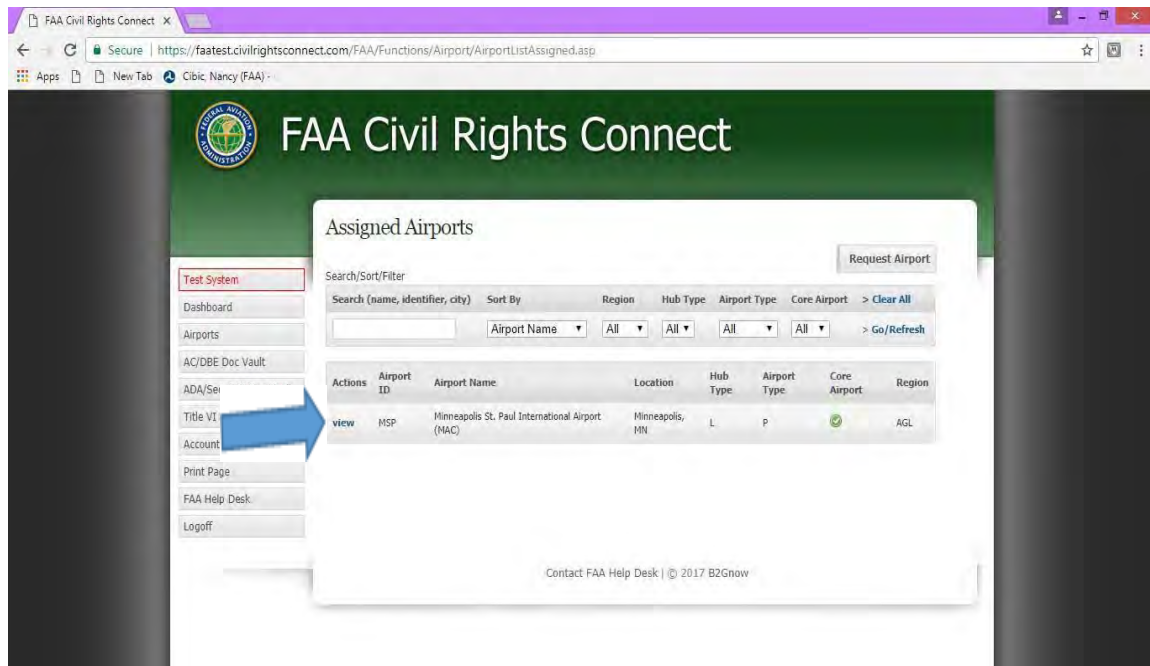


How to Submit a DBE, ACDBE or Title VI Program

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

Cibic, Nancy (FAA)

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

Cibic, Nancy (FAA)

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](#)

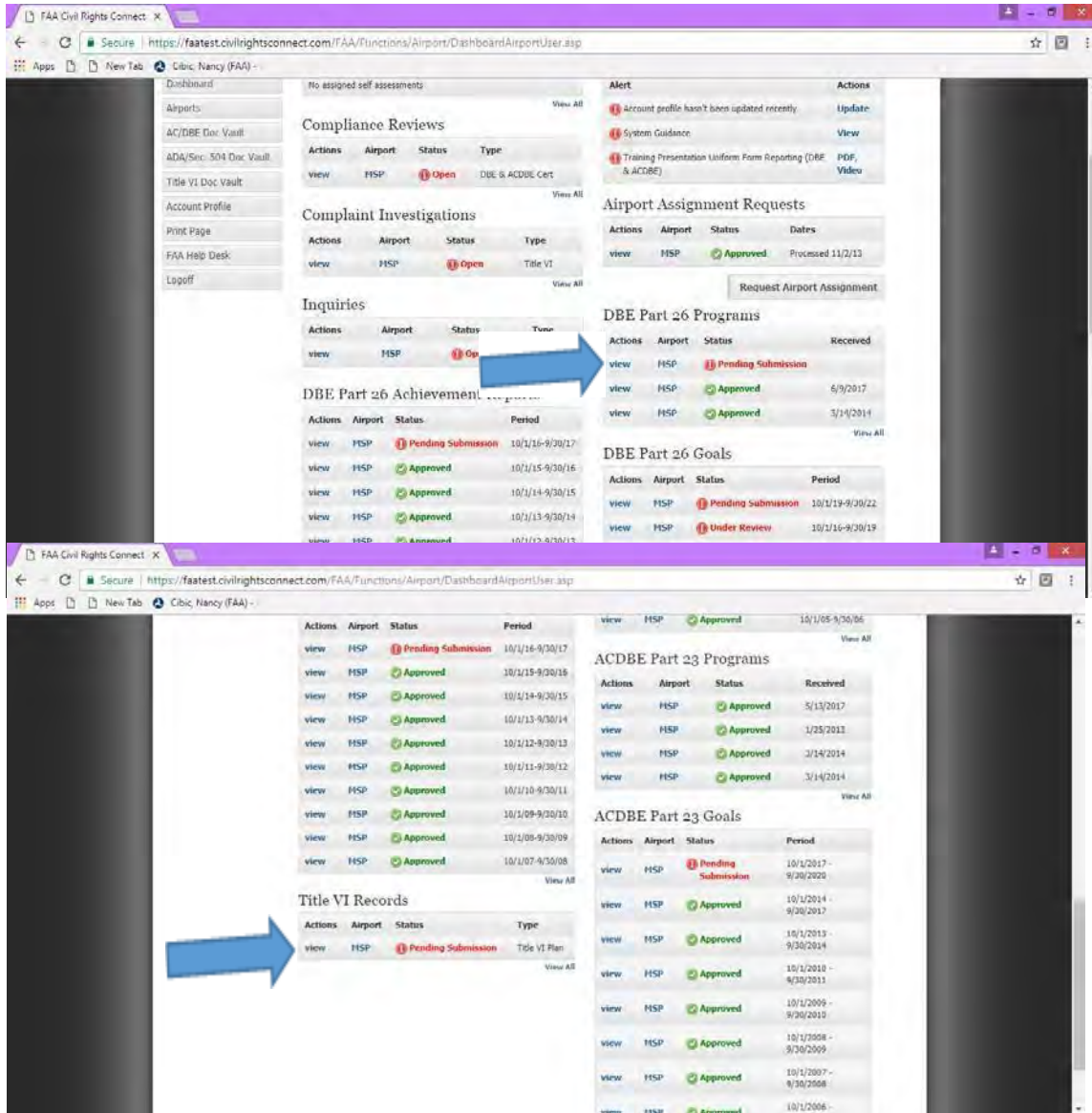
Actions	Type	Status	Submitted	Approved
submit	Title VI Plan	ⓘ Pending Submission		

Contact FAA Help Desk | © 2017 B2Gnow



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

From your Dashboard:

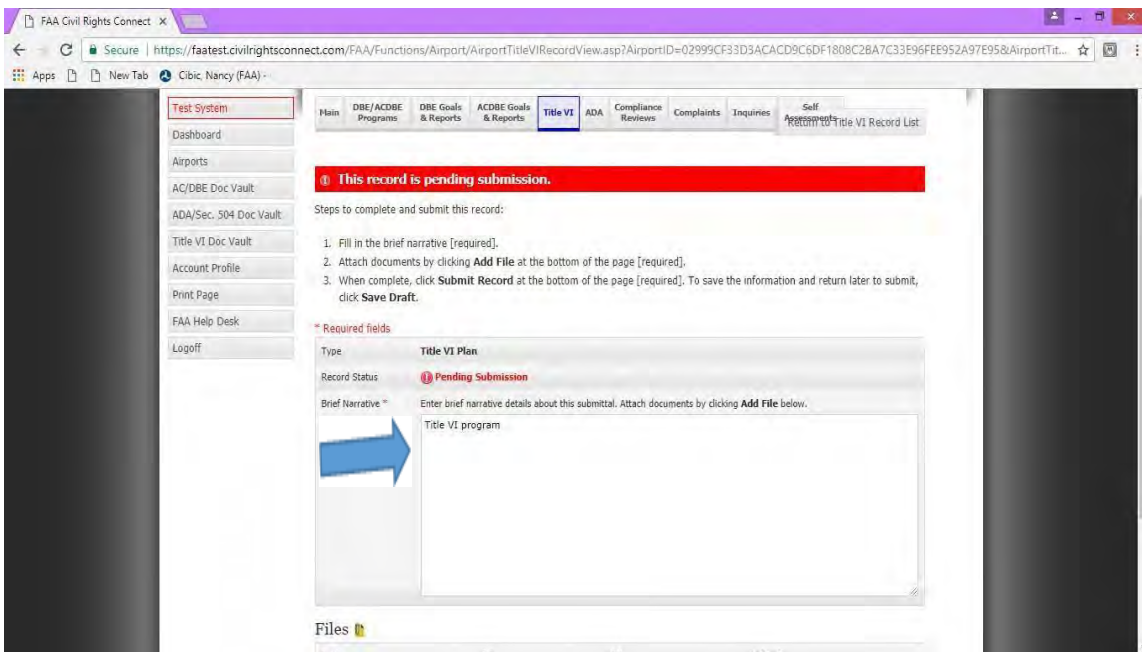


To upload and submit a program:

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." 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:

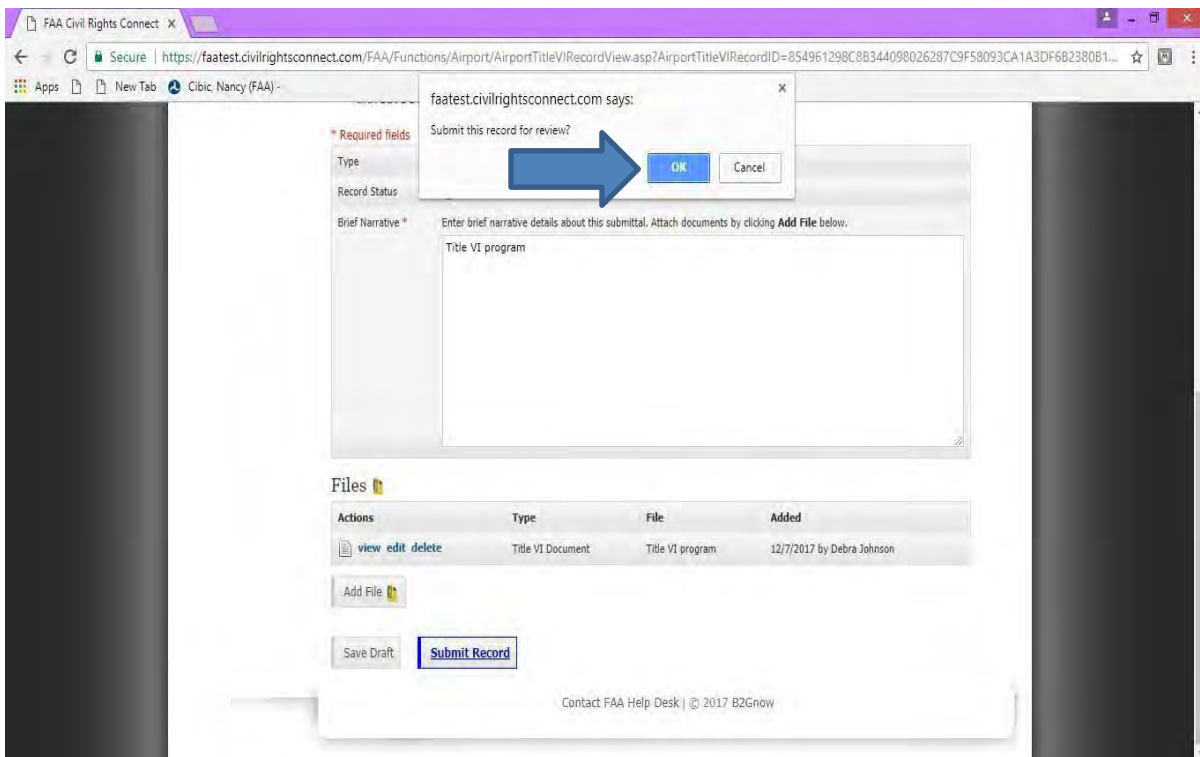
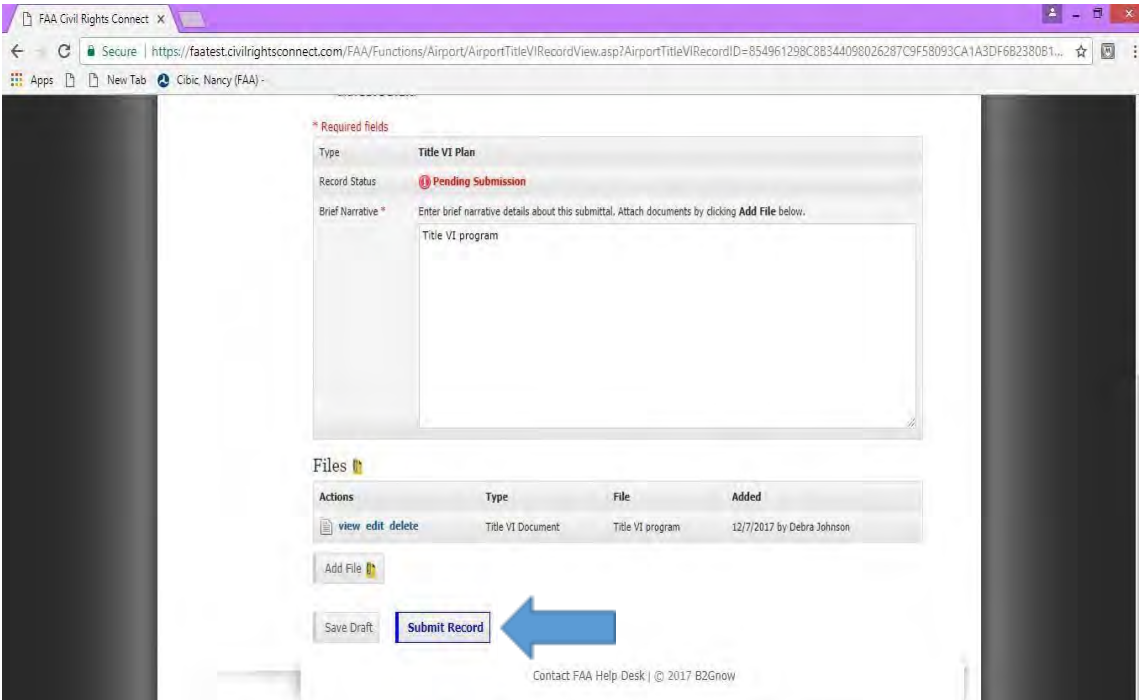
- Type: **Title VI Plan**
- Record Status: **Pending Submission**
- Brief Narrative: Enter brief narrative details about this submittal. Attach documents by clicking **Add File** below.

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** (highlighted with a blue border). The text "< Attach documents" is positioned between the Add File and Save Draft buttons.

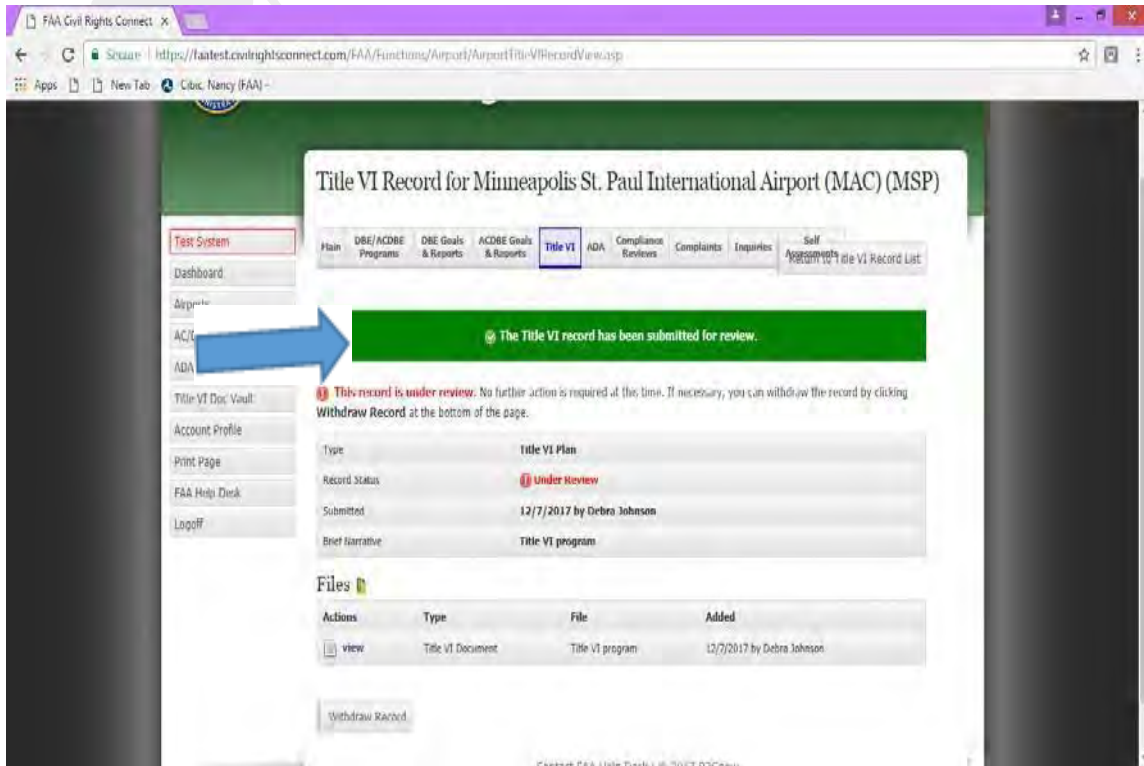
At the bottom of the page, it says "Contact FAA Help Desk | © 2017 B2Gnow".

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: