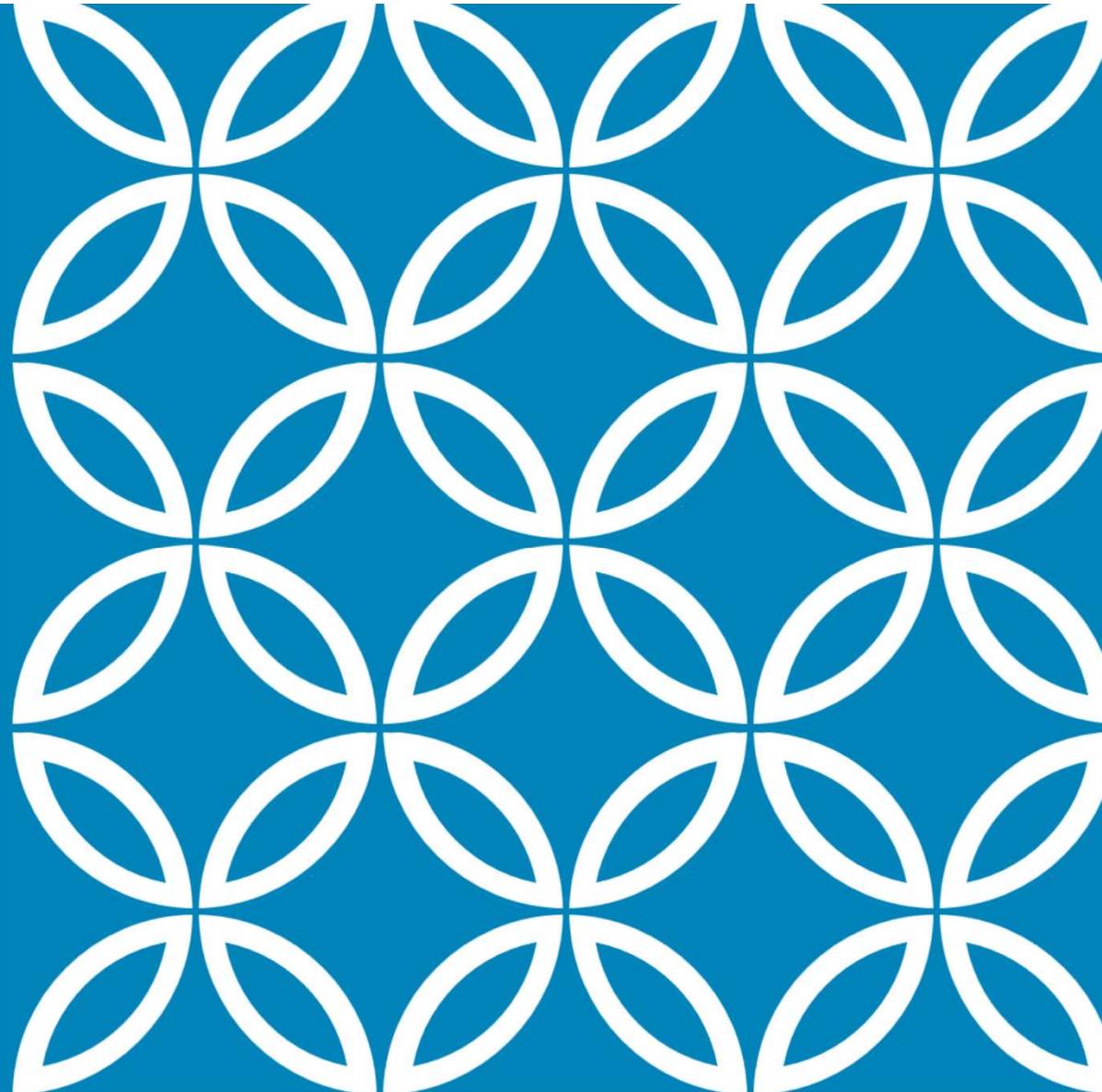


**PILOT TITLE VI MODULE  
FOR CIVIL RIGHTS CONNECT  
USER GUIDE  
Federal Fiscal Year 2018 Reporting**

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# FHWA CIVIL RIGHTS CONNECT — SYSTEM OVERVIEW

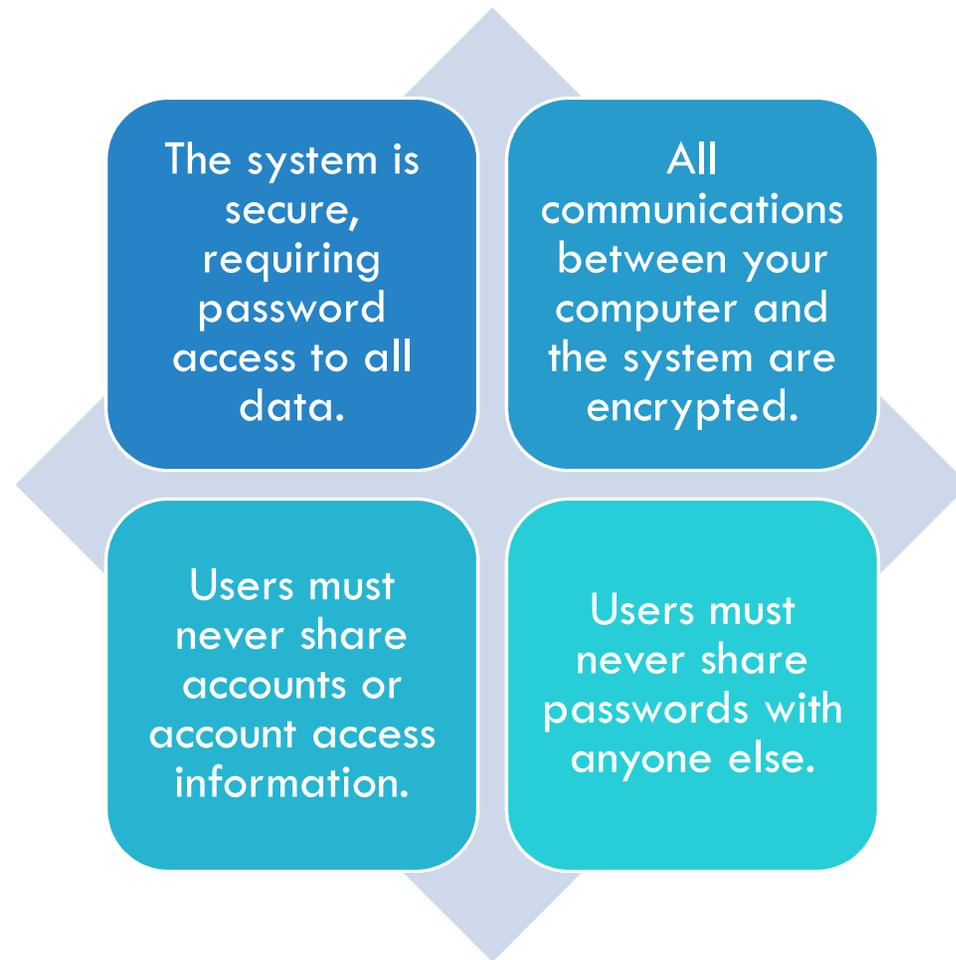
FHWA Civil Rights Connect is a “hosted system” maintained by B2Gnow.

The system is available 24 hours a day, 7 days a week.

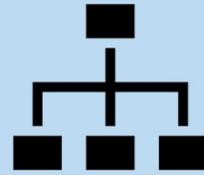
The system can be accessed from any Internet connected device using a standard browser (Chrome, Firefox, Safari, Internet Explorer).

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

# CIVIL RIGHTS CONNECT – SECURITY



# FHWA CIVIL RIGHTS CONNECT – SYSTEM INFO



System:

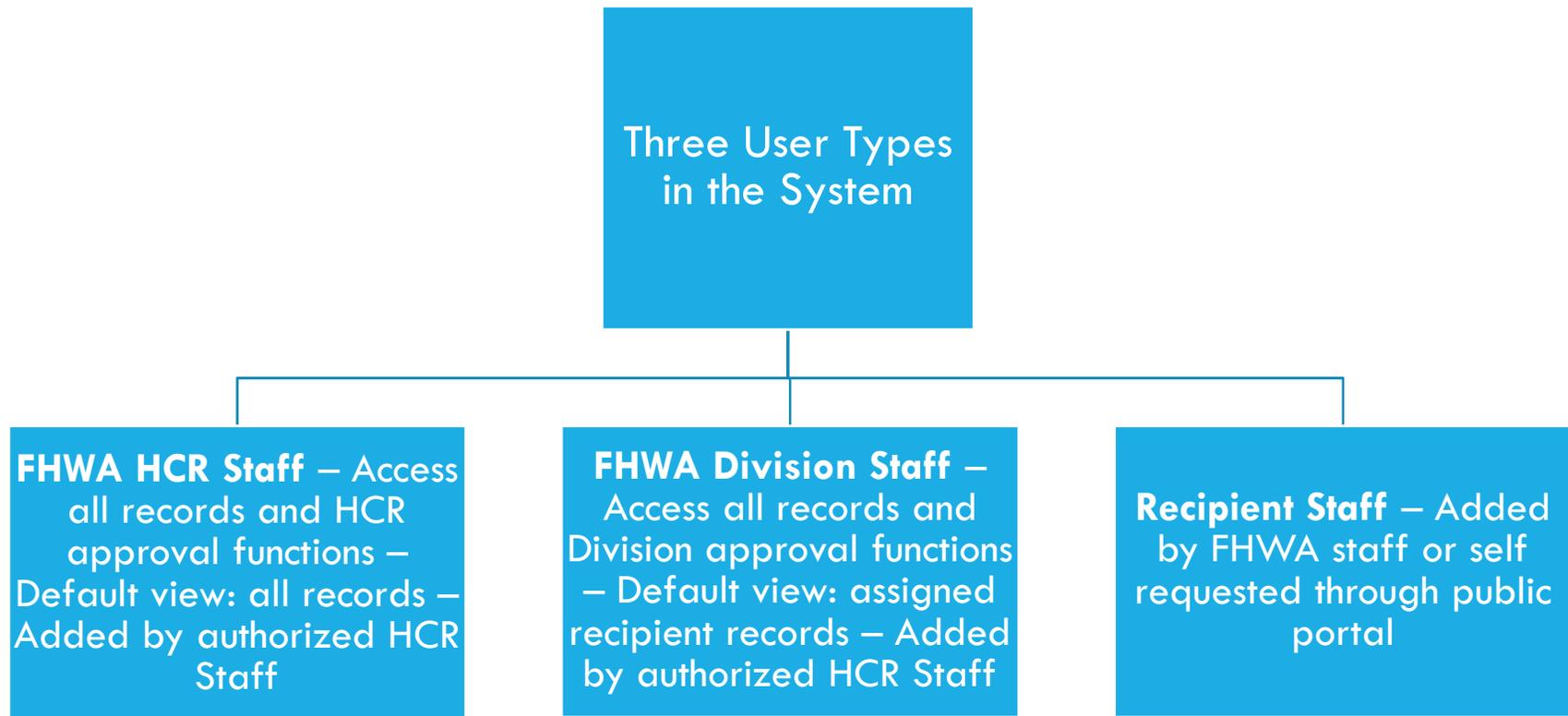
<https://FHWA.CivilRightsConnect.com/>



Support:

[FHWA@CivilRightsConnect.com](mailto:FHWA@CivilRightsConnect.com)

# SYSTEM USERS



# 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



# System Login Page

**FHWA Civil Rights Connect Login**

Disclaimer: This system is strictly for the use of authorized FHWA State Departments of Transportation, and other recipients of FHWA funds to provide and manage outlying data and records required by FHWA. All user activity is logged.

Username (email address):

Password:

Login

[User Lookup & Password Reset](#)

[Customer Support](#)

User login.

Account lookup and password reset for existing users.

Customer support (mainly for recipient users).

**System Web Address:**

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

Please ensure that you are on this website, and **not** the FAA login page.

# User Lookup & Password Reset

PHWA Civil Rights Connect

## 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.](#)

**Martha Kenley**  
Username: martha.kenley@dot.gov  
[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="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](#)

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.

# Request Contact Information Update

FHWA Civil Rights Connect

## Request FHWA Civil Rights Connect Support

**Disclaimer:** This system is solely for the use of authorized FHWA State Departments of Transportation, and other recipients of FHWA funds to provide and manage civil rights. Sex 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*
	Martha	Kentley
Title		
Organization*		
Email*	martha.kentley@dot.gov	
Phone*		Cell
Fax		
Mobile		
State*		
Message/Issue/Comment*	Write us about what is possible about your support request.	
Program*	CRS	
<input type="button" value="Submit"/>		

[Return to Login](#)

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.

## Request New User Account

**Disclaimer:** This system is strictly for the use of authorized FPMIS, State Department of Transportation, and other recipients of FPMIS funds to provide and manage subgrantee fees and reports required by FPMIS. All user activity is logged.

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

Name *	First Name *	Middle Name *	Last *	Suffix
	Mark		Smith	
Title				
Organization *	State Department of Transportation			
Department				
Email/Username *	mark.smith@mdotdel.gov			
Phone *	303	1234567	Cell	
Fax				
Mobile				
Physical Address *	101 State Avenue			Line 1
				Line 2
				Line 3
	Capital			City
	State	MD	Zip	12345
Mailing Address *	101 State Avenue			Line 1
				Line 2
				Line 3
	Capital			City
	State	MD	Zip	12345

Submit

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

Complete and submit form to request new user account.

This feature is for recipient users.

# User Account Requested

PHWA Civil Rights Center

## 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.



# FHWA Civil Rights Connect

## Dashboard

### DBE Programs

None pending [View All](#)

### DBE Goals

None pending [View All](#)

### DBE Reports

None pending [View All](#)

### Title VI Reports

<b>Pending Submission</b>	2
<b>Under Division Review</b>	2
<b>Not Started</b>	55

[View All](#)

### ADA Reports

<b>Pending Submission</b>	1
<b>Not Started</b>	58

[View All](#)

### Compliance Reviews

None pending [View All](#)

### Complaint Investigations

None pending [View All](#)

### 1392 Reports

None pending [View All](#)

### DBE Supportive Services Reports

None pending [View All](#)

### Alerts

- DBE User Guide & Training** [PDF](#), [Video](#)
- 1392 User Guide & Training** [PDF](#), [Video](#)
- DBE Supportive Services User Guide & Training** [PDF](#), [Video](#)
- Title VI & ADA User Guide & Training** [PDF](#), [Video](#)

### Recipient Assignment Requests

No pending requests [View All](#)

### Support Requests

No assigned support requests [View All](#)

- Dashboard
- Recipients
- Training Log
- Document Vaults:
  - DBE
  - 1392
  - DBE Supportive Services
  - Title VI
  - ADA
- Configuration
- Help Desk
- Reports
- Print Page
- Customer Support
- Logoff

The Dashboard displays assigned and relevant records for the user.

It is designed to show records that require action or are “in motion.”

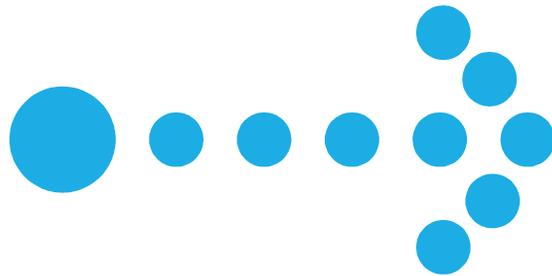
To access other records, such as the ADA or DBE Reports, click “View All” for the record type or navigate via the Recipient record.

# PILOT TITLE VI MODULE

Currently FHWA is requesting State Departments Of Transportation submit annual data on the status of their **Title VI Program**.



Why?



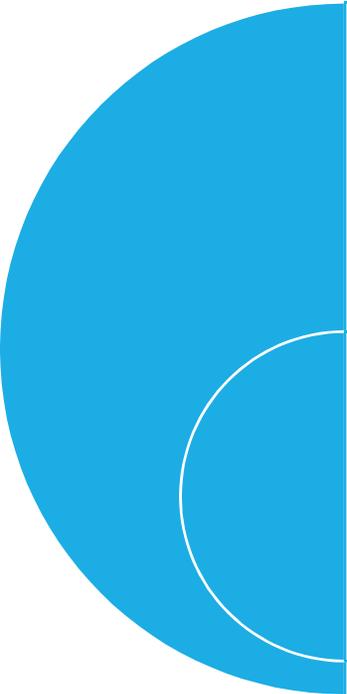
To establish a streamlined reporting tool that will assist State DOTs and FHWA in moving to a more data driven, risk-based oversight model for the Title VI program.

## WHEN?

STAs submit information in system by **November 1<sup>st</sup>** of each calendar year. Data reported on is based on **Federal Fiscal Year**.

- For FY18 data, information would be entered by November 1<sup>st</sup>, 2018.
- FHWA Division Office will review the data and submit the report to HCR by December 1<sup>st</sup>.

## WHAT DOES THE FORM CONTAIN?



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 Transportations (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

Reference: 23 C.F.R. § 200.9(b)(5)

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

Yes  No

## Title VI Program Area Reviews - Internal

Reference: 23 C.F.R. § 200.9(b)(5)

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.**

Program Area	A. Number Completed	B. Number of Projects Reviewed
Planning	232	232
Environment	222	222
Realty/Right of Way	134	245
Design	235	245
Construction	245	425
Finance	452	245
Professional Services Contracts	232	245
Other	232	232

## Title VI External Reviews

Reference: 23 C.F.R. § 200.9(b)(7)

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

Yes  No

## Title VI Training

Reference: 23 C.F.R. § 200.9(b)(9)

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

Reference: 49 C.F.R. § 21.11(b); 23 C.F.R. § 200.9 (b)(3)

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)**

## 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