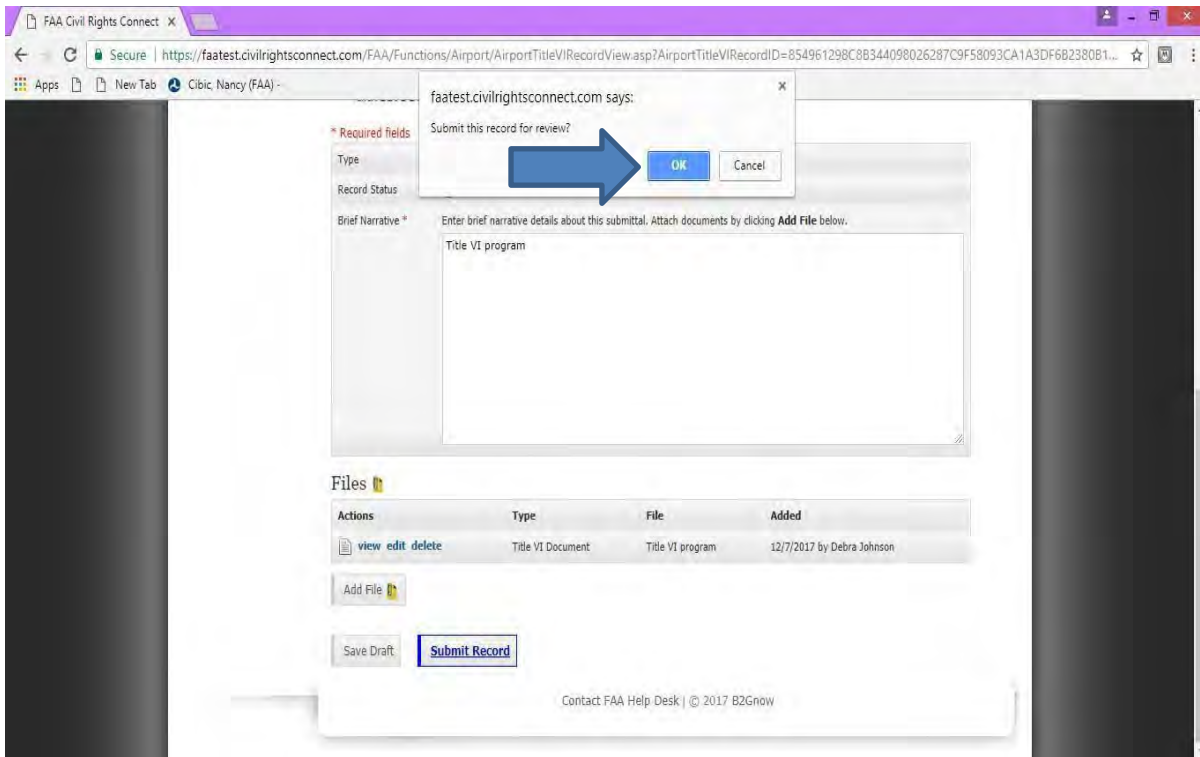
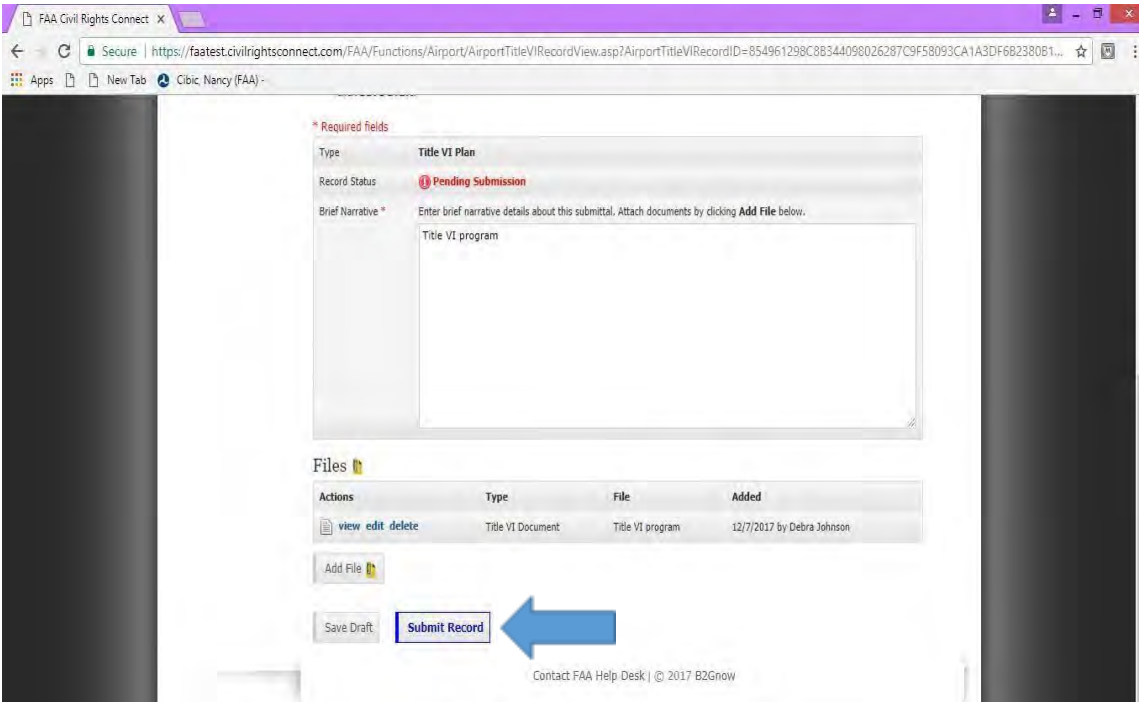
A large blue arrow points to the text input area for the Brief Narrative, which contains the text "Title VI program".

At the bottom of the form, there are three buttons: **Add File** (with a file icon), **Save Draft**, and **Submit Record**. The **Submit Record** button is highlighted with a blue border.

At the bottom of the page, it says "Contact FAA Help Desk | © 2017 B2Gnow".

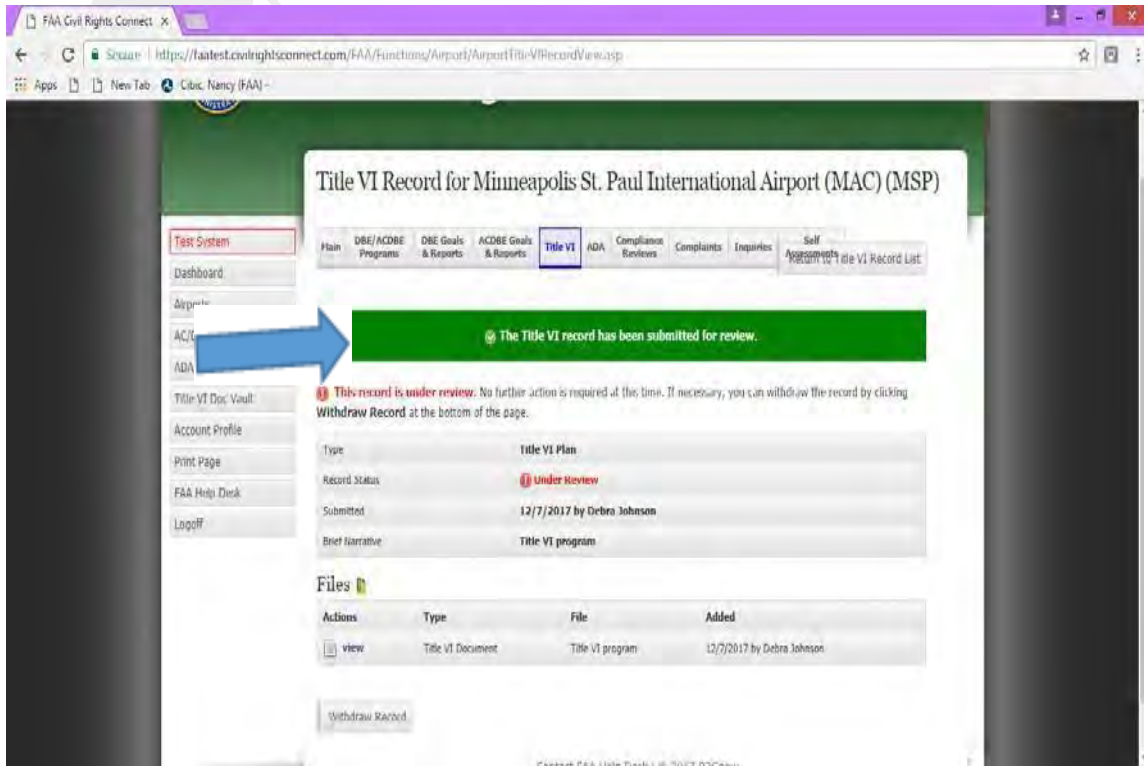


How to Submit a DBE, ACDBE or Title VI Program (continued)





How to Submit a DBE, ACDBE or Title VI Program (continued)





FAA Civil Rights Connect x

Secure | https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportTitleVIRecordView.asp

Apps | New Tab | Cbic Nancy (FAA)

Title VI Record for Minneapolis St. Paul International Airport (MAC) (MSP)

Main DBE/ACDBE Programs DBE Goals & Reports ACDBE Goals & Reports **Title VI** ADA Compliance Reviews Complaints Inquiries Self Assessment

The Title VI record has been submitted for review.

This record is under review. No further action is required at this time. If necessary, you can withdraw the record by clicking **Withdraw Record** at the bottom of the page.

Type: **Title VI Plan**
 Record Status: **Under Review**
 Submitted: **12/7/2017 by Debra Johnson**
 Brief Narrative: **Title VI program**

Files

Actions	Type	File	Added
view	Title VI Document	Title VI program	12/7/2017 by Debra Johnson

Withdraw Record

Contact FAA Help Desk | © 2017 B2Gnow

FAA Civil Rights Connect x

Secure | https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportTitleVIRecordView.asp

Apps | New Tab | Cbic Nancy (FAA)

Title VI Record for Minneapolis St. Paul International Airport (MAC) (MSP)

Main DBE/ACDBE Programs DBE Goals & Reports ACDBE Goals & Reports **Title VI** ADA Compliance Reviews Complaints Inquiries Self Assessment

The Title VI record has been submitted for review.

This record is under review. No further action is required at this time. If necessary, you can withdraw the record by clicking **Withdraw Record** at the bottom of the page.

Type: **Title VI Plan**
 Record Status: **Under Review**
 Submitted: **12/7/2017 by Debra Johnson**
 Brief Narrative: **Title VI program**

Files

Actions	Type	File	Added
view	Title VI Document	Title VI program	12/7/2017 by Debra Johnson

Withdraw Record

faatest.civilrightsconnect.com says:
 Withdraw this record from review?
OK **Cancel**

FAA Civil Rights Connect x

Secure | https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportTitleVIRecordView.asp

Apps | New Tab | Cbic Nancy (FAA)

Title VI Record for Minneapolis St. Paul International Airport (MAC) (MSP)

Main DBE/ACDBE Programs DBE Goals & Reports ACDBE Goals & Reports **Title VI** ADA Compliance Reviews Complaints Inquiries Self Assessment

The Title VI record has been withdrawn.

This record is pending submission.

Steps to complete and submit this record:

1. Fill in the brief narrative [required].
2. Attach documents by clicking **Add File** at the bottom of the page [required].
3. When complete, click **Submit Record** at the bottom of the page [required]. To save the information and return later to submit, click **Save Draft**.

Required fields

Type: **Title VI Plan**
 Record Status: **Pending Submission**
 Brief Narrative: **Enter brief narrative details about this submission. Attach documents by clicking **Add File** below.**
 Title VI program:



How to Submit DBE Goals

Please see the DBE Goal Setting Tool on the following pages. It is not mandatory to use the tool but you might find it helpful.

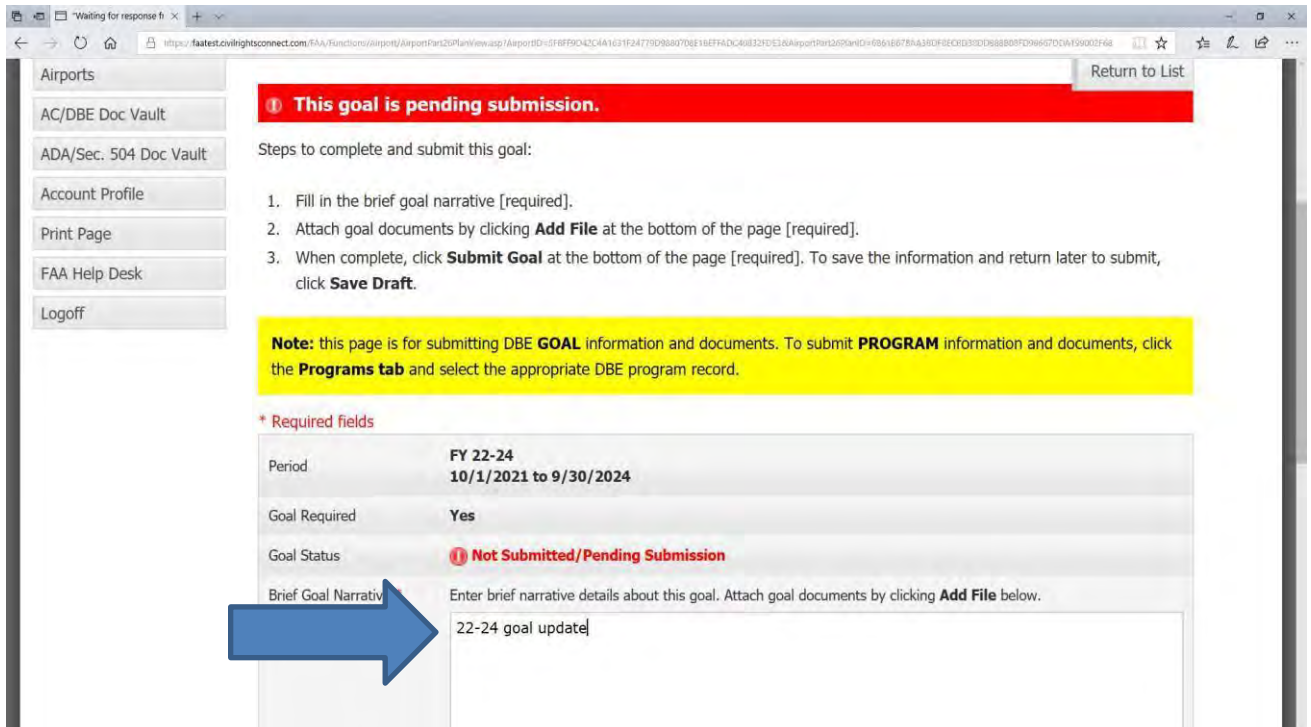
1. Website: <https://faa.civilrightsconnect.com/FAA/login.asp>
2. Access the Goal from your Dashboard:

NOTE: If the Goal tab or goal period is not shown, please contact your FAA Compliance Specialist to add the goal period.

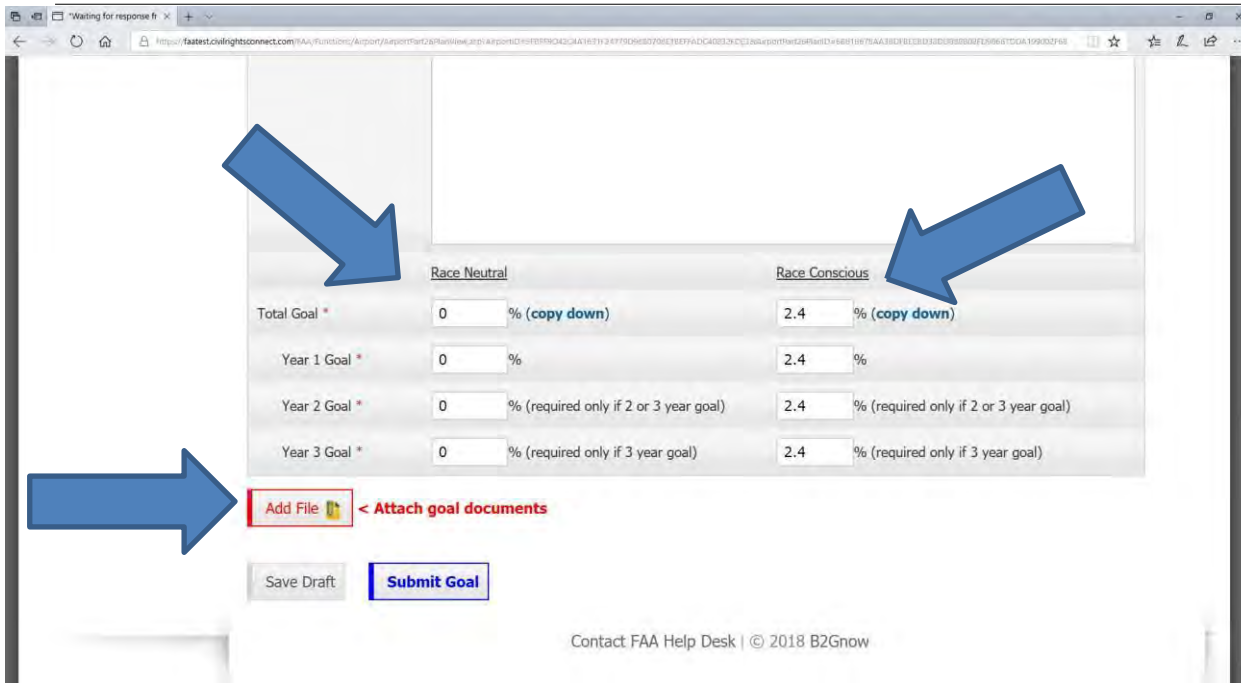
3. Go to DBE Part 26 Goals. Click **View** next to the Goal that you want to submit

OR,

1. Click on Airports (left menu) – find the Airport and click View
2. Click on DBE Goals and Reports at top menus
3. Click on Submit next to the FY goal that you need to submit
4. Enter Brief Goal Narrative * (* denotes required entry) (Narrative might be for example: 2020-2022 Goal update)



5. Enter DBE Race-Neutral (RN) and Race-Conscious (RC) Goals. Click copy down if the goal is the same for all years or enter specific goals for each year of the three year period.



6. Click on Add File (must add the goal file or you will not be able to Submit.)
7. Click Browse, Select (Highlight) File, Click Open
8. Select File Type (drop down menu)
9. Entire a File Title (2020-2022 goal, for example)
10. Entire a File Description if needed (not a mandatory entry)
11. Click on Attach File (you can add as many files as you need to)
12. Click on Save Draft if you are not ready to submit yet
13. When you are ready to submit, click on Submit Goal
14. Click OK on popup box



	<u>Race Neutral</u>	<u>Race Conscious</u>
Total Goal *	0.00 % (copy down)	2.40 % (copy down)
Year 1 Goal *	0.00 %	2.40 %
Year 2 Goal *	0.00 % (required only if 2 or 3 year goal)	2.40 % (required only if 2 or 3 year goal)
Year 3 Goal *	0.00 % (required only if 3 year goal)	2.40 % (required only if 3 year goal)

Actions	Type	File	Added
view edit delete	Part 26 Goal Methodology Document	22-24 goal Update	8/9/2019 by Nancy Mateling



The screenshot shows a web browser window with the URL <https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart20PlanView.asp?AirportPart20PlanID=82F139C3927FE0858435E023A6EADF3215FFD0E2D3F1D706&ReturnMessage=1D093AFF2FC5EACD1AR284F758F518024E1D819238803D>. The main content area displays a goal submission form with two columns: "Race Neutral" and "Race Conscious".

	Race Neutral	Race Conscious
Total Goal *	0.00 % (copy down)	2.40 % (copy down)
Year 1 Goal *	0.00 %	2.40 %
Year 2 Goal *	0.00 % (required only if 2 or 3 year goal)	2.40 % (required only if 2 or 3 year goal)
Year 3 Goal *	0.00 %	2.40 % (required only if 3 year goal)

A modal dialog box titled "This site says..." is overlaid on the form, containing the text "Submit this goal for review?" and two buttons: "OK" and "Cancel". A blue arrow points from the "Submit Goal" button in the form to the "OK" button in the dialog box.

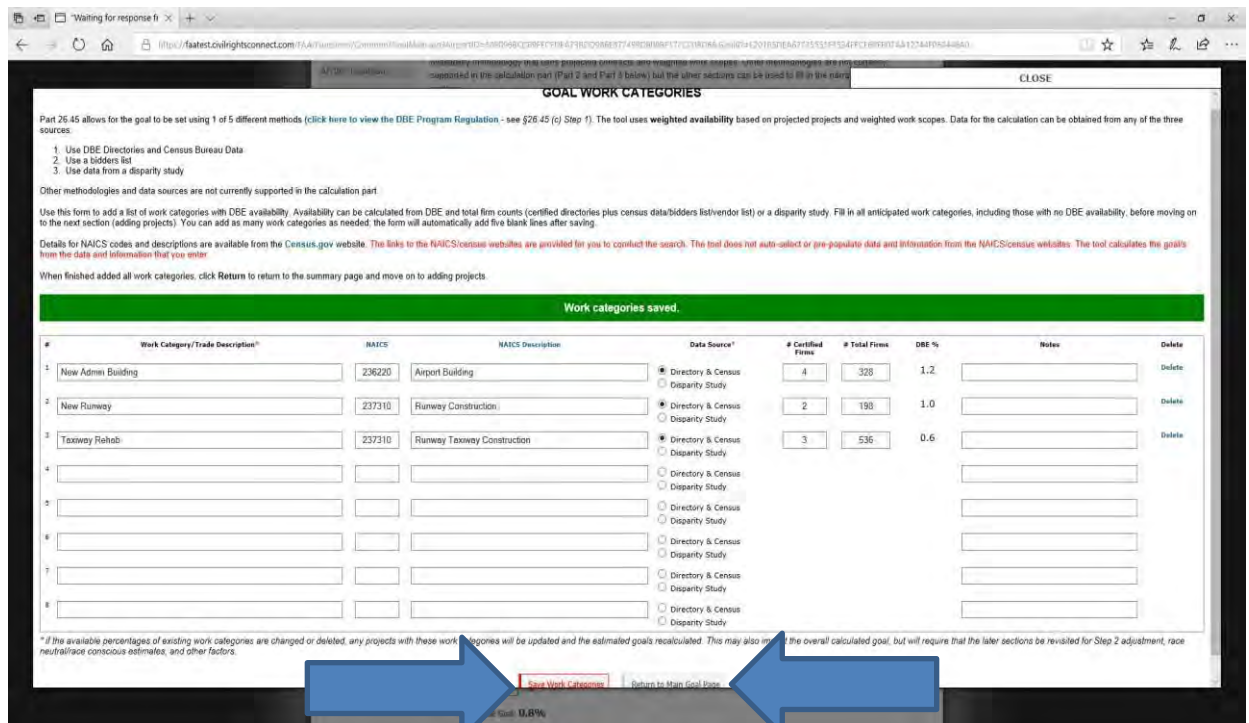
Below the form, there is a "Files" section with a "view edit delete" menu and a list of files: "Part 26 Goal Methodology Document", "22-24 goal Update", and "8/9/2019 by Nancy Mateling". There are also "Add File" and "Save Draft" buttons, and a "Submit Goal" button.

At the bottom of the page, it says "Contact FAA Help Desk | © 2018 B2Gnow".



DBE Goal Setting Tool

1. Go to the Airport and click View
2. Click **DBE Goals & Reports**
3. Page down and click on **Goal Setting Tool** tab at lower right
4. Select goal Type and Goal Period
5. Click **Start New Goal**
6. Review the instructions at the top of each screen.
7. Follow the process. Start with Part 1: defining the **Market Area**. Type into the text area what the market area is. For example: The market area is the Counties of Cook and Kane. When done, Click **Save Updates**. Click **Return** to go to the next section.
8. As you completed each section, the section will show: **Completed**
9. Part II Projected Project Activity: Click on **Setup Project Work Categories**
 - a. Indicate the type of work or trade description
 - b. Click on NAICS for the **NAICS code** and **NAICS description** (enter the NAICS code manually)
 - c. Enter the number of DBE firms and the number of all firms – **the percentage will calculate automatically**
 - d. Select the Source from the pull down menu (directory and census or disparity study)
 - e. When done, click on **Save Work Categories**. Click **Return** to go to the next Section.





DBE Goal Setting Tool Continued

f. Next, Click **Manage Projects**

Part 2: Projected Project Activity

[Set Up Project Work Categories](#)



[Manage Projects](#)

- g. Select the goal year from the pull down menu
- h. Enter the Project Name
- i. Click on **Add Project**

PROJECTS

List all projects for which you anticipate receiving funding; only include the DOT-funded portion of the project. Continue adding projects until the annual amount... by... AA-funded grant amounts you expect to receive.

When finished added all projects, click Return to return to the summary page and move on to the next section.

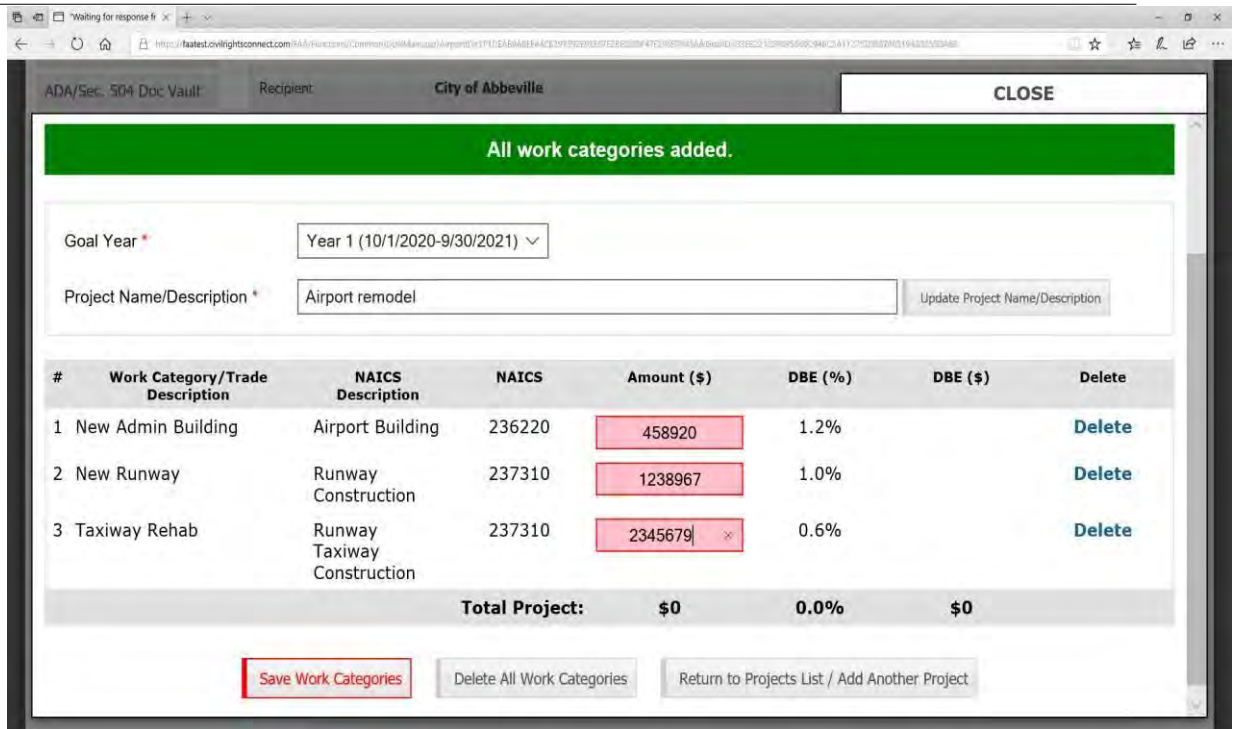
Add Project

Goal Year: Year 1 (10/1/2020-9/30/2021) | Project Name/Description: New Runway | Add Project

#	Goal Year	Project	Amount (\$)	DBE (\$)	DBE (%)	Edit	Delete
1	1	New Runway	\$1,238,967	\$12,515	1.0%		
Total Year 1:			\$1,238,967	\$12,515	1.0%		
1	2	New Admin Building	\$458,920	\$5,597	1.2%	Edit	Delete
Total Year 2:			\$458,920	\$5,597	1.2%		
1	3	Taxiway Rehab	\$2,345,679	\$13,129	0.6%	Edit	Delete
Total Year 3:			\$2,345,679	\$13,129	0.6%		

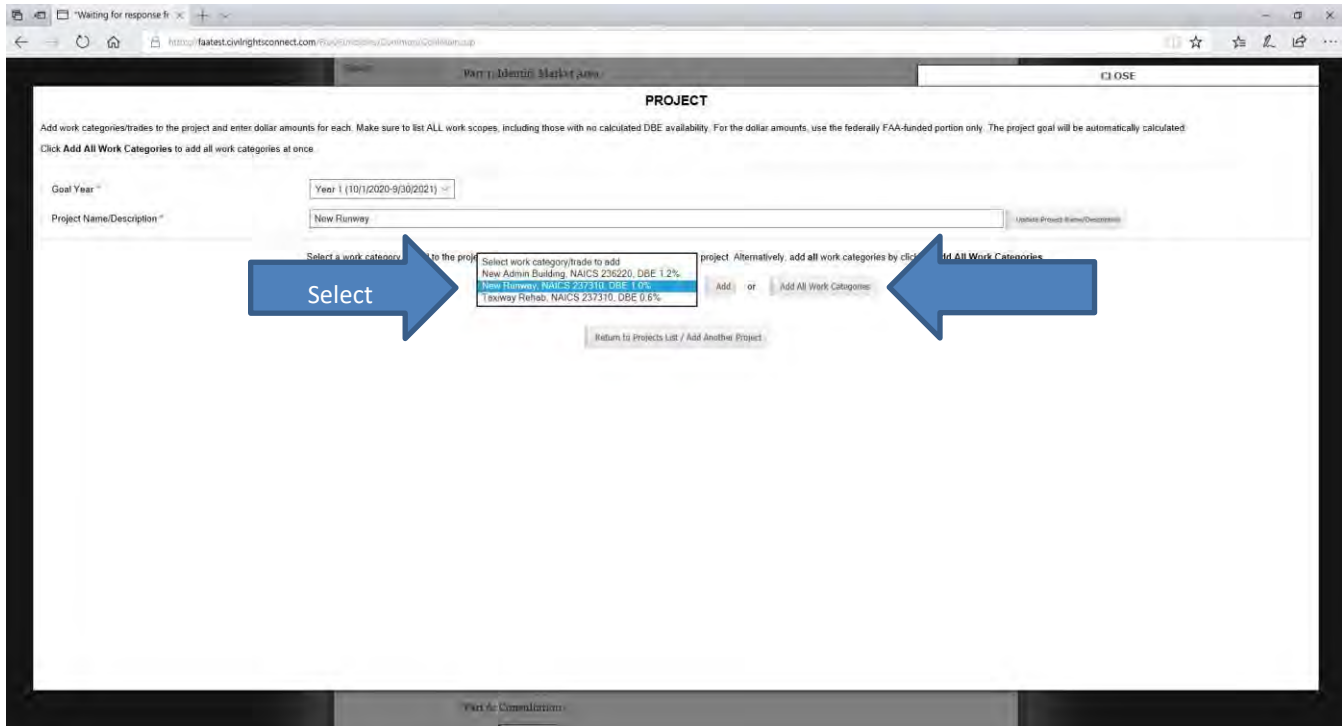
[Edit Project Work Categories](#) | [Return to Main Goal Page](#)

- j. Select the Work Category from the pull down menu
- k. Click **Add or Add All** to add all the work categories to the project
- l. Delete any work categories that do not apply to that goal year
 1. If you need to add all project work to one year, this is what it will look like below.
 2. Add the dollar amounts and click save work categories.
 3. When done, click **Return to Main Goal Page**



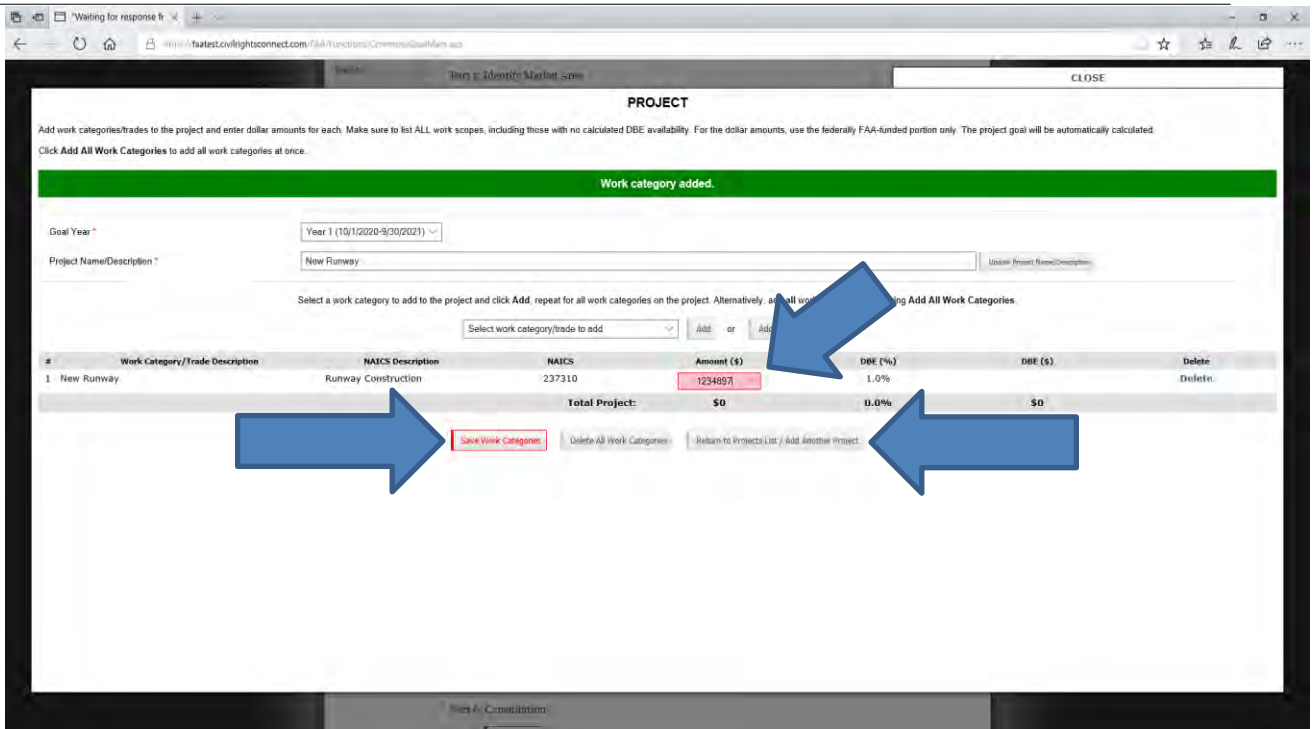
m. If you need to add the projects individually for each year of the goal period:

n. Select the project for Year 1 and click Add

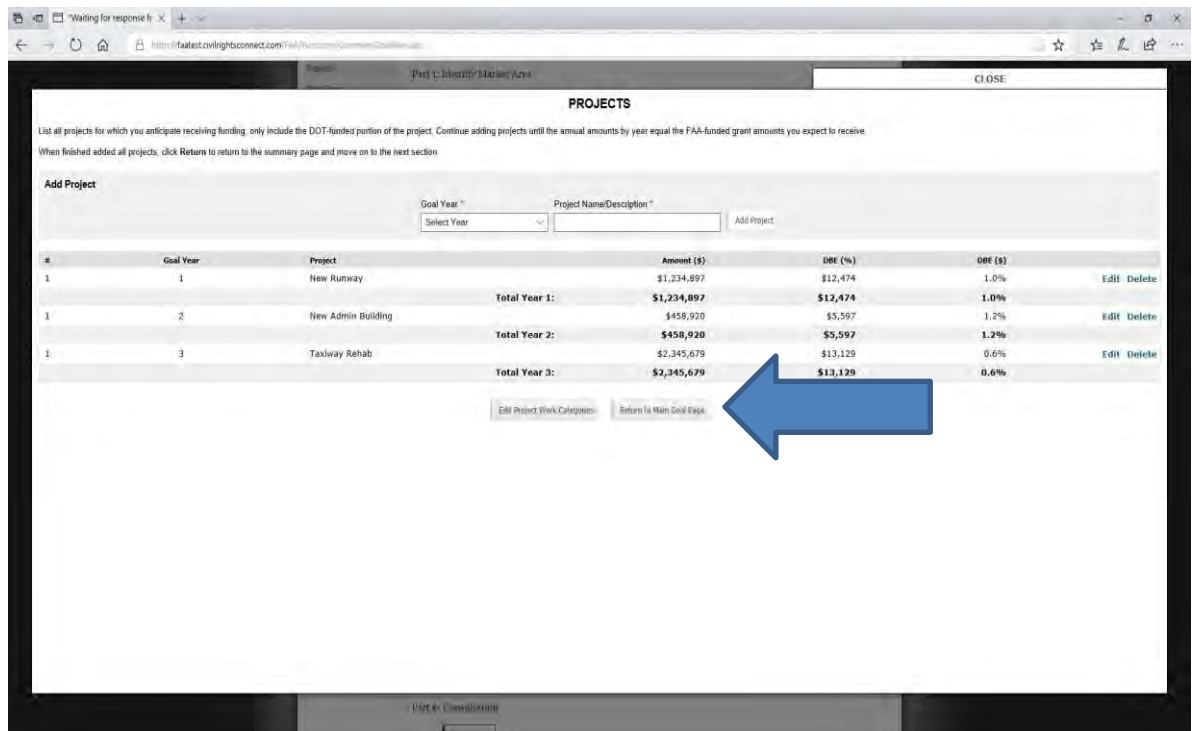


o. Enter the project dollar amount in the text box

p. Click on **Save Work Categories**



- q. Click **Return to Projects List / Add Another Project**
- r. Continue adding projects for each year as discussed in g-o
- s. When done adding projects, click on **Return to Main Goal Page**



10. Part 3: Step 1 Goal Calculation: Actual Relative Availability of DBEs. Click **Fill in Section**



Part 3: Step 1 Goal Calculation: Actual Relative Availability of DBEs

Fill In Section  Pending Fill In



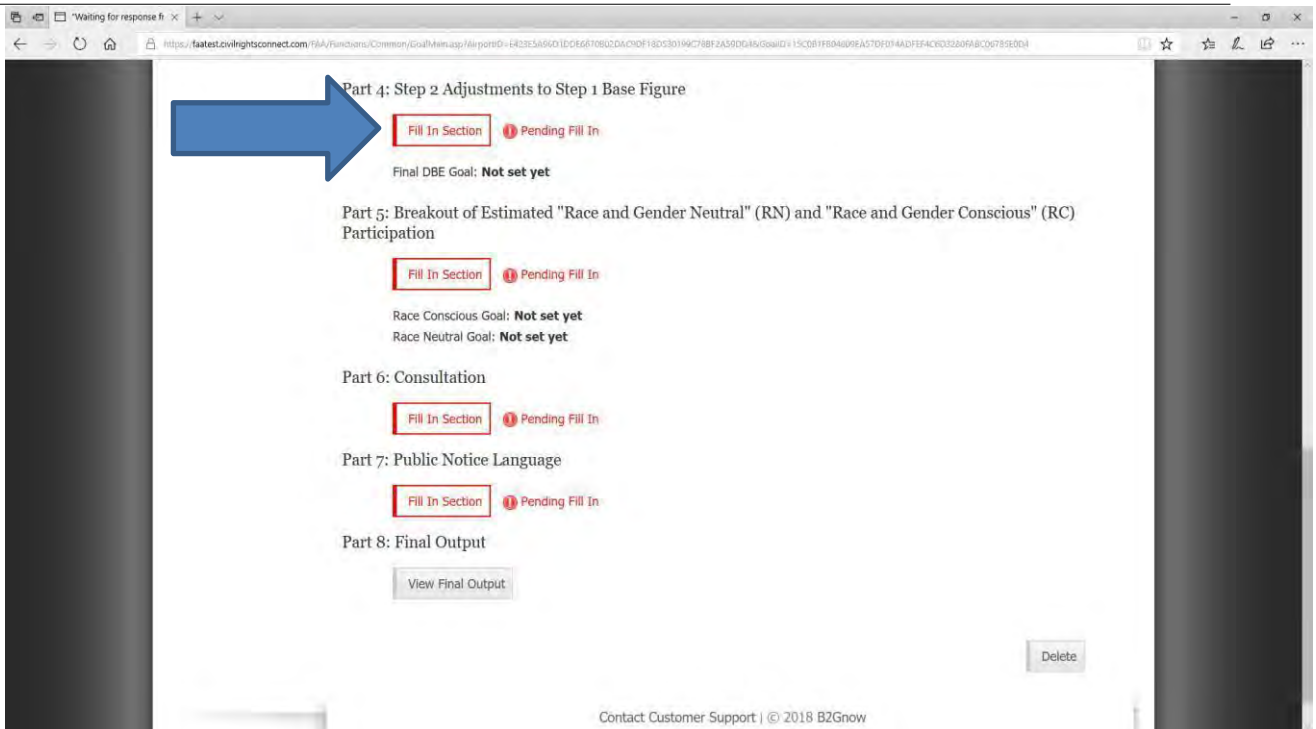
- a. Text and data auto populates. Edit the text box as needed. When done, click Save content updates.

The screenshot shows a web browser window displaying the FAA Civil Rights Connect interface. At the top, it shows 'Total Weight DBE Amount' as \$31,199 and 'Step 1 DBE Goal' as 0.8%. Below this is a rich text editor with a toolbar. A blue arrow labeled 'Edit as needed' points to the text area. To the right of the text editor, there are two buttons: 'Save Content Updates' and 'Return to Main Goal Page'. A blue arrow labeled 'When done' points to the 'Save Content Updates' button, and another blue arrow labeled 'Go to next step' points to the 'Return to Main Goal Page' button. The main content area displays 'Step 1. Actual relative availability of DBEs' and provides information about the base figure calculation, recipient used, and weighted availability of DBE firms for two fiscal years. A table is shown for Fiscal Year #1 with columns for Project Name, Trade Description, NAICS Description, NAICS, Trade (\$), Census, Directory, DBE (%), and DBE (\$). The table lists 'New Runway' projects with a total trade of \$1,238,967 and a DBE percentage of 1.0%.

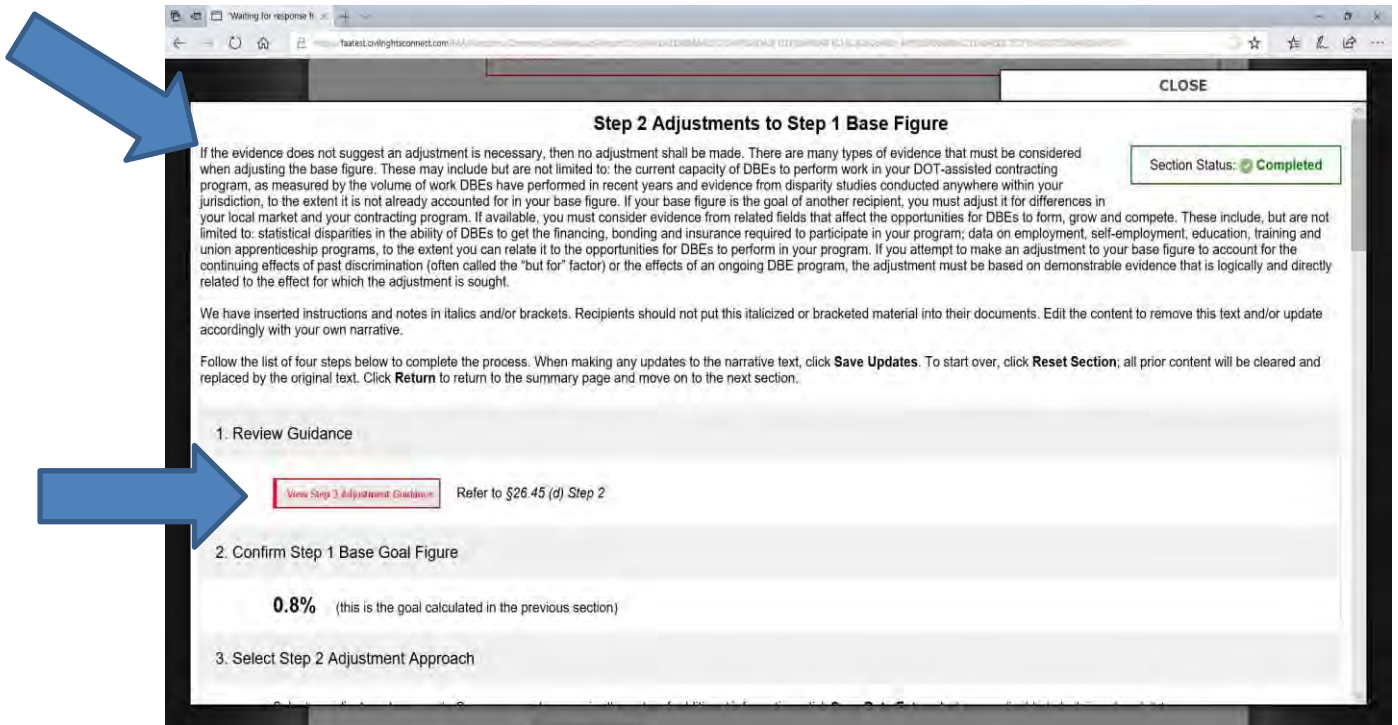
Project Name	Trade Description	NAICS Description	NAICS	Trade (\$)	Census	Directory	DBE (%)	DBE (\$) (= Trade \$ x DBE %)
New Runway	New Runway	Runway Construction	237310	\$1,238,967	2	196	1.0%	\$12,515
New Runway				\$1,238,967			1.0%	\$12,515
Year 1 Total				\$1,238,967			1.0%	\$12,515

- b. Click [Return to Main Goal Page](#) to go to next section

11. Part 4: Step 2 Adjustments to Step 1 base figure. Click **Fill in Section**.



a. Review Guidance



- b. Select an Adjustment Approach. Using past history is a common approach. Other options are available or add an approach. When done entering data, click on **Save Data Entered**



3. Select Step 2 Adjustment Approach

Select an adjustment approach. Some approaches require the entry of additional information; click **Save Data Entered** where applicable to lock in entered data.

Not enough historical data on DBE participation is available to reference to make an adjustment to the Step 1 base figure. The value of **0.8%** will be used.

Use past history participation to adjust goal.

Use three to five years of data to fill the table. The median value will be averaged with the Step 1 Base Goal of **0.8%**.

It is advisable to use a minimum of three to five years of data. If all the participation was attained via race conscious measures, there is no need to show the split but you must specify this in your narrative. Enter 0 for the race neutral numbers in this situation.

FY	Total Grant \$ Amount	DBE Goals			Accomplishments			Type of Work
		Race Conscious (%)	Race Neutral (%)	Total	Race Conscious (%)	Race Neutral (%)	Total	
FY 16	1234589	3	1	4.0%	4	1	5.0%	Runway Rehab
FY 17	894896	2	0	2.0%	3	0	3.0%	New Taxiway
FY 18	234598	2	0.5	2.5%	3	1	4.0%	Runway Overlay
FY								
FY								

Save Data Entered

Arranging this historical data from low to high, (3%, 4%, 5%) the median is **4.0%**.
Step 1 Base averaged with historical median: $(0.8\% + 4.0\%) / 2 = 2.4\%$

No historical data on DBE participation is available to reference to make an adjustment to the Step 1 base figure; however, slightly higher DBE participation can be obtained during the



Select this option if another adjustment approach was used. Click the **Save & Add to Narrative** button and enter narrative of your approach.

This approach is also commonly added:

Check this option to include the following text:
Furthermore, there are no applicable disparity studies for the local market area or recent legal case information from the relevant jurisdictions to show evidence of barriers to entry or competitiveness of DBEs in the market area that is sufficient to warrant making an adjustment to the base goal.

c. Add your approach and overall goal to your narrative

Click **Save & Add to Narrative**. Sample narrative text corresponding to the approach selected above will populate in the edit box below along with all additional data and numbers filled in. Review the narrative content, edit as needed, and click **Save Content Updates** to lock in the text.

Save & Add to Narrative



d. System states: **Text added to narrative. Review, update, and save to lock in.** Review the text and update as needed.



Waiting for response fr x +

https://faatest.civilrightsconnect.com/FAA/Functions/Common/GoalMan.asp?logonID=DMA202F85864C201587754DA1F12F584929F1C423E9&UID=8493309EAB8E21E-044E4F7C715A07031F46003A9074

CLOSE

Past History Participation

One piece of data used to determine the adjustment to the base figure was the median of historical DBE accomplishments, as follows:

FY	Total Grant \$ Amount	DBE Goals			Accomplishments			Type of Work
		Race Conscious (%)	Race Neutral (%)	Total	Race Conscious (%)	Race Neutral (%)	Total	
FY 16	\$1,234,589	3.0%	1.0%	4.0%	4.0%	1.0%	5.0%	Runway Rehab
FY 17	\$894,896	2.0%	0.0%	2.0%	3.0%	0.0%	3.0%	New Taxiway
FY 18	\$234,598	2.0%	0.5%	2.5%	3.0%	1.0%	4.0%	Runway Overlay

Arranging this historical data from low to high (3%, 4%, 5%), the median is 4.0%.

Step 1 Base averaged with historical median: $(0.8\% + 4.0\%) / 2 = 2.4\%$

To arrive at an overall goal, the Step 1 base figure was added to the Step 2 adjustment figure and the total was averaged, arriving at an overall goal of 2.4%. City of Abbeville believes this adjusted goal accurately reflects DBE participation that can be achieved for the type(s) of work being awarded during this three-year goal period (FY 2020-22).

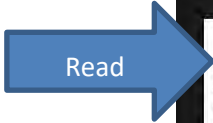
Furthermore, there are no applicable disparity studies for the local market area or recent legal case information from the relevant jurisdictions to show evidence of barriers to entry or competitiveness of DBEs in the market area that is sufficient to warrant making an adjustment to the base goal.

Reset Section

- e. When done, click on Save Content Updates
- f. System will indicate Content saved.
- g. Click [Return to Main Goal Page](#) to go to next Section.

12. Part 5: Breakout of Estimated "Race and Gender Neutral" (RN) and "Race and Gender Conscious" (RC) Participation

- a. Click [Fill in Section](#)



Read

Part 4: Step 2 Adjustments to Step 1 Base Figure

Breakout of Estimated "Race and Gender Neutral" (RN) and "Race and Gender Conscious" (RC) Participation

Section Status: **Completed**

Follow the list of five steps below to complete the process. When making any updates to the narrative text, click **Save Updates**. To start over, click **Reset Section**; all prior content will be cleared and replaced by the original text. Click **Return** to return to the summary page and move on to the next section.

We have inserted instructions and notes in italics and/or brackets. Recipients should not put this italicized or bracketed material into their documents. Edit the content to remove this text and/or update accordingly with your own narrative.

1. Review Guidance
 - [View Race Neutral/Race Conscious Guidance](#) Refer to §26.5f
2. Confirm Overall DBE Goal

2.4% (this is the goal calculated in the previous section)
3. Select Race Neutral/Race Conscious Approach(es)

Select Race Neutral/Race Conscious approaches to include in your goal (check all applicable checkboxes). You must show how you calculated each portion in the narrative section, including the basis of the estimated breakout of Race and Gender Neutral (RN) and Race and Gender Conscious (RC) DBE participation.

 - Past participation exceeds the goal
 - Use of DBE prime contractor(s)



Read

- b. Select the race-neutral and race-conscious approach or add a different approach (Another approach).

Part 4: Step 2 Adjustments to Step 1 Base Figure

2. Confirm Overall DBE Goal

2.4% (this is the goal calculated in the previous section)

3. Select Race Neutral/Race Conscious Approach(es)

Select Race Neutral/Race Conscious approaches to include in your goal (check all applicable checkboxes). You must show how you calculated each portion in the narrative section, including the basis of the estimated breakout of Race and Gender Neutral (RN) and Race and Gender Conscious (RC) DBE participation.

- Past participation exceeds the goal
- Use of DBE prime contractor(s)
- Outreach to small businesses
- No history of DBE participation or over-achievement of goals
- Another approach

4. Enter Race Conscious Goal

Enter the race conscious goal number based on approach chosen:

- c. Enter the race-neutral and race-conscious goal.



Part 4: Step 2 Adjustments to Step 1 Base Figure CLOSE

Past participation exceeds the goal

Use of DBE prime contractor(s)

Outreach to small businesses

No history of DBE participation or over-achievement of goals

Another approach

4. Enter Race Conscious Goal

Enter the race conscious goal number based on approach chosen:

%

If the race conscious goal number is changed AFTER the narrative below is edited, click here to reset the narrative back to the original text. WARNING: this will overwrite any text you have added/edited.

5. Enter Race Neutral Goal

Enter the race neutral goal number based on approach chosen:

%

If the race neutral goal number is changed AFTER the narrative below is edited, click here to reset the narrative back to the original text. WARNING: this will overwrite any text you have added/edited.

6. Add Race Neutral/Race Conscious approach(es) and goals to narrative

- d. Add the approaches and goals to the narrative by clicking on **Save and Add to Narrative**
- e. Click **Save Content Updates**. System states: **Text added to narrative. Review, update, and save to lock in.**
- f. Click on **Save Content Updates**
- g. System might state: **Content saved but some text/sections need to be updated/completed.**
- h. Edit the text as needed and Click **Save Content Updates** again.



Part 4: Step 2 Adjustments to Step 1 Base Figure CLOSE

City of _____ will meet the maximum feasible portion of the overall goal by using race neutral means of facilitating DBE participation.

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitates DBE, and other small businesses, participation;
2. Providing assistance in overcoming limitations such as inability to obtain bonding or financing;
3. Providing technical assistance and other services;
4. Carrying out information and communications programs on contracting procedures and specific contract opportunities;
5. Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses;
6. Providing services to help DBEs and other small businesses improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency;
7. Establishing a program to assist new, start-up firms, particularly in fields in which DBE participation has historically been low;
8. Ensuring distribution of DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors;
9. Assist DBEs and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media.

City of _____ estimates that in meeting the established overall goal of 2.4%, it will obtain 0% from RN participation and 2.4% through race conscious measures.

The City does not have a history of DBE participation or over-achievement of goals to reference and expects to obtain its DBE participation through the use of DBE contract goals or a conscious effort to obtain DBE participation. Therefore, the entire goal of 2.4% is to be obtained through race-conscious participation.

The City will adjust the estimated breakout of race neutral and race conscious DBE participation as needed to reflect actual DBE participation (see §26.51(f)) and track and report race neutral and race conscious participation separately. For reporting purposes, RN DBE participation includes, but is not necessarily limited to the following: DBE participation through a prime contract obtained through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal, DBE participation on a prime contract exceeding a contract goal, and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.



- i. System states: **Content saved.**
- j. Select Return to Main Goal Page to go to next step

13. Part 6. Consultation

- a. Click on Fill In Section  Pending Fill In



Part 4: Step 2 Adjustments to Step 1 Base Figure

CLOSE

Consultation

Update the text below to create your consultation narrative and click **Save Updates**. To start over, click **Reset Section**; all prior content will be cleared and replaced by the original text. Click **Return** to return to the summary page and move on to the next section.

Section Status: ✔ Completed

We have inserted instructions and notes in italics and/or brackets. Recipients should not put this italicized or bracketed material into their documents. Edit the content to remove this text and/or update accordingly with your own narrative. **You must add the consultation information, where, when, and if any comments were received.**

In establishing the proposed goal, you must consult with minority, women's and general contractor groups, community organizations who can share information on the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs and the recipient's efforts to establish a level playing field for the participation of DBEs. The consultation must include a scheduled, direct interactive exchange with as many stakeholders as possible.

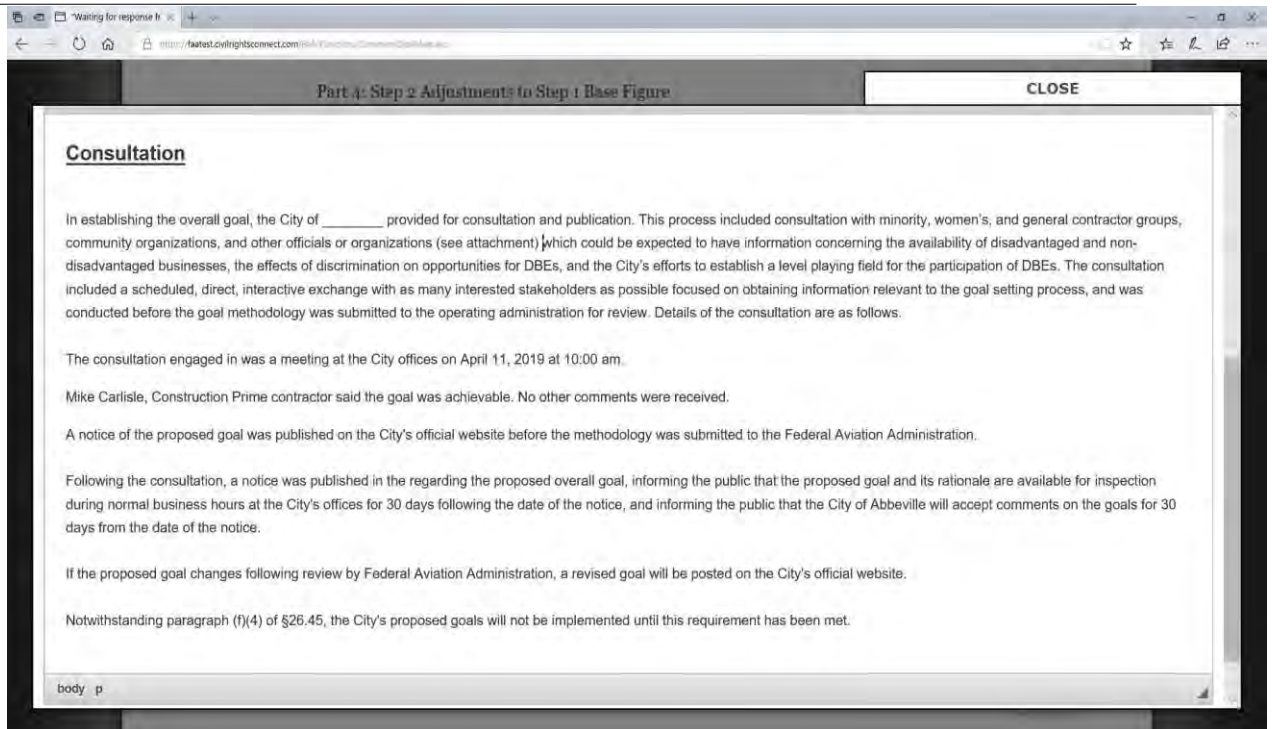
Refer to the **DBE Program Regulation** for guidance - see §26.45 (g)(1)(i).

Save Content Updates
Return to Main Goal Page

Consultation

In establishing the overall goal, City of Abbeville provided for consultation and publication. This process included consultation with minority, women's, and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged

- b. Review and edit text as needed



- c. When done, click [Save Content Updates](#)
- d. System states: **Content saved.**
- e. Click [Return to Main Goal Page](#) to go to next Section



14. Part 7: Public Notice Language

- a. Click on [Fill In Section](#)  Pending Fill In



- b. Edit text as needed
- c. When Done, Click [Save Content Updates](#)
- d. Click [Return to Main Goal Page](#) to go to next section

The screenshot shows a web browser window with the URL <https://faatest.civilrightsconnect.com/FAA/Function/Common/GoalMain.asp>. The interface includes a top bar with 'Edit Section' and 'Completed' buttons, and a 'CLOSE' button in the top right. The main content area contains a public notice draft:

The City of _____ hereby announces its proposed Disadvantaged Business Enterprise (DBE) participation goal of 2.4% for FAA-funded contracts/agreements. The proposed goal pertains to federal fiscal years 2020 through 2022 (10/1/2019 - 9/30/2022). A meeting will be held on May 11 at 10:00 am at the City public conference room for the purpose of consulting with stakeholders to obtain information relevant to the goal-setting process.

The proposed goal and its attendant methodology are available for inspection between 8:00 a.m. and 5:00 p.m. Monday through Friday at the City's office for 30 days from the date of this publication.

Comments on the DBE goal will be accepted for 30 days from the date of this publication and can be sent to the following:

Cindy Evans
Federal Aviation Administration
Office of Civil Rights

A blue arrow labeled 'Edit text' points to the first paragraph of the draft.

15. Part 8: Final Output

- a. Click [View Final Output](#)
- b. Click [View in Word Format](#) (located at upper left)
- c. Click [Open](#) at bottom popup box



Waiting for response fr...
 faatest.civilrightsconnect.com/GoalDocumentCommonGoalMethodology

Race Conscious Goal: **2.4%** CLOSE

[View in Word Format](#)

Overall DBE Three-Year Goal Methodology

Name of Recipient: City of Abbeville
Goal Period: FY 2020-22 (10/1/2019 through 9/30/2022)
DOT-assisted contract amounts:

Year 1	\$1,234,897
Year 2	\$458,920
Year 3	\$2,345,679
Totals	\$4,039,496

Overall Three-Year Goal: 2.4%, to be accomplished through 2.4% Race Conscious and 0.0% Race Neutral
Total dollar amount to be expended on DBEs: \$31,199

Describe the Number and Type of Contracts that the airport anticipates awarding:

What do you want to do with GoalDocument_2019-08-09.doc (32.2 KB)?
 From: faatest.civilrightsconnect.com

Open Save Cancel

d. Review and edit if needed

u_2019-08-09 - Word

Overall DBE Three-Year Goal Methodology

Name of Recipient: City of Abbeville
Goal Period: FY 2020-22 (10/1/2019 through 9/30/2022)
DOT-assisted contract amounts:

Year 1	\$1,234,897
Year 2	\$458,920
Year 3	\$2,345,679
Totals	\$4,039,496

Overall Three-Year Goal: 2.4%, to be accomplished through 2.4% Race Conscious and 0.0% Race Neutral
Total dollar amount to be expended on DBEs: \$31,199

Describe the Number and Type of Contracts that the airport anticipates awarding:

Contracts in Fiscal Year #1

1 New Runway	\$1,234,897
--------------	-------------

Contracts in Fiscal Year #2

1 New Admin Building	\$458,920
----------------------	-----------

Contracts in Fiscal Year #3

1 Taxiway Rehab	\$2,345,679
-----------------	-------------

Market Area:
 The market area is the Counties of Cook and Kane

Step 1. Actual relative availability of DBEs
 The base figure for the relative availability was calculated as follows:

Recipient used the State LCP DBE Directory and Census Bureau Data
 (https://facfinder.census.gov/aces/nav/jsf/pages/searchresults.xhtml?refresh=t)

Weighted Availability of DBE firms

Fiscal Year #1
 For 10/1/2019 - 9/30/2020, award of the following is anticipated:

Project Name	Trade Description	NAICS Description	NAICS	Trade (\$)	Census Directory	DBE (%)	DBE (\$) (= Trade \$ x DBE %)
New Runway	New Runway	Runway Construction	237310	\$1,238,967	2 198	1.0%	\$12,515
New Runway				\$1,238,967		1.0%	\$12,515
Year 1 Total				\$1,238,967		1.0%	\$12,515

Fiscal Year #2
 For 10/1/2020 - 9/30/2021, award of the following is anticipated:

Project Name	Trade Description	NAICS Description	NAICS	Trade (\$)	Census Directory	DBE (%)	DBE (\$) (= Trade \$ x DBE %)
New Admin Building	New Admin Building	Airport Building	236220	\$458,920	4 328	1.2%	\$5,597
New Admin Building				\$458,920		1.2%	\$5,597
Year 2 Total				\$458,920		1.2%	\$5,597

Fiscal Year #3
 For 10/1/2021 - 9/30/2022, award of the following is anticipated:

Project Name	Trade Description	NAICS Description	NAICS	Trade (\$)	Census Directory	DBE (%)	DBE (\$) (= Trade \$ x DBE %)
Taxiway Rehab	Taxiway Rehab	Runway Taxiway Construction	237310	\$2,345,679	3 536	0.6%	\$13,129
Taxiway Rehab				\$2,345,679		0.6%	\$13,129
Year 3 Total				\$2,345,679		0.6%	\$13,129

The base goal projection after weighting is as follows:
 • Total Weighted DBE Availability **\$31,240**

- e. Save the file as a document. Upload the goal document in FAA Connect in the Airport File, DBE Goals and Reports Section.
- f. If the goal period is missing, contact your FAA Compliance Specialist to add the goal period. See last page of this guidance for FAA Specialist contact information.



How to Submit ACDBE goals

Please see the ACDBE goal setting tool on the following pages. It is not mandatory to use the tool but you might find it helpful.

1. Website: <https://faa.civilrightsconnect.com/FAA/login.asp>

2. Access the Goal from your Dashboard:

NOTE: If the Goal tab or goal period is not shown, please contact your FAA Compliance Specialist to add the goal period.

3. Go to ACDBE Part 23 Goals. Click **View** next to the Goal that you want to submit

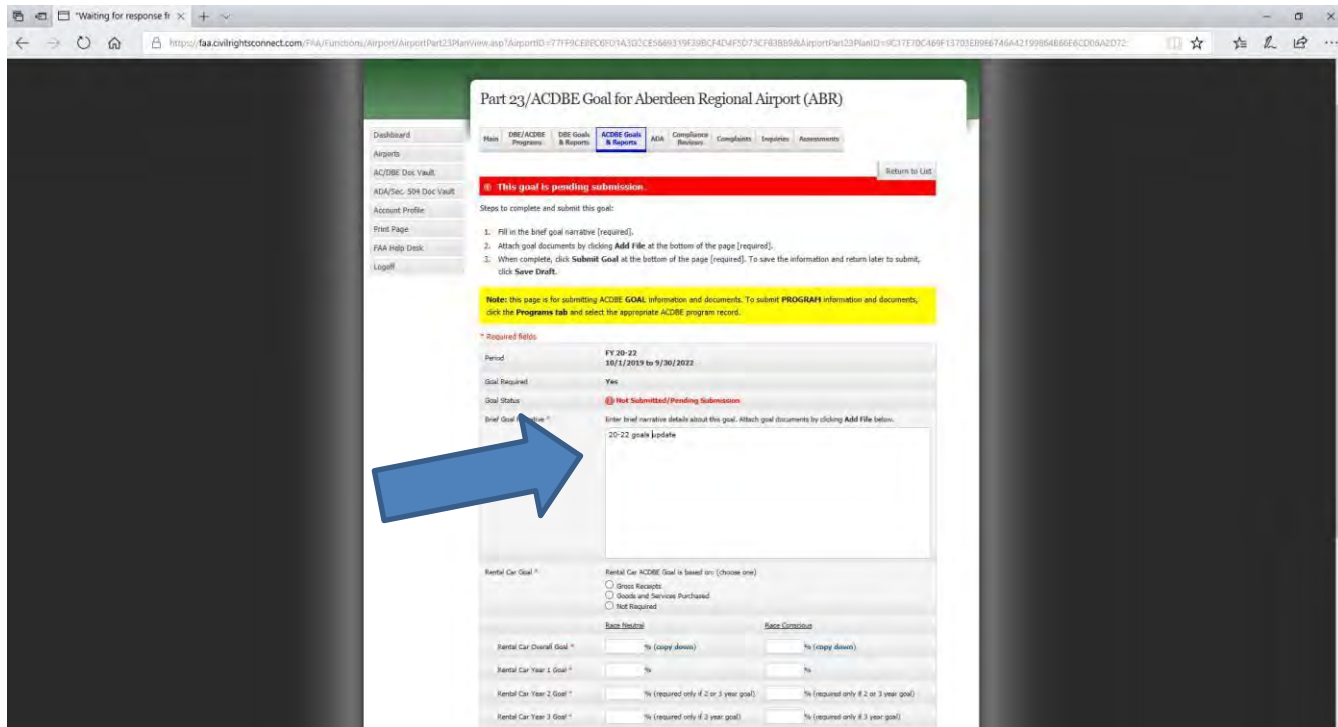
OR,

4. Click on Airports (left menu) – find the Airport and click View

5. Click on ACDBE Goals and Report at top menus

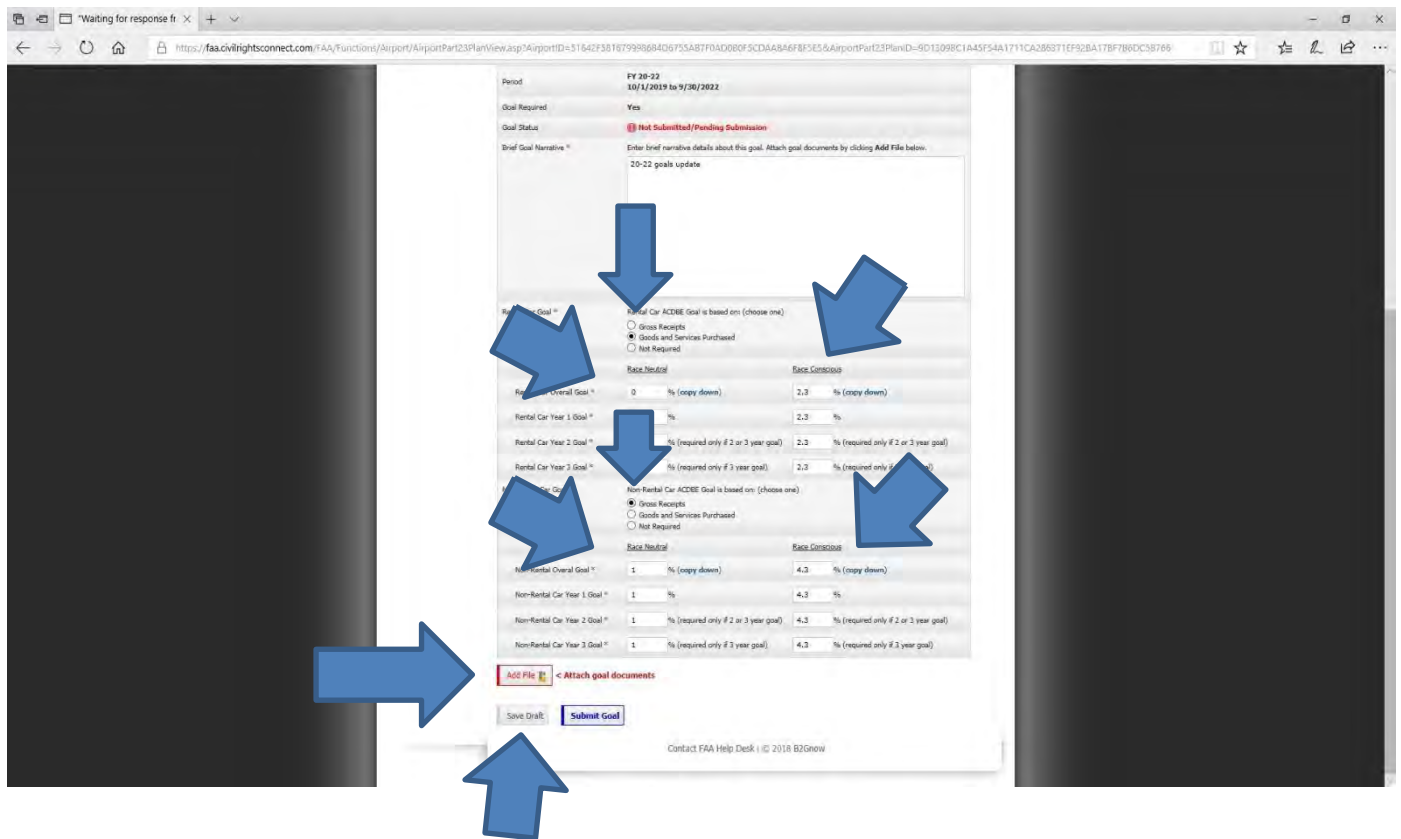
6. Click on Submit next to the FY goal that you need to submit

7. Enter Brief Goal Narrative * (* denotes required entry) (Narrative might be for example: 2020-2022 ACDBE Goals Update)





8. Select what the goal is based on or not required.
9. Enter ACDBE Car Rental and Non-Car Rental RN and RC goals). Click copy down if the goal is the same for all years or enter specific goals for each year of the three year period.
10. Click on Add File (must add the goal file or you will not be able to Submit.)
11. Click Browse, Select (Highlight) File, Click Open
12. Select File Type (drop down menu)
13. Entire a File Title (Updated 2019-2021 goals, for example)
14. Entire a File Description if needed (not a mandatory entry)
15. Click on Attach File (you can add as many files as you need to)
16. Click on Save Draft if you are not ready to submit yet
17. When you are ready to submit, click on Submit Goal



15. The Goal/s are now pending approval by the FAA Compliance Specialist You will receive an email message indicated the status.


16. If you need to make changes, you can Withdraw the Goal prior to FAA approval.



How to Use the ACDBE Goal Setting Tool

1. Go to the Airport and click [View](#)
2. Click [ACDBE Goals & Reports](#) tab at top menus
3. Page down and click on [Goal Setting Tool](#) tab at lower right
1. Select goal Type and Goal Period.

For this first example, we will explain the non-car rental goal. However, the process for preparing a car rental goal is very similar except that for the car rental goal, you can select if the goal is based on gross receipts or purchases (expenditures). You can also follow this guidance when preparing your car rental goal. When you base the car rental goal on purchases, some common car rental purchases are cars, tires, car washes, uniforms, office supplies, etc.

4. Click [Start New Goal](#)
5. Review the guidance at the top of each screen. There is red lettering that is examples or guidance. Make sure to change the information to what applies to the airport; remove the brackets that is with some of the red lettering, remove lettering that does not apply. When done editing, correct the lettering to black.
6. There is an [Edit Option](#) at each Section. You can edit the section anytime you need to.
7. Follow the process. Start with [Part 1: defining the Market Area](#). Click on [Fill in Section](#). Type into the text area what the market area is. For example: The market area is the Counties of Cook and Kane. When done, Click [Save Content Updates](#). If you did not edit it correctly, you will receive an alert message at the top of the screen. Edit the text to correct and when you are done, click [Return to Main Goal Page](#) to go to the next section.
8. As you completed each section, the section will show:  Completed
9. [Part 2\(a\) Base of Goal](#). Click on [Add Gross Receipts](#). Enter the gross receipts for the past three years. Enter the Annual Growth/Reduction Estimate. Enter a brief explanation of the reasoning for your growth/reduction estimate. When you are done, click on [Save Gross Receipts](#). You will see that the system calculated the annual gross receipts estimate. When done, click on [Return to Main Goal Page](#) to go to the next section.
10. [Part 2\(b\) Expected Concessions Activities](#). Click on [Add Concessions Activities](#).
It is strongly recommended that all concession activities be added before moving on to Part 3.

NOTE: The links to the NAICS/census websites are provided for you to conduct the search. The tool does not auto-select or pre-populate data and information from the NAICS/census websites. The tool calculates the goal/s from the data and information that you enter manually.

Add all of the airport's concessions activities for example, restaurant, news and gifts, ATMs, Vending, Advertising, Management Contracts, etc. Look up the NAICS code and description and enter manually. Select the Source for your Data. Enter the # of ACDBE Certified Firms in the market area (from active participants list or UCP directory). Enter the number of all firms in the market area (from census website). Enter the percent of concession dollars for each activity (total should be 100%). When done, click on [Save Work Categories](#). Note that the system calculated the ACDBE percent for each concession activity. When done, click [Return to Main Goal Page](#) to go to the next section.



How to use the ACDBE Goal Setting Tool (continued)

11. **Part 3 – Step 1 Goal Calculation – Actual Relative Availability of ACDBEs.** Click on **Fill in Section**. You will see that the Base of the Goal data that you entered previously is in the text box. Page down to edit. Use the inside and outside scroll bars to page down. Edit the data sources (red lettering) that you used for example, active participant's list and census bureau data. Remove red lettering that is not needed. When you are done, click on **Save Content Updates**. Click **Return to Main Goal Page** to go to the next section.
12. **Part 4 – Step 2 Adjustments to Step 1 Base Figure.** Click on **Fill in Section**. Select an adjustment approach. Some approaches require the entry of additional information.
13. After you select the adjustment approach and enter the data, click **Save Data Entered** where applicable to lock in entered data.
14. When you are done entering data and have saved it, Item 5 asks you to click on **Save and Add to Narrative**. Also click **OK on the popup**.
It's very important that you click on this button so that the option you chose and the data you entered is added to the narrative.
15. Page down to review and update the narrative. When you are done, click on **Save Content Updates**. Click **Return to Main Goal Page** to go to the next section.
16. **Part 5 - Breakout of Estimated "Race and Gender Neutral" (RN) and "Race and Gender Conscious" (RC) Participation.** Click on **Fill in Section**. Select the race-neutral and race-conscious approaches the airport recipient uses. Add others in the narrative if applicable.
17. Enter the race-conscious and race-neutral goal (the breakout of the overall goal).
18. In Item 6, click on the button **Save and Add to Narrative**. Click OK on the popup.
19. Page down to review and update as needed.
20. Remove red lettering that is not needed. Remove brackets. Update lettering to black.
21. When done, click on **Save Content Updates**. Click **Return to Main Goal Page** to go to the next section.
22. **Part 6 – Consultation.** . Click on **Fill in Section**. Edit the narrative to indicate when the consultation was done, who was invited and if there were any comments. When done, click on **Save Content Updates**. Click **Return to Main Goal Page** to go to the next section.
23. **Part 7 – Final Output.** Click on **View Final Output**. Click on View in Word Format at upper left corner. Review the final output and make any changes that are needed. When done, save the document to a file and upload it to FAA Connect in the Goals and Reports Section. Don't forget to click Submit after uploading the file to the Goal Section.
24. See screen shots below.



How to use the ACDBE Goal Setting Tool (continued)

FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportsList.asp?AirportID=788873D648F6EDC1E9B61C2AA5649408F03C5EB5CA5D0E29

Apps Managed bookmarks FAA Resource Links

Reading list

ACDBE/Part 23 Records for Abraham Lincoln Capital (SPI)

Main DBE/ACDBE Programs DBE Goals & Reports **ACDBE Goals & Reports** Compliance Reviews Complaints Inquiries Assessments Prompt Payment Complaints

Goals Due Chart

Actions	Period & Type	Status	Submitted	Received
view	FY 06 Goal	Approved		
view	FY 06 Report	Received	6/3/2007	6/3/2007
view	FY 07 Goal	Approved		
view	FY 07 Report	Received	12/3/2007	12/3/2007
view	FY 08 Goal	Approved		
view	FY 08 Report	Received	3/13/2009	3/13/2009
view	FY 09 Goal	Approved		
view	FY 09 Report	Received	11/9/2009	11/9/2009
view	FY 11 Goal	Approved		
view	FY 11 Report	Received	1/11/2012	1/11/2012
view	FY 12 Goal	Approved		
view	FY 12 Report	Received	4/30/2013	4/30/2013
view	FY 13 Goal	Approved		
view	FY 13 Report	Received	3/14/2014	3/14/2014
view	FY 14-16 Goal	Approved	7/7/2014	7/15/2014
view	FY 14 Report	Received	2/11/2015	2/17/2015
view	FY 15 Report	Received	3/8/2016	3/8/2016

FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportsList.asp?AirportID=788873D648F6EDC1E9B61C2AA5649408F03C5EB5CA5D0E29

Apps Managed bookmarks FAA Resource Links

Reading list

view	FY 08 Report	Received	3/13/2009	3/13/2009
view	FY 09 Goal	Approved		
view	FY 09 Report	Received	11/9/2009	11/9/2009
view	FY 11 Goal	Approved		
view	FY 11 Report	Received	1/11/2012	1/11/2012
view	FY 12 Goal	Approved		
view	FY 12 Report	Received	4/30/2013	4/30/2013
view	FY 13 Goal	Approved		
view	FY 13 Report	Received	3/14/2014	3/14/2014
view	FY 14-16 Goal	Approved	7/7/2014	7/15/2014
view	FY 14 Report	Received	2/11/2015	2/17/2015
view	FY 15 Report	Received	3/8/2016	3/8/2016
view	FY 16 Report	Received	4/12/2017	4/12/2017
view	FY 17-19 Goal	Approved	5/18/2018	5/22/2018
view	FY 17 Report	Received	2/21/2018	2/22/2018
view	FY 18 Report	Received	4/2/2019	4/2/2019
view	FY 19 Report	Received	6/29/2020	6/29/2020
submit	FY 20-22 Goal	Not Submitted		
submit	FY 20 Report	Not Started		

Goal Setting Tool

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How to use the ACDBE Goal Setting Tool (continued)

FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Common/GoalList.asp?AirportID=31B0B681E078645A6F68AA6871A18DF1C0697CA2318F93D9

FAA Civil Rights Connect

FAA Triennial Goal Setting Tool

Main DBE/ACDBE Programs DBE Goals & Reports ACDBE Goals & Reports Compliance Reviews Complaints Inquiries Assessments Prompt Payment Complaints

Test System

Dashboard

Airports

AC/DBE Doc Vault

Account Profile

Print Page

FAA Help Desk

Logout

This tool is provided by FAA to assist recipients in setting triennial goals. Its purpose is to provide guidance and instruction, but it is the responsibility of the recipient to ensure the accuracy and appropriateness of all data and statements in the goal document.

Return

Start New Goal

Goal Type * ACDBE Non-Car Rental Triennial Goal

Period * FY 2022-24

Start New Goal

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ACDBE Non-Car Rental Triennial Goal

Use this tool to work through the process to set an ACDBE non-car rental triennial goal. Part 23.45 allows for the goal to be set using 1 of 5 different methods (click here to view the ACDBE Program Regulation). The tool is currently based on the weighted or non-weighted ACDBE availability methodology that uses projected concession activities. Other methodologies are not currently supported in the calculation part (Part 2 and Part 3 below) but the other sections can be used to fill in the narrative sections.

Resources:

- ACDBE Program Regulation -- ACDBE Goal Setting -- \$23.41 - \$23.61
- US DOT Tips for Goal Setting
- PDF training guide for this goal setting tool
- Video training for this goal setting tool (transcript)

Recipient:	Springfield Airport Authority-Abraham Lincoln Capital
Airport(s):	Abraham Lincoln Capital (edit)
Goal Type:	ACDBE Non-Car Rental Triennial Goal
Period:	FY 2022-24 (edit)

Part 1: Identify Market Area & Opportunities

[Fill In Section](#) 🚫 Pending Fill In

Part 2(a): Base of Goal

[Add Gross Receipts](#) 🚫 Pending

Part 2(b): Expected Concession Activities

[Add Concession Activities](#) 🚫 Pending

How to use the ACDBE Goal Setting Tool (continued)

Market Area & Opportunities

List the counties/parishes for your local market area. The market area must be identified as the area in which the substantial majority of firms which seek to do concessions business with the airport are located and in which the firms which receive the substantial majority of concessions-related revenues are located.

Also list the concession opportunities that will generate revenues during the three year period. Indicate if any activities are identified as having a nationwide market area.

We have inserted instructions and notes in italics and/or brackets. Recipients should not put this italicized or bracketed material into their documents. Edit the content to remove this text and/or update accordingly with your own narrative.

Update the text below and click **Save Updates** when finished. To start over, click **Reset Section**; all prior content will be cleared and replaced by the original text. Click **Return** to return to the summary page and move on to the next section.

Refer to the [ACDBE Program Regulation](#) for guidance.

[Save Content Updates](#) [Return to Main Goal Page](#)

Market Area

Springfield Airport Authority-Abraham Lincoln Capital has determined that the market area for Abraham Lincoln Capital is *Cook and Carrol Counties*. The market area is the geographical area in which the substantial majority of firms which seek to do concessions business with the airport are located and in which the firms which receive the substantial majority of concessions-related revenues are located. *Additionally, a nationwide market area has been identified for advertising.*

The concession opportunities anticipated during this goal period for this market area are: *Food and beverage, advertising, shoe shine, news and gifts, and goods and services*

Section Status: 🚫 Incomplete



Recipient: Springfield Airport Authority-Abraham Lincoln Capital
 Airport(s): Abraham Lincoln Capital (edit)
 Goal Type: ACDBE Non-Car Rental Triennial Goal
 Period: FY 2022-24 (edit)

Part 1: Identify Market Area & Opportunities
 Edit Section Completed

Part 2(a): Base of Goal
 Add Gross Receipts Pending

Part 2(b): Expected Concession Activities
 Add Concession Activities Pending

It is strongly recommended that all concession activities be added before moving on to Part 3. Once the narratives in the following sections are set, changes to the concession activities above will require that the narratives be reset and edited from scratch.

Part 3: Step 1 Goal Calculation: Actual Relative Availability of ACDBEs
 Fill In Section Pending Fill In
 Base ACDBE Goal: **Not calculated yet**

Part 4: Step 2 Adjustments to Step 1 Base Figure
 Fill In Section Pending Fill In
 Final DBE Goal: **Not set yet**

How to use the ACDBE Goal Setting Tool (continued)

Springfield Airport Authority-Abraham Lincoln Capital

2019	\$	1,203,405
2020	\$	1,104,500
2021	\$	1,260,504

Enter projected annual year-over-year growth/reduction estimates for non-rental car gross concessions receipts in the table below. Estimates can be positive or negative numbers between -100% and 100%. If you expect the same growth for all three years, enter the same number in each field. Provide a brief explanation in the field at the bottom of the table for your estimate, e.g. "increased passenger traffic and other concession improvements" or "reduced passenger traffic due to national market factors"

Click **Save Gross Receipts** to save your data

Year	Annual Growth/Reduction Estimate *	Annual Gross Receipts Estimate *
2022	0 %	\$1,260,504
2023	0 %	\$1,260,504
2024	0 %	\$1,260,504
Three-Year Total Gross Receipts:		\$3,781,512
Average Annual Growth Rate:		0%

Enter a brief explanation of the reasoning for your growth/reduction estimate, e.g. "increased passenger traffic and other concession improvements" or "reduced passenger traffic due to national market factors". *

reduced passenger traffic due to national market factors

Save Gross Receipts Return to Main Goal Page

Final DBE Goal: **Not set yet**



FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Common/GoalMain.asp

Part 1: Identify Market Area & Opportunities

[Edit Section](#) Completed

Part 2(a): Base of Goal

[Edit Gross Receipts](#) Completed

Year	Non-Car Rental Concessions Gross Receipts
2019	\$1,203,405
2020	\$1,104,506
2021	\$1,260,504

Year	Annual Growth/Reduction Estimate	Annual Gross Receipts Estimate
2022	0%	\$1,260,504
2023	0%	\$1,260,504
2024	0%	\$1,260,504
Three-Year Total Gross Receipts:		\$3,781,512
Average Annual Growth Rate:		0%

Part 2(b): Expected Concession Activities

[Add Concession Activities](#) Pending

It is strongly recommended that all concession activities be added before moving on to Part 3. Once the narratives in the following sections are set, changes to the concession activities above will require that the narratives be reset and edited from scratch.

Part 3: Step 1 Goal Calculation: Actual Relative Availability of ACDBEs

How to use the ACDBE Goal Setting Tool (continued)

FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Common/GoalMain.asp

Part 1: Identify Market Area & Opportunities

Any methodology you choose must be based on demonstrable evidence of local market conditions and be designed to ultimately attain a goal that is rationally related to the relative availability of ACDBEs in your market area. Other methodologies and data sources are not currently supported in the calculation part.

Use this form to add a list of concession activities with ACDBE availability. Availability can be calculated from ACDBE and total firm counts (certified directories) or a disparity study. Fill in all anticipated concession activities, including those with no ACDBE availability, before moving on to the next section. You can add as many concession activities as needed; the form will automatically add five blank lines after saving.

Weighting is not mandatory, but is encouraged for a more accurate base figure. To use weighting, fill in the "% of Concession Dollars" field for each concession activity. The sum of these numbers must total 100%.

Details for NAICS codes and descriptions are available from the [Census.gov](#) website. The links to the NAICS/census websites are provided for you to conduct the search. The tool does not auto-select or pre-populate data and information from the NAICS/census websites. The tool calculates the goals from the data and information that you enter.

When finished added all concession activities, click **Return** to return to the summary page and move on to Part 3.

#	Concession Activity*	NAICS	NAICS Description	Data Source*	# ACDBE Certified Firms	# Total Firms	ACDBE %	% of Concession Dollars	Notes	Delete
1	Restaurant	722500	Full service restaurant	<input checked="" type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study	4	62	30			
2	Advertising	541890	Services Related to Advertising	<input checked="" type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study	12	97	30			
3	Shoe Shine	811430	Footwear and Leather Goods Rep.	<input checked="" type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study	6	74	10			
4	Restaurant supplies	423050	Supplies used in offices, stores, hc	<input checked="" type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study	22	167	10			
5	News and Gifts	453220	Gift, Novelty, and Souvenir Stores	<input checked="" type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study	17	89	20			

[Save Work Categories](#) [Return to Main Goal Page](#)

Part 3: Step 1 Goal Calculation: Actual Relative Availability of ACDBEs



FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Common/GoalMain.asp

Part 1: Identify Market Area & Opportunities

#	Concession Activity*	NAICS	NAICS Description	Data Source*	Certified Firms	Total Firms	ACDBE %	Concession Dollars	Notes	Delete
1	Advertising	541890	Services Related to Advertising	<input checked="" type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study	12	97	12.4	30.0		Delete
2	News and Gifts	453220	Gift, Novelty, and Souvenir Stores	<input checked="" type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study	17	89	19.1	20.0		Delete
3	Restaurant	722500	Full service restaurant	<input checked="" type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study	4	62	6.5	30.0		Delete
4	Restaurant supplies	423850	Supplies used in offices, stores, ht	<input checked="" type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study	22	167	13.2	10.0		Delete
5	Shoe Shine	811430	Footwear and Leather Goods Rep	<input checked="" type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study	6	74	8.1	10.0		Delete
6				<input type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study						
7				<input type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study						
8				<input type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study						
9				<input type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study						
10				<input type="radio"/> Directory/Active Participants & Census <input type="radio"/> Disparity Study						

Save Work Categories | Return to Main Goal Page

Part 2: Step 1 Goal Calculation: Actual Relative Availability of ACDBEs

How to use the ACDBE Goal Setting Tool (continued)

FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Common/GoalMain.asp

Part 2(b): Expected Concession Activities

Add/Edit Concession Activities Completed

Number Activities Listed	Weighted ACDBE Availability	Status
5	11.6%	All concession dollars listed

It is strongly recommended that all concession activities be added before moving on to Part 3. Once the narratives in the following sections are set, changes to the concession activities above will require that the narratives be reset and edited from scratch.

Part 3: Step 1 Goal Calculation: Actual Relative Availability of ACDBEs

Fill In Section Pending Fill In

Base ACDBE Goal: **11.6%**

Part 4: Step 2 Adjustments to Step 1 Base Figure

Fill In Section Pending Fill In

Final DBE Goal: **Not set yet**

Part 5: Breakout of Estimated "Race and Gender Neutral" (RN) and "Race and Gender Conscious" (RC) Participation

Fill In Section Pending Fill In

Race Conscious Goal: **Not set yet**
Race Neutral Goal: **Not set yet**

Part 6: Consultation

Fill In Section Pending Fill In



How to use the ACDBE Goal Setting Tool (continued)

Part a(b): Expected Concession Activities CLOSE

Part a(b): Expected Concession Activities CLOSE

Step 1 Goal Calculation: Actual Relative Availability of ACDBEs

Update the text below as needed and click **Save Updates** when finished. To start over, click **Reset Section**; all prior content will be cleared and replaced by the original text. Click **Return** to return to the summary page and move on to the next section.

This section also provides the ability to review and edit the Base of Goal narrative.

Refer to the [ACDBE Program Regulation](#) for guidance - see §23.51 (c) Step 1.

Base of Goal	\$3,781,512
ACDBE Availability	11.6%
Step 1 ACDBE Goal	11.6%

Section Status: ❗ Incomplete

Save Content Updates Return to Main Goal Page

Base of the goal

To calculate the base of the goal, Springfield Airport Authority-Abraham Lincoln Capital considered the most recent previous 3 years of gross concession receipts and the projected potential concession revenue (gross receipts) three years into the future including upcoming new opportunities

Rate Neutral Goal: Not set yet

Fill In Section Pending Fill In



FAA Civil Rights Connect

faatec.civilrightsconnect.com/FAA/Functions/Common/GoalMain.asp

Part a(b): Expected Concession Activities

Part a(b): Expected Concession Activities

Base of the goal

To calculate the base of the goal, Springfield Airport Authority-Abraham Lincoln Capital considered the most recent previous 3 years of gross concession receipts and the projected potential concession revenue (gross receipts) three years into the future including upcoming new opportunities.

Year	Non-Car Rental Concessions Gross Receipts
2019	\$1,203,405
2020	\$1,104,506
2021	\$1,260,504

Springfield Airport Authority-Abraham Lincoln Capital estimates that revenues to existing concessions will remain the same over the next three years due to reduced passenger traffic due to national market factors.

Year	Annual Growth / Reduction Estimate	Annual Gross Receipts Estimate
2022	0%	\$1,260,504
2023	0%	\$1,260,504
2024	0%	\$1,260,504
Three-Year Total Gross Receipts:		\$3,781,512
Average Annual Growth Rate:		0%

$\$1,260,504 + \$1,260,504 + \$1,260,504 = \$3,781,512$ which is the recipient's base of goal for non-car rental concessions.

body div strong u

Save Content Updates Return to Main Goal Page Reset Section

Race Neutral Goal: Not set yet.

Fill In Section Pending Fill In

How to use the ACDBE Goal Setting Tool (continued)

FAA Civil Rights Connect

faatec.civilrightsconnect.com/FAA/Functions/Common/GoalMain.asp

Part a(b): Expected Concession Activities

Part a(b): Expected Concession Activities

$\$1,260,504 + \$1,260,504 + \$1,260,504 = \$3,781,512$ which is the recipient's base of goal for non-car rental concessions.

The following are not included in the total gross receipts for concessions (a) the gross receipts of car rental operations, (b) the dollar amount of a management contract or subcontract with a non-ACDBE, (c) the gross receipts of business activities to which a management contract or subcontract with a non-ACDBE pertains, and (d) any portion of a firm's estimated gross receipts that will not be generated from a concession.

If a new concession opportunity arises prior to the end of this goal period, Springfield Airport Authority-Abraham Lincoln Capital will submit to the FAA an appropriate adjustment to the overall goal. This will be submitted to FAA for approval no later than 90 days before issuing the solicitation for the new concession opportunity.

Methodology used to Calculate Overall Goal

Springfield Airport Authority-Abraham Lincoln Capital can meet the percentage goal by including any business operated through a management contract or subcontract with an ACDBE. Springfield Airport Authority-Abraham Lincoln Capital, and the businesses at the airport, will add the dollar amount of a management contract or subcontract with an ACDBE to the total participation by ACDBEs in airport concessions (both the numerator AND the denominator) and to the base from which the recipient's percentage goal is calculated. However, the dollar amount of a management contract or subcontract with a non-ACDBE and the gross revenue of business activities to which the management contract or subcontract pertains will not be added to this base in either the numerator or denominator.

Springfield Airport Authority-Abraham Lincoln Capital, and the businesses at the airport, shall make good faith efforts to explore all available options to achieve, to the maximum extent practicable, compliance with the goal through direct ownership arrangements, including joint ventures and franchises.

Springfield Airport Authority-Abraham Lincoln Capital will include goods and services purchases from ACDBEs toward meeting the goal.

Step 1 - Actual Relative Availability of ACDBEs - §23.51 (c)

We determined the base figure for the relative availability of ACDBEs other than car rentals. The base figure was calculated as follows:

Numerator: Ready, willing, and able non-car rental ACDBEs in the market area

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body ul li span

Save Content Updates Return to Main Goal Page Reset Section

Race Neutral Goal: Not set yet.

Fill In Section Pending Fill In



FAA Civil Rights Connect

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Part (b): Expected Concession Activities

Part (b): Expected Concession Activities

Step 1 - Actual Relative Availability of ACDBEs - \$23.51 (c)

We determined the base figure for the relative availability of ACDBEs other than car rentals. The base figure was calculated as follows:

Numerator: Ready, willing, and able non-car rental ACDBEs in the market area
 divided by
 Denominator: All ready, willing and able non-car rental concession firms in the market area

The data source(s) used in the calculation included:

- Recipient's Active Participant List which can be found on the airport's website
- Census Bureau Data (<https://data.census.gov/cedsci/>)

The calculation and explanation for this is as follows:

Concession Activity	NAICS	# ACDBE Certified Firms	# Total Firms	% Availability	% of Concession Dollars
Advertising	541690	12	97	12.4%	30.0%
News and Gifts	453220	17	89	19.1%	20.0%
Restaurant	722500	4	62	6.5%	30.0%
Restaurant supplies	423850	22	167	13.2%	10.0%
Shoe Shine	811430	6	74	8.1%	10.0%

body ul li span

Save Content Updates Return to Main Goal Page Reset Section

Race Neutral Goal: Not set yet

Fill In Section Pending Fill In

How to use the ACDBE Goal Setting Tool (continued)

FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Common/GoalMain.asp

Part (b): Expected Concession Activities

Part (b): Expected Concession Activities

Content saved.

Base of Goal: **\$3,781,512**

ACDBE Availability: **11.6%**

Step 1 ACDBE Goal: **11.6%**

Save Content Updates Return to Main Goal Page

Rich text editor toolbar

Base of the goal

To calculate the base of the goal, the Airport Authority considered the most recent previous 3 years of gross concession receipts and the projected potential concession revenue (gross receipts) three years into the future including upcoming new opportunities.

Year	Non-Car Rental Concessions Gross Receipts
2019	\$1,203,405
2020	\$1,104,506

Race Neutral Goal: Not set yet

Fill In Section Pending Fill In



The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Functions/Common/GoalMain.asp`. The page displays a progress summary for 'Part 2(b): Expected Concession Activities'. The sections are as follows:

- Part 3: Step 1 Goal Calculation: Actual Relative Availability of ACDBEs**: Status is 'Completed' with a green checkmark. Base ACDBE Goal is **11.6%**.
- Part 4: Step 2 Adjustments to Step 1 Base Figure**: Status is 'Pending Fill In' with a red exclamation mark. Final DBE Goal is **Not set yet**.
- Part 5: Breakout of Estimated "Race and Gender Neutral" (RN) and "Race and Gender Conscious" (RC) Participation**: Status is 'Pending Fill In' with a red exclamation mark. Race Conscious Goal is **Not set yet** and Race Neutral Goal is **Not set yet**.
- Part 6: Consultation**: Status is 'Pending Fill In' with a red exclamation mark.
- Part 7: Final Output**: A 'View Final Output' button is visible.

At the bottom of the page, there is a 'Delete' button and a 'Fill In Section' button with a red exclamation mark.

How to use the ACDBE Goal Setting Tool (continued)

The screenshot shows the 'Step 2 Adjustments to Step 1 Base Figure' section of the tool. The 'Section Status' is 'Incomplete' with a red exclamation mark. The text provides guidance on when to adjust the base figure and lists four steps to complete the process:

- 1. Review Guidance**: A button labeled 'View Step 2 Adjustment Guidance' is present, with a note 'Refer to §23.51 (d) Step 2'.
- 2. Confirm Step 1 Base Goal Figure**: The current goal is **11.6%**, with a note '(this is the goal calculated in the previous section)'.
- 3. Select Step 2 Adjustment Approach**: A note states 'Select an adjustment approach. Some approaches require the entry of additional information; click **Save Data Entered** where applicable to lock in entered data.'

At the bottom of the page, there is a 'Fill In Section' button with a red exclamation mark.



FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Common/GoalMain.asp

Part 2(b): Expected Concession Activities

Part 3: Step 1 Goal Calculation: Actual Relative Availability of ACDBEs

11.6% (this is the goal calculated in the previous section)

3. Select Step 2 Adjustment Approach

Select an adjustment approach. Some approaches require the entry of additional information; click **Save Data Entered** where applicable to lock in entered data.

There is no historical ACDBE data to reference to make an adjustment to the Step 1 base figure therefore Springfield Airport Authority-Abraham Lincoln Capital is adopting its Step 1 base figure of **11.6%** as its overall goal for this 3-year goal period.

Use past history participation to adjust goal.

Use three to five years of data to fill the table. The median value will be averaged with the Step 1 Base Goal of **11.6%**.

It is advisable to use a minimum of three to five years of data. If all the participation was attained via race conscious measures, there is no need to show the split but you must specify this in your narrative. Enter 0 for the race neutral numbers in this situation.

FY	Race Conscious (%)	Race Neutral (%)	Total Achievement (%)
FY 16	2	6	8.0%
FY 17	2	6.3	8.3%
FY 18	1	7	8.0%
FY 19	1	9	10.0%
FY 20	1	10	11.0%

Save Data Entered

Arranging this historical data from low to high, (6%, 8%, 8.3%, 10%, 11%) the median is **8.3%**.
 Step 1 Base averaged with historical median: $(11.6\% + 8.3\%) / 2 = 9.9\%$

Fill In Section Pending Fill In

How to use the ACDBE Goal Setting Tool (continued)

FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Common/GoalMain.asp

Part 2(b): Expected Concession Activities

Part 3: Step 1 Goal Calculation: Actual Relative Availability of ACDBEs

4. Enter/Confirm Overall Goal

Enter/confirm the overall goal number based on the Step 2 Adjustment Approach chosen:

%

If the overall goal number is changed AFTER the narrative below is edited, click here to reset the narrative back to the original text. WARNING: this will overwrite any text you have added/edited.

For some approaches, the number will be adjusting according to the data you enter; for other approaches it will be the same as the Step 1 base goal.

5. Add approach and overall goal to narrative

Click **Save & Add to Narrative**. Sample narrative text corresponding to the approach selected above will populate in the edit box below along with all additional data and numbers filled in. Review the narrative content, edit as needed, and click **Save Content Updates** to lock in the text.

Save & Add to Narrative

Save Content Updates Return to Main Goal Page

Fill In Section Pending Fill In



Step 2 Adjustments to Step 1 Base Figure

If the evidence does not suggest an adjustment is necessary, then no adjustment shall be made. There are many types of evidence that must be considered when adjusting the base figure. These may include but are not limited to: the current capacity of DBEs to perform work in your DOT-assisted contracting program, as measured by the volume of work DBEs have performed in recent years and evidence from disparity studies conducted anywhere within your jurisdiction, to the extent it is not already accounted for in your base figure. If your base figure is the goal of another recipient, you must adjust it for differences in your local market and your contracting program. If available, you must consider evidence from related fields that affect the opportunities for DBEs to form, grow and compete. These include, but are not limited to: statistical disparities in the ability of DBEs to get the financing, bonding and insurance required to participate in your program; data on employment, self-employment, education, training and union apprenticeship programs; to the extent you can relate it to the opportunities for DBEs to perform in your program. If you attempt to make an adjustment to your base figure to account for the continuing effects of past discrimination (often called the "but for" factor) or the effects of an ongoing DBE program, the adjustment must be based on demonstrable evidence that is logically and directly related to the effect for which the adjustment is sought.

We have inserted instructions and notes in italics and/or brackets. Recipients should not put this italicized or bracketed material into their documents. Edit the content to remove this text and/or update accordingly with your own narrative.

Follow the list of four steps below to complete the process. When making any updates to the narrative text, click **Save Updates**. To start over, click **Reset Section**, all prior content will be cleared and replaced by the original text. Click **Return** to return to the summary page and move on to the next section.

Section Status: Incomplete

Text added to narrative. Review, update, and save to lock in.

1. Review Guidance
 - [View Step 2 Adjustment Guidance](#) Refer to §23.51 (d) Step 2
2. Confirm Step 1 Base Goal Figure
 - 11.6%** (this is the goal calculated in the previous section)
3. Select Step 2 Adjustment Approach

How to use the ACDBE Goal Setting Tool (continued)

Step 2 Adjustment

After calculating a base figure of the relative availability of ACDBEs, we examined evidence to determine what adjustment was needed to the Step 1 base figure in order to arrive at the overall goal. The data used to determine the adjustment to the base figure was the historic ACDBE Participation achievements.

Past History Participation

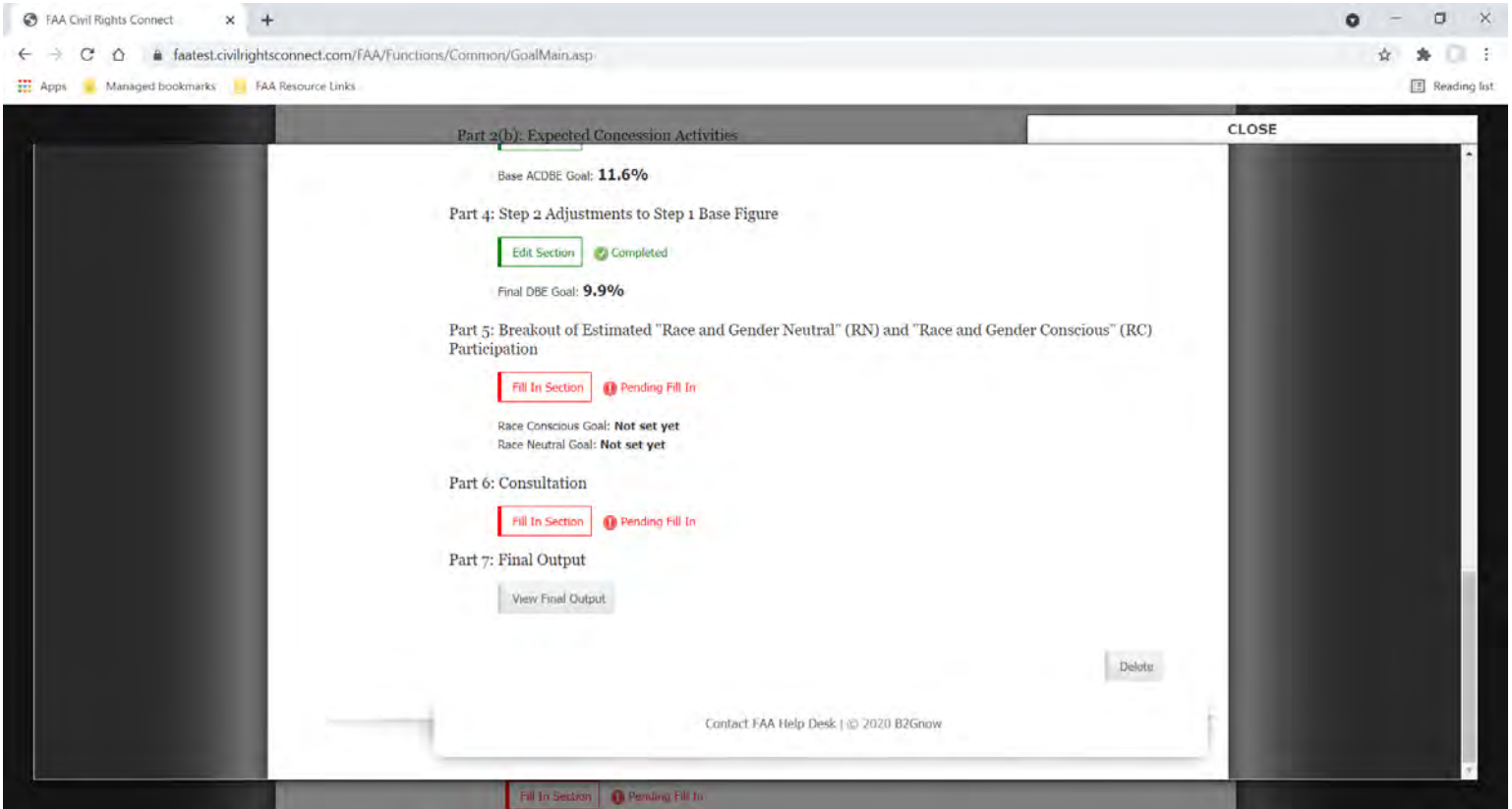
FY	Race Conscious (%)	Race Neutral (%)	Total Achievement (%)
FY 16	2.0%	8.0%	8.0%
FY 17	2.0%	6.2%	8.2%
FY 18	1.0%	7.0%	8.0%
FY 19	1.0%	9.0%	10.0%
FY 20	1.0%	10.0%	11.0%

Arranging this historical data from low to high (8%, 8%, 8.3%, 10%, 11%), the median is **8.3%**, which is our Step 2 figure.

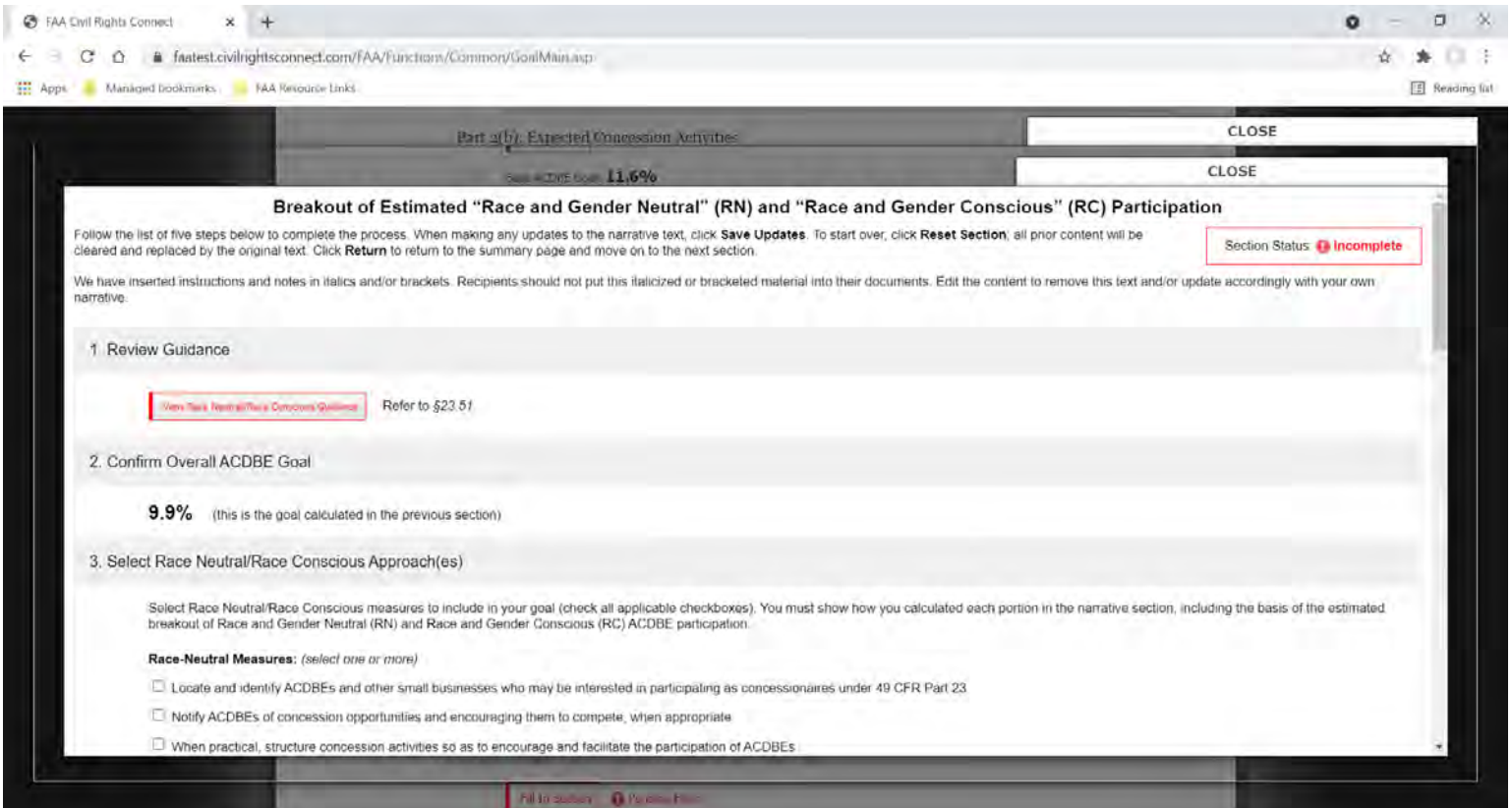
Step 1 Base averaged with historical median: $(11.6\% + 8.3\%) / 2 = 9.9\%$

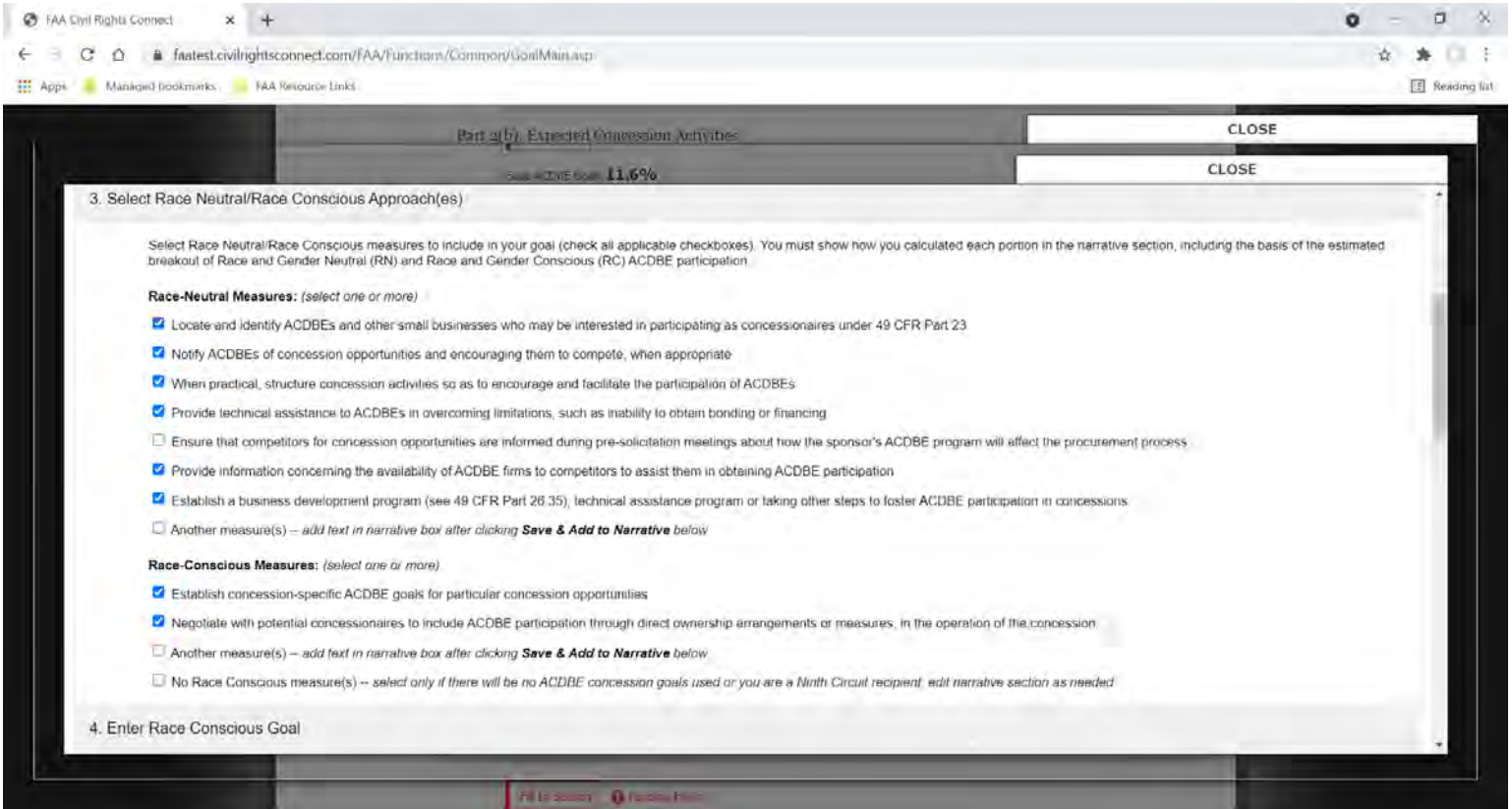
To arrive at an overall goal, the Step 1 base figure was added to the Step 2 adjustment figure and the total was averaged, arriving at an overall goal of **9.9%**. Springfield Airport Authority-Abraham Lincoln Capital believes this adjusted goal accurately reflects ACDBE participation that can be achieved for the types of concession activities at the airport during this three-year goal period (FY 2022-24).

Save Content Updates | [Return to Main Goal Page](#) | [Reset Section](#)

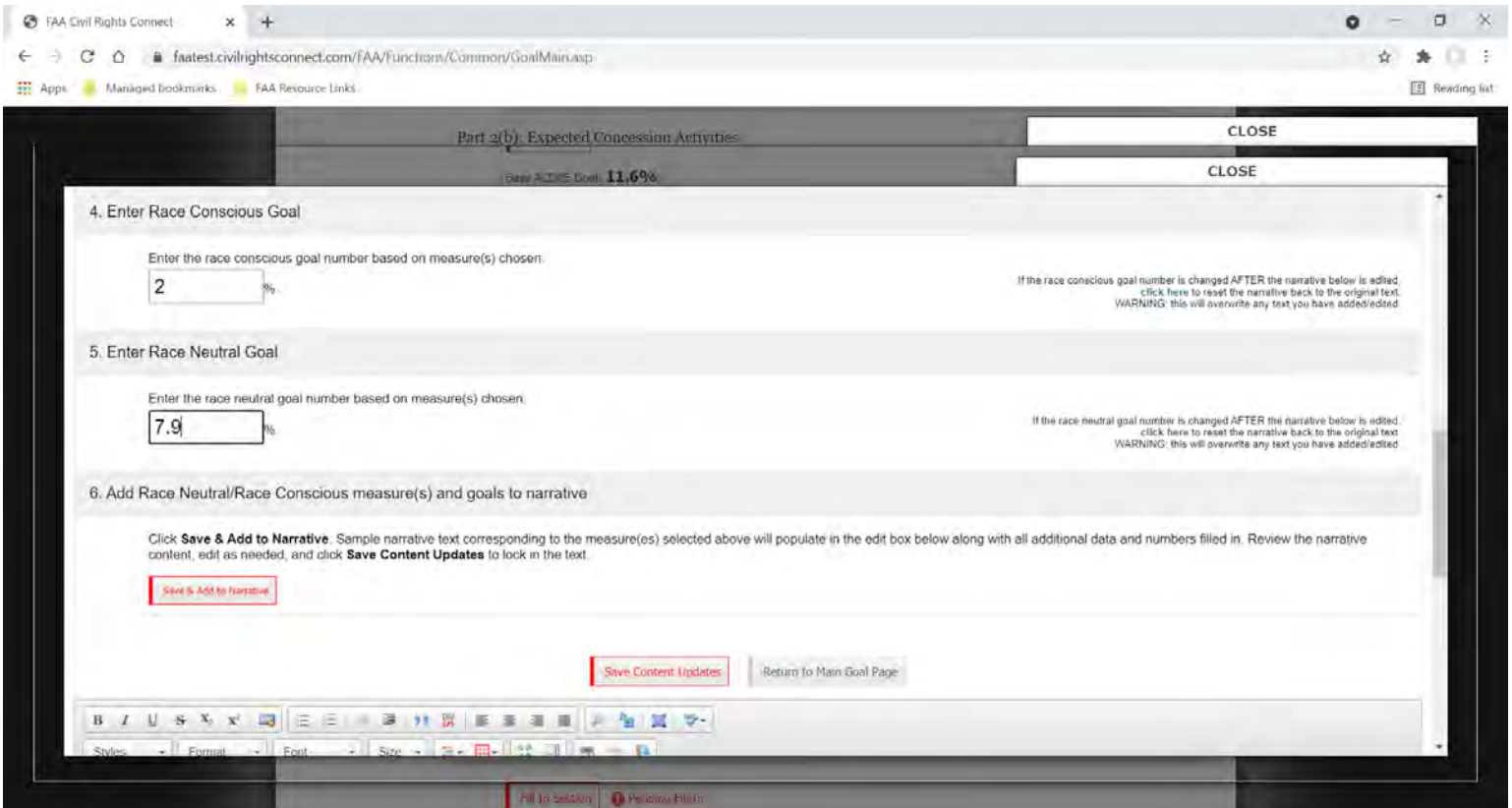


How to use the ACDBE Goal Setting Tool (continued)





How to use the ACDBE Goal Setting Tool (continued)





Part (b): Expected Concession Activities

Base ACDBE Goal: **11.6%**

Breakout of Estimated "Race and Gender Neutral" (RN) and "Race and Gender Conscious" (RC) Participation

Section Status: **Incomplete**

Follow the list of five steps below to complete the process. When making any updates to the narrative text, click **Save Updates**. To start over, click **Reset Section**; all prior content will be cleared and replaced by the original text. Click **Return** to return to the summary page and move on to the next section.

We have inserted instructions and notes in italics and/or brackets. Recipients should not put this italicized or bracketed material into their documents. Edit the content to remove this text and/or update accordingly with your own narrative.

Text added to narrative. Review, update, and save to lock in.

1. Review Guidance
 - View **Race Neutral/Race Conscious Guidance** Refer to §23.51
2. Confirm Overall ACDBE Goal
 - 9.9%** (this is the goal calculated in the previous section)
3. Select Race Neutral/Race Conscious Approach(es)
 - Select Race Neutral/Race Conscious measures to include in your goal (check all applicable checkboxes). You must show how you calculated each portion in the narrative section, including the basis of the estimated breakout of Race and Gender Neutral (RN) and Race and Gender Conscious (RC) ACDBE participation.
 - Race-Neutral Measures:** (select one or more)
 - Locate and identify ACDBEs and other small businesses who may be interested in participating as concessionaires under 49 CFR Part 23

Fill In Section Pending Fill In

How to use the ACDBE Goal Setting Tool (continued)

Part (b): Expected Concession Activities

Base ACDBE Goal: **11.6%**

Breakout of Estimated "Race and Gender Neutral" (RN) and "Race and Gender Conscious" (RC) Participation

Springfield Airport Authority-Abraham Lincoln Capital will make every reasonable effort to meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating ACDBE participation. Springfield Airport Authority-Abraham Lincoln Capital will use the following race-neutral measures.

We understand that we will be expected to actually take these steps, and this is not merely a paper exercise.

- Locate and identify ACDBEs and other small businesses who may be interested in participating as concessionaires under 49 CFR Part 23
- Notify ACDBEs of concession opportunities and encouraging them to compete, when appropriate
- When practical, structure concession activities so as to encourage and facilitate the participation of ACDBEs
- Provide technical assistance to ACDBEs in overcoming limitations, such as inability to obtain bonding or financing
- Provide information concerning the availability of ACDBE firms to competitors to assist them in obtaining ACDBE participation
- Establish a business development program (see 49 CFR Part 26.35); technical assistance program or taking other steps to foster ACDBE participation in concessions

If race-neutral measures, standing alone, are not sufficient to meet an overall goal, the following race-conscious measures will be used to meet the overall goal:

- Establish concession-specific ACDBE goals for particular concession opportunities
- Negotiate with potential concessionaires to include ACDBE participation through direct ownership arrangements or measures, in the operation of the concession.

Springfield Airport Authority-Abraham Lincoln Capital estimates that, in meeting the overall goal of 9.9%, it will obtain 7.9% from race-neutral participation and 2.0% through race-conscious measures. The reason for the breakout is that Springfield Airport Authority-Abraham Lincoln Capital has not been able to achieve its goal in recent past years and will use ACDBE concession goals to achieve this goal.

(Summarize how the estimate was derived. You must include supporting information for your recommendation; these are examples you may consider using, if applicable)

Save Content Updates Return to Main Goal Page Reset Section

Fill In Section Pending Fill In



Part 2(b): Expected Concession Activities

Base ACDBE Goal: **11.6%**

We understand that we will be expected to actually take these steps, and this is not merely a paper exercise.

- Locate and identify ACDBEs and other small businesses who may be interested in participating as concessionaires under 49 CFR Part 23
- Notify ACDBEs of concession opportunities and encouraging them to compete, when appropriate
- When practical, structure concession activities so as to encourage and facilitate the participation of ACDBEs
- Provide technical assistance to ACDBEs in overcoming limitations, such as inability to obtain bonding or financing
- Provide information concerning the availability of ACDBE firms to competitors to assist them in obtaining ACDBE participation
- Establish a business development program (see 49 CFR Part 26.35), technical assistance program or taking other steps to foster ACDBE participation in concessions

If race-neutral measures, standing alone, are not sufficient to meet an overall goal, the following race-conscious measures will be used to meet the overall goal:

- Establish concession-specific ACDBE goals for particular concession opportunities.
- Negotiate with potential concessionaires to include ACDBE participation through direct ownership arrangements or measures, in the operation of the concession

Springfield Airport Authority-Abraham Lincoln Capital estimates that, in meeting the overall goal of 9.9%, it will obtain 7.9% from race-neutral participation and 2.0% through race-conscious measures.

The reason for the breakout is that **ACDBE prime concessionaires are expected to accomplish at least 7.9% of the participation and 2.0% will be achieved by using ACDBE goals**

In order to ensure that Springfield Airport Authority-Abraham Lincoln Capital's ACDBE program will be narrowly tailored to overcome the effects of discrimination, if concession specific goals are used, Airport will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual ACDBE participation and race-neutral and race-conscious participation will be tracked separately. For reporting purposes, race-neutral ACDBE participation includes, but is not necessarily limited to, the following: ACDBE participation through a prime contract that an ACDBE obtains through customary competitive procurement procedures; ACDBE participation through a subcontract on a prime contract that does not carry ACDBE goal; ACDBE participation on a prime contract exceeding a concession specific goal; and ACDBE participation through a subcontract from a prime contractor that did not consider a firm's ACDBE status in making the award.

Springfield Airport Authority-Abraham Lincoln Capital will maintain data separately on ACDBE achievements in those contracts with and without concession specific goals, respectively.

body_div

[Save Content Updates](#) [Return to Main Goal Page](#) [Reset Section](#)

[Fill In Section](#) [Pending Fill In](#)

How to use the ACDBE Goal Setting Tool (continued)

Part 2(b): Expected Concession Activities

[Edit Section](#) Completed

Base ACDBE Goal: **11.6%**

Part 4: Step 2 Adjustments to Step 1 Base Figure

[Edit Section](#) Completed

Final DBE Goal: **9.9%**

Part 5: Breakout of Estimated "Race and Gender Neutral" (RN) and "Race and Gender Conscious" (RC) Participation

[Edit Section](#) Completed

Race Conscious Goal: **2.0%**
Race Neutral Goal: **7.9%**

Part 6: Consultation

[Fill In Section](#) Pending Fill In

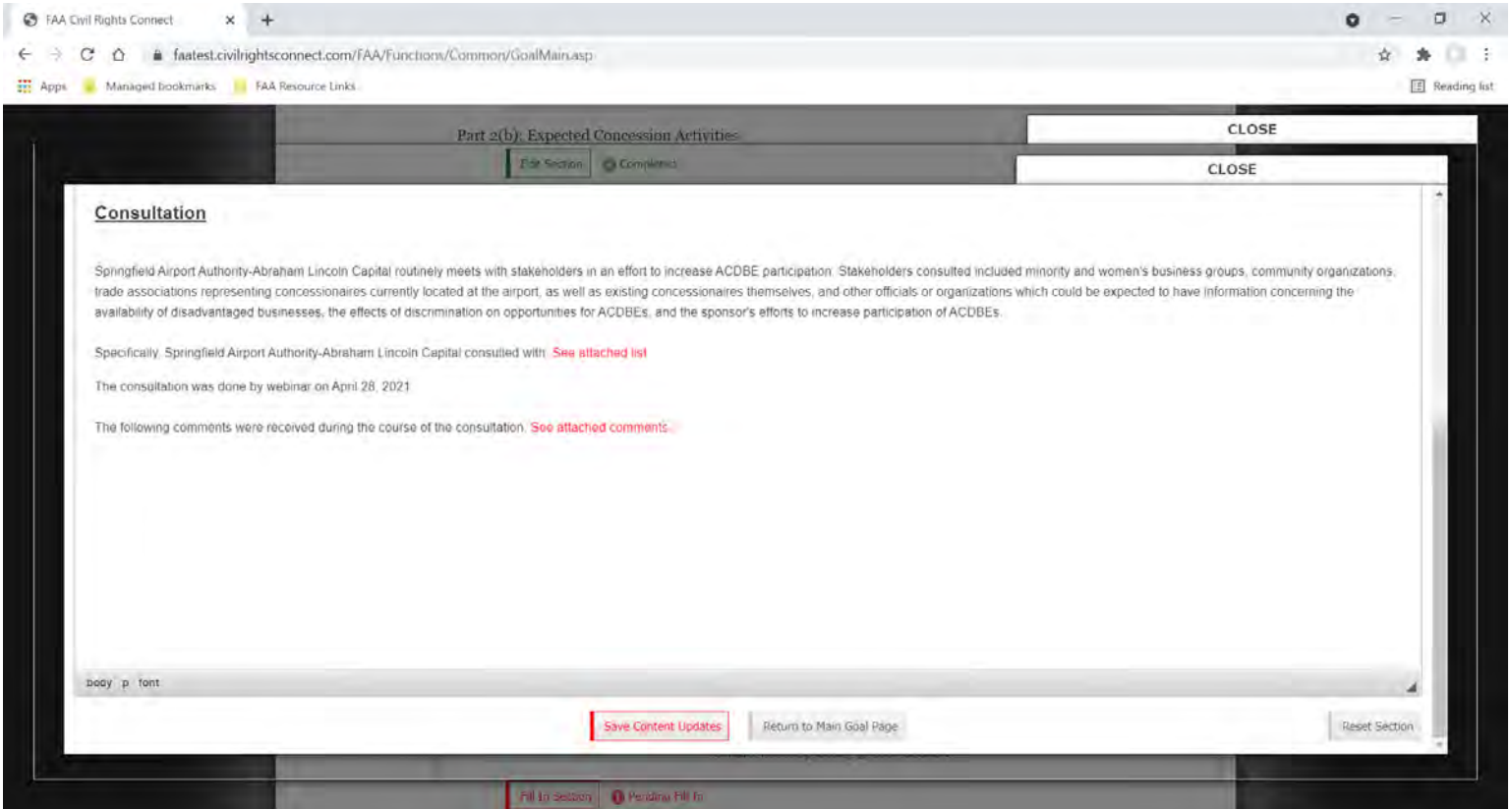
Part 7: Final Output

[View Final Output](#)

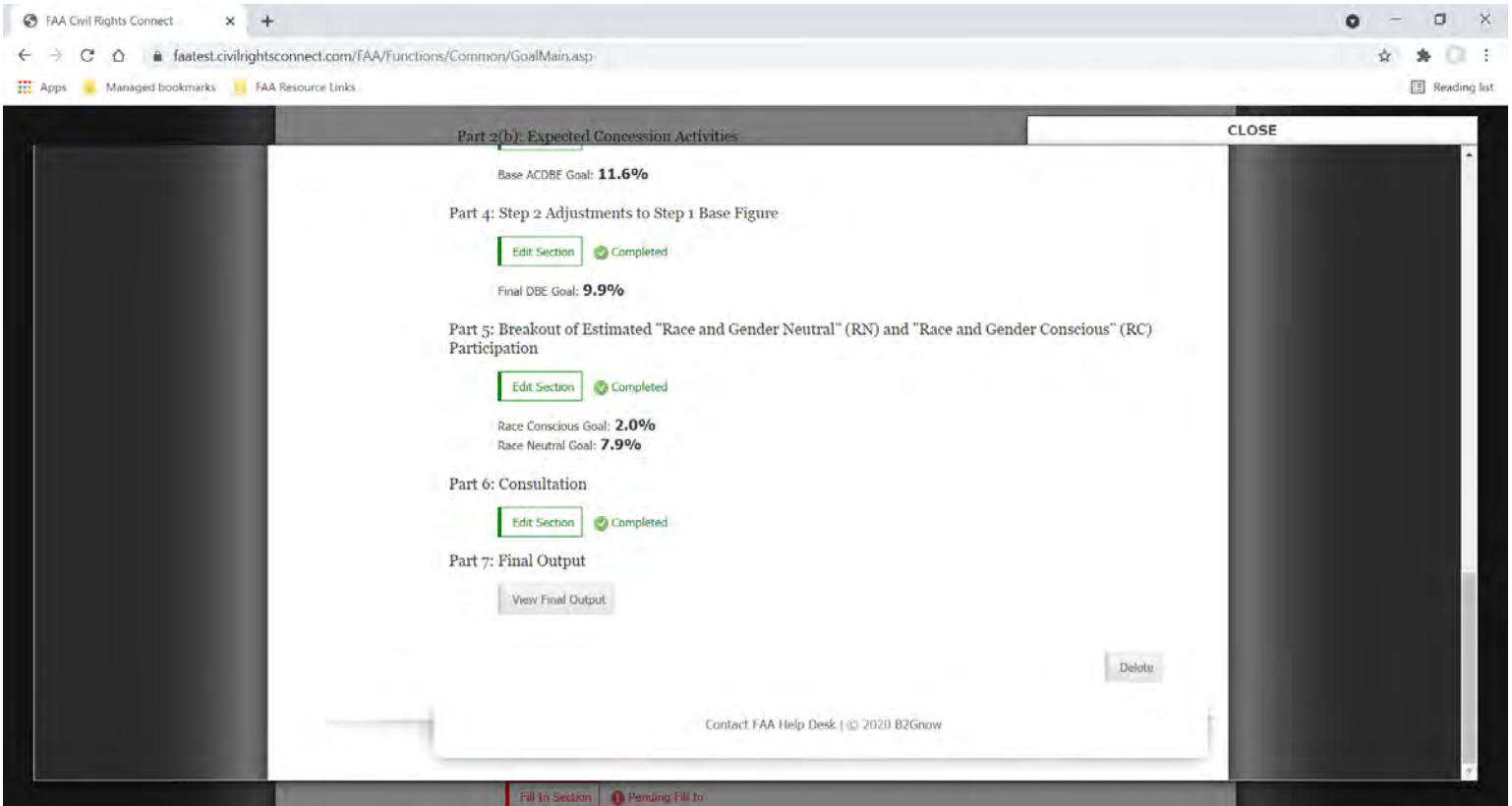
[Delete](#)

Contact FAA Help Desk | © 2020 B2Gnow

[Fill In Section](#) [Pending Fill In](#)



How to use the ACDBE Goal Setting Tool (continued)





How to use the ACDBE Goal Setting Tool (continued)

The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Functions/Common/GoalMain.asp`. The page title is "Part 2(b): Expected Concession Activities". The main content area is titled "Consultation" and contains the following text:

Springfield Airport Authority-Abraham Lincoln Capital routinely meets with stakeholders in an effort to increase ACDBE participation. Stakeholders consulted included minority and women's business groups, community organizations, trade associations representing concessionaires currently located at the airport, as well as existing concessionaires themselves, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged businesses, the effects of discrimination on opportunities for ACDBEs, and the sponsor's efforts to increase participation of ACDBEs.

Specifically Springfield Airport Authority-Abraham Lincoln Capital consulted with: *[List the stakeholder(s) you consulted with]*. The consultation was done by *[describe nature of consultation, e.g. face-to-face meeting, teleconference, video conference, mass mailer]*.

The following comments were received during the course of the consultation: *[if no comments were received, so state]*

At the bottom of the form, there are buttons for "Save Content Updates", "Return to Main Goal Page", and "Reset Section".





How to use the ACDBE Goal Setting Tool (continued)

Final Output, edit as needed. Upload to Goals and Reports Section in FAA Connect.

The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Function/Common/GoalMain.asp`. The page title is "Part (b) Expected Concession Activities". Below the title, it says "Base of FY 2022-24 Goal: 11.6%". The main content area is titled "Overall Goal Calculation for Non-Car Rental Concessions FY 2022-24".

Overall Goal Calculation for Non-Car Rental Concessions FY 2022-24

Name of Recipient: **Springfield Airport Authority-Abraham Lincoln Capital**
 Name of Airport(s): **Abraham Lincoln Capital**
 Goal Period: **FY 2022-24 (10/1/2021 through 9/30/2024)**
 Overall Three-Year Goal: **9.9%, to be accomplished through 2.0% Race Conscious and 7.9% Race Neutral**

Market Area
 Springfield Airport Authority-Abraham Lincoln Capital has determined that the market area for Abraham Lincoln Capital is Cook and Carrol Counties. The market area is the geographical area in which the substantial majority of firms which seek to do concessions business with the airport are located and in which the firms which receive the substantial majority of concessions-related revenues are located. Additionally, a nationwide market area has been identified for advertising.
 The concession opportunities anticipated during this goal period for this market area are: Food and beverage, advertising, shoe shine, news and gifts, and goods and services.

Base of the goal
 To calculate the base of the goal, the Airport Authority considered the most recent previous 3 years of gross concession receipts and the projected potential concession revenue (gross receipts) three years into the future including upcoming new opportunities.

Year	Non-Car Rental Concessions Gross Receipts
2019	\$1,203,405
2020	\$1,104,006



How to Correct a Program or Goal that is Returned by FAA

If FAA returns a program for corrections, it will show on your Dashboard as **Returned**.

You will receive an email message if a Program or Goal is returned.

From your Dashboard, Click on **View** next to the Program or Goal.

Make the necessary corrections, upload a revised document/s and click on **Resubmit**.

The screenshot displays the FAA Civil Rights Connect Airport User Dashboard. It features several data tables and sections:

- Top Table:** A list of programs with columns for 'view', 'Action', 'Status', and 'Period'. Items include ABR (Approved), EVV (Approved), ABR (Report Not Required), EVV (Approved), and ABR (Approved).
- ACDBE Part 23 Achievement Reports:** A table with columns 'Actions', 'Airport', 'Status', and 'Period'. It lists reports for ABR (Pending Submission), EVV (Not Started), MDW (Not Started), and several 'Approved' entries for ABR, EVV, and MDW. A blue arrow points to the 'Approved' entry for ABR on 10/1/15-9/30/16.
- DBE Part 26 Programs:** A table with columns 'Actions', 'Airport', 'Status', and 'Received'. It shows programs for EVV (Approved), ABR (Returned), ABR (Approved), and EVV (Approved).
- DBE Part 26 Goals:** A table with columns 'Actions', 'Airport', 'Status', and 'Period'. It lists goals for EVV (Under Review), ABR (Under Review), and several 'Approved' entries for EVV and ABR.



Other penalties for failure to comply, up to and including contract termination (specify these penalties clearly):

[These are examples, not recommendations or requirements. Include in your DBE program the samples of the contract language you will use for all means you develop to enforce the requirements of this section.]

[Recipient] will actively implement the enforcement actions detailed above.

Monitoring Contracts and Work Sites

[Recipient] reviews contracting records and engages in active monitoring of work sites to ensure that work committed to DBEs at contract award or subsequently (e.g., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed. Work site monitoring is performed by [DBELO/compliance team/project managers/consultant/etc.]. Contracting records are reviewed by [DBELO/compliance team/project managers/consultant/etc.]. [Recipient] will maintain written certification that contracting records have been reviewed and work sites have been monitored for this purpose.

* Required fields

Program Status: **Reviewed & Returned**

Returned: 8/14/2018 by Nancy Cibic

Brief Program Narrative *

Enter brief narrative details about this submittal. Attach program documents by clicking **Add File** below.

Attached is updated DBE Program with new language for Prompt Payment Mechanisms for your review and approval.

Files

Actions	Type	File	Added
view edit delete	Part 25 DBE Program Document	Updated DBE Program	8/9/2018 by Corey Helms

Add File

Save Draft **Resubmit Program**

Contact FAA Help Desk | © 2018 B2Gnow





How to Complete and Submit the DBE Uniform Form Report and Firms Data

Website <https://faa.civilrightsconnect.com/FAA/login.asp>

The DBE report is due on or before December 1. The fiscal year runs from October 1 through September 30.

The blank form and instructions can be found at:

https://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/

Information:

- All dollar values listed on this form should represent the DOT share attributable to the Operating Administration, Federal Aviation Administration (FAA).
- A DOT-assisted contract means any contract between a recipient and a contractor (at any tier) funded in whole or in part with DOT financial assistance, including letters of credit or loan guarantees, except a contract solely for the purchase of land.
- Recipients are required to report dollars associated with equipment including snow plow, ARFF and EMAS because there is an associated contract awarded.
- Recipients are not required to report dollars that do not result in a DOT-assisted contract award for example, land acquisition (except surveying and appraisals) and force accounts.
- Contracts reimbursed with federal dollars should be reported on the uniform form in the year when the FAA grant is received by the airport recipient. Example: An airport recipient is getting a grant in 2018 that is reimbursing the airport for a contract that they awarded with local funding in 2012. The airport recipient should report the grant in the 2018 DBE uniform form. If the contracts are completed, the recipient should complete Sections A, B and D.
 - The contract that is being reimbursed must meet all federal contracting requirements.
https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/

How to complete the Report:

1. Go to your Dashboard DBE Part 26 Achievement Reports. Click on View next to the Fiscal Year Report that you want to access. Click on **Edit Uniform Report to Complete**. See screen shots below:



Dashboard

Assessments: No assigned assessments

DBE Part 26 Achievement Reports

Actions	Airport	Status	Period
view	EVV	Not Started	10/1/17-9/30/18
view	EVV	Approved	10/1/16-9/30/17
view	EVV	Approved	10/1/15-9/30/16
view	EVV	Approved	10/1/14-9/30/15
view	EVV	Approved	10/1/13-9/30/14
view	EVV	Approved	10/1/12-9/30/13
view	EVV	Approved	10/1/11-9/30/12
view	EVV	Approved	10/1/10-9/30/11
view	EVV	Approved	10/1/03-9/30/04

ACDBE Part 23 Achievement Reports

Actions	Airport	Status	Period
view	EVV	Not Started	10/1/17-9/30/18
view	EVV	Approved	10/1/16-9/30/17
view	EVV	Approved	10/1/15-9/30/16

DBE Part 26 Programs

Actions	Airport	Status	Received
view	EVV	Approved	12/31/2018
view	EVV	Approved	12/23/2015

DBE Part 26 Goals

Actions	Airport	Status	Period
view	EVV	Approved	10/1/18-9/30/21

DBE Goals & Reports

This report has not been started.

Steps to complete and submit this report:

- Fill in the DBE Uniform Report [required].
- Attach any relevant support documentation by clicking **Add File** at the bottom of the page [optional].
- When complete, click **Submit Report** at the bottom of the page [required].

Report Status: **Not Started**

Reporting Period: **FY 2018**
10/1/2017 to 9/30/2018

Report Required: **Yes** (click to mark this report as not required)

Report Due: **12/1/2018**

Uniform Report: **Not entered** - [Edit Uniform Report to complete](#)

DBE List: **No DBEs logged** - [Add DBEs](#)

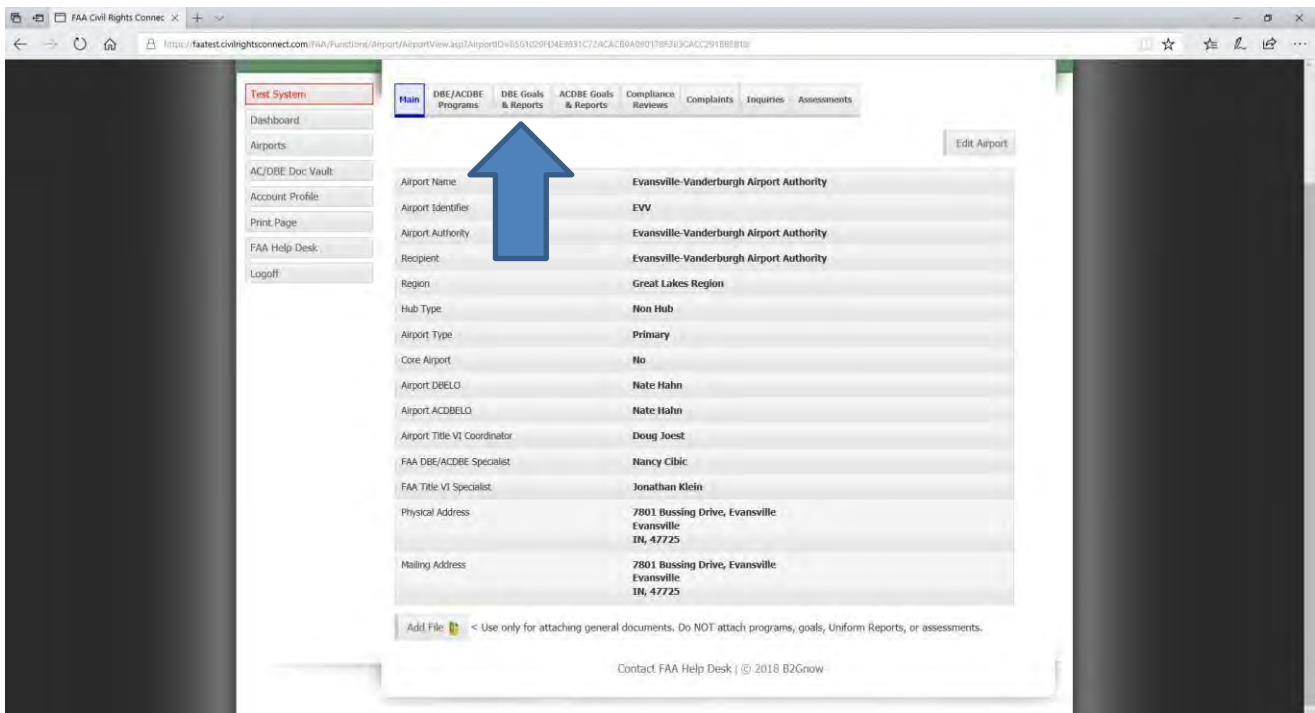
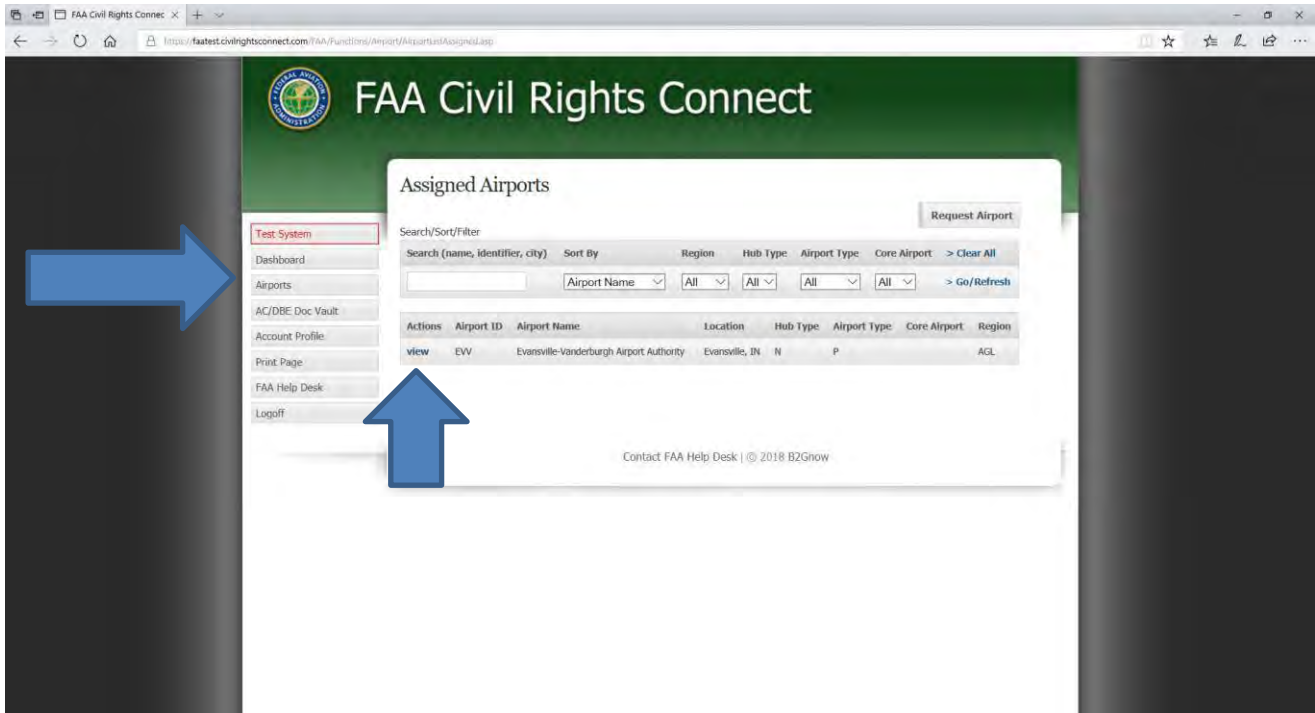
	Back Neutral	Back Conscious
Overall	6.94%	0.00%
Goal	6.94%	6.94%
Awards/Commitments	Not reported	Not reported
Shortfall	N/A	N/A
Grant Comparison	\$1,770,379 (view)	N/A

OR,

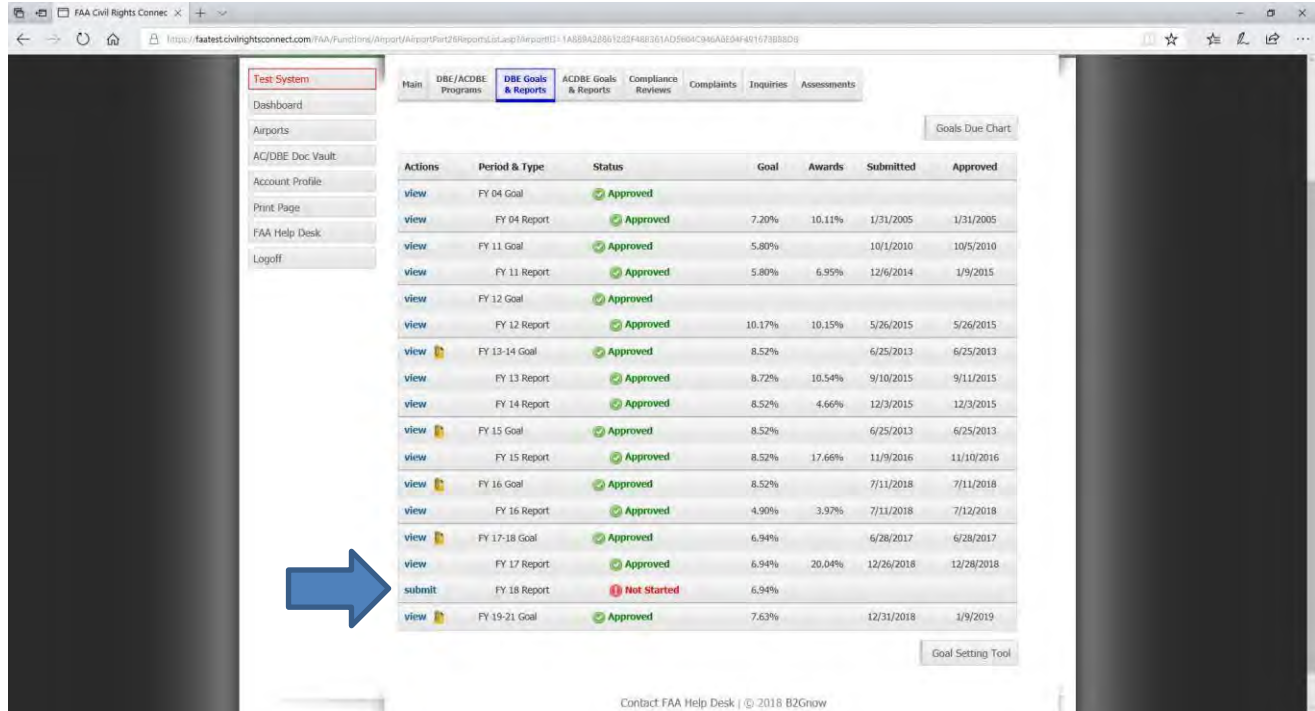
1. Click on Airports (left menu) – find the Airport and click View
2. Click on DBE Goals and Reports tab. If the goals and reports tab does not appear, please contact your FAA regional Compliance Specialist.



Guidance for Completing the DBE Uniform Form (Report) and Firms' Data (continued)



- To **Add** a uniform form report, go to the fiscal year **Report** and click **Submit**. (For example, an FY-2018 report would be years 10/01/2017 – 09/30/2018. **If the report for a fiscal year is missing, please contact your regional FAA Regional Compliance Specialist.**)



4. Enter all data as required. Some boxes auto calculate based on other data entered.
5. The goal data may already be populated.
6. Blank fields must be filled in with zeros. Click on [Fill in Blank Fields with Zeros](#).
7. **Note: Box 8A should include the entire Federal share of the contracts without removing any amounts associated with subcontracts. Box 9A and 9B must include ALL subcontract participation, both non-DBE and DBE.**
8. **Grant number boxes must have a full grant number including the full year at the end (must be at least 10 digits). Additional grant numbers for the same year can be abbreviated for example: For example 3-27-094-2016, 095, 096).**
9. Sections A and B are for awards and commitments. This section (box 10i percentage result) is compared to the goal. Section C is for ongoing
10. Click [Validate and Save Draft](#) every few minutes to ensure you do not lose the data in case of an unlikely lostsession. When you are done entering data, click [Validate and Save Draft](#). If the totals and percentages don't appear, click [Validate and Save Draft](#)again.
11. The system will provide alert information if any data does not appear correct.
 - a. Red errors must be corrected
 - b. Yellow alerts are for information. Make sure information is correct
 - c. Green alerts for information. Make sure information is correct



Guidance for Completing the DBE Uniform Form (Report) and Firms' Data (continued)

Common errors:

- a. 9A and 9B should contain the dollar amount and number of ALL subcontracts awarded/committed
 - b. The grant numbers are not entered
 - c. The DBE participation on Sections A and B must equal
 - d. Make sure to click on [Fill in Blank Fields with Zeros](#)
 - e. Make sure the goal is entered in line 4
12. To make corrections, click on [Edit and Revalidate](#).
 13. Make corrections and click on [Validate and Save Draft](#).
 14. Next, click [Save Draft and Continue](#).

In this example below of the completed form, the awards and commitments are entered in Sections A and B and the contracts are also completed and entered in Section D. There may be other contracts completed from other years that you can also add in Section D. Also in this example below, note that the race-conscious goal was over-exceeded therefore, the percentage (in dollars) that is over-exceeded is reported in the race-neutral box in Section A.

The screenshot shows a web browser window with the URL <https://faatest.civilrightsconnect.com/>. The form is titled "FAA Civil Rights Connect" and includes a "CLOSE" button in the top right corner. The form is divided into several sections:

- Section 7: Annual DBE Goal(s)**
 - Race Conscious Projection: 6.94%
 - Race Neutral Projection: 0.00%
 - OVERALL Goal: 6.94%
- Section A: AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD**

	A	B	C	D	E	F	G	H	I
	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs / Race Conscious (dollars)	Total to DBEs / Race Conscious (number)	Total to DBEs / Race Neutral (dollars)	Total to DBEs / Race Neutral (number)	Percentage of total dollars to DBEs
8 Prime contracts awarded this period.	\$2,134,589	1	\$0	0			\$0	0	0.0%
9 Subcontracts awarded/committed this period.	\$895,467	4	\$288,765	2	\$148,736	2	\$140,029	0	32.2%
10 TOTAL			\$288,765	2	\$148,736	2	\$140,029	0	13.5%
- Section B: BREAKDOWN BY ETHNICITY & GENDER**

	Contracts Awarded to DBEs this Period					
	Total to DBE (dollar amount)			Total to DBE (number)		
	Women	Men	Total	Women	Men	Total
11 Black American	\$0	\$237,976	\$237,976	0	1	1
12 Hispanic American	\$0	\$0	\$0	0	0	0
13 Native American	\$50,789	\$0	\$50,789	1	0	1
14 Asian-Pacific American	\$0	\$0	\$0	0	0	0
15 Subcontinent Asian American	\$0	\$0	\$0	0	0	0
16 Non-Minority	\$0	\$0	\$0	0	0	0
17 TOTAL	\$50,789	\$237,976	\$288,765	1	1	2
- Section C: PAYMENTS ON ONGOING CONTRACTS**

	A	B	C	D	E	F
	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18 Prime and sub contracts currently in progress	0		\$0	0	0	0.0%
- Section D: TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD**

	A	B	C	D	E
	Number of Contracts Completed	Total Dollar Value of Prime Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19 Race Conscious	1	\$2,134,589	\$148,140	\$288,765	13.5%
20 Race Neutral	0	\$0		\$0	0.0%
21 Totals	1	\$2,134,589		\$288,765	13.5%

NOTE: Contracts reported as ongoing (Section C) should not also be reported as completed (Section D). Contracts are either ongoing or completed.



Guidance for Completing the DBE Uniform Form (Report) and Firms' Data (continued)

In this example below, the DBE participation entered in Boxes 9A and 9B is the same as the DBE participation entered in boxes E and F. A yellow alert appears at the top of the screen. Boxes 9A and 9B should contain the total dollar amount and number of ALL subcontracts awarded. To correct, click on Edit and Revalidate at the bottom of the screen.

» The form has reported identical values in 9a/9b and 9c/9d, meaning no non-DBE subcontractor awards/commitments made. 9a and 9b is the total of ALL subcontracts awarded (non-DBE and DBE subcontracts). Please confirm this information and continue if correct (no non-DBE subcontractors received awards/commitments). If incorrect, please correct 9a/9b.

If the information is correct, click 'Save Draft & Continue' at the bottom of the page. Then click 'Submit Report' to submit your report to FAA for review.

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS									
1 Submitted to (check only one):	<input type="checkbox"/> FHWA		<input checked="" type="checkbox"/> FAA		<input type="checkbox"/> FTA--Recipient ID Number				
2 AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):	3-27-094-2018								
3 Federal fiscal year in which reporting period falls:	FY 2018			4. Date This Report Submitted: 6/24/2019					
5 Reporting Period:	<input type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)			<input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)			<input checked="" type="checkbox"/> FAA Annual Report due Dec. 1		
6 Name and address of Recipient:	Evansville-Vanderburgh Airport Authority 7801 Bussing Drive, Evansville Evansville IN 47725								
7 Annual DBE Goal(s):	Race Conscious Projection 6.94%		Race Neutral Projection 0.00%		OVERALL Goal 6.94%				
Awards/Commitments this Reporting Period									
A	B	C	D	E	F	G	H	I	
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)									
8 Prime contracts awarded this period.	\$2,134,589	1	\$0	0		\$0	0	0.0%	
9 Subcontracts awarded/committed this period.	\$48,736	1	\$48,736	1	\$48,736	1	\$0	0	100.0%
10 TOTAL			\$48,736	1	\$48,736	1	\$0	0	2.3%
B BREAKDOWN BY ETHNICITY & GENDER									
Contracts Awarded to DBEs this Period									
Total to DBE (dollar amount)					Total to DBE (number)				
A	B	C	D	E	F				
Women	Men	Total	Women	Men	Total				
0	0	\$0	0	0	0				
11 Black American		\$0	0		0				

In this example below, the grant award number/s is/are not entered. To correct, click on Edit and Revalidate at the bottom of the screen.

» At least one AIP number must be entered in Row 2.

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS									
1 Submitted to (check only one):	<input type="checkbox"/> FHWA		<input checked="" type="checkbox"/> FAA		<input type="checkbox"/> FTA--Recipient ID Number				
2 AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):									
3 Federal fiscal year in which reporting period falls:	FY 2018			4. Date This Report Submitted: 6/24/2019					
5 Reporting Period:	<input type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)			<input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)			<input checked="" type="checkbox"/> FAA Annual Report due Dec. 1		
6 Name and address of Recipient:	Evansville-Vanderburgh Airport Authority 7801 Bussing Drive, Evansville Evansville IN 47725								
7 Annual DBE Goal(s):	Race Conscious Projection 6.94		Race Neutral Projection 0.00		OVERALL Goal 6.94				
Awards/Commitments this Reporting Period									
A	B	C	D	E	F	G	H	I	
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)									
8 Prime contracts awarded this period.	2,134,589	1	0	0		0	0	0.0	
9 Subcontracts awarded/committed this period.	948,736	2	48,736	1	48,736	1	0	0	5.1
10 TOTAL			48,736	1	48,736	1	0	0	2.3
B BREAKDOWN BY ETHNICITY & GENDER									
Contracts Awarded to DBEs this Period									
Total to DBE (dollar amount)					Total to DBE (number)				
A	B	C	D	E	F				
Women	Men	Total	Women	Men	Total				
0	0	\$0	0	0	0				
11 Black American		\$0	0		0				



Guidance for Completing the DBE Uniform Form (Report) and Firms' Data (continued)

- 15. In this example below, at the top of the screen is a green note that the grant award dollars entered in box 8A do not equal the grant awards that are listed on the FAA AIP grant awards list. The note is asking you to verify the grant awards and explain in the grants difference reason box on the next screen why there is a difference in the dollar amounts. There are explanation examples included above the grants difference reason box.

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

1 Submitted to (check only one): FHWA FAA FTA--Recipient ID Number

2 AIP Numbers (FAA Recipients); Grant Number (FTA Recipients): 3-27-094-2018

3 Federal fiscal year in which reporting period falls: FY 2018 4. Date This Report Submitted: 6/24/2019

5 Reporting Period: Report due June 1 (for period Oct. 1 - Mar. 31) Report due Dec 1 (for period April 1 - Sept. 30) FAA Annual Report due Dec. 1

6 Name and address of Recipient: Evansville Vanderburgh Airport Authority, 7801 Bussing Drive, Evansville IN 47725

7 Annual DBE Goal(s): Race Conscious Projection 6.94%, Race Neutral Projection 0.00%, OVERALL Goal 6.94%

Awards/Commitments this Reporting Period									
A	B	C	D	E	F	G	H	I	
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral (number)	Percentage of total dollars to DBEs
8 Prime contracts awarded this period.	\$2,134,589	1	\$0	0			\$0	0	0.0%
9 Subcontracts awarded/committed this period.	\$895,467	4	\$288,765	2	\$148,736	2	\$140,029	0	32.2%
10 TOTAL			\$288,765	2	\$148,736	2	\$140,029	0	13.5%

BREAKDOWN BY ETHNICITY & GENDER						
	Contracts Awarded to DBEs this Period					
	A			B		
	Total to DBE (dollar amount)		Total	Total to DBE (number)		Total
	Women	Men		Women	Men	
11 Black American	\$0	\$237,976	\$237,976	0	1	1
12 Hispanic American	\$0	\$0	\$0	0	0	0
13 Native American	\$50,789	\$0	\$50,789	1	0	1
14 Asian-Pacific American	\$0	\$0	\$0	0	0	0

DBE List No DBEs logged Add DBEs

	Overall	Race Neutral	Race Conscious
Goal	6.94%	0.00%	6.94%
Awards/Commitments	13.53%	6.56%	6.97%
Shortfall	6.59%	6.56%	0.03%

Grants Awarded: \$1,770,379 (view) Uniform Report Value (Box 8a): \$2,134,589 Difference: \$364,210

Grants Difference Reason
 The amount reported in Box 8(a) does not match the 2018 FAA grants awarded during the fiscal year. Before proceeding, please explain and provide detail, along with the corresponding grant number(s), that totals the amount you indicated in Box 8(a).

Examples of acceptable of grant difference reasons:

- \$123,456 of the 2018 grant was awarded. The remaining dollar amount of \$7,690 was used for administrative costs at the airport.
- The 2018 grant was not awarded until 2019 and will be reported in 2019. Box 8a is the 2017 grant awarded at the airport in the 2018 year in the amount of \$654,321 which was for runway 3D rehab.

Comments:

Save comments above without submitting report

Contact FAA Help Desk | © 2018 B2Gnow



Guidance for Completing the DBE Uniform Form (Report) and Firms' Data (continued)

- 16. If there is a goal shortfall, you can submit the shortfall analysis with the uniform form. CORE airports are required to submit the goal shortfall analysis to FAA within 90 days of the end of the fiscal year (December 30 [§26.47]). Other airports must prepare a shortfall analysis and keep it on file at the airport for 3 years and provide it to FAA if requested. FAA Connect includes shortfall analysis tips and a template letter that can be used to prepare and submit the shortfall analysis. Your shortfall analysis should contain steps/actions you will take to meet the goal in the future and dates when those actions will be completed.

You do not have to attach the shortfall analysis to submit the uniform form. If you do not submit it with the uniform form, submit it to your FAA regional specialist within 90 days of the end of the fiscal year.

In this example below, there is a goal shortfall

Report Prepared Yes (if it is not on this report as well required) **CLOSE**

3. Federal fiscal year in which reporting period falls: **FY 2018** 4. Date This Report Submitted: **6/24/2019**

5. Reporting Period: Report due June 1 (for period Oct. 1 - Mar. 31) Report due Dec. 1 (for period April 1 - Sept. 30) FAA Annual Report due Dec. 1

6. Name and address of Recipient: **Evansville-Vanderburgh Airport Authority
7801 Bussing Drive, Evansville
Evansville IN 47725**

7. Annual DBE Goal(s): Race Conscious Projection **6.94%** Race Neutral Projection **0.00%** OVERALL Goal **6.94%**

Awards/Commitments this Reporting Period

A	A	B	C	D	E	F	G	H	I
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs / Race Conscious (dollars)	Total to DBEs / Race Conscious (number)	Total to DBEs / Race Neutral (dollars)	Total to DBEs / Race Neutral (number)	Percentage of total dollars to DBEs
	8 Prime contracts awarded this period.	\$2,134,589	1	\$0	0			\$0	0
9 Subcontracts awarded/committed this period.	\$895,467	4	\$48,736	1	\$48,736	1	\$0	0	5.4%
10 TOTAL			\$48,736	1	\$48,736	1	\$0	0	2.3%

BREAKDOWN BY ETHNICITY & GENDER

	Contracts Awarded to DBEs this Period			Contracts Awarded to DBEs this Period		
	Total to DBE (dollar amount)			Total to DBE (number)		
	Women	Men	Total	Women	Men	Total
11 Black American	\$0	\$0	\$0	0	0	0
12 Hispanic American	\$0	\$0	\$0	0	0	0
13 Native American	\$48,736	\$0	\$48,736	1	0	1
14 Asian-Pacific American	\$0	\$0	\$0	0	0	0
15 Subcontinent Asian American	\$0	\$0	\$0	0	0	0
16 Non-Minority	\$0	\$0	\$0	0	0	0
17 TOTAL	\$48,736	\$0	\$48,736	1	0	1

Payments Made this Period

C	A	B	C	D	E	F
PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
	10 Prime and sub contracts currently in progress	0		\$0	0	\$0



Guidance for Completing the DBE Uniform Form (Report) and Firms' Data (continued)

- 17. **Add Firms information.** For the DBE Firms, we recommend manually typing the firm's information into the online form, however, you can also upload a document. (Note: ACDBE firm's information must be manually entered. ACDBE firms' information is required by 49 CFR Part 23.)

The screenshot shows the 'Authority (EVV)' report page. A red banner at the top states 'This report is pending submission.' Below this, instructions for completion are provided. The 'Report Status' is 'Pending Submission'. The 'Reporting Period' is 'FY 2018' (10/1/2017 to 9/30/2018). The 'Report Due' date is '12/1/2018'. The 'Uniform Report' status is 'Complete' with a 'View Uniform Report' link. The 'DBE List' section shows 'No DBEs logged' with an 'Add DBEs' button highlighted by a blue arrow. Below this is a table with performance metrics:

	Overall	Race Neutral	Race Conscious
Goal	6.94%	0.00%	6.94%
Awards/Commitments	2.28%	0.00%	2.28%
Shortfall	-4.66%	0.00%	-4.66%



Authority (EVV) CLOSE

LIST OF DBE FIRMS

Instructions for filling in form.

Reporting Period: 10/1/2017 to 9/30/2018
 Airport: EVV - Evansville-Vanderburgh Airport Authority
 Recipient: Evansville-Vanderburgh Airport Authority

Add DBE Add File Return

No DBE firms listed. Add a DBE or add a file.

Enter manually

Or Add File

Authority (EVV) CLOSE

Instructions for filling in form.

Reporting Period: 10/1/2017 to 9/30/2018
 Airport: EVV - Evansville-Vanderburgh Airport Authority
 Recipient: Evansville-Vanderburgh Airport Authority

Add DBE Add File Return

Add DBE instructions

Business Name *
 Address *
 Contact * Enter email and/or phone
 Work Category *
 NAICS *
 Dollar Amount of Work * \$
 AIP Grant Number
 Disadvantaged Group * Select one
 Notes

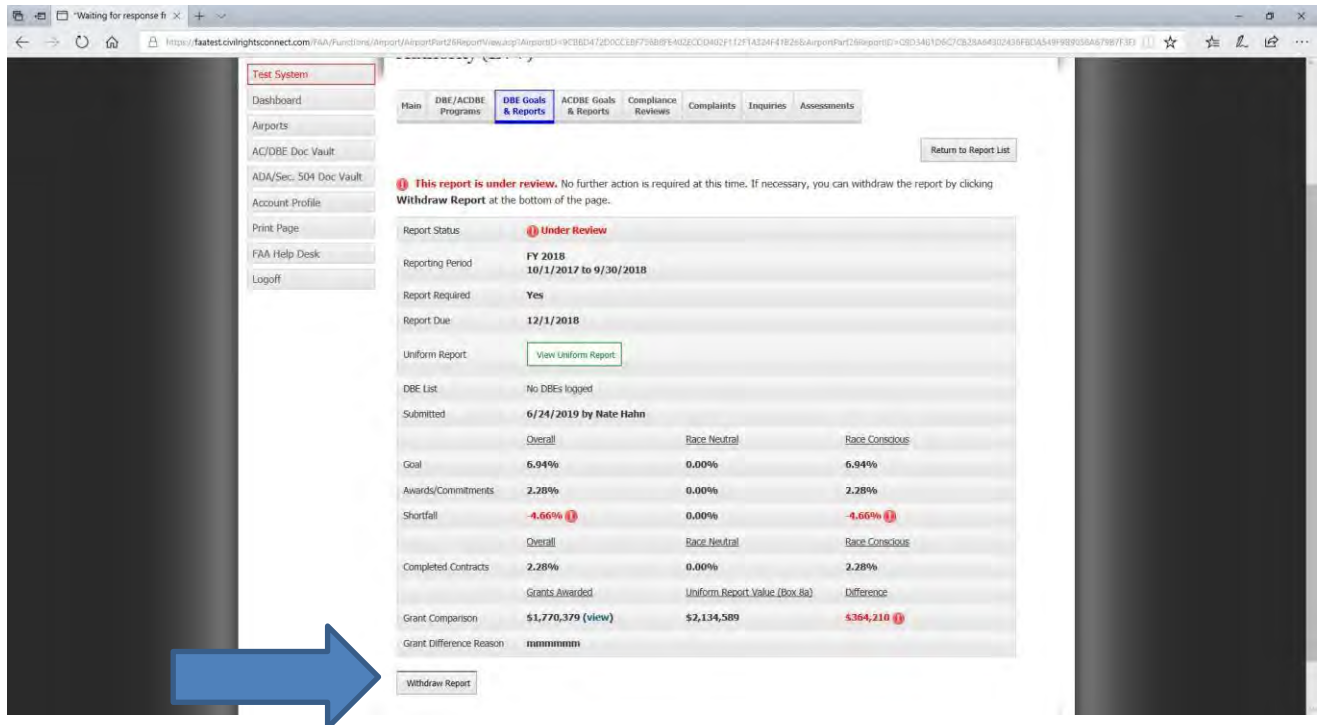
Save DBE Save DBE & Use DBE Again Save DBE & Add New DBE Cancel

No DBE firms listed. Add a DBE or add a file.



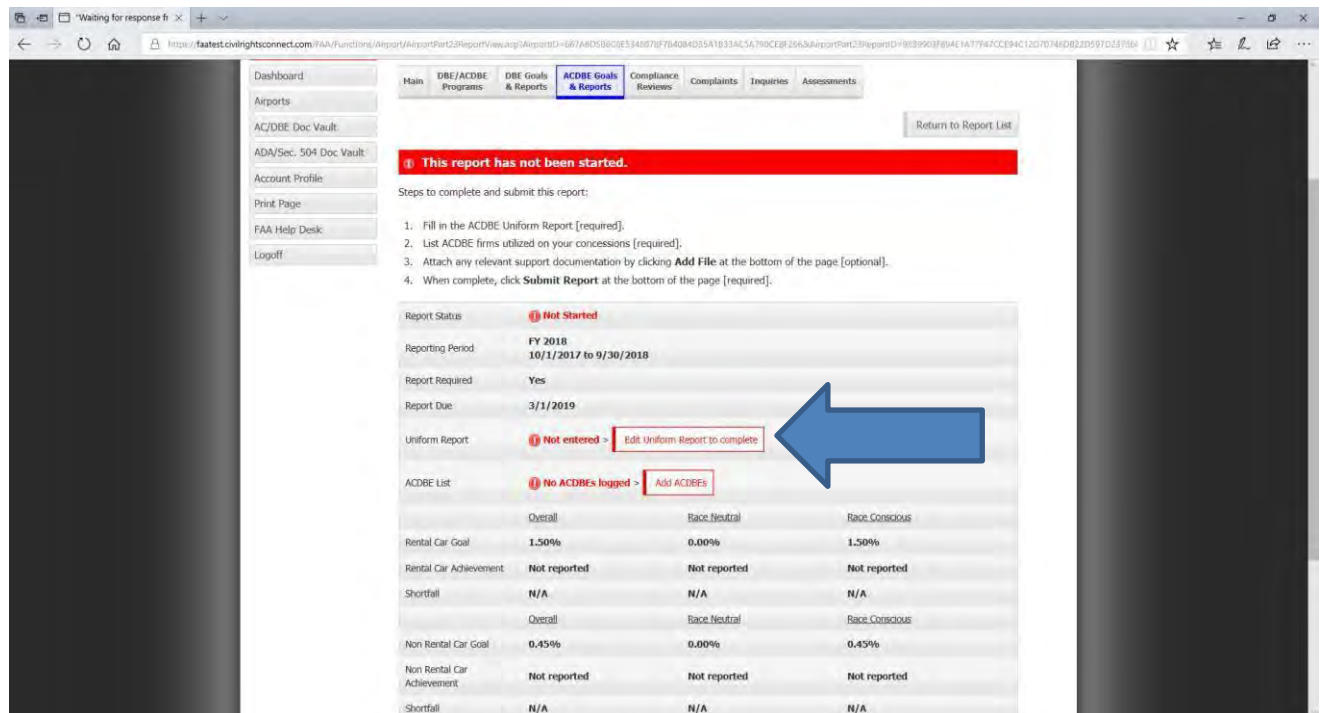
18. **One more step to fully submit.**
19. Click [Submit Report](#).
20. Popup window states: Submit this Report for Review. Click [OK](#).
21. After Submitting, the Report status is [Under Review](#) by the FAA Regional Specialist and can be viewed from your Dashboard.
22. You will receive an email message when the Report has been returned for corrections or approved by FAA. After the report is approved by FAA, if you need to make changes, contact your FAA Regional Compliance Specialist to Undo the Approval and return the report to you to edit).
23. If you are not required to submit a DBE Report, see guidance on how to mark a DBE report not required.
24. [To view history reports, go to the Airport file and click on DBE Goals and Reports tab](#). Find the Fiscal Year Report and Click View. Next, click View Uniform Form.

- While the report is [Under Review](#), you can still make changes to the report. To make changes, from your Dashboard, click on View next to the Report.
- On the next screen, click on [Withdraw Report](#).
- Click on [OK](#) on the popup window.
- Click on [View Uniform Report](#).
- Click on [Edit and Validate](#) at the bottom of the form.



How to Complete and Submit the ACDBE Uniform Form Report and Firms Data

1. Website <https://faa.civilrightsconnect.com/FAA/login.asp>
2. The ACDBE Report is due March 1. Reports cover the previous fiscal year. Fiscal years run from October 1 through September 30.
3. Go to your Dashboard ACDBE Part 23 Achievement Reports. Click on View next to the Fiscal Year Report that you want to access. Click on **Edit Uniform Report to Complete**.



Dashboard

Airports

AC/DBE Doc Vault

ADA/Sec. 504 Doc Vault

Account Profile

Print Page

FAA Help Desk

Logoff

Main DBE/ACDBE Programs DBE Goals & Reports **ACDBE Goals & Reports** Compliance Reviews Complaints Inquiries Assessments

Return to Report List

This report has not been started.

Steps to complete and submit this report:

1. Fill in the ACDBE Uniform Report [required].
2. List ACDBE firms utilized on your concessions [required].
3. Attach any relevant support documentation by clicking **Add File** at the bottom of the page [optional].
4. When complete, click **Submit Report** at the bottom of the page [required].

Report Status **Not Started**

FY 2018

Reporting Period 10/1/2017 to 9/30/2018

Report Required Yes

Report Due 3/1/2019

Uniform Report **Not entered** - [Edit Uniform Report to complete](#)

ACDBE List **No ACDBEs logged** - [Add ACDBEs](#)

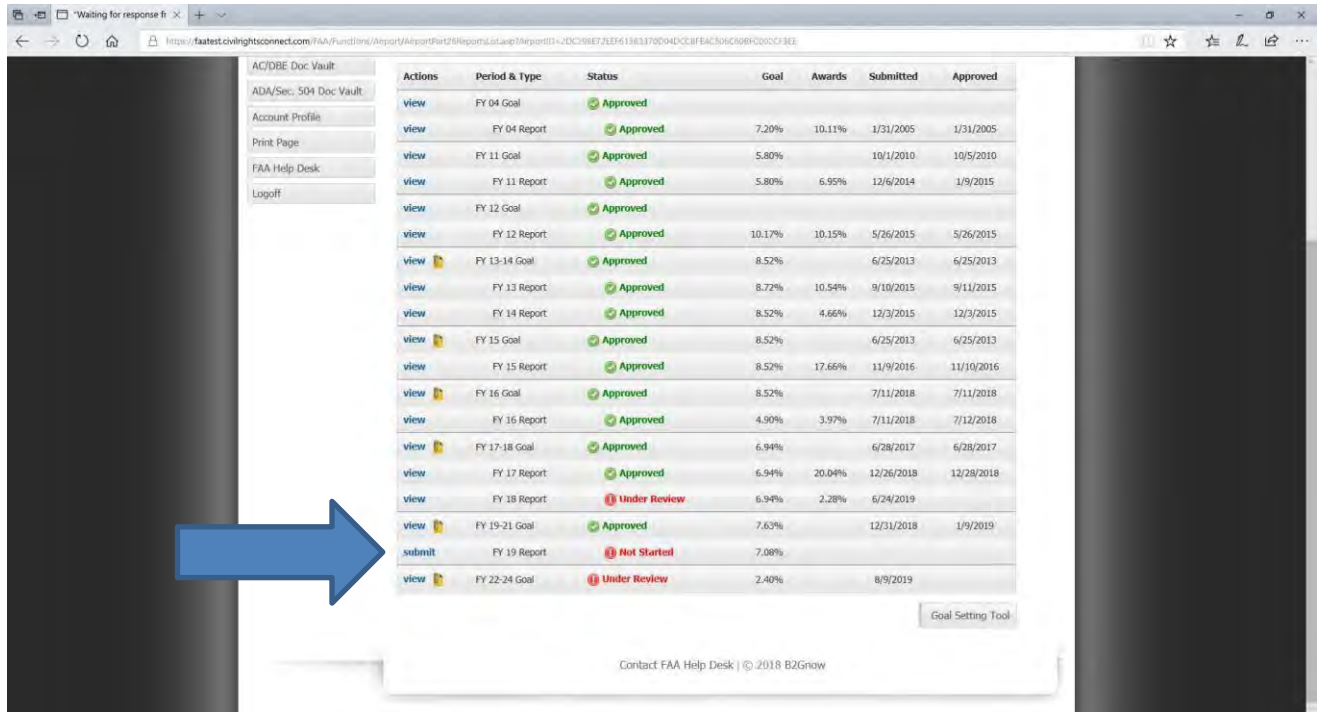
	Overall	Race Neutral	Race Conscious
Rental Car Goal	1.50%	0.00%	1.50%
Rental Car Achievement	Not reported	Not reported	Not reported
Shortfall	N/A	N/A	N/A
	Overall	Race Neutral	Race Conscious
Non Rental Car Goal	0.45%	0.00%	0.45%
Non Rental Car Achievement	Not reported	Not reported	Not reported
Shortfall	N/A	N/A	N/A

OR,

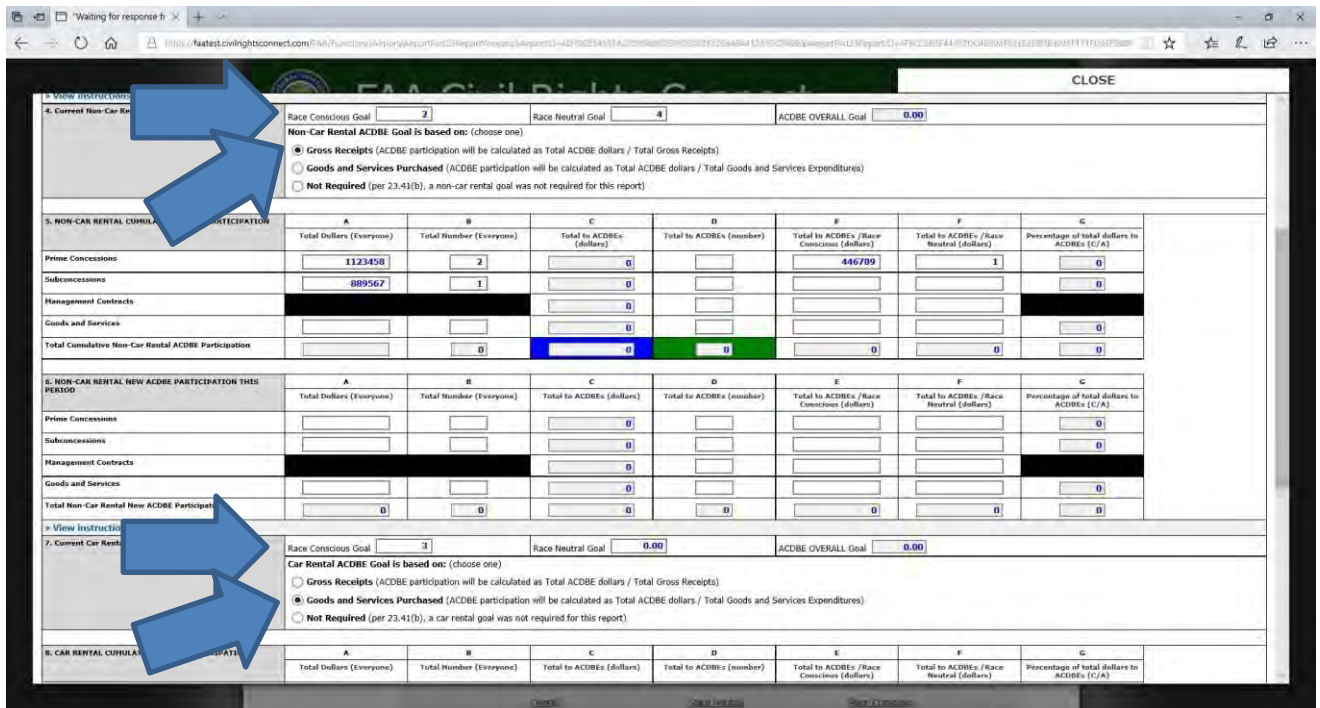
1. Click on Airports (left menu) – find the Airport and click View
2. Click on ACDBE Goals and Reports tab. **If the goals and reports tab does not appear, please contact your FAA DBE Compliance.**
3. To **Add** a uniform form report, go to the fiscal year **Report** and click **Submit**. (For example, an FY-2019 report would be years 10/01/2018 – 09/30/2019. **If the report for a fiscal year is missing, please contact your regional FAA DBE Compliance Specialist.**



How to complete and submit the ACDBE Uniform Form Report and Firms Data (continued)



4. Enter all data as required. **Some boxes auto calculate based on other data entered.**
5. The goal data may already be populated. If it is not entered, please enter the goal.
6. Select what the goal is based on. For Non-Car Rental, select Gross Receipts.
7. If the goal is not required (average annual gross receipts do not exceed \$200,000), select goal not required.





How to Complete and Submit the ACDBE Uniform Form Report and Firms Data (continued)

8. Blank fields must be filled in with zeros. Click on **Fill in Blank Fields with Zeros**.
9. Click **Validate and Save Draft** every few minutes to ensure you do not lose the data in case of an unlikely lost session. When you are done entering data, click **Validate and Save Draft**. If the totals and percentages don't appear, click **Validate and Save Draft** again.
10. The system will provide alert information if any data does not appear correct.
11. To make corrections, click on **Edit and Revalidate**.
12. Make corrections and click on **Validate and Save Draft**.
13. Next, click **Save Draft and Continue**.
14. Add Firms information. For the ACDBE Firms, you must manually enter the firm's information (required by 49 CFR Part 23). You can copy (and edit) the firms from the previous year if you added the firms the previous year. The data and information you enter on the firm's form must equal the data you enter on the uniform form.
15. **How to copy and add ACDBE firms:**
 - a. Click on **Add ACDBEs**. The system provides the option to **Copy ACDBEs from the Prior Report**. To copy ACDBEs from the prior report, click **Copy ACDBEs from the Prior Report**. (If you do not have ACDBEs to copy from the prior year Click on **Add ACDBE**).
 - b. Click on **Copy Previous ACDBEs**. The firms are now copied into the form.
 - c. Click the box next to each ACDBE that you need to copy or click Select All.
 - d. Enter the gross receipts applicable to the reporting period.
 - e. Click on **Copy Previous ACDBEs** (at the bottom of the screen.)
 - f. If you need to **Edit** the firm's information (business type, etc.), click **Edit**. Make the changes and click **Save ACDBE**.
 - g. If you need to add the same ACDBE again (for example the same ACDBE for another concession), click on **Save ACDBE and Use ACDBE Again**.
 - h. If you have additional ACDBE firms to enter, click on **Save ACDBE and Add New ACDBE**.
 - i. When done entering ACDBE firms, click on **Save ACDBE**.
 - j. Click Return to return to uniform form submittal screen.

ACDBE records to copy to this report, enter current reporting period gross receipts (or expenses if a supplier), and click **Copy Previous ACDBEs** at the bottom of the list. After copy is completed, you can edit individual ACDBE records as necessary.

Copy?	Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Previous Gross Receipts/Expenses	FY 18 Gross Receipts/Expenses	Disadvantaged Group
<input checked="" type="checkbox"/>	Balton Corporation/Argo Tea	8016 South Chicago Ave. Chicago, IL 60617	swilson@baltoncorp.com	Supplier	Non-Car Rental - Food and Beverage	Section 5: Goods/Services	11/16/2010 - 11/16/2015	\$575,978	688786	Black American
<input checked="" type="checkbox"/>	Billy Goat TV, Inc./Host	11681 W. Touhy Ave. Chicago, IL 60656	gsanis@gmail.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	1/1/1998 - 5/31/2009	\$2,825,972	3345678	Non-Minority Women
<input checked="" type="checkbox"/>	Blue Daring Consulting, Inc./Barbaras	688 N. Milwaukee Ave. Chicago, IL 60642	mb@bluedaring.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 9/10/2018	\$779,044	675890	Hispanic American
<input checked="" type="checkbox"/>	Blue Daring Consulting, Inc./Duffy15	688 N. Milwaukee Ave. Chicago, IL 60642	mb@bluedaring.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/21/2012 - 10/12/2018	\$2,239,973	3456989	Hispanic American
<input checked="" type="checkbox"/>	BT Express, Inc./Host Jazz,Rush,Skyscrapers,Facades	2044 N. Fairfield Chicago, IL 60618	miguelcruz1@gmail.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	1/1/1998 - 5/31/2009	\$4,515,860	3987650	Hispanic American
<input checked="" type="checkbox"/>	BTLI, Inc./Hudson (Including Sarah's Candies)	1700 E. 56th St., Suite 3609 Chicago, IL 60637	btc@btilinc.com	Joint Venture Partner	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 10/12/2018	\$6,006,601	2549067	Black American
<input checked="" type="checkbox"/>	BTLI, Inc./Hudson15	1700 E. 56th St., Suite 3609 Chicago, IL 60637	btc@btilinc.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	1/28/2013 - 10/12/2018	\$925,774	1234897	Black American
<input checked="" type="checkbox"/>	Central City Productions/ClearChannel	212 East Ohio Chicago, IL 60611	djackson@ccpbv.com	Joint Venture Partner	Non-Car Rental - Wireless Services	Section 5: Subconcession	9/1/2013 - 9/1/2018	\$355,467	405608	Black American
<input checked="" type="checkbox"/>	CMC Enterprise, LLC/Hudson15	2027 N. Howe St. Chicago, IL 60614	g.j.castillo@att.net	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	10/21/2012 - 10/12/2018	\$925,774	1234987	Hispanic American
<input checked="" type="checkbox"/>	CMC Enterprise, LLC/Spots15	2027 N. Howe St. Chicago, IL 60614	g.j.castillo@att.net	Subconcessionaire	Non-Car Rental - Other	Section 5: Subconcession	10/21/2012 - 10/12/2018	\$75,073	100204	Hispanic American
<input checked="" type="checkbox"/>	Concept Media, Inc./JCDeaux	8305 Willow West Dr. Willow Springs, IL 60480	cmgopasian@gmail.com	Joint Venture Partner	Non-Car Rental - Other	Section 5: Subconcession	11/14/2013 - 8/31/2019	\$6,000	3200	Non-Minority Women
<input checked="" type="checkbox"/>	Cortiss Stone-Littles, LLC/Hudson (Including Sarah's Candies)	630 E. Southlake Blvd. Southlake, TX 75092	cvlisa@csllc.biz	Joint Venture Partner	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 10/12/2020	\$4,289,632	4987651	Black American
<input checked="" type="checkbox"/>	Cortiss Stone-Littles, LLC/JohnstonMurphy	630 E. Southlake Blvd. Southlake, TX 75092	corliss@csllc.biz	Joint Venture Partner	Non-Car Rental - Accessories	Section 5: Subconcession	4/16/2013 - 1/22/2019	\$922,575	1234507	Black American
<input checked="" type="checkbox"/>	Cortiss Stone-Littles, LLC/Sanduski	630 E. Southlake Blvd. Southlake, TX 75092	corliss@csllc.biz	Joint Venture Partner	Non-Car Rental - Accessories	Section 5: Subconcession	5/24/2007 - 8/15/2015	\$1,137,729	2345679	Black American
<input checked="" type="checkbox"/>	Effe's Canteen, Inc./Host TV/LaTapeade,Tortas,FarmMkt	6348 N. Cicero Chicago, IL 60646	efescanteen@yahoo.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	9/13/2014 - 6/30/2012	\$12,266,361	13405679	Non-Minority Women



How to Complete and Submit the ACDBE Uniform Form Report and Firms Data (continued)

Waiting for response for...

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Close

49	<input type="checkbox"/>	Ralph G. Moore & Associates/Brookstone15	880 N. Michigan Ave. Chicago, IL 60611	ralphmoore@rgma.com	Subconcessionaire	Non-Car Rental - Accessories	Section 5: Subconcession	2/14/2014 - 10/12/2018	\$308,021		Black American
50	<input type="checkbox"/>	Ralph G. Moore & Associates/DuFry15	880 N. Michigan Ave. Chicago, IL 60611	ralphmoore@rgma.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/21/2012 - 10/12/2018	\$2,239,973		Black American
51	<input type="checkbox"/>	Ralph G. Moore & Associates/XpressSpa15	880 N. Michigan Ave. Chicago, IL 60611	ralphmoore@rgma.com	Subconcessionaire	Non-Car Rental - Other	Section 5: Subconcession	2/18/2013 - 10/12/2018	\$75,073		Black American
52	<input type="checkbox"/>	Reggios Pizza, Inc./Host	340 W. 83rd St. Chicago, IL 60620	jdark1071@aol.com	Subconcessionaire	Non-Car Rental - Wireless Services	Section 5: Subconcession	1/1/1998 - 5/31/2009	\$8,524,253		Black American
53	<input type="checkbox"/>	Rico Computer Enterprises, Inc./ConcourseDevelop.	161 N. Clark St., Suite 4700 Chicago, IL 60601	208-504-2426	Joint Venture Partner	Non-Car Rental - Wireless Services	Section 5: Subconcession	12/30/2010 - 12/31/2015	\$1,323,470		Hispanic American
54	<input type="checkbox"/>	Robinson-Hill Group, Inc./Areas15	205 N. Michigan Ave. Chicago, IL 60601	dee@robinsonhillusa.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	12/23/2012 - 10/12/2018	\$4,146,205		Black American
55	<input type="checkbox"/>	Robinson-Hill Group, Inc./Hudson (Including Sarah's Candies)	205 N. Michigan Ave. Chicago, IL 60601	dee@robinsonhillusa.com	Joint Venture Partner	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 10/1/2020	\$9,441,139		Black American
56	<input type="checkbox"/>	Robinson-Hill Group, Inc./OTG	205 N. Michigan Ave. Chicago, IL 60601	dee@robinsonhillusa.com	Joint Venture Partner	Non-Car Rental - Food and Beverage	Section 5: Subconcession	9/18/2007 - 5/1/2010	\$613,537		Black American
57	<input type="checkbox"/>	S. Levy Foods LLC/Sarah's Candies/Hudson	1016 West Jackson Blvd. Chicago, IL 60607	info@slevyfoods.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 10/1/2020	\$529,343		Non-Minority Women
58	<input checked="" type="checkbox"/>	Seaway National Trust Company	645 E. 87th St. Chicago, IL 60619	DarrellBlackson@seawaybank.us	Concessionaire	Non-Car Rental - ATM	Section 5: Prime Concession	12/21/2000 - 12/20/2005	\$6,142,364	5678097	Black American
59	<input checked="" type="checkbox"/>	Seaway National Trust Company/HYSB-SNB	645 E. 87th St. Chicago, IL 60619	DarrellBlackson@seawaybank.us	Joint Venture Partner	Non-Car Rental - ATM	Section 5: Subconcession	11/1/2004 - 6/30/2009	\$22,052	34506	Black American
60	<input checked="" type="checkbox"/>	Seaway National Trust Company/LSUA	645 E. 87th St. Chicago, IL 60619	DarrellBlackson@seawaybank.us	Joint Venture Partner	Non-Car Rental - ATM	Section 5: Subconcession	11/1/2004 - 6/30/2009	\$20,310	22789	Black American
61	<input checked="" type="checkbox"/>	Shoe Hospital, Inc.	318 S. Dearborn Chicago, IL 60604	shoe.hospital@yahoo.com	Concessionaire	Non-Car Rental - Other	Section 5: Prime Concession	11/5/2007 - 10/5/2013	\$271,105	430506	Hispanic American
62	<input checked="" type="checkbox"/>	Signature Affairs, Inc./O'Brien	1513 N. Latrobe Chicago, IL 60651	rachel@signature-affairs.com	Joint Venture Partner	Non-Car Rental - Food and Beverage	Section 5: Subconcession	5/4/2001 - 5/23/2011	\$1,119,043	2234569	Black American
63	<input checked="" type="checkbox"/>	The Grove/RMCF & Grove	3 Westbrook Corporate Center, Suite 500 Westchester, IL 60154	michelleduker@tconcessions.com	Joint Venture Partner	Non-Car Rental - Food and Beverage	Section 5: Subconcession	12/6/2007 - 9/30/2014	\$5,918,661	7784509	Non-Minority Women
64	<input checked="" type="checkbox"/>	Vosges, Ltd./Domestic	2950 N. Oakley Ave. Chicago, IL 60618	katrina@vosgeschocolate.com	Concessionaire	Non-Car Rental - Food and Beverage	Section 5: Prime Concession	11/21/2008 - 11/20/2009	\$1,905,294	2345609	Non-Minority Women
65	<input checked="" type="checkbox"/>	Vosges, Ltd./T5	2950 N. Oakley Ave. Chicago, IL 60618	katrina@vosgeschocolate.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	12/21/2012 - 10/12/2018	\$239,277	334546	Non-Minority Women

Copy Previous ACDBEs Cancel

No ACDBE firms listed. Add a ACDBE

Make sure the data you entered matches the ACDBE Uniform Form data. Also, make sure that the category you select for the ACDBE firms matches the category that you entered the data on the uniform form. You will receive an error message in red lettering if it does not match. You must correct the data before you can submit the report.



How to Complete and Submit the ACDBE Uniform Form Report and Firms Data (continued)

- 16. If there is a goal shortfall, you may attach a file with the shortfall analysis (does not have to be attached at the time of submission of the report, however, CORE airports are required to submit the goal shortfall analysis to FAA by April 1.) Other airports must prepare a shortfall analysis and keep it on file at the airport for 3 years and provide it to FAA if requested. FAA Connect includes shortfall analysis tips and a template letter that can be used to prepare and submit the shortfall analysis.
- 17. **One more step to fully submit.**
- 18. Click **Submit this Report for Review**.
- 19. Pop up window states: Submit this Report for Review. Click **OK**.
- 20. After Submitting, the Report states **Under Review** and can be viewed from your Dashboard.
- 21. While the report is Under Review, you can still make changes to the report. From your Dashboard, click on View next to the Report (it says Under Review).
- 22. On the next screen, click on **WithdrawReport**.
- 23. Click on **OK** on the pop up window.
- 24. Click on **View Uniform Report**.
- 25. Click on **Edit and Validate** at the bottom of the form.
- 26. After Submitting, The Report is now pending review by the FAA Compliance Specialist.
- 27. You will receive an email message when the Report has been returned for corrections or

Comparison of Uniform Report sections and ACDBE gross receipts/expenses

The data in Section 5 and/or Section 8 of the Uniform Report does not match the gross receipts/expenses of the ACDBE list below or is reported on the wrong line. Please review the amounts and categorizations and update until this message no longer appears. The Uniform Report cannot be submitted until all categories in both sections match.

SECTION 5, NON-CAR RENTAL				SECTION 8, CAR RENTAL			
Uniform Report	Prime Concessions	Subconcessions	Goods and Services	Uniform Report	Prime Concessions	Subconcessions	Goods and Services
\$0	\$0	\$0	\$1,234,568	\$0	\$0	\$0	\$1,001
ACDBE List	\$8,454,212	\$49,178,625	\$0	\$0	\$0	\$0	\$0
Difference	\$8,454,212	\$49,178,625	\$0	\$0	\$0	\$0	\$1,001

Buttons: Add ACDBE, Copy ACDBEs From Prior Report, Return

ACDBE Firms

#	Business Name	Address	Contact	Concession Type	Business Type	Uniform Report Section	Term	Renewal	Gross Receipts/Expense	Disadvantaged Group	Notes
1	Balton Corporation/Argo Tea	8016 South Chicago Ave, Chicago, IL 60617	swilson@baltoncorp.com	Supplier	Non-Car Rental - Food and Beverage	Section 5: Goods/Services	11/16/2010 - 11/16/2015	No	\$498,780	Black American	
2	Billy Goat IV, Inc./Host	11601 W. Touhy Ave Chicago, IL 60646	mlaniv@gmail.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	1/1/1998 - 5/31/2009	No	\$3,345,678	Non-Minority Women	
3	Bhue Daring Consulting, Inc./Barbaras	688 N. Milwaukee Ave. Chicago, IL 60642	mb@bhuedaring.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 9/10/2018	No	\$675,890	Hispanic American	
4	Bhue Daring Consulting, Inc./DairFry15	688 N. Milwaukee Ave. Chicago, IL 60642	mb@bhuedaring.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/21/2012 - 10/12/2018	No	\$3,456,989	Hispanic American	
5	BT Express, Inc./Host-Jazz,Skyscrapers,Facades	3944 N. Fairfield Chicago, IL 60618	miguelsruz1@gmail.com	Subconcessionaire	Non-Car Rental - Food and Beverage	Section 5: Subconcession	1/1/1998 - 9/31/2009	No	\$3,987,650	Hispanic American	
6	BTH, Inc./Hudson (Including Sarah's Candies)	1700 E. 56th St., Suite 2059 Chicago, IL 60675	btc@bthinc.com	Joint Venture Partner	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 10/1/2020	No	\$2,349,087	Black American	
7	BTH, Inc./Hudson15	1700 E. 56th St., Suite 2059 Chicago, IL 60675	btc@bthinc.com	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	1/28/2013 - 10/12/2018	No	\$1,234,897	Black American	
8	Central City Productions/ClearChainel	212 East Ohio Chicago, IL 60611	djackson@ccptv.com	Joint Venture Partner	Non-Car Rental - Wireless Services	Section 5: Subconcession	9/1/2013 - 9/1/2018	No	\$405,608	Black American	
9	CHC Enterprise, LLC/Hudson15	2027 N. Howe St. Chicago, IL 60614	g.j.castillo@att.net	Subconcessionaire	Non-Car Rental - News and Gifts	Section 5: Subconcession	10/21/2012 - 10/12/2018	No	\$1,234,987	Hispanic American	
10	CHC Enterprise, LLC/XpressSpa15	2027 N. Howe St. Chicago, IL 60614	g.j.castillo@att.net	Subconcessionaire	Non-Car Rental - Other	Section 5: Subconcession	10/21/2012 - 10/12/2018	No	\$100,204	Hispanic American	
11	Concept Media, Inc./JDecaux	8205 Willow West Dr. Willow Springs, IL 60480	ompgusan@gmail.com	Joint Venture Partner	Non-Car Rental - Other	Section 5: Subconcession	11/14/2013 - 8/31/2019	No	\$3,200	Non-Minority Women	
12	Corliss Stone-Littles, LLC/Hudson (Including Sarah's Candies)	830 E. Southlake Blvd. Southlake, TX 76092	corliss@csllc.biz	Joint Venture Partner	Non-Car Rental - News and Gifts	Section 5: Subconcession	12/6/2007 - 10/1/2020	No	\$4,987,651	Black American	



How to Indicate a DBE Report is not required

Please make sure it meets the criteria before marking a report Not Required. If the report will be submitted eventually, do not mark it not required; notify the FAA Regional Specialist when it will be submitted.

A DBE report can be marked Not Required if the Airport is not awarded or committing FAA AIP grants for the year, or if the airport is not awarding in excess of \$250,000 in the year, or if the airport is awarding the reporting year's grants (shown on the FAA AIP grants list) in another year, or if the airport did not have any payments on ongoing contracts (Section C), or if the airport did not have completed contracts (Section D).

1. Website <https://faa.civilrightsconnect.com/FAA/login.asp>
2. Access the report from the Dashboard. Click on View next to the Fiscal Year Report that you want to access.

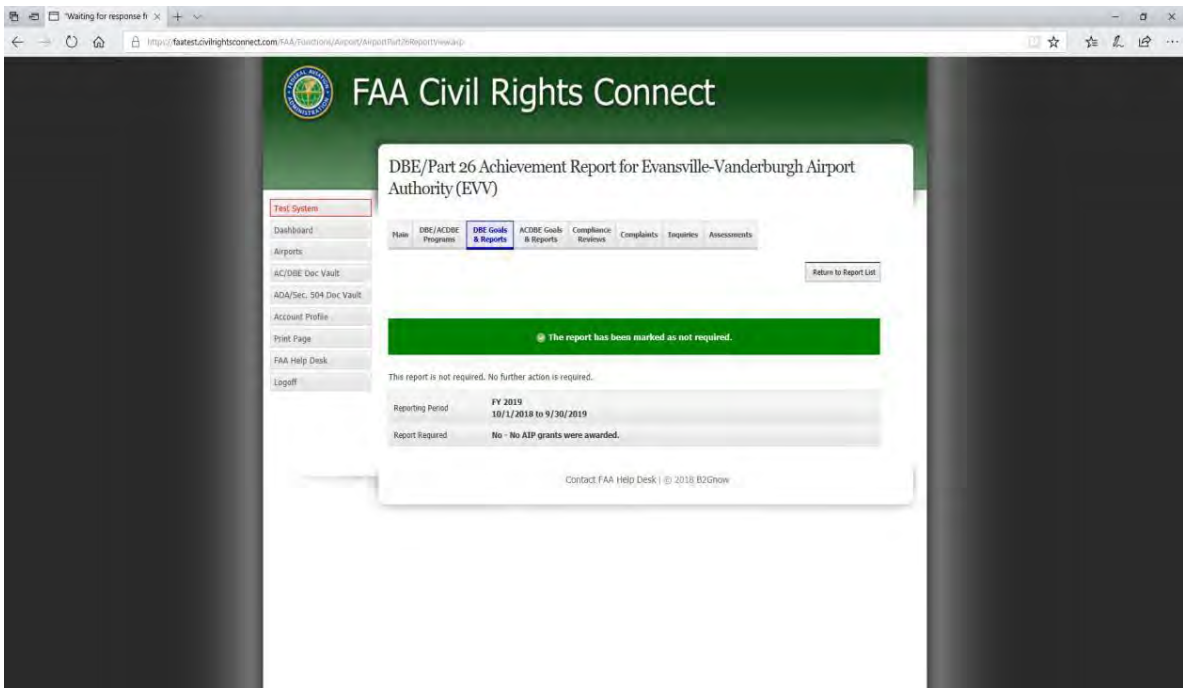
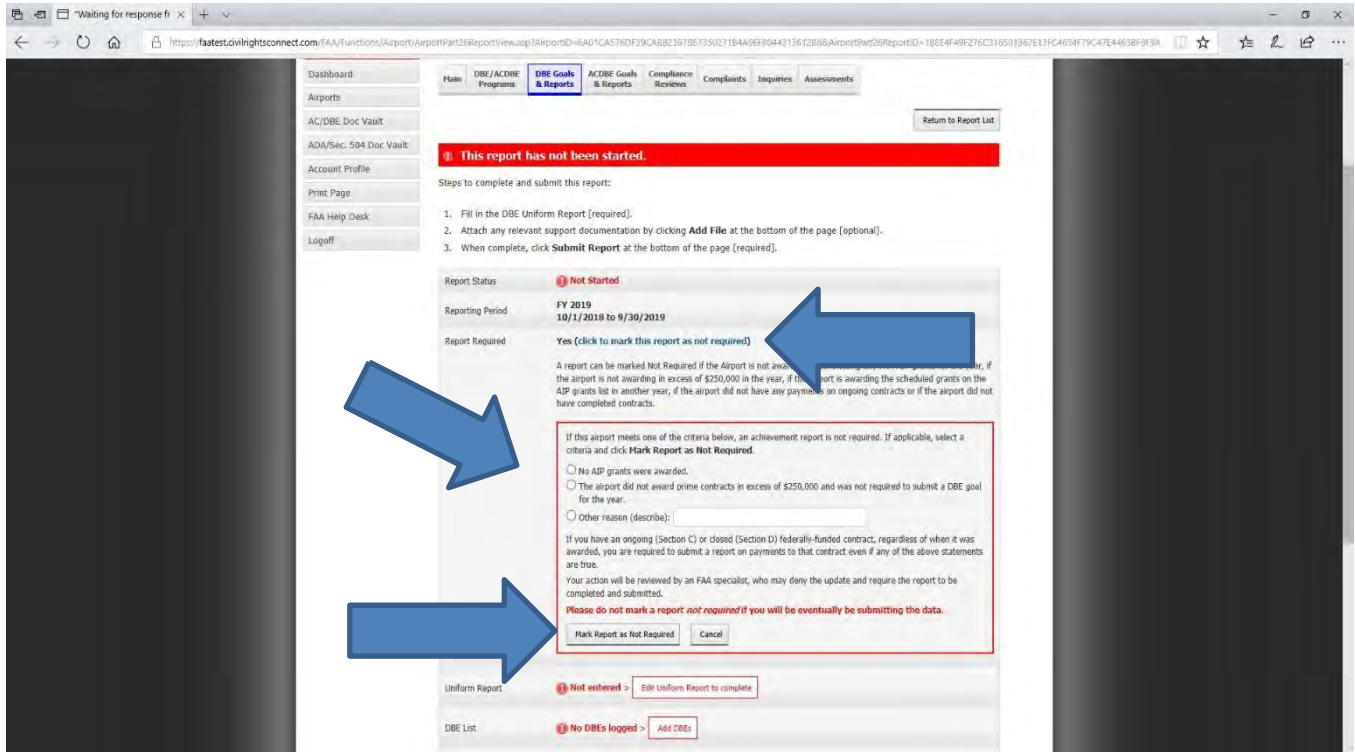
OR,

1. Access the report from the Airport File:
 - a. Click on Airports (left menu)
 - b. Click View next to the Airport
 - c. Click on DBE Goals and Reports tab. **If the DBE goals and Report tab does not appear, please contact your FAA Regional Compliance Specialist.**
 - d. Click Submit next to the Fiscal Year DBE Report that you need to mark not required.
1. Click on: [Click to mark this report as not required.](#)
2. Indicate the reason (check box) and/or enter reason in "Other" text box and click on [Mark Report as Not Required.](#)
3. Click **OK** on the popup window.
4. You will receive a confirmation screen indicating that the report is now shown as not required
5. Your FAA regional specialist will receive an email message indicating that the report was marked not required.

See screen shots below



How to Indicate a DBE Report as Not Required (continued)





How to Correct a Report that is Returned by FAA

If the report is returned by FAA, you will receive an email message. The review notes in Connect will indicate why the report was returned.

1. To make corrections, click [View Uniform Report](#).
2. Click [Edit and Revalidate](#).
3. Make the necessary changes and click on [Validate and Save Draft](#).
4. Click [Save Draft and Continue](#).
5. Click [Resubmit Report](#).
6. See screen shots below.



How to Correct a Report that is Returned by FAA (continued)

Dashboard

The screenshot shows a web browser window with the URL <https://faatest.civilrights>. The dashboard displays two sections: "DBE Part 26 Achievement Reports" and "ACDBE Part 23 Achievement Reports".

DBE Part 26 Achievement Reports

Actions	Airport	Status	Period
view	EVV	Report Not Required	10/1/18-9/30/19
view	ABR	Not Started	10/1/17-9/30/18
view	EVV	Returned	10/1/17-9/30/18
view	ABR	Approved	10/1/16-9/30/17
view	EVV	Approved	10/1/16-9/30/17
view	ABR	Approved	10/1/15-9/30/16
view	EVV	Approved	10/1/15-9/30/16
view	ABR	Report Not Required	10/1/14-9/30/15
view	EVV	Approved	10/1/14-9/30/15
view	ABR	Approved	10/1/13-9/30/14

[View All](#)

ACDBE Part 23 Achievement Reports

Actions	Airport	Status	Period
view	ABR	Pending Submission	10/1/17-9/30/18
view	EVV	Not Started	10/1/17-9/30/18
view	MDW	Not Started	10/1/17-9/30/18
view	ABR	Approved	10/1/16-9/30/17
view	EVV	Approved	10/1/16-9/30/17



How to Correct a Report that is Returned by FAA (continued)

This report has been returned for further update.

Please follow the instructions provided by your FAA specialist and resubmit the report for review.

Review notes: **Please enter reason for the difference in the grant awards and what is entered in box 8A. Thank you.**

Report Status: **Reviewed & Returned**

Reporting Period: FY 2018
10/1/2017 to 9/30/2018

Report Required: Yes (click to mark this report as not required)

Report Due: 12/1/2018

Uniform Report: **Complete >** [View Uniform Report](#)

DBE List: **No DBEs logged >** [Add DBEs](#)

Returned: 8/15/2019 by Nancy Cibic

	Overall	Race Neutral	Race Conscious
Goal	6.94%	0.00%	6.94%
Awards/Commitments	2.28%	0.00%	2.28%
Shortfall	-4.66%	0.00%	-4.66%

Shortfall Reason: There is a shortfall in one or more categories above. As a non-CORE airport, a shortfall analysis is required to be done (526.47(c)(3)(ii)) and kept on file at the airport for 3 years, and made available to FAA, if requested. See example tips. You may attach a shortfall analysis letter which includes corrective actions (click [Add File](#) below) or submit the shortfall analysis to the FAA regional specialist within 90 days of the end of the fiscal year. See example letter and tips.

Grants Awarded: [View the FAA shortfall analysis tips \(PDF\)](#)
[View the FAA Goal Shortfall Corrective Action Plan Letter Template \(DOC\)](#)

	Grants Awarded	Uniform Report Value (Box 8a)	Difference
Grant Comparison	\$1,770,379 (view)	\$2,134,589	\$364,210

Grant Difference Reason: The amount reported in Box 8(a) does not match the 2018 FAA grants awarded during the fiscal year. Before proceeding, please explain and provide detail, along with the corresponding grant number(s), that totals the amount you indicated in Box 8(a).

Awards/Commitments this Reporting Period

A	B		C		D		E		F		G		H		I
	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs / Race Conscious (dollars)	Total to DBEs / Race Conscious (number)	Total to DBEs / Race Neutral (dollars)	Total to DBEs / Race Neutral (number)	Percentage of Total dollars to DBEs						
8 Prime contracts awarded this period.	\$2,134,589	1	\$0	0						\$0	0			0.0%	
9 Subcontracts awarded/committed this period.	\$948,736	2	\$48,736	1	\$48,736	1	\$0	0	5.1%	\$0	0				
10 TOTAL			\$48,736	1	\$48,736	1	\$0	0	2.3%						

B BREAKDOWN BY ETHNICITY & GENDER

	Contracts Awarded to DBEs this Period					
	Total to DBE (dollar amount)			Total to DBE (number)		
	Women	Men	Total	Women	Men	Total
11 Black American	\$0	\$0	\$0	0	0	0
12 Hispanic American	\$0	\$0	\$0	0	0	0
13 Native American	\$48,736	\$0	\$48,736	1	0	1
14 Asian-Pacific American	\$0	\$0	\$0	0	0	0
15 Subcontinent Asian American	\$0	\$0	\$0	0	0	0
16 Non-Ethnicity	\$0	\$0	\$0	0	0	0
17 TOTAL	\$48,736	\$0	\$48,736	1	0	1

C PAYMENTS ON ONGOING CONTRACTS

C	A	B	C	D	E	F
	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE Firms	Total Number of DBE Firms Paid	Percent to DBEs
18 Prime and sub contracts currently in progress	0	\$0	0	\$0	0	0.0%

D TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD

D	A	B	C	D	E
	Number of Contracts Completed	Total Dollar Value of Prime Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19 Race Conscious	1	\$2,134,589	\$148,140	\$48,736	2.3%
20 Race Neutral	0	\$0	\$0	\$0	0.0%
21 Totals	1	\$2,134,589	\$148,140	\$48,736	2.3%

Submitted by: **Nate Hahn**

Signature (Type your name as your signature): **Nate Hahn**

Phone Number: **817-421-4801**

[Save Draft & Continue](#) | [Edit & Revalidate](#) | [Print](#) | [Print to PDF](#)

How to Correct a Report that is Returned by FAA (continued)

DEE List **No DEEs logged** [Add DEEs](#)

Returned: 8/15/2019 by Nancy Cibic

	Overall	Race Neutral	Race Conscious
Goal	6.94%	0.00%	6.94%
Awards/Commitments	2.28%	0.00%	2.28%
Shortfall	-4.66%	0.00%	-4.66%

Shortfall Reason
 There is a shortfall in one or more categories above. As a non-CORE airport, a shortfall analysis is required to be done (526.47(c)(2)(i)) and kept on file at the airport for 3 years, and made available to FAA, if requested. See example tips. You may attach a shortfall analysis letter which includes corrective actions (click [Add File](#) below) or submit the shortfall analysis to the FAA regional specialist within 90 days of the end of the fiscal year. See example letter and tips.
 1 View the FAA shortfall analysis tips (PDF).
 1 View the FAA Goal Shortfall Corrective Action Plan Letter Template (DOC).

Grants Awarded	Uniform Report Value (Box 8a)	Difference	
Grant Comparison	\$1,770,379 (view)	\$2,134,589	\$364,210

Grant Difference Reason
 The amount reported in Box 8(a) does not match the 2018 FAA grants awarded during the fiscal year. Before proceeding, please explain and provide detail, along with the corresponding grant number(s), that totals the amount you indicated in Box 8(a).
 Examples of acceptable of grant difference reasons:
 • \$123,456 of the 2018 grant was awarded. The remaining dollar amount of \$7,890 was used for administrative costs at the airport.
 • The 2018 grant was not awarded until 2019 and will be reported in 2019. Box 8a is the 2017 grant awarded at the airport in the 2018 year in the amount of \$654,321 which was for runway 30 rehab.
 The reason for the \$364,210 difference is that an additional grant was awarded from FY 2016.

Comments

Save shortfall reason & comments above without submitting report

[Add File](#)

[Resubmit Report](#)

The report has been resubmitted for review.

This report is under review. No further action is required at this time. If necessary, you can withdraw the report by clicking **Withdraw Report** at the bottom of the page.

Report Status: **Under Review**

Reporting Period: FY 2018
10/1/2017 to 9/30/2018

Report Required: Yes

Report Due: 12/1/2018

Uniform Report: [View Uniform Report](#)

DEE List: No DEEs logged

Submitted: 8/15/2019 by Nancy Mateling

	Overall	Race Neutral	Race Conscious
Goal	6.94%	0.00%	6.94%
Awards/Commitments	2.28%	0.00%	2.28%
Shortfall	-4.66%	0.00%	-4.66%

Completed Contracts	Grants Awarded	Uniform Report Value (Box 8a)	Difference
Grant Comparison	\$1,770,379 (view)	\$2,134,589	\$364,210

Grant Difference Reason
 The reason for the \$364,210 difference is that an additional grant was awarded from FY 2016.

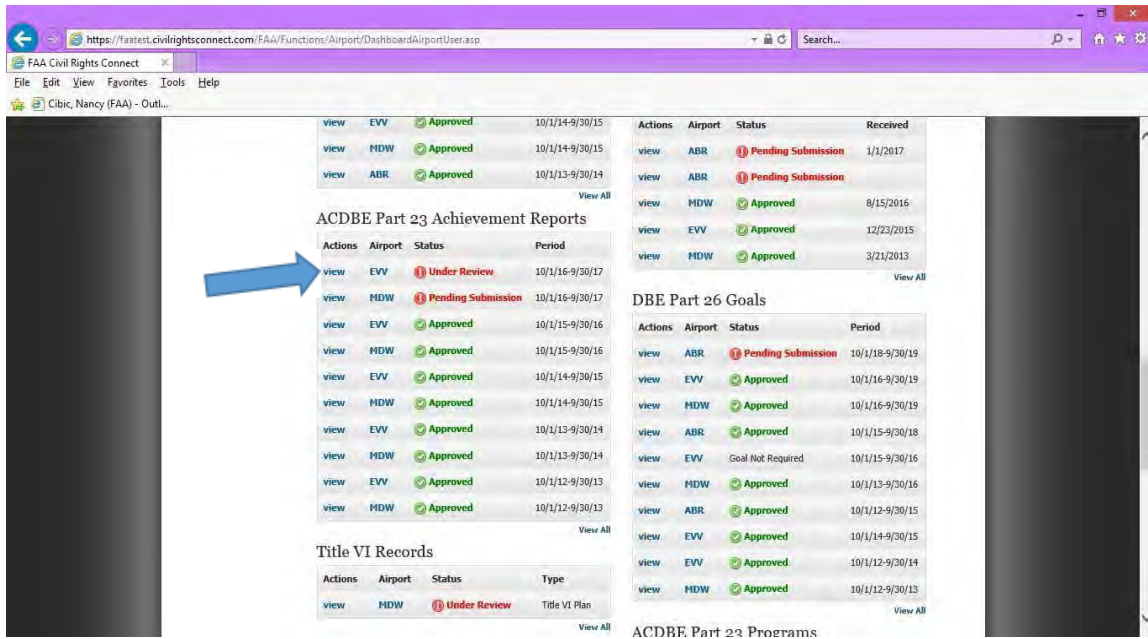
[Withdraw Report](#)

Contact FAA Help Desk | © 2018 B2Gnow

How to Withdraw a Uniform Form Report to Edit before the FAA Approval

While the report is Under Review by FAA, you can **Withdraw the Report** to make changes if necessary.

1. From your Dashboard, go to Achievement Report DBE Part 26 or ACDBE Part 23)
2. Click on View next to the Report that you want to edit
3. Click on **Withdraw Report**
4. Click on **OK** on the pop-upwindow.
5. Click on **View Uniform Report**.
6. Click on **Edit and Revalidate** at the bottom of the form.
7. Make the Required Changes.
8. Click **Validate and Save Draft**.
9. Click **Save Draft and Continue**.
10. Click **Submit Report**.
11. Click **OK** on pop-upwindow.



The screenshot shows the FAA Civil Rights Connect Airport User Guide dashboard. The main content area displays three tables: ACDBE Part 23 Achievement Reports, DBE Part 26 Goals, and Title VI Records. A blue arrow points to the 'Under Review' status in the ACDBE Part 23 table. The browser address bar shows the URL: https://faatest.civilrightsconnect.com/FAA/Functions/Airport/DashboardAirportUser.asp.

Actions	Airport	Status	Period
view	EVV	Approved	10/1/14-9/30/15
view	MDW	Approved	10/1/14-9/30/15
view	ABR	Approved	10/1/13-9/30/14
View All			
ACDBE Part 23 Achievement Reports			
Actions	Airport	Status	Period
view	EVV	Under Review	10/1/16-9/30/17
view	MDW	Pending Submission	10/1/16-9/30/17
view	EVV	Approved	10/1/15-9/30/16
view	MDW	Approved	10/1/15-9/30/16
view	EVV	Approved	10/1/14-9/30/15
view	MDW	Approved	10/1/14-9/30/15
view	EVV	Approved	10/1/13-9/30/14
view	MDW	Approved	10/1/13-9/30/14
view	EVV	Approved	10/1/12-9/30/13
view	MDW	Approved	10/1/12-9/30/13
View All			
Title VI Records			
Actions	Airport	Status	Type
view	MDW	Under Review	Title VI Plan
View All			
ACDBE Part 23 Programs			
Actions	Airport	Status	Received
view	ABR	Pending Submission	1/1/2017
view	ABR	Pending Submission	
view	MDW	Approved	8/15/2016
view	EVV	Approved	12/23/2015
view	MDW	Approved	3/21/2013
View All			
Actions	Airport	Status	Period
view	ABR	Pending Submission	10/1/18-9/30/19
view	EVV	Approved	10/1/16-9/30/19
view	MDW	Approved	10/1/16-9/30/19
view	ABR	Approved	10/1/15-9/30/18
view	EVV	Goal Not Required	10/1/15-9/30/16
view	MDW	Approved	10/1/13-9/30/16
view	ABR	Approved	10/1/12-9/30/15
view	EVV	Approved	10/1/14-9/30/15
view	EVV	Approved	10/1/12-9/30/14
view	MDW	Approved	10/1/12-9/30/13
View All			



https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp?AirportID=7C83A8E947F44EF9F54C0BF844A3C834C7A60

FAA Civil Rights Connect

File Edit View Favorites Tools Help

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ADA/Sec. 504 Doc Vault

Title VI Doc Vault

Account Profile

Print Page

FAA Help Desk

Logoff

Withdraw Report at the bottom of the page.

Report Status **Under Review**

Reporting Period **FY 2017**
10/1/2016 to 9/30/2017

Report Required **Yes**

Uniform Report **> View Uniform Report**

ACDBE List **> View ACDBEs**

Submitted **12/11/2017 by Nancy Mateling**

	Overall	Race Neutral	Race Conscious
Rental Car Goal <i>(based on Goods and Services Purchases)</i>	20.00%	0.00%	20.00%
Rental Car Achievement	15.42%	0.00%	15.42%
Shortfall	-4.58%	0.00%	-4.58%
Non Rental Car Goal <i>(based on Gross Receipts)</i>	4.00%	2.00%	2.00%
Non Rental Car Achievement	23.77%	23.77%	0.00%
Shortfall	19.77%	21.77%	-2.00%

Withdraw Report

Message from webpage

? Withdraw this report from review?

OK **Cancel**

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp

FAA Civil Rights Connect

File Edit View Favorites Tools Help

Cibic, Nancy (FAA) - Out...

ADA/Sec. 504 Doc Vault

Title VI Doc Vault

Account Profile

Print Page

FAA Help Desk

Logoff

The report has been withdrawn.

This report is pending submission.

Steps to complete and submit this report:

1. Fill in the ACDBE Uniform Report [required].
2. List ACDBE firms utilized on your concessions [required].
3. Attach any relevant support documentation by clicking **Add File** at the bottom of the page [optional].
4. When complete, click **Submit Report** at the bottom of the page [required].

Report Status **Pending Submission**

Reporting Period **FY 2017**
10/1/2016 to 9/30/2017

Report Required **Yes**

Uniform Report **Complete > View Uniform Report**

ACDBE List **2 ACDBEs logged > View ACDBEs**

	Overall	Race Neutral	Race Conscious
Rental Car Goal <i>(based on Goods and Services Purchases)</i>	20.00%	0.00%	20.00%
Rental Car Achievement	15.42%	0.00%	15.42%



Browser window: https://faaest.civilrightsconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp

FAA Civil Rights Connect


File Edit View Favorites Tools Help

Cilibic, Nancy (FAA) - Outl...

CLOSE

7. Current Car Rental ACDBE Goods and Services Purchases Goal:		Race Conscious Goal 20.00%		Race Neutral Goal 0.00%		ACDBE OVERALL Goal 20.00%										
8. CAR RENTAL CUMULATIVE ACDBE PARTICIPATION																
	A	B	C	D	E	F	G									
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs / Race Conscious (dollars)	Total to ACDBEs / Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)									
Prime Concessions	\$11,234,567	5	\$0	0	\$0	\$0	0.00%									
Subconcessions	\$0	0	\$0	0	\$0	\$0	0.00%									
Goods and Services	\$223,456	27	\$34,456	1	\$34,456	\$0	15.42%									
Total Cumulative Car Rental ACDBE Participation by Gross Receipts	\$223,456	32	\$34,456	1	\$34,456	\$0	15.42%									
<small>(based on purchases)</small>																
9. CAR RENTAL NEW ACDBE PARTICIPATION THIS PERIOD																
	A	B	C	D	E	F	G									
	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (dollars)	Total to ACDBEs (number)	Total to ACDBEs / Race Conscious (dollars)	Total to ACDBEs / Race Neutral (dollars)	Percentage of total dollars to ACDBEs (C/A)									
Prime Concessions	\$0	0	\$0	0	\$0	\$0	0.00%									
Subconcessions	\$0	0	\$0	0	\$0	\$0	0.00%									
Goods and Services	\$0	0	\$0	0	\$0	\$0	0.00%									
Total Car Rental New ACDBE Participation	\$0	0	\$0	0	\$0	\$0	0.00%									
10. CUMULATIVE ACDBE PARTICIPATION BY RACE/GENDER																
	A	B	C	D	E	F	G	H								
	Black Americans (numbers & dollars)	Hispanic Americans (numbers & dollars)	Asian-Pacific Americans (numbers & dollars)	Asian-Indian Americans (numbers & dollars)	Native Americans (numbers & dollars)	Non-Minority Women (numbers & dollars)	Other (i.e. not of any other group listed here) (numbers & dollars)	TOTALS (numbers & dollars)								
Car Rental	0	\$0	1	\$34,456	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	1	\$34,456
Non-Car Rental	1	\$267,098	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	1	\$267,098
Total Cumulative Race/Gender ACDBE Participation	1	\$267,098	1	\$34,456	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	2	\$301,554

Buttons: Save Draft & Continue, Edit & Revalidate, Print, Print to PDF





The screenshot shows a web browser window with the URL <https://test.dbconnect.com/FAA/Functions/Airport/AirportPart23ReportView.asp>. A blue arrow points to a green-bordered box containing the message: "The report has been submitted for review." Below this, a status message reads: "This report is under review. No further action is required at this time. If necessary, you can withdraw the report by clicking **Withdraw Report** at the bottom of the page." The main content area displays a table with report details and performance metrics.

Report Status	Under Review		
Reporting Period	FY 2015 10/1/2014 to 9/30/2015		
Report Required	Yes		
Uniform Report	View Uniform Report		
ACDBE List	View ACDBEs		
Submitted	2/18/2016 by Nancy Mateling		
	Overall	Race Neutral	Race Conscious
Rental Car Goal	2.00%	0.00%	2.00%
Rental Car Achievement	1.05%	0.00%	1.05%
Shortfall	-0.95% !	0.00%	-0.95% !
	Overall	Race Neutral	Race Conscious
Non Rental Car Goal	27.00%	3.00%	24.00%
Non Rental Car Achievement	36.63%	32.49%	4.14%
Shortfall	9.63% ✓	29.49% ✓	-19.86% !

How to Edit a Uniform Form Report that is approved by FAA

A Report that is approved by FAA will **not** provide an Edit Option, only View.

Contact your FAA Compliance Specialist by clicking on the FAA Help Desk button at the bottom or left of the screen or via email or telephone (See FAA Specialist contact information on the last pages of this guidance.

Your FAA Specialist will Undo the Approval so that you may access the report to edit.

To Edit the Report:

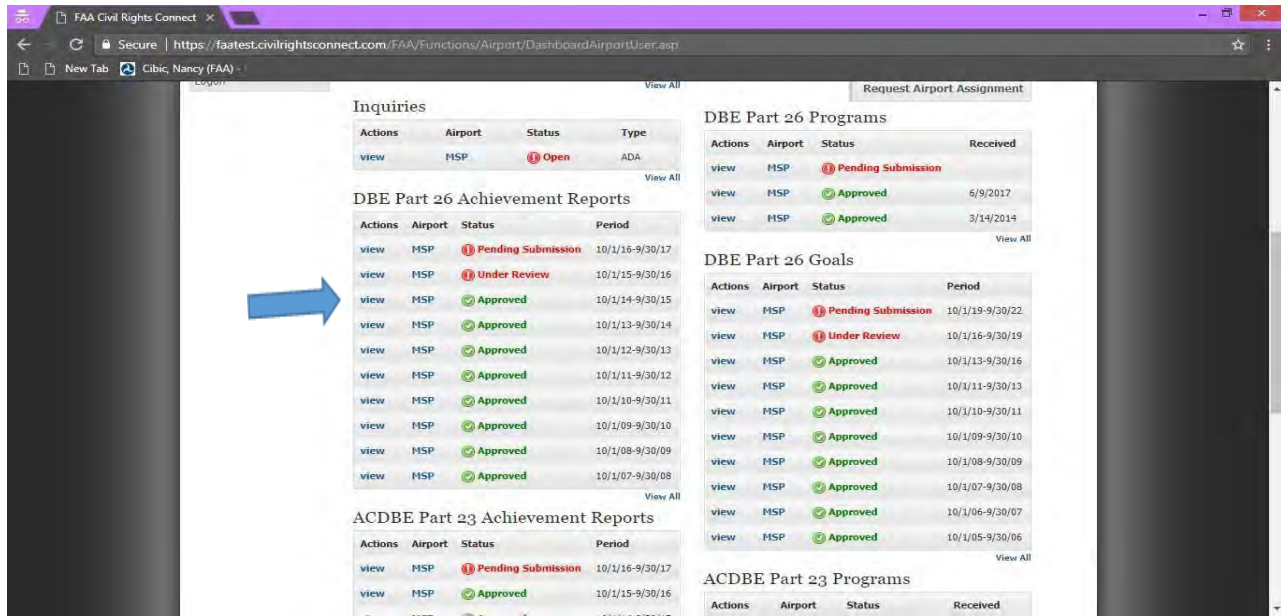
1. Access the Report from your Dashboard or from the Airport File.
2. The status of the Report on your Dashboard will be **Returned**.
3. Follows Steps 5-11 on Page 60.



How to Access Previous Uniform Form Reports.

- Website: <https://faa.civilrightsconnect.com/FAA/login.asp>
- You can access Uniform Form Reports from your Dashboard
- Go to DBE Part 26 Achievement Reports or ACDBE Part 23 Achievement Reports
- Click View next to the fiscal year Report you want to access
- OR,**
- Click on Airports (left menu) – find the Airport and click View
- Click on DBE Goals and Reports or ACDBE Goals and Reports tab, depending on which report you need to access
 - **If the DBE or ACDBE goals and reports tabs do not appear, please contact your FAA DBE Regional Compliance Specialist**
- Find the Fiscal Year Report and Click **View or Submit**
- Click **View Uniform Report**
- To Print the Report Click **Print**
- To print and save the report to a file Click **Print to PDF. Zoom the PDF document to show the gridlines – the gridlines will show on the printed and saved document**
- To Return to Previous Menu Click **Return**
- **See screen shots below**

From your Dashboard





From the Airport File:

Assigned Airports

Search (name, identifier, city) Sort By Region Hub Type Airport Type Core Airport > Clear All

view MSP Minneapolis St. Paul International Airport (MAC) Minneapolis, MN L P AGL

Airport Info: Minneapolis St. Paul International Airport (MAC) (MSP)

Plan DBE/ACDBE Programs Title VI ADA Compliance Reviews Complainants Inquiries Self Assessments

Airport name: Minneapolis St. Paul International Airport (MAC)

Airport Identifier: MSP

Airport Authority: Metropolitan Airports Commission (MAC)

Recipient: Metropolitan Airports Commission (MAC)

Region: Great Lakes Region

Hub Type: Large Hub

Airport Type: Primary

Core Airport: Yes

Airport DBELO: Anita Bellant

Airport ACDBELO: Anita Bellant

Airport Title VI Coordinator: Anita Bellant

Airport ADA/Sec. 504 Coordinator: Anita Bellant

FAA DBE/ACDBE Specialist: Nancy Cibic

FAA Title VI Specialist: Janet Long

FAA ADA/Sec. 504 Specialist: Tyrone Thomas

View	Goal	Approved	FY 07
view	Report	Approved	FY 07
view	Goal	Approved	FY 08
view	Report	Approved	FY 08
view	Goal	Approved	FY 09
view	Report	Approved	FY 09
view	Goal	Approved	FY 10
view	Report	Approved	FY 10
view	Goal	Approved	FY 11
view	Report	Approved	FY 11
view	Goal	Approved	FY 12-13
view	Report	Approved	FY 12
view	Report	Approved	FY 13
view	Goal	Approved	FY 14-16
view	Report	Approved	FY 14
view	Report	Approved	FY 15
view	Report	Under Review	FY 16
view	Goal	Under Review	FY 17-19
submit	Report	Pending Submission	FY 17
submit	Goal	Pending Submission	FY 20-22



Online Compliance Assessment Tool

Title VI, DBE, ACDBE and ADA

This module will assist you with assessing your airport's compliance with the Regulations.

FAA may initiate an Assessment for you to complete or you may initiate your own Assessment.

1. Please read/review the instructions and guidance at the beginning and throughout the Assessment.
2. Some questions might require an Attachment (indicated at the question).
3. FAA will review your response. You might receive an email when FAA replies to a question. Or FAA might add a comment that will be visible to you in the Assessment.
4. Dashboard status will remain Under Review until all items have been completed and FAA Accepts the Assessment.
5. If you have questions, contact your FAA Regional Compliance Specialist. Contact information is on the last few pages of this guidance

Status Definitions:

- **Pending Submission:** FAA sent you an assessment to complete
- **Pending Review:** You submitted the Assessment but FAA has not reviewed it yet
- **Under Review:** FAA accessed the Assessment and is reviewing



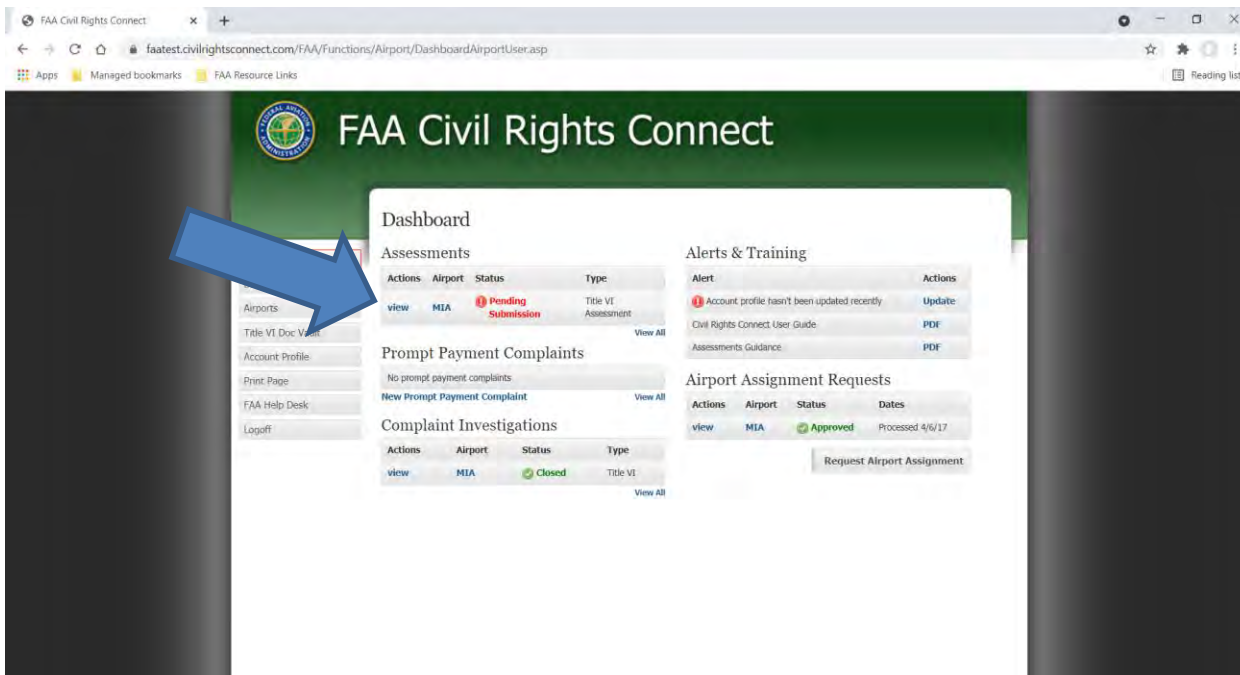
Online Compliance Assessment Tool

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**.

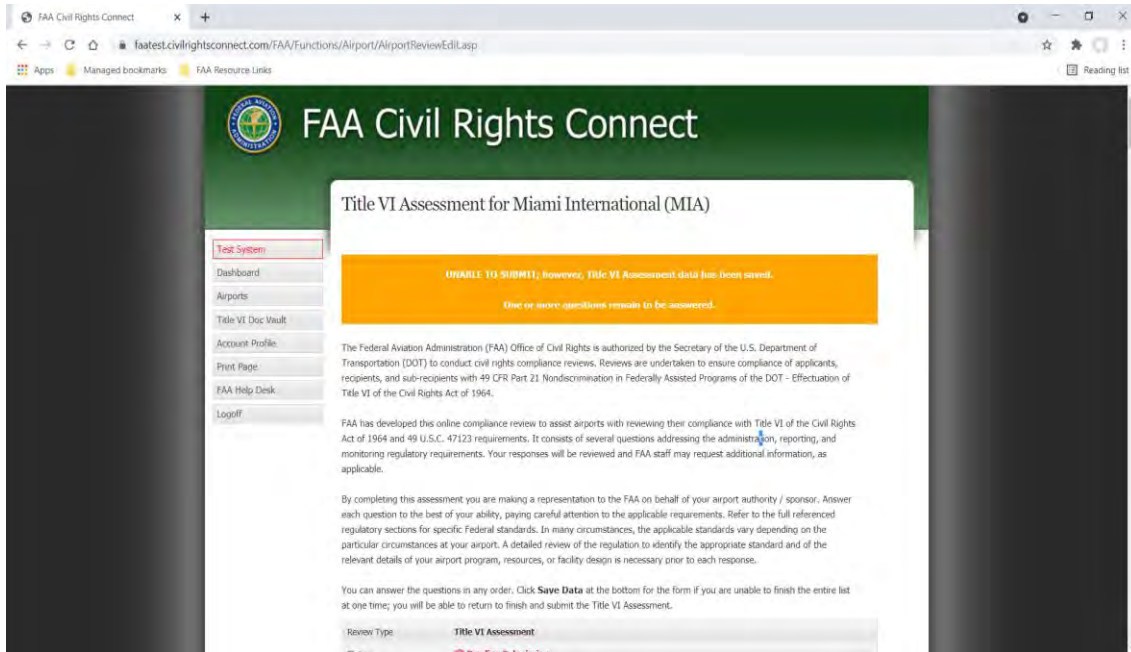
Dashboard

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.



FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewEdit.asp?AirportID=C960F0C2410B14475EECFDF1608873595BE0AB04F54F1BB7&ReviewID=9E11B8328FB57BB68E10690F15DD...

Test System

Dashboard

Airports

Title VI Doc Vault

Account Profile

Print Page

FAA Help Desk

Logout

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)

FAA Civil Rights Connect

faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewEdit.asp?AirportID=522EE193DC1CDB9975A2D80506E931AF910ECB7959271C6C&ReviewID=755D5234C00281FF481A7950EFD...

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)

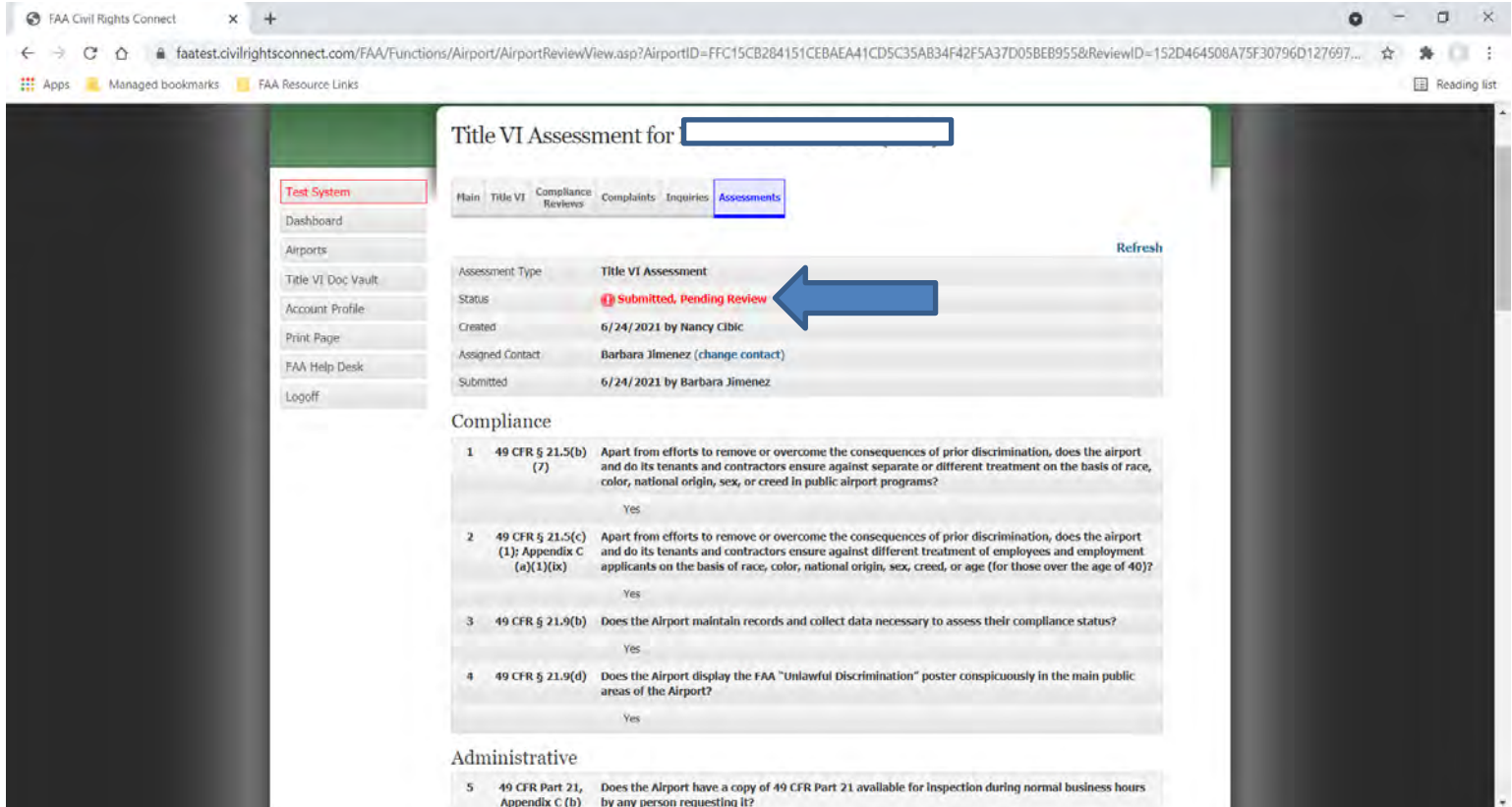
The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewEdit.asp?AirportID=522EE193DC1CDB9975A2D80506E931AF910ECB7959271CGC&ReviewID=755D5234C00281FE481A7950EFD...`. A modal dialog box is displayed in the center, titled "faatest.civilrightsconnect.com 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 "OK" button to the right. Below the dialog is a "Comments & Notes" section with a text area and an "Add File" button. Further down is the "Submit Title VI Assessment" section, which includes 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." The form contains the following fields:

Your Name	Nancy Alex
Your Title	Assistant Aviation Director for Administration
Organization	Miami-Dade Aviation Director
Today's Date	6/24/2021 (mm/dd/yyyy)

Below the form are two buttons: "Submit Review" (highlighted with a blue box and a blue arrow pointing to it from the left) and "Cancel". At the bottom of the page, it says "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)

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

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 Respond


Status: **OPEN / Pending Response**
Created: 6/24/2021 by Nancy Cibic
Due Date: 8/2/2021
[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

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 questions under various categories. A modal window titled "Respond to Action Item" is open, overlaying the content. The modal contains the following text and fields:

- Header: Respond to Action Item
- Instructions: 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.
- Request: 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: A text input field containing the text "Yes, we did mean to respond No on this item. Thank you."
- Date Request Was Completed: A date input field with the value "6/24/2021" and a "(mm/dd/yyyy)" placeholder.
- Buttons: "Save Response Draft" and "Cancel".

Blue arrows are overlaid on the image, pointing to the "Response" text area, the "Date Request Was Completed" field, and the "Save Response Draft" button.



Online Compliance Assessment Tool (continued)

The screenshot displays the FAA Civil Rights Connect web application interface. The browser address bar shows the URL: `faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewView.asp`. The page content is organized into sections:

- 31C emergency?** (with a "Yes" response)
- Environmental Justice (EJ)** section containing three questions:
 - Question 19: "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?" (Response: Yes)
 - Question 20: "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?" (Response: Yes)
 - Question 21: "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?" (Response: Yes)
- Action Items** section:
 - Request: "It seems you might have meant to answer this question No. Please confirm" (with "Edit" and "Submit" buttons)
 - 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" button
- Sexual Harassment** section:
 - Question 22: "Does the Airport have measures in place to prevent and address sexual harassment and/or assault at the airport?" (Response: Yes)
- Age Discrimination** section (partially visible)

Blue arrows in the image point to the "Submit" button, the "Attach Document" button, and the question 22 response area.



Online Compliance Assessment Tool (continued)

The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewView.asp`. A modal dialog box is open in the center, titled "faatest.civilrightsconnect.com says" with the text "Submit action item response?". The dialog has "OK" and "Cancel" buttons. A large blue arrow points down to the "OK" button. The background content is partially obscured by dark vertical bars on the left and right sides.

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 Edit Submit

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		

Age Discrimination

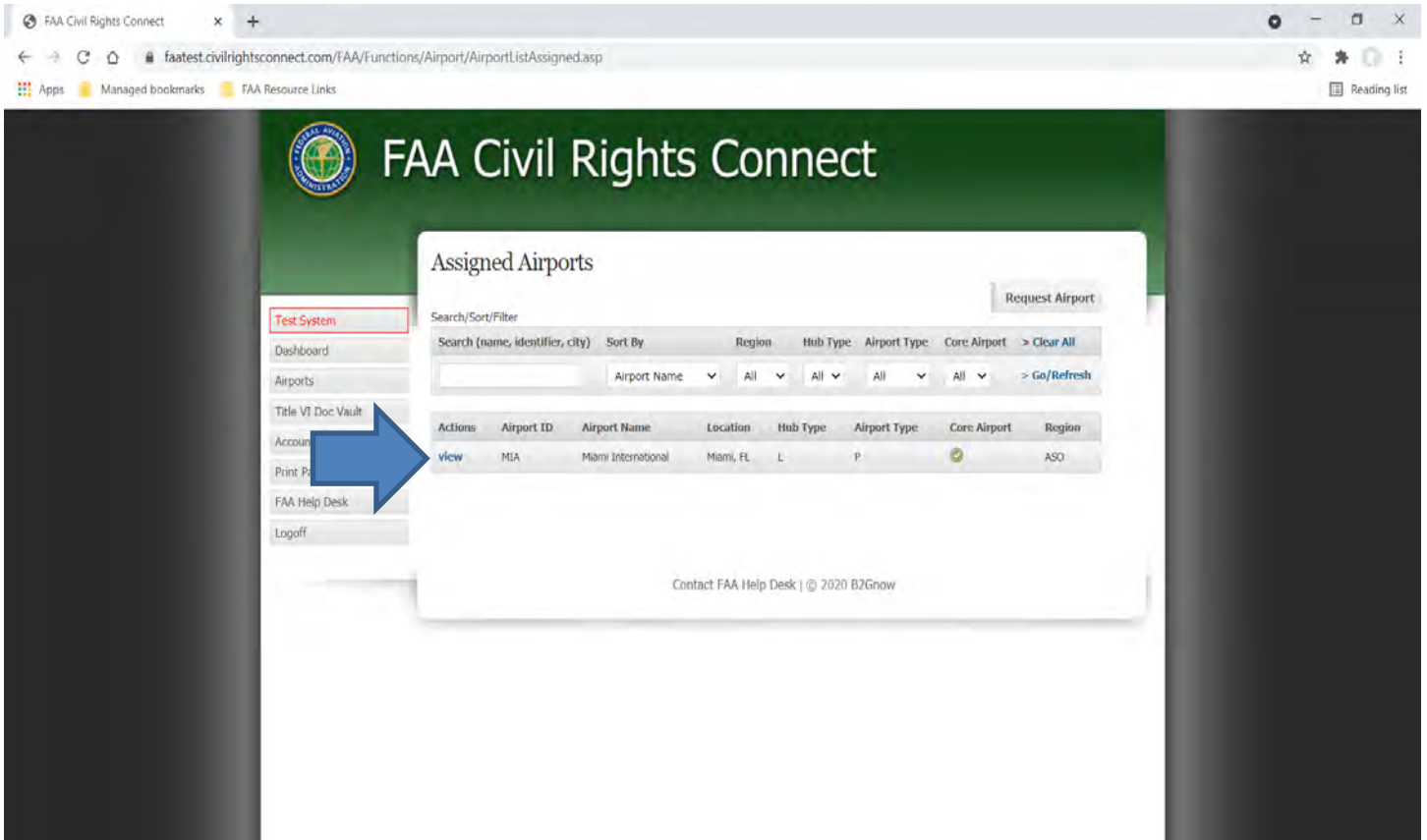


Online Compliance Assessment Tool - Initiate Your Own Assessment

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

Contact FAA Help Desk | © 2020 B2Gnow

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

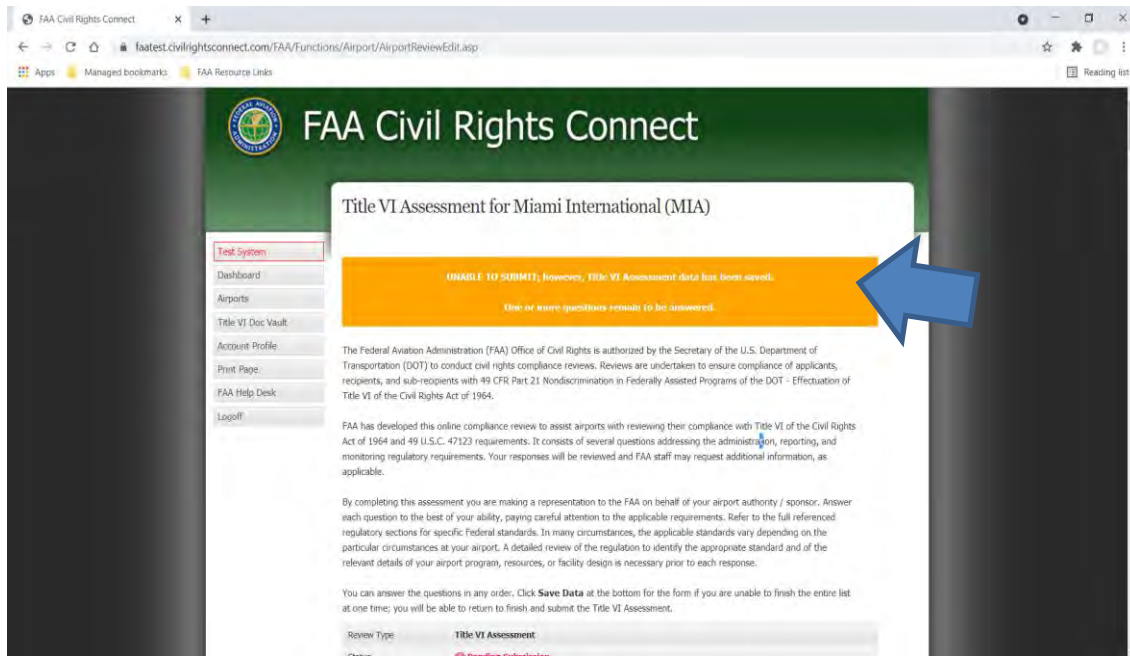
Actions	Status	Type	Contact	Created	Submitted
view	Under Review	Title VI Assessment	Barbara Jimenez	6/24/2021	6/24/2021

Contact FAA Help Desk | © 2020 B2Gnow



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

1. Answer all of the questions. Some items will require an explanation.
2. Partial means that the airport has done part of the compliance for that item (requires an explanation).
3. Attach all the documents that are required.
4. 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.



5. 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 it is submitted.
6. Enter your name and the date of submission.
7. Click **Submit Review**. Click **OK** on the popup.
8. Status will show **Submitted Pending Review**.
9. 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.



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

Test System

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)

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?

✔ Answered

Yes
 Partial

Explain (required if option is selected)

No
 N/A

2 49 CFR § 21.5(c) (1); Appendix C (a)(1)(ix) Apart from efforts to remove or overcome the consequences of prior discrimination, does the airport and do its tenants and contractors ensure against different treatment of employees and employment applicants on the basis of race, color, national origin, sex, creed, or age (for those over the age of 40)?

✔ Answered

Yes
 Partial

Explain (required if option is selected)

No
 N/A

3 49 CFR § 21.9(b) Does the Airport maintain records and collect data necessary to assess their compliance status?

✔ Answered

e.g. information to supports a robust Title VI program, such as US Census data for surrounding areas, knowing who uses or may use the Airport, etc.

Yes
 Partial

Explain (required if option is selected)



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

The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewEdit.asp?ReviewID=8EBD77F45B043F736B9208154C76C4AFA540CF519B88FFAC`. The page title is "FAA Civil Rights Connect". The main content area is titled "Educational Programs" and contains a question: "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?". The question is marked as "Answered" with a green checkmark. The "Yes" radio button is selected. Below the question is a text box for "Explain (required if option is selected)". There are also radio buttons for "No" and "N/A". Below the question is a "Comments & Notes" section with a text area and an "Add File" button. At the bottom of the page, there is a message: "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." Below this message are three buttons: "Save & Submit Review", "Save Draft", and "Return To List". A blue arrow points from the left side of the page to the "Save & Submit Review" button. Another blue arrow points from the bottom of the page to the "Save Draft" button. At the very bottom of the page, there is a footer: "Contact FAA Help Desk | © 2020 B2Gnow".



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

The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewEdit.asp?ReviewID=8E8D77F45B043F736B9208154C76C4AFA540CF519B88FFAC`. 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 "OK" and "Cancel" buttons. A blue arrow points to the "OK" button. Below the dialog is a "Comments & Notes" section with a text area and an "Add File" button. A second blue arrow points to the "Add File" button. Below that is the "Submit Title VI Assessment" section, which includes 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." The form contains 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). A blue arrow points to the "Submit Review" button. At the bottom of the page, it says "Contact FAA Help Desk | © 2020 B2Gnow".



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

The screenshot shows the FAA Civil Rights Connect web application interface. On the left is a navigation menu with options like 'Dashboard', 'Airports', and 'Title VI Doc Vault'. The main content area has a top navigation bar with tabs for 'Main', 'Title VI', 'Compliance Reviews', 'Complaints', 'Inquiries', and 'Assessments'. The 'Assessments' tab is active, showing a table with one assessment entry:

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

A blue arrow points to the 'Submitted, Pending Review' status. Below the table are sections for 'Compliance' and 'Administrative' questions:

Compliance

- 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?
Yes
- 49 CFR § 21.5(c) (1); Appendix C (a)(1)(ix) Apart from efforts to remove or overcome the consequences of prior discrimination, does the airport and do its tenants and contractors ensure against different treatment of employees and employment applicants on the basis of race, color, national origin, sex, creed, or age (for those over the age of 40)?
Yes
- 49 CFR § 21.9(b) Does the Airport maintain records and collect data necessary to assess their compliance status?
Yes
- 49 CFR § 21.9(d) Does the Airport display the FAA "Unlawful Discrimination" poster conspicuously in the main public areas of the Airport?
Partial
Need to display in more areas

Administrative

- 49 CFR Part 21, Appendix C (b) (2) Does the Airport have a copy of 49 CFR Part 21 available for inspection during normal business hours by any person requesting it?

How to respond back to FAA on an item:

1. 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 – Initiate your own Assessment (continued)

The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewView.asp?AirportID=&ReviewID=A8925FCBAE548EA5B624977AF985362741890BF1AE3B9AB4`. The page displays a compliance assessment form with several sections:

- Item 10:** 49 CFR Part 21, Appendix C (b) (1). Question: "Does the Airport have a method for monitoring and ensuring that primary contractors have included Title VI requirements in their subcontracts?" Answer: Yes.
- Complaints Section:**
 - Item 11:** 49 CFR Part 21, Appendix C (b) (3). Question: "Did the Airport forward to the FAA, within 15 days after receipt, a copy of each written Title VI complaint received and inform FAA of the actions taken regarding the complaint?" Answer: No.
 - Action Items:** A red "Respond" button is highlighted with a blue arrow. Below it, a request is shown: "Request: Please begin a procedure to forward to the FAA, within 15 days after receipt, a copy of each written Title VI complaint received and also inform FAA of the actions taken regarding the complaint." The status is "Status: OPEN / Pending Response", created on 6/24/2021 by Nancy Citic, with a due date of 8/2/2021. There is also an "Attach Document" button.
 - Item 12:** 49 CFR Part 21, Appendix C (b) (3). Question: "Does the Airport have Title VI complaint procedures, and are they available to the public?" Answer: Yes.
 - Item 13:** 49 CFR § 21.9(b). Question: "Does the Airport have a policy for collecting complaint information from all Airport employees, airlines, concessionaires, etc., and has the policy for collecting the complaint information been communicated to them?" Answer: Yes.
- Limited English Proficiency (LEP) Section:**
 - Item 14:** 70 FR 74087; 49 CFR § 21.5. Question: "Has the Airport assessed the limited English proficiency (LEP) population characteristics and analyzed Airport programs and services using the Four-Factor Analysis to determine the particular language assistance obligations for LEP individuals at the Airport?" Answer: Yes.



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

Respond to Action Item

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:
Please begin a procedure to forward to the FAA, within 15 days after receipt, a copy of each written Title VI complaint received and also inform FAA of the actions taken regarding the complaint.

Due Date: **8/2/2021**

Response *

We have created a procedure to ensure that we submit a copy of each written Title VI complaint that we receive, which will also include information pertaining to the actions we have taken regarding the complaint.

Date Request Was Completed * (mm/dd/yyyy)

Save Response Draft **Cancel**

faatest.civilrightsconnect.com says

Submit action item response?

OK **Cancel**

Complaints

11 49 CFR Part 21, Appendix C (b) (3) Did the Airport forward to the FAA, within 15 days after receipt, a copy of each written Title VI complaint received and inform FAA of the actions taken regarding the complaint?

No

Action Items

Request: Please begin a procedure to forward to the FAA, within 15 days after receipt, a copy of each written Title VI complaint received and also inform FAA of the actions taken regarding the complaint.

Status: **OPEN / Pending Response**

Created: 6/24/2021 by Nancy Cibic

Due Date: 8/2/2021

Completed: 6/30/2021

Response: We have created a procedure to ensure that we submit a copy of each written Title VI complaint that we receive, which will also include information pertaining to the actions we have taken regarding the complaint.

Attach Document

12 49 CFR Part 21, Appendix C (b) (3) Does the Airport have Title VI complaint procedures, and are they available to the public?

Yes

13 40 CFR § 21.9(b) Does the Airport have a policy for collecting complaint information from all Airport employees, airlines, concessionaires, etc., and has the policy for collecting the complaint information been communicated to them?

Yes

Limited English Proficiency (LEP)

14 70 FR 74087; 49 CFR § 21.5 Has the Airport assessed the limited English proficiency (LEP) population characteristics and analyzed Airport programs and services using the Four-Factor Analysis to determine the particular language assistance obligations for LEP individuals at the Airport?



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

The screenshot shows the FAA Civil Rights Connect web application interface. The browser address bar displays the URL: `faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewView.asp`. The navigation menu includes: Main, Title VI, Compliance Reviews, Complaints, Inquiries, and Assessments. A blue arrow points to a green notification banner that reads: "Title VI Assessment review question item submitted." Below this, the assessment details are shown:

Assessment Type:	Title VI Assessment
Status:	Under Review 1 action items pending review
Created:	6/24/2021 by Barbara Jimenez
Assigned Contact:	Barbara Jimenez (change contact)
Submitted:	6/24/2021 by Barbara Jimenez

Below the assessment details is a section titled "Compliance" with the following items:

- 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?
Yes
- 49 CFR § 21.5(c)(1); Appendix C (a)(1)(ix) Apart from efforts to remove or overcome the consequences of prior discrimination, does the airport and do its tenants and contractors ensure against different treatment of employees and employment applicants on the basis of race, color, national origin, sex, creed, or age (for those over the age of 40)?
Yes
- 49 CFR § 21.9(b) Does the Airport maintain records and collect data necessary to assess their compliance status?
Yes
- 49 CFR § 21.9(d) Does the Airport display the FAA "Unlawful Discrimination" poster conspicuously in the main public areas of the Airport?
Partial
Need to display in more areas



Prompt Payment Complaints - Reporting

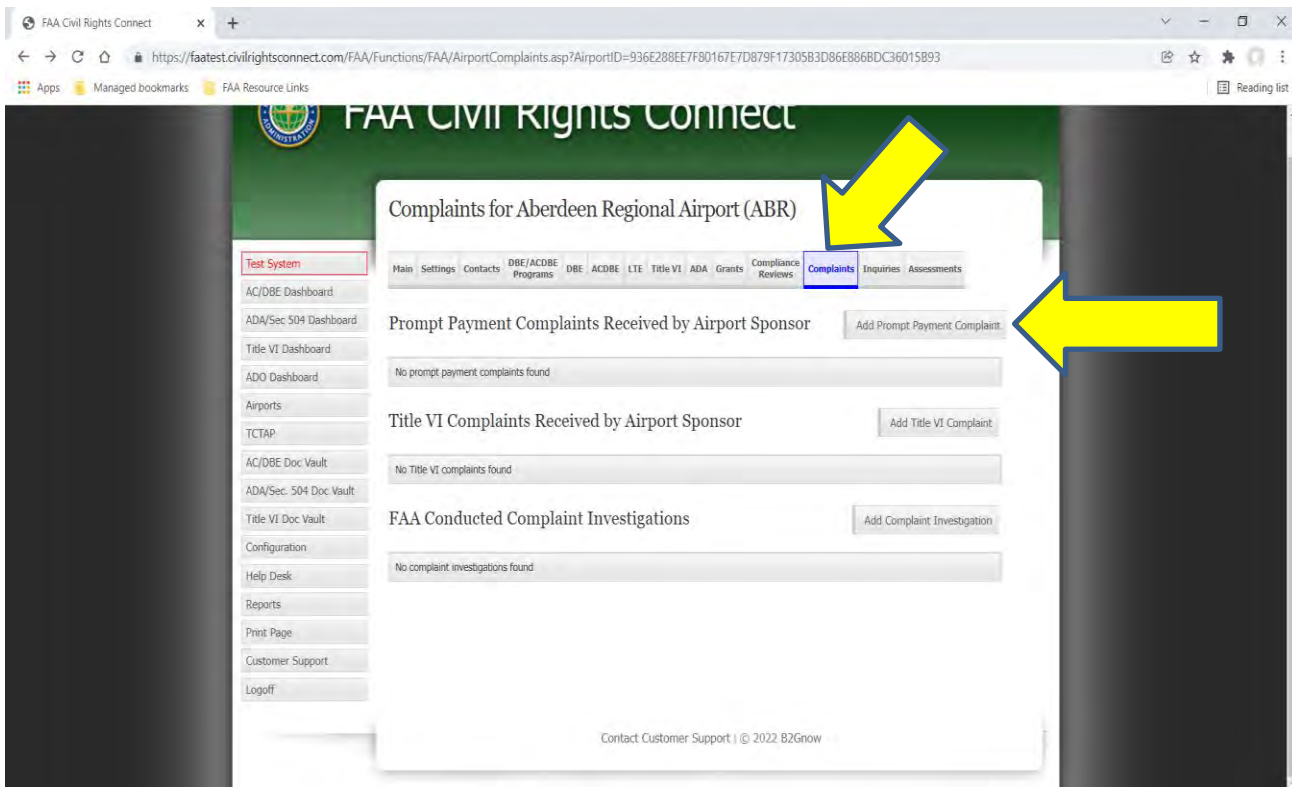
Section 157 of the 2018 FAA reauthorization (Public Law No. 115-254) requires airport sponsors to track and report the number of complaints received from subcontractors that alleged non-compliance with the prompt payment requirements, including the timely return of retainage by prime contractors. FAA is required to assess and improve airport sponsor compliance based on analysis of the reports received.

Reporting complete information is critical for the continued success of the DBE program and the businesses it serves. The information you provide ties directly back to the prompt payment and retainage monitoring and enforcement procedures that you developed in order to comply with § 26.29 and § 26.37.

Report prompt payment complaints in this module after you have resolved the complaint at the airport.

The following is guidance on how to report a prompt payment complaint in FAA Connect.

- **Login to FAA Connect**
- **Go to the Airport File**
- **At top Menus, click on Complaints**
- **Next, click on Add Prompt Payment Complaint**





Prompt Payment Complaints continued –

The screenshot shows a web browser window with the URL <https://faatest.civilrightsconnect.com/FAA/Functions/FAA/AirportPromptPaymentComplaintEdit.asp?AirportID=02622433E6F831ECCC816DD8A7771D686C65987605D2B748>. The page contains a form with the following sections:

- 1. Complaint Information**
 - Date Complaint Received *: 12/12/2021 (mm/dd/yyyy)
 - How was this complaint submitted *:
 - Check all that apply:
 - Email
 - Formal Letter
 - Telephone
 - Via Recipient Website
 - Other - please specify: _____
 - Date Complaint Resolved *: 12/14/2021 (mm/dd/yyyy)
- 2. Complainant Information**
 - Complainant Name *: Kelly King
 - Company Name *: Kelly Landscape
 - Certified DBE Firm *: Yes, No
 - Address *: 2132 Carlisle Way
 - City *: Chicago
 - State/Province *: IL
 - Zip/Postal Code *: 60004
 - Email Address *: kelly@cs.com
 - Phone Number *: 847 2947182
- 3. FAA funded project information**
 - Project Name *: Runway Rehab
 - Project Number *: 2021-304

Complete all the requested information
Red Asterisks * denote required fields

When done filling in all required information, click on **Validate/Save Draft**.

- **Double check that all information is included.**
- **When done, click on Validate and Save Draft.**
- **Add a file if needed.** [Add File](#)
- **When done, Click Submit Complaint. Click OK on the popup.**
- **FAA will review your submission and follow-up with you if needed.**
- **You can view your prompt payment submissions on your Dashboard.**



Prompt Payment Complaints continued –

faatest.civilrightsconnect.com says
Update this complaint as submitted?
OK Cancel

Prompt Payment Complaint for Aberdeen Regional Airport (ABR)

Fill In Complaint Send Reminder to Submit Refresh

This complaint is pending submission.

Submit Complaint

Complaint Status **Draft/Incomplete**

Created 12/14/2021 by Nancy Cibic

1. Sponsor & DBELO Information

Sponsor/Owner Name	Aberdeen Regional Airport
Airport Name	Aberdeen Regional Airport
Airport Identifier	ABR
DBELO	Rich Krokel (Manager) rich.krokel@aberdeen.sd.us

2. Complaint Information

Date Complaint Received	12/12/2021
How was this complaint submitted	Email
Date Complaint Resolved	12/14/2021

- If FAA returns your complaint for more information, access the complaint from your Dashboard. Click View.
- Click on Edit Complaint at the Top Left.
- Add the information requested by FAA and click Save Changes at the bottom left.
- Click Resubmit Complaint. Click OK on the popup.

FAA Civil Rights Connect

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/DashboardAirportUser.asp

view	ABR	Cancelled	Compliance Assessment
view	ABR	Cancelled	Part 23 ACDBE Compliance Assessment
view	ABR	Cancelled	Part 26 DBE Compliance Assessment
view	ABR	Cancelled	Part 23 ACDBE Compliance Assessment
view	ABR	Cancelled	Part 26 DBE Compliance Assessment

Prompt Payment Complaints

Actions	Airport	Status	Complaint Date
view	ABR	Returned for Update	3/24/2021
view	ABR	Submitted	3/10/2021
view	ABR	Submitted	2/21/2021

DBE Part 26 Programs

Actions	Airport	Status	Received
view	MDW	Approved	5/21/2020
view	ORD	Approved	5/15/2020
view	ABR	Approved	7/7/2020
view	ABR	Approved	2/12/2018
view	ORD	Approved	8/15/2016
view	MDW	Approved	8/15/2016
view	ORD	Approved	3/21/2013
view	MDW	Approved	3/21/2013

DBE Part 26 Goals

Actions	Airport	Status	Period
view	MDW	Approved	10/1/19-9/30/22
view	ORD	Approved	10/1/19-9/30/22
view	ABR	Approved	10/1/18-9/30/21
view	MDW	Approved	10/1/16-9/30/19
view	ORD	Approved	10/1/16-9/30/19
view	ABR	Approved	10/1/15-9/30/18



Test System

Dashboard

Airports

AC/DBE Doc Vault

Account Profile

Print Page

FAA Help Desk

Logout

Main DBE/ACDBE Programs DBE Goals & Reports ACDBE Goals & Reports Compliance Reviews Complaints Inquiries Assessments **Prompt Payment Complaints**

Edit Complaint Return to List

This complaint has been returned for update.

Please follow the instructions provided by your FAA specialist and resubmit the complaint.

Instructions: **Please provide more info**

Resubmit Complaint

Complaint Status: **Returned for Update**

Created: 3/24/2021 by Monica Jimenez

Submitted: 3/24/2021 by Monica Jimenez

Returned: 3/25/2021 7:36:30 AM by Nancy Cibic

1. Sponsor & DBELO Information

Sponsor/Owner Name: Aberdeen Regional Airport

Airport Name: Aberdeen Regional Airport

Airport Identifier: ABR

DBELO: Rich Krokel (Manager) rich.krokel@aberdeen.sd.us

2. Complaint Information

Date Complaint Received: 3/24/2021

How was this complaint submitted: Email

Date Complaint Resolved: 3/24/2021

3. Complainant Information

5. Additional Information

A. Did all project contracts include the following provisions? *

Check all that apply:

- A. Contract assurances as required by 49 CFR 26.13(b)
- B. 90-60 Partial Payment clause as required by AC150/5370-10G
- C. Additional Prompt Payment language related to 49 CFR 26.29(a)-(c)
- D. Prompt Payment enforcement provision as required 49 CFR 26.29(d)-(e) - Please describe how contractual enforcement provisions are included, specify document name and section/clause:
Document 2020-45607

B. Does the Sponsor proactively monitor prompt payment of all subcontractors? *

Yes - please describe how:
DBELO has a system for daily monitoring

No

C. Did the Sponsor implement enforcement actions with regard to this complaint to prevent prompt payment complaints from recurring? *

Yes - please describe how:
ensured prime will stay on track

No

D. Has the Sponsor's DBE Program been updated to address USDOT prompt payment guidance released in 2016 and 2018? *

Yes - has a copy of it been uploaded to FAA Civil Rights Connect?
 Yes
 No

No

E. Was FAA involved in the resolution of the complaint? *

Yes - please provide staff name:

No

Save Changes Cancel

Contact FAA Help Desk | © 2020 B2Gnow



FAA Civil Rights Connect

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPromptPaymentComplaintView.asp?AirportID=58A2D994B66CD40D0646F53308013A4D06ACD16E7BE6F6E68&AirportPr

Main DBE/ACDBE Programs DBE Goals & Reports ACDBE Goals & Reports Compliance Reviews Complaints Inquiries Assessments Prompt Payment Complaints

Dashboard Airports AC/DBE Doc Vault Account Profile Print Page FAA Help Desk Logoff

This complaint has been returned for update.

Please follow the instructions provided by your FAA specialist and resubmit the complaint.

Instructions: **Please provide more info**

Resubmit Complaint

Complaint Status: **Returned for Update**

Created	3/24/2021 by Monica Jimenez
Submitted	3/24/2021 by Monica Jimenez
Returned	3/25/2021 7:36:30 AM by Nancy Cibic

1. Sponsor & DBELO Information

Sponsor/Owner Name	Aberdeen Regional Airport
Airport Name	Aberdeen Regional Airport
Airport Identifier	ABR
DBELO	Rich Krokel (Manager) rich.krokel@aberdeen.sd.us

2. Complaint Information

Date Complaint Received	3/24/2021
How was this complaint submitted	Email
Date Complaint Resolved	3/24/2021

3. Complainant Information

FAA Civil Rights Connect

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportPromptPaymentComplaintView.asp?AirportID=58A2D994B66CD40D0646F53308013A4D06ACD16E7BE6F6E68&AirportPr

Main DBE/ACDBE Programs DBE Goals & Reports ACDBE Goals & Reports Compliance Reviews Complaints Inquiries Assessments Prompt Payment Complaints

Dashboard Airports AC/DBE Doc Vault Account Profile Print Page FAA Help Desk Logoff

This complaint has been returned for update.

Please follow the instructions provided by your FAA specialist and resubmit the complaint.

Instructions: **Please provide more info**

Resubmit Complaint

Complaint Status: **Returned for Update**

Created	3/24/2021 by Monica Jimenez
Submitted	3/24/2021 by Monica Jimenez
Returned	3/25/2021 7:36:30 AM by Nancy Cibic

1. Sponsor & DBELO Information

Sponsor/Owner Name	Aberdeen Regional Airport
Airport Name	Aberdeen Regional Airport
Airport Identifier	ABR
DBELO	Rich Krokel (Manager) rich.krokel@aberdeen.sd.us

2. Complaint Information

Date Complaint Received	3/24/2021
How was this complaint submitted	Email
Date Complaint Resolved	3/24/2021

3. Complainant Information

This site says...
Resubmit this complaint?

OK Cancel



Reporting Title VI Complaints Received by Airports

Airport recipients are required to report any complaint received by the airport recipient, alleging discrimination on the basis of race, color, national origin, sex, creed, consistent with 49 CFR Part 21, Appendix C requirements (“Each airport owner subject to this part shall, within 15 days after he receives it, forward to the Area Manager of the FAA Area in which the airport is located a copy of each written complaint charging discrimination because of race, color, or national origin by any person subject to this part” and Section 47123 of the Airport and Airway Improvement Act of 1982 requirements that creed and sex protections be consistent with Part 21.

In order to create a record, you must provide the fields noted by *. You can return to fill-in the record as your complaint investigation proceeds. Once completed, ensure that all possible information is entered and then submit the record to FAA. If anything is missing, the system will advise you with an alert.

The following is specific guidance with screen shots on how to submit a Title VI airport complaint.

- **Login to FAA Connect**
- **Go to the Airport File**
- **At top menus, click on Complaints**
- **Next, click on Add Title VI Complaint**

The screenshot shows the FAA Civil Rights Connect web application interface. The top navigation menu includes: Main, DBE/ACDBE Programs, DBE Goals & Reports, ACDBE Goals & Reports, Title VI, ADA, Compliance Reviews, **Complaints**, Inquiries, and Assessments. The 'Complaints' menu item is highlighted with a yellow arrow. Below the navigation, the page title is 'Prompt Payment Complaints Received by Airport' with an 'Add Prompt Payment Complaint' button. The main content area contains text explaining the reporting requirements for prompt payment complaints. Below this, there is a section for 'Title VI Complaints Received by Airport' with an 'Add Title VI Complaint' button, which is also highlighted with a yellow arrow. Underneath, there is a table with one row of data:

Actions	Status	Complaint Date	Complainant	Created/Submitted By
view	! Pending Completion & Submission	1/20/2022	Carol Spy	Nancy Cibic

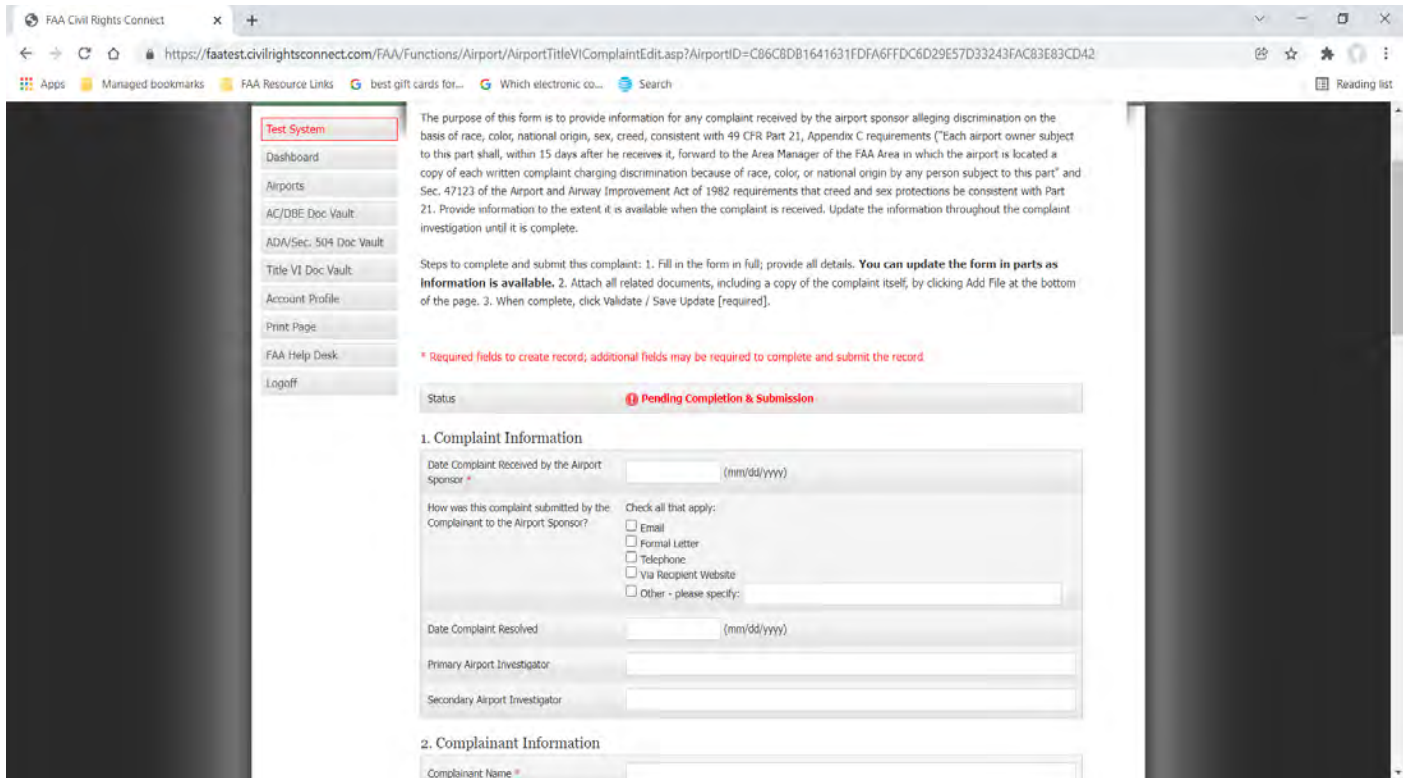
At the bottom of the page, there is a section for 'FAA Conducted Complaint Investigations' with a message: 'No complaint investigations found'.



Title VI airport complaints continued –

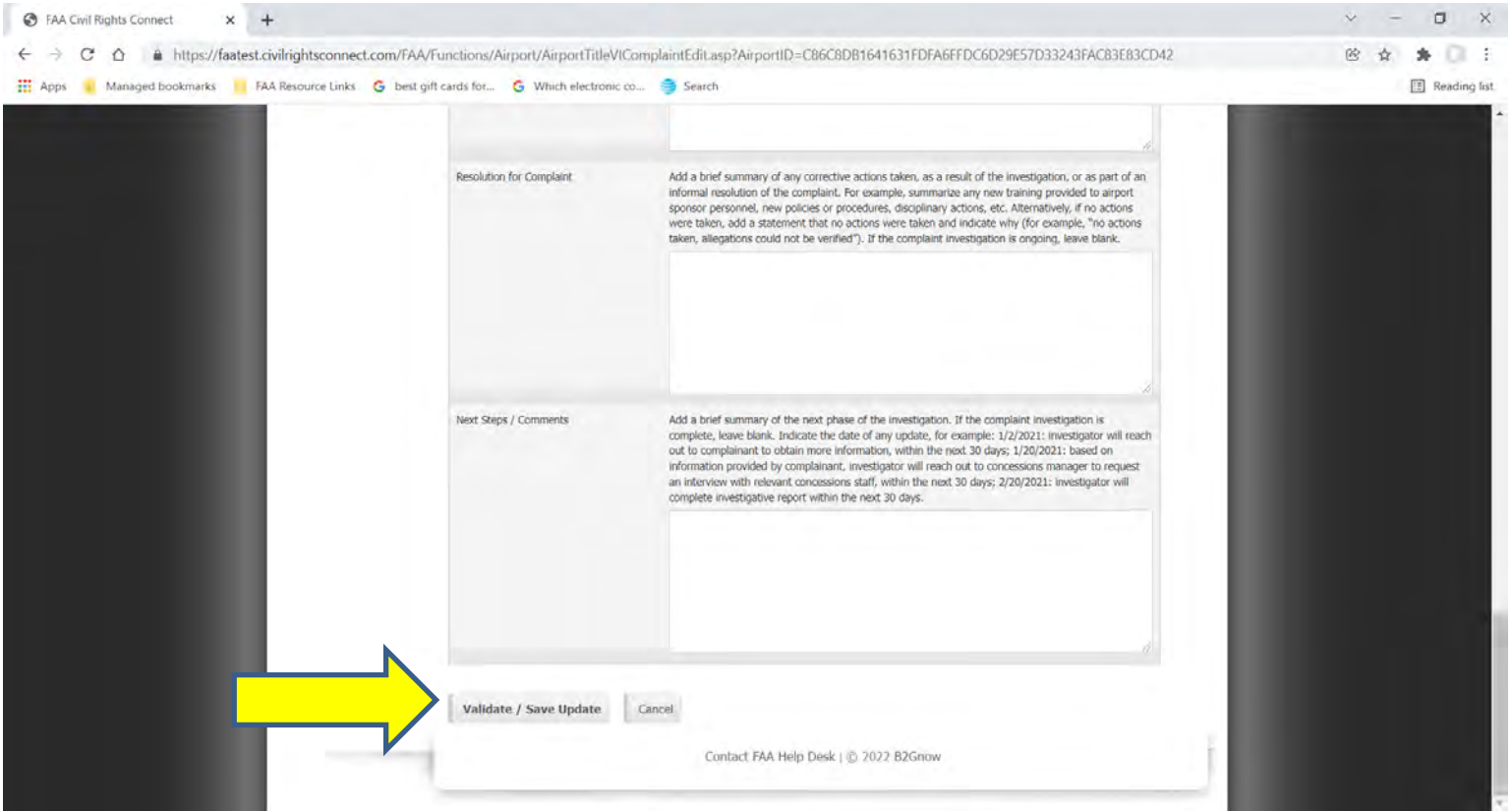
Steps to complete and submit this complaint:

1. **Fill in the complaint record**; provide all details. You can update the form in parts as information is available.
2. Attach all related documents by clicking **Add File** at the bottom of the page.
3. When the complaint record is complete, click **Submit Completed Complaint Record** [required]. To save the information and return later to submit, click **Validate / Save Update** on the form.





When done, click on **Validate / Save Update**





Title VI airport complaints continued –

Note that there are popup instructions at the question marks (?)

Add Files at the bottom. Click **Add File** < Attach complaint documents

The screenshot shows a web browser window displaying a Title VI Complaint form. The form is divided into several sections:

- Title VI Contact:** (Header)
- 2. Complaint Information:**
 - Date Complaint Received by the Airport Sponsor: 2/16/2022
 - How was this complaint submitted by the Complainant to the Airport Sponsor? Email
 - Date Complaint Resolved: 2/16/2022
 - Primary Airport Investigator: Carol Jenkins
- 3. Complainant Information:**
 - Complainant Name: Carl Riner
 - Address: 222 Carlisle Road, Clearwater, SD 22334
 - Email Address: carlr@bn.com
 - Phone Number: (222) 857-1212
 - Accommodation: None
- 4. Complaint Details:**
 - Complaint Allegations: Discrimination based on race when continually not being selected for airport work.
 - Statute: 49 CFR Part 21
 - Airport Findings: Informal Resolution
 - Resolution for Complaint: No corrective actions required

At the bottom of the form, there is an **Add File** button with a document icon. A red box highlights this button, and a red arrow points to it with the text "< Attach complaint documents". A large yellow arrow points from the left side of the page towards the "Add File" button. Another yellow arrow points to a question mark icon next to the "Accommodation" field.



Title VI airport complaints continued –

When done, click Submit Completed Complaint Record Click OK on the popup.

The screenshot shows the FAA Civil Rights Connect web application. On the left is a navigation menu with items like 'Test System', 'Dashboard', 'Airports', and 'Title VI Doc Vault'. The main content area displays a complaint record with the following details:

- Complaint Status:** Pending Completion & Submission
- Created:** 12/14/2021 by Alex Cargile
- 1. Sponsor Information:**
 - Sponsor/Owner Name: [Redacted]
 - Airport Name: [Redacted]
 - Airport Identifier: [Redacted]
 - Region: [Redacted]
 - Title VI Contact: Alex Cargile, alex.cargile@ablenetx.gov, 325-676-6224
- 2. Complaint Information:**
 - Date Complaint Received: 12/14/2021
 - How was this complaint submitted: Email

At the bottom of the record, there are two buttons: 'Update/Fill In Complaint Record' and 'Submit Completed Complaint Record'. A yellow arrow points to the 'Submit Completed Complaint Record' button. A confirmation popup is open over the page, asking 'Submit this complaint? Take this action only if the complaint record is complete and no further updates are required.' with 'OK' and 'Cancel' buttons. A second yellow arrow points to the 'OK' button in the popup.



Title VI airport complaints continued –

After you submit the complaint, the Status will indicate **Submitted** (pending review by FAA). If FAA accepts your complaint, the Status will indicate **Received**.

If FAA returns the complaint to you for more information, the Status will indicate **Returned for Update**. If you have not finished entering information and have not submitted the complaint yet, the status will indicate **Pending Completion and Submission**.

Title VI Complaints

Actions	Airport	Status	Complaint Date
view	ABR	Returned for Update	2/16/2022
view	ABR	Pending Completion & Submission	2/16/2022
view	ABR	Submitted	1/20/2022

If the complaint was returned to you for update, access the complaint from your Dashboard. Click on View.

Title VI Complaints

Actions	Airport	Status	Complaint Date
view	ABR	Returned for Update	2/16/2022
view	ABR	Pending Completion & Submission	2/16/2022
view	ABR	Submitted	1/20/2022



Title VI airport complaints continued –

To make the changes, click on Update/Edit Complaint

The screenshot shows the FAA Civil Rights Connect web application interface. A red banner at the top of the main content area states: "This complaint has been returned for update." Below this banner, instructions are provided: "Please follow the instructions provided by your FAA specialist and resubmit the complaint." A specific instruction reads: "Instructions: Please provide additional information regarding projects that you were not selected for." A yellow arrow points to this instruction. Below the instructions, there are two buttons: "Update/Edit Complaint" and "Resubmit Updated Complaint Record". A second yellow arrow points to the "Resubmit Updated Complaint Record" button. Below the buttons is a table with the following data:

Complaint Status	Returned for Update
Created	2/16/2022 by Nancy Mateling
Submitted	2/16/2022 by Nancy Mateling
Returned	2/18/2022 10:47:42 AM by Nancy Cibic

Below the table, there are two sections:

1. Sponsor Information

Sponsor/Owner Name	[Redacted]
Airport Name	[Redacted]
Airport Identifier	[Redacted]
Region	Great Lakes Region
Title VI Contact	[Redacted]

2. Complaint Information

Date Complaint Received by the Airport Sponsor	2/16/2022
How was this complaint submitted by the Complainant to the Airport Sponsor?	Email
Date Complaint Resolved	2/16/2022



Title VI airport complaints continued –

Add the additional information requested. When Done, Click Save Update at the bottom. To Resubmit the Complaint, Click on **Resubmit Updated Complaint Record** at the top. Click OK on the popup.

The screenshot shows a web browser window with the URL: <https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportTitleVIComplaintEdit.asp?AirportID=ABC14CB448587787B08A0FBCF9CE140EE22EDC1F2A76831&AirportTitleVIComplaint...>

The form contains the following fields:

- State/Province: SD
- Zip/Postal Code: 22334
- Email Address: carlR@bn.com
- Phone Number: 222 857-1212 Ext: []
- Accommodation Needs: Indicate any accommodations required for contacting the complainant, including languages spoken if the complainant has limited English proficiency, or if the person is deaf, hard of hearing, has low vision, or is blind. Leave blank if no accommodation is required. None

3. Complaint Details

Complaint Allegations
 Add a brief summary of what specifically the complainant is alleging happened. Include only information that is relevant to an allegation of discrimination on the basis of race, color, national origin, sex, creed, age, or another basis protected under Federal civil rights laws.

Discrimination based on race when continually not being selected for airport work. The Projects are:
 B-55-0045-104-2021 \$2,625,908 Extend Taxiway
 3-55-0045-107-2021 \$9,161,052 Extend Taxiway

Statute
 Add race, color, national origin, sex, creed, age, and/or specify another basis protected under Federal civil rights laws.
 49 CFR Part 21

Airport Findings
 Add a brief summary of the airport sponsor conclusions concerning each of the complaint allegations.

A yellow arrow points to the Complaint Allegations text area.



Title VI airport complaints continued –

Resolution for Complaint

Add a brief summary of any corrective actions taken, as a result of the investigation, or as part of an informal resolution of the complaint. For example, summarize any new training provided to airport sponsor personnel, new policies or procedures, disciplinary actions, etc. Alternatively, if no actions were taken, add a statement that no actions were taken and indicate why (for example, "no actions taken, allegations could not be verified"). If the complaint investigation is ongoing, leave blank.

No corrective actions required

Next Steps / Comments

Add a brief summary of the next phase of the investigation. If the complaint investigation is complete, leave blank. Indicate the date of any update, for example: 1/2/2021: investigator will reach out to complainant to obtain more information, within the next 30 days; 1/20/2021: based on information provided by complainant, investigator will reach out to concessions manager to request an interview with relevant concessions staff, within the next 30 days; 2/20/2021: investigator will complete investigative report within the next 30 days.

Save Update Cancel

Contact FAA Help Desk | © 2022 B2Gnow

faatest.civilrightsconnect.com says

Resubmit this complaint? Take this action only if the complaint record is complete and no further updates are required.

OK Cancel Return to List

This complaint has been returned for update.

Please follow the instructions provided by your FAA specialist and resubmit the complaint.

Instructions: **Please provide additional information regarding projects that you were not selected for.**

Update/Edit Complaint **Resubmit Updated Complaint Record**

Complaint Status	Returned for Update
Created	2/16/2022 by Nancy Matelling
Submitted	2/16/2022 by Nancy Matelling
Returned	2/18/2022 10:47:42 AM by Nancy Cibic

1. Sponsor Information

Sponsor/Owner Name [Redacted]

Airport Name [Redacted]

Airport Identifier [Redacted]

Region **Great Lakes Region**

Title VI Contact [Redacted]

2. Complaint Information

Date Complaint Received by the Airport Sponsor **2/16/2022**

How was this complaint submitted by the Complainant to the Airport Sponsor? **Email**



Title VI airport complaints continued –

Status will indicate Submitted.

The screenshot shows the FAA Civil Rights Connect web application interface. The browser address bar displays the URL: <https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportTitleVIComplaintView.asp>. The navigation menu includes: Main, DBE/ACDBE Programs, DBE Goals & Reports, ACPBE Goals & Reports, Title VI, ADA, Compliance Reviews, Complaints, Inquiries, and Assessments. A green notification banner at the top states: "The complaint has been resubmitted." Below this, a message reads: "This complaint has been submitted. No further action is required at this time. If necessary, you can return the complaint by edit mode by clicking Return Complaint to Edit Mode." A yellow arrow points to the "Return Complaint to Edit Mode" button. The "Complaint Status" section shows: "Submitted" (with a green checkmark), "Created 2/16/2022 by Nancy Mateling", "Submitted 2/18/2022 by Nancy Mateling", and "Review Comments: Please provide additional information regarding projects that you were not selected for." The "1. Sponsor Information" section includes fields for "Sponsor/Owner Name", "Airport Name", "Airport Identifier", "Region" (Great Lakes Region), and "Title VI Contact". The "2. Complaint Information" section includes "Date Complaint Received by the Airport Sponsor" (2/16/2022) and "How was this complaint submitted by the Complainant to the Airport Sponsor?" (Email).



Compliance Reviews, Complaints, and Inquiries

The FAA may share a Compliance Review, Complaint or an Inquiry Record with you.

If the record is shared, you will be able to upload a document in that record.

You can access the Record from your Dashboard.

Click on View next to the Record that you want to Access

To share a file, Click on Add File

Select the File from your files

Select the File Type, Recipient Response

Enter a file Title, for example: Complaint Correspondence, Compliance Review document

Add a File Description if needed

Click on Attach File

The File is now uploaded and can be viewed by FAA

See screen shots below



Dashboard

Self Assessments: No assigned self assessments. [View All](#)

Compliance Reviews

Actions	Airport	Status	Type
view	MSP	❗ Open	DBE & ACDBE Cert

[View All](#)

Complaint Investigations

Actions	Airport	Status	Type
view	MSP	❗ Open	Title VI

[View All](#)

Inquiries

Actions	Airport	Status	Type
view	MSP	❗ Open	ADA

[View All](#)

DBE Part 26 Achievement Reports

Actions	Airport	Status	Period
view	MSP	❗ Pending Submission	10/1/16-9/30/17
view	MSP	✅ Approved	10/1/15-9/30/16
view	MSP	✅ Approved	10/1/14-9/30/15

Alerts

Alert	Actions
❗ Account profile hasn't been updated recently	Update
❗ System Guidance	View
❗ Training Presentation Uniform Form Reporting (OBE & ACDBE)	PDF, Video

Airport Assignment Requests

Actions	Airport	Status	Dates
view	MSP	✅ Approved	Processed 11/2/13

[Request Airport Assignment](#)

DBE Part 26 Programs

Actions	Airport	Status	Received
view	MSP	❗ Pending Submission	
view	MSP	✅ Approved	6/9/2017
view	MSP	✅ Approved	3/14/2014

[View All](#)

DBE Part 26 Goals

Actions	Airport	Status	Period
view	MSP	❗ Pending Submission	10/1/19-9/30/22

FAA Civil Rights Connect

Complaint Investigation for Minneapolis St. Paul International Airport (MAC) (MSP)

Main | DBE/ACDBE Programs | DBE Goals & Reports | ACDBE Goals & Reports | Title VI | ADA | Compliance Reviews | **Complaints** | Inquiries | Self Assessments

Complaint Status: ❗ Open

Program: Title VI

Assigned FAA Specialist: Nancy Cibic (primary)

Date Received: 12/7/2017

DOT Number: DOT 08 011 2017

Complainant: Carol Lombard

[Add File](#)

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*



FAA and Airport Document Sharing/Airport Main File

In addition to the Document Vault, FAA may also share documents with an airport in the Airport Main File and the Airport User may also share documents with the FAA in the Airport Main.

NOTE: Use this section only for attaching general documents. Do NOT attach programs, goals, Uniform Reports, complaints, compliance reviews or assessments. Documents for these sections should be attached in the specific section.

To share a document with FAA, do the following:

- Go to the Airport File
- Click View Next to the Airport
- Page down to the bottom left and click on Add File
- Choose the File (upload)
- Select the file type
- Enter a file title
- Click on Attach File
- The file is shown on the airport Main screen at the bottom of the page





AC/DBE Doc Vault
Account Profile
Print Page
FAA Help Desk
Logoff

Airport Name	Minneapolis St. Paul International Airport (MAC)
Airport Identifier	HSP
Airport Authority	Metropolitan Airports Commission (MAC)
Recipient	Metropolitan Airports Commission (MAC)
Region	Great Lakes Region
Hub Type	Large Hub
Airport Type	Primary
Core Airport	Yes
Airport DBELO	Anita Bellant
Airport ACDBELO	Anita Bellant
Airport Title VI Coordinator	Anita Bellant
Airport ADA/Sec. 504 Coordinator	Anita Bellant
FAA DBE/ACDBE Specialist	Nancy Cibic
FAA Title VI Specialist	Jonathan Klein
FAA ADA/Sec. 504 Specialist	Tyrone Thomas
Physical Address	Metropolitan Airports Commission 6040 28th Avenue South Minneapolis MN, 55450
Mailing Address	Metropolitan Airports Commission 6040 28th Avenue South Minneapolis MN, 55450

Actions	Type	File	Added
view	General Document	ADP guide	5/22/2018 by Nancy Cibic
view edit delete	Airport Document	Airport Layout Plan	5/21/2018 by Anita Bellant

Add File Use only for attaching general documents. Do NOT attach programs, goals, Uniform Reports, or assessments.

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FAA Civil Rights Connect

Add File

Click the **Browse** button to select a file on your computer, then click **Attach File** to upload. You may only attach files one at a time and the maximum permissible size is 10 megabytes.

*** Required Fields**

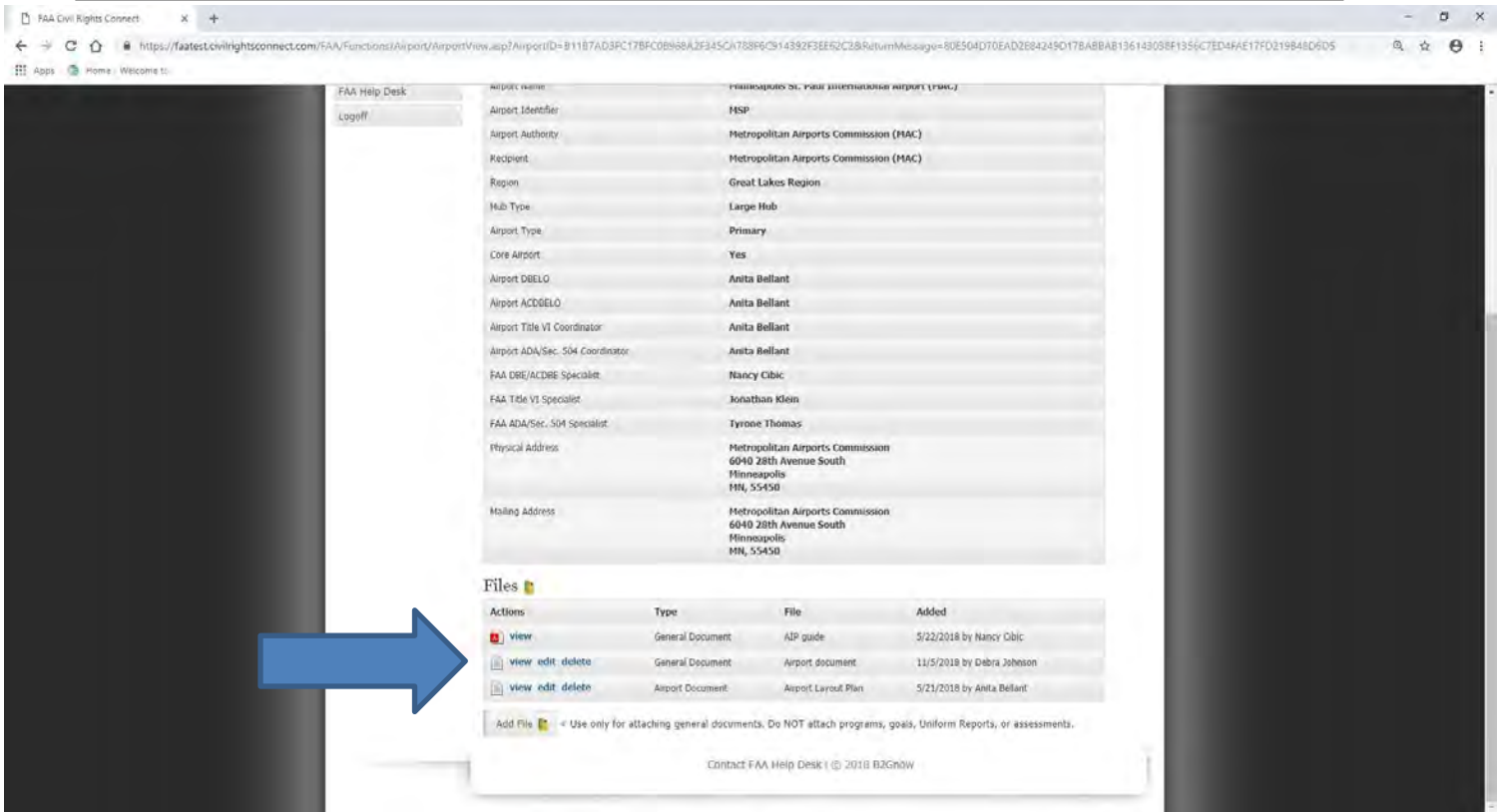
Select File * General airp...ocument

File Type *

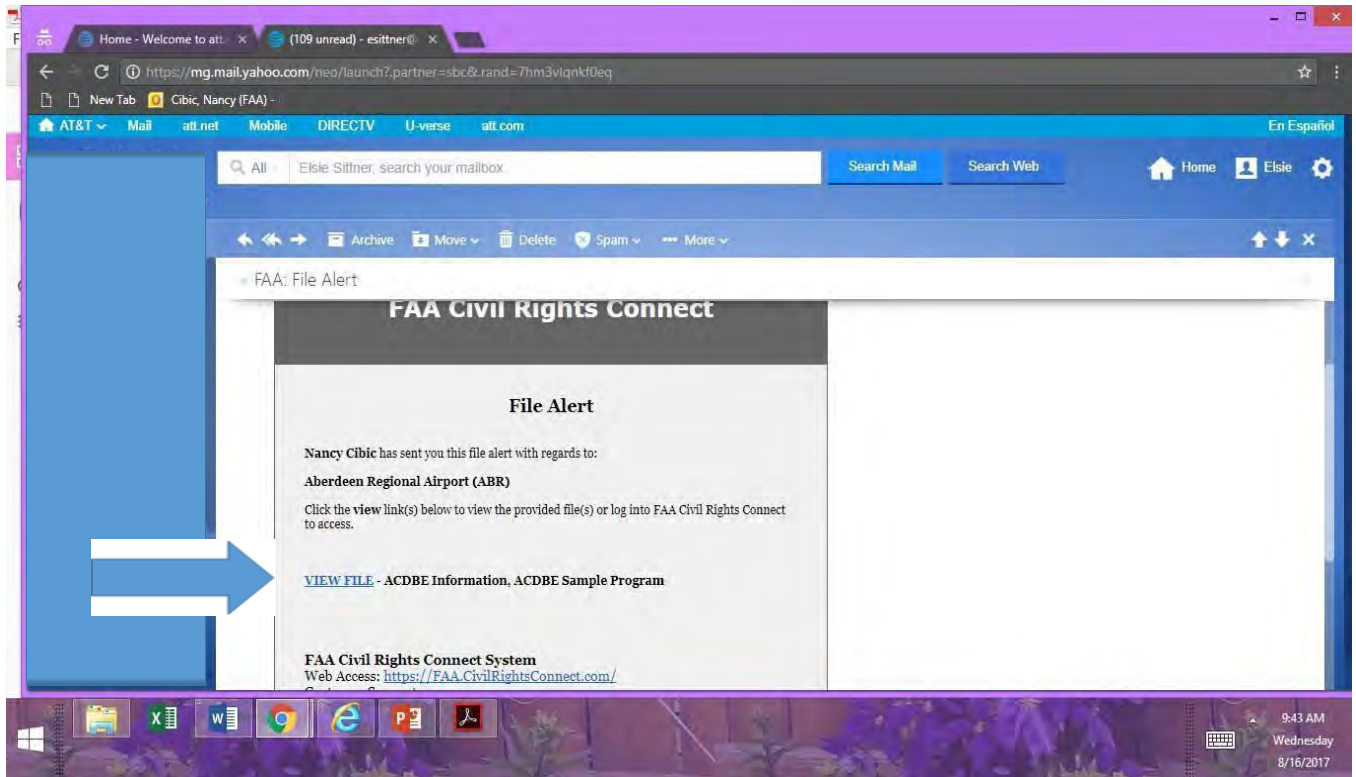
File Title *

File Description

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If FAA shares a document, you will receive an email message. You can access the document by clicking on the link in the email message or by logging into your user account and accessing the Airport Main tab. See screen shots below. See screen shot below of the email message you will receive notifying you that a document has been uploaded by FAA.





Airport Main - Document shared by the airport marked by blue arrow. Click View to view the document.

The screenshot shows a web browser window with the URL <https://test.dbconnect.com/FAA/Functions/Airpo>. The page displays information for an airport, including contact details and a list of files. A blue arrow points to the 'view' link for the 'goals' document in the file list.

DBELO	Rhea Ketterling
ACDBELO	Rhea Ketterling
ADA/Sec. 504	Not assigned
FAA DBE/ACDBE Point of Contact	Nancy Cibic
FAA ADA/Sec. 504 Point of Contact	Tyrone Thomas
Physical Address	123 South Lincoln St Aberdeen Aberdeen SD, 57401
Mailing Address	123 South Lincoln St Aberdeen Aberdeen SD, 57401

Files

Actions	Type	File	Added
view	Airport document	goals	2/21/2017 by Nancy Cibic
view edit delete	Airport document	part 26	2/21/2017 by Elsie Sittner
view	Airport document	screen shot	2/21/2017 by Nancy Cibic

< Use only for attaching general documents. Do NOT attach programs, goals, Uniform Reports, or self assessments.

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Regional Airport DBE/ACDBE Program Compliance Team Specialists (ACR-4A)				
Region	Name	Phone	Email	Mailing Address
All Regions – Detail	Sheila Chulick <i>Equal Opportunity Assistant</i>	424-405-7203	Sheila.Chulick@faa.gov	Federal Aviation Administration Western-Pacific Regional Office Office of Civil Rights 777 S. Aviation Blvd, Suite #150 El Segundo, CA 90245
Alaskan Region	Sonia Cruz	424-405-7206	Sonia.Cruz@faa.gov	Federal Aviation Administration Western-Pacific Regional Office Office of Civil Rights 777 S. Aviation Blvd, Suite #150 El Segundo, CA 90245
Central Region – Iowa, Kansas, Missouri, Nebraska	Ofelia Medina	424-405-7205	Ofelia.Medina@faa.gov	Federal Aviation Administration Western-Pacific Regional Office Office of Civil Rights 777 S. Aviation Blvd, Suite #150 El Segundo, CA 90245
Eastern Region – Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia	Diane L. Gillam	305-716-1232	Diane.L.Gillam@faa.gov	Federal Aviation Administration Southern Regional Office 1701 Columbia Ave. College Park, GA 30337
Great Lakes Region – Illinois, Indiana, Michigan, Minnesota, North Dakota, Ohio, South Dakota, Wisconsin	Nancy Cibic	847-294-7182	Nancy.Cibic@faa.gov	FAA Great Lakes Regional Office Office of Civil Rights, AGL-9 2300 E. Devon Ave Des Plaines, IL 60018
New England Region – Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Thomas Knox	424-405-7208	Thomas.Knox@faa.gov	Federal Aviation Administration Western-Pacific Regional Office Office of Civil Rights 777 S. Aviation Blvd, Suite #150 El Segundo, CA 90245



<p>Northwest Mountain Region – Colorado, Idaho, Montana, Oregon, Utah, Washington, Wyoming</p>	<p>Sonia Cruz</p>	<p>424-405-7206</p>	<p>Sonia.Cruz@faa.gov</p>	<p>Federal Aviation Administration Western-Pacific Regional Office Office of Civil Rights 777 S. Aviation Blvd, Suite #150 El Segundo, CA 90245</p>
<p>Southern Region – Alabama, Kentucky, Mississippi, Tennessee Florida, Georgia, North Carolina, South Carolina, Puerto Rico, and US Virgin Islands</p>	<p>Herlinda J. Bradley</p>	<p>609-485-9589</p>	<p>Herlinda.J.Bradley@faa.gov</p>	<p>Federal Aviation Administration Great Lakes Regional Office Office of Civil Rights, AGL-9 2300 E. Devon Ave Des Plaines, IL 60018</p>
<p>Southwest Region – Arkansas, Louisiana, New Mexico, Oklahoma, Texas</p>	<p>Kirk K. Brouwer</p>	<p>718-553-3053</p>	<p>Kirk.K.Brouwer@faa.gov</p>	<p>Federal Aviation Administration Eastern Regional Office Office of Civil Rights, Room 217 159-30 Rockaway Blvd Jamaica, NY 11434</p>
<p>Western-Pacific Region – American Samoa, Guam, Hawaii, Arizona, California – Northern California – Southern Nevada</p>	<p>Shaun A. Bouy</p>	<p>267-702-5190</p>	<p>Shaun.A.Bouy@faa.gov</p>	<p>Federal Aviation Administration Western-Pacific Regional Office Office of Civil Rights 777 S. Aviation Blvd, Suite #150 El Segundo, CA 90245</p>



Regional ADCP ANCP Program Compliance Team Specialists (ACR-4B)				
Region	Name	Phone	Email	Mailing Address
Alaskan and Western-Pacific Regions ADA/504 and Title VI Specialist for FAA Alaskan Region, Hawaii, and Pacific Islands	Jonathan Klein	424-405-7202	Jonathan.Klein@faa.gov	Federal Aviation Administration Western-Pacific Regional Office Office of Civil Rights 777 S. Aviation Blvd, Suite #150 El Segundo, CA 90245
Northwest Mountain and Southwestern Regions ADA/504 and Title VI Specialist for FAA Southwestern Region; Title VI Specialist for Oregon and Washington	Sherri Anderson-Beasley	405-954-5550	Sherri.Anderson-Beasley@faa.gov	Mike Monroney Aeronautical Center 6500 S. MacArthur Blvd. Headquarters Bldg., Suite 120 Oklahoma City, OK 73169
Central, Great Lakes, and New England Regions ADA/504 and Title VI Specialist for FAA Central and New England Regions; Title VI Specialist for Great Lakes Region	Perry A. Canales	718-553-3297	Perry.A.Canales@faa.gov	Federal Aviation Administration Eastern Regional Office Office of Civil Rights, Room 217 159-30 Rockaway Blvd. Jamaica, NY 11434
Eastern, Northwest Mountain, and Southern Regions ADA/504 Specialist for FAA Eastern and Southern Regions; Title VI Specialist for Utah	Elisha Luyeho	847-294-7238	Elisha.Luyeho@faa.gov	Federal Aviation Administration Great Lakes Regional Office Office of Civil Rights, AGL-9 2300 E. Devon Ave. Des Plaines, IL 60018



Regional ADCP ANCP Program Compliance Team Specialists (ACR-4B)				
Region	Name	Phone	Email	Mailing Address
<p>Eastern and Southern Regions</p> <p>Title VI Specialist for FAA Eastern and Southern Regions</p>	Cherry Smith	718-553-3299	Cherry.Smith@faa.gov	Federal Aviation Administration Eastern Regional Office Office of Civil Rights, Room 217 159-30 Rockaway Blvd. Jamaica, NY 11434
<p>Great Lakes and Northwest Mountain Regions</p> <p>ADA/504 Specialist for FAA Great Lakes and Northwest Mountain Regions; Title VI Specialist for Colorado</p>	Ty Thomas	847-294-7180	Tyrone.Thomas@faa.gov	Federal Aviation Administration Great Lakes Regional Office Office of Civil Rights, AGL-9 2300 E. Devon Ave. Des Plaines, IL 60018
<p>Northwest Mountain and Western-Pacific Regions</p> <p>ADA/504 and Title VI Specialist for Arizona, California, and Nevada; Title VI Specialist for Idaho, Montana, and Wyoming</p>	Melissa Wu	718-553-3443	Melissa.Wu@faa.gov	Federal Aviation Administration Eastern Regional Office Office of Civil Rights, Room 217 159-30 Rockaway Blvd. Jamaica, NY 11434