

# 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
- Part 1
  - System Access
  - System Familiarization
  - Profile Management
  - Getting Support
- Part 2
  - DBE Module – Uniform Reports
- 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 6 functional modules:

DBE

1392

EEO-4

Supportive  
Services

Title VI

ADA

# 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.
- 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.

# FHWA Civil Rights Connect

## PART 1 – BASIC SYSTEM FEATURES

- System Access
- System Familiarization
- Account Management
- Document Vault
- Getting Support



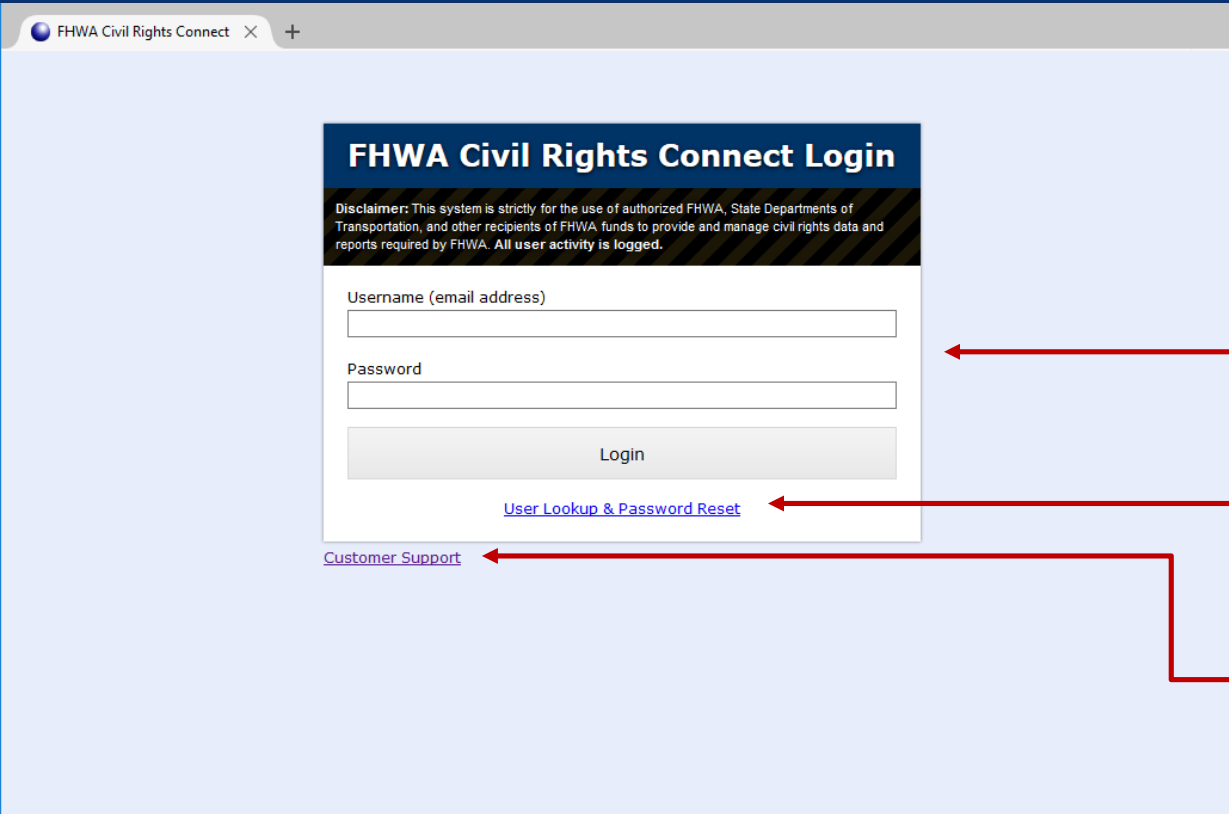
# FHWA Civil Rights Connect

## System Access





# System Login Page



User login.

Account lookup and password reset for existing users.

Customer support.

**System Web Address:**

**<https://FHWA.CivilRightsConnect.com>**

# User Lookup & Password Reset

## User Lookup & Password Reset

To request a password reset, first search for your account.

[Click here](#) for search tips.

First Name	Last Name
<input type="text" value="martha"/>	<input type="text"/>
Organization	Email
<input type="text"/>	<input type="text"/>
Phone	Fax
<input type="text"/>	<input type="text"/>

[Return to Login](#) [Customer Support](#)



Lookup user account by any parameter.

# User Lookup & Password Reset

**Matched User List**

1 match found.

User account not listed? [Submit a request for a new user account.](#)

**John Huffman**, Alabama Department of Transportation  
Username: huffmanjo@dot.state.al.us  
[Reset Password](#) [Report Error with Contact Information](#)

To search again, update information below and click Search.

[Click here](#) for search tips.

First Name	Last Name
<input type="text" value="john"/>	<input type="text" value="huffman"/>
Organization	Email
<input type="text"/>	<input type="text"/>
Phone	Fax
<input type="text"/>	<input type="text"/>

[Return to Login](#) [Customer Support](#)

If no match at all, new user account can be requested.

Matched users listed. Can request password request or report error with contact information.

Search again if user not found.

# Request Contact Information Update

## Request FHWA Civil Rights Connect Support

**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.

Complete this form, enter your issue in the text box, and click **Submit**. All fields marked with \* are required. FHWA staff will review your request and respond (usually) within five business days.

Name *	First name *	Last name *
	<input type="text" value="John"/>	<input type="text" value="Huffman"/>
Title	<input type="text"/>	
Organization *	<input type="text" value="Alabama Department of Transportation"/>	
Email *	<input type="text" value="huffmanjo@dot.state.al.us"/>	
Phone *	<input type="text" value="334"/>	<input type="text" value="353-6469"/> Ext. <input type="text"/>
Fax	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
State *	<input type="text" value="AL"/> <input type="button" value="v"/>	
Message/Issue/Error *	Enter as much detail as possible about your support request. <input type="text"/>	
Program *	<input type="text" value="DBE"/> <input type="button" value="v"/>	
<input type="button" value="Submit"/>		

[Return to Login](#)

Complete and submit form to report issue with contact information.

# FHWA Civil Rights Connect

## System Familiarization



# System Dashboard

Test System

Dashboard

Assigned Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logoff

## dbE-Connect Dashboard

Account Profile

### DBE Achievement Reports

Actions	Recipient	Status	Period
<a href="#">view</a>	ALDOT	<span style="color: red;">! Not Started</span>	10/1/2016 - 3/31/2017
<a href="#">view</a>	ALDOT	<span style="color: green;">✔ Approved</span>	4/1/2016 - 9/30/2016

[View All](#)

### Alerts

No active alerts

### Recipient Assignment Requests

Actions	Recipient	Status	Dates
<a href="#">view</a>	ALDOT	<span style="color: green;">✔ Approved</span>	Processed 3/27/17

[Request Recipient Assignment](#)

The Dashboard displays assigned or relevant records for the user.

To access all records, such as Uniform Reports, click “View All” for the record type.

# Document Vault

**DBE Document Vault**

This document vault provides a secure repository to access FAA documents for the DBE program. Click **view** to view/download a document.

Actions	Type	File	Added
<a href="#">view</a>	FHWA Policies	Sample DBE contracting language	4/14/2017 by Customer Support
<a href="#">view</a>	FHWA Procedures	Sample DBE program document	4/14/2017 by Customer Support
<a href="#">view</a>	FHWA Procedures	Sample goal methodology document	4/14/2017 by Customer Support
<a href="#">view</a>	FHWA Procedures	Uniform Report Submittal Procedures	4/14/2017 by Customer Support

[Contact FHWA Help Desk](#) | © 2017 B2Gnow

The Document Vault provides an easy way to maintain a library of relevant program documents in a single location.

Program documents are available to recipients.

Each program/module will have a dedicated Document Vault, e.g. DBE, 1392, Title VI, ADA.

Access users is based on user program assignment.

# Update User Profile

Click “Account Profile” on the Dashboard to access edit page.



## FHWA Civil Rights Connect

### Account Profile

Change Password

- Test System
- Dashboard
- Assigned Recipients
- DBE Doc Vault
- Account Profile
- Print Page
- FHWA Help Desk
- Logoff

\* Required fields

Name *	Prefix	First name *	Middle	Last name *	Suffix
		John		Huffman	
Title					
Organization *	Alabama Department of Transportation				
Department					
Email/Username *	huffmanjo@dot.state.al.us				
Phone *	334	353-6469	Ext.		
Fax					
Mobile					
Physical Address *	Line 1				
	Line 2				
	Line 3				
	City				
State	AL	Zip			
Mailing Address *	Copy physical address to mailing address				
	Line 1				
	Line 2				
	Line 3				
	City				
State	AL	Zip			

Save Changes

Cancel



Save changes when finished.



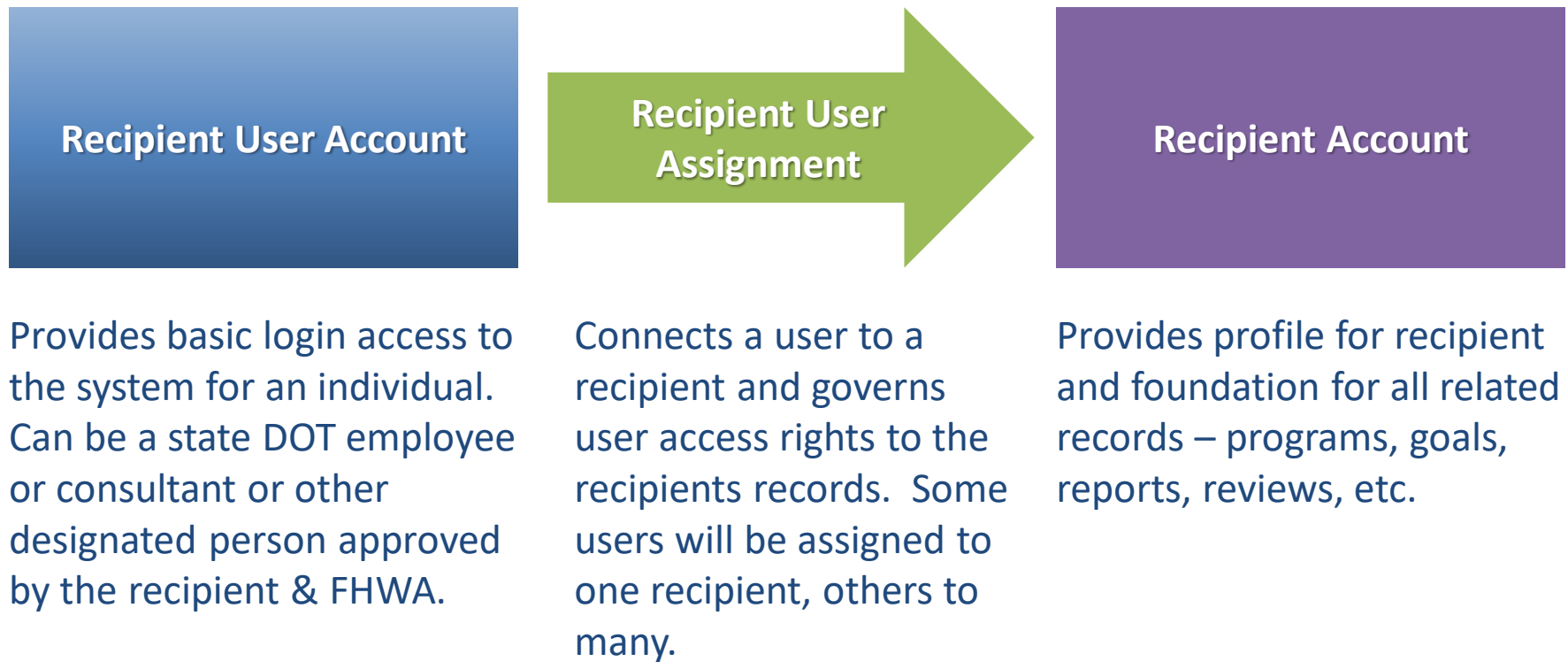
# FHWA Civil Rights Connect

## Account Management



# Recipient Access

- There are three components to recipient and recipient access to the system:



# New User Request

FHWA Civil Rights Connect

## 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

Login

[User Lookup & Password Reset](#)

[Customer Support](#)

Start with user lookup to confirm account is not already in system.

# User Lookup

### User Lookup & Password Reset

To request a password reset, first search for your account.

[Click here](#) for search tips.

First Name	Last Name
<input type="text" value="martha"/>	<input type="text"/>
Organization	Email
<input type="text"/>	<input type="text"/>
Phone	Fax
<input type="text"/>	<input type="text"/>

[Return to Login](#) [Customer Support](#)



Lookup user account by any parameter.

# User Lookup

### Matched User List

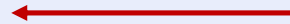
**No matches found. Please try adjusting the search parameters or [submit a request for a new user account.](#)**

To search again, update information below and click Search.

[Click here](#) for search tips.

First Name	Last Name
<input type="text" value="john"/>	<input type="text" value="smith"/>
Organization	Email
<input type="text"/>	<input type="text"/>
Phone	Fax
<input type="text"/>	<input type="text"/>

[Return to Login](#) [Customer Support](#)



If no match at all, new user account can be requested.

# Request New User Account

## Request New User Account

**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.

Only after you have thoroughly searched the [User Lookup](#), complete this form and click **Submit**. All fields marked with \* are required. FHWA staff will review your request and respond (usually) within five business days.

**Name \***

Prefix	First name *	Middle	Last name *	Suffix
	Mary		Smith	

**Title**

**Organization \***

**Department**

**Email/Username \***

**Phone \***

202	1234567	Ext.	
-----	---------	------	--

**Fax**

--	--

**Mobile**

--	--

**Physical Address \***

101 State Avenue	Line 1		
	Line 2		
	Line 3		
Capital	City		
State MD	Zip 12345	-	

[Copy physical address to mailing address](#)

**Mailing Address \***

101 State Avenue	Line 1		
	Line 2		
	Line 3		
Capital	City		
State MD	Zip 12345	-	

[Return to Login](#) [Customer Support](#)

Complete and submit form to request new user account.

# User Account Requested

## Request New User Account

User Account Request has been submitted.

Staff will review your account request and respond accordingly.

[Return to Login](#) [Return to Lookup](#)

User Request has been successfully submitted.

# User Account Approved Alert to User

## FHWA Civil Rights Connect

### User Account Approved

✔ Your user account has been approved and you can now access the FHWA Civil Rights Connect system.

Your temporary password is: **UeZssPW** (case sensitive). Please visit <https://FHWA.CivilRightsConnect.com/> as soon as possible to login and update your password.

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

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

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



# Request Assignment to Recipient



## FHWA Civil Rights Connect

### dbE-Connect Dashboard

Account Profile

- Test System
- Dashboard
- Assigned Recipients
- DBE Doc Vault
- Account Profile
- Print Page
- FHWA Help Desk
- Logoff

#### DBE Achievement Reports

Actions	Recipient	Status	Period
<a href="#">view</a>	ALDOT	<span style="color: red;">! Not Started</span>	10/1/2016 - 3/31/2017
<a href="#">view</a>	ALDOT	<span style="color: green;">✔ Approved</span>	4/1/2016 - 9/30/2016

[View All](#)

#### Alerts

No active alerts

#### Recipient Assignment Requests

Actions	Recipient	Status	Dates
<a href="#">view</a>	ALDOT	<span style="color: green;">✔ Approved</span>	Processed 3/27/17

[Request Recipient Assignment](#)

Access system with email address and temporary password. A password update will be required on the first login.

To be connected to a recipient, click "Request Recipient Assignment".

# Request Assignment to Recipient

FHWA Civil Rights Connect × +



## FHWA Civil Rights Connect

### Request Recipient Assignment

This process will guide you in requesting assignment to an recipient. To continue click **Select Recipient**. On the next page, search for the recipient and click **select**.

If you are a consultant, please request that an authorized recipient representative send an email message to the FHWA Division Specialist authorizing you to access this system for the stated purpose(s). After we receive the email message from the recipient, we will approve your recipient assignment request.

Do not select access types not applicable to your intended need as this will delay your access review and approval. For example, if you are a consultant that will be working with the DBE program only, please check only View and Submit for the DBE program.

Select Recipient

Contact FHWA Help Desk | © 2017 B2Gnow

Test System

Dashboard

Assigned Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logoff

Review instructions.

Click "Select Recipient" to continue.

# Select Recipient for Assignment



## FHWA Civil Rights Connect

### Select Recipient

Filter, sort, and page through the list to find the recipient to which you would like to be assigned. Click **select** next to the recipient to go to the next step.

Search/Sort/Filter

Search (name, city)  Sort By  Division  Recipient Type  [> Clear All](#)  
[> Go/Refresh](#)

Actions	Recipient ID	Recipient Name	Location	Recipient Type	Division
<a href="#">select</a>	ALDOT	Alabama Department of Transportation	, AL	DOT	AL
<a href="#">select</a>	ADOT	Alaska Department of Transportation	, AL	DOT	AS
<a href="#">select</a>	ADOT	Arizona Department of Transportation	, AZ	DOT	AZ
<a href="#">select</a>	AHTD	Arkansas State Highway and Transportation Department	, AR	DOT	AR
<a href="#">select</a>	Caltrans	California Department of Transportation	, CA	DOT	CA
<a href="#">select</a>	CDOT	Colorado Department of Transportation	, CO	DOT	CO
<a href="#">select</a>	ConnDOT	Connecticut Department of Transportation	, CT	DOT	CT
<a href="#">select</a>	DelDOT	Delaware Department of Transportation	, DE	DOT	DE
<a href="#">select</a>	DTOP	Departamento de Transportacion y Obras Publicas	, PR	DOT	PR
<a href="#">select</a>	DDOT	District Department of Transportation	, DC	DOT	DC
<a href="#">select</a>	FDOT	Florida Department of Transportation	, FL	DOT	FL
<a href="#">select</a>	GDOT	Georgia Department of Transportation	, GA	DOT	GA
<a href="#">select</a>	HDOT	Hawaii Department of Transportation	, HI	DOT	HI
<a href="#">select</a>	ITD	Idaho Department of Transportation	, ID	DOT	ID
<a href="#">select</a>	IDOT	Illinois Department of Transportation	, IL	DOT	IL
<a href="#">select</a>	INDOT	Indiana Department of Transportation	, IN	DOT	IN
<a href="#">select</a>	Iowa DOT	Iowa Department of Transportation	, IO	DOT	IA
<a href="#">select</a>	KDOT	Kansas Department of Transportation	, KS	DOT	KS
<a href="#">select</a>	KYTC	Kentucky Transportation Cabinet	, KY	DOT	KY

List can be searched, sorted, and filtered.

Click “select” to continue with the applicable recipient.

# Provide Assignment Reason and Details



## FHWA Civil Rights Connect

Test System

Dashboard

Assigned Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logoff

### Request Recipient Assignment

Enter a reason for requesting this assignment, identify the access you require, and click **Submit Request**.

Recipient \* **ConnDOT: Connecticut Department of Transportation**  
CT

Reason for Assignment \*  
Will be submitting Uniform Reports.

Access Type \* **Select one or more access options.**

**For example, if you are a staff member or consultant that will be working with the DBE program only, please check only View and Submit for the DBE program. Do not check access types not applicable to your intended need as this will delay your access review and approval.**

Disadvantaged Business Enterprise Program (DBE/Part 26)  
 View DBE/Part 26 Programs, Goals, Reports, Documents  
 Submit DBE/Part 26 Programs, Goals, Reports, Documents

Contact **John Huffman**  
**Alabama Department of Transportation**  
334-353-6469  
huffmanjo@dot.state.al.us

Submit Request

Cancel

Contact FHWA Help Desk | © 2017 B2Gnow

Enter reason for assignment.

Select desired access options.

Click "Submit Request" to send to FHWA.

# Assignment Request Submitted



## FHWA Civil Rights Connect

### Request Recipient Assignment

Recipient assignment request has been submitted.

The request will be reviewed by staff and action taken in the next five business days.

You will be notified by email of the final outcome.

[Return to Assigned Recipient List](#)

[Request Another Recipient](#)

[View This Request](#)

Test System

Dashboard

Assigned Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logoff

Contact FHWA Help Desk | © 2017 B2Gnow



# Assigned Approved/Denied Email Alert

**FHWA Civil Rights Connect**

**Recipient Assignment Approved**

✔ Access to Connecticut Department of Transportation has been approved.

**FHWA Civil Rights Connect System**  
Web Access: <https://FHWA.CivilRightsConnect.com/>  
Customer Support: [fhwa@CivilRightsConnect.com](mailto:fhwa@CivilRightsConnect.com)

Assignment Approved Alert

**FHWA Civil Rights Connect**

**Recipient Assignment Denied**

Access to Alaska Department of Transportation has been denied. Not approved.

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

Assignment Denied Alert

# FHWA Civil Rights Connect

## Getting Support



# Request Support From Login Page

FHWA Civil Rights Connect

## 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

Login

[User Lookup & Password Reset](#)

[Customer Support](#)

Customer support.



# Submit Support Request

**Request FHWA Civil Rights Connect Support**

**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.

Complete this form, enter your issue in the text box, and click **Submit**. All fields marked with \* are required. FHWA staff will review your request and respond (usually) within five business days.

Name \*

Title

Organization \*

Email \*

Phone \*   Ext.

Fax

Mobile

State \*

Message/Issue/Error \* Enter as much detail as possible about your support request.

Program \*

[Return to Login](#)

Fill in contact information.

Provide details. Be as descriptive as possible.

Submit.

# Support Request Submitted

## dbE-Connect Support

**Your support request has been submitted.**

**Staff will review your request and respond accordingly.**

[Return to Login](#) [Return to Lookup](#)

# Request Support While Logged On



## FHWA Civil Rights Connect

### Account Profile

Change Password

Test System

Dashboard

Assigned Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logout

\* Required fields

Name *	Prefix	First name *	Middle	Last name *	Suffix
	<input type="text"/>	John	<input type="text"/>	Huffman	<input type="text"/>
Title	<input type="text"/>				
Organization *	Alabama Department of Transportation				
Department	<input type="text"/>				
Email/Username *	huffmanjo@dot.state.al.us				
Phone *	334	353-6469	Ext.	<input type="text"/>	
Fax	<input type="text"/>				
Mobile	<input type="text"/>				
Physical Address *	<input type="text"/>				Line 1
	<input type="text"/>				Line 2
	<input type="text"/>				Line 3
	<input type="text"/>				City
	State	AL	Zip	<input type="text"/>	
Mailing Address *	Copy physical address to mailing address				
	<input type="text"/>				Line 1
	<input type="text"/>				Line 2
	<input type="text"/>				Line 3
	<input type="text"/>				City
	State	AL	Zip	<input type="text"/>	

Save Changes

Cancel

Contact FHWA Help Desk © 2017 B2Gnow

Click "FHWA Help Desk" button or link on any page.

# Submit Support Request

Test System

Dashboard

Assigned Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logoff

## Submit Support Request to FHWA Help Desk

Review and update your contact information below. Enter your message/issue/error in the text box below and click **Submit**. Please provide as much detail as possible to speed the resolution of your concern.

Name \*  
First name \* John Last name \* Huffman

Title

Organization \* Alabama Department of Transportation

Email \* huffmanjo@dot.state.al.us

Phone \* 334 353-6469 Ext.

Fax

Mobile

Message/Issue/Error \*  
Enter as much detail as possible about your support request.  
I need assistance with the Uniform Report. How is 18a calculated?

Program \* DBE

Submit

Contact information auto-filled from profile.

Provide details. Be as descriptive as possible.

# Support Request Submitted



## FHWA Civil Rights Connect

### Submit Support Request to FHWA Help Desk

Your support request has been submitted.

- Test System
- Dashboard
- Assigned Recipients
- DBE Doc Vault
- Account Profile
- Print Page
- FHWA Help Desk
- Logoff

Contact FHWA Help Desk | © 2017 B2Gnow

# Support Response Email

## FHWA Civil Rights Connect

### Customer Support Response

I will call you this afternoon to discuss. What is the best time for you?

> I need assistance with the Uniform Report. How is 18a calculated?

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

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

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

# FHWA Civil Rights Connect

## PART 2 – DBE MODULE

- Uniform Reports



# DBE Uniform Reports

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



# Uniform Report Workflow



# Uniform Reports on Recipient Dashboard



## FHWA Civil Rights Connect

### dbE-Connect Dashboard

Account Profile

- Dev System
- Dashboard
- Recipients
- DBE Doc Vault
- Account Profile
- Print Page
- FHWA Help Desk
- Logoff

#### DBE Achievement Reports

Actions	Recipient	Status	Period
<a href="#">view</a>	PennDOT	<span style="color: red;">ⓘ Not Started</span>	10/1/2016 - 3/31/2017

[View All](#)

#### Alerts

No active alerts

#### Recipient Assignment Requests

Actions	Recipient	Status	Dates
<a href="#">view</a>	PennDOT	<span style="color: green;">✔ Approved</span>	Processed 3/25/17

Request Recipient Assignment

Recipient Dashboard shows pending Uniform Report.

# View New Uniform Report Record



## FHWA Civil Rights Connect

- Dev System
- Dashboard
- Recipients
- DBE Doc Vault
- Account Profile
- Print Page
- FHWA Help Desk
- Logoff

### DBE/Part 26 Achievement Report for Pennsylvania Department of Transportation

Main **DBE/Part 26**

Return to Report List

**This report has not been started.**

Steps to complete and submit this report:

1. Fill in the DBE Uniform Report [required].
2. Fill in or attach a copy of DBE firms utilized on your contracts [optional].
3. Attach any relevant support 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		
Reporting Period	FY 2017 Oct-Mar 10/1/2016 to 3/31/2017		
Report Due	6/1/2017		
Uniform Report	❗ Not entered <a href="#">Edit Uniform Report to complete</a>		
DBE List	❗ No DBEs logged > <a href="#">Add DBEs</a>		
	<u>Overall</u>	<u>Race Neutral</u>	<u>Race Conscious</u>
Goal	11.40%	2.50%	8.90%
Awards/Commitments	Not reported	Not reported	Not reported
Overage/Shortfall	N/A	N/A	N/A
Comments	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small; color: #0070C0;">Save draft of comments without submitting report</p>		

Add File

Submit Report

“Not Started” status first time recipient views record.

First step is to fill in the Uniform Form.

Goals auto-filled from goal record.

Record cannot be submitted until required data is entered.

# Uniform Report (Top Half)

FHWA Civil Rights Connect

CLOSE

Fill out the form with your information. Click the button to the right for detailed instructions in PDF format or click the 'View Instructions' links within the form. Uniform Form Instructions

### UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

» View instructions for Rows 1-7

1 Submitted to (check only one):	<input checked="" type="checkbox"/> FHWA	<input type="checkbox"/> FAA	FTA--Recipient ID Number	<input type="text"/>
2 AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Federal fiscal year in which reporting period falls:	FY <input type="text" value="2017"/>	4. Date This Report Submitted:	<input type="text" value="3/25/2017"/>	
5 Reporting Period:	<input checked="" type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)		<input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)	<input type="checkbox"/> FAA Annual Report due Dec. 1
6 Name and address of Recipient:	<input type="text" value="Pennsylvania Department of Transportation Harrisburg PA 00000"/>			
7 Annual DBE Goal(s):	Race Conscious Projection <input type="text" value="8.90"/>	Race Neutral Projection <input type="text" value="2.50"/>	OVERALL Goal	<input type="text" value="11.40"/>

### Awards/Commitments this Reporting Period

» View instructions for Section A (Rows 8-10)

A AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	B Total Dollars	C Total Number	D Total to DBEs (dollars)	E Total to DBEs (number)	F Total to DBEs /Race Conscious (dollars)	G Total to DBEs /Race Conscious (number)	H Total to DBEs /Race Neutral (dollars)	I Total to DBEs /Race Neutral (number)	J Percentage of total dollars to DBEs
8 Prime contracts awarded this period.	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
9 Subcontracts awarded/committed this period.	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
10 TOTAL	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

» View instructions for Section B (Rows 11-17)

### Contracts Awarded to DBEs this Period

B BREAKDOWN BY ETHNICITY & GENDER	Contracts Awarded to DBEs this Period					
	Total to DBE (dollar amount)			Total to DBE (number)		
	A Women	B Men	C Total	D Women	E Men	F Total
11 Black American	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
12 Hispanic American	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
13 Native American	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
14 Asian-Pacific American	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
15 Subcontinent Asian American	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
16 Non-Minority	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
17 TOTAL	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

### Payments Made this Period

» View instructions for Section C (Row 18) \*\*\* View special Section 3 guidance from U.S. DOT \*\*\*

C PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	D Total Number of Contracts	E Total Dollars Paid	F Total Number of Contracts with DBEs	G Total Payments to DBE firms	H Total Number of DBE firms Paid	I Percent to DBEs
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Standard Uniform Report form is displayed.

Header information auto-filled from profile & date.

Goals auto-filled from goal record. Confirm and update race conscious and race neutral numbers as needed.

Not all fields need to be entered; system will auto-calculated totals and percentages.

Color-coding shows fields that must match: 10C & 17C, 10D & 17F

# Uniform Report Instructions

Fill out the form with your information. Click the button to the right for detailed instructions in PDF format or click the 'View Instructions' links within the form.

[Uniform Form Instructions](#)

### UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

» View instructions for Rows 1-7

1	Submitted to (check only one):	<input checked="" type="checkbox"/> FHWA	<input type="checkbox"/> FAA	<input type="checkbox"/> FTA--Recipient ID Number			
2	AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):						
3	Federal fiscal year in which reporting period falls:	FY 2017	4. Date This Report Submitted:	3/25/2017			
5	Reporting Period:	<input checked="" type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)	<input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)	<input type="checkbox"/> FAA Annual Report due Dec. 1			
6	Name and address of Recipient:	Pennsylvania Department of Transportation Harrisburg PA 00000					
7	Annual DBE Goal(s):	Race Conscious Projection	8.90	Race Neutral Projection	2.50	OVERALL Goal	11.40

### Awards/Commitments this Reporting Period

» View instructions for Section A (Rows 8-10)

The amounts in items 8(A)–10(I) should include all types of prime contracts awarded and all types of subcontracts awarded or committed, including: professional or consultant services, construction, purchase of materials or supplies, lease or purchase of equipment and any other types of services. All dollar amounts are to reflect only the Federal share of such contracts and should be rounded to the nearest dollar.

**Line 8: Prime contracts awarded this period:** The items on this line should correspond to the contracts directly between the recipient and a supply or service contractor, with no intermediaries between the two.

8(A). Provide the total dollar amount for all prime contracts assisted with DOT funds and awarded during this reporting period. This value should include the entire Federal share of the contracts without removing any amounts associated with resulting subcontracts.

8(B). Provide the total number of all prime contracts assisted with DOT funds and awarded during this reporting period.

8(C). From the total dollar amount awarded in item 8(A), provide the dollar amount awarded in prime contracts to certified DBE firms during this reporting period. This amount should not include the amounts sub contracted to other firms.

8(D). From the total number of prime contracts awarded in item 8(B), specify the number of prime contracts awarded to certified DBE firms during this reporting period.

8(E&F). This field is closed for data entry. Except for the very rare case of DBE-set asides permitted under 49 CFR part 26, all prime contracts awarded to DBEs are regarded as race-neutral.

8(G). From the total dollar amount awarded in item 8(C), provide the dollar amount awarded to certified DBEs through the use of Race Neutral methods. See the definition of Race Neutral in item 7 and the explanation in item 8 of project types to include.

8(H). From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through Race Neutral methods.

8(I). Of all prime contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 8(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.

**Line 9: Subcontracts awarded/committed this period:** Items 9(A)–9(I) are derived in the same way as items 8(A)–8(I), except that these calculations should be based on subcontracts rather than prime contracts. Unlike prime contracts, which may only be awarded, subcontracts may be either awarded or committed.

9(A). If filling out the form for general reporting, provide the total dollar amount of subcontracts assisted with DOT funds awarded or committed during this period. This value should be a subset of the total dollars awarded in prime contracts in 8(A), and therefore should never be greater than the amount awarded in prime contracts. If filling out the form for project reporting, provide the total dollar amount of subcontracts assisted with DOT funds awarded or committed during this period. This value should be a subset of the total dollars awarded or previously in prime contracts in 8(A). The sum of all subcontract amounts in consecutive periods should never exceed the sum of all prime contract amounts awarded in those periods.

9(B). Provide the total number of all sub contracts assisted with DOT funds that were awarded or committed during this reporting period.

9(C). From the total dollar amount of sub contracts awarded/committed this period in item 9(A), provide the total dollar amount awarded in sub contracts to DBEs.

9(D). From the total number of sub contracts awarded or committed in item 9(B), specify the number of sub contracts awarded or committed to DBEs.

9(E). From the total dollar amount of sub contracts awarded or committed to DBEs this period, provide the amount in dollars to DBEs using Race Conscious measures.

9(F). From the total number of sub contracts awarded or committed to DBEs this period, provide the number of sub contracts awarded or committed to DBEs using Race Conscious measures.

9(G). From the total dollar amount of sub contracts awarded/committed to DBEs this period, provide the amount in dollars to DBEs using Race Neutral measures.

9(H). From the total number of sub contracts awarded/committed to DBEs this period, provide the number of sub contracts awarded to DBEs using Race Neutral measures.

9(I). Of all subcontracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 9(C) by the dollar amount in item 9(A) to derive this percentage. Round percentage to the nearest tenth.

**Line 10: Total contracts awarded or committed this period.** These fields should be used to show the total dollar value and number of contracts awarded to DBEs and to calculate the overall percentage of dollars awarded to DBEs.

10(A)–10(B). These fields are unavailable for data entry.

10(C–H). Combine the total values listed on the prime contracts line (Line 8) with the corresponding values on the subcontracts line (Line 9).

10(I). Of all contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the total dollars awarded to DBEs in item 10(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.

A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the	A	B	C	D	E	F	G	H	I
		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral	Percentage of total dollars to

U.S. DOT instructions PDF available.

U.S. DOT instructions also embedded in report and available with one-click.

# Uniform Report (Bottom Half)

CLOSE

9(H). From the total number of sub contracts awarded/committed to DBEs this period, provide the number of sub contracts awarded to DBEs using Race Neutral measures.  
 9(I). Of all subcontracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 9(C) by the dollar amount in item 9(A) to derive this percentage. Round percentage to the nearest tenth.  
**Line 10: Total contracts awarded or committed this period.** These fields should be used to show the total dollar value and number of contracts awarded to DBEs and to calculate the overall percentage of dollars awarded to DBEs.  
 10(A)–10(B). These fields are unavailable for data entry.  
 10(C–H). Combine the total values listed on the prime contracts line (Line 8) with the corresponding values on the subcontracts line (Line 9).  
 10(I). Of all contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the total dollars awarded to DBEs in item 10(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.

A	A	B	C	D	E	F	G	H	I
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts awarded or committed during the reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral (number)	Percentage of total dollars to DBEs
8 Prime contracts awarded this period.			0	0					0
9 Subcontracts awarded/committed this period.			0	0					0
10 TOTAL			0	0	0	0	0	0	0

View instructions for Section B (Rows 11-17)

B	BREAKDOWN BY ETHNICITY & GENDER	Contracts Awarded to DBEs this Period					
		Total to DBE (dollar amount)			Total to DBE (number)		
		Women	Men	Total	Women	Men	Total
11	Black American			0			0
12	Hispanic American			0			0
13	Native American			0			0
14	Asian-Pacific American			0			0
15	Subcontinent Asian American			0			0
16	Non-Minority			0			0
17	TOTAL	0	0	0	0	0	0

Payments Made this Period

View instructions for Section C (Row 18)

\*\*\* View special Section 3 guidance from U.S. DOT \*\*\*

C	A	B	C	D	E	F
PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18 Prime and sub contracts currently in progress						0

View instructions for Section D (Rows 19-21)

D	A	B	C	D	E
TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	Number of Contracts Completed	Total Dollar Value of Prime Contracts Completed	DBE Participation needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19 Race Conscious					0
20 Race Neutral					0
21 Totals	0	0		0	0

View instructions for Rows 23-25

23 Submitted by Katherine Peters

24. Signature (type your name as your signature)

25. Phone Number 717-787-5891

Validate & Save Draft Print Cancel Fill in Blank Fields with Zeroes

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

Enter data and click "Validate & Save Draft".

# Uniform Report Validation Alerts

Update the form with your information. Click the button to the right for detailed instructions in PDF format or click the 'View Instructions' links within the form. Uniform Form Instructions

**» Count in 10d must equal the value in 17f  
» Value in 10c must equal the count in 17c**

**UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS**

» View instructions for Rows 1-7

1 Submitted to (check only one):  FHWA  FAA  FTA--Recipient ID Number

2 AIP Numbers (FAA Recipients): Grant Number (FTA Recipients):

3 Federal fiscal year in which reporting period falls: FY  4. Date This Report Submitted:

5 Reporting Period:  Report due June 1 (for period Oct. 1 - Mar. 31)  Report due Dec 1 (for period April 1 - Sept. 30)  FAA Annual Report due Dec. 1

6 Name and address of Recipient: Pennsylvania Department of Transportation  
Harrisburg PA 00000

7 Annual DBE Goal(s): Race Conscious Projection  Race Neutral Projection  OVERALL Goal

**Awards/Commitments this Reporting Period**

» View instructions for Section A (Rows 8-10)

A	B	C	D	E	F	G	H	I	
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral (number)	Percentage of total dollars to DBEs
8 Prime contracts awarded this period.	10,000,000	10	0	0			0	0	0.0
9 Subcontracts awarded/committed this period.	500,000	1	500,000	1	500,000	1	0	0	100.0
10 TOTAL			500,000	1	500,000	1	0	0	5.0

» View instructions for Section B (Rows 11-17)

**B BREAKDOWN BY ETHNICITY & GENDER**

Contracts Awarded to DBEs this Period

	A		B		C		D		E		F	
	Total to DBE (dollar amount)						Total to DBE (number)					
	Women	Men	Total	Women	Men	Total						
11 Black American	0	0	0	0	0	0						
12 Hispanic American	0	0	0	0	0	0						
13 Native American	0	0	0	0	0	0						
14 Asian-Pacific American	0	0	0	0	0	0						
15 Subcontinent Asian American	0	0	0	0	0	0						
16 Non-Minority	0	0	0	0	0	0						
17 TOTAL	0	0	0	0	0	0						

**Payments Made this Period**

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

# Uniform Report Validation Alerts

CLOSE

Update the form with your information. Click the button to the right for detailed instructions in PDF format or click the 'View Instructions' links within the form. Uniform Form Instructions

» The form has reported identical values in 9a/9b and 9c/9d, meaning no non-DBE subcontractor awards/commitments made. 9a and 9b is the total of ALL subcontracts awarded (non-DBE and DBE subcontracts). Please confirm this information and continue if correct (no non-DBE subcontractors received awards/commitments). If incorrect, please correct 9a/9b.

If the information is correct, click 'Save Draft & Continue' at the bottom of the page. Then click 'Submit Report' to submit your report to FHWA for review.

**UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS**

» View instructions for Rows 1-7

1 Submitted to (check only one):	<input checked="" type="checkbox"/> FHWA	<input type="checkbox"/> FAA	<input type="checkbox"/> FTA--Recipient ID Number
2 AIP Numbers (FAA Recipients): Grant Number (FTA Recipients):			
3 Federal fiscal year in which reporting period falls:	FY 2017	4. Date This Report Submitted:	3/25/2017
5 Reporting Period:	<input checked="" type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)	<input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)	<input type="checkbox"/> FAA Annual Report due Dec. 1
6 Name and address of Recipient:	Pennsylvania Department of Transportation Harrisburg PA 00000		
7 Annual DBE Goal(s):	Race Conscious Projection 8.90	Race Neutral Projection 2.50	OVERALL Goal 11.40

**Awards/Commitments this Reporting Period**

» View instructions for Section A (Rows 8-10)

A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	B	C	D	E	F	G	H	I
	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral (number)	Percentage of total dollars to DBEs
8	10,000,000	10	0	0			0	0	0.0
9	500,000	1	500,000	1	500,000	1	0	0	100.0
10			500,000	1	500,000	1	0	0	5.0

» View instructions for Section B (Rows 11-17)

B	BREAKDOWN BY ETHNICITY & GENDER	Contracts Awarded to DBEs this Period					
		Total to DBE (dollar amount)			Total to DBE (number)		
		Women	Men	Total	Women	Men	Total
11	Black American	500,000	0	500,000	1	0	1
12	Hispanic American	0	0	0	0	0	0
13	Native American	0	0	0	0	0	0
14	Asian-Pacific American	0	0	0	0	0	0
15	Subcontinent Asian American	0	0	0	0	0	0
16	Non-Minority						

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.



# Uniform Report Complete

CLOSE

The form is complete. Please click 'Save Draft & Continue' to return to the report summary.

### UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

1 Submitted to (check only one):	<input checked="" type="checkbox"/> FHWA	<input type="checkbox"/> FAA	<input type="checkbox"/> FTA--Recipient ID Number
2 AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):			
3 Federal fiscal year in which reporting period falls:	FY 2017	4. Date This Report Submitted: 3/26/2017	
5 Reporting Period:	<input type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)	<input checked="" type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)	<input type="checkbox"/> FAA Annual Report due Dec. 1
6 Name and address of Recipient:	Pennsylvania Department of Transportation Harrisburg PA 00000		
7 Annual DBE Goal(s):	Race Conscious Projection 8.00%	Race Neutral Projection 4.00%	OVERALL Goal 12.00%

### Awards/Commitments this Reporting Period

A	Awards/Commitments Made During This Reporting Period (total contracts and subcontracts awarded or committed during the reporting period)	B	Total Dollars	C	Total Number	D	Total to DBEs (dollars)	E	Total to DBEs (number)	F	Total to DBEs /Race Conscious (dollars)	G	Total to DBEs /Race Neutral (dollars)	H	Total to DBEs /Race Neutral (number)	I	Percentage of total dollars to DBEs
8	Prime contracts awarded this period.		\$10,000,000		10		\$0		0		\$0		\$0		0		0.0%
9	Subcontracts awarded/committed this period.		\$500,001		2		\$500,000		1		\$500,000		\$0		0		100.0%
10	TOTAL						\$500,000		1		\$500,000		\$0		0		5.0%

B	BREAKDOWN BY ETHNICITY & GENDER	Contracts Awarded to DBEs this Period					
		Total to DBE (dollar amount)			Total to DBE (number)		
		Women	Men	Total	Women	Men	Total
11	Black American	\$500,000	\$0	\$500,000	1	0	1
12	Hispanic American	\$0	\$0	\$0	0	0	0
13	Native American	\$0	\$0	\$0	0	0	0
14	Asian-Pacific American	\$0	\$0	\$0	0	0	0
15	Subcontinent Asian American	\$0	\$0	\$0	0	0	0
16	Non-Minority	\$0	\$0	\$0	0	0	0
17	TOTAL	\$500,000	\$0	\$500,000	1	0	1

### Payments Made this Period

C	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	A	Total Number of Contracts	B	Total Dollars Paid	C	Total Number of Contracts with DBEs	D	Total Payments to DBE firms	E	Total Number of DBE firms Paid	F	Percent to DBEs
18	Prime and sub contracts currently in progress		0		\$0		0		\$0		0		0.0%

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	Number of Contracts Completed	B	Total Dollar Value of Prime Contracts Completed	C	DBE Participation Needed to Meet Goal (Dollars)	D	Total DBE Participation (Dollars)	E	Percent to DBEs
19	Race Conscious		0		\$0		\$0		\$0		0.0%
20	Race Neutral		0		\$0		\$0		\$0		0.0%
21	Totals		0		\$0		\$0		\$0		0.0%

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.

# Uniform Report Complete

CLOSE

(FTA Recipients):			
3 Federal fiscal year in which reporting period falls:	FY 2017	4. Date This Report Submitted: 3/25/2017	
5 Reporting Period:	<input checked="" type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31) <input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30) <input type="checkbox"/> FAA Annual Report due Dec. 1		
6 Name and address of Recipient:	Pennsylvania Department of Transportation Harrisburg PA 00000		
7 Annual DBE Goal(s):	Race Conscious Projection 8.90%	Race Neutral Projection 2.50%	OVERALL Goal 11.40%

Awards/Commitments this Reporting Period									
A AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	A	B	C	D	E	F	G	H	I
	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral (number)	Percentage of total dollars to DBEs
8 Prime contracts awarded this period.	\$10,000,000	10	\$0	0			\$0	0	0.0%
9 Subcontracts awarded/committed this period.	\$500,000	1	\$500,000	1	\$500,000	1	\$0	0	100.0%
10 TOTAL			\$500,000	1	\$500,000	1	\$0	0	5.0%

B BREAKDOWN BY ETHNICITY & GENDER	Contracts Awarded to DBEs this Period								
	A		B	C	D		E	F	
	Total to DBE (dollar amount)						Total to DBE (number)		
	Women	Men	Total	Women	Men	Total			
11 Black American	\$500,000	\$0	\$500,000	1	0	1			
12 Hispanic American	\$0	\$0	\$0	0	0	0			
13 Native American	\$0	\$0	\$0	0	0	0			
14 Asian-Pacific American	\$0	\$0	\$0	0	0	0			
15 Subcontinent Asian American	\$0	\$0	\$0	0	0	0			
16 Non-Minority	\$0	\$0	\$0	0	0	0			
17 TOTAL	\$500,000	\$0	\$500,000	1	0	1			

Payments Made this Period						
C PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	A	B	C	D	E	F
	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18 Prime and sub contracts currently in progress	0	\$0	0	\$0	0	0.0%

D TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	E
	Number of Contracts Completed	Total Dollar Value of Prime Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19 Race Conscious	0	\$0	\$0	\$0	0.0%
20 Race Neutral	0	\$0	\$0	\$0	0.0%
21 Totals	0	\$0	\$0	\$0	0.0%

23 Submitted by Katherine Peters	24. Signature (type your name as your signature) Katherine Peters	25. Phone Number 717-787-5891
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Save Draft & Continue

Edit & Revalidate

Print

Print to PDF

Print final report to printer or PDF.

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

javascript: SubmitFormNoCheck('SaveReturn');

# Print/Save PDF of Uniform Report

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS											
1	Submitted to (check only one):	<input checked="" type="checkbox"/> FHWA	<input type="checkbox"/> FAA	<input type="checkbox"/> FTA--Recipient ID Number							
2	AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):										
3	Federal fiscal year in which reporting period falls:	FY 2017			4. Date This Report Submitted: 3/25/2017						
5	Reporting Period:	<input checked="" type="checkbox"/> Report due June 1 (for period Oct. 1 - Mar. 31)			<input type="checkbox"/> Report due Dec 1 (for period April 1 - Sept. 30)			<input type="checkbox"/> FAA Annual Report due Dec. 1			
6	Name and address of Recipient:	Pennsylvania Department of Transportation Harrisburg PA 00000									
7	Annual DBE Goal(s):	Race Conscious Projection 8.90%			Race Neutral Projection 2.50%			OVERALL Goal 11.40%			
Awards/Commitments this Reporting Period											
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during the reporting period)	A	B	C	D	E	F	G	H	I	
		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs /Race Conscious (number)	Total to DBEs /Race Neutral (dollars)	Total to DBEs /Race Neutral (number)	Percentage of total dollars to DBEs	
8	Prime contracts awarded this period.	\$10,000,000	10	\$0	0			\$0	0	0.0%	
9	Subcontracts awarded/committed this period.	\$500,000	1	\$500,000	1	\$500,000	1	\$0	0	100.0%	
10	TOTAL			\$500,000	1	\$500,000	1	\$0	0	5.0%	
B BREAKDOWN BY ETHNICITY & GENDER											
		Contracts Awarded to DBEs this Period									
		A	B	C	D	E	F				
		Total to DBE (dollar amount)			Total to DBE (number)						
		Women	Men	Total	Women	Men	Total				
11	Black American	\$500,000	\$0	\$500,000	1	0	1				
12	Hispanic American	\$0	\$0	\$0	0	0	0				
13	Native American	\$0	\$0	\$0	0	0	0				
14	Asian-Pacific American	\$0	\$0	\$0	0	0	0				
15	Subcontinent Asian American	\$0	\$0	\$0	0	0	0				
16	Non-Minority	\$0	\$0	\$0	0	0	0				
17	TOTAL	\$500,000	\$0	\$500,000	1	0	1				
Payments Made this Period											
C	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	A	B	C	D	E	F				
		Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs				
18	Prime and sub contracts currently in progress	0	\$0	0	\$0	0	0.0%				
D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	E					
		Number of Contracts Completed	Total Dollar Value of Prime Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs					
19	Race Conscious	0	\$0	\$0	\$0	0.0%					
20	Race Neutral	0	\$0		\$0	0.0%					
21	Totals	0	\$0		\$0	0.0%					
23	Submitted by Katherine Peters	24. Signature (type your name as your signature) Katherine Peters			25. Phone Number 717-787-5891						

# View Pending Uniform Report Record



## FHWA Civil Rights Connect

- Dev System
- Dashboard
- Recipients
- DBE Doc Vault
- Account Profile
- Print Page
- FHWA Help Desk
- Logoff

### DBE/Part 26 Achievement Report for Pennsylvania Department of Transportation

Main **DBE/Part 26**

[Return to Report List](#)

**ⓘ This report is pending submission.**

Steps to complete and submit this report:

1. Fill in the DBE Uniform Report [required].
2. Fill in or attach a copy of DBE firms utilized on your contracts [optional].
3. Attach any relevant support 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		
Reporting Period	FY 2017 Oct-Mar 10/1/2016 to 3/31/2017		
Report Due	6/1/2017		
Uniform Report	✔ Complete > <a href="#">View Uniform Report</a>		
DBE List	ⓘ No DBEs logged > <a href="#">Add DBEs</a>		
	Overall	Race Neutral	Race Conscious
Goal	11.40%	2.50%	8.90%
Awards/Commitments	5.00%	0.00%	5.00%
Overage/Shortfall	-6.40% ⓘ	-2.50% ⓘ	-3.90% ⓘ
Comments	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>		

Save draft of comments without submitting report

[Add File](#)

**Submit Report**

Status updated to "Pending Submission".

OPTIONAL: listing DBEs utilized.

# DBE List

FHWA Civil Rights Connect x +

DEPARTMENT OF TRANSPORTATION

CLOSE

**FHWA REPORT OF CERTIFIED DBE CONTRACTORS USED ON AWARDED AND COMMITTED FHWA-ASSISTED CONTRACTS**

Enter the firms and information for all data entered in Sections A & B of the DBE Uniform Form for the fiscal year being reported.

Reporting Period	FY 2017 Oct-Mar 10/1/2016 to 3/31/2017
Recipient	Pennsylvania Department of Transportation

No DBE firms listed. Add a DBE or add a file.

Recipients are encouraged to include details of DBEs utilized during the reporting period.

DBEs can be individually listed or included in a file attachment.

# Add Individual DBE Record

CLOSE

### FHWA REPORT OF CERTIFIED DBE CONTRACTORS USED ON AWARDED AND COMMITTED FHWA-ASSISTED CONTRACTS

Enter the firms and information for all data entered in Sections A & B of the DBE Uniform Form for the fiscal year being reported.

Reporting Period	FY 2017 Oct-Mar 10/1/2016 to 3/31/2017
Recipient	Pennsylvania Department of Transportation

Fill in the fields and click one of the save buttons at the bottom of the form. Fields marked by \* are required.

DBE Firm \*

Address \*  City  State  Zip

Contact \* Enter email  and/or phone

Type of Work \*

NAICS \*

Dollar Amount of Work \*

Grant Number

Disadvantaged Group \*

Gender \*  Female  Male

First Time Participant

Notes

No DBE firms listed. Add a DBE or add a file.

Click "Add DBE". Panel will appear with fields for data entry.

Fill in information about DBE utilization. Fields noted by \* are required.

Save record. Multiple options to save time entering records.

# DBE List Updated

FHWA Civil Rights Connect

CLOSE

### FHWA REPORT OF CERTIFIED DBE CONTRACTORS USED ON AWARDED AND COMMITTED FHWA-ASSISTED CONTRACTS

Enter the firms and information for all data entered in Sections A & B of the DBE Uniform Form for the fiscal year being reported.

**DBE record saved.**

Reporting Period: FY 2017 Oct-Mar  
10/1/2016 to 3/31/2017

Recipient: Pennsylvania Department of Transportation

Add DBE Add File Return

#### DBE Firms

#		DBE Firm	Address	Contact	Type of Work	NAICS	Dollar Amount of Work	Grant	Disadvantaged Group	Gender	1st Time	Notes
1	Edit Copy Delete	ACME Construction	1234 Market Street Philadelphia, PA 19107	sales@acmeconstructions.com	Striping	237310	\$500,000		Black American	Female	Yes	

Save notification.

Click "Add File" to attach a file with a list of DBEs.

DBE listing.

# Upload DBE List Document

FHWA Civil Rights Connect

CLOSE

### Add File

Click the **Browse** button, choose a file from your computer, then click **Attach File** to upload. You may only attach files one at a time and the **maximum permissible size is 25 MB (megabytes)**

**\* Required fields**

Select File \*  DBE List.pdf

File Type \* DBE List

File Title \* List of DBE firms

File Description

- Select file from your computer.
- Select file type.
- Title the file.
- Optional description.
  
- Execute the upload.



# DBE List Document Uploaded

FHWA Civil Rights Connect

CLOSE

### FHWA REPORT OF CERTIFIED DBE CONTRACTORS USED ON AWARDED AND COMMITTED FHWA-ASSISTED CONTRACTS

Enter the firms and information for all data entered in Sections A & B of the DBE Uniform Form for the fiscal year being reported.

Reporting Period: **FY 2017 Oct-Mar**  
10/1/2016 to 3/31/2017

Recipient: **Pennsylvania Department of Transportation**

[Add DBE](#) [Add File](#) [Return](#)

#### Attached Files

Actions	Type	File	Added	Visible to Recipient
<a href="#">view</a> <a href="#">edit</a> <a href="#">delete</a>	DBE List	List of DBE firms	3/26/2017 by Katherine Peters	

#### DBE Firms

#	DBE Firm	Address	Contact	Type of Work	NAICS	Dollar Amount of Work	Grant	Disadvantaged Group	Gender	1st Time	Notes
1	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a> <b>ACME Construction</b>	1234 Market Street Philadelphia, PA 19107	sales@acmeconstructions.com	Striping	237310	\$500,000		Black American	Female	Yes	

File attached to record.

# Submit Uniform Report to FHWA Division



## FHWA Civil Rights Connect

- Dev System
- Dashboard
- Recipients
- DBE Doc Vault
- Account Profile
- Print Page
- FHWA Help Desk
- Logoff

### DBE/Part 26 Achievement Report for Pennsylvania Department of Transportation

Main **DBE/Part 26**

Return to Report List

**This report is pending submission.**

Steps to complete and submit this report:

1. Fill in the DBE Uniform Report [required].
2. Fill in or attach a copy of DBE firms utilized on your contracts [optional].
3. Attach any relevant support 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	<b>Pending Submission</b>		
Reporting Period	FY 2017 Oct-Mar 10/1/2016 to 3/31/2017		
Report Due	6/1/2017		
Uniform Report	<b>Complete</b> > <a href="#">View Uniform Report</a>		
DBE List	<b>1 DBE logged</b> > <a href="#">View DBEs</a>		
	Overall	Race Neutral	Race Conscious
Goal	11.40%	2.50%	8.90%
Awards/Commitments	5.00%	0.00%	5.00%
Overage/Shortfall	-6.40%	-2.50%	-3.90%
Comments	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small;">Save draft of comments without submitting report</p>		

Add File

**Submit Report**

Uniform Report data & DBE List complete.

Summary of goal and achievement data.

Attach files if needed.

Submit report to FHWA.

# Confirm Submission



## FHWA Civil Rights Connect

### DBE/Part 26 Achievement Report for Pennsylvania Department of Transportation

- Dev System
- Dashboard
- Recipients
- DBE Doc Vault
- Account Profile
- Print Page
- FHWA Help Desk
- Logoff

Main **DBE/Part 26**

Return to Report List

**This report is pending submission.**

Steps to complete and submit this report:

1. Fill in the DBE Uniform Report
2. Fill in or attach a copy of DBE
3. Attach any relevant support
4. When complete, click **Submit**

Submit this report for review?

bottom of the page [optional].  
[Save]

Report Status	<b>Pending Submission</b>		
Reporting Period	FY 2017 Oct-Mar 10/1/2016 to 3/31/2017		
Report Due	6/1/2017		
Uniform Report	<b>Complete</b> > View Uniform Report		
DBE List	<b>1 DBE logged</b> > View DBEs		
	Overall	Race Neutral	Race Conscious
Goal	11.40%	2.50%	8.90%
Awards/Commitments	5.00%	0.00%	5.00%
Overage/Shortfall	-6.40%	-2.50%	-3.90%
Comments	<div style="border: 1px solid #ccc; height: 40px;"></div>		

Save draft of comments without submitting report

Add File

**Submit Report**

Confirm submission.

# Uniform Report Submitted to FHWA Division



## FHWA Civil Rights Connect

DBE/Part 26 Achievement Report for Pennsylvania Department of Transportation

Main **DBE/Part 26** [Return to Report List](#)

**✔ 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	<b>ⓘ Under Review</b>		
Reporting Period	FY 2017 Oct-Mar 10/1/2016 to 3/31/2017		
Report Due	6/1/2017		
Uniform Report	<a href="#">View Uniform Report</a>		
DBE List	<a href="#">View DBEs</a>		
Submitted	3/26/2017 by Katherine Peters		
	Overall	Race Neutral	Race Conscious
Goal	11.40%	2.50%	8.90%
Awards/Commitments	5.00%	0.00%	5.00%
Overage/Shortfall	-6.40% ⓘ	-2.50% ⓘ	-3.90% ⓘ
	Overall	Race Neutral	Race Conscious
Completed Contracts	0.00%	0.00%	0.00%

[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.

# Uniform Report Submission Confirmation Email

## FHWA Civil Rights Connect

### **PennDOT Part 26/DBE Report Submitted**

The **FY 2017 Oct-Mar Part 26/DBE** uniform report for **Pennsylvania Department of Transportation** has been **Submitted** by Katherine Peters.

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

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

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

# Shortfall Alert

Dev System

Dashboard

Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logoff

## DBE/Part 26 Achievement Report for Pennsylvania Department of Transportation

Main **DBE/Part 26** Return to Report List

**ⓘ This report is pending submission.**

Steps to complete and submit this report:

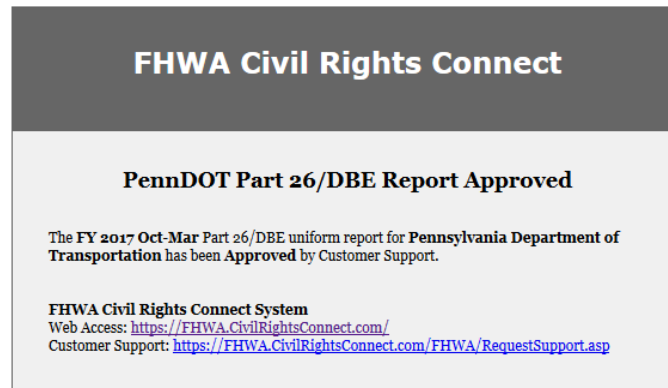
1. Fill in the DBE Uniform Report [required].
2. Fill in or attach a copy of DBE firms utilized on your contracts [optional].
3. Attach any relevant support documentation by clicking **Add File** at the bottom of the page [optional].
4. When complete, click **Submit Report** at the bottom of the page [required].

Report Status	<b>ⓘ Pending Submission</b>		
Reporting Period	FY 2016 Apr-Sep 4/1/2016 to 9/30/2016		
Report Due	12/1/2016		
Uniform Report	✔ Complete > View Uniform Report		
DBE List	✔ DBE list attached > Edit File; Add/Edit/Delete DBEs		
	Overall	Race Neutral	Race Conscious
Goal	12.00%	4.00%	8.00%
Awards/Commitments	5.00%	0.00%	5.00%
Overage/Shortfall	-7.00% ⓘ	-4.00% ⓘ	-3.00% ⓘ
Shortfall Alert	<b>Uniform Report Shortfall Analysis and Corrective Actions Plan</b> Based on data entered in this Uniform Report, there is a shortfall. In accordance with 49 CFR Part 26.47, recipients that do not meet their DBE overall goal, within 90 days of the end of the fiscal year, must submit a shortfall analysis and corrective actions plan to the FHWA Division Office Civil Rights Specialist for review and approval. Please provide your Shortfall Analysis and Corrective Actions Plan directly to your FHWA Division Office Civil Rights Specialist for review and approval no later than December 31. ⓘ View the <a href="#">FHWA shortfall analysis tips (PDF)</a> . ⓘ View the <a href="#">FHWA Goal Shortfall Corrective Action Plan Letter Template (DOC)</a> .		
Comments			

If a shortfall exists on a second half report, an alert will display.

Submit the Shortfall Analysis & Corrective Actions Plan per FHWA requirements.

# Approval/Return Email Alert



Email alert is sent to recipient of action taken.

# 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

