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TO: ALL CONTRACTORS ON FEDERAL-AID HIGHWAY CONSTRUCTION PROJECTS

FROM: COMMISSIONER RUSSELL R. McMURRY, P.E.

RM

DATE: JANUARY 1, 2019

RE: EEO REQUIRMENTS ON FEDERALLY FUNDED PROJECTS

The Georgia Department of Transportation (GDOT), in compliance with federal regulations, must annually review the firms with whom it does business with in regard to contract compliance on federally funded construction projects. The regulations require that the contractors operating on these project types refrain from any form of discrimination against any applicant for employment or active employee, on the basis of race, color, religion, sex, handicap or national origin. To assure compliance with the regulations, a compliance review will be conducted of your firm seeking certain information regarding your businesses' affirmative action practices and record keeping activity.

The Department uses certain forms to conduct the annual review of your company. These forms are FHWA 1391, Recommendations for Affirmative Action checklist, and a Monthly Utilization report. The forms can be found on the GDOT's Office of EEO's website at <http://www.dot.ga.gov/PS/Business/EEO#tab-1>. The associated regulations are applicable to the type of contracts on which your company performs and require that you comply with national equal employment opportunity standards.

GDOT encourages the evaluation, on a periodic basis, of your EEO program plan. When you undertake such a review, be sure to initiate affirmative steps to correct any identified deficiencies. Your evaluation should include a review of your personnel policies and practices, and an analysis of your workforce composition by race, gender and job classification. The forms referenced above will assist in your evaluation. We encourage you to use them in your internal examination as they will help to familiarize you with the considerations that make up the core of GDOT's formal review.

The Recommendations for Affirmative Action checklist suggests measures you should consider to strengthen your EEO program plan. Please document any action(s) taken outside these recommendations.

Please be advised that all prime contractors are responsible for the completion of Monthly Utilization Reports in accordance with the workforce reporting requirements.

GDOT staff works hard at making the EEO Compliance Program efficient and effective. We want to make certain the companies working on our projects are aware of their responsibilities regarding compliance with program requirements. We are available to help and offer assistance to your company in achieving the necessary compliance with the equal opportunity laws and look forward to doing so upon request.

As Commissioner for the Department of Transportation, I am committed to the standards and principles of Equal Employment Opportunity. I appreciate your continued cooperation and compliance with the program. For more information, please contact our EEO Office at 404-631-1972.