

**EXHIBIT “O”**  
**EQUAL EMPLOYMENT OPPORTUNITY**  
**COMPLIANT SUBMISSION**  
**FOR**  
**HILLSBOROUGH COUNTY ECONOMIC DEVELOPMENT DEPARTMENT**

**Directions** - Please complete one of the following Summary Forms for either Option I, II, or III based on Agency size by personnel:

**I. 100% Volunteer Staff (No paid employees)**

- **Complete Exhibit E:**
- Pages E-4 & E-5 (EEO Workforce Analysis Matrix and Signature Page)
- Indicate on Page E-3 and E-5 (after entering “0” in total Male and Female boxes) that the page is not applicable because the entity is a volunteer one or has not hired an employee.
- Signed and dated documents are **required** to complete Grant Application.

**OR**

**II. Fewer than 15 Employees (including owner)**

- **Complete Exhibit E:**
- Pages E-3 (EEO Affirmative Action Questionnaire),
- Pages E-4 & E-5 (EEO Workforce Analysis Matrix and Signature Page)
- **AND** an **Affirmative Action Policy Statement, see PART II.**
- Signed and dated documents are required to complete Grant Application.

**OR**

**III. More than 15 Employees**

- **Complete Exhibit E:**
- Pages E-3 (EEO Affirmative Action Questionnaire),
- Pages E-4 & E-5 (EEO Workforce Analysis Matrix and Signature Page),
- **AND** provide Agency’s **Affirmative Action Plan.** (For your guidance, a sample plan is attached **see PART III.**)
- Signed and dated documents are **required** to complete Grant Application.

**EXHIBIT E**  
**EQUAL EMPLOYMENT OPPORTUNITY –**  
**APPLICABLE STATUTES, ORDERS AND REGULATIONS\***

**HILLSBOROUGH COUNTY, FL**

- Hillsborough County Human Rights Ordinance, Hillsborough County Code of Ordinances and Laws, Part A, Chapter 30, Article II, as amended, prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.
- Hillsborough County Home Rule Charter, Article IX, Section 9.11, as amended, provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, disability, or political affiliation. Printed in Hillsborough County Code of Ordinances and Laws, Part A.

**STATE**

- Florida Constitution, Preamble and Article 1, § 2 protect citizens from being deprived of inalienable rights because of race, religion, national origin, or physical disability.
- Florida Statutes § 112.042, requires nondiscrimination in employment by counties and municipalities, on the basis of race, color, national origin, sex, handicap, or religion.
- Florida Statutes § 112.043, prohibits age discrimination in employment.
- Florida Statutes § 413.08, provides for rights of an individual with a disability and prohibits discrimination against persons with disabilities in employment and housing accommodations.
- Florida Statutes § 448.07, prohibits wage rate discrimination on the basis of sex.
- Florida Civil Rights Act of 1992, Florida Statutes §§760.01 – 760.11, as amended.
- Florida Statutes §509.092, prohibits refusing access to public lodging on the basis of race, creed, color, sex, physical disability or national origin.
- Florida Statutes §725.07, prohibits discrimination on the basis of sex, marital status or race in loaning money, granting credit or providing equal pay for equal services performed.
- Florida Fair Housing Act, Florida Statutes §§760.20 – 760.37.
- Florida Statutes §760.40, provides for the confidentiality of genetic testing.
- Florida Statutes §760.50, prohibits discrimination on the basis of AIDS, AIDS-related complex, and HIV.
- Florida Statutes §760.51, provides for remedies and civil penalties for violations of civil rights.
- Florida Statutes §760.60, prohibits discriminatory practices of certain clubs.
- Florida Statutes §760.80, provides for minority representation on boards, commissions, council, and committees.

**FEDERAL**

- Section 1 of the Fourteenth Amendment to the United States Constitution, U.S. Const. amend. XIV, § 1.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., as amended by the Equal Employment Opportunity Acts of 1972 and 1975, the Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071, and the Lilly Ledbetter Fair Pay Act of 2009, P. L. 111-2, 123 Stat. 5.
- Civil Rights Act of 1866 and the Enforcement Act of 1870, 14 Stat. 27 and 16 Stat. 140, 42 U.S.C. § 1981.
- Title VIII of the Civil Rights Act of 1968, Fair Housing Act, P. L. 90-284, 82 Stat. 73, 42 U.S.C. 3601 et seq.
- Civil Rights Restoration Act of 1987, P. L. 100-259, 102 Stat. 28.
- Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071.
- Equal Opportunity Regulations, 41 CFR § 60-1.4, as amended.
- Standards for a Merit System of Personnel Administration, 5 CFR § 900.601 et seq.
- Executive Order 11246, Equal Employment Opportunity, and its implementing regulations, including 41 CFR § 60-2 (Revised Order 4).
- Rehabilitation Act of 1973, P. L. 93-112, 87 Stat. 355, as amended.
- Interagency Agreement promulgated on March 23, 1973.
- Executive Order 12250, Leadership and Coordination of Nondiscrimination Laws.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq., P. L. 90-202, as amended.
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., P. L. 94-135, 89 Stat. 728, as amended.
- Older Americans Amendments of 1975, 42 U.S.C. § 3001 et seq., P. L. 94-135, 89 Stat 713.
- Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., as amended by the ADA Amendments Act of 2008, P. L. 110-325, 122 Stat. 3553.
- Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212, as amended.
- Section 14001 of Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.
- State and Local Assistance Act of 1972, as amended.
- Office of Management and Budget Circular A-102, Grants and Cooperative Agreements with State and Local Governments, as amended.
- Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 40 C.F.R. §§ 5.100 -5.605.
- Executive Order 13673, Fair Pay and Safe Workplaces.

**“The above are not intended to be a complete list of all applicable local, state, or federal statutes, orders, rules or regulations, as they may be amended from time-to-time, or added to (newly promulgated) from time-to-time, during the term of this contract.”**

If applicable, and required by 41 CFR 60-1.4 or other federal law or regulation, during the performance of this contract, **the Grantee (referred to in this Exhibit as “contractor”)**, agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however*, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## **EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION QUESTIONNAIRE**

GRANTEE:

PROJECT:

### GRANTEE (CONTRACTOR) CIVIL RIGHTS STATUS

The Grantee is requested to carefully review the following questions and provide responses as it relates to the Grantee's own affirmative action and equal opportunity practices.

Please respond to the following:

1. \*Provide a copy of the Grantee's Affirmative Action Plan or Program. (If not submitted within the past twelve (12) months).
2. Workforce Analysis by race/sex and EEO category.
3. If the Grantee receives federal/state/local funding, please list source and dollar amount.
4. Name of person designated as EEO representative.
5. Is the Grantee receptive to on-site reviews?
6. Does the Grantee have a procedure for resolving discrimination complaints?
7. Has the Grantee been charged with discrimination within the past eighteen (18) months? If yes, how many charges, nature of charge; when; and where?
8. Does the Grantee anticipate hiring additional staff to perform this Agreement/contract? If yes, please provide the number of positions and type of positions.
9. Please provide a copy of the Grantee's Affirmative Action/Equal Employment Opportunity Policy Statement, signed and dated by the Chief Executive Officer (if not submitted within the past twelve (12) months).

\*A written Affirmative Action Plan or Program is required if the Grantee has fifteen (15) or more employees. If the Grantee has fewer than fifteen (15) employees, then an Affirmative Action Policy Statement is required.

**EXHIBIT E (continued)**  
**EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS**

GRANTEE (CONTRACTOR):

JOB CATEGORY*	TOTAL EMPLOYEES		MALES					FEMALES				
	MALE	FEM	WHT	BLK	HISP	API	AI	WHT	BLK	HISP	API	AI
OFFICIALS and MANAGERS												
PROFESSIONALS												
TECHNICIANS												
SALES WORKERS												
OFFICE and CLERICAL												
CRAFTSMAN (SKILLED)												
OPERATIVES (SEMI-SKILLED)												
LABORERS (UNSKILLED)												
SERVICE WORKERS												
TOTAL												

\*JOB CATEGORIES AS PROVIDED HEREIN, ARE THOSE CATEGORIES IDENTIFIED AND USED IN EEO (1-6) REPORTING REQUIREMENTS REQUIRED FROM EMPLOYERS BY THE FEDERAL GOVERNMENT.

(DO NOT LEAVE THIS PAGE BLANK)

HISP: HISPANIC  
 API: ASIAN/PACIFIC ISLANDER  
 AI: AMERICAN INDIAN

**EXHIBIT E (continued)**

The Grantee's failure to complete the requirements of these pages may result in the termination of this Agreement.

**EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE**

The undersigned Grantee, by the signature of its corporate officer below represents that the foregoing information is true and correct. The undersigned Grantee by the signature of its corporate officer below provides assurance to Hillsborough County of its compliance with Federal, State and County Affirmative Action and Equal Opportunity requirements. The undersigned Grantee further assures that it and its subcontractors' facilities are accessible to persons with disabilities.

IN WITNESS WHEREOF, this Equal Employment Opportunity Questionnaire is hereby signed as of the date indicated below.

ATTEST:

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
PRINTED NAME OF GRANTEE

\_\_\_\_\_  
WITNESS

BY \_\_\_\_\_  
SIGNATURE OF AUTHORIZED  
REPRESENTATIVE

\_\_\_\_\_  
DATE SIGNED

**PART II**  
**SAMPLE ONLY**

**Plans may differ for each entity or organization**

**“AFFIRMATIVE ACTION POLICY STATEMENT”**

\_\_\_\_\_  
(Company)

### AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of \_\_\_\_\_ to give equal opportunity of employment to all qualified persons without regard to:

- \*Age
- \*Sex
- \*Race
- \*Color
- \*Religion
- \*National Origin
- \*Mental or Physical Handicap
- \*Marital Status
- \*Sexual Orientation
- \*Gender Identity or Expression

and to take affirmative action to provide equal opportunity to all qualified persons in all personnel actions including, but not limited to:

- \*Recruitment and Hiring
- \*Compensation and Other Employee Benefits
- \*Training
- \*Promotion and Demotion
- \*Layoff and Termination

It is also our policy to take affirmative action in the employment and advancement in employment of qualified handicapped persons, disabled veterans, and veterans of the Vietnam Era.

Discrimination complaints should be directed to \_\_\_\_\_ who will conduct an investigation, notify all concerned parties of the results of the investigation, and take corrective action if the complaint is found to have basis.

It is further our policy to comply with all applicable Federal and State laws with respect to Equal Employment Opportunity and Affirmative Action.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Company's Name

\_\_\_\_\_  
Date



**PART III**  
**SAMPLE ONLY**

**Plans may differ for each entity or organization**

**“AFFIRMATIVE ACTION PLAN”**

\_\_\_\_\_  
(Company)

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

It is the policy of \_\_\_\_\_ to provide equal employment opportunity to present and prospective employees without regard to age, sex, race, color, religion, national origin, mental or physical handicap, veteran status, marital status and other applicable groups.

\_\_\_\_\_ will take affirmative action when necessary to achieve equal employment opportunity in selection and all other personnel actions without regard to age, sex, race, color, religion, national origin, mental or physical handicap, veteran status, marital status and other applicable groups. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay and other forms of compensation; and selection for training, including apprenticeship.

\_\_\_\_\_ for \_\_\_\_\_ is responsible for coordinating the day-today implementation and monitoring of the firm's affirmative action efforts. As the firm grows, every effort will be made towards achieving a balanced workforce representation of minority and women employees at all levels. We endorse this policy and give our support to the EEO goals as outlined in the statement.

\_\_\_\_\_  
**Chief Executive Officer**

\_\_\_\_\_  
**Company's Name**

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

**AFFIRMATIVE ACTION PLAN  
SELF-ANALYSIS**

After studying the Workforce Analysis and reviewing the current distribution by category of \_\_\_\_\_ personnel, the following percentages were calculated, based on a total full-time workforce of \_\_\_\_\_ persons:

Note:

The abbreviations used are as follows:

White (WHT), Black (BLK), Hispanic (HISP), Asian/Pacific Islander, (API) American Indian (AI)

	MALES					FEMALES					TOTALS
	WHT	BLK	HISP	API	AI	WHT	BLK	HISP	API	AI	
Officials & Managers											
Professionals											
Technicians											
Sales Workers											
Office & Clerical											
Craftsman (Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Services Workers											
<b>All Job Categories*</b>											

**\*Please note that the percentages entered for each employment category must add up to 100%.**

**AFFIRMATIVE ACTION PLAN  
SELF-ANALYSIS**

After reviewing the self-analysis we find underutilization exists in the following categories ***(based on the Office of Federal Contract Compliance standard employment goals of 17.9% for minorities and 6.9% for women or for those companies completing an availability analysis the target employment goals can be expressed as availability)***:

Note:

Please indicate **YES** if underutilization exists as specified above

Please indicate **NO** if underutilization does not exist as specified above

	<b>MINORITY</b>	<b>FEMALE</b>
Officials & Managers		
Professionals		
Technicians		
Sales Workers		
Office & Clerical		
Craftsman (Skilled)		
Operatives (Semi-Skilled)		
Laborers (Unskilled)		
Services Workers		

**AFFIRMATIVE ACTION PLAN  
GOALS**

\_\_\_\_\_ has established the following hiring and employment goals and time tables to improve minority and female representation in underutilized categories as vacancies occur. *(The utilization analysis is based on the Office of Federal Contract Compliance standard employment goals of 17.9% for minorities and 6.9% for women or for those companies completing an availability analysis the target hiring goals can be expressed as percent of availability):*

	Target		Target		Target
	Number of New Hires		Percent of Availability		Date
	MINORITY	FEMALE	MINORITY	FEMALE	MM/DD/YY
Officials & Managers					
Professionals					
Technicians					
Sales Workers					
Office & Clerical					
Craftsman (Skilled)					
Operatives (Semi-Skilled)					
Laborers (Unskilled)					
Services Workers					

**AFFIRMATIVE ACTION PLAN  
CORRECTIVE ACTIONS**

1. \_\_\_\_\_ will contact agencies, such as the Florida Department of Labor, Division of Employment Security, to list position vacancies. All such listings will state that \_\_\_\_\_ is an Equal Opportunity Employer;
2. \_\_\_\_\_ will advertise position vacancies in local area newspapers. All such advertisements will state that \_\_\_\_\_ is an Equal Opportunity Employer;
3. \_\_\_\_\_ will reaffirm with all executive search firms and employment agencies that it is an Equal Opportunity Employer;
4. For professional-level vacancies, including those requiring a specialized education, the placement offices at the local area colleges and other post-secondary schools will be contacted;
5. Department managers will be made aware of the problem areas identified in the firm's self-analysis and the Equal Employment Opportunity policy will be reaffirmed to them;
6. An Applicant Flow Log will be maintained to aid in the analysis of our recruiting efforts and procedures;
7. The selection and promotion processes will be constantly analyzed to seek out and eliminate any barriers to the hiring and upward mobility of all applicants/employees;
8. All employees are familiarized with the firm's Equal Employment Opportunity Policy and Affirmative Action Plan, are given access to these documents and are made aware of the commitment of \_\_\_\_\_ to ensure equal opportunity to all.

**AFFIRMATIVE ACTION PLAN  
COMPLAINT PROCEDURE**

Any applicant or employee of \_\_\_\_\_ who feels that they have been discriminated against in filling a position or assignment, in being granted a promotion or other opportunity, or in an administrative action, may bring the matter to the attention of \_\_\_\_\_ through their supervisor, or through the EEO Coordinator, \_\_\_\_\_. The following is the procedure for processing and resolution of complaints of discrimination:

1. Contact \_\_\_\_\_, EEO Coordinator, to report the complaint;
2. Describe complaint, providing details of what occurred;
3. Within 10 days of receiving the complaint, the EEO Coordinator will conduct a thorough investigation of the complaint. A report detailing the results of the investigation will be submitted to the employee (or applicant), his/her supervisor, and principals of the firm within 30 days;
4. Appropriate corrective action will be taken in all instances where the complaint has basis.

\_\_\_\_\_  
**Chief Executive Officer**                      **Company's Name**                      **Date**

\_\_\_\_\_(Company)

**STATEMENT OF ADHERENCE TO REGULATIONS REQUIRING NONDISCRIMINATION IN THE  
EMPLOYMENT OF HANDICAPPED PERSONS, DISABLED VETERAN'S AND VETERANS OF THE VIETNAM  
ERA**

It is the policy of \_\_\_\_\_ to seek out and employ qualified personnel at all locations and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation, benefits, promotion, transfer, and termination. To achieve this, \_\_\_\_\_ is dedicated to take affirmative action to employ and advance in employment qualified handicapped persons, disabled veterans, and veterans of the Vietnam Era.

\_\_\_\_\_ is resolved to take voluntary, positive, business-oriented action which will contribute to the furtherance of the spirit and intent of Federal, State and Local legislation, government regulations and executive orders by providing affirmative action and equal employment opportunity to handicapped persons, disabled veterans, and veterans of the Vietnam Era.

\_\_\_\_\_  
**Chief Executive Officer**

\_\_\_\_\_  
**Company's Name**

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



\_\_\_\_\_  
(Company)

**PLAN TO PROVIDE DM/DWBE(s) WITH PROCUREMENT OPPORTUNITIES**

\_\_\_\_\_ believes that maximum utilization of DM/DWBE firms is an essential goal like our Affirmative Action Program. Our firm recognizes that tremendous efforts must be made by everyone to overcome the long-standing pattern of discrimination in the marketplace. We are committed to making this effort in the following areas:

- maintaining active contact with DM/DWBE firms for services;
- seeking DM/DWBE(s) as a part of contracted work, as contractor, sub-contractor, or on a joint venture basis;
- obtaining supplies and services from DM/DWBE vendors.

We are building our files from all known sources, as well as through informal personal referrals, and continue to actively seek out new sources. We actively utilize the certified DM/DWBE lists provided by the Small/Minority Business Section of Hillsborough County's Economic Development Department at 272-5969.

We have and will continue to utilize qualified DM/DWBE subcontractors, sub-consultants and vendors whenever feasible. We will provide equal opportunity in the procurement of goods and services that we purchase.

In all procurement efforts, an Affirmative Action Committee person is to be assigned to assure compliance with this plan. Records of all applicant vendors are to be kept on the Affirmative Action Record to be reviewed by the Committee.

\_\_\_\_\_  
**Chief Executive Officer**

\_\_\_\_\_  
**Company's Name**

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