



**Department of Transportation & Public Facilities**  
**Statewide Design & Engineering Services Division**

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**TRANSMITTAL**

**TO:** Distribution

**DATE:** October 31, 2019

**FROM:** Carolyn Morehouse, P.E.  
Chief Engineer

**SUBJECT:** Chief Engineer's Directive: EEO  
Certification Form 25A-304

Use the updated EEO Certification Form 25A-304 on all applicable federal projects advertised after November 15, 2019. This form updates federal contact information only, and changes no requirements of the contractor.

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Sandra Garcia-Aline, Division Administrator, FHWA  
Elizabeth Hoffman, Civil Rights & ROW, FHWA  
Pat Zettler, P.E. Lead Civil Engineer, FAA

**Attachment:**

Form 25A-304 - EEO-1 Certification



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

**EEO-1 CERTIFICATION**  
Federal-Aid Contracts

**Project Name and Number**

This certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor [41 CFR 60-1.7 (b) (1)] and must be completed by the successful Bidder and each proposed Subcontractor participating in this contract.

**PLEASE CHECK APPROPRIATE BOXES**

The  Bidder  Proposed Subcontractor hereby CERTIFIES:

**PART A.** Bidders and proposed Subcontractors with 50 or more year-round employees and a federal contract amounting to \$50,000 or more are required to submit one federal Standard Report Form 100 during each year that the two conditions exist (50 employees and a \$50,000 federal contract).

The company named below (Part C) is exempt from the requirements of submitting the Standard Report Form 100 this year.

NO (go to PART B)  YES (go to PART C)

Instructions and blank Standard Report Form 100 may be obtained by contacting:

EEOC - Surveys Division  
131 M Street, NE - Room 4SW22G  
Washington, D.C. 20507  
Telephone number: (877)392-4647 or (866)286-6440

**PART B.** The company named below has submitted the Standard Report Form 100 this year.

NO  YES

**Note:** Bidders and proposed Subcontractors who have not filed the required Standard Report Form 100 and are not exempt from filing requirements will not be awarded this contract or subcontract until Form 100 has been filed for the current year ending June 30.

**PART C.**

\_\_\_\_\_  
**Signature of Authorized Company Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Company Address (Street or PO Box, City, State, Zip)**

\_\_\_\_\_  
**Date**

( ) \_\_\_\_\_  
**Phone Number**