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, Internet Explorer).

Send feedback and suggestions to FHWA Office of Civil Rights staff.
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.

Users must never share passwords with anyone else.
FHWA CIVIL RIGHTS CONNECT — SYSTEM INFO

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

Support:
FHWA@CivilRightsConnect.com
SYSTEM USERS

Three User Types in the System

**FHWA HCR Staff** — Access all records and HCR approval functions — Default view: all records — Added by authorized HCR Staff

**FHWA Division Staff** — Access all records and Division approval functions — Default view: assigned recipient records — Added by authorized HCR Staff

**Recipient Staff** — Added by FHWA staff or self requested through public portal
ACCESSING CIVIL RIGHTS CONNECT

The next few pages outline:

1. How to Access Civil Rights Connect
2. How to Login
3. How to look up your account
4. How to Request an account
5. How to reset your password
6. How to contact Customer Support
Please ensure that you are on this website, and not the FAA login page.
Lookup user account by any parameter.
If no match at all, new user account can be requested (this is for recipient users). FHWA staff should contact HCR for system access.

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

Search again if user not found.
Complete and submit form to report issue with contact information.

This feature is intended for recipient users. FHWA staff should contact HCR for system access.
Complete and submit form to request new user account.

This feature is for recipient users.
User Request has been successfully submitted.
The Dashboard displays assigned and relevant records for the user. It is designed to show records that require action or are “in motion.” To access other records, such as the ADA or DBE Reports, click “View All” for the record type or navigate via the Recipient record.
Currently FHWA is requesting State Departments of Transportation submit annual data on the status of their Title VI Program.
Why?

To establish a streamlined reporting tool that will assist State DOTs and FHWA in moving to a more data driven, risk-based oversight model for the Title VI program.
WHEN?

STAs submit information in system by November 1\textsuperscript{st} of each calendar year. Data reported on is based on Federal Fiscal Year.

• For FY18 data, information would be entered by November 1\textsuperscript{st}, 2018.

• FHWA Division Office will review the data and submit the report to HCR by December 1\textsuperscript{st}. 
1. The next few pages provide an example of the FY 2018 Title VI Report.

2. This report is what is currently accessible in Civil Rights Connect.
Title VI Annual Accomplishment Report

Upon request by the Federal Highway Administration (FHWA), State Department of Transportation (DOT) are asked to furnish this annual report on the status of their Title VI Activities. The questions below highlight the areas in which FHWA is seeking an understanding of efforts conducted by State DOTs on their Title VI activities.

This report covers activities performed during Federal Fiscal Year 2017.

Please answer the following questions for each category and attach the most recent annual Title VI accomplishment report and supporting documentation where appropriate. List only those activities that pertain to Title VI and are not DBE, ADA/SIEEO or Environmental Justice related. Click any icon for more information about a particular question, or contact your Division Civil Rights Specialist for assistance.

Recipient

Title VI Program Area Reviews - Internal

1. Does your agency currently conduct program area reviews to ensure compliance with Title VI?

   Yes   No
Title VI Program Area Reviews - Internal

1. Does your agency currently conduct program area reviews to ensure compliance with Title VI?
   - Yes
   - No

2. Program area reviews conducted

In column A please indicate the number of program area reviews conducted. In column B, indicate how many projects were included in the reviews from column A. If a review was not conducted please input “0” in both entries for the row. **DO NOT INCLUDE DBE RELATED REVIEWS.**

<table>
<thead>
<tr>
<th>Program Area</th>
<th>A. Number Completed</th>
<th>B. Number of Projects Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>232</td>
<td>232</td>
</tr>
<tr>
<td>Environment</td>
<td>222</td>
<td>222</td>
</tr>
<tr>
<td>Realty/Right of Way</td>
<td>134</td>
<td>245</td>
</tr>
<tr>
<td>Design</td>
<td>235</td>
<td>245</td>
</tr>
<tr>
<td>Construction</td>
<td>245</td>
<td>425</td>
</tr>
<tr>
<td>Finance</td>
<td>452</td>
<td>245</td>
</tr>
<tr>
<td>Professional Services Contracts</td>
<td>232</td>
<td>245</td>
</tr>
<tr>
<td>Other</td>
<td>232</td>
<td>232</td>
</tr>
</tbody>
</table>
Title VI External Reviews

3. Is your agency currently conducting program area reviews of sub-recipients? (ie. Cities, Counties, Metro Planning Organizations, etc.)

   - Yes
   - No

Title VI Training

4. How many trainings on Title VI were given internally to DOT staff?

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

5. How many trainings on Title VI were given to sub recipients?

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

Title VI Complaints

6. How many Title VI Complaints did the DOT receive during the last Federal Fiscal Year?

   Enter number of complaints received: [ ] (enter only a number)
   (DO NOT INCLUDE DBE RELATED COMPLAINTS)

Reference: 23 C.F.R. § 200.6(b)(7)
Title VI Commendable Practices

7. What data sources does your DOT rely on when conducting Title VI Reviews? =

Select all that apply:
- Census - American Community Survey 1 Year
- Census - American Community Survey 5 Year
- Census - 10 Year Decennial
- State DOT Collected Data
- State Education Data
- Other

8. Does your DOT have any Title VI Program Area 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". Please also attach examples along with your Narrative Report.

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. Other supporting documents can be attached; however, FHWA would like to see a sample of Title VI Reviews/Assessments. Reports and examples may include pictures, charts, graphs and other accomplishment information.
Questions?

Please contact your local FHWA State Division Office Civil Rights Specialist for more information.