

## MDOT EEO OFFICER NOTIFICATION

Email the fully completed and signed form to [Adamsf@michigan.gov](mailto:Adamsf@michigan.gov)

**Complete all boxes each time this is submitted.**

Section 1: COMPANY IDENTIFICATION										
1. CONTRACTOR NAME	2. MDOT VENDOR #									
3. HOME OFFICE MAILING ADDRESS: (STREET)	4. HOME OFFICE MAILING ADDRESS:(CITY, STATE, ZIP)									
5. MAIN PHONE NUMBER	6. FAX NUMBER									
7. INITIAL DATE EEO OFFICER WAS APPOINTED	8. HAVE THE FOLLOWING AREAS CHANGED?  <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">a. APPOINTED EEO OFFICER</td> <td style="text-align: center; padding-left: 20px;">YES</td> <td style="text-align: center; padding-left: 20px;">NO</td> </tr> <tr> <td style="padding-left: 20px;">b. EEO OFFICER NAME</td> <td style="text-align: center; padding-left: 20px;">YES</td> <td style="text-align: center; padding-left: 20px;">NO</td> </tr> <tr> <td style="padding-left: 20px;">c. EEO OFFICER CONTACT INFORMATION</td> <td style="text-align: center; padding-left: 20px;">YES</td> <td style="text-align: center; padding-left: 20px;">NO</td> </tr> </table>	a. APPOINTED EEO OFFICER	YES	NO	b. EEO OFFICER NAME	YES	NO	c. EEO OFFICER CONTACT INFORMATION	YES	NO
a. APPOINTED EEO OFFICER	YES	NO								
b. EEO OFFICER NAME	YES	NO								
c. EEO OFFICER CONTACT INFORMATION	YES	NO								

Section 2: EEO OFFICER IDENTIFICATION	
9. NAME OF EEO OFFICER: (FIRST, MI, LAST NAME)	10. EEO OFFICER'S WORKING TITLE
11. WORK ADDRESS OF EEO OFFICER: (STREET)	12. WORK ADDRESS OF EEO OFFICER: (CITY, STATE, ZIP)
13. EEO OFFICER EMAIL ADDRESS	
14. IS THE COMPANY AWARE OF THE REQUIREMENTS FOR AN EEO OFFICER? <span style="display: block; text-align: center;">YES                      NO</span>	15. IS THE COMPANY AWARE OF THE REQUIREMENTS OF FHWA 1273 LOCATED IN ALL MDOT CONTRACTS WITH FEDERAL DOLLARS ATTACHED? <span style="display: block; text-align: center;">YES                      NO</span>
16. WAS THERE A MEETING WHERE EEO POLICY WAS REVIEWED WITH STAFF? <span style="display: block; text-align: center;">YES                      NO</span>	DATE
17. IN THE LAST 12 MONTHS WAS A DISCRIMINATION AND/OR HARASSMENT COMPLAINT FILED OR HAS A RELATED INVESTIGATION BEEN CONDUCTED? IF SO, PLEASE ATTACH DETAILS <span style="display: block; text-align: center;">YES                      NO</span>	

<b>Section 3: SIGNATURE OF CORPORATE OFFICIAL</b>	
<p>As required in the Equal Employment Opportunity Special Provisions included in Federally funded Highway Construction Contracts, this official notice of EEO Officer appointment (and/or update) is made to the Michigan Department of Transportation (MDOT) and the U.S. Federal Highway Administration (FHWA).</p> <p><b>* Failure to comply with FHWA 1273 will result in sanctions that may include the loss of a company's prequalification status.</b></p>	
18. OFFICIAL'S NAME: (PRINTED)	19. OFFICIAL'S TITLE: (PRINTED)
20. SIGNATURE OF OFFICIAL WHO APPOINTED THE EEO OFFICER	21. DATE: (MO/DAY/YR.)

<b>Section 4: PROCESSING OF NOTIFICATION (THIS SECTION FOR MDOT USE)</b>	
DOCUMENT PLACED IN THE OBD FILES	DATE OF ACTION
INFORMATION ENTERED ON OBD EEO TRACKING SPREADSHEET	DATE OF ACTION
PROCESSED BY: (INSERT ELECTRONIC SIGNATURE)	

**\* Signature of the person appointing the EEO Officer is required for this form to be valid.**

## **NOTIFICATION TO MDOT OF EEO OFFICER**

This form is used by contractors to communicate the appointment of an EEO officer and to provide EEO Officer Contact data. The form is also used to update the information in the event of new appointees, name changes or contact data changes.

Email the fully completed and signed form to: [adamsf@michigan.gov](mailto:adamsf@michigan.gov).

An email acknowledging that the information has been processed will be issued to the sender.

### **GENERAL: COMPLETE ALL BOXES EACH TIME THIS FORM IS SUBMITTED**

#### **Section 1: Project Identification**

**Box 1 – Contractor Name:** The name of the contractor.

**Box 2 – Vendor No.:** The contractor's MDOT vendor ID number.

**Box 3 – Home Office Mailing Address (Street):** The contractor's home office physical street address.

**Box 4 – Home office mailing address (city, state, zip):** The contractor's home office city, state, and zip code.

**Box 5 - Main Phone No.:** Area code and phone number of contractor's main business phone.

**Box 6 – Fax No.:** Area code and fax number of contractor's main fax.

**Box 7 – Initial date EEO Officer was appointed:** Date the EEO Officer position was originally appointed.

**Box 8 – What is Being Changed:** Mark "Yes" to indicate a new person has been appointed as EEO Officer. Mark "No" to indicate there has been no change in EEO Officer since last submission (still fill out section 2 for Yes or No). Mark Yes to "EEO Officer Name" and "EEO Officer Contact Information" if the appointee of record had a name change, and/or if the appointee's contact data is being updated.

#### **Section 2: EEO Officer Identification**

**Box 9 – Name of EEO Officer:** First name, middle initial (MI) and last name of EEO Officer.

**Box 10 – EEO Officer's Working Title:** Job title if the EEO Officer has other duties (e.g. President, Treasurer, Manager of Contract Services, Safety Manager, Estimator, etc.).

**Box 11 – Work Address of EEO Officer (Street):** Physical address of EEO Officer's office.

**Box 12 – Work Address of EEO Officer (City, State, Zip):** City, state, and zip code of EEO Officer's office.

**Box 13 – EEO Officer's email address:** EEO Office's email address.

**Box 14/15 – Aware of EEO Officer requirements:** Review FHWA 1273 from the project proposal/contract document. Use this to answer questions in box 14 and 15.

**Box 16 – Date of last EEO meeting:** Provide the date of the last meeting in which the company EEO policy was discussed with staff.

**Box 17 – 12 month review of EEO complaints:** Provide information regarding any discrimination and/or harassment complaints filed against the company.

#### **Section 3: Signature of Corporate Official**

**Box 18 - 21 – Official appointing EEO Officer:** Provide name, title (e.g. President), and signature of person appointing the EEO Officer. The person appointing the EEO Officer is required to officially submit the form on behalf of the company. \*Signature of the person appointing the EEO Officer is considered an official submittal.







