EQUAL OPPORTUNITY CONTRACT COMPLIANCE DATA FORM

1.	REVIEW AUTHORITY (23CFR230)	FHWA1273	2. COM	IPLIANCE RE\	/IEW DATE		
3.	POST AWARD REVIEW	FOLLOW-UP REVIEW					
4.	MDOT PROJECT NUMBER: FEDERAL PROJECT NUMBER:		5. ORK	GINAL CONTR	ACT VALUE		
6.	SPECIAL REVIEW		7.	MDOT		LOCAL AGE	ENCY
8. PRIN	ME CONTRACTOR:		SUBCONTRA	ACTOR:			CONSULTANT:
9. NAM	ME, ADDRESS, COUNTY OF CONTRACTOR'S	HOME OFFICE	10. NAM	E AND TITLE (OF CONTRA	CTOR'S PRO	DJECT OFFICER
11. NA	ME AND TITLE OF AUTHORIZED EEO OFFIC	ER	12. MDC	T PROJECT L	OCATION C	OUNTY	
13. NA	ME AND AGENCY OF PROJECT ENGINEER(S)	14. IS TI	HERE A WRITT			
15 00	ANTENACTOR OR PROJECT PROBLECTION OF	LIEDIN E		YES	NO	DATE:	
	INTRACTOR OR PROJECT PRODUCTION SC						
a) Proj	ject Start b) A	Anticipated Completion Date	c) Proje	ct Peak Work	k Dates		d) Peak Number of Project Workers
16. WA	AS A DBE PARTICIPATION GOAL ASSIGNED	TO THIS CONTACT?	•				
	YES % NO						

17. EEO OFFICER INFORMATION AND PAYROLL INFORMATION
Give the name of the company's EEO Officer:
Give date of appointment as EEO Officer by CEO :
Define the EEO Officer's policy making authority and effectiveness.
Define any additional company responsibilities of the EEO Officer.
Information, comments and recommendations made by the specialist/investigator on the statistical representation of minorities in geographic area of project and the participation/representation of minorities on the project.
Did certified payrolls show employee names, gender, ethnicity, last four digits of social security number, and job classifications? Yes No Comments

18. DOCUMENTATION OF DBE SUBCONTRACTOR/SUPPLIER/VENDOR SOLICITATIONS
List the employee who administers the contractor's DBE program:
Describe what effort the contractor made to solicit bids from and utilize DBEs?
19. CONTRACTOR'S COMPLIANCE IN ITS SUBCONTRACTING ACTIVITIES
a.) What procedure does the contractor follow to secure subcontractors?
b.) Are the procedures for securing subcontractors standardized? Yes No If yes, describe briefly.
c.) Are the procedures for securing subcontractors nondiscriminatory? Yes No If yes, describe briefly.
d.) What efforts has the contractor made to ensure its subcontractors have meaningful representation of minorities and women and are in compliance with EEO obligations?
e.) How does the contractor ensure the incorporation of appropriate EEO clauses in subcontracts and purchase orders?

20. UNION AFFILIATION	I AND OTHER RECRUITIN	IG AND TRAIN	NG DATA							
UNION TITLE OR IDENTIFICATION	UNION LOCAL NUMBER	EXCLUS REFERRAL I		UNION SPOI TRAINING PI		DOES CONT PARTICIP UNION APPI TRAINING PR	ATE IN RENTICE	DOES CONTRACTOR HAVE AN IN-HOUSE TRAINING PROGRAM?		
		Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No			
		Yes	No	Yes	No	Yes	No			
		Yes	No	Yes	No	Yes	No			
		Yes	No	Yes	No	Yes	No			
		Yes	No	Yes	No	Yes	No			
		Yes	No	Yes	No	Yes	No			
21. RECRUITING SOUR	CES CONTACTED BY TH	E CONTRACTO	R THAT V	VERE LIKELY	TO YIELD	MINORITIES A	ND WOME	N		
	NAME, ADDRESS AND	TELEPHONE N	IUMBER					of CONTACT n Calls, etc.,)		

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22. WORKFORCE DATA ON SITE THE DAY OF THE FIELD VISIT (Attach field audit form to this page)

JOB CATEGORIES	INDIA ALAS	RICAN AN OR SKAN TIVE		N OR CIFIC NDE	BLA	BLACK		HISPANIC		WHITE		APPRENTICE		ON THE JOB TRAINEES (OJT)		TOTAL EMPLOYEES		TOTAL MINORITIES		PERCENT OF TOTAL EMPLOYEES	
	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F	MIN	WF	
Carpenters																					
Cement Masons																					
Cost Estimators																					
Electricians																					
Equip. Operators - Non-Paving																					
Equip. Operators - Paving																					
Fence Erectors																					
Foreman																					
Laborers - Semi-Skilled																					
Laborers - Unskilled																					
Mechanics																					
Officials (Managers)																					
Painters																					
Pipefitters/Plumbers																					
Reinforcing Iron & Rebar Workers																					
Structural Iron & Steel Workers																					
Supervisors																					
Traffic Technicians																					
Truck Drivers																					
TOTAL																					

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23. TOTAL WORKFORCE FROM START OF PROJECT

Count each employee only once. An employee working in two or more categories shall only be counted once. The job category the employee worked the most hours in would be that individuals job category.

JOB CATEGORIES	AMER INDIA ALAS NAT		ASIA PAC ISLA	N OR CIFIC NDE	BL	BLACK		HISPANIC		WHITE		APPRENTICE		ON THE JOB TRAINEES (OJT)		TOTAL EMPLOYEES		TOTAL MINORITIES		PERCENT OF TOTAL EMPLOYEES	
	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F	MIN	WF	
Carpenters																					
Cement Masons																					
Cost Estimators																					
Electricians																					
Equip. Operators - Non-Paving																					
Equip. Operators - Paving																					
Fence Erectors																					
Foreman																					
Laborers - Semi-Skilled																					
Laborers - Unskilled																					
Mechanics																					
Officials (Managers)																					
Painters																					
Pipefitters/Plumbers																					
Reinforcing Iron & Rebar Workers																					
Structural Iron & Steel Workers																					
Supervisors																					
Traffic Technicians																					
Truck Drivers																					
TOTAL																					

24. TOTAL WORKFORCE HOURS ON THE PROJECT AS OF:

(Date)

JOB CLASSIFICATION	TOTAL HOURS	TOTAL FEMALE HOURS	FEMALE PERCENT	TOTAL MINORITY HOURS	MINORITY PERCENT
Carpenters					
Cement Masons					
Electricians					
Equip. Operators - Non-Paving					
Equip. Operators - Paving					
Fence Erectors					
Foreman					
Laborers - Semi-Skilled					
Laborers - Unskilled					
Mechanics					
Officials (Managers)					
Painters					
Pipefitters/Plumbers					
Reinforcing Iron & Rebar Workers					
Structural Iron & Steel Workers					
Supervisors					
Traffic Technicians					
Truck Drivers					
TOTAL					

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25. RATIO OF TOTAL	WORK HOURS TO MI	NORITY AND FEMALE	HOURS			
TOTAL				TOTAL MINORITIES		
TOTAL PROJECT HOURS	TOTAL FEMALE	American Indian or Alaskan Native	Asian or Pacific Islander	Black	Hispanic	White
Comments:						
26. REQUIRED POSTE	ERS				YES	NO
a) EEO is the Law						
b) FHWA (form 1022) i	NOTICE					
c) FHWA (form WH 13	21) WAGE RATE INFO	RMATION				
d) Michigan Law: Prohi	ibits Discrimination					
e) Notice of Title VI Pro	ovisions					
f) Signed EEO Policy	Statement					

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27. TOTAL COMPANY WORKFORCE DATA FOR ALL EMPLOYEES WHO WORKED ON MICHIGAN PROJECTS OVER THE LAST 12 MONTHS

Count each employee only once. An employee working in two or more categories shall only be counted once. The job category the employee worked the most hours in would be that individuals job category.

JOB CATEGORIES	AMER INDIA ALAS		ASIA PAC ISLA	N OR SIFIC NDE	BLACK		HISPANIC		WHITE		APPRENTICE		ON THE JOB TRAINEES (OJT)		TOTAL EMPLOYEES		TOTAL MINORITIES		PERCENT OF TOTAL EMPLOYEES	
	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F	MIN	WF
Carpenters																				
Cement Masons																				
Cost Estimators																				
Electricians																				
Equip. Operators - Non-Paving																				
Equip. Operators - Paving																				
Fence Erectors																				
Foreman																				
Laborers - Semi-Skilled																				
Laborers - Unskilled																				
Mechanics																				
Officials (Managers)																				
Painters																				
Pipefitters/Plumbers																				
Reinforcing Iron & Rebar Workers																				
Structural Iron & Steel Workers																				
Supervisors																				
Traffic Technicians																				
Truck Drivers																				
TOTAL																				

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28. NEW HIRE PRACTICES AND RECRUITING DURING THE PAST 12 MONTHS

* Do not include recalls from seasonal lay-offs

NAME	GENDER	DACE/	JOB CLASSIFICATION	DATE HIRED	METHOD OF RECRUITMENT	RECRUITING AGENCY USED
		LIIIIIOIII	OLAGGII IGATION	TIIKLD	T.EOTOTTIME!	AGENOT GOLD

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29. NEW HIRE PRACTICES AND RECRUITING DURING THE PAST 12 MONTHS (continued)

* Do not include recalls from seasonal lay-offs

NAME GENDER RACE/ ETHNICITY CLASSIFICATION HIRED RECRUITMENT AGENCY USED	NAME CENDER RACE/ JOB DATE METHOD OF RECRUITING													
	NAME	GENDER				METHOD OF RECRUITMENT								

30. NEW HIRE PRACTICES AND RECRUITING DURING THE PAST 6 MONTHS (continued)		
a) Was the contractor's application log reviewed?	Yes	No
b) If needed, was documentation of good faith efforts to hire women and minorities provided?	Yes	No
If documentation of good faith efforts to hire women and minorities was provided , list the document below.		
1. 5.		
2. 6.		
3. 7.		
4. 8.		
c) Observation and Comments on a) and b) above.		
d) Recommendations given to contractor regarding new hire/recruiting practices: Recommendations given to contractor regarding new hire/rec	cruiting praction	ces.

31	. EMPLOYMENT PROCESSES AND PRACTICES
a)	Company's criteria for promotions:
b)	Contractor's explanation of how EEO is applied on the project in the following areas (i.e., how do they ensure nondiscrimination on the project in each area below).
	Recruiting:
	Hiring:
	Transfers:
	Promotions:
	Training:
	Compensation:
	Benefits:
	Recognition (awards):
	Lay-offs:
	Terminations:
c)	Comments on methodology used by contractor to assure employment practices on the project are not discriminatory regarding race, religion, sex, sexual orientation, gender identity, color, national origin, age, or disability. Describe any supporting documentation of this methodology.

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32. EMPLOYMENT PROCESS	ES AND PRACTIC	ES (continue	d)			
d) Promotions in the last 6 mon						
NAME	GENDER/ETHNICITY CLASSIFICATION PROMOTED DAT					
NAME	MALE/FEMALE	ETHNICITY	FROM	ТО	DAIL	
e) Terminations in the last 6 mc	onths					
,						
NAME	GENDER/E1	THNICITY	n.e.	4001	DATE OF	
NAME	MALE/FEMALE	ETHNICITY	RE	ASON	TERMINATION	

COMMENTS:

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33. COMPANY'S TOTAL FEDERAL AID ON THE JOB TRAINING (OJT) PROGRAM DATA FOR ALL ACTIVE MICHIGAN PROJECTS									
PROJECT NUMBER	CONTRACTOR EMPLOYING THE OJT	TRAINEE NAME	RACE	GENDER	TYPE OF PROGRAM	PROGRAM HOURS	DATE STARTED	HOURS COMPLETED	DATE
TOTAL TRAINE	ES:	MINORITY TRAINEES (%) :			FEMALE TR	RAINEES (%):	
COMMENTS									

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34. FINDINGS AND COMMENTS				
a) ARE REQUIRED POSTERS CONSPICUOUSLY DISPLAYED IN LEGIBLE FASHION? COMMENTS	YES	NO		
b) ARE ALL ASSIGNED DBE CONTRACTORS ACTIVE ON THE PROJECT? COMMENTS	YES	NO		
c) ARE RECRUITING PUBLICATIONS USED TO SHOW THE CONTRACTOR IS "AN EQUAL OPPORTUNITY EMPLOYER"? COMMENTS	YES	NO		
d) ARE SUCH RECRUITING PUBLICATIONS CIRCULATED IN COMMUNITIES WITH MINORITY POPULATIONS?	YES	NO		
e) WERE REQUESTED DOCUMENTS SUBMITTED IN A TIMELY AND COMPLETE MANNER?	YES	NO		
f) DID ADVERTISEMENTS, STATIONERY, CHECKS, PURCHASE ORDERS, ETC., INCLUDE THE NOTATION: "EQUAL OPPORTUNITY EMPLOYER"?	YES	NO		
g) DOES CONTRACTOR HOLD REGULAR MEETINGS WITH SUPERVISORY, HUMAN RESOURCES, AND/OR LEAD PERSONNEL ENGAGED IN DIRECT RECRUITMENT?	YES	NO		
h) DOES CONTRACTOR HOLD REGULAR PROJECT-SITE EEO MEETINGS AND INSPECTIONS?IF SO, HOW OFTEN?	YES	NO		
i) HAVE OTHER REPORTS REQUIRED BY FEDERAL, STATE, MUNICIPAL OR OTHER STATUTES, REGULATIONS, DIRECTIVES, ETC., BEEN SUBMITTED? SUBMITTED TO: STATUS:	YES	NO		

35. FINDINGS AND COMMENTS (continued)		
j) HAVE GOALS, TARGETS, AND OTHER CONDITIONS OF EQUAL OPPORTUNITY COMPLIANCE PROGRAMS BEEN IMPLEMENTED IN A SATISFACTORY OR ACCEPTABLE MANNER?	YES	NO
k) ARE PRESCRIBED EQUAL EMPLOYMENT OPPORTUNITY CLAUSES INCLUDED IN ALL APPLICABLE PURCHASE ORDERS, SUBCONTRACTS, AND COLLECTIVE BARGAINING UNION AGREEMENTS? DOCUMENTS REVIEWED	YES	NO
ARE APPLICATIONS FOR EMPLOYMENT ACCEPTED, AND ARE SELECTIONS MADE, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, OR NATIONAL ORIGIN?	YES	NO
m) ARE TRANSFERS, WAGES, TRAINING, MANPOWER DEVELOPMENT, PROMOTIONS AND OTHER EMPLOYMENT PRACTICES ACHIEVING EQUAL EMPLOYMENT RESULTS? COMMENTS	YES	NO
n) IF CONTRACTOR HAS A SIGNED COLLECTIVE BARGAINING AGREEMENT, HAS HE/SHE RECRUITED BEYOND THE SPECIFIC UNION REFERRALS?	YES	NO
NAVE CONTRACTOR'S EMPLOYEES REFERRED MINORITY AND/OR FEMALE APPLICANTS?	YES	NO
p) ARE EEO COMPLAINTS PROMPTLY INVESTIGATED AND IS THERE A COMPANY SYSTEM IN PLACE TO RESOLVE COMPLAINTS AT THE LOWEST POSSIBLE LEVEL?	YES	NO
q) HAS CONTRACTOR DEVELOPED A UNIQUE TRAINING CURRICULUM THAT HELPS FACILITATE TRAINING AND UPGRADING OF MINORITIES AND WOMEN?	YES	NO

36.	FINDINGS AND COMMENTS (continued)		
r)	WERE ANY COMPLAINTS OF DISCRIMINATION OR GRIEVANCES FILED AGAINST THE COMPANY WITHIN THE PAST THREE YEARS? COMMENTS	YES	NO
s)	DOES THE EEO OFFICER OR OTHER AUTHORIZED PERSON CONDUCT PERIODIC INSPECTIONS TO ENSURE THAT WORKING CONDITIONS DO NOT PROMOTE DISCRIMINATION? COMMENTS	YES	NO
	COMMENTS		
t)	ARE FACILITIES PROVIDED ON A NON-SEGREGATED AND NON-DISCRIMINATORY BASIS?	YES	NO
	COMMENT ON WHAT WAS OBSERVED DURING PHYSICAL WALK THROUGH OF THE JOB APPLICATION AREA, REST ROOMS, LUNCH/BREAK ROOMS, MEETING ROOMS, SHOP AREA, GARAGE, PARKING LOT, JOB SITE, AREA WHERE POSTERS ARE DISPLAYED, ETC.		
37.	EXIT CONFERENCE: PRELIMINARY RECOMMENDATIONS & SUMMARY OF SUGGESTIONS TO CONTRACTOR		
39.	VOLUNTARY CORRECTIVE ACTION PLAN (VCAP), TO BE SUBMITTED IN (Specialist can't allow more than 14 calendar days - Report must be completed within 15 calendar days of review.)	YES	NO
СО	MMENTS		
40.	ADDITIONAL COMMENTS REGARDING EEO OFFICER AND/OR CONTRACTOR REPRESENTATIVE(S) AUTHORIZED TO	NEGOTIATE AN	D SUBMIT VCAP.

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COMMENTS REGARDING VCAP SUBMITTED BY THE COMPANY.
DETERMINATION OF COMPLIANCE/NON-COMPLIANCE WITH RATIONALE.

SIGNATURES OF REVIEWERS

NAME OF CONTRATOR:

PROJECT NUMBER:

	DATE:
Office of Business Development Compliance Analyst/Specialist	
	DATE:
Office of Business Development Supervisor or Manager	
	DATE:
Administrator, Office of Business Development	
Federal Highway Administration	DATE:
Federal Highway Administration	DATE:
	Administrator, Office of Business Development Federal Highway Administration