



**Metropolitan Transportation Authority**

# Diversity Committee Meeting

## July 2014

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### Committee Members

J. Molloy, Chairman

F. Ferrer, MTA Vice Chairman

S. Metzger

J. Banks III

R. Bickford

**MTA Diversity Committee Meeting**  
347 Madison Ave. - 5th Floor Board Room  
New York, NY 10017  
Monday, 7/28/2014  
1:00 - 2:00 PM ET

**1. PUBLIC COMMENT PERIOD**

**2. APPROVAL OF MINUTES – MAY 19, 2014**

*Minutes of the MTA Diversity Committee - May 2014 - Page 3*

**3. 2014 DIVERSITY COMMITTEE WORK PLAN**

*2014 Diversity Committee Work Plan - Page 9*

**4. FIRST QUARTER 2014 EEO ACTIVITIES**

*MTAHQ EEO July 2014 - Page 13*

**5. MTA DBE GOAL PLAN**

*MTA DBE Goal Plan FFY 2015-2017 - Page 35*

**6. MTA PRESIDENT'S REPORTS ON RECRUITMENT STRATEGIES**

*MTAHQ Recruitment Strategies Report - Page 44*

*NYCT-MTA BUS Recruitment Strategies Report - Page 55*

*LIRR Recruitment Strategies Report - Page 65*

*MNR Recruitment Strategies Report - Page 72*

*MTACC Recruitment Strategies Report - Page 78*

*B&T Recruitment Strategies Report - Page 93*

**7. ACTION ITEM: STAFF SUMMARY JULY 2014**

*Staff Summary - July 2014 - Page 98*

## **MTA DIVERSITY COMMITTEE**

### **Meeting Minutes**

347 Madison Avenue, Fifth Floor Board Room

New York, NY 10017

Monday, May 19, 2014

2:45 p.m.

The following Committee members were present:

Hon. John Molloy, Chairman

Hon. Fernando Ferrer

Hon. Susan G. Metzger

The following Committee members were absent:

Hon. John Banks III

Hon. David Paterson

Hon. Robert C. Bickford

The following were also present:

Carmen Bianco, President, MTA New York City ("NYC") Transit

Helena Williams, President, MTA Long Island Rail Road ("LIRR")

Michael J. Garner, Chief Diversity Officer, MTA Department of Diversity and Civil Rights ("DDCR")

Heidi Lemanski, Chief of Staff, MTA Bus Company ("MTA Bus")

Joel Andrews, Chief Equal Employment Opportunity ("EEO") Officer, Office of EEO, NYC Transit

Vernessa Moses, Assistant Chief Officer, Office of EEO, NYC Transit

John Cucarese, Manager, Service Data Analysis, Operations Planning, NYC Transit

Patrick Smith, Senior Director, Human Resources, NYC Transit

Michael Fyffe, Director, Diversity Management, LIRR

Donna Betty, Director, Strategic Investments, LIRR

Dennis Mahon, Chief Procurement & Logistics Officer, LIRR

Robert Rodriguez, Director, Office of Diversity & Equal Opportunity, MTA Metro-North Railroad ("MNR")

Anthony Gardner, Deputy Director, Operation Procurement, MNR

Christine Norman, Manager, Procurement & Material Management, MNR

John Kennard, Senior Director, Capital Planning & Programming, MNR

Michael Carrigy, Senior Planner, Capital Planning & Programming, MNR

MTA Diversity Committee Meeting Minutes, Monday, May 19, 2014

Roberto Aguirre, Assistant Director, Office of Diversity & Equal Opportunity, MNR  
Nancy Cotto, Manager, Office of Diversity & Equal Opportunity, MNR  
Naeem U. Din, Deputy Director, DDCR  
Zenaida Chape, Assistant Director, Business and Diversity Initiatives, DDCR  
Shawn Moore, Assistant Director, EEO and Title VI Compliance, DDCR  
Carolyn Greene, Assistant Director, Certification, DDCR  
George Cleary, Deputy Director, MTA Small Business Mentoring Program (“SBMP”), DDCR  
Ray Burke, Assistant Director, Minority, Women-owned and Disadvantaged Business Enterprise (“MWDBE”) Contract Compliance, DDCR  
Leon Goodman, Assistant Director, EEO, Title VI and MWDBE Outreach, DDCR  
Doreen Taveras, Manager, MWDBE Contract Compliance, DDCR  
Michael Kelly, Principal Transportation Planner, Operations Planning, MTA Bus  
William Beeber, Computer Associate III, Operations Planning, MTA Bus  
Gloria Colon, Chief EEO Officer, MTA Bridges & Tunnels (“B&T”)   
Eric Perry, Deputy Chief EEO Officer, B&T  
David Cannon, Director, Procurement & Risk Management, MTA Capital Construction (“CC”)   
Michael Wetherell, Director, MTA Office of Construction Oversight

### **1. Public Speakers:**

There were no public speakers.

### **2. Minutes**

Upon motion duly made and seconded, the committee unanimously approved the minutes of the meeting held on March 26, 2014.

### **3. Overview of Today’s Meeting**

#### **2014 Diversity Committee Work Plan**

Chairman Molloy asked if there were any changes to the work plan. Mr. Garner responded that the presentation on EEO activities, workforce data and strategies for addressing underutilization of minorities and women is being moved to the July 2014 Diversity Committee meeting.

#### **Business and Diversity Initiatives**

Ms. Chape reported on outreach initiatives for the second quarter of 2014. DDCR conducted monthly DBE Certification Workshops and MTA Small Business Development Program training. DDCR also hosted an informational session for small business, including New York State certified MWBE architectural and design firms in advance of a Request for Proposal (“RFP”). Additionally, DDCR attended the following events in April 2014: Transportation Diversity Council and Infrastructure Summit, New York City Housing Authority MWBE Trade Show, The Blue Book Building and Construction Network Showcase and The Women Builders Council’s 10<sup>th</sup> Anniversary Champion Award Dinner.

During May 2014, DDCR hosted MTA's 5<sup>th</sup> Annual Agency-Wide MWDBE Conference at the McGraw Hill headquarters. This event was a well-attended and a highly successful event; DDCR received positive feedback from the attendee firms and MTA agency procurement staff participants. MTA will invite attendee firms to an orientation session with the MTA in June 2014. Chairman Molloy said he also attended the McGraw Hill Conference, which was outstanding and everyone enjoyed listening to the keynote speaker, James Reynolds, Chairman and Chief Executive Officer of Luke Capital, the nation's largest minority owned and operated investment bank. Ms. Chape reported that DDCR also participated in the following events in May 2014: New York City Hispanic Chamber of Commerce's Economic Development and Small Business Seminar, 6<sup>th</sup> Annual General Contractors Association Networking Conference, and a "How to Do Business with the MTA" workshop presented jointly by the New York State Hispanic Chamber of Commerce and the Consulate General of Ecuador.

Ms. Chape also reported on MTA Agency-wide Diversity Programs. In May 2014, MTAHQ along with MNR celebrated Jewish-American Heritage Month. In May, MTAHQ will celebrate Asian Heritage Month.

In June 2014, MTAHQ along with MNR, NYC Transit and MTA Bus will celebrate Caribbean-American Heritage Month.

### **Certification Activity Report**

Ms. Greene reported on the certification activity from January through March 2014. She also provided a comparison of the number of applications received and processed during the first quarter in 2012 and 2013. A total of 24 applications were received during the first quarter of 2014. The number of new applications is expected to increase during the second and third quarters of 2014. During the first quarter of 2014, 15 firms were certified, four firms' applications were returned, three firms withdrew their applications, and one was denied certification. During the first quarter of 2013, 12 firms were certified, four firms' applications were returned, two firms withdrew their applications, and none were denied certification. In first quarter 2012, 15 firms were certified, four firms' applications were returned, two firms withdrew their applications, and three were denied certification. Over the years, the number of applications processed has fluctuated per quarter, depending on when applications are actually received.

### **Small Business Mentoring Program Update**

Mr. Cleary provided an update on the SBMP. Since program inception in November 2010, MTA awarded 118 contracts, totaling \$27 million. For the first quarter of 2014, seven contracts were awarded, totaling \$4.7 million. Six of these contracts were awarded to New York State certified M/W/DBE firms, totaling over \$3.6 million.

A total of 55 firms are pending pre-qualification. Two loans have been approved and closed, totaling \$250,000. Participating firms can apply for small business loans up to the lesser of \$150,000 or 30% of contract value.

### **Small Business Federal Program (“SBFP”) Update**

Mr. Cleary provided an update on the SBFP. Since program inception in March 2013, MTA awarded 15 contracts, totaling \$28 million. During the first quarter of 2014, one contract was awarded, totaling \$2.4 million. MTA prequalified 22 firms and 15 are pending pre-qualification. MTA approved one loan for \$2.4 million. Firms participating in the program can apply for loans up to the lesser of \$900,000 or 30% of contract value. MTA is finalizing its agreement with Ace for providing surety bond assistance. Through the Surety Bond Assistance Program, firms will be eligible for surety bonding assistance of up to \$3 million. Mr. Garner added that as of May 2014, the SBMP and SBFP combined total awards exceed \$100 million in contracts with MWDBE participation at 78%. This year, 22 loans have been approved. The program goal is to award 30 loans this year.

Mr. Garner thanked MTA agency Presidents and staff for this great achievement.

### **M/W/DBE Contract Compliance**

Mr. Din reported on federal and state contract awards. The overall DBE goal for Federal Fiscal Year (“FFY”) 2014 is 17%. For the first six months of FFY 2014 (October 2013 to March 2014), \$843.6 million in federally funded contracts was awarded with approximately \$170 million (20%) awarded to certified DBEs. MTA paid prime contractors \$608.5 million, with DBE participation of approximately \$92 million (15%).

Regarding New York State contracts, the MTA set an overall MWBE goal of 20% for fiscal year 2013/2014. During this fiscal year, \$639.4 million was awarded in New York State funded contracts with approximately \$167 million (26%) going to certified MWBEs. During the same period, \$1.24 billion was paid on prime contracts, with approximately \$287 million (23%) being paid to MWBEs.

Chairman Molloy asked about MWBE participation achieved in previous years. Mr. Din replied that in terms of awards, MWBE participation was 4% for New York State fiscal year 2010/2011, 9% for 2011/2012, 29% for 2012/2013, and 26% for 2013/2014. For payments made to prime contractors, MWBE participation was 6% for 2010/2011, 15% for 2011/2012, 22% for 2012/2013, and 23% for 2013/2014. Chairman Molloy said he wanted to underscore the progress in this area.

Mr. Din also reported on discretionary procurement awards. For New York State fiscal year 2013/2014, MTA and its agencies awarded \$315.3 million in discretionary procurements with \$14.4 million (5%) being awarded to MWBEs. Mr. Garner said internal discussions are underway to explore ways to increase discretionary awards to small businesses, including MWBEs.

Mr. Ferrer said the focus should be on actual discretionary awards made to small businesses, including MWBEs and not just percentages of achievement. For example, he said, CC shows 46% MWBE participation in discretionary awards while actual awards are little over \$421,000. Mr. Garner said most of CC’s awards are federally funded. Mr. Ferrer said the focus should be on CC’s non-federally

funded awards. When Mr. Ferrer asked what portion of CC's mega projects is non-federally funded, Mr. Cannon replied that he will supply this information to the Committee. Mr. Ferrer then asked what portion of CC's East Side Access project is federally funded, and Mr. Cannon responded that federal participation on that project is well over 50%.

Mr. Garner said he is involved in discussions with the MTA agencies to create an application process for small businesses.

Ms. Metzger said it will be helpful to have a presentation in the future on the discretionary procurement process and efforts to increase participation by small businesses, including MWBEs. Ms. Metzger also said DDCR should track awards being made to small businesses.

Mr. Garner also reported on financial and legal services for New York State fiscal year 2013/2014. WBEs were awarded 13.6% in outside counsel fees, while 2.3% was awarded to MBEs. Mr. Garner added that the period for submitting proposals in response to an RFP for legal services closed about two weeks ago. Proposals will be evaluated in order to create a more diverse pool of outside law firms.

MWBE participation in underwriter fees is 25%, with 22% awarded to MBEs and 3% to WBEs. Mr. Garner thanked Mr. Ferrer, Patrick McCoy, MTA Director of Finance, and Robert Foran, MTA Chief Financial Officer for their efforts in increasing MWBE participation in this area. With respect to the MaBSTOA pension plan, MWBE participation is 36.8% and in the MTA Defined Benefit Pension Plan, MWBE participation is 23.2% within the traditional asset funds. Mr. Garner said efforts are continuing to create a more diverse pool of asset fund managers.

Mr. Din reported on MWDBE participation on MTA's Capital projects. For the period January to March 2014, the DBE participation on federally funded contracts was 22%, exceeding MTA's overall DBE goal of 20%. On state funded contracts, MBE participation was 16% and WBE participation was 17%, also exceeding MTA's overall goals of 10% each for MBE and WBE participation. Mr. Garner added that MTA achieved additional DBE participation on our state funded contracts for which it does not receive credit. Ms. Metzger said that the MWDBE participation report on Capital projects should be broken into two slides, instead of one. She said it is illegible in its current format. Mr. Din said the report will be presented in two slides in the future.

Ms. Metzger said that each MTA agency should understand that the MWDBE goals are agency-wide goals and the MTA agencies need to comply with them. Mr. Garner said MTA agencies are on board. He said hiring a MWDBE compliance manager at each agency will help agencies achieve their MWDBE goals.

### **Title VI Program**

Mr. Din reported on MTA's Title VI Program. Title VI, part of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color and national origin in administering the benefits and activities receiving federal financial assistance. MTA will submit its Title VI Program to the Federal Transit Administration ("FTA") in June 2014, a triennial submission requiring prior Board approval. Board approval of the Title VI Program is now required for all FTA grant recipients. MTA's Title VI

Program components include the following: prior Board approved fare and major service change policies requiring equity analyses prior to any fare change and major service change; service standards and service policies; complaint procedures for handling customer complaints; demographic analysis of transit service area; data regarding customer demographics and travel patterns; notice to customers about their rights under Title VI; opportunity for public participation, including outreach to minorities and those with limited English proficiency; language assistance plan; and monitoring of compliance with service standards and policies.

An assessment of compliance showed a disparity in the frequency of service provided by MNR to low-income areas. MNR undertook mitigation measures, *e.g.*, extra station stops were added. A disparity was also found in the age of Connecticut Department of Transportation (“CDOT”) owned Shore Line East trains serving New Haven, Bridgeport and Stamford. CDOT has ordered new trains, which are being delivered. No other disparities were found. The committee unanimously approved MTA’s Title VI Program and forwarded it to the full MTA Board for approval.

Mr. Garner introduced Ms. Taveras as the newest member to join DDCR staff.

### **Adjournment**

Chairman Molloy concluded the meeting and upon a motion duly made and seconded, the meeting was adjourned.

Respectfully submitted,  
Jeana Titre  
Department of Diversity and Civil Rights



## 2014 Diversity Committee Work Plan

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### **I. RECURRING AGENDA ITEMS**

#### Responsibility

Approval of Minutes	Committee Chair & Members
Committee Work Plan	Committee Chair & Members
MTA Agency-wide Business and Diversity Initiatives and EEO Programs Activities	Dept. of Diversity/Civil Rights
MTA DBE Certification Program Activities	Dept. of Diversity/Civil Rights
M/W/DBE Contract Compliance Activities	Dept. of Diversity/Civil Rights
Action Items (if any)	As listed

### **II. SPECIFIC AGENDA ITEMS**

#### Responsibility

#### March 2014

Recommitment to EEO Policy Statements	Dept. of Diversity/Civil Rights
2014 Departmental Goals	
2013 Year-End Report on EEO	

#### May 2014

1st Quarter 2014 Report	Dept. of Diversity/Civil Rights
Approval of MTA's Title VI Program	Committee Chairs & Members

#### July 2014

1st Quarter 2014 Report on EEO	Dept. of Diversity/Civil Rights
EEO Program Update	
Recruitment Strategies for MTAHQ and MTA Agencies	Dept. of Diversity/Civil Rights and Agency Staff
Approval of MTA's Overall DBE Goal for Federal Fiscal Years ("FFYs") 2015-2017	Committee Chair & Members

#### September 2014

2nd Quarter 2014 Report

#### November 2014

3 <sup>rd</sup> Quarter 2014 Report	Dept. of Diversity/Civil Rights
Status Report on MTA Inter-Agency M/W/DBE Task Force	
Diversity Committee Charter Review	Committee Chair & Members
2015 Diversity Committee Work Plan	Dept. of Diversity & Civil Rights

# 2014 Diversity Committee Work Plan

## **Detailed Summary**

### **I. RECURRING**

#### Approval of Minutes

Approval of the official proceedings of the previous month's Committee meeting.

#### Diversity Committee Work Plan

An update of any edits and/or changes in the work plan.

#### MTA Agency-wide Business and Diversity Initiatives Program Activities

The MTA Department of Diversity and Civil Rights update of planned Agency-wide Business and Diversity Initiatives Programs activities.

#### MTA Agency-wide EEO Program Activities

The MTA Department of Diversity and Civil Rights update of agency-wide workforce analysis, new hires and EEO and Title VI complaints.

#### MTA DBE Certification Program Activities

MTA Department of Diversity and Civil Rights update of DBE Certification Program activities.

#### M/W/DBE Contract Compliance Activities

MTA Department of Diversity and Civil Rights update of M/W/DBE contract activities and program initiatives.

#### Action Items

Staff summary documents presented to the Board for approval of items affecting business standards and practices.

### **II. SPECIFIC AGENDA ITEMS**

#### **March 2014**

#### Recommitment to EEO Policy Statements

Each year, the MTA disseminates Policy Statements addressing the Americans with Disabilities Act, Sexual and Other Discriminatory Harassment Prevention and Equal Employment Opportunity. We disseminate these Policy Statements to all MTA employees to reaffirm MTA's commitment to ensuring a work place environment free from illegal discrimination and to ensure continued compliance with all applicable laws.

#### Overview of 2014 MTA Department of Diversity/Civil Rights Departmental Goals

The MTA Department of Diversity and Civil Rights will present an overview of Departmental goals and objectives.

## 2013 Year-End Report on EEO

The Department of Diversity and Civil Rights will present an update on MTA Agency-wide EEO activities.

### **May 2014**

#### 1<sup>st</sup> Quarter 2014 Report

The Department of Diversity and Civil Rights will present an update on Business and Diversity Initiatives. The Department of Diversity and Civil Rights will also present an update on DBE Certification and M/W/DBE Contract Compliance Programs activities.

#### Approval of MTA's Title VI Program

The Department of Diversity and Civil Rights will present MTA's Title VI Program for approval of the Diversity Committee.

### **July 2014**

#### 1<sup>st</sup> Quarter 2014 Report on EEO

The Department of Diversity and Civil Rights will present an update on EEO Program activities. The Department of Diversity and Civil Rights, MTA Human Resources and agency staff will present a report on recruitment strategies for MTAHQ and MTA agencies.

#### EEO Program Update

The MTA Department of Diversity and Civil Rights will present an update on the EEO Program.

#### Approval of MTA's DBE Goal for FFY 2015-2017

In addition, the Department of Diversity and Civil Rights will present MTA's overall DBE Goal for FFYs 2015-2017 for approval of the Diversity Committee.

### **September 2014**

#### 2<sup>nd</sup> Quarter 2014 Report

The Department of Diversity and Civil Rights will present an update on Business and Diversity Initiatives and EEO Programs activities. The Department of Diversity and Civil Rights will also present an update on the activities of DBE Certification and M/W/DBE Contract Compliance Programs activities.

### **November 2014**

#### 3<sup>rd</sup> Quarter 2014 Report

The Department of Diversity and Civil Rights will present an update on Business and Diversity Initiatives and EEO Programs activities. The Department of Diversity and Civil

Rights will also present an update on the activities of DBE Certification and M/W/DBE Contract Compliance Programs activities.

Status Report on MTA Inter-Agency M/W/DBE Task Force

The Department of Diversity and Civil Rights report will address progress made by the Task Force to improve M/W/DBE participation.

Diversity Committee Charter Review

The Diversity Committee will review and assess the adequacy of its charter and recommend changes as necessary.

2015 Diversity Committee Work Plan

The Department of Diversity and Civil Rights will present an updated Diversity Committee Work Plan for 2015.



Metropolitan Transportation Authority

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# **MTA DEPARTMENT OF DIVERSITY/ CIVIL RIGHTS EEO ACTIVITIES FIRST QUARTER 2014**

**July 28, 2014**

## OVERVIEW

MTA and its Agencies have conducted an availability analysis of females and minorities. The availability analysis consists of comparing each agency's March 31, 2014 workforce percentages for females and minorities to 80% of the females and minorities available for work within the relevant labor market based on the Census.

The following numbers and information do not reflect availability for specific job groups. In addition, the numbers and information provided do not show statistical disparities or explain the reasons or provide a root cause analysis for any identified underutilization. Terms such as "exceed, at or below 80% of Census availability" or "underutilization" that may appear in this report do not constitute a finding or admission of unlawful discrimination. Although the MTA will use such terms in good faith in this report, it cautions that these terms should not be applied outside the report's narrow context.

## SUMMARY OF FINDINGS

In general, as of March 31, 2014, females, Hispanics and employees classified as Others were underrepresented in some of the job categories at the operating agencies. A majority of the underrepresentation within these groups occurred within the Administrative Support, Skilled Craft and Service Maintenance job categories. These job categories have the highest number of employees at the operating agencies.

The following charts provide: 1) the female and minority workforce percentages for each agency; 2) 80% of the females and minorities available for work based on the 2010 Census by job category; and 3) whether or not the estimated availability percentages were met for females and minorities within each of the job categories.

# MTA-WIDE UTILIZATION ANALYSIS

AS OF MARCH 31, 2014

Job Category	Female*			Blacks			Hispanics			Asians			AI/AN**			NHOPI***			Other		
	Est Avail	Actual %	Util Anal Yes/No	Est Avail	Actual %	Util Anal Yes/No	Est Avail	Actual %	Util Anal Yes/No	Est Avail	Actual %	Util Anal Yes/No	Est Avail	Actual %	Util Anal Yes/No	Est Avail	Actual %	Util Anal Yes/No	Est Avail	Actual %	Util Anal Yes/No
<b>Officials &amp; Administrators</b>																					
MTA HQ	31%	39%	Yes	8%	27%	Yes	8%	5%	No	5%	12%	Yes	0%	0%	Yes	2%	0%	No	1%	2%	Yes
MTA B&T	40%	19%	No	7%	18%	Yes	7%	5%	No	5%	10%	Yes	0%	0%	Yes	2%	0%	No	1%	3%	Yes
MTA MNR	26%	23%	No	8%	15%	Yes	9%	6%	No	6%	6%	Yes	0%	0%	Yes	0%	0%	Yes	1%	2%	Yes
MTA LIRR	22%	21%	No	12%	10%	No	7%	7%	Yes	4%	6%	Yes	0%	0%	Yes	1%	0%	No	1%	2%	Yes
MTA NYCT	27%	15%	No	11%	35%	Yes	9%	11%	Yes	6%	14%	Yes	0%	0%	Yes	1%	0%	No	1%	2%	Yes
MTA CC	21%	25%	Yes	5%	12%	Yes	9%	5%	No	27%	27%	Yes	0%	0%	Yes	1%	0%	No	0%	3%	Yes
MTA Bus	21%	10%	No	13%	28%	Yes	9%	16%	Yes	6%	6%	Yes	0%	0%	Yes	0%	0%	Yes	1%	2%	Yes
<b>Professionals</b>																					
MTA HQ	39%	56%	Yes	11%	35%	Yes	8%	11%	Yes	7%	16%	Yes	0%	1%	Yes	3%	0%	No	1%	6%	Yes
MTA B&T	40%	38%	No	10%	18%	Yes	10%	18%	Yes	9%	20%	Yes	0%	0%	Yes	4%	0%	No	1%	2%	Yes
MTA MNR	33%	37%	Yes	8%	19%	Yes	7%	11%	Yes	9%	14%	Yes	0%	0%	Yes	0%	0%	Yes	1%	3%	Yes
MTA LIRR	19%	23%	Yes	10%	13%	Yes	7%	9%	Yes	6%	15%	Yes	0%	0%	Yes	2%	0%	No	1%	4%	Yes
MTA NYCT	36%	36%	Yes	11%	32%	Yes	8%	9%	Yes	8%	26%	Yes	0%	0%	Yes	3%	0%	No	1%	3%	Yes
MTA CC	43%	44%	Yes	7%	22%	Yes	7%	6%	No	5%	45%	Yes	0%	0%	Yes	2%	0%	No	1%	1%	Yes
MTA Bus	34%	48%	Yes	12%	26%	Yes	9%	9%	Yes	7%	16%	Yes	0%	0%	Yes	2%	0%	No	2%	5%	Yes
*Females are also included in the percentage totals for each of the racial/ethnic groups. **American Indian/Alaskan Native ***Native Hawaiian Other Pacific Islander																					



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Job Category	Female*			Blacks			Hispanics			Asians			AI/AN**			NHOPI***			Other		
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<b>Technicians</b>																					
MTA HQ	13%	7%	No	15%	6%	No	10%	8%	No	1%	2%	Yes	0%	0%	Yes	1%	0%	No	1%	2%	Yes
MTA B&T	14%	19%	Yes	14%	17%	Yes	10%	19%	Yes	0%	6%	Yes	0%	0%	Yes	1%	0%	No	1%	3%	Yes
MTA MNR	27%	6%	No	12%	22%	Yes	9%	4%	No	13%	9%	No	0%	0%	Yes	0%	0%	Yes	1%	2%	Yes
MTA LIRR	11%	10%	No	11%	18%	Yes	8%	10%	Yes	7%	8%	Yes	0%	0%	Yes	1%	0%	No	1%	0%	No
MTA NYCT	39%	47%	Yes	11%	49%	Yes	12%	12%	Yes	5%	13%	Yes	0%	0%	Yes	12%	0%	No	2%	2%	Yes
MTA CC	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA Bus	20%	55%	Yes	8%	10%	Yes	8%	18%	Yes	14%	23%	Yes	0%	0%	Yes	4%	0%	No	1%	0%	No
<b>Protective Services</b>																					
MTA HQ	14%	12%	No	12%	16%	Yes	15%	18%	Yes	1%	3%	Yes	0%	0%	Yes	1%	0%	No	1%	1%	Yes
MTA B&T	45%	23%	No	42%	35%	No	2%	22%	Yes	0%	4%	Yes	0%	0%	Yes	1%	0%	No	0%	0%	Yes
MTA MNR	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA LIRR	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA NYCT	21%	22%	Yes	31%	58%	Yes	18%	17%	No	1%	7%	Yes	1%	0%	No	3%	0%	No	1%	2%	Yes
MTA CC	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA Bus	16%	40%	Yes	34%	60%	Yes	18%	40%	Yes	3%	0%	No	0%	0%	Yes	2%	0%	No	2%	0%	No
*Females are also included in the percentage totals for each of the racial/ethnic groups. **American Indian/Alaskan Native ***Native Hawaiian Other Pacific Islander																					

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			Anal Yes/No			Anal Yes/No			Anal Yes/No			Anal Yes/No			Anal Yes/No			Anal Yes/No			Anal Yes/No
MTA HQ	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA B&T	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA MNR	69%	47%	No	13%	14%	Yes	12%	8%	No	4%	25%	Yes	0%	0%	Yes	0%	0%	Yes	1%	0%	No
MTA LIRR	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA NYCT	52%	47%	No	20%	51%	Yes	16%	26%	Yes	2%	5%	Yes	0%	0%	Yes	6%	0%	No	2%	2%	Yes
MTA CC	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA Bus	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA HQ	62%	75%	Yes	20%	47%	Yes	19%	14%	No	2%	4%	Yes	0%	0%	Yes	5%	0%	No	2%	4%	Yes
MTA B&T	67%	71%	Yes	23%	59%	Yes	27%	10%	No	3%	9%	Yes	0%	0%	Yes	5%	0%	No	2%	0%	No
MTA MNR	59%	44%	No	15%	33%	Yes	15%	12%	No	5%	3%	No	0%	1%	Yes	0%	0%	Yes	1%	3%	Yes
MTA LIRR	49%	48%	No	19%	28%	Yes	11%	10%	No	3%	4%	Yes	0%	0%	Yes	2%	0%	No	1%	3%	Yes
MTA NYCT	55%	43%	No	21%	57%	Yes	23%	14%	Yes	4%	14%	Yes	0%	0%	Yes	6%	0%	No	2%	2%	Yes
MTA CC	65%	86%	Yes	18%	29%	Yes	17%	14%	No	2%	14%	Yes	0%	0%	Yes	4%	0%	No	2%	0%	No
MTA Bus	57%	42%	No	23%	30%	Yes	21%	11%	No	3%	7%	Yes	0%	0%	Yes	5%	0%	No	5%	8%	Yes
*Females are also included in the percentage totals for each of the racial/ethnic groups.																					
**American Indian/Alaskan Native																					
***Native Hawaiian Other Pacific Islander																					

# MTA-WIDE UTILIZATION ANALYSIS

AS OF MARCH 31, 2014

Job Category	Female*			Blacks			Hispanics			Asians			AI/AN**			NHOP***			Other		
	Est Avail	Actual %	Util Anal Yes/No	Est Avail	Actual %	Util Anal Yes/No	Est Avail	Actual %	Util Anal Yes/No	Est Avail	Actual %	Util Anal Yes/No	Est Avail	Actual %	Util Anal Yes/No	Est Avail	Actual %	Util Anal Yes/No	Est Avail	Actual %	Util Anal Yes/No
<b>Skilled Craft</b>																					
MTA HQ	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA B&T	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA MNR	3%	6%	Yes	13%	17%	Yes	10%	8%	No	2%	2%	Yes	0%	0%	Yes	0%	0%	Yes	2%	2%	Yes
MTA LIRR	9%	10%	Yes	16%	16%	Yes	12%	10%	No	2%	2%	Yes	0%	0%	Yes	1%	0%	No	2%	2%	Yes
MTA NYCT	21%	5%	No	24%	39%	Yes	16%	11%	No	5%	13%	Yes	0%	0%	Yes	7%	0%	No	2%	1%	No
MTA CC	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA Bus	0%	0%	Yes	21%	29%	Yes	25%	15%	No	2%	9%	Yes	0%	0%	Yes	3%	2%	No	1%	4%	Yes
<b>Service Maintenance</b>																					
MTA HQ	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA B&T	3%	2%	No	15%	17%	Yes	25%	14%	No	3%	4%	Yes	0%	0%	Yes	2%	0%	No	1%	2%	Yes
MTA MNR	7%	14%	Yes	16%	35%	Yes	25%	16%	No	3%	1%	No	0%	0%	Yes	0%	0%	Yes	2%	2%	Yes
MTA LIRR	17%	16%	No	17%	18%	Yes	22%	10%	No	2%	4%	Yes	0%	0%	Yes	1%	0%	No	2%	2%	Yes
MTA NYCT	17%	18%	Yes	36%	56%	Yes	26%	21%	No	2%	5%	Yes	0%	0%	Yes	2%	0%	No	2%	2%	Yes
MTA CC	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
MTA Bus	11%	13%	Yes	27%	51%	Yes	30%	21%	No	4%	5%	Yes	0%	0%	Yes	3%	0%	No	1%	3%	Yes
*Females are also included in the percentage totals for each of the racial/ethnic groups. **American Indian/Alaskan Native ***Native Hawaiian Other Pacific Islander																					

## **MTA-Wide New Hires January 1, 2014 to March 31, 2014**

- ❖ Between January 1, 2014 and March 31, 2014, MTA and its Agencies hired a total of *1,543* employees.
- ❖ *19 %* of the total new hires are females.
- ❖ *70.5%* of the total new hires are minorities.\*
- ❖ Of the *70.5%* of minorities hired, *38.1%* are black and *19.4%* are Hispanic.
- ❖ MTA CC hired the highest percentage of females (*100%*).
- ❖ MTA BUS hired the highest percentage of minorities (*87.6%*).

\*Females are included in each of the minority groups.

# MTA-WIDE NEW HIRES

January 2014 to March 2014

TOTAL NEW HIRES																	AGENCY: MTA-WIDE																
AGENCY	New Hires*	Females **		Minorities		Non-Minorities		Blacks		Hispanics		Asians		AI/ANs		NHOPI		Other															
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%														
MTA HQ	40	13	32.5%	19	47.5%	21	52.5%	10	25.0%	2	5.0%	5	12.5%	0	0.0%	0	0.0%	2	5.0%														
MTA B&T	9	4	44.4%	6	66.7%	3	33.3%	2	22.2%	3	33.3%	1	11.1%	0	0.0%	0	0.0%	0	0.0%														
MTA MNR	119	15	12.6%	48	40.3%	71	59.7%	19	16.0%	21	17.6%	7	5.9%	0	0.0%	0	0.0%	1	0.8%														
MTA LIRR	141	22	15.6%	69	48.9%	72	101.4%	31	22.0%	19	13.5%	14	9.9%	0	0.0%	0	0.0%	5	3.5%														
MTA NYCT	1,072	218	20.3%	804	75.0%	268	25.0%	448	41.8%	208	19.4%	141	13.2%	1	0.1%	0	0.0%	6	0.6%														
MTA CC	1	1	100.0%	1	100.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%														
MTA BUS	161	20	12.4%	141	87.6%	20	12.4%	77	47.8%	46	28.6%	16	9.9%	0	0.0%	0	0.0%	1	0.6%														
Total:	1543	293	19.0%	1088	70.5%	455	29.5%	588	38.1%	299	19.4%	184	11.9%	1	0.1%	0	0.0%	15	1.0%														
* Total includes males and females in each of the protected minority groups as well as all non-minorities, both males and females.																																	
** Total includes females in each of the protected minority groups as well as all non-minority females.																																	

# EEO/TITLE VI COMPLAINTS

- Between January 2014 and March 2014, MTA and its Agencies handled a total of 286 EEO complaints, citing 484 separate allegations.\*
- Of the 286 complaints, 141 were filed externally at city, state and federal agencies and 145 were filed internally.
- Of the 141 external complaints, the most frequently cited bases for complaints were: 1) disability discrimination (20%); 2) other\*\* types of miscellaneous discrimination (25%); and 3) race/color discrimination (18%).
- Of the 145 internal complaints, the most frequently cited bases for complaints were: 1) sexual harassment (22%); 2) other types of miscellaneous discrimination (15%); and 3) race/color discrimination (23%).
- Between January 2014 and March 2014, MTA and its Agencies handled a total of 45 Title VI complaints, citing 36 separate allegations. Of these 45 complaints, race discrimination (80%) was most frequently cited as the basis for the complaint.

\*These complaints include those filed prior to the reporting period and which remained open during the reporting period.

\*\* "Other" may include, among other things, allegations of retaliation and unlawful discrimination based on military or marital status, sexual orientation, or arrest/conviction record.

# MTA-WIDE EEO COMPLAINTS

January 2014 to March 2014\*

EEO DISCRIMINATION COMPLAINTS EXTERNAL											
AGENCY	RACE COLOR	SEXUAL HARASS.	AGE	GENDER	RELIGION	NATIONAL ORIGIN	DISABILITY	OTHER**	TOTAL ISSUES	TOTAL CASES***	STATUS OPEN
MTA	1	0	1	2	1	0	1	2	8	4	3
B&T	2	0	1	2	0	0	0	3	8	4	4
MNR	7	0	9	3	2	1	7	11	40	19	15
LIRR	4	0	1	0	0	2	1	0	8	5	5
NYCT	29	4	20	26	4	15	44	49	191	106	93
CC	0	0	0	0	0	0	0	0	0	0	0
MTA BUS	3	1	0	0	0	0	0	1	5	3	3
<b>TOTAL</b>	46	5	32	33	7	18	53	66	260	141	123
	18%	2%	12%	13%	3%	7%	20%	25%			

EEO DISCRIMINATION COMPLAINTS INTERNAL											
AGENCY	RACE COLOR	SEXUAL HARASS.	AGE	GENDER	RELIGION	NATIONAL ORIGIN	DISABILITY	OTHER**	TOTAL ISSUES	TOTAL CASES***	STATUS OPEN
MTA	4	0	0	3	1	0	1	1	10	5	2
B&T	0	0	0	0	1	0	0	0	1	1	0
MNR	4	0	2	3	0	1	1	3	14	9	7
LIRR	1	0	1	0	0	0	1	0	3	2	0
NYCT	43	49	13	30	5	19	8	30	197	127	111
CC	0	0	0	0	0	0	0	0	0	0	0
MTA BUS	0	0	1	0	0	0	0	0	1	1	0
<b>TOTAL</b>	52	49	17	36	7	20	11	34	226	145	120
	23%	22%	8%	16%	3%	9%	5%	15%			

1. This report includes complaints filed prior to the reporting period and which remained open during reporting period.
2. "Other" contains all EEO categories not otherwise specifically mentioned on the chart ( i.e., sexual orientation, military status, marital status, arrest/conviction record or retaliation, etc.)
3. In some instances, a single complaint may involve two or more EEO categories.
4. "Total Cases" include the number of complaints pending or closed.
5. "Status (#Open)" includes the number of complaints pending investigation or being handled by MTA Headquarters Department of Law and/or MTA Headquarters Department of Diversity and Civil Rights.
6. In some instances, a single complaint may involve two or more EEO categories based on race, national origin, or color.

# MTA-WIDE TITLE VI COMPLAINTS

January 2014 to March 2014\*

AGENCY	RACE	COLOR	NATIONAL ORIGIN	INCOME	TOTAL ISSUES	TOTAL CASES***	STATUS OPEN
MTA	0	0	0	0	0	0	0
MTA MNR	8	0	0	0	0	8	5
MTA LIRR	1	0	0	0	1	1	1
MTA NYCT	27	3	7	0	37	35	29
MTA CC	0	0	0	0	0	0	0
MTA BUS	1	0	0	0	1	1	1
<b>TOTAL</b>	37	3	7	0	39	45	36
	80%	2%	18%	0%			

1. This report includes complaints filed prior to the reporting period and which remained open during reporting period.
2. "Other" contains all EEO categories not otherwise specifically mentioned on the chart ( i.e., sexual orientation, military
3. In some instances, a single complaint may involve two or more EEO categories.
4. "Total Cases" include the number of complaints pending or closed.
5. "Status (#Open)" includes the number of complaints pending investigation or being handled by MTA Headquarters Department of Law and/or MTA Headquarters Department of Diversity and Civil Rights.
6. In some instances, a single complaint may involve two or more EEO categories based on race, national origin, or color.



# MTA-WIDE EEO COMPLAINTS

## DISPOSITION – JANUARY TO MARCH 2014

### EEO DISCRIMINATION EXTERNAL COMPLAINTS

MTA AGENCY	REASONABLE CAUSE	NO REASONABLE CAUSE	ADMINISTRATIVE CLOSURE	WITHDRAWN	DISMISSAL	RESOLVED/ SETTLEMENT	TOTAL CASES
MTAHQ	0	0	0	0	0	1	1
B&T	0	0	0	0	0	0	0
MNR	0	2	2	0	0	0	4
LIRR	0	0	0	0	0	0	0
NYCT	0	13	0	0	0	0	13
CC	0	0	0	0	0	0	0
MTA BUS	0	0	0	0	0	0	0
<b>TOTAL</b>							<b>18</b>

### EEO DISCRIMINATION INTERNAL COMPLAINTS

MTA AGENCY	REASONABLE CAUSE	NO REASONABLE CAUSE	ADMINISTRATIVE CLOSURE	WITHDRAWN	DISMISSAL	RESOLVED/ SETTLEMENT	TOTAL CASES
MTAHQ	0	2	0	0	0	1	3
B&T	0	1	0	0	0	0	1
MNR	0	1	1	0	0	0	2
LIRR	0	2	0	0	0	0	2
NYCT	2	8	5	1	0	0	16
CC	0	0	0	0	0	0	0
MTA BUS	0	1	0	0	0	0	1
<b>TOTAL</b>							<b>25</b>

# MTA-WIDE TITLE VI COMPLAINTS

## DISPOSITION – JANUARY TO MARCH 2014

### TITLE VI COMPLAINTS

MTA AGENCY	REASONABLE CAUSE	NO REASONABLE CAUSE	ADMINISTRATIVE CLOSURE	WITHDRAWN	DISMISSAL	RESOLVED/ SETTLEMENT	TOTAL CASES
MTAHQ	0	0	0	0	0	0	0
B&T	0	0	0	0	0	0	0
MNR	0	2	1	0	0	0	3
LIRR	0	0	0	0	0	0	0
NYCT	0	5	1	0	0	0	6
CC	0	0	0	0	0	0	0
MTA BUS	0	0	0	0	0	0	0
						<b>TOTAL</b>	<b>9</b>

## **PRIOR THREE YEAR EEO COMPLAINTS**

### **Agency-Wide**

#### **External EEO Complaints \***

**2013**

<u>Race/Color</u>	<u>Sexual Harassment</u>	<u>Age</u>	<u>Gender</u>	<u>Religion</u>	<u>National Origin</u>	<u>Disability</u>	<u>Other</u>	<u>Total Cases**</u>
61	9	35	42	12	29	75	89	205

**2012**

<u>Race/Color</u>	<u>Sexual Harassment</u>	<u>Age</u>	<u>Gender</u>	<u>Religion</u>	<u>National Origin</u>	<u>Disability</u>	<u>Other</u>	<u>Total Cases</u>
60	4	33	31	14	31	71	62	178

**2011**

<u>Race/Color</u>	<u>Sexual Harassment</u>	<u>Age</u>	<u>Gender</u>	<u>Religion</u>	<u>National Origin</u>	<u>Disability</u>	<u>Other</u>	<u>Total Cases</u>
60	2	29	35	16	27	74	72	197

#### **Internal EEO Complaints \***

**2013**

<u>Race/Color</u>	<u>Sexual Harassment</u>	<u>Age</u>	<u>Gender</u>	<u>Religion</u>	<u>National Origin</u>	<u>Disability</u>	<u>Other</u>	<u>Total Cases</u>
62	60	16	36	7	20	19	42	187

**2012**

<u>Race/Color</u>	<u>Sexual Harassment</u>	<u>Age</u>	<u>Gender</u>	<u>Religion</u>	<u>National Origin</u>	<u>Disability</u>	<u>Other</u>	<u>Total Cases</u>
74	64	12	29	7	14	9	56	192

**2011**

<u>Race/Color</u>	<u>Sexual Harassment</u>	<u>Age</u>	<u>Gender</u>	<u>Religion</u>	<u>National Origin</u>	<u>Disability</u>	<u>Other</u>	<u>Total Cases</u>
29	19	5	14	5	6	4	31	75

\* This includes complaints filed prior to the reporting period which remained open during the reporting period.

\*\* In some instances a single complaint involved allegations relating to two or more protected categories

## **PRIOR THREE YEAR TITLE VI COMPLAINTS**

### **Agency-Wide**

#### **Title VI Complaints \***

<b><u>2013</u></b>	<b><u>Issues</u></b>				<b><u>Total Cases**</u></b>
	<b><u>Race/Color</u></b>	<b><u>Color</u></b>	<b><u>National Origin</u></b>	<b><u>Income</u></b>	
	53	9	7	0	68
<b><u>2012</u></b>	<b><u>Race/Color</u></b>	<b><u>Color</u></b>	<b><u>National Origin</u></b>	<b><u>Income</u></b>	<b><u>Total Cases**</u></b>
	34	7	9	0	43
<b><u>2011</u></b>	<b><u>Race/Color</u></b>	<b><u>Color</u></b>	<b><u>National Origin</u></b>	<b><u>Income</u></b>	<b><u>Total Cases**</u></b>
	11	4	5	0	18

\* This includes complaints filed prior to the reporting period which remained open during the reporting period.

\*\* In some instances a single complaint involved allegations relating to two or more protected categories

## 2014, 1ST QUARTER EEO REPORT

AGENCY NAME: MTA HQ

### WORKFORCE UTILIZATION ANALYSIS AS OF MARCH 31, 2014

JOB CATEGORY	FEMALES			BLACKS			HISPANICS			ASIANS			AI/AN			NHOPI			OTHER		
	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)
Officials & Administrators	31%	39%	Yes	8%	27%	Yes	8%	5%	No	5%	12%	Yes	0%	0%	Yes	2%	0%	No	1%	2%	Yes
Professionals	39%	56%	Yes	11%	35%	Yes	8%	11%	Yes	7%	16%	Yes	0%	1%	Yes	3%	0%	No	1%	6%	Yes
Technicians	13%	7%	No	15%	6%	No	10%	8%	No	1%	2%	Yes	0%	0%	Yes	1%	0%	No	1%	2%	Yes
Protective Services	14%	12%	No	12%	16%	Yes	15%	18%	Yes	1%	3%	Yes	0%	0%	Yes	1%	0%	No	1%	1%	Yes
Paraprofessionals	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
Administrative Support	62%	75%	Yes	20%	47%	Yes	19%	14%	No	2%	4%	Yes	0%	0%	Yes	5%	0%	No	2%	4%	Yes
Skilled Craft	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
Service Maintenance	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes

MTA HQ has conducted an availability analysis of females and minorities in its workforce. The availability analysis consists of comparing MTA HQ March 31, 2014 workforce percentages for females and minorities to 80 percent of the females and minorities available within the relevant labor marker based on the U.S. Census.

**DEFINITIONS OF EEO JOB CATEGORIES:****Officials & Administrators**

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.

**Professionals**

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

**Technicians**

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

**Protective Services**

Occupations in which workers are entrusted with public safety , security and protection from destructive forces.

**Paraprofessionals**

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status.

**Administrative Support**

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

**Skilled Craft**

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

**Service Maintenance**

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

# MTA POLICE WORKFORCE UTILIZATION FIRST QUARTER 2014

JOB TITLE	FEMALES				BLACKS				HISPANICS			
	Est Avail	Estimate d #	Actual #	Met Avail (Yes/No)	Est Avail	Estimate d #	Actual #	Met Avail (Yes/No)	Est Avail	Estimate d #	Actual #	Met Avail (Yes/No)
Captains	16%	2	0	No	19%	3	0	No	11%	2	1	No
Inspector	16%	0	0	Yes	20%	1	1	Yes	12%	0	0	Yes
Lieutenants	16%	3	2	No	20%	4	0	No	12%	2	2	Yes
Sergeants/Detective Sgts.	11%	9	5	No	11%	10	5	No	8%	7	7	Yes
Detectives	18%	5	5	Yes	13%	3	5	Yes	14%	4	8	Yes
Police Officers	13%	70	60	No	12%	60	81	Yes	15%	77	89	Yes

JOB TITLE	ASIANS				AI/AN				NHOPI			
	Est Avail	Estimate d #	Actual #	Met Avail (Yes/No)	Est Avail	Estimate d #	Actual #	Met Avail (Yes/No)	Est Avail	Estimate d #	Actual #	Met Avail (Yes/No)
Captains	1%	0	1	Yes	0%	0	0	Yes	1%	0	0	Yes
Inspector	1%	0	0	Yes	0%	0	0	Yes	1%	0	0	Yes
Lieutenants	1%	0	0	Yes	0%	0	0	Yes	1%	0	0	Yes
Sergeants/Detective Sgts.	0%	0	2	Yes	0%	0	0	Yes	1%	0	0	Yes
Detectives	1%	0	1	Yes	0%	0	0	Yes	1%	0	0	Yes
Police Officers	1%	6	17	Yes	0%	0	0	Yes	1%	6	0	No

JOB TITLE	OTHER			
	Est Avail	Estimate d #	Actual #	Met Avail (Yes/No)
Captains	1%	0	0	Yes
Inspector	1%	0	1	Yes
Lieutenants	1%	0	2	Yes
Sergeants/Detective Sgts.	0%	0	1	Yes
Detectives	1%	0	1	Yes
Police Officers	1%	6	7	Yes

**2014, 1ST QUARTER EEO  
REPORT**

**AGENCY NAME:** MTA HQ

**NEW HIRES  
JANUARY 2014 TO MARCH 2014**

JOB CATEGORY	TOTAL <sup>1</sup>	FEMALES <sup>2</sup>		BLACKS		HISPANICS		ASIANS		AI/AN		NHOPI		OTHER	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%
Officials & Administrators	9	3	33.3%	4	44.4%	0	0.0%	1	11.1%	0	0.0%	0	0.0%	0	0.0%
Professionals	12	8	66.7%	3	25.0%	1	8.3%	2	16.7%	0	0.0%	0	0.0%	1	8.3%
Technicians	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Protective Services	17	2	11.8%	3	17.6%	1	5.9%	1	5.9%	0	0.0%	0	0.0%	0	0.0%
Paraprofessionals	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Administrative Support	2	0	0.0%	0	0.0%	0	0.0%	1	50.0%	0	0.0%	0	0.0%	1	50.0%
Skilled Craft	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Service Maintenance	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Total</b>	<b>40</b>	<b>13</b>	<b>32.5%</b>	<b>10</b>	<b>25.0%</b>	<b>2</b>	<b>5.0%</b>	<b>5</b>	<b>12.5%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>2</b>	<b>5.0%</b>

<sup>1</sup> Total includes males and females (in each of the protected racial/ethnic groups as well as including non-minorities).

<sup>2</sup> Total includes females in each of the protected racial/ethnic groups as well as including non-minorities.



**2014, 1ST QUARTER EEO REPORT****AGENCY NAME:** MTA HQ**EEO AND TITLE VI COMPLAINTS****JANUARY 2014 TO MARCH 2014**

Category	Race	Disability	Gender	National Origin	Age	Sexual Harassment	Religion	Other <sup>1</sup>	Total Issues <sup>2</sup>	Total Cases	Status (# Open)
EEO	5	2	5	0	1	0	2	3	18	9	5
External Complaints	1	1	2	0	1	0	1	2	8	4	3
Internal Complaints	4	1	3	0	0	0	1	1	10	5	2

Category	Race	National Origin	Color	Total Issues <sup>3</sup>	Total Cases	Status (# Open)
Title VI	0	0	0	0	0	0

<sup>1</sup> "Other" contains all EEO categories not otherwise specifically mentioned on the chart.

<sup>2</sup> In some instances a single complaint may involve two or more EEO categories.

<sup>3</sup> In some instances a single complaint may involve two or more EEO categories based on race, national origin, or color.

## 2014, 1ST QUARTER EEO REPORT

AGENCY  
NAME: MTA HQ

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### EEO AND TITLE VI COMPLAINTS

DISPOSITION - JANUARY 2014 TO MARCH 2014

MTA HEADQUARTERS	Decided In Favor of MTAHQ	Decided In Favor of Complainant	Administrative Closure	Withdrawn	Dismissal	Resolved/ Settlement	Total Cases
EXTERNAL EEO	0	0	0	0	0	1	1
INTERNAL EEO	2	0	0	0	0	1	3
TITLE VI	0	0	0	0	0	0	0

# **MTA DBE Goal Plan**

## **Federal Fiscal Years 2015-2017**



# **DBE Goal Plan, FFYs 2015-2017**

- ☐ **U.S. Department of Transportation (“USDOT”) Regulations, 49 C.F.R. Part 26, govern the operations of DBE Programs managed by recipients of federal transit funds.**
- ☐ **Purpose of the DBE Program is to “create a level playing field.”**
- ☐ **Goal is to create opportunities for DBEs on federally-funded or assisted projects, using narrowly tailored means that do not overly burden non-DBEs.**
- ☐ **MTA is required to establish a three-year DBE goal.**
- ☐ **MTA’s proposed DBE goal covers FFYs 2015-2017.**
- ☐ **Goal submission due to FTA: August 1, 2014**



## **DBE Goal Plan (continued)**

- ❑ MTA's proposed DBE goal is at best an estimate as our Five-Year Capital Plan has not been approved. Upon approval of MTA's Capital Plan, we will reassess our DBE goal and rationale to reflect any changes, as necessary.**
- ❑ Establishing the DBE goal is a two-step process.**
- ❑ Step 1: Establishing the Base Figure**
  - Calculating DBE Availability: i) Overall business availability—2011 U.S. Census Bureau County Business Patterns (all firms within MTA's service area, over 52,000 firms identified); ii) NYS UCP Directory within MTA service area, and Empire State Development Directory showing M/WBEs within MTA's service area—potential DBEs. Over 5,800 firms identified.**



## **DBE Goal Plan (continued)**

- **Projecting value of federally-funded or assisted contracts subject to the goal – estimated to be approximately \$5.7 billion.**
- **Contracting activity broken out by SIC/NAICS Codes: general construction, heavy and civil engineering construction, special trades, architectural and engineering services, administrative support.**
- **Comparing available DBEs and all firms in each SIC/NAICS Code by the proportion of work to be awarded in each SIC/NAICS Code.**
- **Base Figure: 17.09%**



# DBE Goal Plan (continued)

## ☐ **Step 2: Adjustment of the Base Figure, if necessary. Factors Considered :**

- **Ability of DBEs to undertake projects as primes.**
- **Upcoming opportunities for DBEs to participate in MTA's federally funded or assisted projects.**
- **Level of DBE participation in previous FFYs.**
- **DBE participation in MTA's Small Business Federal Program.**
- **Increased outreach efforts and input from interested parties.**
- **Based on above, we have determined that no adjustment is necessary.**



# Federally-Funded Contract Award Activity

<b>FFY</b>	<b>FTA DOLLAR VALUE OF PRIME AWARDS</b>	<b>DBE DOLLARS</b>
<b>2011</b>	<b>\$958 Million</b>	<b>\$104 M (11%)</b>
<b>2012</b>	<b>\$463.6 Million</b>	<b>\$55.7 M (12%)</b>
<b>2013</b>	<b>\$1.5 Billion</b>	<b>\$211.6 M (14%)</b>
<b>2014*</b>	<b>\$720 Billion</b>	<b>\$131 M (18.2%)</b>

**\* First six months, October 2013- March 2014**





- **DBE Participation in MTA's Small Business Mentoring Program**
  - **From Program inception in November 2012 through June 30, 2014, approximately \$80 million has been awarded. DBEs were awarded approximately \$22 million (27%).**
- **DBE Participation in MTA's Small Business Federal Program**
  - **From Program inception in March 2013 through June 30, 2014, \$30.5 million has been awarded. DBEs were awarded \$10 million (33%).**



# **Race Neutral vs. Race Conscious Measures**

## **❑ Race Neutral Measures**

- Prioritize outreach and technical assistance efforts**
- Use race neutral measures to the fullest extent possible**
- As race neutral measures become more effective, use fewer contract goals**
- Separately track DBE participation for contracts with goals and those without goals**

## **❑ Race Conscious Measures**

- Use only as necessary to reach overall goal**
- Goals not required on any particular contract**
- Emphasize good faith efforts**



## Advertisement of DBE Goal

- ☐ Notice placed on MTA Website.
- ☐ Proposed DBE goal advertised in *The New York Times*, *Newsday*, *El Diario*, *Minority Commerce Weekly*, and *The Journal News*.
- ☐ 45-day Comment Period Ends on July 28, 2014.



# **MTA HEADQUARTERS**

## **REPORT ON EEO AND RECRUITMENT STRATEGIES**

### **FIRST QUARTER 2014**



# MTA HEADQUARTERS

2014, 1ST QUARTER EEO REPORT

AGENCY NAME: MTA HQ

## WORKFORCE UTILIZATION ANALYSIS AS OF MARCH 31, 2014

JOB CATEGORY	FEMALES			BLACKS			HISPANICS			ASIANS			AI/AN			NHOPI			OTHER		
	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)
Officials & Administrators	31%	39%	Yes	8%	27%	Yes	8%	5%	No	5%	12%	Yes	0%	0%	Yes	2%	0%	No	1%	2%	Yes
Professionals	39%	56%	Yes	11%	35%	Yes	8%	11%	Yes	7%	16%	Yes	0%	1%	Yes	3%	0%	No	1%	6%	Yes
Technicians	13%	7%	No	15%	6%	No	10%	8%	No	1%	2%	Yes	0%	0%	Yes	1%	0%	No	1%	2%	Yes
Protective Services	14%	12%	No	12%	16%	Yes	15%	18%	Yes	1%	3%	Yes	0%	0%	Yes	1%	0%	No	1%	1%	Yes
Paraprofessionals	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
Administrative Support	62%	75%	Yes	20%	47%	Yes	19%	14%	No	2%	4%	Yes	0%	0%	Yes	5%	0%	No	2%	4%	Yes
Skilled Craft	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
Service Maintenance	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes

MTA HQ has conducted an availability analysis of females and minorities in its workforce. The availability analysis consists of comparing MTA HQ March 31, 2014 workforce percentages for females and minorities to 80 percent of the females and minorities available within the relevant labor market based on the U.S. Census.



# MTA HEADQUARTERS

## MTA POLICE WORKFORCE UTILIZATION

### FIRST QUARTER 2014

JOB TITLE	FEMALES				BLACKS				HISPANICS			
	Est Avail	Estimated #	Actual #	Met Avail (Yes/No)	Est Avail	Estimated #	Actual #	Met Avail (Yes/No)	Est Avail	Estimated #	Actual #	Met Avail (Yes/No)
Captains	16%	2	0	No	19%	3	0	No	11%	2	1	No
Inspector	16%	0	0	Yes	20%	1	1	Yes	12%	0	0	Yes
Lieutenants	16%	3	2	No	20%	4	0	No	12%	2	2	Yes
Sergeants/Detective Sgts.	11%	9	5	No	11%	10	5	No	8%	7	7	Yes
Detectives	18%	5	5	Yes	13%	3	5	Yes	14%	4	8	Yes
Police Officers	13%	70	60	No	12%	60	81	Yes	15%	77	89	Yes

JOB TITLE	ASIANS				AI/AN				NHOPI			
	Est Avail	Estimated #	Actual #	Met Avail (Yes/No)	Est Avail	Estimated #	Actual #	Met Avail (Yes/No)	Est Avail	Estimated #	Actual #	Met Avail (Yes/No)
Captains	1%	0	1	Yes	0%	0	0	Yes	1%	0	0	Yes
Inspector	1%	0	0	Yes	0%	0	0	Yes	1%	0	0	Yes
Lieutenants	1%	0	0	Yes	0%	0	0	Yes	1%	0	0	Yes
Sergeants/Detective Sgts.	0%	0	2	Yes	0%	0	0	Yes	1%	0	0	Yes
Detectives	1%	0	1	Yes	0%	0	0	Yes	1%	0	0	Yes
Police Officers	1%	6	17	Yes	0%	0	0	Yes	1%	6	0	No

JOB TITLE	OTHER			
	Est Avail	Estimated #	Actual #	Met Avail (Yes/No)
Captains	1%	0	0	Yes
Inspector	1%	0	1	Yes
Lieutenants	1%	0	2	Yes
Sergeants/Detective Sgts.	0%	0	1	Yes
Detectives	1%	0	1	Yes
Police Officers	1%	6	7	Yes



# MTA HEADQUARTERS

## AREAS OF UNDERUTILIZATION

### **Overall MTA HQ Workforce**

Overall in the MTA workforce as of March 31, 2014, the following underutilization is noted:

- Women are underutilized in the Technician and Protective Service job categories.
- Blacks are underutilized in the Technician category.
- Hispanics are underutilized in the Officials and Administrators, Technician and Administrative Support categories.
- Native Hawaiian/Other Pacific Islanders (“NHOPIs”) are underutilized in all categories.

### **MTA Police**

For the MTA Police Department as of March 31, 2014, the following underutilization is reported:

- Women are underutilized in the ranks of Police Officer, Sergeant/ Detective Sergeant, Lieutenant, and Captain.
- Blacks are underutilized in the ranks of Sergeant/Detective Sergeant, Lieutenant, and Captain.
- Hispanics are underutilized in the rank of Captain.
- Native Hawaiian/Other Pacific Islanders (“NHOPIs”) are underutilized in the rank of Police Officer.



# MTA HEADQUARTERS

## THREE-YEAR NEW HIRE COMPARISON

### JANUARY 1, 2011 – MARCH 31, 2014

YEAR	TOTAL	MALE	FEMALE	Non Minority		Blacks		Hispanics		Asians		AI/AN		NHOPI		Other	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>2011</b>	165	71	94	47	30	6	37	6	11	10	13	0	0	0	0	2	3
		43.0%	57.0%	28.5%	18.2%	3.6%	22.4%	3.6%	6.7%	6.1%	7.9%	0.0%	0.0%	0.0%	0.0%	1.2%	1.8%
<b>2012</b>	89	47	42	29	11	8	16	3	6	6	6	0	0	0	0	1	3
		52.8%	47.2%	32.6%	12.4%	9.0%	18.0%	3.4%	6.7%	6.7%	6.7%	0.0%	0.0%	0.0%	0.0%	1.1%	3.4%
<b>2013</b>	124	61	63	26	20	10	24	8	9	13	5	0	0	0	0	4	5
		49.2%	50.8%	21.0%	16.1%	8.1%	19.4%	6.5%	7.3%	10.5%	4.0%	0.0%	0.0%	0.0%	0.0%	3.2%	4.0%
<b>*2014</b>	40	27	13	15	6	5	5	1	1	4	1	0	0	0	0	2	0
		67.5%	32.5%	37.5%	15.0%	12.5%	12.5%	2.5%	2.5%	10.0%	2.5%	0.0%	0.0%	0.0%	0.0%	5.0%	0.0%

\*As of March 31, 2014





# MTA HEADQUARTERS

## STRATEGIES/CHALLENGES IN HIRING ETHNIC MINORITIES/WOMEN

### MTA Headquarters

We are committed to being strategic and proactive about addressing our underutilization as follows:

- MTA has recently appointed a Director of All-Agency Veteran Recruitment and Staffing Initiatives responsible for organizing MTA's attendance at job fairs and providing ways to assist the military community in learning about and applying for positions throughout the MTA family.
- MTA will continue to work in partnership with the BSC to send all new job openings to organizations inclusive of veterans, female and minority organizations.
- MTA will ensure that the EEO Officer is involved from the beginning of the outreach, recruitment and hiring process for each recruitment effort.
- MTA Human Resources ("HR") will work in closer partnership with MTA's Department of Diversity and Civil Rights ("DDCR") to specifically identify which positions within each of the job categories at HQ are underutilized. In addition, MTA HR will work with DDCR to find new sources for those categories that are underutilized within the various job categories.



# MTA HEADQUARTERS

## STRATEGIES/CHALLENGES IN HIRING ETHNIC MINORITIES/WOMEN

### Continued:

- MTA HR will continue to attend job fairs and community outreach events related to increasing diversity.
- Working in conjunction with the Department of Diversity and Civil Rights, MTA HR will establish an outreach and recruitment budget as a strategy for addressing underutilization.
- Working in conjunction with the Department of Diversity and Civil Rights, MTA HR will establish relationships with external ethnic and women associations.
- Working in conjunction with the Department of Diversity and Civil Rights, MTA HR will work to secure funding to create a paid college internship program as a strategy for recruiting and developing diverse future talent.
- MTA HR will work with MTA DDCR to breakout MTA BSC and MTA HQ underutilization numbers. This will allow us to identify more clearly where our underutilization is between the MTA BSC and other MTA HQ departments.
- Native Hawaiian and Other Pacific Islanders are underutilized in all of our categories and MTA HR and MTA DDCR are in the process of exploring new ideas to increase this groups representation.



# MTA HEADQUARTERS - Police

## STRATEGIES/CHALLENGES IN HIRING ETHNIC MINORITIES/WOMEN

MTA Police Department (“PD”) Strategies and Challenges by position:

### **Police Officer**

- While our advertising campaign for the MTA Police Officer position is extensive and diverse, our primary challenge is getting applicants to self identify their gender and ethnicity. For example, during the 2012 MTA Police Officer recruitment process over 7,000 of the 14,000 applicants did not self identify their gender. One of our goals for future recruitment initiatives is to modify the MTA Police Officer application in an effort to encourage applicants to self identify.
- In partnership with MTA Human Resources, the MTA PD will begin and/or continue the strategies listed below to address underutilization in the Police Officer position:
  - Continue diverse advertising to include additional emphasis on areas of identified underutilization.



## MTA HEADQUARTERS - Police

### STRATEGIES/CHALLENGES IN HIRING ETHNIC MINORITIES/WOMEN

- Request additional headcount to extend outreach, market the MTA Police Officer position, and establish additional relationships with external ethnic and women's associations. The additional headcount will also be utilized to extend outreach efforts with national and local police explorer programs and veterans organizations. Both the explorer and veterans programs have recently experienced an increase in female representation and could increase our applicant pools representation respectively.
- Conduct a review of recruitment processes to assess areas where we can improve the diversity of the applicant pool.
- A recent Physical Fitness Test for the Police Officer position on May 31, 2014, where approximately 75 women were invited. If successful with this test and the remainder of the recruitment process, a percentage of those women could be considered for further steps in the process and potential hire in the January 2015 class.
- We are in the process of exploring new ideas to increase representation of Native Hawaiian and Other Pacific Islanders in the Police Officer position.



# MTA HEADQUARTERS - Police

## STRATEGIES/CHALLENGES IN HIRING ETHNIC MINORITIES/WOMEN

### **Sergeant and Lieutenant**

- To address underutilization in the Sergeant and Lieutenant positions, and because examination for those positions had not been given since 2007, we conducted promotional exams for both positions on June 28 and 29, 2014.
- Due to face to face encouragement by MTA PD leadership, we've had 60 % of the eligible female population applied for the Sergeant position and 40 % of the eligible female population applied for the Lieutenant position.
- To improve promotional examination performance, MTA HR and MTA PD assured the applicants were provided the following tools:
  - Study Guide
  - Recommended Reading List
  - Orientation sessions were conducted by the examination vendor for the applicants for assistance in understanding the exam, becoming familiar with the format, and providing strategies for success.
  - An online study tool was also made available to support members unavailable to attend orientation sessions.



# MTA HEADQUARTERS - Police

## STRATEGIES/CHALLENGES IN HIRING ETHNIC MINORITIES/WOMEN

### **Captain and Above**

Recruitment of females into the positions of Captain and above continues to be a challenge for the following reasons:

- The three-day work schedule affords a comfortable work life balance for individuals within the Police Officer, Sergeant and Lieutenant ranks. This three-day schedule does not exist within the positions of Captain and above.
- Police Officers, Sergeants and Lieutenants are able to gain overtime when it's available. Overtime is not an available option for the ranks of Captain and above.
- The MTA PD is looking into creative ways to address the schedule and compensation aspects causing the lack of interest in the ranks above Captain. To date, attempts to resolve these issues contractually have not been successful.
- MTA PD is considering creating a mentorship program to encourage women to seek promotion into these roles.



**NYC Transit and MTA Bus Company  
2014 First Quarter  
Presidents' Reports on EEO and Diversity**

2014-Q1 EEO & DIVERSITY REPORT  
NEW YORK CITY TRANSIT

WORKFORCE UTILIZATION ANALYSIS\*  
As of March 31, 2014

JOB CATEGORY	FEMALES			BLACKS			HISPANICS			ASIANS			AI/AN			NHOPI			OTHER		
	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)
Officials & Administrators	27%	15%	No	11%	35%	Yes	9%	11%	Yes	6%	14%	Yes	0%	0%	Yes	1%	0%	No	1%	2%	Yes
Professionals	36%	36%	Yes	11%	32%	Yes	8%	9%	Yes	8%	26%	Yes	0%	0%	Yes	3%	0%	No	1%	3%	Yes
Technicians	39%	47%	Yes	11%	49%	Yes	12%	12%	Yes	5%	13%	Yes	0%	0%	Yes	12%	0%	No	2%	2%	Yes
Protective Services	21%	22%	Yes	31%	58%	Yes	18%	17%	No	1%	7%	Yes	1%	0%	No	3%	0%	No	1%	2%	Yes
Paraprofessionals	52%	47%	No	20%	51%	Yes	16%	26%	Yes	2%	5%	Yes	0%	0%	Yes	6%	0%	No	2%	2%	Yes
Administrative Support	55%	43%	No	21%	57%	Yes	23%	14%	No	4%	14%	Yes	0%	0%	Yes	6%	0%	No	2%	2%	Yes
Skilled Craft	21%	5%	No	24%	39%	Yes	16%	11%	No	5%	13%	Yes	0%	0%	Yes	7%	0%	No	2%	1%	No
Service Maintenance	17%	18%	Yes	36%	56%	Yes	26%	21%	No	2%	5%	Yes	0%	0%	Yes	2%	0%	No	2%	2%	Yes

\* NYC Transit has conducted an availability analysis of females and minorities in its workforce. The availability analysis consists of comparing NYC Transit's March 31, 2014 workforce percentages for females and minorities to 80% of the females and minorities available within the relevant labor market based on the U.S. Census.

The following numbers and information do not reflect availability for specific job groups. In addition, the numbers and information provided do not show statistical disparities or explain the reasons or provide a root cause for any identified failure to meet availability. Nothing in this report constitutes a finding or admission of unlawful discrimination.



### Areas of Underutilization

Females are underutilized in the job categories of Officials and Administrators, Para-professionals, Administrative Support, and Skilled Craft. NYC Transit continues to focus on outreach in these areas and hired an additional 78 women within these categories during the first quarter of 2014.

Hispanics are also underutilized, specifically in the job categories of Protective Services, Administrative Support, Skilled Craft, and Service Maintenance. 190 Hispanics were hired within these categories during the first quarter of 2014.

Native Hawaiian and other Pacific Islanders (NHOPI) are underutilized in each of the eight job categories, and NYC Transit is in the process of exploring outreach efforts to increase this group's representation.

2014, 1ST QUARTER EEO REPORT

AGENCY NAME: MTA BUS

WORKFORCE UTILIZATION ANALYSIS

AS OF 03/31/14

JOB CATEGORY	FEMALES			BLACKS			HISPANICS			ASIANS			AI/AN			NHOPI			OTHER		
	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)
Officials & Administrators	21%	10%	No	13%	28%	Yes	9%	16%	Yes	6%	6%	Yes	0%	0%	Yes	0%	0%	Yes	1%	2%	Yes
Professionals	34%	48%	Yes	12%	26%	Yes	9%	9%	Yes	7%	16%	Yes	0%	0%	Yes	2%	0%	No	2%	5%	Yes
Technicians	20%	55%	Yes	8%	10%	Yes	8%	18%	Yes	14%	23%	Yes	0%	0%	Yes	4%	0%	No	1%	0%	No
Protective Services	16%	40%	Yes	34%	60%	Yes	18%	40%	Yes	3%	0%	No	0%	0%	Yes	2%	0%	No	2%	0%	No
Paraprofessionals	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
Administrative Support	57%	42%	No	23%	30%	Yes	21%	11%	No	3%	7%	Yes	0%	0%	Yes	5%	0%	No	5%	8%	Yes
Skilled Craft	0%	0%	Yes	21%	29%	Yes	25%	15%	No	2%	9%	Yes	0%	0%	Yes	3%	2%	No	1%	4%	Yes
Service Maintenance	11%	13%	Yes	27%	51%	Yes	30%	21%	No	4%	5%	Yes	0%	0%	Yes	3%	0%	No	1%	3%	Yes

MTA BUS has conducted an availability analysis of females and minorities in its workforce. The availability analysis consists of comparing MTA BUS March 31, 2014 workforce percentages for females and minorities to 80 percent of the females and minorities available within the relevant labor market based on the U.S. Census.

**2014-Q1 EEO and DIVERSITY REPORT**  
**MTA BUS COMPANY**

**Areas of Underutilization**

Females were underutilized in two categories -- Officials and Administrators and Administrative Support -- a marked improvement over the four underutilized categories at the end of last year. MTA Bus Company continues to focus on outreach in these areas.

Hispanics were underutilized in three categories -- Administrative Support, Skilled Craft, and Service Maintenance -- an improvement over the four underutilized categories at the end of last year. Forty-one of the 46 Hispanics hired by MTA Bus Company in the first quarter of this year filled jobs in these underutilized categories.

Asians are underutilized in one job category -- Protected Services -- a marked improvement over the three categories at the end of last year.

Native Hawaiian and other Pacific Islanders (NHOPI) showed underutilization in six job categories. MTA Bus Company is exploring outreach efforts to increase this group's representation.

2014-Q1 EEO and DIVERSITY REPORT  
NEW YORK CITY TRANSIT

New Hire Comparison

Year	Total	Male	Female	Non-Minority		Blacks		Hispanics		Asians		AI/AN		NHOPI		Other	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
2011	2,417	1,961	456	512	46	775	326	333	64	324	19	1	0	0	0	16	1
		81.1%	18.9%	21.2%	1.9%	32.1%	13.5%	13.8%	2.6%	13.4%	0.8%	0.0%	0.0%	0.0%	0.0%	0.7%	0.0%

2012	2,767	2,180	587	547	47	893	397	381	98	310	41	1	0	1	0	47	4
		78.8%	21.2%	19.8%	1.7%	32.3%	14.3%	13.8%	3.5%	11.2%	1.5%	0.0%	0.0%	0.0%	0.0%	1.7%	0.1%

2013	3,731	2,932	799	748	64	1,193	538	524	135	410	51	5	1	0	1	52	9
		78.6%	21.4%	20.0%	1.7%	32.0%	14.4%	14.0%	3.6%	11.0%	1.4%	0.1%	0.0%	0.0%	0.0%	1.4%	0.2%

2014-Q1	1,072	854	218	241	27	319	129	166	42	122	19	1	0	0	0	5	1
		79.7%	20.3%	22.5%	2.5%	29.8%	12.0%	15.5%	3.9%	11.4%	1.8%	0.1%	0.0%	0.0%	0.0%	0.5%	0.1%

2014-Q1 EEO and DIVERSITY REPORT  
MTA BUS COMPANY

New Hire Comparison

Year	Total	Male	Female	Non-Minority		Blacks		Hispanics		Asians		AI/AN		NHOPI		Other	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
2011	517	435	82	65	5	216	57	91	13	15	0	26	1	0	0	22	6
		84.1%	15.9%	12.6%	1.0%	41.8%	11.0%	17.6%	2.5%	2.9%	0.0%	5.0%	0.2%	0.0%	0.0%	4.3%	1.2%

2012	428	357	71	65	10	163	39	71	17	44	2	0	0	0	0	14	3
		83.4%	16.6%	15%	2%	38%	9%	17%	4%	10%	0%	0%	0%	0%	0%	3%	1%

2013	309	271	38	54	2	125	23	66	10	20	3	0	0	1	0	5	0
		87.7%	12.3%	17%	1%	40%	7%	21%	3%	6%	1%	0%	0%	0%	0%	2%	0%

2014-Q1	161	141	20	18	3	69	8	38	8	16	0	0	0	0	0	0	1
		87.6%	12.4%	11%	2%	43%	5%	24%	5%	10%	0%	0%	0%	0%	0%	0%	1%

2014-Q1 EEO and DIVERSITY REPORT  
NEW YORK CITY TRANSIT and MTA BUS COMPANY

## Challenges in Hiring Ethnic Minorities/Women

### Competitive Examinations

Positions in NYC Transit and MTA Bus Company, for the most part, are filled through competitive examinations. While NYC Transit and MTA Bus Company continue to expand their outreach efforts, in the case of positions requiring a competitive examination, only those applicants who achieve a passing grade can be considered for the position in list number order, without regard to ethnicity or gender. For example, in the case of MTA Bus Company, of the total positions, 88% are non-discretionary and are filled from a list. Approximately 80% of all hires at NYC Transit are non-discretionary and are filled from a list.

### Pool of Qualified Applicants

While the competitive examination itself must remain blind to ethnicity and gender, we will continue to make all efforts to increase the pool of qualified ethnic minorities and females who are applying for, taking, and passing NYC Transit and MTA Bus Company's competitive examinations.

### Female Inclusivity

Expanding female inclusivity, which includes attracting and retaining more women in traditionally male-dominated titles, particularly in the Skilled Craft and Officials & Administrators categories (*especially in the supervisory ranks which are also list hires*), remains a significant challenge. Identifying the underlying causes that may impede the recruitment of women is a critical step toward redressing the balance and improving inclusivity.

### Native Hawaiian and other Pacific Islanders (NHOP)

Underutilization in the NHOP racial group was identified for the first time in the utilization analysis as a result of the updated 2010 Census data. We will expand our recruitment and outreach efforts to include and target this group.

## Strategies for Improvement

### Diversity and Inclusion Plan

NYC Transit and MTA Bus Company's vision is to have a respectful workplace that attracts and retains talented men and women, and where diversity is leveraged to create programs and services that meet the needs of the diverse communities they serve. NYC Transit and MTA Bus Company believe that the values of diversity and inclusion must be integrated into all that we do. A taskforce and a steering committee have been formed to develop and implement a comprehensive and robust Diversity and Inclusion Plan. Under this plan, diversity will encompass not only race, ethnicity, and gender but the full range of human differences that affect the way we think and do things. The committee will be provided with periodic updates as the Diversity and Inclusion Plan is implemented.

### Ongoing Targeted Recruitment and Outreach Efforts

NYC Transit and MTA Bus Company strategically plan their recruitment and sourcing efforts to ensure that information about employment opportunities and upcoming examinations leading to employment are broadly advertised throughout the five boroughs of New York City. Our multi-faceted marketing approach includes, but is not limited to, attending job fairs and community outreach events; utilizing social media channels such as Facebook, Twitter, YouTube, etc.; placing advertisements of examinations and employment information in subway stations and on buses; distributing examination schedules via MetroCard sales vans; and transmitting email blasts about employment opportunities to veterans organizations, not-for-profit entities, and community-based groups.

#### Outreach to Women

As part of our continued partnership with the local technical schools across the city, NYC Transit's Division of Human Resources assisted interested high school seniors with their applications for the Electrical Helper examination. This partnership has the potential of assisting us with addressing under-representation of women in the skilled craft jobs.

In March, NYC Transit President Bianco had the pleasure of meeting and hosting a luncheon for 16 young women from City Polytechnic High School in Brooklyn who are participating in Transportation YOU. Transportation YOU is a joint initiative between the Women Transportation Seminar and the U.S. Department of Transportation that offers young girls an introduction to a wide variety of transportation careers through hands-on, interactive mentoring.

As part of their visit to NYC Transit, these 16 young women had the opportunity to tour our facilities and meet with some of our women leaders, including those recognized by NYC Transit as "Inspiring Women." For the past two years, NYC Transit and MTA Bus Company have recognized female employees who inspire others to go above and beyond through our "Inspiring Women" program. These women set an example for all agency employees through their achievements in such varied areas as military service, non-traditional work and overcoming health challenges. The "Inspiring Women" served as mentors in partnership with Transportation YOU and exposed these young women to information and activities that we hope will spark their interest in the field of transportation and ultimately in becoming a part of the NYC Transit and MTA Bus Company team.

In addition to this and other mentorship efforts, NYC Transit and MTA Bus Company recently honored our past and present women department heads within our observance of Women's History Month. As part of this recognition, a photo display of the women was placed in the lobbies of each of our main administrative buildings. In addition, a summary of each leader's contributions to NYC Transit and MTA Bus Company was featured on the front page of MTA Today, our internal employee news service.

In a similar effort to highlight the contribution of women, NYC Transit and MTA Bus Company recently created the video Women in Transit for our internal news service and employment page. This video provides an historic account of the contributions made by women, particularly women in our operating departments. These women have had a tremendous impact in the field of public transportation and we are proud to highlight these achievements.

As part of NYC Transit and MTA Bus Company's community outreach, senior leaders met with students attending Ralph R. McKee Career and Technical Education High School and Bronx Community College. This effort has the potential to address the current under-representation of women and minorities. NYC Transit and MTA Bus Company's maintenance and support services personnel also reached out to representatives of CUNY Bronx Community College's (BCC) Automotive Technology curriculum, offering assistance with a mentoring program. BCC has a large minority population and their Automotive Technology curriculum is the only one of its kind in the CUNY system.

#### Outreach to Veterans

To further strengthen our recruitment of veterans, NYC Transit and MTA Bus Company recently signed a Memorandum of Agreement with "Army PaYS." The US Army developed the Army PaYS Program to link experienced soldiers with technical skills to civilian employers looking for veterans with matching skills. Through this program, current soldiers are matched with prospective employers prior to completion of their active duty. The soldier and prospective employer remain in contact until the soldier's separation from duty at which point the employer may recruit the new veteran. Our inclusion in Army PaYS provides NYC Transit and MTA Bus Company the opportunity to market its positions to a highly skilled workforce.

On March 21, 2014, NYC Transit and MTA Bus Company participated in a career guidance program called, "How to Read a Military Resume," that was facilitated by the Wounded Warrior Project. This program assisted recruiters with reading and interpreting a military resume. The workshop covered such topics as understanding common military acronyms and jargon, translating the concept of rank within the context of civilian titles and typical professions, and understanding responsibilities across the various service branches.

#### Outreach to Hispanics

NYC Transit and MTA Bus Company's ongoing outreach to Hispanics includes the dissemination of information about employment opportunities at community events, career fairs through targeted email blasts, and through various social media. On March 6, 2014, NYC Transit and MTA Bus Company HR staff participated in the Mind, Body and Spirit Conference held at Yankee Stadium that was sponsored by 100 Hispanic Women. Although the focus was primarily on health and wellness, the event provided our HR professionals with an opportunity to network with attendees as well as share information about employment opportunities at NYC Transit and MTA Bus Company.

#### Ongoing Program Monitoring

NYC Transit's Office of EEO, in partnership with NYC Transit's Division of Human Resources, ensures that utilization targets for women and minorities in particular job categories, based on estimated availability and internal workforce numbers, are known before vacancies, discretionary hires and promotions are posted. The Office of EEO provides utilization targets to departments on a quarterly basis. As part of the Office of EEO's and Division of Human Resources' monitoring of the selection process, we ensure that women and minority group members are included as interviewers. The Office of EEO must approve all discretionary hires and promotions. For MTA Bus Company, the MTA Department of Diversity and Civil Rights approves discretionary hires, promotions, and provides utilization targets. In addition, MTA Bus Company conducts panel interviews which include a Human Resources representative and ensures panel members include women and minorities.



# **MTA LONG ISLAND RAIL ROAD 2014 FIRST QUARTER PRESIDENT'S REPORT ON EEO AND DIVERSITY**



# MTA LONG ISLAND RAIL ROAD WORKFORCE UTILIZATION ANALYSIS As of March 31, 2014

## UTILIZATION ANALYSIS WORKFORCE DATA AS OF MARCH 31, 2014

JOB CATEGORY	FEMALES			BLACKS			HISPANICS			ASIANS			AI/AN			NHOPI			OTHER		
	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)
Officials & Administrators	22%	21%	No	12%	10%	No	7%	7%	Yes	4%	6%	Yes	0%	0%	Yes	1%	0%	No	1%	2%	Yes
Professionals	19%	23%	Yes	10%	13%	Yes	7%	9%	Yes	6%	14%	Yes	0%	0%	Yes	2%	0%	No	1%	4%	Yes
Technicians	11%	10%	No	11%	18%	Yes	8%	10%	Yes	7%	8%	Yes	0%	0%	Yes	1%	0%	No	1%	0%	No
Administrative Support	49%	48%	No	19%	28%	Yes	11%	10%	No	3%	4%	Yes	0%	0%	Yes	2%	0%	No	1%	3%	Yes
Skilled Craft	9%	10%	Yes	16%	16%	Yes	12%	10%	No	2%	2%	Yes	0%	0%	Yes	1%	0%	No	2%	2%	Yes
Service Maintenance	17%	19%	Yes	17%	27%	Yes	22%	14%	No	2%	2%	Yes	0%	0%	Yes	1%	0%	No	2%	4%	Yes



# **MTA LONG ISLAND RAIL ROAD**

## **AREAS OF UNDER-REPRESENTATION**

- Female representation remained slightly below 80% of the census availability in the Officials and Administrators, Technicians and Administrative Support EEO job categories.
- Black representation remained below 80% of the census availability in the Officials and Administrators job category.
- Hispanic representation remained below 80% of the census availability in the Administrative Support, Skilled Craft and Service Maintenance EEO job categories.
- American Indian/Alaskan Native representation remained below 80% of the census availability in the Professionals and Technicians job categories.
- Native Hawaiian Other Pacific Islander representation remained below 80% of the census availability in all six EEO job categories.
- “Other” representation remained below 80% of the census availability in the Technicians job category.



# MTA LONG ISLAND RAIL ROAD

## THREE-YEAR NEW HIRE COMPARISON

### JANUARY 2011 – MARCH 2014

YEAR	TOTAL	MALE	FEMALE	Non Minority		Blacks		Hispanics		Asians		AI/AN		NHOPI		Other	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
2011	123	84	39	45	12	16	17	12	4	7	5	0	0	0	0	4	1
		68.3%	31.7%	36.6%	9.8%	13.0%	13.8%	9.8%	3.3%	5.7%	4.1%	0.0%	0.0%	0.0%	0.0%	3.3%	0.8%
2012	321	232	89	136	34	39	33	32	14	17	8	1	0	1	0	6	0
		72.3%	27.7%	42.4%	10.6%	12.1%	10.3%	10.0%	4.4%	5.3%	2.5%	0.3%	0.0%	0.3%	0.0%	1.9%	0.0%
2013	602	488	114	293	49	70	31	74	10	27	20	1	1	1	0	22	3
		81.1%	18.9%	48.7%	8.1%	11.6%	5.1%	12.3%	1.7%	4.5%	3.3%	0.2%	0.2%	0.2%	0.0%	3.7%	0.5%
*2014	141	119	22	66	6	23	8	15	4	12	2	0	0	0	0	3	2
		84.4%	15.6%	46.8%	4.3%	16.3%	5.7%	10.6%	2.8%	8.5%	1.4%	0.0%	0.0%	0.0%	0.0%	2.1%	1.4%

\*As of March 31, 2014



# **MTA LONG ISLAND RAIL ROAD**

## **CHALLENGES IN HIRING ETHNIC MINORITIES AND WOMEN**

The skills and experience required for many managerial and professional jobs at LIRR are generally acquired by working in the industry, and placement in these jobs occurs most often by promotions through the ranks. Competition from the private sector accounts for some of the difficulty in filling positions that do not require railroad-specific experience and knowledge.

In addition, many of the positions in the skilled craft and service maintenance job categories are considered “non-traditional” jobs for females. Consequently, it is particularly challenging to recruit females for some of these positions.



# MTA LONG ISLAND RAIL ROAD

## STRATEGIES FOR IMPROVEMENT

### **EEO Program Management and Evaluation**

LIRR Office of Diversity Management is responsible for monitoring the agency's EEO program and progress towards EEO goals. On an annual basis, Diversity Management develops goals for under-represented EEO job groups, based on estimated availability percentages and internal job group populations, and disseminates the information to each department, including Human Resources. On a quarterly basis, Diversity Management also disseminates Progress Towards Goals Reports to all departments, including Human Resources.

Diversity Management reviews all applicant flow reports to ensure that candidate pools are diverse, and concurs with every non-represented new hire and promotion, pursuant to the FTA Circular's requirements.

LIRR continues to focus and improve on female and minority under-representation. Between January 1 and March 31, 2014, there were 141 new hires, of which, 22 (15.6%) were female and 69 (48.9%) were minority. The highest concentration of female new hires occurred in the Administrative Support job category (62.5%). Minorities comprised 49.3% of new hires in the Skilled Craft job category and 51.3% in the Service Maintenance job category.

### **Upward Mobility and Other Special Programs**

#### **Junior Engineer Program:**

This is an entry-level training program which introduces participants to the Long Island Rail Road and its various operating and supporting departments. Specifically, the program is designed to familiarize employees with all aspects of railroad operations. The 52-week curriculum covers signals, track or structures, and on the job training. The participant will work with a mentor. Upon successful completion of the program, junior engineers are placed in an entry-level management position.



### **Project Management-Trainee Position:**

Project Management Trainee is two-year, entry-level training position, responsible for assisting with the coordination and administration of projects in the Department of Project Management. Working with seasoned project managers, trainees receive on the job and classroom training in project coordination development, controls, management, scheduling, and estimating. Trainees learn, in a mentoring environment, to apply specialized knowledge, specific to the requirements of the railroad industry. There are a series of rotation assignments that introduce trainees to the railroad and its various operating and support departments. Upon successful completion of the training program, trainees are placed into appropriate entry-level project management positions.

Between January 2008 and March 31, 2014, 11 Jr. Engineers and 21 Project Manager Trainees were hired. Of the Jr. Engineer hires, 36% are minority. Of the Project Manager Trainee hires, 24% are female and 62% are minority.

### **Targeted Recruitment and Outreach Efforts**

The Long Island Rail Road has developed a recruitment strategy designed to address under-representation of females and minorities in our workforce, and to better reflect the demographics of the markets we serve.

1. An annual hiring plan is developed at the conclusion of each year, to aid recruitment efforts for anticipated vacancies in each craft. Candidate pools are evaluated at the end of the recruitment process. If under-representation in the pool needs to be addressed, additional outreach is conducted.
2. Between January 1 and March 31, 2014, LIRR staff attended the following job fairs/college presentations: SUNY-Oneonta Internship Fair (January 10); NYU/Polytechnic University Internship/Job Fair (February 6); Manhattan College Spring Career Fair (February 11); Stony Brook University S.T.E.M. Job & Internship Fair (February 14); Cooper Union Spring Engineering Career Fair (March 4); Stevens Institute of Technology Career Fair (March 5); Farmingdale State College Technology Fair (March 6). We also targeted veterans by attending a veterans specific job fair (Hiring Our Heroes) on March 27th and attending a meeting on March 5 with New York City Area Committee for Employer Support of the Guard and Reserve, and posting jobs on RecruitMilitary.com. We also post jobs with the Dept. of Labor, Nontraditional Employment for Women, and the Chinese-American Planning Council.



# **MTA METRO-NORTH RAILROAD 2014 FIRST QUARTER PRESIDENT'S REPORT ON EEO & DIVERSITY**



# MTA METRO-NORTH RAILROAD

## Workforce Utilization Analysis

JOB CATEGORY	FEMALES			BLACKS			HISPANICS			ASIANS			AI/AN			NHOPI			OTHER		
	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)
Officials & Administrators	26%	23%	No	8%	15%	Yes	9%	6%	No	6%	6%	Yes	0%	0%	Yes	0%	0%	Yes	1%	2%	Yes
Professionals	33%	37%	Yes	8%	19%	Yes	7%	11%	Yes	9%	14%	Yes	0%	0%	Yes	0%	0%	Yes	1%	3%	Yes
Technicians	27%	6%	No	12%	22%	Yes	9%	4%	No	13%	9%	No	0%	0%	Yes	0%	0%	Yes	1%	2%	Yes
Protective Services	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
Paraprofessionals	69%	47%	No	13%	14%	Yes	12%	8%	No	4%	25%	Yes	0%	0%	Yes	0%	0%	Yes	1%	0%	No
Administrative Support	59%	44%	No	15%	33%	Yes	15%	12%	No	5%	3%	No	0%	1%	Yes	0%	0%	Yes	1%	3%	Yes
Skilled Craft	3%	6%	Yes	13%	17%	Yes	10%	8%	No	2%	2%	Yes	0%	0%	Yes	0%	0%	Yes	2%	2%	Yes
Service Maintenance	7%	14%	Yes	16%	35%	Yes	25%	16%	No	3%	1%	No	0%	0%	Yes	0%	0%	Yes	2%	2%	Yes

# **MTA METRO-NORTH RAILROAD**

## **Areas of Underutilization**

- **Females are underutilized in the following EEO job categories: Officials & Administrators, Technicians, Paraprofessionals and Administrative Support.**
- **Hispanics are underutilized in the following EEO job categories: Officials & Administrators, Technicians, Paraprofessionals, Administrative Support, Skilled Crafts and Service Maintenance.**
- **Asians are underutilized in the following EEO job categories: Technicians, Administrative Support and Service Maintenance.**
- **“Other” are underutilized in the Paraprofessional EEO job category.**

# MTA METRO-NORTH RAILROAD

## Three-Year New Hire Comparison

YEAR	TOTAL	MALE	FEMALE	NON-MINORITIES		BLACK		HISPANIC		ASIAN		AI/AN		NHOPI		OTHER	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
2011	324	284	40	196	17	47	14	28	4	9	4	2	0	0	0	2	1
		85.9%	14.1%	60.5%	5.2%	14.5%	4.3%	8.6%	1.2%	2.8%	1.2%	0.6%	0.0%	0.0%	0.0%	0.6%	0.3%
2012	501	420	81	299	30	47	28	53	10	16	8	2	0	0	0	3	5
		80.7%	19.3%	59.7%	6.0%	9.4%	5.6%	10.6%	2.0%	3.2%	1.6%	0.4%	0.0%	0.0%	0.0%	0.6%	1.0%
2013	542	443	99	274	33	73	33	56	17	23	8	2	0	0	0	15	8
		77.7%	22.3%	50.6%	6.1%	13.5%	6.1%	10.3%	3.1%	4.2%	1.5%	0.4%	0.0%	0.0%	0.0%	2.8%	1.5%
2014	119	104	15	65	6	14	5	19	2	6	1	0	0	0	0	0	1
1st Qtr		85.6%	14.4%	54.6%	5.0%	11.8%	4.2%	16.0%	1.7%	5.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.8%

# **MTA METRO-NORTH RAILROAD**

## **Challenges in Hiring Ethnic Minorities & Women**

- **Limited Female Candidate Pools for Skilled Crafts**
- **Remote Work Location of Positions**
- **Non-Competitive Salaries**

# **MTA METRO-NORTH RAILROAD**

## **Strategies for Improvement**

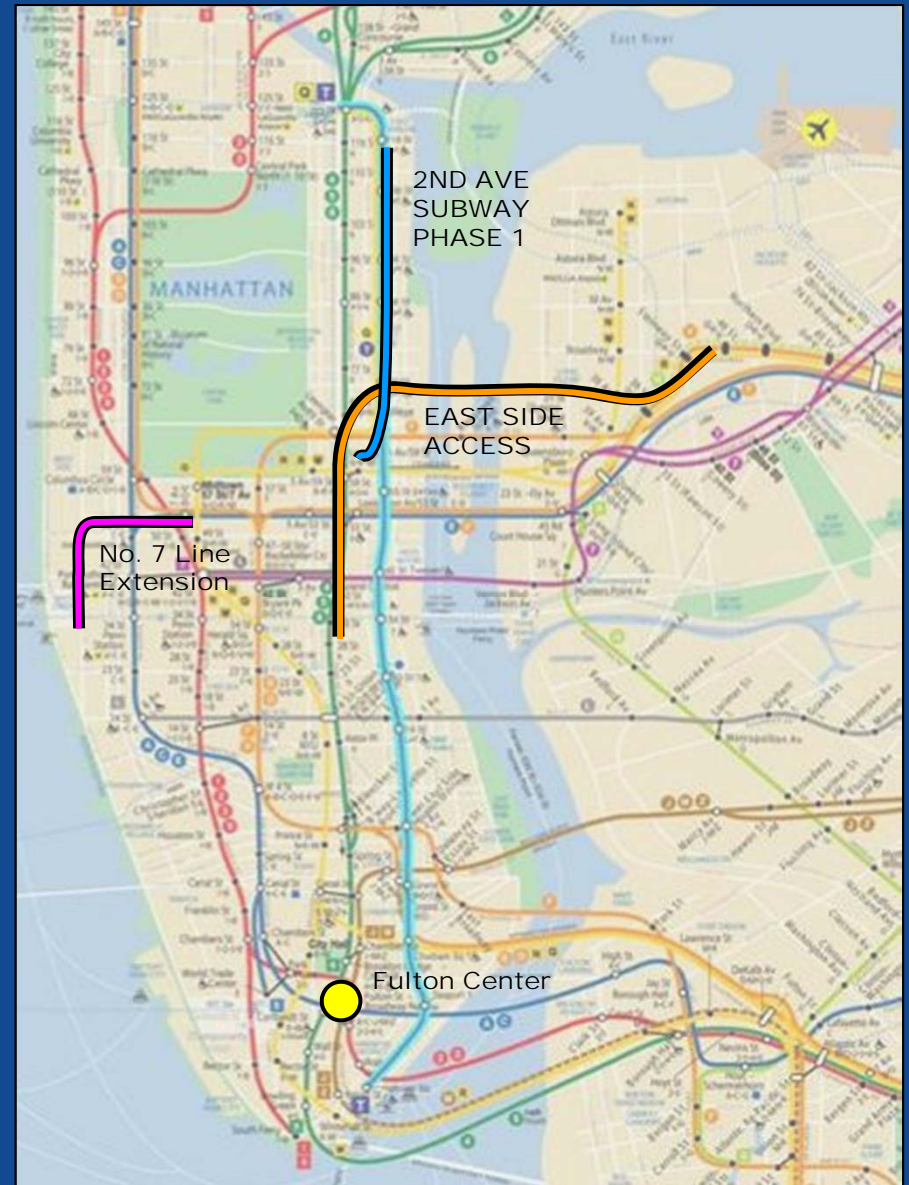
- **Establishing Stronger Website**
- **Advertising/Marketing**
- **(Radio ads on mainstream stations/Full page ads in local papers)**
- **Social Media**
- **Engaging with Community Leaders/Council Members**
- **Outreach with Trade Schools**
- **Professional Positions - LinkedIn**

# MTA Diversity Committee

## First Quarter 2014 Report on Workforce Utilization and Strategies to Improve Diversity

July 28, 2014

MTA Capital Construction



# WorkForce Utilization Analysis

## As of March 31, 2014

JOB CATEGORY	FEMALES			BLACKS			HISPANICS			ASIANS			AI/AN			NHOPI			OTHER		
	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)
<b>Officials &amp; Admins.</b>	21.0%	25.0%	Yes	5.0%	12.0%	Yes	9.0%	5.0%	No	27.0%	27.0%	Yes	0.0%	0.0%	Yes	1.0%	0.0%	No	0.0%	3.0%	Yes
<b>Professionals</b>	43.0%	44.0%	Yes	7.0%	22.3%	Yes	7.0%	6.0%	No	5.0%	45.0%	Yes	0.0%	0.0%	Yes	2.0%	0.0%	No	1.0%	1.0%	Yes
<b>Technicians</b>	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes
<b>Protective Services</b>	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes
<b>Para-professionals</b>	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes
<b>Admin. Support</b>	65.0%	86.0%	Yes	18.0%	29.0%	Yes	17.0%	14.0%	No	2.0%	14.0%	Yes	0.0%	0.0%	Yes	4.0%	0.0%	No	2.0%	0.0%	No
<b>Skilled Craft</b>	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes
<b>Service Maintenance</b>	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes	0.0%	0.0%	Yes

MTA CC has conducted an availability analysis of females and minorities in its workforce. The availability analysis consists of comparing MTA CC March 31, 2014 workforce percentages





# Evaluation

- Capital Construction's overall workforce on March 31, 2014 consisted of 116 full-time employees which represents a 4.3% reduction in headcount since November 30, 2013.
  - Minority representation of 50%.
  - Female representation of 31%.
- Utilization goals were met or exceeded in all job categories for the following protected groups:
  - **Females**
  - **Blacks**
  - **Asians**
  - **American Indian/Alaskan Natives\***



*\*Estimated population available for this category is 0.09% as per Infosys International.*



# Evaluation – Cont'd

- Utilization Goals were not met for the following protected groups:
  - **Hispanics**
    - Officials and Administrators - estimated availability of 9% vs. 5% actual utilization
    - Professionals - estimated availability of 7% vs. 6% actual utilization
    - Administrative Support - estimated availability of 17% vs. 14% actual utilization
  - **Native Hawaiian/Other Pacific Islander**
    - Officials and Administrators - estimated availability of 1% vs. 0% actual utilization
    - Professionals – estimated availability of 2% vs. 0% actual utilization
    - Administrative Support - estimated availability of 4% vs. 0% actual utilization
  - **Other**
    - Administrative Support - estimated availability of 2% vs. 0% actual utilization



# MTA Capital Construction

## Three Year New Hire Comparison

### January 1, 2011 – March 31, 2014

YEAR	TOTAL	MALES	FEMALES	NON-MINORITY		BLACKS		HISPANICS		ASIANS		AI/AN		NHOPI		OTHER	
				MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
2011	8	5	3	5	2	0	0	0	0	0	1	0	0	0	0	0	0
		63%	38%	63%	25%	0%	0%	0%	0%	0%	13%	0%	0%	0%	0%	0%	0%
2012	7	6	1	3	0	0	0	0	0	2	1	0	0	0	0	1	0
		86%	14%	43%	0%	0%	0%	0%	0%	29%	14%	0%	0%	0%	0%	14%	0%
2013	8	6	2	4	1	0	0	0	0	2	1	0	0	0	0	0	0
		75%	25%	50%	13%	0%	0%	0%	0%	25%	13%	0%	0%	0%	0%	0%	0%
2014*	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
		0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

\*As of 3-31-2014



# Strategies To Reduce Underutilization

- Although Capital Construction's hiring needs are currently limited, we have engaged in targeted recruitment and outreach efforts to improve minority representation in areas of under-utilization and will continue to do so.



# Strategies To Reduce Underutilization

- In an effort to address under-utilization of Hispanics, Capital Construction established employer memberships with the Hispanic Latino Professionals Association (HLPAs), and LATCareers.
- HLPAs membership includes:
  - An employer profile on HLPAs website
  - Unlimited access to HLPAs resume database
  - Unlimited job postings on their website
  - Attendance at their job fair.



# Strategies To Reduce Underutilization

-Cont'd

- **LATCareers membership includes:**
  - Access to their bilingual job board.
  - 2 career fair events per year.
  - A certificate of participation in diversity recruitment events.
  - 60 day unlimited job postings.
  - Access to LATCareers partners.
- **LATCareers partners include:**
  - Association of Latino Business Professionals,
  - Society of Latino Non-Profit Professionals,
  - Society of Latino Customer Service Professionals.



# Strategies To Reduce Underutilization

-Cont'd

- Utilize MTA CC's internship program to partner with local college and university chapters of the Society of Hispanic Engineers and the National Society of Black Engineers to help develop future diverse talent.
- Social Media
  - MTA CC is partnering with LinkedIn and MTAHQ's Director, All-Agency Veteran Recruitment and Staffing Initiatives, to create a LinkedIn page dedicated to MTA CC recruitment.



# Strategies To Reduce Underutilization

-Cont'd

- Social Media (Con't)
  - MTA CC continues to post its employment opportunities as well as announcements of external diversity events in which MTA CC participates, directly on the LinkedIn site pages of member groups such as:
    - National Society of Hispanic Professionals
    - National Society of Hispanic Engineers
    - National Society of Hispanic MBA's
    - National Society of Black Engineers
    - American Society of Civil Engineers
    - Public Transit
    - Construction Health and Safety



# Strategies To Reduce Underutilization

-Cont'd

- Capital Construction will continue to target Latino, African American, Women and Asian applicants through job advertisements on diversity websites such as:
  - Saludos.com
  - Hispanic National Bar Association
  - Job Access/Ability Jobs
  - National Association of Asian American Professionals
  - Association of African American Lawyers and Judges
  - National Black MBA Association
  - New York Women's Bar Association
  - Professional Women in Engineering
  - The Asian American Bar Association





# Strategies To Reduce Underutilization

-Cont'd

- MTA CC will also continue to attend job fairs and community outreach events that are diversity related.
- Partner with the BSC to ensure all job postings are sent to organizations that represent minority female and veteran's interests.
- Partner with MTA's Department of Diversity and Civil Rights to identify positions in job categories where minorities and females are underutilized.
- Partner with DDCCR to identify new sources for minority and female candidates in underutilized categories.



# Challenges

MTA CC currently faces several challenges in our efforts to correct underutilization.

- **Limited Staffing Opportunities**

Upcoming project completion dates limit our staffing levels and our recruitment. Limited opportunities are thus available to address underutilization as all MTA CC staff may require relocation after project completion.



# Challenges - Cont'd

- **Specialized Talent Needs**

MTA CC primarily recruits to fill senior level positions due to the needs of our large scale and complex construction projects. The experience and specialized expertise needed to fill these positions are usually acquired within the transit industry. Thus many of the best qualified candidates are found within other MTA agencies which have experienced similar underutilization.

- **Salary Limitations**

Current MTA salary ranges which are below market further challenge our recruitment efforts when recruiting externally.







**Thank You**



# **MTA BRIDGES and TUNNELS**

## **REPORT ON EEO AND RECRUITMENT STRATEGIES**

### **FIRST QUARTER 2014**



# MTA Bridges and Tunnels

## 2014 FIRST QUARTER EEO REPORT

AGENCY NAME: **Bridges and Tunnels**

### WORKFORCE UTILIZATION ANALYSIS

AS OF 3/31/2014

JOB CATEGORY	FEMALES*			BLACKS			HISPANICS			ASIANS			AI/AN**			NHOP***			OTHER		
	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)	Est Avail	Actual %	Met Avail (Yes/No)
Officials & Administrators	29%	17%	No	6%	17%	Yes	8%	6%	No	5%	9%	Yes	2%	0%	No	0%	0%	Yes	1%	4%	Yes
Professionals	31%	38%	Yes	8%	19%	Yes	8%	17%	Yes	9%	20%	Yes	0%	0%	Yes	1%	0%	No	1%	2%	Yes
Technicians	12%	20%	Yes	12%	18%	Yes	11%	16%	Yes	4%	5%	Yes	0%	0%	Yes	3%	0%	No	0%	4%	Yes
Protective Services	19%	23%	Yes	29%	32%	Yes	5%	23%	Yes	3%	4%	Yes	0%	0%	Yes	0%	0%	Yes	0%	1%	Yes
Paraprofessionals	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
Administrative Support	53%	72%	Yes	18%	59%	Yes	22%	12%	No	2%	8%	Yes	2%	0%	No	4%	0%	No	1%	0%	No
Skilled Craft	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes	0%	0%	Yes
Service Maintenance	1%	2%	Yes	11%	17%	Yes	15%	15%	Yes	3%	4%	Yes	0%	0%	Yes	1%	0%	No	1%	2%	Yes

\*Females are also included in the percentage totals for each of the racial/ethnic groups.

\*\*American Indian/Alaskan Native

\*\*\*Native Hawaiian Other Pacific Islander





# MTA BRIDGES and TUNNELS

## AREAS OF UNDERUTILIZATION

### **Overall BRIDGES and TUNNELS Workforce**

Overall in the B&T workforce as of March 31, 2014, the following underutilization is noted:

- Women are underutilized in the Officials and Administrator categories.
- Hispanics are underutilized in the Officials and Administrators, and Administrative Support categories.
- American Indian/Alaskan Native are underutilized in Officials & Administrators categories.
- Native Hawaiian/Other Pacific Islander are underutilized in Professionals, Technicians, and administrative Support.
- The Other category is underutilized in Administrative Support.



# MTA Bridges and Tunnels

## THREE-YEAR NEW HIRE COMPARISON

### JANUARY 1, 2011 – MARCH 31, 2014

*MTABT Three-Year New Hire Comparison as of 03/31/2014*

Year	Total	Non Minority		Blacks		Hispanics		Asians		AI/AN		NHOPI		Other	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>2011</b>	39	14	2	7	5	8	2	1	0	0	0	0	0	0	0
<b>%</b>	100	36	5	18	13	21	5	3	0	0	0	0	0	0	0
										0	0	0	0	0	0
<b>2012</b>	45	13	6	4	8	5	3	1	3	0	0	0	0	0	2
<b>%</b>	100	29	13	9	18	11	7	2	7	0	0	0	0	0	4
										0	0	0	0	0	0
<b>2013</b>	84	32	11	7	10	5	6	9	3	0	0	0	0	1	0
<b>%</b>	100	38	13	8	12	6	7	11	4	0	0	0	0	1	0
										0	0	0	0		0
<b>2014</b>	9	2	1	0	2	3	0	0	1	0	0	0	0	0	0
<b>%</b>	100	22	11	0	22	33	0	0	11	0	0	0	0	0	0

**Note:** 2014, period 01/01/2014 - 03/31/2014.





# MTA Bridges and Tunnels

## STRATEGIES/CHALLENGES IN HIRING ETHNIC MINORITIES/WOMEN

### MTA Bridges and Tunnels

B&T remains engaged in assertive targeted recruitment and outreach efforts to increase female and minority representation in these areas of underutilization as described below. :

- Officials and Administrators/Professionals: There is underutilization in Females, Hispanics, and American Indian/Alaskan Native. In Professionals there is underutilization in Native Hawaiian/Other Pacific Islander. B&T remains engaged in assertive targeted recruitment and outreach efforts to increase female and minority representation in these areas of underutilization.
- Technicians: The Sergeants civil service examination is promotional and only open to Bridge and Tunnel Officers. Concerted efforts will be made to attract American Indian/Alaskan Native and Native Hawaiian/Other Pacific Islander applicants and other under-represented groups to take the next civil service examination for the Bridge and Tunnel Officer position.
- Administrative Support: Recruitment and outreach efforts will be launched to achieve improvement in Hispanic, American Indian/Alaskan Native and Native Hawaiian/Other Pacific Islander, and Other categories representation.
- Bridges and Tunnels Human Resources (“HR”) will work in closer partnership with The Department of EEO to specifically identify which positions within each of the job categories at B&T are underutilized.



# Staff Summary

Page 1 of 2

<b>Subject</b> Overall Three-Year DBE Goal for FFYs 2015-2017
<b>Department</b> Department of Diversity and Civil Rights
<b>Department Head Name</b> Michael J. Garner <i>Michael J. Garner</i>
<b>Department Head Signature</b>
<b>Project Manager/Division Head</b>

<b>Date</b> July 11, 2014
<b>Vendor Name</b>
<b>Contract Number</b>
<b>Contract Manager Name</b>
<b>Table of Contents Ref #</b>

Board Action					
Order	To	Date	Approval	Info	Other
1	Diversity Committee	7/28/14	X		
2	Board	7/28/14	X		

Internal Approvals			
Order	Approval	Order	Approval
3	Chief of Staff <i>Chief of Staff</i>	1	Diversity and Civil Rights <i>Diversity and Civil Rights</i>
		2	Legal <i>Legal</i>

## PURPOSE

To obtain Board approval authorizing the Metropolitan Transportation Authority ("MTA") to establish a 17% goal for the utilization of Disadvantaged Business Enterprises ("DBEs") in its Agency-wide contracting activities on federally-assisted contracts and procurements for Federal Fiscal Years ("FFYs") 2015-2017. The proposed DBE goal is the same as the DBE goal for FFYs 2012-2014.

## DISCUSSION

MTA and its subsidiary and affiliated agencies (the "MTA Agencies"), pursuant to federal regulations and Board policy, have fostered competition by DBEs in their procurement and contracting activities. Pursuant to federal regulations, the MTA Agencies must establish an overall three-year goal for the utilization of DBEs in their procurement and contracting activities. The proposed goal covers FFYs 2015-2017.

### The Federal DBE Program

The U.S. Department of Transportation ("USDOT") regulations, 49 C.F.R. Part 26, govern the operation of DBE programs managed by recipients of federal transit funds. Pursuant to those regulations, the purpose of the MTA DBE Program is to create a "level playing field" for business enterprises that are majority-owned and run on a daily basis by socially and economically disadvantaged individuals. A principal goal of the regulations is to generate increased opportunities for DBEs to participate on federally-assisted projects while using narrowly-tailored means that do not unduly burden non-DBEs. In order to achieve that goal, the regulations require recipients of transit funds to establish goals for DBE participation that accurately reflect the level of DBE participation that could be expected absent the effects of discrimination or other barriers.

The expected level of DBE participation is determined using a two-step process. The first step in the process requires the development of a "Base Figure" for the relative availability of DBEs. In general, calculating the Base Figure entails dividing the number of DBEs in the market that are ready, willing and able to perform the types of contracts that MTA Agencies anticipate awarding by the total number of all firms ready, willing and able to perform the types of contracts that MTA Agencies anticipate awarding during the period covered by the goal. Using this methodology we arrived at the Base Figure of 17.09%.

Under the federal regulations, the second step after calculating the Base Figure is an examination of evidence from a variety of different sources to determine whether the Base Figure warrants adjustment. We considered the following evidence in order to determine whether an adjustment to the Base Figure is warranted: the ability of DBEs to undertake projects as primes, current capacity of DBEs to participate in MTA's federally funded contracts, as measured by the volume of work DBEs have performed in recent years; proposed level and allocation of current funding and the statistical information used to determine the availability of DBEs; and increased outreach efforts and input from interested parties (e.g., DBEs, minority business associations, local chambers of commerce).

## Staff Summary

Page 2 of 2

Historically, the majority of DBE participation on MTA's contracts has come in the form of subcontracts, with DBEs generally not participating as prime contractors because of the nature, size and cost of most MTA projects. Past DBE participation (mostly in the form of participation on subcontracts) in MTA's procurement activities has been as follows: 11% in FFY 2011, 12% in FFY 2012, 14% in FFY 2013, and 18.2% for the first six months of FFY 2014. General construction and special trade contracts have yielded both the greatest opportunity for subcontracting and the greatest realization of DBE participation. For FFYs 2015-2017, general construction and special trade contracts will account for nearly 78% of projected work. These two categories also offer the greatest number of available DBEs. Additionally, we continue to engage in aggressive outreach efforts. We anticipate these efforts will yield greater DBE participation. Further, with FTA approval, we have implemented a Small Business Federal Program ("SBFP"), a race-neutral mentor program for small businesses, including DBEs. Since program inception in March 2013 through June 2014, \$30.5 million has been awarded, with \$10 million (33%) being awarded to DBEs. Our SBFP will continue to provide additional opportunities for DBE participation, especially in the areas of general construction and special trades.

We have gathered input from interested parties during meetings that we held to discuss our proposed DBE goal. During the goal setting process, we met and consulted with DBEs, non-DBEs, community-based organizations and DBE advocacy groups. We held a focus group meeting on November 4, 2013 with trade groups and associations, including DBEs. We convened a public briefing on June 4, 2014 with DBEs, non-DBEs, and DBE advocacy groups to discuss MTA's DBE goal and its rationale. Additionally, we hosted DBE and non-DBE firms as well as other community organizations at a formal briefing on July 9, 2014, where we presented the proposed goal and its rationale. We have received positive feedback on our proposed overall goal of 17% from these interested parties.

For the foregoing reasons, we have determined that the 17% goal for DBE participation is appropriate and no adjustment in our Base Figure is needed. We published our proposed 17% overall DBE goal starting on June 12, 2014 in the following newspapers: The New York Times, Newsday, El Diario, Minority Commerce Weekly, and The Journal News. Each publication announced a 45-day comment period from the date of publication. To date no comments have been received. It is contemplated that subject to Board approval, the DBE goal will be forwarded to the FTA by August 1, 2014. If there are any changes to the MTA DBE goal that appear warranted as a result of any comments received in response to the newspaper notice, we will present a proposed amended goal to the Diversity Committee and the full MTA Board at a later date.

At this time, the projected value of federally-funded or assisted contracts to be awarded by MTA is at best an estimate as the MTA's Five-Year Capital Program covering calendar years 2015-2019 is still pending approval, and MTA's federally funded projects for FFYs 2015-2017 will be covered by this Capital Program. Therefore, the projected value of federally-funded or assisted contracts is subject to further adjustments. Once our Capital Program is approved, we will reassess our DBE goal and rationale to reflect any changes. We will then modify our current proposed goal, as necessary.

### **BENEFITS TO THE AUTHORITY:**

MTA's DBE Program is designed to provide meaningful opportunities for participation on contracts and purchases by DBEs and to create competition among DBEs and non-DBEs.

### **IMPACT ON FUNDING:**

As a condition of receiving assistance, the MTA Agencies must provide assurances that they will comply with applicable U.S. DOT regulations.

### **ALTERNATIVES:**

Do not approve the proposed DBE goals, or establish a higher or lower DBE goal.

### **RECOMMENDATION:**

It is recommended that the Board approve the proposed three-year 17% DBE goal.