



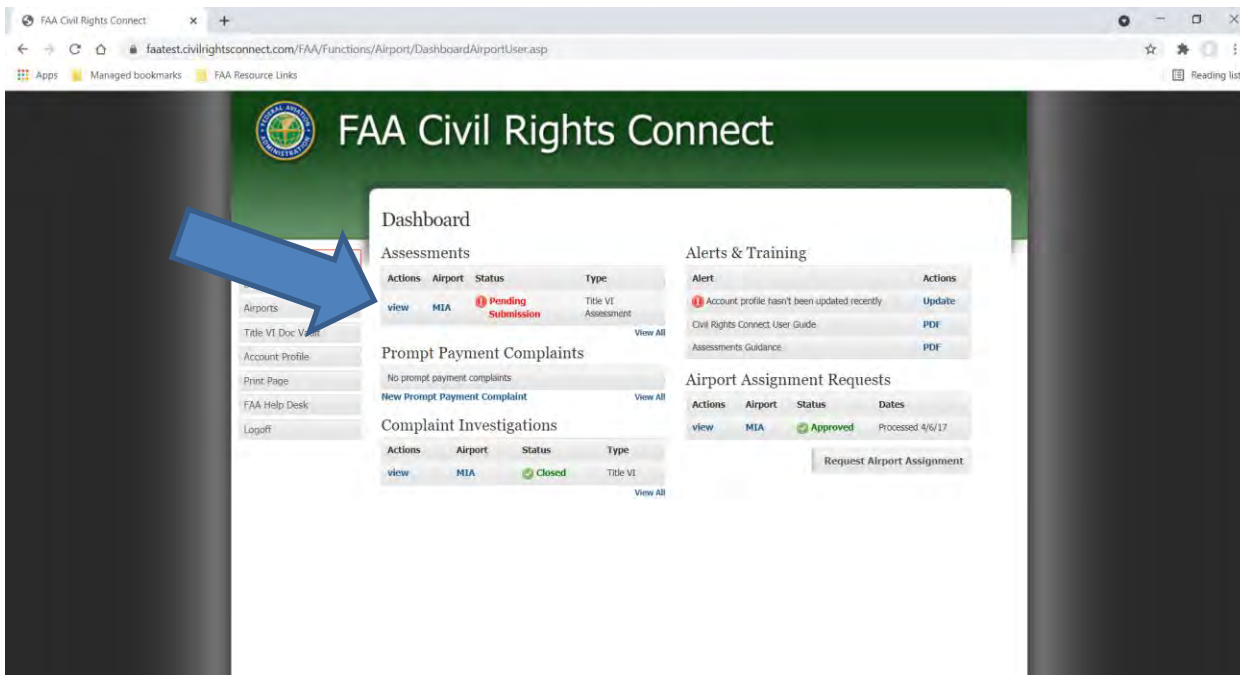
Online Compliance Assessment Tool

When FAA initiates an Assessment.

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

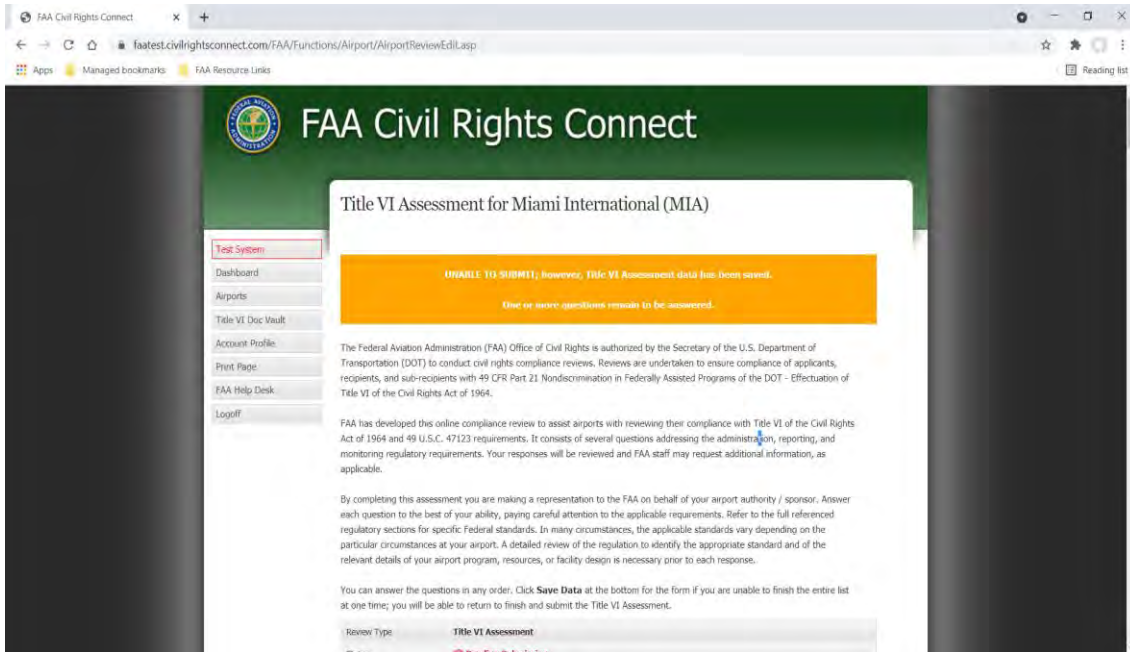
Dashboard

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



Online Compliance Assessment Tool (continued)

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



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



The screenshot shows the FAA Civil Rights Connect web application. A blue arrow labeled "Read" points to the "Test System" button in the left-hand sidebar. The main content area displays the title of the assessment: "Title VI Assessment".

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

Compliance

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

* answer required

Yes
 Partial

Explain (required if option is selected)

The screenshot shows the continuation of the assessment form. A blue arrow points to the "Save & Submit Review" button at the bottom of the page. The question being answered is:

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

* answer required

Yes
 Partial

Explain (required if option is selected)

No
 N/A

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

Add File

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

Save & Submit Review Return To List



Online Compliance Assessment Tool (continued)

The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewEdit.asp?AirportID=522EE193DC1CDB9975A2D80506E931AF910ECB7959271CGC&ReviewID=755D5234C00281FE481A7950EFD...`. A modal dialog box is displayed in the center, titled "faatest.civilrightsconnect.com says", with the text "Submit this record? Once submitted you will not be able to withdraw or edit the response." and two buttons: "OK" and "Cancel". A blue arrow points from the dialog box to the "Submit Review" button on the page below.

Below the dialog box, there is a "Comments & Notes" section with a text area and an "Add File" button. The main section is titled "Submit Title VI Assessment" and contains the following text: "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."

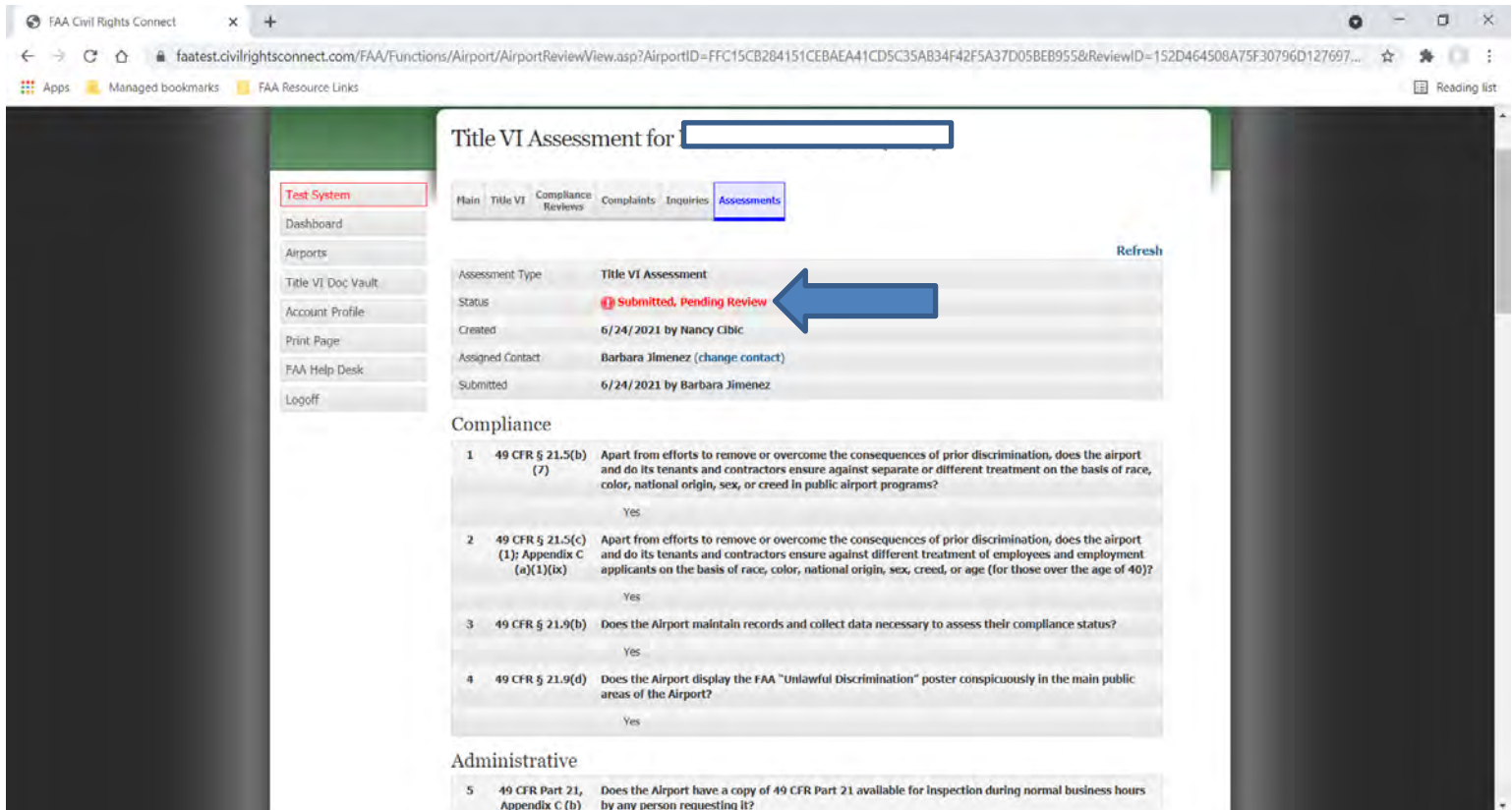
Your Name	Nancy Alex
Your Title	Assistant Aviation Director for Administration
Organization	Miami-Dade Aviation Director
Today's Date	6/24/2021 (mm/dd/yyyy)

At the bottom of the form, there are two buttons: "Submit Review" and "Cancel". A blue arrow points from the left side of the page to the "Submit Review" button.

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

The screenshot shows a web browser window with the URL `faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportReviewView.asp?AirportID=&ReviewID=2FAC2DC64229E0DE80D8C07C22C0F4C6650CFFAD7295526F`. The page content is as follows:

- Question 18:** AC 150/5200-31C. Does the Airport Emergency Plan identify how LEP individuals/populations will be assisted in an emergency? **Yes**
- Section: Environmental Justice (EJ)**
- Question 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**
- Question 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**
- Question 21:** 49 CFR Part 21, Appendix C (a) (1)(viii). Within the past 3 years, has any Airport project or potential project had an EJ impact on minority and/or low income communities, even if the impact was fully or partially mitigated? **Yes**
- Action Items:**
 - Request: It seems you might have meant to answer this question No. Please confirm
 - Status: **OPEN / Pending Response**
 - Created: 6/24/2021 by Nancy Cibic
 - Due Date: 8/2/2021
 - Attach Document
- Section: Sexual Harassment**
- Question 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**
- Section: Age Discrimination**
- Question 23:** 42 USC § 6101. Does the Airport ensure against different treatment of adult airport guests, on the basis of age?

A blue arrow points to the 'Respond' button in the Action Items section.



Online Compliance Assessment Tool (continued)

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

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

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

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

Due Date: 8/2/2021

Response *

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

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

Buttons: Save Response Draft, Cancel

Below the modal, item 22 is under 'Sexual Harassment' and item 23 is under 'Age Discrimination'.



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

Blue arrows in the image point to the 'Submit' button in the Action Items section, the 'Attach Document' link, and the 'Yes' answer for question 22.



Online Compliance Assessment Tool (continued)

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

Environment

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

Action Items

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

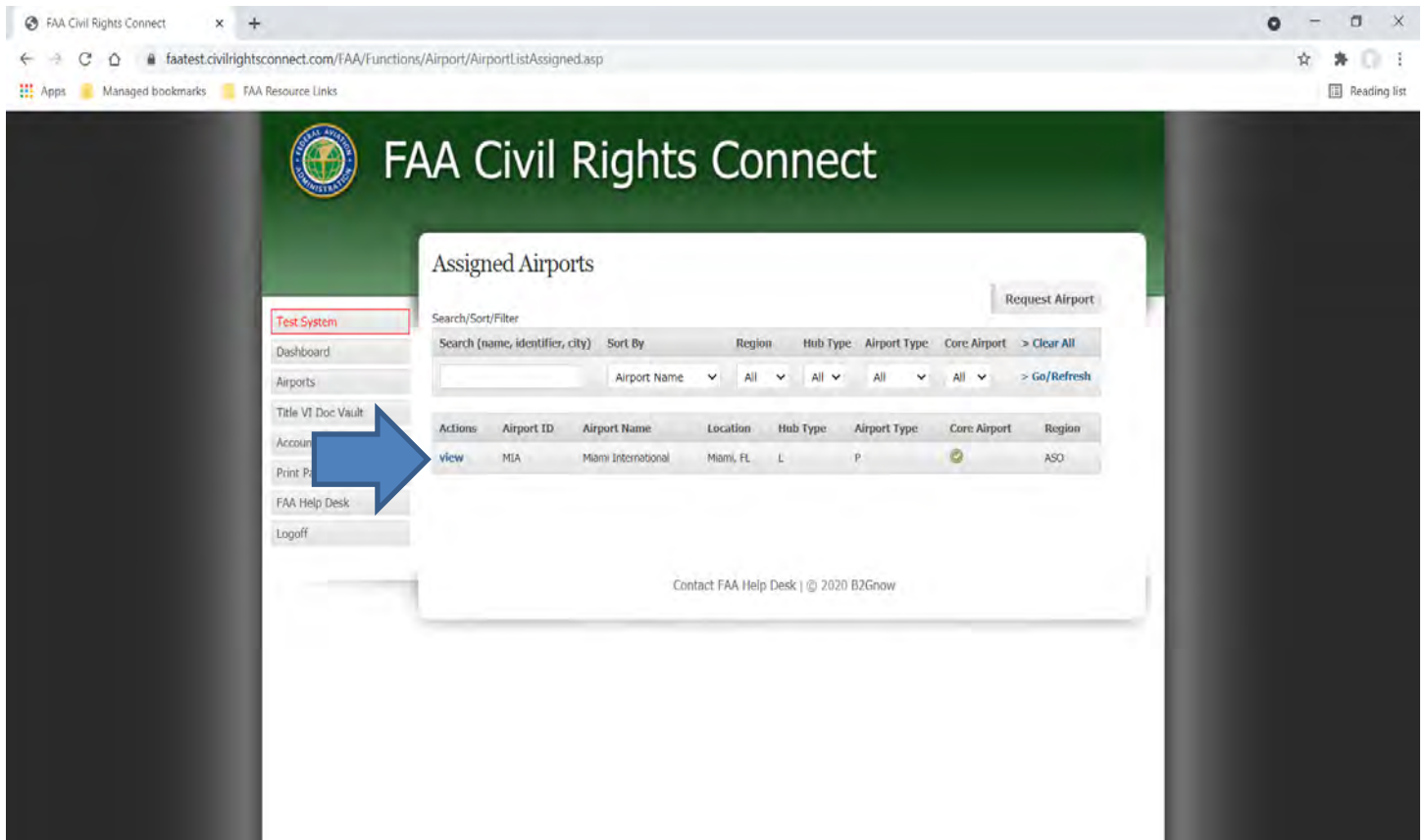


Online Compliance Assessment Tool - Initiate Your Own Assessment

To initiate your own Assessment.

Log in to your user account

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



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



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

Assessments for Miami International (MIA)

PDF training guide for compliance assessments

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

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Assessments for Miami International (MIA)

New Assessment

Assessment Type: Title VI Assessment

Assigned Contact: Barbara Jimenez (access: Title VI)

Notify Assigned Contact: Yes No

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

[Start Assessment](#)

PDF training guide for compliance assessments

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

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