



Department of Transportation

Division of Operations

Civil Rights Program

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EEO Program Checklist

In accordance with circular FTA C 4704.1A each recipient who has 100 or more transit-related employees, and; requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year is required to submit an EEO Program. FTA requires an EEO Program be submitted every four years. SDDOT reviews in conjunction with your Title VI review.

Below you will find a checklist for the EEO Program, as required by USDOT Federal Transit Administration. Your EEO Program must contain each of these individual parts to be considered complete. Sample documents have been provided for your assistance.

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