

## EQUAL OPPORTUNITY CONTRACT COMPLIANCE DATA FORM

1. REVIEW AUTHORITY (23CFR230) <span style="float: right;">FHWA1273</span>	2. COMPLIANCE REVIEW DATE
3. POST AWARD REVIEW <span style="float: right;">FOLLOW-UP REVIEW</span>	
4. MDOT PROJECT NUMBER: FEDERAL PROJECT NUMBER:	5. ORIGINAL CONTRACT VALUE
6. SPECIAL REVIEW	7. MDOT <span style="margin-left: 100px;">LOCAL AGENCY</span>
8. PRIME CONTRACTOR: <span style="margin-left: 150px;">SUBCONTRACTOR:</span> <span style="margin-left: 150px;">CONSULTANT:</span>	
9. NAME, ADDRESS, COUNTY OF CONTRACTOR'S HOME OFFICE	10. NAME AND TITLE OF CONTRACTOR'S PROJECT OFFICER
11. NAME AND TITLE OF AUTHORIZED EEO OFFICER	12. MDOT PROJECT LOCATION COUNTY
13. NAME AND AGENCY OF PROJECT ENGINEER(S)	14. IS THERE A WRITTEN EO PROGRAM?  <div style="text-align: center; margin-top: 10px;"> <span>YES</span>      <span>NO</span>      <span>DATE:</span> </div>
15. CONTRACTOR OR PROJECT PRODUCTION SCHEDULE	
a) Project Start	b) Anticipated Completion Date
c) Project Peak Work Dates	d) Peak Number of Project Workers
16. WAS A DBE PARTICIPATION GOAL ASSIGNED TO THIS CONTACT?  <div style="text-align: center; margin-top: 10px;"> <span>YES</span>      <span>%</span>      <span>NO</span> </div>	

**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?







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					
<b>TOTAL</b>					











<b>30. NEW HIRE PRACTICES AND RECRUITING DURING THE PAST 6 MONTHS (continued)</b>		
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/recruiting practices.		

**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.

**32. EMPLOYMENT PROCESSES AND PRACTICES (continued)**

d) Promotions in the last 6 months

NAME	GENDER/ETHNICITY		CLASSIFICATION PROMOTED		DATE
	MALE/FEMALE	ETHNICITY	FROM	TO	

e) Terminations in the last 6 months

NAME	GENDER/ETHNICITY		REASON	DATE OF TERMINATION
	MALE/FEMALE	ETHNICITY		

COMMENTS:

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
<b>TOTAL TRAINEES:</b>		<b>MINORITY TRAINEES (%):</b>				<b>FEMALE TRAINEES (%):</b>			
COMMENTS									

<b>34. FINDINGS AND COMMENTS</b>		
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



<b>35. FINDINGS AND COMMENTS (continued)</b>		
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
l) 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
o) HAVE 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
t) ARE FACILITIES PROVIDED ON A NON-SEGREGATED AND NON-DISCRIMINATORY BASIS? 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.	YES	NO
37. EXIT CONFERENCE: PRELIMINARY RECOMMENDATIONS & SUMMARY OF SUGGESTIONS TO CONTRACTOR		
39. VOLUNTARY CORRECTIVE ACTION PLAN (VCAP), TO BE SUBMITTED IN _____ DAYS: (Specialist can't allow more than 14 calendar days - Report must be completed within 15 calendar days of review.)		
COMMENTS		
40. ADDITIONAL COMMENTS REGARDING EEO OFFICER AND/OR CONTRACTOR REPRESENTATIVE(S) AUTHORIZED TO NEGOTIATE AND SUBMIT VCAP.		
_____		

**ATTACH WRITTEN VCAP AS THIS PAGE**

COMMENTS REGARDING VCAP SUBMITTED BY THE COMPANY.

DETERMINATION OF COMPLIANCE/NON-COMPLIANCE WITH RATIONALE.

**SIGNATURES OF REVIEWERS**

**NAME OF CONTRATOR:**

**PROJECT NUMBER:**

<p><b>NAME:</b></p> <p><b>SIGNATURE:</b> Office of Business Development Compliance Analyst/Specialist</p>	<p><b>DATE:</b></p>
<p><b>NAME:</b></p> <p><b>SIGNATURE:</b> Office of Business Development Supervisor or Manager</p>	<p><b>DATE:</b></p>
<p><b>NAME:</b></p> <p><b>SIGNATURE:</b> Administrator, Office of Business Development</p>	<p><b>DATE:</b></p>
<p><b>NAME:</b></p> <p><b>SIGNATURE:</b> Federal Highway Administration</p>	<p><b>DATE:</b></p>
<p><b>NAME:</b></p> <p><b>SIGNATURE:</b> Federal Highway Administration</p>	<p><b>DATE:</b></p>