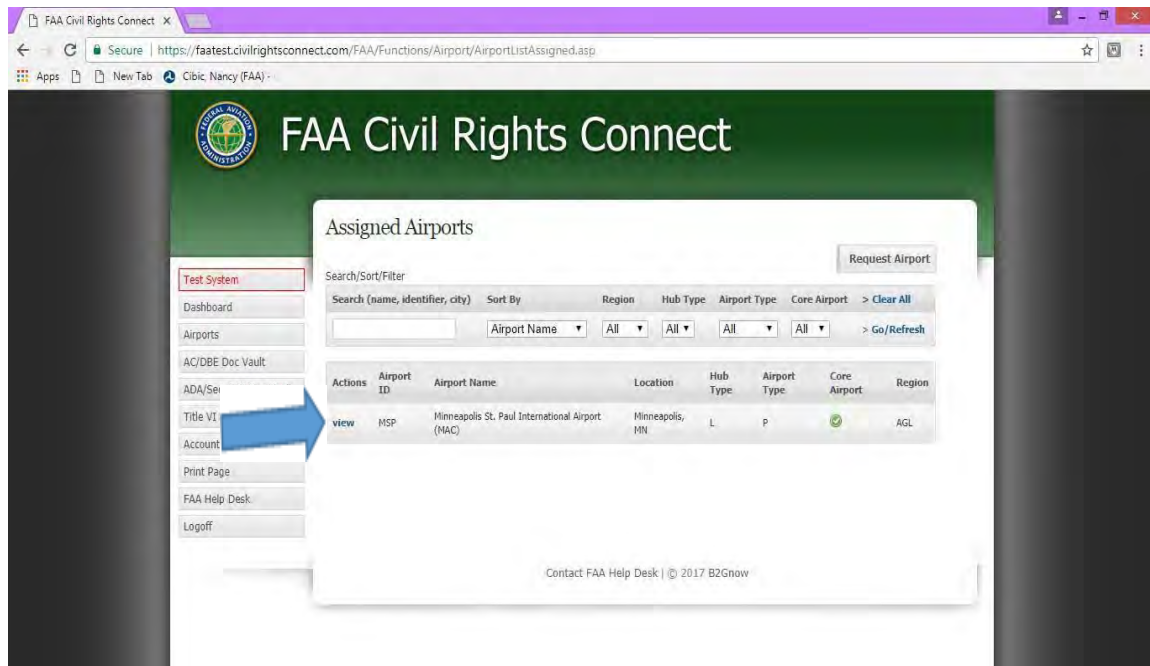


## How to Submit a DBE, ACDBE or Title VI Program

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)

FAA Civil Rights Connect

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportView.asp?AirportID=E6C0A55049DA34E9502D9A85D07F7012C0447808CF0BE100

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

Test System

Dashboard

Airports

AC/DBE Doc Vault

ADA/Sec. 504 Doc Vault

Title VI Doc Vault

Account Profile

Print Page

FAA Help Desk

Logoff

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

Edit Airport

Airport Name	Minneapolis St. Paul International Airport (IAC)
Airport Identifier	MSP
Airport Authority	Metropolitan Airports Commission (IAC)
Recipient	Metropolitan Airports Commission (IAC)
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
Physical Address	Metropolitan Airports Commission 6040 28th Avenue South

FAA Civil Rights Connect

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportTitleVI.asp?AirportID=E66964E7D21646D272C13644D357C28890AC82F612E6FBFF

#### FAA Civil Rights Connect

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

Test System

Dashboard

Airports

AC/DBE Doc Vault

ADA/Sec. 504 Doc Vault

Title VI Doc Vault

Account Profile

Print Page

FAA Help Desk

Logoff

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

Add Title VI Record

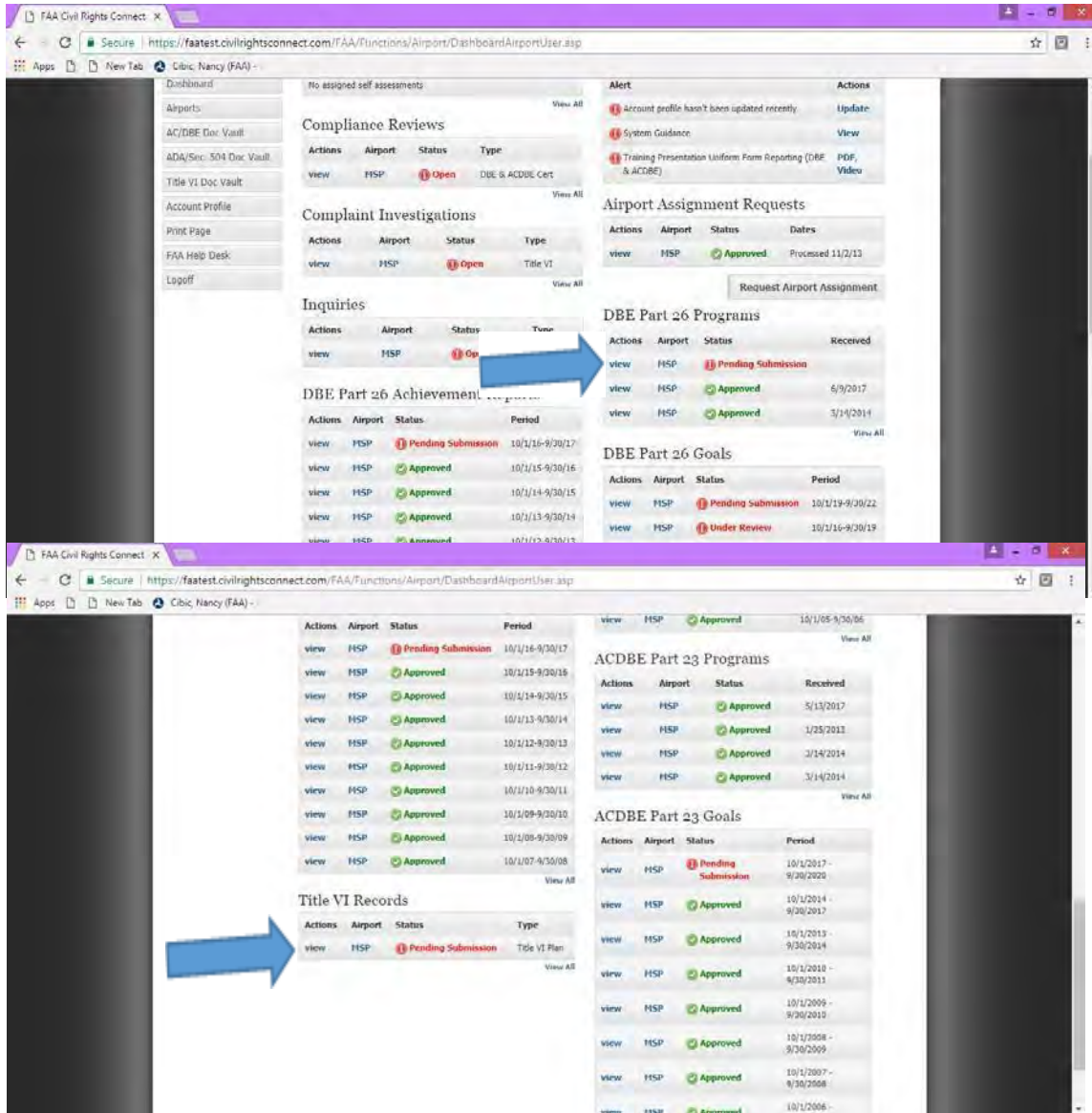
Actions	Type	Status	Submitted	Approved
submit	Title VI Plan	<span style="color: red;">ⓘ Pending Submission</span>		

Contact FAA Help Desk | © 2017 B2Gnow



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

From your Dashboard:



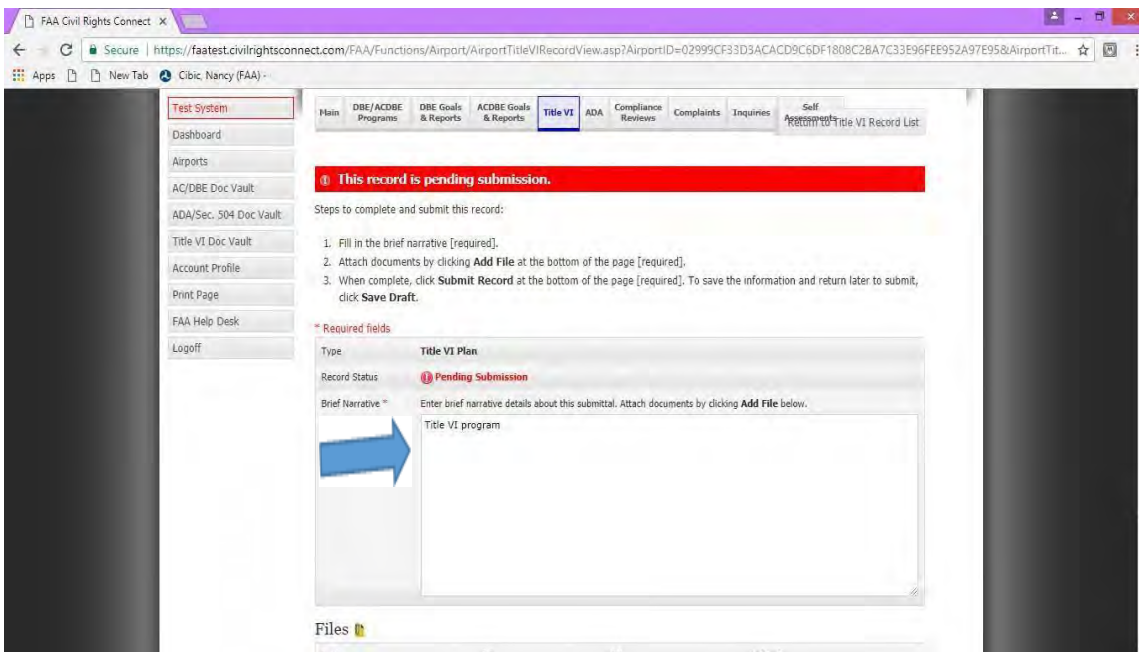
To upload and submit a program:

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)

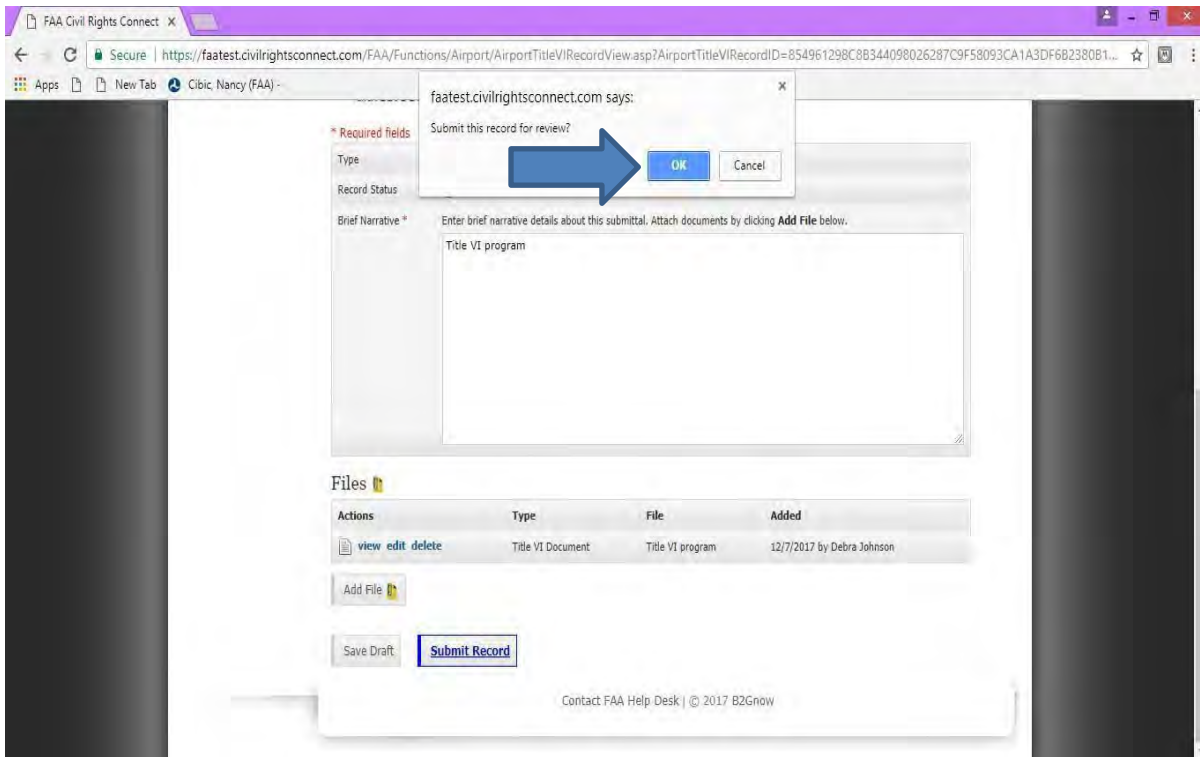
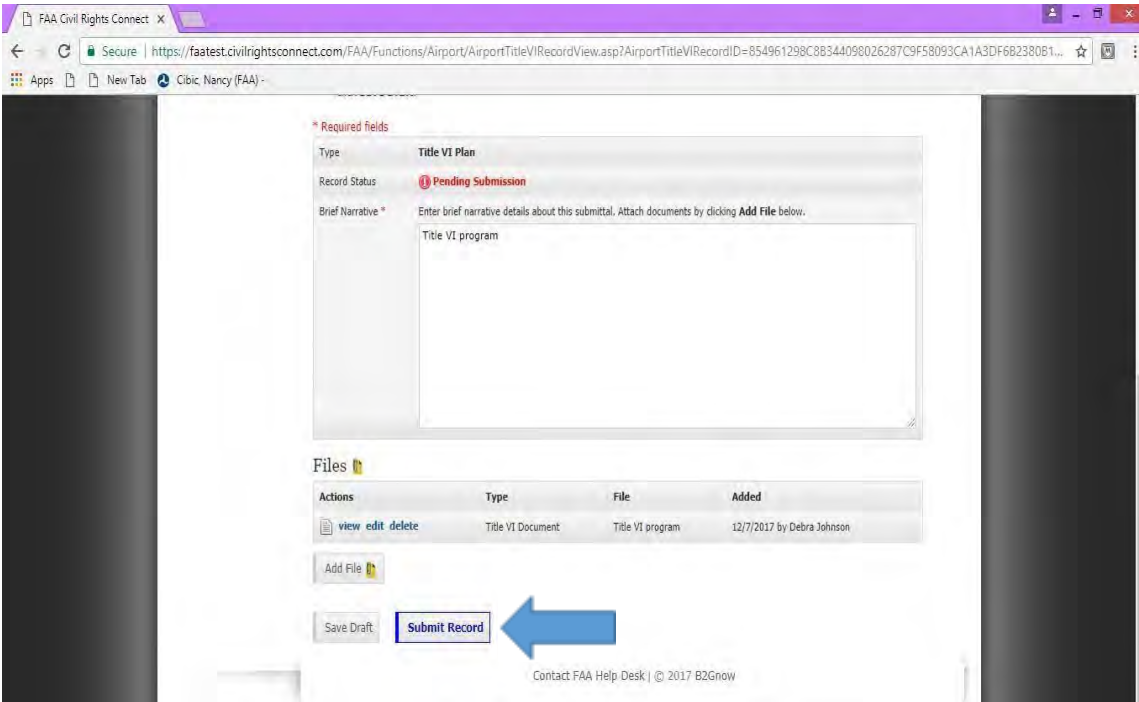
The screenshot shows a web browser window with the URL <https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportTitleVIRecordView.asp>. The page title is "steps to complete and submit this record." A left sidebar contains navigation links: ADA/Sec. 504 Doc Vault, Title VI Doc Vault, Account 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 "Required fields" section displays the record details:

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

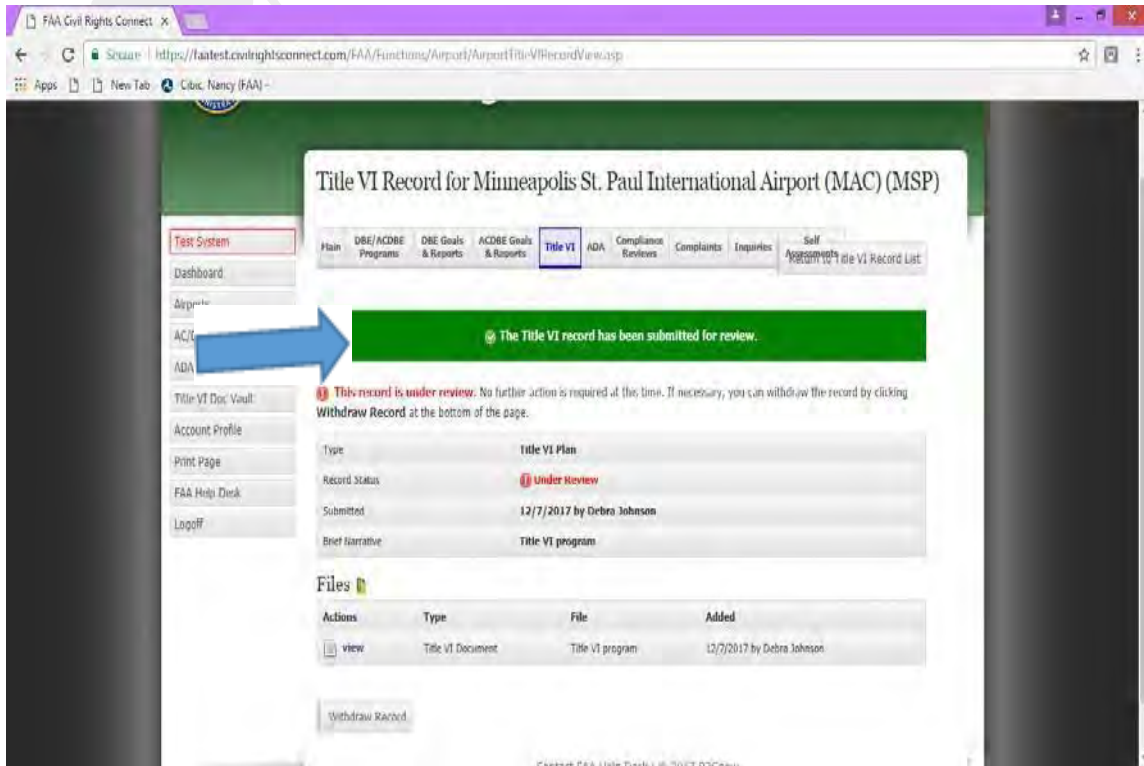
A blue arrow points to the text area of the Brief Narrative field. At the bottom of the form, there are three buttons: **Add File** (with a file icon), **Save Draft**, and **Submit Record**. The footer text reads "Contact FAA Help Desk | © 2017 B2Gnow".

### 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**

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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: