



GENERAL HANDOUTS

BASIC CIVIL RIGHTS PROGRAM ADMINISTRATION COURSE

Handout G-1

Introduction to Training

- Are Civil Rights Programs unique?
- If so, why?
- What do Civil Rights Programs deal with?
- What is the objective of Civil Rights Programs?
- **FHWA Civil Rights Programs**
 - State Internal EEO/Affirmative Action
 - EEO Contractor Compliance
 - Title VI/Environmental Justice
 - Disadvantaged Business Enterprise
 - Americans With Disabilities Act
 - Discrimination Complaints
- **Authorities**
 - Law/Executive Order
 - Regulations
 - State Assurances (EEO, Title VI, DBE)
 - State DOT Program Documents (Internal EEO, Contractor Compliance, Title VI, DBE)
 - Project Agreement
 - Required Contract Provisions
 - Special Contract Provisions
 - Court Decisions
 - DOT Certification Appeal Decisions
- **Agencies**
 - U.S. DOT
 - Department of Justice
 - EEOC
 - U.S. Department of Labor (OFCCP, BAT, Wage & Hour, Women's Bureau)
 - Small Business Administration
 - State DOTs & Sub-recipients
- **Functions of FHWA Civil Rights Office**
(Through inter-disciplinary team efforts.)
 - Technical Assistance
 - Training
 - Reference Manuals
 - How To Program Implementation Guides
 - Individual Case Assistance
 - Program Oversight/Compliance
 - State Program Document Review & Approval
 - Program Evaluations
 - Process Reviews
 - Compliance Reviews
 - Complaint Investigations
 - Informal Settlements (negotiation, conciliation, persuasion)
 - Enforcement

BASIC CIVIL RIGHTS PROGRAM ADMINISTRATION COURSE

Handout G-2

CIVIL RIGHTS PROGRAM/REPORT SUSPENSE SCHEDULE

REPORT/PROGRAM	AUTHORITY	DATE DUE IN D/O	NUMBER OF COPIES	DATE DUE IN WASH OFC	NUMBER OF COPIES
U.S. DOT Quarterly MBE/DBE/WBE Awards & Commitments, DOT Form 4630	49 CFR PART 26; W/O Memo 12-6-86; 11-1-84	15th day of month following end of quarter	2 (if not transmitted electronically)	20th day of month following end of quarter	1 (if not transmitted electronically)
Annual Contractor Employment Report, PR-1392	FAPG 1-C-230-A* FHWA Notice N 4720 dtd. 8-27-91	September 30	2	October 25	1
STA Employment Practices Report EEO-4	FAPG 1-C-230-C*	August 15	2	September 15	1
Title VI Plan Update	FAPG-1-C-200*	To be established with STA	1	N/A	N/A
STA EEO Program Update	23 CFR 230, Subpart C W/O Memo 9-5-90	To be established with STA	3 * send one to R/O FTA *send one to W/O FRA	N/A D/O approval 30 days after submission to FTA & FRA	N/A
DBE Program assessment (If revisions make update necessary)	49 CFR Part 26	As needed	1	N/A	1
DBE Program Goals	49 CFR Part 26	August 1	2	N/A	N/A
Historically Black Colleges and Universities (HBCU) Annual Accomplishment Report and FY Annual Plan	Executive Order 12667	No firm dates have been established by White House HBCU Initiative	2	Upon notification by W/O	1
DOT Report on F/A Programs to DOJ	Executive Order 12250	No firm dates have been established	Information developed by D/O as requested	Upon notification by W/O	1

*Federal-Aid Policy Guide, Chapter, Subchapter, Part, Subpart

BASIC CIVIL RIGHTS PROGRAM ADMINISTRATION COURSE
Handout G-3

FHWA OFFICE OF CIVIL RIGHTS
COURSE EVALUATION

BASIC CIVIL RIGHTS PROGRAM ADMINISTRATION			
DATE:	May 17-21, 1999	LOCATION	Chicago, Illinois

Please complete the following questions about the course:

1. What did we do right?

2. What can we do better?

3. How can we do better?

4. Please provide any specific comments or recommendations on the following:

A. Video Presentation and Discussion

B. EEO/Affirmative action programs

C. Contractor EEO Compliance

D. Investigation of Complaints of Discrimination

E. Title VI/Environmental Justice

F. DBE Program Administration

G. Americans with Disabilities Act

5. Any other comments or recommendations.

6. Overall Course Rating (On scale of 1 to 5, with 5 being the highest):

Please circle one:

1 2 3 4 5

Thank you!