

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



Agenda

- Overview
- ADA Module

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.

Security

- The system is secure, requiring password access to all data.
- All communications between your computer and the system are encrypted.
- Users 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.

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 ADA Module.

FHWA Civil Rights Connect

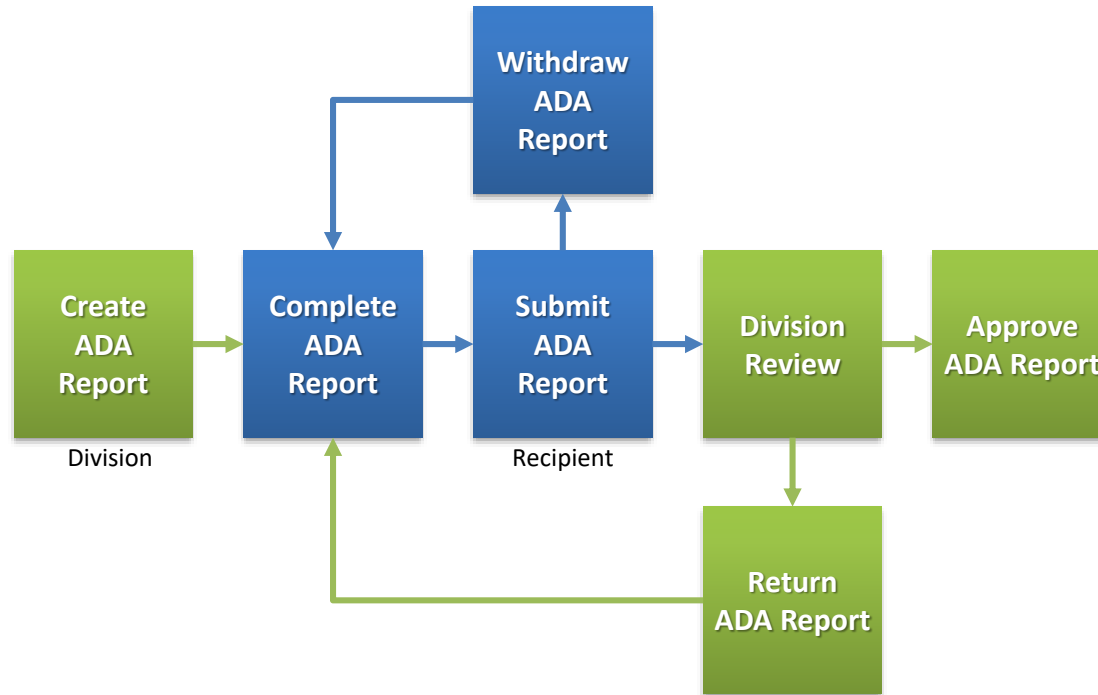
ADA MODULE



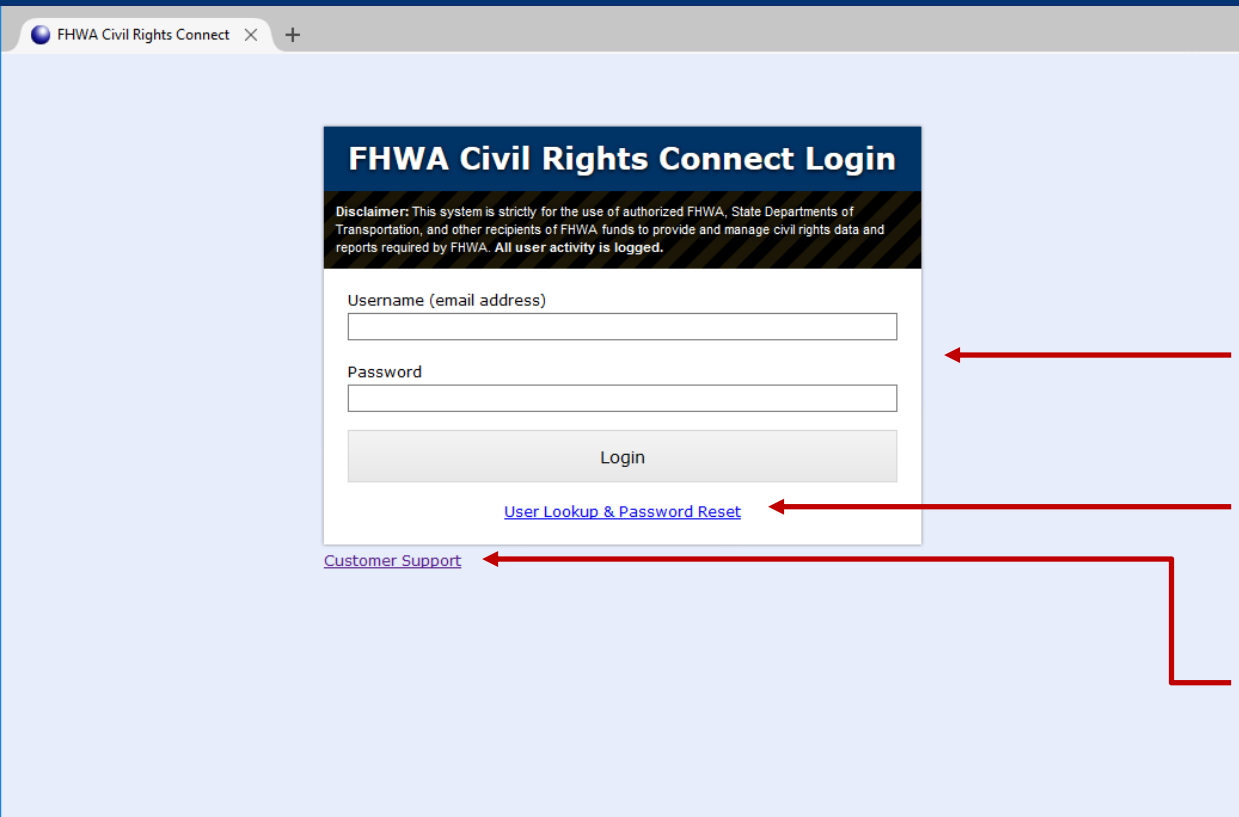
ADA Reports

- Recipient can complete, submit, and view ADA Reports.
- Once submitted, recipients can “withdraw” an ADA Report to make further edits.
- ADA Reports may be returned to the recipient for update.
- Once approved, recipients cannot make any changes to an ADA Report.
- ADA 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.

ADA Report Workflow



System Login Page



User login.

Account lookup and password reset for existing users.

Customer support.

System Web Address:

<https://FHWA.CivilRightsConnect.com>

ADA Reports on Recipient Dashboard



FHWA Civil Rights Connect

Civil Rights Connect Dashboard

Account Profile

Test System

Dashboard

Recipients

Document Vaults:

DBE

1392

Supportive Services

Title VI

ADA/Sec. 504

Account Profile

Print Page

FHWA Help Desk

Logoff

DBE Uniform Reports

Actions	Recipient	Status	Period
view	PENNDOT	Approved	10/1/2016 - 3/31/2017

[View All](#)

1392 Reports

Actions	Recipient	Status	Period
view	PENNDOT	Not Started	2017

[View All](#)

Supportive Services Reports

Actions	Recipient	Status	Period
view	PENNDOT	Pending Submission	2017

[View All](#)

Title VI Reports

Actions	Recipient	Status	Period
view	PENNDOT	Not Started	2017

[View All](#)

ADA/Sec. 504 Reports

Actions	Recipient	Status	Period
view	PENNDOT	Not Started	2017

[View All](#)

Alerts

Alert	Actions
Account profile hasn't been updated recently	Update
DBE User Guide & Training	PDF, Video
1392 User Guide & Training	PDF, Video
Supportive Services User Guide & Training	PDF, Video

Recipient Assignment Requests

Actions	Recipient	Status	Dates
view	PENNDOT	Approved	Processed 3/27/17

[Request Recipient Assignment](#)

Recipient Dashboard shows pending ADA Report.

View New ADA Report Record



FHWA Civil Rights Connect

ADA Report for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 Supportive Services Title VI **ADA/Sec. 504**

Return to Report List

This report has not been started.

Steps to complete and submit this report:

1. Fill in the ADA Form [required].
2. Upload the ADA Narrative Report by clicking **Add File** at the bottom of the page [optional].
3. Upload any additional relevant supporting documentation by clicking **Add File** at the bottom of the page [optional].
4. When complete, click **Submit Report** at the bottom of the page [required].

Report Status	Not Started
Report Period	2017
Report Due	10/25/2017
ADA Form	Not entered Edit ADA Form to complete
Comments	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small;">Save comments without submitting report</p>

[Add File](#) < Upload Narrative Report (optional)

[Submit Report](#)

Contact FHWA Help Desk | © 2018 B2Gnow

“Not Started” status first time recipient views record.

First step is to fill in the ADA Form.

Record cannot be submitted until required data is entered.

ADA Report

FHWA Civil Rights Connect


CLOSE

Americans with Disabilities Act (ADA) Transition Plan Annual Implementation Report

Upon request by the Federal Highway Administration (FHWA), State Department of Transportations (DOTs) are asked to furnish this annual report on the implementation of their transition plans.

The FHWA has developed a short questionnaire to annually collect essential data on the implementation of ADA Transition Plans and provide a narrative summary of commendable practices, and lessons learned. Please answer the following questions for each category and upload the narrative report, if applicable.

This report covers activities performed during Federal Fiscal Year 2017.

Please answer the following questions for each category and upload the narrative report. Click any  icon for more information about a particular question, or contact your Division Civil Rights Specialist for assistance.

Recipient

Pennsylvania Department of Transportation

ADA Transition Plan Implementation

1. Does your agency actively use the ADA Transition Plan during the planning process for determining what projects will be completed?
 Yes No
2. Does your state have a program for dedicated funding for standalone ADA projects?
 Yes No
3. How many ADA facilities are currently identified in your inventory to be addressed?
Enter the number of facilities: or select Data Not Available
4. How many inaccessible facilities were updated to comply with ADA standards due to receiving a complaint about that facility?
Enter the number of facilities: or select Data Not Available

Accessible Alternative Routes During Construction

Reference: MUTCD Section 6D.01

5. Does your DOT have a mechanism/process in place for ensuring that alternative pedestrian routes for individuals with disabilities are established during a project?
 Yes No

Standard ADA form is displayed.

Recipient name auto-filled from profile.

Questions are grouped in sections.

ADA Report

CLOSE

ADA Transition Plan: Update

Reference: 28 §35.105

6. How often are you updating your inventory?



Select an option

7. How often are you updating your transition plan?



Select an option

ADA Training

Reference: 28 §35.105

8. How many training sessions on ADA were given internally to DOT staff? (A session is defined as having more than 2 attendees)?

Enter the number of trainings held: (enter only a number)

9. How many training sessions on ADA were given to external stakeholders? (Example: sub recipients)

Enter the number of trainings held: (enter only a number)

Commendable Practices

10. Does your agency have any ADA Processes that they would like to highlight as Commendable Practices?

A commendable practice is anything you feel as though your DOT is doing very well in regards to the ADA Program. Enter 3-5 sentences on process(es) you would like to highlight or input "Not Applicable".

Narrative Report

ADA Report

Enter the number of trainings held: (enter only a number)

9. How many training sessions on ADA were given to external stakeholders? (Example: sub recipients)

Enter the number of trainings held: (enter only a number)

Commendable Practices

10. Does your agency have any ADA Processes that they would like to highlight as Commendable Practices?

A commendable practice is anything you feel as though your DOT is doing very well in regards to the ADA Program. Enter 3-5 sentences on process(es) you would like to highlight or input "Not Applicable".

Narrative Report

Attach narrative report after completing and validating this form. Once the window has closed, click the **Add File** button and follow the instructions.

Submitting a narrative report is **optional** and may be dependent on whether any items above require a further explanation. Narrative reports may include pictures, charts, graphs and other accomplishment information, but the overall document should not exceed ten (10) pages. If a State DOT is submitting an accomplishment report on a monthly/bi-monthly/quarterly basis, this could be submitted as the narrative report.

Submitted By

Name	Date
<input type="text"/>	<input type="text"/>

Enter data and click "Validate & Save Draft".

Filling in the Form

ADA Transition Plan Implementation

1. Does your agency actively use the ADA Transition Plan during the planning process for determining what projects will be completed?

Yes No

If yes, please briefly describe the process, for the purpose of sharing practices with others. Include 3-5 sentences on process used to incorporate transition plan into project planning process.

2. Does your state have a program for dedicated funding for standalone ADA projects?

Yes No

How many ADA standalone projects were completed during this fiscal year?

Enter the total number of projects: (enter only a number)

Enter the total dollar amount per fiscal year: (enter only a number; do not use \$ or commas)

3. How many ADA facilities are currently identified in your inventory to be addressed?

Enter the number of facilities: or select Data Not Available

Of these, how many were scheduled to be corrected during this fiscal year?

Enter the number of facilities: or select Data Not Available

Of these, how many were corrected during this reporting period?

Enter the number of facilities: or select Data Not Available

What percentage of your inventory was updated during this fiscal year?

Enter percentage: % or select Data Not Available

Answer each question.

Some questions will present “sub-questions” based on the answer selected/entered. Fill in answers to the sub-questions.

Filling in the Form

FHWA Civil Rights Connect

CLOSE

4. How many inaccessible facilities were updated to comply with ADA standards due to receiving a complaint about that facility?

Enter the number of facilities: or select Data Not Available

Accessible Alternative Routes During Construction Reference: MUTCD Section 6D.01

5. Does your DOT have a mechanism/process in place for ensuring that alternative pedestrian routes for individuals with disabilities are established during a project?

Yes No

If Yes, briefly describe this process.

ADA Transition Plan: Update Reference: 28 §35.105

6. How often are you updating your inventory? ?

7. How often are you updating your transition plan? ?

ADA Training Reference: 28 §35.105

8. How many training sessions on ADA were given internally to DOT staff? (A session is defined as having more than 2 attendees)?

Filling in the Form

CLOSE

ADA Training

Reference: 28 §35.105

8. How many training sessions on ADA were given internally to DOT staff? (A session is defined as having more than 2 attendees)?

Enter the number of trainings held: (enter only a number)

Enter estimated total number of participants that attended:

Briefly describe these trainings (e.g. Are they online? Can individuals attend or are they group trainings?):

9. How many training sessions on ADA were given to external stakeholders? (Example: sub recipients)

Enter the number of trainings held: (enter only a number)

Enter estimated total number of participants that attended:

Commendable Practices

10. Does your agency have any ADA Processes that they would like to highlight as Commendable Practices?

A commendable practice is anything you feel as though your DOT is doing very well in regards to the ADA Program. Enter 3-5 sentences on process(es) you would like to highlight or input "Not Applicable".

Filling in the Form

FHWA Civil Rights Connect

CLOSE

ADA Transition Plan Implementation

1. Does your agency actively use the ADA Transition Plan during the planning process for determining what projects will be completed?

Yes No

If yes, please briefly describe the process, for the purpose of sharing practices with others. Include 3-5 sentences on process used to incorporate transition plan into project planning process.

[Pink highlighted text area]

2. Does your state have a program for dedicated funding for standalone ADA projects?

Yes No

How many ADA standalone projects were completed during this fiscal year?

Enter the total number of projects: [Pink highlighted input] (enter only a number)

Enter the total dollar amount per fiscal year: [Pink highlighted input] (enter only a number; do not use \$ or commas)

3. How many ADA facilities are currently identified in your inventory to be addressed?

Enter the number of facilities: [Green highlighted input: 50] or select Data Not Available

Of these, how many were scheduled to be corrected during this fiscal year?

Enter the number of facilities: [Pink highlighted input] or select Data Not Available

Of these, how many were corrected during this reporting period?

Enter the number of facilities: [Pink highlighted input] or select Data Not Available

What percentage of your inventory was updated during this fiscal year?

Enter percentage: [Pink highlighted input] % or select Data Not Available

Click "Validate & Save Draft" at the bottom of the form to check your answers.

All questions and sub-questions must be answered before submission of the report.

Incomplete questions and sub-questions will be displayed with pink highlight.

ADA Report Complete

Americans with Disabilities Act (ADA) Transition Plan Annual Implementation Report

Upon request by the Federal Highway Administration (FHWA), State Department of Transportations (DOTs) are asked to furnish this annual report on the implementation of their transition plans.

The FHWA has developed a short questionnaire to annually collect essential data on the implementation of ADA Transition Plans and provide a narrative summary of commendable practices, and lessons learned. Please answer the following questions for each category and upload the narrative report, if applicable.

This report covers activities performed during Federal Fiscal Year 2017.

The form is complete. Please click 'Save Draft & Continue' at the bottom of the form to return to the report summary. Then click 'Submit Report' to submit your report to FHWA for review.

Recipient

Pennsylvania Department of Transportation

ADA Transition Plan Implementation

1. Does your agency actively use the ADA Transition Plan during the planning process for determining what projects will be completed?

Yes

Process

2. Does your state have a program for dedicated funding for standalone ADA projects?

Yes

ADA standalone projects completed during this fiscal year: **150**

Save Draft & Continue Edit & Revalidate **Print** **Print to PDF**

If all questions and sub-questions are answered, a green bar will be displayed at the top.

Perform a final review of the answers entered.

Print final report to printer or PDF.

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

PDF of ADA Report

Americans with Disabilities Act (ADA) Transition Plan Annual Implementation Report

Upon request by the Federal Highway Administration (FHWA), State Department of Transportation (DOTs) are asked to furnish this annual report on the implementation of their transition plans.

The FHWA has developed a short questionnaire to annually collect essential data on the implementation of ADA Transition Plans and provide a narrative summary of commendable practices, and lessons learned. Please answer the following questions for each category and upload the narrative report, if applicable.

This report covers activities performed during Federal Fiscal Year 2017.

Recipient

Pennsylvania Department of Transportation

ADA Transition Plan Implementation

1. Does your agency actively use the ADA Transition Plan during the planning process for determining what projects will be completed?

Yes

Process

2. Does your state have a program for dedicated funding for standalone ADA projects?

Yes

ADA standalone projects completed during this fiscal year: **150**

Total dollar amount per fiscal year: **\$7,500,000**

3. How many ADA facilities are currently identified in your inventory to be addressed?

50

Of these, number scheduled to be corrected during this fiscal year: **40**

Of these, number corrected during this reporting period: **20**

Percentage of your inventory was updated during this fiscal year: **35.0%**

4. How many inaccessible facilities were updated to comply with ADA standards due to receiving a complaint about that facility?

25

Accessible Alternative Routes During Construction

Reference: MUTCD Section 6D.01

5. Does your DOT have a mechanism/process in place for ensuring that alternative pedestrian routes for individuals with disabilities are established during a project?

Yes

Description

ADA Transition Plan: Update

Reference: 28 §35.105

6. How often are you updating your inventory?

Monthly

7. How often are you updating your transition plan?

Quarterly

ADA Training

Reference: 28 §35.105

8. How many training sessions on ADA were given internally to DOT staff? (A session is defined as having more than 2 attendees)?

10

Estimated total number of participants that attended: **175**

Description of trainings: **Description**

9. How many training sessions on ADA were given to external stakeholders? (Example: sub recipients)

15

Estimated total number of participants that attended: **250**

Commendable Practices

10. Does your agency have any ADA Processes that they would like to highlight as Commendable Practices?

Not Applicable

Submitted By

Name	Date
Mary Scheel	5/4/2018

View Pending ADA Report Record



FHWA Civil Rights Connect

ADA Report for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 Supportive Services Title VI **ADA/Sec. 504**

[Return to Report List](#)

This report is pending submission.

Steps to complete and submit this report:

1. Fill in the ADA Form [required].
2. Upload the ADA Narrative Report by clicking **Add File** at the bottom of the page [[optional]].
3. Upload any additional relevant supporting documentation by clicking **Add File** at the bottom of the page [optional].
4. When complete, click **Submit Report** at the bottom of the page [required].

Report Status	Pending Submission
Report Period	2017
Report Due	6/30/2018
ADA Form	Complete > View ADA Form Details
Comments	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small;">Save comments without submitting report</p>

Add File < Upload Narrative Report (optional)

Submit Report

Contact FHWA Help Desk | © 2017 B2Gnow

Status updated to "Pending Submission".

ADA Form data complete.

Attach optional Narrative Report.

Submit Pending ADA Report



FHWA Civil Rights Connect

ADA Report for Pennsylvania Department of Transportation

Test System

Main DBE/Part 26 1392 Supportive Services Title VI ADA/Sec. 504

Return to Report List

Dashboard

Recipients

Document Vaults:

DBE

1392

Supportive Services

Title VI

ADA/Sec. 504

Account Profile

Print Page

FHWA Help Desk

Logoff

File saved.

This report is pending submission.

Steps to complete and submit this report:

1. Fill in the ADA Form [required].
2. Upload the ADA Narrative Report by clicking **Add File** at the bottom of the page [[optional].
3. Upload any additional relevant supporting documentation by clicking **Add File** at the bottom of the page [optional].
4. When complete, click **Submit Report** at the bottom of the page [required].

Report Status	Pending Submission
Report Period	2017
Report Due	6/30/2018
ADA Form	Complete > View ADA Form Details
Comments	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div> <p style="text-align: right;">Save comments without submitting report</p>

Files

Actions	Type	File	Added
x view edit delete	ADA Narrative Report	ADA Narrative Report	5/5/2018 by Katherine Peters

Add Another File

Submit Report

Attached Narrative Report.

Submit report to FHWA.

ADA Report Submitted to FHWA Division



FHWA Civil Rights Connect

ADA Report for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 Supportive Services Title VI **ADA/Sec. 504**

[Return to Report List](#)

Test System

Dashboard

Recipients

Document Vaults:

DBE

1392

Supportive Services

Title VI

ADA/Sec. 504

Account Profile

Print Page

FHWA Help Desk

Logoff

✓ The report has been submitted for review.

ⓘ **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	Under Division Review
Report Period	2017
Report Due	6/30/2018
ADA Form	View ADA Form Details
Submitted	5/5/2018 by Katherine Peters

Files

Actions	Type	File	Added
view edit delete	ADA Narrative Report	ADA Narrative Report	5/5/2018 by Katherine Peters

[Withdraw Report](#)

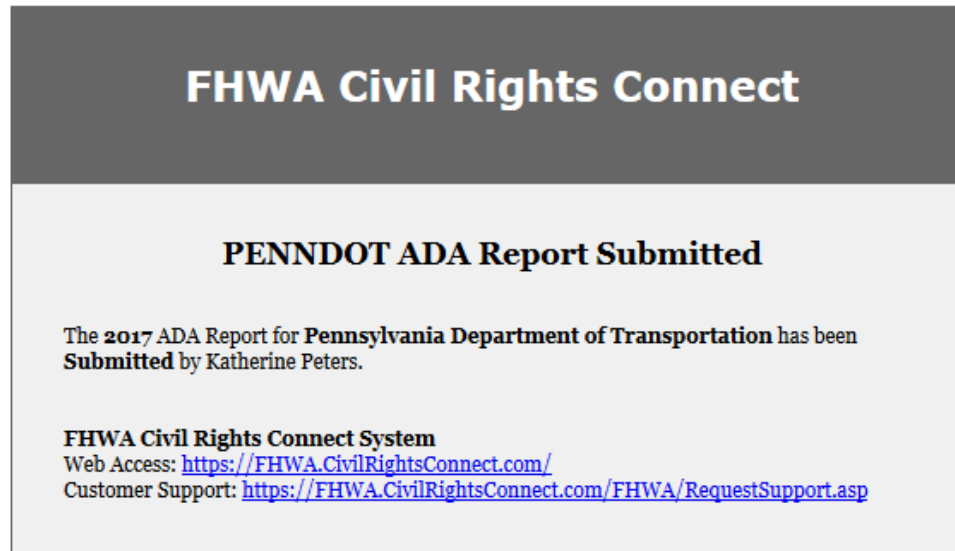
Contact FHWA Help Desk | © 2017 B2Gnow

Submitted confirmation.

Status updated to “Under Review”.

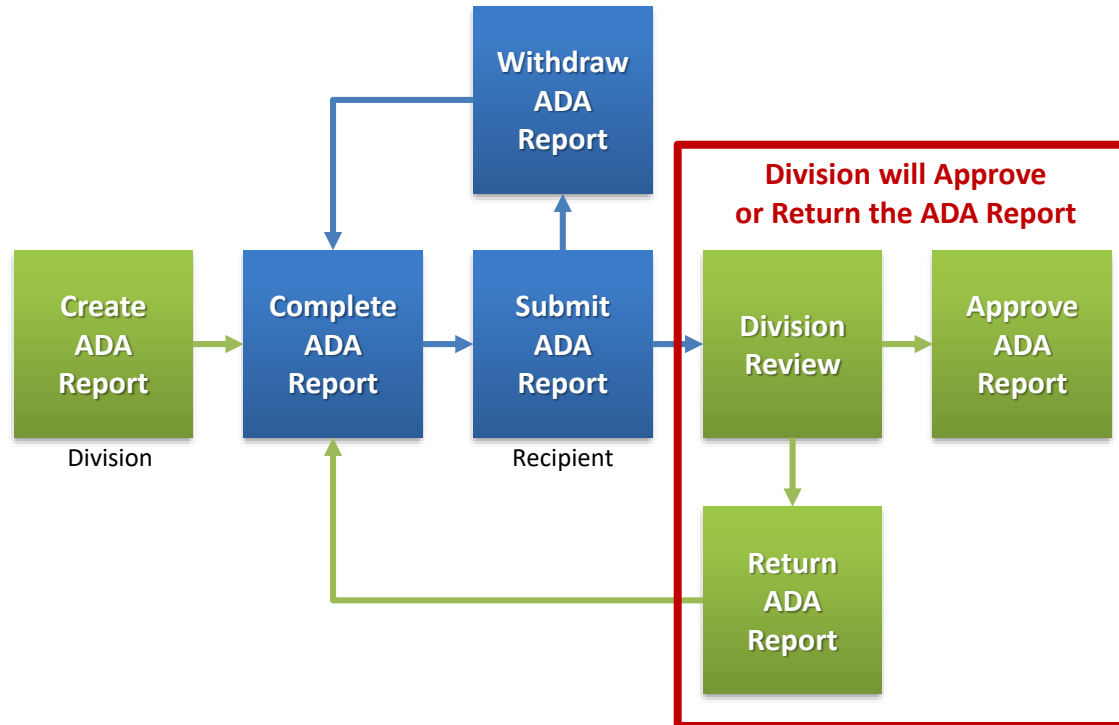
Report can be withdrawn if changes need to be made.

ADA Report Submission Confirmation Email



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

ADA Report Workflow



Approval/Return Email Alert

FHWA Civil Rights Connect

PENNDOT ADA Report Approved

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

FHWA Civil Rights Connect System

Web Access: <https://FHWA.CivilRightsConnect.com/>

Customer Support: <https://FHWA.CivilRightsConnect.com/FHWA/RequestSupport.asp>

Email alert is sent to recipient of action taken.

List of Recipient's ADA Reports



FHWA Civil Rights Connect

ADA Reports for Pennsylvania Department of Transportation

Test System

Dashboard

Recipients

Document Vaults:

DBE

1392

Supportive Services

Title VI

ADA/Sec. 504

Account Profile

Print Page

FHWA Help Desk

Logoff

Main DBE/Part 26 1392 Supportive Services Title VI **ADA/Sec. 504**

Actions	Status	Period
view	✔ Approved	2017

Approved ADA Report.

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

