

**EEO Contractor Self-Analysis Form – 2021** (Page 1 of 2)

DATE:

Send completed form to: **NDOT HCRO, 1500 Hwy 2, PO Box 94759, Lincoln, NE 68509-4759;**  
**Fax: 402-479-3728; or Email: [ndot.hcro-eeo@nebraska.gov](mailto:ndot.hcro-eeo@nebraska.gov)**

This form is for contractors to identify their Affirmative Action and Equal Employment Opportunity (EEO) procedures. It is required of all contractors, subcontractors, suppliers and consultants that participate in Nebraska Department of Transportation (NDOT) highway projects. **The form must be completed and submitted to the NDOT Highway Civil Rights Office (HCRO) by January 31, 2021.** No firm will be allowed to work on or participate in any NDOT project or contract unless a current Self-Analysis Form is on file. Prime contractors should ensure that subcontractors and suppliers have filed their respective Self-Analysis Forms prior to the start of a project. Self-Analysis Forms submitted in 2021 are valid through January 31, 2022, regardless of submission date.

NAME AND ADDRESS OF THE FIRM:

YEAR FIRM WAS ESTABLISHED:

LAST FOUR DIGITS OF FEDERAL TAX ID NUMBER (FEIN) or SSN :

ALL AFFILIATED COMPANIES (Attached additional pages as needed):

List the number or total part-time and full-time employees employed in the reporting period?

ANNUAL GROSS RECEIPTS: (Please circle the appropriate range that applies.)

\$8,000,000 or Less    \$8,000,001 - \$16,500,000    \$16,500,001 - \$26,290,000    \$26,290,001 - \$39,500,000    More Than \$39,500,000

Note: The U.S. DOT in 49 CFR §26.11; requires NDOT to obtain and maintain a record of each firm's annual gross receipts. To ensure the accuracy of this information, NDOT may, at its discretion, request supporting documentation

**“It is a State and Federal requirement that all contractors ensure women and minorities are employed when possible, and during their employment are treated equally without regard to race, color, sex, age, national origin, disability or religion. Such actions shall include: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships, and on-the-job-training.”**

**1.** Have all of the company's key personnel been made fully aware of the Equal Employment Opportunity requirements set forth in Form FHWA 1273 “Required Contract Provisions in Federal-aid Construction Contracts” and the NDOT “Special Provisions”?

YES     NO

**2.** Are the EEO Policy and EEO Posters posted at all Federal aid project sites?     YES     NO

EEO OFFICER (Name, address, e-mail, telephone, fax):

**3.** Does the EEO Officer have adequate qualifications to carry out the EEO provisions of the contract?     YES     NO

**4.** Does the EEO Officer have the authority to carry out the EEO provisions of the contract?     YES     NO

**5.** Are all staff members who are authorized to make any employment hire, promote, discipline and discharge employees, or recommend such actions, made fully aware of the company's EEO Policy prior to the start of work on all Federal-aid projects?     YES     NO

Summarize the times and locations of EEO meetings (meetings MUST be held at least every 6 months):

**6.** Are all new supervisory and hourly employees informed of the company's EEO Policy?     YES     NO

**RECRUITMENT**

7. Do advertisements for employees carry the notation "An Equal Opportunity Employer" and are the ads carried in newspapers and online job boards that have a large circulation among women and minority groups?     YES     NO

8. Are records kept of all applicants for employment, including whether the applicants are women or minorities?  YES  NO

9. Does the company maintain a list of women and minority recruitment resources; contact the resources when employment opportunities are available, and keep records of the organizations' responses?     YES     NO

10. Does your company utilize unions? If so, how many women and/or minorities has the union referred for hiring?

11. Has the company made efforts to incorporate EEO clauses in all union agreements?     YES  NO

NON-UNION

12. Are current employees encouraged to refer women and minorities for employment?     YES  NO

**PERSONNEL ACTIONS**

13. Are wages, working conditions, benefits, and personnel actions established and administered on a nondiscriminatory basis?  
 YES  NO

14. How often are inspections to jobsites made to ensure fair and equal working conditions? Who conducts these inspections? Identify by name, dates and position title.

15. How and by whom are employees instructed as to whom they should contact if they believe discrimination has occurred and what the procedure is for reporting a complaint?

16. How are investigations of discrimination complaints conducted? Is the documentation for these investigations maintained?

17. How are employees informed of training programs available for upgrading and the On The Job Training (OJT) requirements?

**SUBCONTRACTING**

18. How are the subcontractors (of a project) informed of the EEO requirements and are any steps or guidelines in place?

19. Does the company utilize women and minority subcontractors and/or subcontractors that employ women and minorities?  YES  NO

**EEO RECORDS AND REPORTS – STATE HOW RECORDS ARE KEPT FOR THE FOLLOWING ITEMS:**

20. Demographic data collected for employees' race, gender and work classifications (attach additional pages if necessary):

21. The progress being made locating, hiring, training, qualifying, and upgrading women and minorities, including working with various resources to achieve this.

22. The efforts and progress made in securing the services of women or minority subcontractors or subcontractors that employ women or minorities.

23. Are all EEO records retained for a period of three (3) years and available for review by NDOT or the FHWA?     YES  NO

**SIGNATURE**

**TITLE**

**DATE**

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