

Summary Sheet
Equal Employment Opportunity (EEO)

This Summary Sheet is provided for use by MassDOT Rail & Transit Division potential and current grant recipients. It is meant to be used as a guide to assist grantees with the understanding of federal and state requirements in order to receive funding and is meant only as a summary and not an all-inclusive guidance document. For more information on federal requirements related to EEO, refer to [FTA Circular 4704.1](#), the Additional Terms & Conditions in your contract, or other documentation provided by MassDOT or the Federal Transit Administration (FTA).

Requirements	
Threshold	<p>An EEO plan is required of MassDOT’s grant recipients that, in a federal fiscal year:</p> <ul style="list-style-type: none"> • receive capital or operating assistance in excess of \$1 million or planning assistance in excess of \$250,000 (assets, such as vehicles that have been purchased or constructed by the state for use by a subrecipient, are counted towards this threshold); and • employ 50 or more transit-related employees (Employees are not counted in the aggregate. For example if the grantee has 10 transit-related employees and an operations contractor of the grantee has 40 employees, neither has met the threshold; the employees are not added together) <p><i>This requirement does not apply to grantees that do not meet the threshold.</i></p>
Contents of EEO/AA Plan	<p>For grantees that meet the threshold above, the EEO/AA plan must include the following items:</p> <ul style="list-style-type: none"> • EEO Officer Designation - The EEO Officer should be an executive and must report directly to the CEO. The EEO Officer should be identified by name in all internal and external communications regarding the sub-recipient’s EEO/AA program. • Underutilization Analysis and Goals - The purpose of the utilization analysis is to identify those job categories where underutilization and/or concentration of women or minorities exist in relation to their availability in the relevant labor market. Specific percentage and numerical goals with timetables must be set (where necessary) to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis. If the goals that were set in the previous submission were not met, there is an obligation to explain what efforts were taken to meet the goal and fully explain and justify why the goal was not met. • Narrative and Statistical Assessment - In conjunction with the utilization analysis and EEO goal establishment, grantees must conduct a detailed narrative and statistical assessment of present employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization. The analyses must contain statistical data to document the impact of employment practices. At a minimum, the analyses must contain the following: <ul style="list-style-type: none"> ○ The numbers of individuals by race and sex applying for employment and those actually hired ○ The number of individuals by race and sex who applied for a promotion or transfer within the past year and the number who were promoted or transferred ○ The number and types of disciplinary actions and terminations by race and sex • Monitoring and Reporting - The monitoring and reporting system should: <ul style="list-style-type: none"> ○ assess EEO accomplishments ○ report accomplishments and lack of accomplishments to management ○ enable the evaluation of the program during the year ○ enable the taking of necessary action regarding goals and timetables ○ provide a factual database for future projections
Frequency of submission	Program updates are due every three years.
Summary Sheet Links	Federal EEO Circular: http://www.fta.dot.gov/legislation_law/12349_5951.html