

# Airport Nondiscrimination Compliance Program (Title VI) Self-Assessment

	REFERENCES	QUESTIONS	YES/NO
<b>APPLICATION</b>			
1	49 CFR 21.3	Does the Airport receive Federal Financial Assistance from the FAA or any other Federal agency?	
<b>ADMINISTRATIVE</b>			
2	49 CFR Part 21, Appendix C(b)(2)	Does the Airport have a copy of 49 CFR Part 21 available for inspection during normal business hours by any person requesting it? (In the Airport administration office in the terminal/offsite; hardcopy or online.)	
<b>COMPLIANCE</b>			
3	49 CFR 21.5(b)(7)	Has the Airport taken affirmative action(s) to remove the effects of <b>prior</b> discriminatory practices?	
4	49 CFR 21.5(b)(7)	Has the Airport taken affirmative action measures to prevent <b>future</b> discriminatory practices?	
5	49 CFR 21.5(c)(1)	Does the Airport take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to their race, color, or national origin?	
6	49 CFR 21.9(b)	Does the Airport maintain records and collect data necessary to permit accurate reporting of their compliance? (e.g., information that supports the Airport's ability to demonstrate a robust Title VI program, such as US Census data for surrounding areas, knowing who uses or may use the Airport, etc.)	
7	49 CFR 21.9(d)	Does the Airport display the "Unlawful Discrimination" poster conspicuously in the main public area or areas of the Airport? (e.g., information booths, food courts, waiting areas, baggage area, and fixed base operator facility, etc.) (A copy of the sample poster can be found at <a href="http://www.faa.gov">www.faa.gov</a> by searching the term "Unlawful Discrimination poster.")	
8	49 CFR 21.9(d)	Does the Airport use other ways to inform the flying public of their Title VI rights? (e.g., placing the poster on the Airport website, informing Airport employees, airlines, concessionaires, etc.)	
<b>OUTREACH</b>			
9	49 CFR Part 21, Appendix C(a)(1)(x)	Does the Airport conduct outreach in the minority- and/or women-owned business community to advise them of the opportunities offered by Airport concessions, and that bids are solicited from such qualified minority firms?	
<b>EMPLOYMENT</b>			
10	49 CFR Part 21, Appendix C(a)(1)(ix)	Is public transportation (bus, train, etc.) available at the Airport?	
10a		If yes, Does the Airport coordinate with the local transit authority and the Federal Transit Administration, to assure public transportation, is convenient to the disadvantaged areas of nearby communities to enhance employment opportunities?	
<b>THIRD PARTY</b>			
<b>(Also see: Required Contract Provision for AIP and for Obligated Sponsors, Airport Sponsor Grant Assurances particularly, grant assurance #30)</b>			
11	49 CFR Part 21, Appendix C(b)(1)	Does the Airport have the appropriate clause in each <b>AIP funded</b> contractual agreement (e.g. lease, contract, permit, deeds, subcontracts, etc.) between the Airport and any entity that provides any activity, service, or facility at the Airport?	
12	49 CFR Part 21, Appendix C(b)(1)	Does the Airport have the appropriate clause in each <b>non-AIP funded</b> contractual agreement (e.g. lease, contract, permit, deeds, subcontracts, etc.) between the Airport and any entity that provides any activity, service, or facility at the Airport?	
13	49 CFR Part 21, Appendix C(b)(1)	Does the Airport have a method for monitoring and ensuring that primary contractors have included Title VI requirements in their subcontracts?	
<b>COMPLAINTS</b>			
14	49 CFR Part 21, Appendix C(b)(3)	Has the Airport received any Title VI complaints within the past three years?	
14a		If yes, Did the Airport forward to the FAA, within 15 days after receipt, a copy of each written Title VI complaint and the actions taken regarding the complaint?	
15	49 CFR Part 21, Appendix C(b)(3)	Does the Airport have Title VI complaint procedures?	
15a		If yes, Are they available to the public at the information booth, in the Administrative Office, and/or on the Airport website?	
16	49 CFR 21.9(b)	As part of the complaint procedures, does the airport have a system for collecting complaint information from all Airport employees, airlines, concessionaires, etc.?	
16a		If yes, Has the Airport communicated the complaint procedures to these entities?	

	REFERENCES	QUESTIONS	YES/NO
<b>COMPLAINTS (CONTINUED)</b>			
17	49 CFR Part 21, Appendix C(b)(3)	Does the Airport have a Title VI complaint form?	
17a		If yes, Is it available to the public at the information booth, in the Administrative Office, and/or on the Airport website?	
<b>LIMITED ENGLISH PROFICIENCY (LEP)</b>			
18	70 FR 74087; 49 CFR 21.5	Does the Airport collect data to determine their LEP population using the four factor analysis? The following are the four factors: 1. The number or proportion of LEP individuals served or encountered in the Airport's service area 2. The frequency of contact between LEP individuals and the Airport's programs, activities or services 3. The nature and importance of the program, activity, or service provided by the Airport 4. The resources available to the Airport and related costs	
19	70 FR 74087; 49 CFR 21.5	Does the Airport use any additional process(s) for determining their LEP population? (e.g., surveying travelers, collecting and recording language assistance requests, etc.)	
20	70 FR 74087; 49 CFR 21.5	Has the Airport checked with Airport employees, airlines, concessionaires, etc., to learn what languages, other than English, they encounter?	
21	49 CFR 21.5	Based on the results of the four factor analysis, does the Airport analyze their programs and services to determine the need for language assistance for LEP individuals?	
22	49 CFR 21.5	Are resources currently in place to provide meaningful access for LEP individuals?	
23	49 CFR 21.5	Does the Airport have an LEP plan? The following are the five elements of an LEP Plan: 1. Identification of LEP individuals (first two factors of the four factor analysis) 2. Language assistance measures (services available) 3. Staff training (training staff on the LEP Plan, their role and responsibilities) 4. Provide notice (informing LEP individuals, as appropriate in languages other than English, of the availability of language assistance services) 5. Monitoring and updating (how the LEP Plan will be kept current)	
23a	49 CFR 21.5	If no, Does the Airport inform LEP individuals of the availability of language assistance services? (e.g., conduct outreach to LEP communities regarding language assistance services, signage to direct LEP persons to sources of assistance, etc.)	
24	AC 150/5200-31C	Does the Airport Emergency Plan identify how LEP individuals/populations will be assisted in an emergency?	
24a		If yes, Are they included with other special needs individuals, mentioned separately, etc.?	
<b>ENVIRONMENTAL JUSTICE (EJ)</b>			
25	49 CFR Part 21, Appendix C(a)(1)(viii)	Does the Airport have an effective public communication plan to enable involvement of minority and/or low income populations in the decision making process for potential airport projects, and for ongoing EJ concerns?	
26	49 CFR Part 21, Appendix C(a)(1)(viii)	Does the Airport maintain records and collect data necessary to understand the racial and ethnic composition of the surrounding communities in order to determine if projects may have EJ impacts? (e.g., information that supports the Airport's ability to demonstrate their knowledge of the communities near the airport, such as the National Environmental Policy Act (NEPA) data, etc.)	
27	49 CFR Part 21, Appendix C(a)(1)(viii)	Within the past three years, has any Airport project or potential project had an EJ impact on minority and/or low income communities?	
28	49 CFR Part 21, Appendix C(a)(1)(ix)	Is the Airport EJ point of contact, aware of the Airport's responsibility pertaining to the Title VI and EJ Pre-Grant Award requirements?	
29	49 CFR Part 21, Appendix C(a)(1)(viii)	Has the Airport conducted a 14 CFR Part 150 Study within the past five years?	
30	49 CFR Part 21, Appendix C(a)(1)(viii)	Has the Airport received a grant for noise mitigation purposes within the past three years?	

**Airport Nondiscrimination Compliance Program Team**

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**Federal Aviation  
Administration**