# **FHWA Civil Rights Connect**

# FHWA Civil Rights Connect Recipient User Guide & Training



# **FHWA Civil Rights Connect**

## **Contact Information**

General Questions & Assistance:

**Contact your FHWA Division Civil Rights Specialist** 

System: https://FHWA.CivilRightsConnect.com/

Technical Support: Use Help Desk link in system





- Overview
- 1392 Report Module
- Live System Demonstration

#### Overview

- PURPOSE: Streamline the reporting submission process for State DOTs to FHWA
- This is a new system for FHWA, being developed over a two year initial engagement to configure and deploy 5 functional modules:



#### Overview

- FHWA Civil Rights Connect is a "hosted system" maintained by B2Gnow.
- The system is available 24 hours a day, 7 days a week.
- The system can be accessed from any Internet connected device using a standard browser (Chrome, Firefox, Safari, IE).
- All data reported to the system is owned by FHWA.
- Send feedback and suggestions to your FHWA Division Civil Rights Specialist.

Page 5

## Security

- The system is secure, requiring password access to all data.
- All communications between your computer and the system are encrypted.
- User must never share accounts or account access information.
- Never share your password with anyone else.
- This is a stand-alone system that does not interface or connect with existing state data collection systems.

Page 6

### System Login Page

FHWA Civil Rights Connect Login Disclaimer: This system is strictly for the use of authorized FHWA, State Departments of Transportation, and other recipients of FHWA funds to provide and manage civil rights data and reports required by FHWA. All user activity is logged.		
Username (email address) Password	·	User login.
Login User Lookup & Password Reset Customer Support		Account lookup and password reset for existing users. Customer support.

#### **System Web Address:**

## https://FHWA.CivilRightsConnect.com



## **Training Materials**

- Please refer to prior training guides and videos for information about
  - System Access
  - System Familiarization
  - Profile Management
  - Getting Support
- All training materials are posted to your dashboard and can be accessed at any time.
- This training is focused on the 1392 Module.

Page 8

# **FHWA Civil Rights Connect**

## **1392 MODULE**



### 1392 Reports

- Recipient can complete, submit, and view 1392 Reports.
- Once submitted, recipients can "withdraw" a 1392 Report to make further edits.
- 1392 Reports may be returned to the recipient for update.
- Once approved, recipients cannot make any changes to a 1392 Report.
- 1392 Reports can be completed in parts; they do not have to be completed in one session. However, the form must be complete and accurate in order to submit to FHWA. There are no exceptions.

#### **1392 Report Workflow**





### **1392 Reports on Recipient Dashboard**

Account Profile

FHWA Civil Rights Connect × +

ALE CONTRACTOR	
STATES OF P	

#### FHWA Civil Rights Connect

#### **Civil Rights Connect Dashboard**

Test System				
Dashboard	DBE A	chieven	ient Repor	ts
Recipients	Actions	Recipient	Status	F
Document Vaults:	view	PENNDOT	Not Started	1
DBE	<b>C</b>			_
1392	1392 K	eports		
Account Profile	Actions	Recipier	nt Status	
Print Page	view	PENNDO	T 🕕 Not SI	art
FHWA Help Desk				_
Logoff				

leports		Alerts		
Peri	iod	Alert		
Started 10/1	/2016 - 3/31/2017	() Account	t profile hasn't	been update
	View All	🕕 User G	uide (PDF)	
		🕕 User Tr	aining (video)	
itatus	Period			
Not Started	2017	Recipie	ent Assig	nment
	View All	Actions	Recipient	Status
		view	PENNDOT	🕑 Appro

#### Actions Update ed recently View View Requests Dates Processed 3/27/17 oved Request Recipient Assignment

#### **Recipient Dashboard shows** pending 1392 Report.

#### View New 1392 Report Record

FHWA Civil Rights Connect × +

O FI	HWA Ci	vil Rights Connect	
	1392 Report	for Pennsylvania Department of Transportation	
Test System	Main DBE/Part 26 13	192 Return to Report List	
Recipients	① This report has a second	as not been started.	
Document Vaults:	Stans to complete and	submit this report.	
DBE 1392	1. Fill in the 1392 Re	port [required].	
Account Profile	<ol> <li>Attach any releval</li> <li>When complete,</li> </ol>	click <b>Submit Report</b> at the bottom of the page [required].	
Print Page	Report Status	Milet Started	
FHWA Help Desk	Report Period	2017	
Logoff	Report Due	9/1/2017	
	1392 Form	Not entered     Edit 1392 Form to complete	
	Comments		
		Save comments without submitting report	
	Add File		
	Submit Report	←	
		Contact FHWA Help Desk   © 2017 B2Gnow	ţ

"Not Started" status first time recipient views record. First step is to fill in the 1392 Form.

Record cannot be submitted until required data is entered.

### 1392 Report

FHWA Civil Rights Co	nnect	×	+														_	_				
STELLT OF TRANSPORT							_											0	LOSE			
ill out the form with y	our info	ormatio	in.																	1392 Rep	ort Instr	uctions
			FED	ERAL	-AID I	HIGH	NAY C	ONST	RUCT	ION C	ONTR	АСТО	RS AN	NUAL	EEO	REPOR	RT					
1. STATE			2.	NUMBER	R OF PR	OJECTS		3.	TOTAL	DOLLAR	R VALUE		4	. TOTA	L WOR	KFORCE			1	20	2	
PA	-						_							<b>—</b>		_				33	<u> </u>	
		This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 explining in August, 2019. VORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2017																				
7.	WORK	VORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2017 TABLE A TABLE B																				
JOB CATEGORIES	TO EMPL	TOTAL RECIAL / ETHNIC AND EXPLOSE OF A CONTROL FOR THE OFFICE OF THE OFFICE OF THE OFFICE OFF											ENTICES	ON TH TRAI	ie job Inees							
	м	F	м	F	м	F	м	F	м	F	м	F	м	F	м	F	м	F		F	м	r.
DFFICIALS																						
SUPERVISORS	$\square$																					
FOREMEN/WOMEN	$\square$		$\square$																			
																			<b></b>			
QUIPMENT OPERATORS		, 	, 																			, 
IECHANICS			$\square$																			
RUCK DRIVERS	$\square$																					
RONWORKERS	$\square$		$\square$	$\square$																		
ARPENTERS		$\square$																				
CEMENT MASONS		$\square$	$\square$																			
LECTRICIANS	$\square$	$\square$	$\square$	$\square$																		
PIPEFITTER/PLUMBERS																						
AINTERS																						
ABORERS-SEMI SKILLED																						
ABORERS-UNSKILLED																						
TOTAL			$\square$						$\square$		$\square$	$\square$		$\square$	$\square$	$\square$					$\square$	
							TAB	LE C (	Table I	3 data	by raci	al statu	ıs)									
APPRENTICES																						
DJT TRAINEES	$\square$	$\square$	$\square$																			
3. PREPARED BY:								9. DAT	E:	10. RE	VIEWED	BY:							11. DA	TE:		
orm FHWA- 1392 (Rev. 06-13)								P	REVIOU	EDITIO	NS ARE (	BSOLET	E	╞								
	HWA- 1392 (Rev. 06-13)  PREVIOUS EDITIONS ARE OBSOLETE  Validate & Save Draft Print Cancel Fill in Blank Fields with Zeroes																					

Standard 1392 form is displayed.

Header state auto-filled from profile.

Apprentice & OJT numbers for these lines are not required.

Not all fields need to be entered; system will autocalculated totals and percentages.

Zero auto-fill blank fields after entering data to save time.

Enter data and click "Validate & Save Draft".

#### **1392 Report Instructions**

		$\sim$	- T																			
AND OF TRANSPORT																			CLOS	SE		
Fill out the form with	your inf	ormatio	on.						-										ſ	1392	Report I	Instruction
			FEI	DERAI	-AID	HIGH	WAY	CONS	TRUC	TION	CONT	RACT		NNUA	AL EEG	) REP	ORT		_			
1. STATE			2.	NUMBE	R OF PR	OJECTS	3	3	. TOTA		AR VAL	JE	T	4. TO	TAL WO	RKFOR	CE			4.0		
				r				-					1	_						1.5	ч <i>ү</i>	
																					L	
ELINA Civil Rights C																						
FHWA Civil Rights C	onnect	^ \	Τ												_							
SHALL OF TRANSIC																			CLOS	ε		
Conoral Information	neral Information and Instructions																					
	neral Information and Instructions																					
	ompio	/ees oi	n proje	cts sho	ould the	us be a	accour	nted for				assine	ations	are to	be inc	orporat	eumu	ine mo	ist appi	opnace	cutcy	ory
This information will t annually on the statu section 22(A) of the F equal opportunity.	e usefu s of the ederal-	vees or I in cor Equal Aid Hig	n proje mplying Emplo ghway	cts sho g with t yment Act of	the U.S Oppor 1968. I	us be a S. Sena tunity I n addit	accour ate Co Progra tion, th	nted for mmitte Im, its ne form	e on P effectiv should	Public \ reness d be us	Works , and p sed as	reques rogres a valu:	ations t that t s made able too	the Fec by th ol for S	deral H e Stat itates f	lighway es and to evalu	Admi the A ate th	inistrat dminis eir owi	ion sub tration i n progra	omit a r in carry ams for	eport ring ou ensur	it ring se/Hide
This information will t annually on the statu section 22(A) of the F equal opportunity.	e usefu s of the ederal-	vees or Equal Aid Hig	n proje mplying Emplo ghway ghway	cts sho g with t yment Act of ERAL-	the U.S Oppor 1968. I	us be a S. Sena tunity I n addit IGHW	accour ate Co Progra tion, th	nted for mmitte im, its ne form <b>ONST</b>	e on P effectiv should	Public \ veness d be us	Works , and p sed as	reques rogres a valu: ACTO	t that t s made able too	the Fed by th of for S	deral H e Stat states f	ighway es and to evalu	Admi the Admi iate th	inistrat dminis eir own	ion sub tration i n progra	ormit a r in carry arms for	eport ring ou ensur	it ring se/Hide
This information will t annually on the statu section 22(A) of the F equal opportunity.	e usefu s of the ederal-	vees or Equal Aid Hig	n proje mplying Emplo ghway . FEDI 2. N	cts sho g with t yment Act of ERAL-	AID H	us be a S. Sena tunity I n addit IGHW DIECTS	accour ate Co Progra tion, th	mmitte mmitte im, its he form ONST 3.	e on P effectiv should RUCTI	Public \ reness d be us <b>ION C</b>	Works , and p sed as ONTR	reques rogres a valua	t that t s made able too	the Federal by the for S	deral H e Stat tates f	REPO	Admi the Admi ate th	inistrat dminis eir own	ion sub tration i n progra	omit a r in carry ams for	eport ring ou ensur	it ring se/Hide
This information will b annually on the statu section 22(A) of the F equal opportunity.	e usefu s of the ederal-	vees of Equal Aid Hig	FEDI	cts sho g with t yyment Act of ERAL-	AID H	us be a S. Sena tunity I n addit IGHW DIECTS	accour ate Co Progra tion, th	mmitte mmitte im, its ne form ONST 3.	e on P effectiv should RUCTI	Public \ /eness d be us <b>ION C</b>	Works , and p sed as ONTR VALUE	reques rogres a valu:	t that t s made able too	INUAL	deral H e Stat tates f	REPO	Admi the Ar ate th	inistrat dminis eir owr	ion sub tration i n progra	omit a r in carry ams for	eport ring ou ensur	it ring se/Hide
This information will t annually on the statu section 22(A) of the F equal opportunity.	workf	This colle	FEDI	Cts sho g with t yyment Act of ERAL- NUMBER	AID H	US be a S. Sena tunity I n addit	Account ate Co Progra tion, th /AY Co gulation 23 CONST	ONST 3. 00.5.C. 140	RUCT	Public \ veness d be us d be us <b>ION C</b> DOLLAF	Vorks , and p sed as ONTR VALUE	ACTO	RS AN	INUAL	deral H e Stat states f L WORL	REPO REPO	Admi the Au ate th RT	inistrat dminis eir owr 2019. IN JU	tion sub tration in progra	omit a r in carry ams for <b>39</b>	eport ring ou ensur Clo	it ring se/Hide
This information will t annually on the statu section 22(A) of the F equal opportunity.	workf	This colle	FEDI	Cts sho g with t yyment Act of ERAL NUMBER	AID H	us be a S. Sena tunity I n addit IGHW DIGTS	Account Progration, the Ary Constant Constant TA	ONST 3. ONST BLE A	RUCT	Public \ veness d be us d be us <b>ION C</b> <b>DOLLAF</b>	Vorks , and p sed as ONTR VALUE	ACTO	RS AN able too	INUAL s collection	deral H e Stat itates 1 - EEO L WOR	REPO KFORCE	Admi the Ar late th RT	2019.	tion sub tration in progra	opinite omit a r in carry ams for <b>39</b>	eport ring ou ensur Clo 2	it ring se/Hide
This information will t annually on the statu section 22(A) of the F equal opportunity.	WORKF	I in con Equal Aid Hig This collect	FEDI 2.1 Constant Con	g with h yyment Act of ERAL NUMBER DERAL TAL TAL TAL VIIIC VRITY	AID H Oppor 1968. I OPpor 1968. I OF PRC C BLAA AFR: AMER	IGHW IGHW CK or ICAN CK or ICAN	Accourt ate Co Progra tion, th VAY CC Question 23 CONST TA	ONST 3. RUCTI BLE A PANIC ATINO	E on F effectiv should RUCTI TOTAL I is and 23 C C ON SI	Public \ veness d be us to be	Vorks , and p seed as ONTR R VALUE	ACTO	RS AN Autors of the second sec	INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL	deral H e Stat tates 1 L WORI	ighway es and o evalu REPO KFORCE	r Admi the Ar late th RT DING	2019. IN JU	LY 201	39 7 TAB	eport ring ou ensur Clo Clo D LE B	It se/Hide
This information will b annually on the statu section 22(A) of the F equal opportunity.	WORKF	I in con Equal Aid Hig This collection ORCE	FEDI TO' RACIA MINC	ERAL- G with 1 yyment Act of ERAL- IUMBER IUMBER IUMBER IUMBER F	AID H Oppor 1968. I AID H OF PRC I-AID BLAA AFR: AMER	IGHW IGHW CK or ICAN CK or ICAN F	Accourt ate Co Progra tion, th /AY C ////////////////////////////////////	ONST 3. ONST 3. DUS.C. 14 RUCTI BLE A PANIC ATINO	RUCTI rotal I MMEF	CON CC TE(S) REALIZED TE(S) RICAN AN OR ISKA TIVE F	Vorks , and p sed as ONTR AVALUE	ACTO	It that t s made able too RS AN 4 mber for thi ST FUL NAT NAT ISLA M	INUAL TOTA S collector S collector TIVE ALL PAY TIVE ALLAN THER F	L EEO	REPO REPO F COR RACES F	r Admin the Ar ate th n August, DING WH	2019. IITE	ion sub tration i n progra LY 201	mit a r in carry arms for 7 TABI NTICES	eport ing ou ensur Clo 2 LE B	It ring se/Hide
This information will t annually on the statu section 22(A) of the F equal opportunity.	workf	I in con Equal Aid Hig This collection FAL OVED	FEDI 2. N FEDI 2. N FEDI 2. N FEDI 2. N FEDI 2. N FEDI 2. N MINO	ERAL- G with 1 Act of ERAL- MUMBER MUMBER TAL F F F F	AID H AID H OF PRO BLAY AFR: AMER M	IGHW IGHW IGHW IGHW IGHW IGHW IGHW IGHW	ACCOURT ate Co Progra tion, th VAY CC Question 22 CONST TA HISP OR LI M	ONST OUSSC 144 OUSSC	RUCTI AMEF	Public V reness d be us to us	Vorks , and p sed as ONTR R VALUE	ACTO	RS AN A Constraints of the second se	INUAL A collection A collect	L EEO	ighway es and o evalu FORCE	r Admin the Ar the Ar vate th n August. M	2018. IN JU	ion sub tration in n progra LY 201	mit a r in carry ams for 399 7 TAB	eport ring ou ensur Clo 2	It se/Hide
This information will the fannually on the statu section 22(A) of the Fequal opportunity.	WORKF	I in con Equal Aid Hig This collect	FEDI C. N FEDI C. N FEDI C. N FEDI C. N FE TO' RACI ETH MINO M	ERAL- UMBER TAL TAL TAL TAL F F	AID H OF PRC	IGHW IGHW CK or ICAN CCA F	ACCOURT ate Co Progra tion, th /AY CC ///////////////////////////////////	ONST ONST OUSC 144 RUCTI BLE A PANIC ATINO	RUCTI AMER	Public \ veness d be us EON CC EON CC EON CC EICAN AN OR ISKA ITVE F	Vorks , and p sed as ONTR R VALUE	ACTO	RS AN Matching Strength RS AN 4 matching Strength HAWWOR 0 PAC ISLA M	INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL	L EEO	Ighway es and o evalu REPO CFORCE	r Admin the Ar in August. M	2019. INTE	ion sub tration in n progra LY 201	39 7 TAB	eport ining ou ensur Clo Clo D LE B M	It ing se/Hide
This information will t annually on the statu section 22(A) of the F equal opportunity.	WORKF	I in collection of the collect	FEDI 2. N CONFECTION	erration is a constraint of the constraint of th	AID H AID H OF PRC	IGHW IGHW IGHW ICK or CK or CK or CCAN ICAN ICAN ICAN	ACCOURT Ate Co Program tion, the VAY CC VAY CC CONST TA HISPP OR LI	ONST 3. UU.S.C. 14 BLE A PANIC ATINO	RUCTI rotal I	ELON C ELON C DOLLAF FR Part 320 ELCAN AN OR SISKA F	Vorks , and p eed as ONTR R VALUE AS M	ACTO	RS AN	INUAL INUAL TOTA INUAL TOTA INUAL INUA	L EEO	REPO	r Admin the Ar ate th In August. WH	2019. IN JU	I APPRE	mit a r in carry arms for 399 7 TAB	eport ensur cloo 2 LE B	It se/Hide
This information will t annually on the statu section 22(A) of the F equal opportunity.	WORKF	I in collection of the collect	FEDI 2.1  CEUEN OF FED	ERAL- Act of ERAL- NUMBER TAL TAL TAL TAL TAL TAL TAL	AID H AID H OF PRC BLAATE BLAATER M BLAATER M	IGHW IGHW IGHW CK or CK or CK or CCAN F C	Accourt ate Co Progra tion, th /AY C ////////////////////////////////////	ONST 3. UUSC 141 BUE A PANIC ATINO F	RUCTI TOTAL I	Public \ Pueness d be us EON C DOLLAF TE(S) RICAN AN OR SISKA	Vorks , and p sed as ONTR R VALUE DURI M	ACTO	RS AN A BEF FOR DET FO	INUAL INUAL INUAL TOTA INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL INUAL	EEO     L WORI     M	REPO CFORCE CO OR RACES	r Admin the Ar ate th In August. M	2018. IN JU	I APPRE	39		It se/Hide

Instructions embedded in form, available with one-click.

#### **1392 Report Validation Alerts**

MENT OF TRANSPORT																		C	LOSE			
date the form with y	our info	ormatio	on. Clic	ck the l	button	to the	right fo	r detail	ed inst	ruction	s in P[	OF forn	nat or o	click th	e 'View	Instru	ctions	links	within tl	he form	>	
				» Ma	le api	orent	ice to	otals t	oetwe	en Ta	bles	B an	d C n	nust r	natch	ı.						
				»	Male	OJT	total	s betv	veen	Table	s B a	Ind C	mus	t mat	ch.							
1. STATE			2.	NUMBER	-AID R OF PR	HIGH		:ONST 3.	RUCT	ION C		ACTO	RS AN	INUAL 4. TOTA	L WOR		RT				_	
PA															0			1	1	39	2	
		This col	lection of ir	nformation	is required t	by law and	regulation 2	3U.S.C. 14	0a and 23 0	CFR Part 230	). The OMB	control nu	mber for th	s collection	Is 2125-00	19 expiring i	in August,	2019.				
7.	WORK	FORCE	ONF	EDER	AL-AIL	AND	CONS T/	ABLE A		TE(S)	DURI	NG LA	STFU	L PAY	PERIC	DD ENI	DING		<u>Y 2017</u>	ТАВ	LEB	
JOB CATEGORIES	TOT EMPLO	TAL OYED	TO RAC ETH MINC	TAL IAL / INIC DRITY	BLA AFR AME	CK or ICAN RICAN	HISPA	NIC OR	AME INDI ALA NA	RICAN AN OR ASKA FIVE	AS	IAN	NA HAW OR C PAC ISLA	TIVE AIIAN OTHER CIFIC	TWO	D OR RACES	w	HITE	APPRE	NTICES	ON TH	ie joe Inees
	м	F	м	F	м	F	м	F	м	F	м	F	м	F	м	F	м	F	м	F	м	F
FFICIALS	0	0																				
ERVISORS	0	0																				
REMEN/WOMEN	0	0																				
RICAL	0	0																				
UIPMENT	0	0																	5			
CHANICS	0	0																			5	
UCK DRIVERS	0	0																				
ONWORKERS	0	0																				
RPENTERS	0	0																				
MENT MASONS	0	0																				
CTRICIANS	0	0																				
EFITTER/PLUMBERS	0	0																				
INTERS	0	0																				
BORERS-SEMI	0	0																				
ABORERS-UNSKILLED	0	0																				
TAL	0	0																	5		5	
							TA	BLE C (	Table I	3 data I	by raci	al stati	us)					_				
PPRENTICES	0	0																				
T TRAINEES	0	0																	]			
PREPARED BY:								9. DAT	E:	10. RE	VIEWED	BY:							11. DA	TE:		_

Major issues are highlighted in red and must be resolved before continuing with submission.

ncomplete fields are nighlighted.

US. Department of Transportation Federal Highway Administration

#### **1392 Report Validation Alerts**

OF TRANS															Г				CLOS	5E		
				_		_	_		-			_										
pdate the form with y rm>	our inf	ormatio	on. Clio	ck the	button	to the	right fo	or detai	led ins	tructio	ins in F	DF for	rmat or	click t	he 'Vie	ew Inst	ructior	ıs' link	s withi	1 the		
» T	he to	tal w	orkfo	orce f	or thi	is rep	ort is	s zero	. Plea	ase c	onfir	m thi	s nur	nber	and	updat	te if i	ncori	rect.			
If the informatio	on is	corre	ect, cl	lick 'S	Save	Draft ۱	& Co /our	ontinu repor	ie' at t to F	the b HWA	oottoi for i	n of t eviev	the pa v.	age. <sup>-</sup>	Then	click	'Sub	omit F	Repor	t' to s	ubmi	t
			CEDI	CDAL-		тсни		ONST	рист		ONTR	ACTO			550	PEDO	рт					
1. STATE			2.1	UMBER	OF PR	DJECTS		3.	TOTAL		RVALUE			I. TOTA		KEP O					_	
PA															0				1	39	2	
,		This coller	ction of info	rmation is	required by	law and re	guiation 23	U.S.C. 140	a and 23 CF	R Part 230	). The OMB	control nur	mber for thi	, s collection	Is 2125-00	19 expiring	In August,	, 2019.				
7. V	VORKE	ORCE	ON FE	DERA	L-AID	AND (			ON SI	TE(S)	DURI	NG LA	ST FUI	LPAY	PERI	OD EN	DING	IN JU	LY 201	7	FB	
JOB CATEGORIES	TOT EMPL	TAL OYED	TO RACI ETH MINO	TAL IAL / INIC DRITY	BLA AFR AMER	CK or ICAN RICAN	HISP OR L	ANIC	AMER INDIA ALA NAT	LICAN AN OR SKA IVE	AS		NAT HAWA OR O PAC	TIVE AIIAN THER IFIC	TWORE	D OR RACES	WF	IITE	APPRE	NTICES	ON TH	E JOB NEES
	м	F	м	F	м	F	м	F	м	F	м	F	M	F	м	F	м	F	м	F	м	F
FFICIALS	0	0																				
JPERVISORS	0	0																	<u> </u>			
OREMEN/WOMEN	0	0	$\square$	$\square$															$\square$		$\square$	
LERICAL	0	0	$\square$																<b></b>	$\square$		
QUIPMENT	0	0	$\square$																			
IECHANICS	0	0	$\square$	$\square$																		
RUCK DRIVERS	0	0																				
RONWORKERS	0	0	$\square$																			
ARPENTERS	0	0	$\square$																			
EMENT MASONS	0	0	$\square$																			
LECTRICIANS	0	0	$\square$	$\square$																		
IPEFITTER/PLUMBERS	0	0																				
AINTERS	0	0																				
ABORERS-SEMI KILLED	0	0																				
ABORERS-UNSKILLED	0	0	$\left  \right $																			
OTAL	0	0																				
	_		_				TAB	LE C (T	Table B	data I	by raci	al stati	us)									
PPRENTICES	0	0																				
IT TRAINEES	0	0																				

Minor issues are highlighted in yellow and are provided for informational purposes. The alert may or may not be relevant to the report; the user should evaluate carefully.

U.S. Department of Transportation Federal Highway Administration

#### **1392 Report Complete**

FHWA Civil Rights Co	nnect	×	+																			
AND DE TRANSPORT					_			_			_							CI	OSE			
The form is c	omp	lete. I	Pleas	e clio	ck 'Sa	ive D si	raft & ubmi	& Conti t your r	nue' to eport to	returi FHV	n to t VA fo	he re r rev	eport iew.	sumi	nary	. The	n cli	ck 'S	ubmi	t Rep	ort' to	, <del>•</del>
1. STATE			2.		-AID	DIECTS	WAY 5	20NSTR 3.T			UE	IORS	4. T			DRCE					_	
PA					20			\$1	00.00	0.00	0			12	)				1	39	2	
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OHB control number for this collection is 2125-0019 expiring in August, 2019.																						
7.	WORK	FORC	E ON F	EDER	AL-AI	D AND	CONS	STRUCTIO	ON SITE(	S) DUI	RING	AST	FULL F	PAY PE	RIOD	ENDI	NG IN	JULY	2017			
JOB CATEGORIES	TOT	TAL OYED	TOT RACI ETH MINO	FAL IAL / NIC RITY	BLAC AFRI AMER	CK or CAN ICAN	HISP L/	ANIC OR	AMERI INDIAN ALAS NATI	CAN I OR KA VE	AS	IAN	NAT HAWA OR O PAC ISLA	IVE AIIAN THER IFIC NDER	TWC MO RA	O OR RE CES	WH	ITE	APPRE	TABI	ON TH	E JOB NEES
	м	F	м	F	м	F	м	F	м	F	м	F	м	F	м	F	м	F	м	F	м	F
OFFICIALS	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0				
SUPERVISORS	0	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0				
OREMEN/WOMEN	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0				
LERICAL	0	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0				
QUIPMENT OPERATORS	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	5	0	0	0
IECHANICS	0	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	5	0
RUCK DRIVERS	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
IRONWORKERS	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
CARPENTERS	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
CEMENT MASONS	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
ELECTRICIANS	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
PIPEFITTER/PLUMBERS	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
ABORERESEMI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5KILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-UNSKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	6	6	5	5	0	0	1	1	1	1	1	1	1	1	1	1	1	1	5	0	5	0
							TA	BLE C (T	able B dai	ta by re	acial s	tatus)			_		-					
APPRENTICES	5	0	5	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	-			
OJI TRAINEES	5	0	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	11.04	TC.		
Katherine Pete	rs							9. DATE: 7/:	18/2017	10. KE	Kathe	rine P	eters						11. DA	/18/2	2017	
Form FHWA- 1392 (Rev. 06-13)	)			5	ave D	raft &	Conti	nue	E <b>VIOUS EDT</b> Edit & Re	rions Al	e	Print		Print to	) PDF	]						

If no major issues present, when "Validate & Save Draft" is clicked the green bar will be displayed with all calculations completed in the form.

Perform a final review of all information and calculation for accuracy.

Print final report to printer or PDF.

Once ready to continue, click "Save Draft & Continue".

Page 18

#### **Print/Save PDF of 1392 Report**

						FEDE	RAL-AID H	IGHWAY	CONSTRU	CTION CO	NTRACTO	RS ANNU	AL EEO RE	PORT								
1. STATE				2. NUN	IBER OF PRO	DJECTS			3. тот	AL DOLLAR	VALUE			4. TO	TAL WORKF	ORCE				000	•	
РА					20				\$10	0,000,	000				12					392	2	
				This colle	ection of informa	tion is require	d by law and re	egulation 23 U	.S.C. 140a and 2	3 CFR Part 230	. The OMB cor	trol number fo	r this collection	is 2125-0019 e	xpiring in Augu	t, 2019.						
			7. WC	RKFOR	CE ON FEI	DERAL-A	ID AND	CONSTR	RUCTION	SITE(S)	DURING	i LAST F	ULL PAY	PERIOD	ENDING	IN JULY	2017					
								TABLE A	۹.											TAB	E B	
JOB CATEGORIES	TOTAL E	MPLOYED	TOTAL R ETHNIC M	ACIAL / IINORITY	BLACK or AMER	AFRICAN ICAN	HISPA LAT	NIC OR INO	AMERICA OR ALASK	N INDIAN A NATIVE	AS	(AN	NATIVE H OR OTHEI ISLA	AWAIIAN R PACIFIC NDER	TWO OF RAC	MORE	WH	ITE	APPRE	NTICES	ON TH TRAI	E JOB NEES
	м	F	м	F	м	F	М	1 F M F M F M F M						F	м	F	м	F				
OFFICIALS	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0				
SUPERVISORS	0	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0				
FOREMEN/WOMEN	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0				
CLERICAL	0	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0				
EQUIPMENT OPERATORS	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	5	0	0	0
MECHANICS	0	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	5	0
TRUCK DRIVERS	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
IRONWORKERS	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
CARPENTERS	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
CEMENT MASONS	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
ELECTRICIANS	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
PIPEFITTER/PLUMBERS	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
PAINTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-SEMI SKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-UNSKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	6	6	5	5	0	0	1	1	1	1	1	1	1	1	1	1	1	1	5	0	5	0
								TABL	EC (Table	e B data b	y racial s	status)										
APPRENTICES	5	0	5	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0				
OJT TRAINEES	5	0	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0				
8. PREPARED BY:								9. DATE:		10. REVIEV	VED BY:								11. DATE:			
Katherine Peters								7/	18/2017	Kat	herine Pe	ters							7/:	18/2017		
Form FHWA- 1392 (Rev. 06-13)									PREVIOUS	EDITIONS A	RE OBSOL	FTF										

### View Pending 1392 Report Record & Submit

FHWA Civil Rights Connect × +

C FH	IWA Ci	vil Rights Connect		
	1392 Report	for Pennsylvania Department of Transportat	ion	
Test System	Main DBE/Part 26 13	92	Return to Report List	
Recipients	① This report is	pendina submission.		
Document Vaults:	Steps to complete and	submit this report:		
DBE 1392 Account Profile	<ol> <li>Fill in the 1392 Re</li> <li>Attach any relevance</li> <li>When complete, and the second seco</li></ol>	port [required]. nt support documentation by clicking <b>Add File</b> at the bottom of the page [opt click <b>Submit Report</b> at the bottom of the page [required].	ional).	
Print Page	Peport Status	Panding Submission		Status updated to "Donding
FHWA Help Desk	Report Period	2017		Status updated to Pending
Logoff	Report Due	9/1/2017		Submission".
	1392 Form	Complete > View 1392 Form Details		1392 Form data complete.
	Comments	Save comment	.:: s without submitting report	
				Attach files if peeded
	Add File			Attach mes il needed.
	Submit Report	<		Submit report to FHWA.
		Contact FHWA Help Desk   © 2017 B2Gnow		

### **Confirm Submission**

#### 🧉 FHWA Civil Rights Connect 🛛 🕂

	1392 Report	for Pennsylvania Department of Transportation
t System	Main DBE/Part 26	392 Return to Report List
shboard		
cipients	① This report is	pending submission.
cument Vaults:	Steps to complete and	d submit this report:
DBE	1 Fill in the 1302 Re	anot france
1392	<ol> <li>Attach any releva</li> </ol>	ant support Submit this report for review? pottom of the page [optional].
count Profile	3. When complete,	click Subm
nt Page	Report Status	
WA Help Desk	Report Period	2017
goff	Report Due	9/1/2017
	1392 Form	Complete > View 1392 Form Details
	Comments	
		Save comments without submitting report
	Add File	
	Submit Report	
		Contact FHWA Help Desk   © 2017 B2Gnow

Confirm submission.

### **1392 Report Submitted to FHWA Division**

FHWA Civil Rights Connect × +

Main DBE/Part 26     Return to Report List     aults:     aults:
Its:       The report has been submitted for review.         Its:       Image: This report is under Division review. No further action is required at this time. If necessary, you can withdraw the report by clicking Withdraw Report at the bottom of the page.         Report Status       Image: The report Status         Report Status       Image: The report Status         Report Period       2017         sk       Port Due         1392 Form       View 1392 Form Details         Submitted       Z/18/2017 by Katherine Peters
Its:       Its report is under Division review. No further action is required at this time. If necessary, you can withdraw the report by clicking Withdraw Report at the bottom of the page.         Report Status       It Under Division Review         Report Period       2017         sk       9/1/2017         1392 Form       View 1392 Form Details         Submitted       7/18/2017 by Katherine Peters
It is report is under Division review. No further action is required at this time. If necessary, you can withdraw the report by clicking Withdraw Report at the bottom of the page.      Report Status     I Under Division Review     Report Period     2017     Report Due     9/1/2017     1392 Form     View 1392 Form Details     Submitted     7/18/2017 by Katherine Peters
Period     2017       csk     Period     9/1/2017       1392 Form     View 1392 Form Details       Submitted     7/18/2017 by Katherine Peters
Report Period     2017       Desk     Report Due     9/1/2017       1392 Form     View 1392 Form Details       Submitted     7/18/2017 by Katherine Peters
sk Report Due 9/1/2017 1392 Form View 1392 Form Details Submitted 7/18/2017 by Katherine Peters
1392 Form View 1392 Form Details
Submitted 7/18/2017 by Katherine Peters
Withdraw Report
Contact FHWA Help Desk   © 2017 B2Gnow

Submitted confirmation.

Status updated to "Under Review".

Report can be withdrawn if changes need to be made.

### **1392 Report Submission Confirmation Email**

#### **FHWA Civil Rights Connect**

#### PENNDOT 1392 Report Submitted

The **2017** 1392 Report for **Pennsylvania Department of Transportation** has been **Submitted** by Katherine Peters.

FHWA Civil Rights Connect System Web Access: <u>https://FHWA.CivilRightsConnect.com/</u> Customer Support: <u>https://FHWA.CivilRightsConnect.com/FHWA/RequestSupport.asp</u>

Confirmation email is sent to recipient; alert is sent to Division.

#### **1392 Report Workflow**



#### **Approval/Return Email Alert**

#### FHWA Civil Rights Connect

#### PENNDOT 1392 Report Approved

The **2017** 1392 Report for **Pennsylvania Department of Transportation** has been **Approved** by Customer Support.

FHWA Civil Rights Connect System Web Access: <u>https://FHWA.CivilRightsConnect.com/</u> Customer Support: <u>https://FHWA.CivilRightsConnect.com/FHWA/RequestSupport.asp</u>

Email alert is sent to recipient of action taken.

#### List of Recipient's 1392 Reports

FHWA Civil Rights Connect × +FHWA Civil Rights Connect 1392 Reports for Pennsylvania Department of Transportation Main DBE/Part 26 1392 Test System Dashboard Add Report Recipients Actions Status Period Training Log Approved 1392 Report. view edit Approved 2017 Document Vaults: DBE 1392 Configuration Help Desk Reports Print Page Customer Support Logoff Contact Customer Support | © 2017 B2Gnow

US. Department of Transportation Federal Highway Administration

# **FHWA Civil Rights Connect**

## **Contact Information**

General Questions & Assistance:

Contact your FHWA Division Civil Rights Specialist

System: https://FHWA.CivilRightsConnect.com/

Technical Support: Use Help Desk link in system

