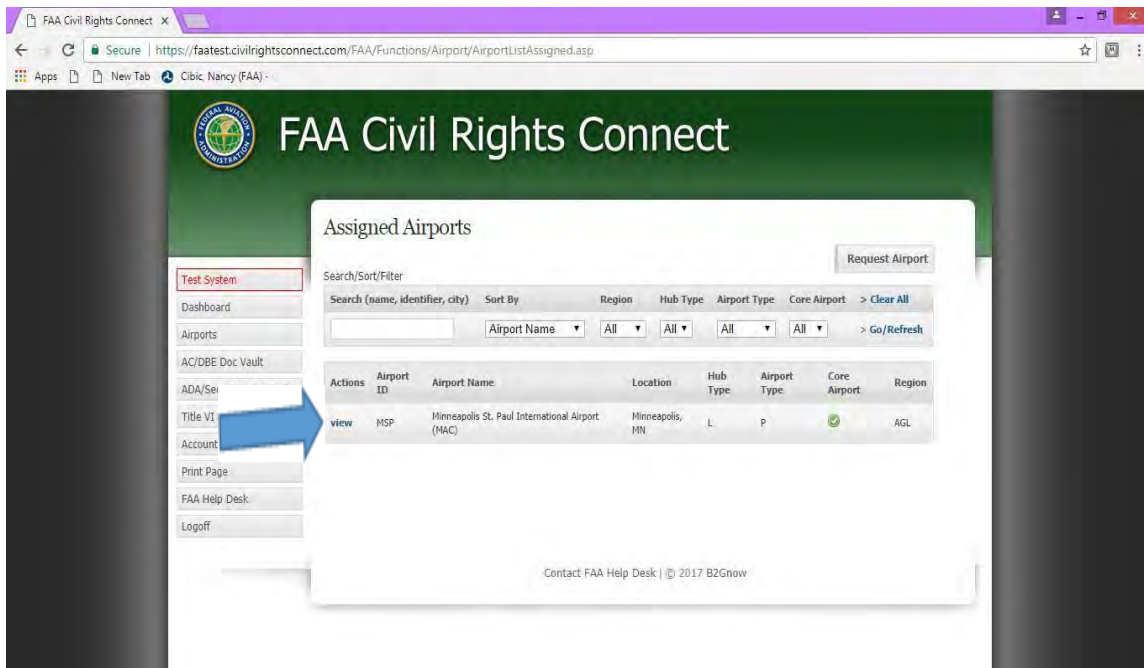




How to Submit a DBE, ACDBE or Title VI Program

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

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

Airport Info: 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

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

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

FAA Civil Rights Connect

Title VI Records 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

Add Title VI Record

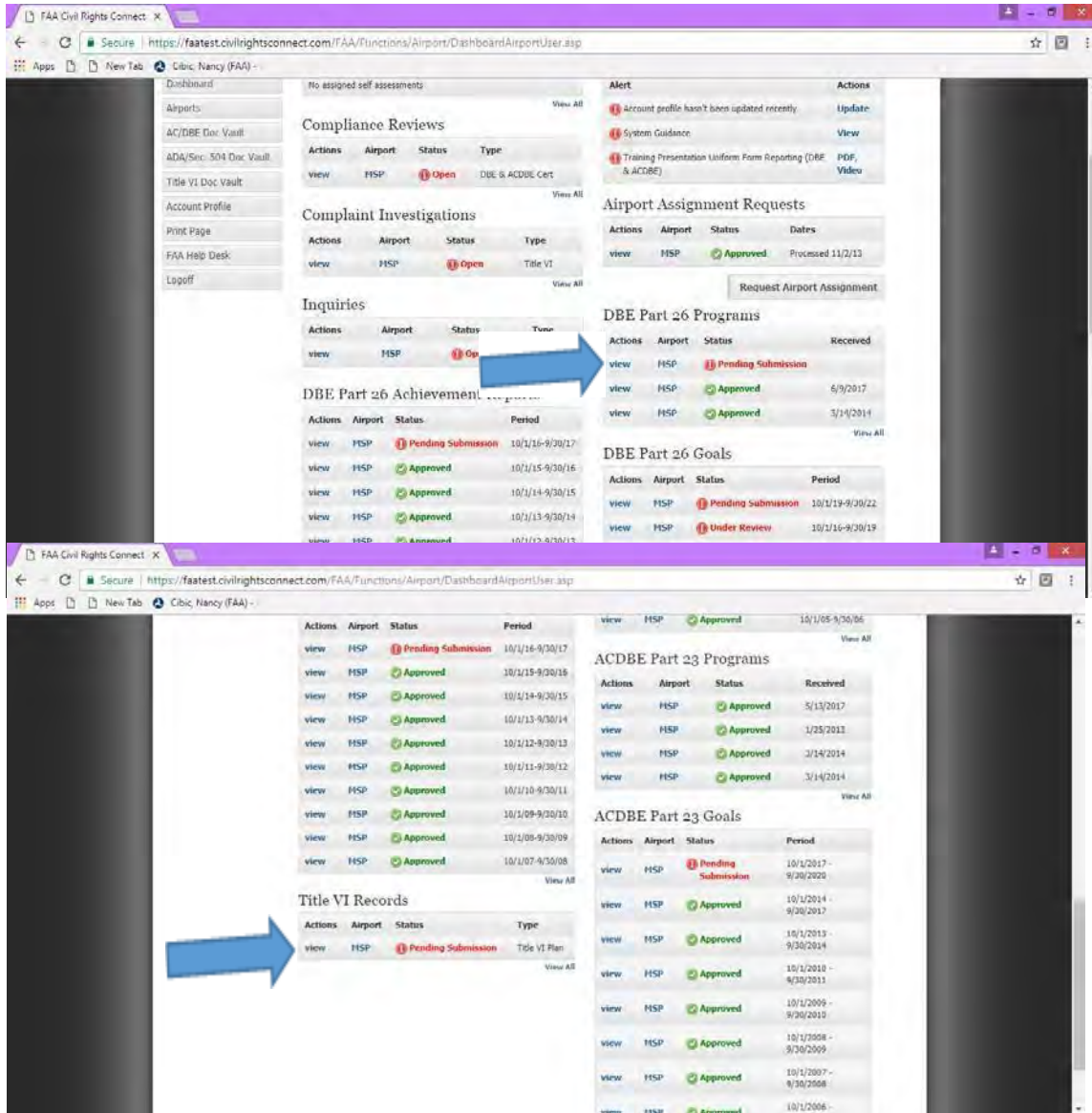
Actions	Type	Status	Submitted	Approved
submit	Title VI Plan	Pending Submission		

Contact FAA Help Desk | © 2017 B2Gnow



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

From your Dashboard:



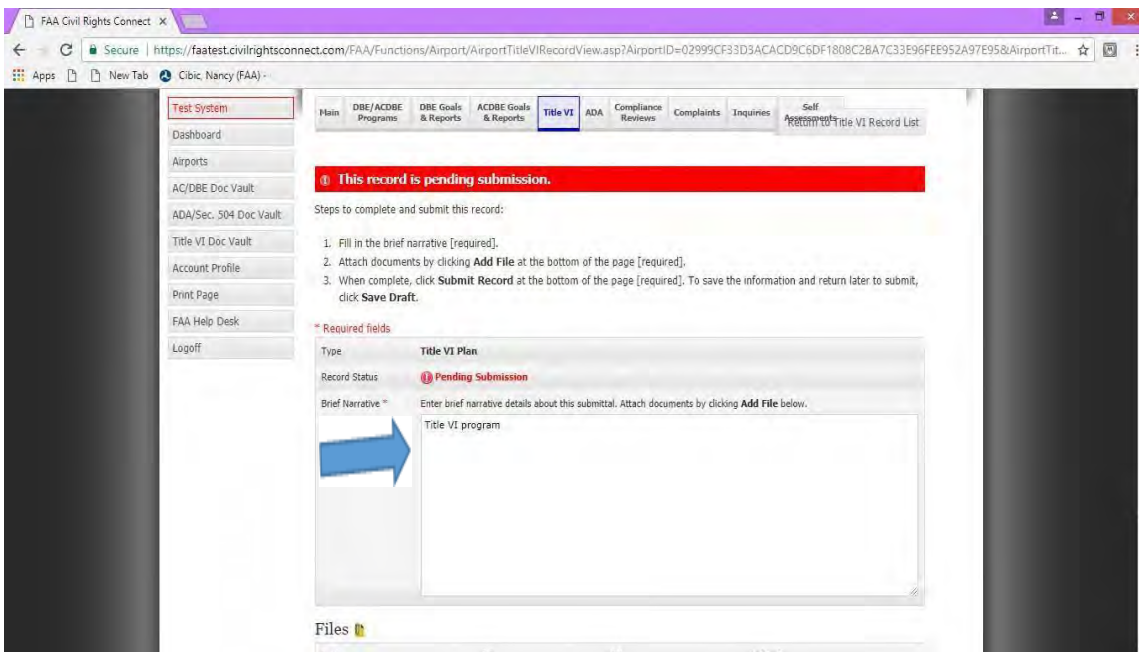
To upload and submit a program:

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".

On the left side, there is a navigation menu with the following items: ADA/Sec. 504 Doc Vault, Title VI Doc Vault, Account Profile, Print Page, FAA Help Desk, and Logoff.

The main content area contains the following 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, there is a section for "Required fields":

- 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

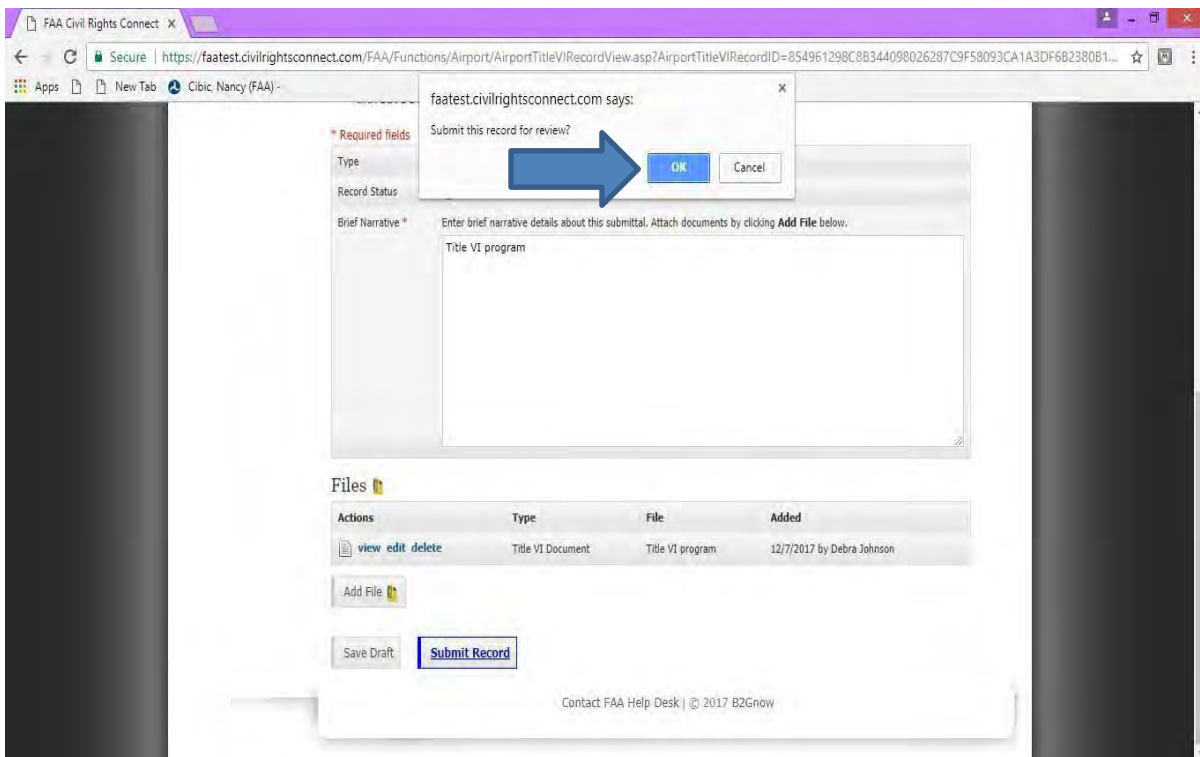
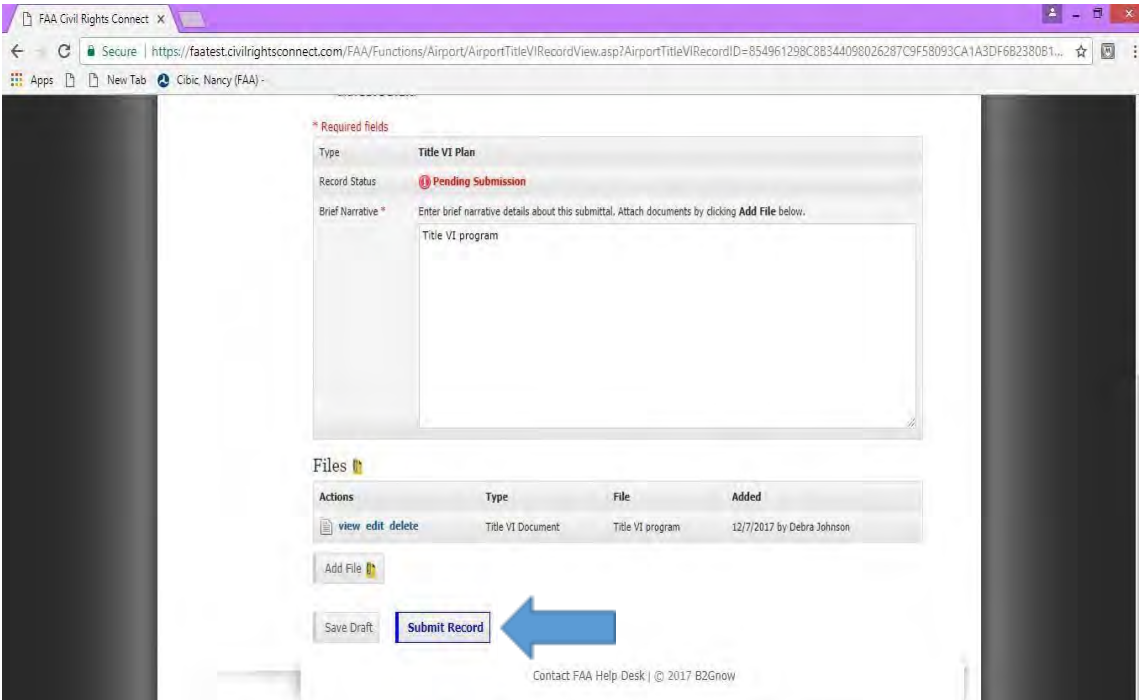
A blue arrow points to the "Brief Narrative" text area.

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

At the bottom of the page, there is a footer: "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)

