

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
- Supportive Services 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.

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 Supportive Services Module.

FHWA Civil Rights Connect

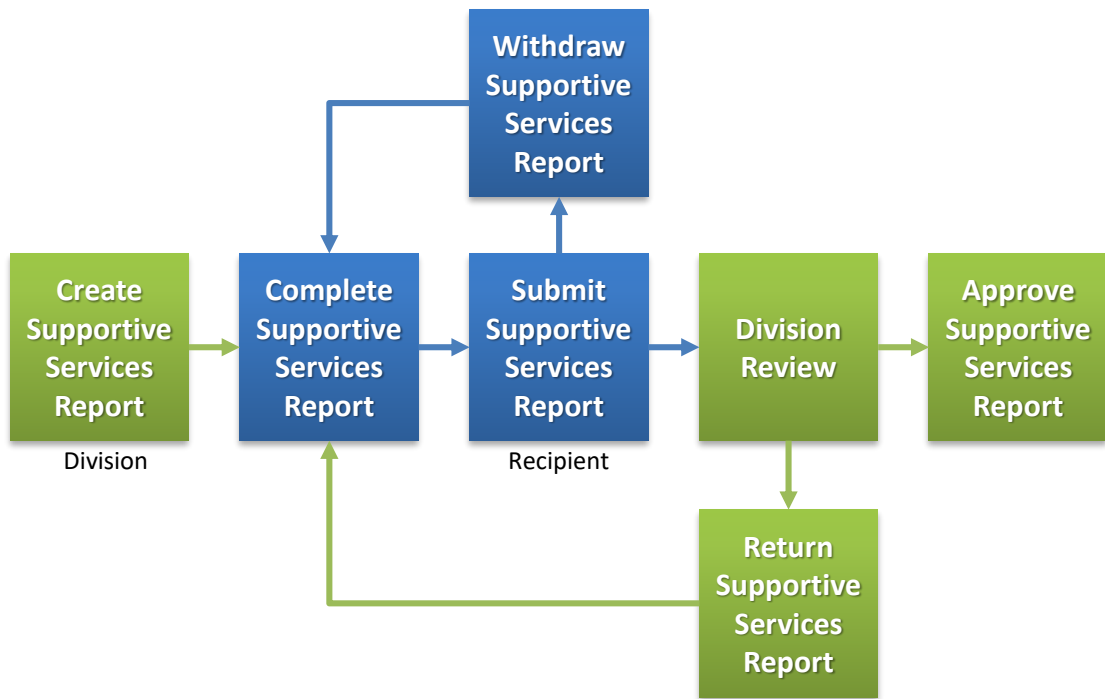
SUPPORTIVE SERVICES MODULE



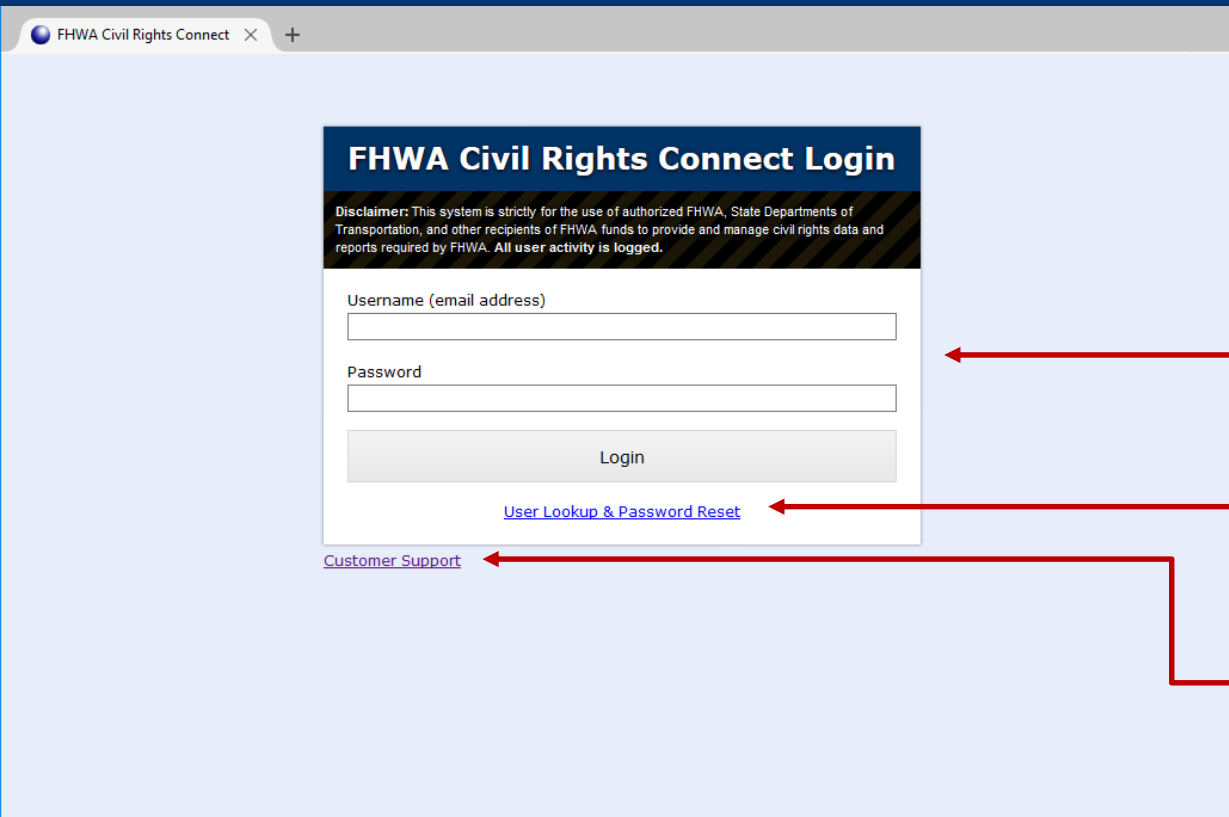
Supportive Service Reports

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

Supportive Services Report Workflow



System Login Page



User login.

Account lookup and password reset for existing users.

Customer support.

System Web Address:

<https://FHWA.CivilRightsConnect.com>

Supportive Services Reports on Recipient Dashboard

The screenshot shows the FHWA Civil Rights Connect dashboard. The main content area is titled 'Civil Rights Connect Dashboard' and includes an 'Account Profile' button. On the left is a navigation sidebar with options like 'Test System', 'Dashboard', 'Recipients', 'Document Vaults', 'DBE', 'Supportive Services', 'Account Profile', 'Print Page', 'FHWA Help Desk', and 'Logoff'. The main area contains three report sections: 'DBE Achievement Reports' (1 report for PENNDOT, Approved), '1392 Reports' (1 report for PENNDOT, Not Started), and 'Supportive Services' (1 report for PENNDOT, Not Started). The 'Supportive Services' section is highlighted with a red box. There are also 'Alerts' (No active alerts) and 'Recipient Assignment Requests' (1 request for PENNDOT, Approved) sections.

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

1392 Reports

Actions	Recipient	Status	Period
view	PENNDOT	Not Started	2017

Supportive Services

Actions	Recipient	Status	Period
view	PENNDOT	Not Started	2017

Recipient Dashboard shows pending Supportive Services Report.

View New Supportive Services Report Record



FHWA Civil Rights Connect

Supportive Services Report for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 **Supportive Services**

Return to Report List

This report has not been started.

Steps to complete and submit this report:

1. Fill in the Supportive Services Form [required].
2. Upload the Supportive Services Narrative Report by clicking **Add File** at the bottom of the page [optional].
3. Upload any additional 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
Report Period	2017
Report Due	10/4/2017
Supportive Services Form	Not entered Edit Supportive Services 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 | © 2017 B2Gnow

“Not Started” status first time recipient views record.

First step is to fill in the Supportive Services Form.

Record cannot be submitted until required data is entered.


Supportive Services Report

FHWA Civil Rights Connect


CLOSE

FY 2017 Disadvantaged Business Enterprise Supportive Services Program (DBE/SS) Accomplishments Report




Upon request by the Federal Highway Administration (FHWA), State Department of Transportations (DOT) obligating and expending Disadvantaged Business Enterprise (DBE) Supportive Services funding under 23 CFR 230 Subpart B must furnish reports demonstrating compliance. The FHWA has developed a short questionnaire to annually collect essential data and provide a narrative summary of in-kind support, commendable practices, lessons learned and upcoming program goals.

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 

Increased Participation of DBEs Reference: 23 USC 140(c), 23 CFR 230.203

1. How many DBEs received one or more contracts during the reporting period? 
2. How many DBEs were awarded one or more prime contracts during the reporting period? If zero, please select one of the following reasons: 
3. How many of the firms reported above received any form of DBE supportive services during the reporting period? If zero, please select one of the following reasons: 

Increased Pool of DBEs Reference: 23 USC 140(c), 23 CFR 230.202(b)

4. How many DBEs were certified during the reporting period? 
5. How many of DBEs certified during the reporting period received any form of DBE supportive service assistance? 
6. What percentage of the DBE Directory received any form of DBE supportive services during the reporting period? 

Standard Supportive Services form is displayed.

Recipient name auto-filled from profile.

Questions are grouped in sections.

Supportive Services Report

CLOSE

Services Provided

Reference: 23 CFR 230.204(b)

7. How many outreach events did the DBE supportive services fund during the reporting period?

8. How many technical assistance events did the DBE supportive services fund during the reporting period?

Business Development Program (BDP)

Reference: 23 USC 304; 324, 49 CFR 26.39(a)

9. What percentage of DBE supportive service funding was used to support the BDP?

 (enter only the number; do not include %)

10. How many firms participated in the BDP during the reporting period?

11. Of the firms participating in the BDP during the reporting period, how many were DBEs?

Financial Management: Cost Effectiveness and Internal Controls

Reference: 23 CFR 230.203

12. How many projects were funded by DBE supportive services as reported in Financial Management Information System (FMIS)?

13. What percentage of DBE supportive services funds were expended as of the close of the reporting period?

 (enter only the number; do not include %)

14. How many compliance reviews of DBE supportive services were conducted during the reporting period?

Supportive Services Report

CLOSE

Financial Management: Cost Effectiveness and Internal Controls

Reference: 23 CFR 230.203

12. How many projects were funded by DBE supportive services as reported in Financial Management Information System (FMIS)?

13. What percentage of DBE supportive services funds were expended as of the close of the reporting period?

 (enter only the number; do not include %)

14. How many compliance reviews of DBE supportive services were conducted during the reporting period?

15. How many financial audits of the DBE supportive services program or contracts were conducted during the reporting period? (this includes but is not limited to Internal Controls Reviews, Billing Reviews, Single Audits or other similar activities).

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"/>

Validate & Save Draft

Print

Cancel

Enter data and click "Validate & Save Draft".


Supportive Services Report Instructions

FHWA Civil Rights Connect

CLOSE

FY 2017 Disadvantaged Business Enterprise Supportive Services Program (DBE/SS) Accomplishments Report

Upon request by the Federal Highway Administration (FHWA), State Department of Transportation (DOT) obligating and expending Disadvantaged Business Enterprise (DBE) Supportive Services funding under 23 CFR 230 Subpart B must furnish reports demonstrating compliance. The FHWA has developed a short questionnaire to annually collect essential data and provide a narrative summary of in-kind support, commendable practices, lessons learned and upcoming program goals.

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

Increased Participation of DBEs


Reference: 23 USC 140(o), 23 CFR 230.203

1. How many DBEs received one or more contracts during the reporting period?




Enter the number of DBEs that were awarded a contract. If a DBE received multiple contracts, count them once.

2. How many DBEs were awarded one or more prime contracts during the reporting period? If zero, please select one of the following reasons:



Enter the number of DBEs that received a prime contract. If a DBE received multiple prime contracts, count them once.

3. How many of the firms reported above received any form of DBE supportive services during the reporting period? If zero, please select one of the following reasons:




Enter the number of DBEs in both 2 and 3 above that received any level of supportive services.

Increased Pool of DBEs

Reference: 23 USC 140(o), 23 CFR 230.202(b)

4. How many DBEs were certified during the reporting period?



Instructions embedded in form for each question, available with one-click.


Filling in the Form

FHWA Civil Rights Connect

CLOSE

FY 2017 Disadvantaged Business Enterprise Supportive Services Program (DBE/SS) Accomplishments Report

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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


Increased Participation of DBEs

Reference: 23 USC 140(o), 23 CFR 230.203

1. How many DBEs received one or more contracts during the reporting period? 


Since you answered zero, please select one of the following reasons:

- Recipient did not collect information on these services to report
- Recipient did not offer these services during the reporting period
- Recipient does not provide these services as part of DBE/SS

2. How many DBEs were awarded one or more prime contracts during the reporting period? If zero, please select one of the following reasons: 

Since you answered zero, please select one of the following reasons:

- Recipient did not collect information on these services to report
- Recipient did not offer these services during the reporting period
- Recipient does not provide these services as part of DBE/SS

3. How many of the firms reported above received any form of DBE supportive services during the reporting period? If zero, please select one of the following reasons: 

Increased Pool of DBEs

Answer each question with a numeric answer.

Some questions will require more information when "0" is entered; the sub-question will automatically appear.

Filling in the Form

FY 2017 Disadvantaged Business Enterprise Supportive Services Program (DBE/SS) Accomplishments Report

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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

Increased Participation of DBEs Reference: 23 USC 140(o), 23 CFR 230.203

1. How many DBEs received one or more contracts during the reporting period?

Since you answered zero, please select one of the following reasons:

- Recipient did not collect information on these services to report
- Recipient did not offer these services during the reporting period
- Recipient does not provide these services as part of DBE/SS

2. How many DBEs were awarded one or more prime contracts during the reporting period? If zero, please select one of the following reasons:

Since you answered zero, please select one of the following reasons:

- Recipient did not collect information on these services to report
- Recipient did not offer these services during the reporting period
- Recipient does not provide these services as part of DBE/SS

3. How many of the firms reported above received any form of DBE supportive services during the reporting period? If zero, please select one of the following reasons:

Increased Pool of DBEs

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 sub-questions will be displayed in red text.

Incomplete questions will be displayed with pink highlight.

Supportive Services Report Complete

FY 2017 Disadvantaged Business Enterprise Supportive Services Program (DBE/SS) Accomplishments Report

Upon request by the Federal Highway Administration (FHWA), State Department of Transportations (DOT) obligating and expending Disadvantaged Business Enterprise (DBE) Supportive Services funding under 23 CFR 230 Subpart B must furnish reports demonstrating compliance. The FHWA has developed a short questionnaire to annually collect essential data and provide a narrative summary of in-kind support, commendable practices, lessons learned and upcoming program goals.

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

Increased Participation of DBEs
Reference: 23 USC 140(e), 23 CFR 230.203

1. How many DBEs received one or more contracts during the reporting period?
10

2. How many DBEs were awarded one or more prime contracts during the reporting period? If zero, please select one of the following reasons:
5

3. How many of the firms reported above received any form of DBE supportive services during the reporting period? If zero, please select one of the following reasons:

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 Supportive Services Report

FY 2017 Disadvantaged Business Enterprise Supportive Services Program (DBE/SS) Accomplishments Report

Upon request by the Federal Highway Administration (FHWA), State Department of Transportation (DOT) obligating and expending Disadvantaged Business Enterprise (DBE) Supportive Services funding under 23 CFR 230 Subpart B must furnish reports demonstrating compliance. The FHWA has developed a short questionnaire to annually collect essential data and provide a narrative summary of in-kind support, commendable practices, lessons learned and upcoming program goals.

Recipient

Pennsylvania Department of Transportation

Increased Participation of DBEs

Reference: 23 USC 140(c), 23 CFR 230.203

1. How many DBEs received one or more contracts during the reporting period?

10

2. How many DBEs were awarded one or more prime contracts during the reporting period? If zero, please select one of the following reasons:

5

3. How many of the firms reported above received any form of DBE supportive services during the reporting period? If zero, please select one of the following reasons:

Recipient did not collect information on these services to report

Increased Pool of DBEs

Reference: 23 USC 140(c), 23 CFR 230.202(b)

4. How many DBEs were certified during the reporting period?

205

5. How many of DBEs certified during the reporting period received any form of DBE supportive service assistance?

43

6. What percentage of the DBE Directory received any form of DBE supportive services during the reporting period?

7.30%

Services Provided

Reference: 23 CFR 230.204(b)

7. How many outreach events did the DBE supportive services fund during the reporting period?

12

8. How many technical assistance events did the DBE supportive services fund during the reporting period?

4

Business Development Program (BDP)

Reference: 23 USC 304, 324, 49 CFR 26.39(a)

9. What percentage of DBE supportive service funding was used to support the BDP?

14.50%

10. How many firms participated in the BDP during the reporting period?

117

11. Of the firms participating in the BDP during the reporting period, how many were DBEs?

105

Financial Management: Cost Effectiveness and Internal Controls

Reference: 23 CFR 230.203

12. How many projects were funded by DBE supportive services as reported in Financial Management Information System (FMIS)?

7

13. What percentage of DBE supportive services funds were expended as of the close of the reporting period?

78.00%

14. How many compliance reviews of DBE supportive services were conducted during the reporting period?

3

15. How many financial audits of the DBE supportive services program or contracts were conducted during the reporting period? (this includes but is not limited to Internal Controls Reviews, Billing Reviews, Single Audits or other similar activities).

2

Narrative Report

View Pending Supportive Services Report Record



FHWA Civil Rights Connect

Supportive Services Report for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 **Supportive Services**

[Return to Report List](#)

This report is pending submission.

Steps to complete and submit this report:

1. Fill in the Supportive Services Form [required].
2. Upload the Supportive Services Narrative Report by clicking **Add File** at the bottom of the page [[optional].
3. Upload any additional 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
Report Period	2017
Report Due	10/4/2017
Supportive Services Form	Complete > View Supportive Services 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".

Supportive Services Form data complete.

Attach optional Narrative Report.

Submit Pending Supportive Services Report



FHWA Civil Rights Connect

Supportive Services Report for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 **Supportive Services**

[Return to Report List](#)

✔ File saved.

ⓘ **This report is pending submission.**

Steps to complete and submit this report:

1. Fill in the Supportive Services Form [required].
2. Upload the Supportive Services Narrative Report by clicking **Add File** at the bottom of the page [[optional]].
3. Upload any additional 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
Report Period	2017
Report Due	10/4/2017
Supportive Services Form	✔ Complete > View Supportive Services 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
view edit delete	Supportive Services Narrative Report	Narrative report	9/26/2017 by Katherine Peters

[Add Another File](#)

Submit Report

Attached Narrative Report.

Submit report to FHWA.

Confirm Submission



FHWA Civil Rights Connect

Supportive Services Report for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 Supportive Services

Return to Report List

File saved.

This report is pending

Submit this report for review?

OK

Cancel

Steps to complete and submit this report:

1. Fill in the Supportive Services Form.
2. Upload the Supportive Services Form to the bottom of the page [optional].
3. Upload any additional relevant documents to 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 **10/4/2017**

Supportive Services Form **Complete** [View Supportive Services Form Details](#)

Comments

Save comments without submitting report

Files

Actions	Type	File	Added
view edit delete	Supportive Services Narrative Report	Narrative report	9/26/2017 by Katherine Peters

Add Another File

Submit Report

Confirm submission.

Supportive Services Report Submitted to FHWA Division



FHWA Civil Rights Connect

Supportive Services Report for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 **Supportive Services**

[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	ⓘ Under Division Review
Report Period	2017
Report Due	10/4/2017
Supportive Services Form	View Supportive Services Form Details
Submitted	9/26/2017 by Katherine Peters

Files

Actions	Type	File	Added
view edit delete	Supportive Services Narrative Report	Narrative report	9/26/2017 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.

Supportive Services Report Submission Confirmation Email

FHWA Civil Rights Connect

PENNDOT Supportive Services Report Submitted

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

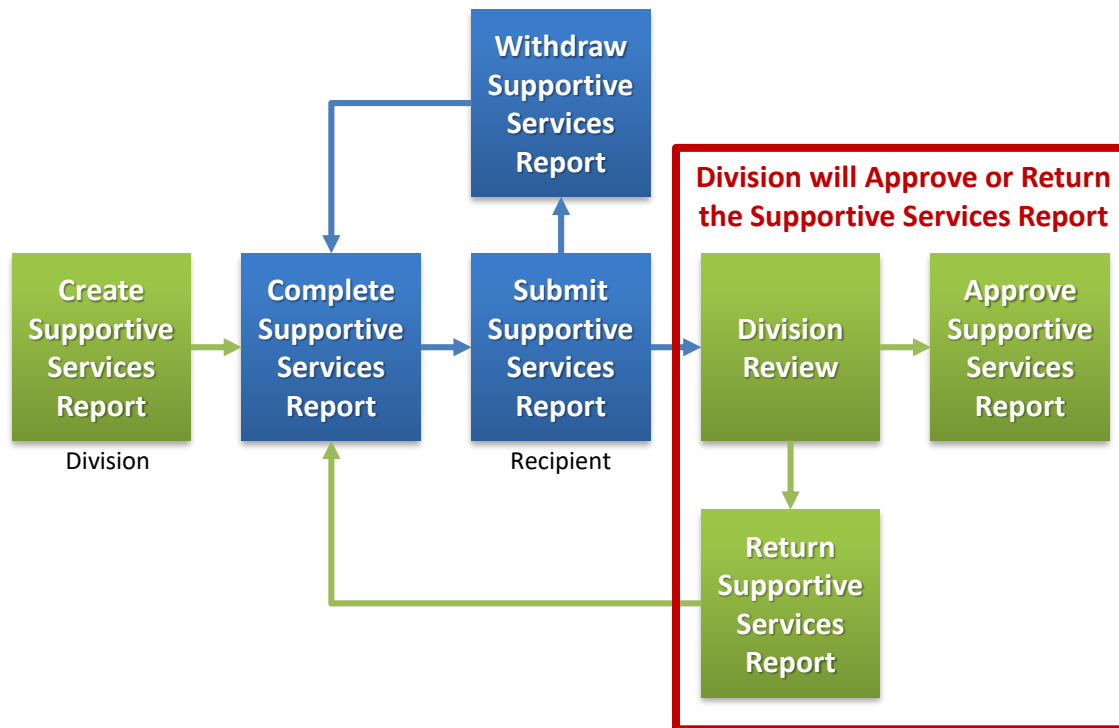
FHWA Civil Rights Connect System

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

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

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

Supportive Services Report Workflow



Approval/Return Email Alert

FHWA Civil Rights Connect

PENNDOT Supportive Services Report Approved

The **2017** Supportive Services 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 Supportive Services Reports



FHWA Civil Rights Connect

Supportive Services Reports for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 **Supportive Services**

Actions	Status	Period
view	Approved	2017

Approved Supportive Services 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

