

SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION
Civil Rights Program
EEO Contractor Compliance Desk Review Instructions

Please review the instructions and prepare the information requested to submit by due date. All documents must be clear, legible, and organized. **ALL OF YOUR DOCUMENTS REGARDING EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE MUST BE AVAILABLE UPON REQUEST.** Make copies of any form as necessary for worksheets or to provide sufficient forms for the review. For your convenience Contractor Compliance Review forms can be downloaded from the DOT Internet Site at: <http://www.sddot.com/services/civil/forms/default.aspx>

1. Complete and submit Compliance Review Form No. 1-2011 - **List of Contracts**. List all active construction contracts and subcontracts, Federal, federally assisted, State and other public entity funded projects.
2. Provide a list of all applicants and referrals for this project and what action was taken with regard to each applicant. This list is to include name, address, date of application, telephone, craft and disposition of the application.
3. Complete and submit Compliance Review Form No. 2-2011 - **Contractor's Employment Summary**. Indicate the number of workers, as broken down by employment and minority status, on this project since the project began in the various personal-related actions listed on the left side of the table.
4. Complete and submit Compliance Review Form No. 3-2012A – **Contractor's Workforce Utilization Report (Employee Count)**. Report the employment numbers for each employment category by race and gender. This should be the total number of individuals who worked on this project at any time.
5. Complete and submit Compliance Review Form No. 3-2012B – **Contractor's Workforce Utilization Report (Hours Worked)**. Report all hours through the most recent payroll available. Round to the nearest whole hour (more than ½ hour, round up; less than ½ hour, round down). Also, for employees working in more than one classification, report all hours, regardless of classification, in that category where the employee had the greatest number of hours.
6. Complete and submit Compliance Review Form No. 4-2012 – **List of Subcontractors**.
7. Send Compliance Review Form No. 5-2011 – **Subcontractor Information** – to all subcontractors listed in Compliance Review Form No. 4-2012. To ensure a timely response, fill in the date next to "PLEASE RETURN TO CONTRACTOR BY:", and submit all the completed forms.
8. A copy of any EEO Officer and/or project EEO designee inspection reports covering EEO activities on the project, i.e. recruitment, work environment, personnel actions, bulletin boards, etc.
9. A copy of advertising the company has done for employees for its crews and/or for this project. Note publication name and date of such advertising.
10. Complete and submit Compliance Review Form No. 6-2012 – **Contractor's Training Program**.
11. All documentation regarding solicitation of applicants, referrals, registration and placement and training of any OJT's and/or apprentices shown on project payroll.

12. A copy of any EEO Officer memo, report, etc. covering and reviews conducted of project personnel actions and wages paid. This includes recruitment, applicant evaluation, promotions, and terminations. Include a copy of any memos, reports, etc., which monitor and/or evaluate project site supervisors' EEO activities.
13. A copy of all documents regarding any EEO complaints of alleged discrimination, which has been filed by any company employee, ex-employee or applicant within the last five years.
14. If applicable, provide a copy of any signed bargaining agreement. This document will be returned at the conclusion of the review, if needed. A copy of all communication with the union regarding company EEO policy and obligations plus a copy of all notification of job openings sent to the union.
15. A copy of the company EEO policy statement; also a copy of the company's current affirmative action plan, if one is in use.
16. A copy of the review report/letter covering any EEO review done by any other state or federal agency within the last 3 years.
17. A copy of the minutes (or agenda or other notes) of the most recent meeting of supervisory and personnel office employees which included review and discussion of the company EEO policy and obligations.
18. A copy of minutes, agenda, notes, etc. of any employee meetings held at the project which mentioned/reviewed company EEO Policy and obligations.
19. A copy of any company manuals, new employee handout or other documentation which shows how new employees are advised of company EEO policy and program.
20. A copy of the letter or directive which designates the company EEO officer; also, a copy of any job description or directive or other documentation which outlines the duties and responsibilities of that position.
21. Please submit the completed desk review questionnaire.
22. Please submit any other information/documentation relative to your company EEO program and compliance activities, which you believe is relevant and pertinent.

If you have any questions or need assistance, please contact June Hansen at: 605-773-3540, or by email at: june.hansen@state.sd.us. For your convenience all the forms enclosed may be downloaded for your use from the department's internet site at: <http://www.sddot.com/services/civil/forms/default.aspx>

Submit all required forms, questionnaires and additional documentation by due date listed in cover letter to:

Department of Transportation
ATTN: June Hansen
700 E. Broadway Ave.
Pierre, SD 57501

Email: june.hansen@state.sd.us

Fax: 605-773-4442