

State of Alaska FY2020 Governor's Operating Budget

Department of Transportation/Public Facilities Equal Employment and Civil Rights Component Budget Summary

Component: Equal Employment and Civil Rights**Contribution to Department's Mission**

Enhance the operations of the department through the promotion, compliance, monitoring and support of civil rights programs such as department compliance with Title VI of the Civil Rights Act of 1964, External Equal Employment Opportunity (EEO) Program, the Disadvantage Business Enterprise (DBE) Program, the On-the-Job Training (OJT) Program, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) in the transportation industry.

Core Services

- Promote, implement and monitor compliance with affirmative action programs such as Disadvantaged Business Enterprise (DBE), Airport Concessionaire DBE Program, External Equal Employment Opportunity, and On-The-Job (OJT) Training. These programs apply to contractors and subcontractors working on U.S. Department of Transportation funded projects and provide opportunities which otherwise would not normally exist within the construction industry.
- Assure on-going compliance with two non-discriminating programs (Title VI of the Civil Rights Act of 1964 and the ADA), which ensure equal treatment during all phases of operation.
- Provide two support services programs that give assistance to contractors and the public in understanding and participating in the DBE and OJT programs.
- Coordinate with tribal and rural local governments to encourage local employment on the department's transportation projects.
- Conduct Contract Compliance Reviews.
- Review and analyze DBE Certifications.
- Facilitate Post Award Conferences.
- Set DBE and OJT goals.
- Review and analyze Good Faith Efforts.
- Review and approve DBE Clearances.

Major Component Accomplishments in 2018

- Updated the DBE Program Plan for compliance with 49 CFR Part 26.
- Worked with Federal Highway Administration (FHWA) to bring the department's prompt payment monitoring mechanisms into compliance with the requirements of 49 CFR Part 26.
- Provided internal and external training on civil rights programs compliance at events including the Annual DBE Conference, Regional Directors Brown Bag Lunch Series, Central Region Spring Fling, Northern Region and Southcoast Region Construction season kick-off.
- Hosted quarterly orientations for new DBE program participants.
- Continued implementing a race-neutral DBE program while meeting all requirements specified in the FHWA conditional approval for transition to a race-neutral DBE program dated April 17, 2015.
- Received continued funding support for OJT and DBE support services and Alaska Construction Career Day (ACCD) from FHWA.
- Held two ACCD events, including one maritime event at the Ketchikan shipyard. These events create and increase awareness among our youth to explore and consider careers in construction. The youth include high school students from over 30 schools and eight school districts statewide.
- Successfully completed 10 Contractor Compliance Reviews as mandated by FHWA.
- Hosted the annual DBE Conference and 'Future Connections' in participation with Associated General Contractors of Alaska as networking opportunities for prime contractors and DBEs.
- Crafted and implemented the ADA Transition Plan for public right-of-way with an updated plan containing new data pertaining to compliant and non-compliant facilities within the Department of Transportation and Public Facilities (DOT&PF) right-of-way set to be released in January 2019.
- Continued efforts toward Title VI/ADA Compliance for Federal Transit Administration (FTA)/Alaska Community Transit sub-recipients.

- Development of the Title VI Plan for recipients of funds from the Federal Motor Carrier Safety Association.
- Presentation of DOT&PF accomplishments in ADA Self-Evaluation at the ADA National Symposium.
- Partnered with local tribe and rural entities to provide business and workforce development training for the City of Port Lions, Kodiak and Bethel, CALISTA Corporation, and Chugach Alaska Corporation.
- Partnered with the Yakutat Tribal Council to launch a pilot Commercial Driver's License awareness training program that will be held in FY2019.
- Coordinated six Post Award Conference (Kivalina, King Salmon, Scammon Bay, Aniak, Gambell and Kiana).
- Reviewed and approved DBE clearances for final payment of projects.
- Conducted Contract Compliance Review for FHWA.
- Reviewed 25 New DBE applications.

Key Component Challenges

- Keeping up with the increased demands under a race neutral program due to staff turnover.
- FHWA continues to warn of reduced funding in the future. This would impact the ACCD events as well as the office's personal services budget. No timeline for this reduction has been announced.
- FHWA has mandated the creation of a Small Business Enterprise component within the DBE program. This program will be implemented to foster small business participation.
- Continue to face challenges in ensuring the department remains in compliance with FHWA, Federal Aviation Administration (FAA) and FTA in respect to the different programs within the civil rights program.
- The department continues to face challenges in compliance with Section 504 of the Rehabilitation Act of 1973, the ADA and associated amendments. The Civil Rights Office (CRO) is working closely with FHWA to continue the self-evaluation process. This is a labor-intensive process and requires substantial resources to keep the department in compliance.
- Working closely with the Department of Administration's Statewide ADA Coordinator on bringing all entities into compliance within Section 504.
- Working closely with FHWA to continue the self-evaluation process, which could require substantial resources to keep the department in compliance.
- Continued progress on the updated ADA Transition Plan will require identifying additional funding sources to complete the work needed for ADA compliance in the public right-of-way. Currently we need to know who will host the information once the ADA grant fully runs out. The DOT&PF currently host ADA compliance data on the CRO website.
- Increased focus on Title VI from United States Department of Transportation requires individualized plans for all modes with increased reporting responsibilities from CRO and DOT&PF.
- Software limitations continue to draw resources for tasks such as redundant data entry and paperwork processing.
- Fewer personnel and added tasks such as responding to ad-hoc requests from FHWA, FAA and FTA has extended the turnaround time for processing project close-outs.

Significant Changes in Results to be Delivered in FY2020

- A reworking on the Title VI Program Plan, including updates to the DOT&PF Limited English Proficiency Program Plan.
- Development of DOT&PF FTA Nondiscrimination Program Plan.
- Results Based Alignment will be the primary tool used to quantify outcomes (not activities), drive decision-making, and determine program and service priorities within DOT&PF.

Statutory and Regulatory Authority

49 CFR Transportation, Parts: 21 Nondiscrimination in federally-assisted program of the DOT – Effectuation of the Title VI of the Civil Rights Act of 1964, 23 Participation of DBEs in Airport Concessions, 26 Participation by DBEs in DOT Financial Assistance Programs & 39 Transportation for Individuals with Disabilities: Passenger Vessels
41 CFR, Part 60 Public Contracts and Property Management
23 CFR, Parts: 200 Title VI Program and Related Statutes-Implementation and Review Procedures & 230 External Programs
29 CFR, Part 1630 Equal Employment Opportunity Commission

28 CFR, Part 35 Nondiscrimination on the Basis of Disability in State and Local Government Services

Section 504 of the Rehabilitation Act of 1973

Title VI of the Civil Rights Act of 1964

Civil Rights Restoration Act of 1987

Americans with Disabilities Act of 1990 & ADA Restoration Act

Executive Orders

11246 - Equal Employment Opportunity

12898 - Environmental Justice

13166 - Limited English Proficiency

13175 - Tribal Consultation

DOT Order 5301.1 - Department of Transportation Programs, Policies, and Procedures Affecting American Indians, Alaska Natives, and Tribes

FHWA Order 6640.23 - FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

Contact Information
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Equal Employment and Civil Rights Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2019</u> <u>Management</u> <u>Plan</u>	<u>FY2020</u> <u>Governor</u>		
Full-time	9	9	Annual Salaries	571,226
Part-time	0	0	COLA	13,977
Nonpermanent	0	0	Premium Pay	14,440
			Annual Benefits	383,018
			<i>Less 2.87% Vacancy Factor</i>	(28,161)
			Lump Sum Premium Pay	0
Totals	9	9	Total Personal Services	954,500

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Civ Rights & Compl Spec I	5	0	0	0	5
Civ Rights & Compl Spec II	2	0	0	0	2
Civ Rights & Compl Spec III	1	0	0	0	1
Research Analyst II	1	0	0	0	1
Totals	9	0	0	0	9

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Equal Employment and Civil Rights (2331)
RDU: Administration and Support (333)

Non-Formula Component

	FY2018 Actuals	FY2019 Conference Committee	FY2019 Authorized	FY2019 Management Plan	FY2020 Governor	FY2019 Management Plan vs FY2020 Governor	
71000 Personal Services	997.7	943.7	943.7	932.0	954.5	22.5	2.4%
72000 Travel	12.0	31.0	31.0	31.0	31.0	0.0	0.0%
73000 Services	153.0	168.8	168.8	180.5	180.5	0.0	0.0%
74000 Commodities	4.1	18.9	18.9	18.9	18.9	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	1,166.8	1,162.4	1,162.4	1,162.4	1,184.9	22.5	1.9%
Fund Sources:							
1004 Gen Fund (UGF)	249.1	259.1	259.1	259.1	264.0	4.9	1.9%
1061 CIP Rcpts (Other)	917.7	878.3	878.3	878.3	895.9	17.6	2.0%
1108 Stat Desig (Other)	0.0	25.0	25.0	25.0	25.0	0.0	0.0%
Unrestricted General (UGF)	249.1	259.1	259.1	259.1	264.0	4.9	1.9%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	917.7	903.3	903.3	903.3	920.9	17.6	1.9%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	10	9	9	9	9	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Transportation/Public Facilities

Component: Equal Employment and Civil Rights (2331)
RDU: Administration and Support (333)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2019 Conference Committee To FY2019 Authorized *****												
FY2019 Conference Committee	ConfCom	1,162.4	943.7	31.0	168.8	18.9	0.0	0.0	0.0	9	0	0
1004 Gen Fund		259.1										
1061 CIP Rcpts		878.3										
1108 Stat Desig		25.0										
Subtotal		1,162.4	943.7	31.0	168.8	18.9	0.0	0.0	0.0	9	0	0
***** Changes From FY2019 Authorized To FY2019 Management Plan *****												
Align Authority to Comply with Vacancy Factor Guidelines	LIT	0.0	-11.7	0.0	11.7	0.0	0.0	0.0	0.0	0	0	0
Transfer from personal services to the services line to bring the component within the established vacancy factor guidelines. Authority in the services line will be used to cover increased core service costs.												
Authority is available from the personal services line due to a position being filled at a lower step placement than the previous incumbent.												
Subtotal		1,162.4	932.0	31.0	180.5	18.9	0.0	0.0	0.0	9	0	0
***** Changes From FY2019 Management Plan To FY2020 Governor *****												
Reverse Supervisory Unit Furlough Contract Terms	SalAdj	1.1	1.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.3										
1061 CIP Rcpts		0.8										
Alaska Public Employees Association, supervisory unit, 15 hours of furlough required for each permanent full-time employee in each year from July 1, 2016 to June 30, 2018.												
FY2020 Salary Adjustments - GGU, CEA, TEAME	SalAdj	20.8	20.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		4.5										
1061 CIP Rcpts		16.3										
FY2020 Salary Adjustments - GGU, CEA, TEAME: \$20.8												
FY2020 GGU HI from \$1432 to \$1530: \$7.1												
FY2020 GGU 3% COLA: \$13.7												
Reverse Alaska State Employees Association (GGU) 15 Hour Furlough												

Change Record Detail - Multiple Scenarios with Descriptions
Department of Transportation/Public Facilities

Component: Equal Employment and Civil Rights (2331)
RDU: Administration and Support (333)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
	SalAdj	0.6	0.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.1										
1061 CIP Rcpts		0.5										
<p>The Alaska State Employees Association (representing the general government unit) contractually required 15 hours of furlough for each permanent full-time employee in each year from July 1, 2016, to June 30, 2019. The furlough requirement was removed from the contract in FY2020.</p>												
Totals		1,184.9	954.5	31.0	180.5	18.9	0.0	0.0	0.0	9	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2020 Governor (15610)
Component: Equal Employment and Civil Rights (2331)
RDU: Administration and Support (333)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
25-0016	Civ Rights & Compl Spec I	FT	A	GP	Anchorage	200	15A / B	12.0		47,616	2,045	2,219	36,835	88,715	0
25-0017	Civ Rights & Compl Spec I	FT	A	GP	Anchorage	200	15D / E	12.0		52,050	2,136	0	37,650	91,836	28,983
25-0019	Civ Rights & Compl Spec II	FT	A	SS	Anchorage	200	17K / L	12.0		77,730	0	0	47,443	125,173	16,936
25-0080	Research Analyst II	FT	A	GP	Anchorage	200	16J / K	12.0		65,431	2,815	3,158	43,738	115,142	32,827
25-1023	Civ Rights & Compl Spec I	FT	A	GP	Anchorage	200	15C / D	12.0		50,086	2,119	1,531	37,491	91,227	17,470
25-1324	Civ Rights & Compl Spec II	FT	A	SS	Anchorage	200	17F / J	12.0		72,720	0	0	45,599	118,319	27,539
25-1438	Civ Rights & Compl Spec I	FT	A	GP	Anchorage	200	15E / F	12.0		55,046	2,417	3,853	40,171	101,487	29,502
25-2352	Civ Rights & Compl Spec III	FT	A	SS	Anchorage	200	19M / N	12.0		94,656	0	0	53,673	148,329	61,468
25-3512	Civ Rights & Compl Spec I	FT	A	GP	Anchorage	200	15F / G	12.0		55,891	2,445	3,679	40,418	102,433	20,822
Total													Total Salary Costs:	571,226	
Positions													Total COLA:	13,977	
Full Time Positions:													Total Premium Pay:	14,440	
Part Time Positions:													Total Benefits:	383,018	
Non Permanent Positions:															
Positions in Component:													Total Pre-Vacancy:	982,661	
													Minus Vacancy Adjustment of 2.87%:	(28,161)	
													Total Post-Vacancy:	954,500	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	954,500	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	235,546	228,796	23.97%
1039 U/A Indirect Cost Recovery	690,634	670,842	70.28%
1061 Capital Improvement Project Receipts	56,480	54,862	5.75%
Total PCN Funding:	982,661	954,500	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail (1676)
Department of Transportation/Public Facilities
Travel

Component: Equal Employment and Civil Rights (2331)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
2000	Travel		12.0	31.0
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
2000 Travel Detail Totals			12.0	31.0
2000	In-State Employee Travel	(Dept) In-state employee travel.	6.7	20.0
2002	Out of State Employee Travel	Out of state employee travel.	5.3	11.0

Line Item Detail (1676)
Department of Transportation/Public Facilities
Services

Component: Equal Employment and Civil Rights (2331)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
3000	Services		153.0	180.5
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
3000 Services Detail Totals			153.0	180.5
3000	Education Services	Employee educational training and conferences.	2.0	1.7
3003	Information Technology	Disadvantaged Business Enterprise software upgrades and maintenance.	56.5	62.7
3003	Information Technology	All information technology (IT) contractual costs such as software licensing, software maintenance, IT training, IT consulting, and IT equipment leases. Includes Microsoft Enterprise Agreement and Disadvantaged Business Enterprise web based software maintenance agreement.	0.0	5.0
3004	Telecommunications	Communication services, which include cellular phone, long distance, local equipment, and data/network charges.	1.9	3.0
3006	Delivery Services	Postage, courier or freight charges.	0.7	4.0
3007	Advertising and Promotions	Disadvantaged Business Enterprises Directory, display and legal newspaper advertisements and radio and television commercials.	0.0	4.0
3008	Utilities	Water, sewage and disposal costs.	0.2	1.0
3010	Equipment/Machinery	Minor repair and maintenance for agreements to cover office equipment.	4.6	8.2
3011	Other Services	Security for Alaska Construction	3.2	3.8

Line Item Detail (1676)
Department of Transportation/Public Facilities
Services

Component: Equal Employment and Civil Rights (2331)

Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
3000 Services Detail Totals			153.0	180.5
		Career Day events.		
3011	Other Services	Processing fees charged by the State Travel Office.	0.0	0.3
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Computer services provided by the Department of Administration, Enterprise Technology Services, such as central server, data storage, printing, network services, open connect, and task order system.	5.0	5.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	7.6	6.6
3021	Inter-Agency Mail	Admin - Department-wide Chargeback fees for central mail services such as mailing vendor payments and payroll warrants.	0.1	1.2
3024	Inter-Agency Legal	Law - Department-wide Legal services provided by the Department of Law.	0.0	4.0
3027	Inter-Agency Financial	Admin - Department-wide Chargeback fees for AKPAY/IRIS/ALDER.	0.0	0.7
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide Chargeback fees for the statewide coordinator for the Americans with Disabilities Act (ADA).	0.0	0.3
3037	State Equipment Fleet	Trans - State Equipment Fleet (2791) State Equipment Fleet vehicle rental.	4.3	1.8
3038	Inter-Agency Management/Consulting	Shared Services of Alaska accounts payable and travel and expense activities.	66.9	67.2

Line Item Detail (1676)
Department of Transportation/Public Facilities
Commodities

Component: Equal Employment and Civil Rights (2331)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
4000	Commodities		4.1	18.9
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
4000 Commodities Detail Totals			4.1	18.9
4000	Business	General office supplies and commodities.	4.1	13.0
4000	Business	Computer commodities.	0.0	3.5
4002	Household/Institutional	Food for high school students and volunteers attending Alaska Construction Career Day events.	0.0	0.5
4002	Household/Institutional	Back packs, gloves and ponchos for high school students attending Alaska Construction Career Day events.	0.0	0.7
4004	Safety	Safety helmets, vests, ear plugs, and goggles for high school students attending Alaska Construction Career Day events.	0.0	0.2
4005	Building Materials	Carpenter's supplies, such as lumber, nails, screws, saw horses, etc. for Alaska Construction Career Day events.	0.0	1.0

Revenue Detail (1681)
Department of Transportation/Public Facilities

Component: Equal Employment and Civil Rights (2331)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2018 Actuals	FY2019 Management Plan
5061 CIP Rcpts (1061 CIP Rcpts)			917.7	878.3
5351 Capital Improvement Project Inter-Agency		Capital improvement project receipts for work in direct support of capital projects.	94.5	53.8
5351 Capital Improvement Project Inter-Agency		Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).	823.2	824.5
5108 Stat Desig (1108 Stat Desig)			0.0	25.0
5209 Statutory Designated Program Receipts - Gifts/Grants/Bequest		Statutory designated program receipts authority will allow EEO/Civil Rights to receive and expend private donations to host Alaska Construction Career Day events each year.	0.0	25.0

Inter-Agency Services (1682)
Department of Transportation/Public Facilities

Component: Equal Employment and Civil Rights (2331)

				FY2018 Actuals	FY2019 Management Plan
Component Totals				17.0	19.6
With Department of Administration				12.7	13.8
With Department of Law				0.0	4.0
With Department of Transportation/Public Facilities				4.3	1.8
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Computer services provided by the Department of Administration, Enterprise Technology Services, such as central server, data storage, printing, network services, open connect, and task order system.	5.0	5.0	
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	7.6	6.6	
3021	Inter-Agency Mail	Admin - Department-wide Chargeback fees for central mail services such as mailing vendor payments and payroll warrants.	0.1	1.2	
3024	Inter-Agency Legal	Law - Department-wide Legal services provided by the Department of Law.	0.0	4.0	
3027	Inter-Agency Financial	Admin - Department-wide Chargeback fees for AKPAY/IRIS/ALDER.	0.0	0.7	
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide Chargeback fees for the statewide coordinator for the Americans with Disabilities Act (ADA).	0.0	0.3	
3037	State Equipment Fleet	Trans - State Equipment Fleet (2791) State Equipment Fleet vehicle rental.	4.3	1.8	