



Department of Transportation

Office of Legal Counsel

Civil Rights Program

700 E Broadway Avenue

Pierre, South Dakota 57501-2586

605-773-3540

EEO Program Checklist (Abbreviated)

In accordance with circular FTA C 4702.1B each recipient who has 50 to 99 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 three years, as part of your Title VI review.

Below you will find a checklist for the EEO Program, as required by US-DOT 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
- Assessment of Employment Practices
- Monitoring and Reporting Plan