

FTA EEO Regulations, Guidance and Procedures

Affirmative Action Plan

An Affirmative Action Plan is a detailed, results-oriented set of procedures designed to achieve prompt and full use of minorities and women at all levels and in all parts of the contractor's workforce. FTA requires an Affirmative Action Plan be submitted every three years.

Threshold Requirements

Fifty (50) or more transit-related employees and; receives capital or operating assistance in excess of 1 million **or**; receives planning assistance in excess of \$250,000.

General Requirements

Establishes a strong company policy and commitment to equal employment opportunity; in it, the contractor should assign responsibility and authority for the program to top company officials and analyze the present workforce to identify jobs and departments where minorities and females are underrepresented.

It is important to set specific, measureable hiring and promotion goals with target dates in each area of underutilization and to make every manager and supervisor responsible and accountable for helping to meet these goals. Job descriptions and hiring criteria must be reevaluated to ensure that they include only actual job needs; find minorities and females who qualify or can become qualified to fill goals.

EEO Program Components

- Statement of Policy
- Dissemination
- Designation of Personnel Responsibility
- Utilization Analysis
- Goals and Timetables
- Assessment of Employment Practices
- Monitoring and Reporting

EEO Training overview

- [EEO PowerPoint Presentation for FTA Grantees](#)