

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

<mark>OR,</mark>

- 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)

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\leftrightarrow \rightarrow \circlearrowright \land \land https://faa.civillightsconnect.com/FM4/Fun	ctions/Airport/AirportPart23Pla	nView.asp?AirportID=77FF9CEI	8EC6F014302CE5669319F39BCF4D4F5D7	3CF838B9&AirportPart23PlantD=9C17E70C469F13	703EB966746A4219986486666CD06A2D72	
	-	Part 23/ACDBE	Goal for Aberdeen Regional	Airport (ABR)		
	Deshbieard Airports	Main DBE/ACDBE DBE Goal Programs & Report	ACDRE Goals & Reports ADA Compliance Complaints	Implifies Assessments		
	AC/DBE Doc Vault	This anal is needing	t submission	Return to Ust		
	ADA/Sec. 504 Doc Vault Account Profile	Steps to complete and submit th	his goal:			
	Frist Page FAA Help Desk Logeff	 Fill in the brief goal narration of the brief goal narration of the brief goal documents by 3. When complete, click Sub-click Save Draft. 	the [required]. clicking Add File at the bottom of the page [requ mit Goal at the bottom of the page [required]. To	and). save the information and return later to submit,		
		Note: this page is for submitt dick the Programs tab and s	ing ACOBE GOAL information and documents. To select the appropriate ACOBE program record.	submit PROGRAPI information and documents,		
		* Required fields				
		Period	FY 20-22 10/1/2019 to 9/30/2022			
		Gial Required	Yes			
		Goal Status	() Not Submitted/Pending Submission			
		Tree' Good Process	Linter hief navrative details about the goal. Attac 20-22 goals jupdate	n god documents by clobing Add File below.		
		Rental Car Goal *	Rantal Car ACORE Goal is based on: (choose one)			
			Grost Recepts Goode and Services Purchased Not Required			
			Race Neutral	Rece Conscious		
		Rental Car Deerall Goal *	% (copy down)	*s (copy dawn)		
		Rental Car Year I Goal *		5		
		Rental Car Year 2 Goal *	% (required only if 2 or 3 year goal)	5e (required only if 2 or 3 year goal)		
		Rental Car Year 3 Goal *	We (required only if 3 year goal)	Ne (required only # 3 year goal)		



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.