



U.S. Department
of Transportation
Federal Transit
Administration

Headquarters

East Building, 5th Floor – TCR
1200 New Jersey Avenue SE
Washington, DC 20590

November 18, 2016

Dear Grantee,

On October 31, 2016, FTA's updated Equal Employment Opportunity (EEO) Circular 4704.1A went into effect. The Circular updates the former EEO Circular from 1988. You can find a summary of the changes in the *Federal Register* notice [here](#).

Changes in Threshold Requirements and Submission Cycle

In the updated Circular, we changed the threshold requirement related to the number of transit-related employees for submitting EEO programs to FTA. Agencies meeting the funding threshold with 100 or more transit-related employees must continue to submit a full EEO program to FTA. Agencies meeting the funding threshold with 50–99 transit-related employees must still prepare and maintain a limited EEO program, but no longer need to submit it to FTA. EEO program submissions will now be every 4 years. You can find more information about the threshold requirements in Attachment 5 of the updated Circular.

EEO Program Questionnaire

Due to the change in thresholds, we must update our list of grantees that are required to submit an EEO program and revise our submission dates to reflect the new 4-year cycle. At this [link](#), you will find an online questionnaire that will help us determine whether you meet the threshold that requires you to submit an EEO program. ***Please fill out and submit this questionnaire no later than December 15, 2016.*** If you meet the threshold for program submission based on this questionnaire, FTA will determine a new date for you to submit your updated 4-year EEO program. FTA will communicate that date to you in early 2017.

Current and Upcoming Programs

- Your current program remains in effect until you submit your next EEO program to FTA under the updated Circular.
- Programs due after 10/31/2016 must follow the updated Circular.
- Please do not submit a new EEO program to FTA at this time. We will communicate a new submission date to you in early 2017 and begin accepting new programs based on the new submission dates. We plan to align the new submission dates with the next EEO-4 submission to the Equal Employment Opportunity Commission (EEOC) in September 2017.
- FY17 Triennial Reviews and Specialized Reviews will be performed using the previous Circular. Agencies will not be held to the updated Circular requirements during these reviews until FY18.

Circular Training

We are developing new training on the updated Circular requirements. We will make this training available before the new programs are due. You can find more information on our civil rights training [here](#).

Questions

If you have any questions about the Circular, please submit your question through the Contact Us tool on FTA's website [here](#) and select "Civil Rights & Accessibility" in the "Category" box.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda Ford". The signature is fluid and cursive, with the first name "Linda" and last name "Ford" clearly distinguishable.

Linda Ford
Associate Administrator
Office of Civil Rights