

MODEL (SAMPLE) AFFIRMATIVE ACTION PLAN (AAP)

DOCUMENT GUIDE

This Model Affirmative Action Plan (AAP) is designed to provide a sample for State Transportation Agencies (STA) in their efforts to comply with Regulations found at 23 CFR Part 230 Subpart C Appendix A Part II-State Highway Transportation Employment.

To help guide practitioners through this document several sections have been developed.

1. Table of Contents

The Table of Contents identifies the appropriate regulatory cite, corresponding section in the document, and page number. It is also a guide for locating FHWA-developed tables and samples for each section.

2. Sample Documents

The Model document has several document samples incorporated. They are examples of what acceptable submittals should duplicate.

3. Shaded Text Boxes

The red shaded text boxes indicate regulatory requirements, and contain the corresponding citations. The gray shaded text boxes identify FHWA's guidance and required additions to the regulatory information.

4. Attachments

This section includes:

- Additional Discretionary Tables
- Definitions
- Program Checklist
- Laws, Memorandums, and Assurances
- Program Plan Approval Flow Chart
- Resources and Reference Websites

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