

<b>CIVIL RIGHTS DOCUMENTATION REQUIREMENTS ON FEDERAL AID PROJECTS</b>					
<b>DOCUMENT OR FORM</b>	<b>SUBMITTED BY</b>	<b>SUBMITTED TO</b>	<b>WHEN DUE</b>	<b>PURPOSE</b>	<b>REFERENCE</b>
<b>EEO Officer(s)</b> Notify Resident Engineer at Preconstruction Meeting	CONTRACTOR & ALL SUBS	Project Office and Post on Project Bulletin Board	At beginning of Project.	To designate and make known EEO Officer to administer EEO program in company	FHWA 1273 II.2
<b>Complaint Procedure</b>	CONTRACTOR & ALL SUBS	Project Office and Post on Project Bulletin Board	At beginning of Project	For informational purposes for employees of Contractor and Subcontractors. Project specific.	FHWA 1273 II.5.d 23 CFR 230.409.e.2.vii
<b>EEO Policy Statement</b>	CONTRACTOR & ALL SUBS	Project Office and Post on Project Bulletin Board	At beginning of Project	To show Contractor's and Subcontractor's EEO operating policy	FHWA 1273 II.3
<b>EEO Meetings</b>	CONTRACTOR & ALL SUBS	Project Office	At beginning of Project, then not less often than once every 6 months	The EEO policy and its implementation will be reviewed and explained	Specific EEO Responsibilities FHWA 1273 II.3
<b>C-130</b> (Form OJT 100)	CONTRACTOR	Project Office	Prior to beginning Construction	Submission, for approval, the number and classification and start time of trainees to be trained	Special Provisions Specific EEO Responsibilities 5.e FHWA 1273 II.6
<b>Apprenticeship BAT Certification / Trainee AGC Certification</b>	CONTRACTOR	Project Office (Obtain if needed, or if certs have expired.)	Before Apprentice/Trainee begins work on Project	Certification proving registration of Apprentice/Trainees in program w/dates and ratios. Renew every 90 days.	FHWA 1273 II.6 FHWA 1273 IV.4 FHWA LCM 507-3
<b>C-131</b> Bulletin Board Review	PROJECT OFFICE	Region Contracts Specialist	At beginning of project and bi-monthly thereafter	Ensure all required posters and notices, including wage rates, 1444's, complaint procedures and EEO officers are posted.	Specific EEO Responsibilities FHWA 1273 IV.1.a 23 CFR 230.409.e.2.i
<b>C-136</b> Labor and EEO Interviews	PROJECT OFFICE (These interviews are to be done with such frequency as may be necessary to assure compliance)	Region Contracts Specialist / Project File	Do at least a few interviews per contractor, where Davis-Bacon wages apply, getting as many of the personnel categories (minority/female) and trades/classifications as possible	To ensure employees are being paid and treated correctly as is required in the regulations	FHWA 1273 IV.3.c 29 CFR 5.5, 5.6
<b>C-138</b> Region Civil Rights Final Payment Checklist	PROJECT OFFICE	Region Contracts Specialist	At 95% complete and again at 100%	To verify that all civil rights requirements are completed to achieve project compliance	Civil Rights MOI
<b>C-139</b> Training Hours Reimbursement Affidavit - Prime	CONTRACTOR	Project Office	When all training hours are completed	To verify that the training agency has received full reimbursement for the training hours paid on the project.	Civil Rights MOI

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<b>C-139A</b> Training Hours Reimbursement Affidavit - Sub	SUBCONTRACTOR	Project Office	When all training hours are completed	To verify that the training agency has received full reimbursement for the training hours paid on the project.	Civil Rights MOI
<b>C-141 CUF</b> Commercially Useful Function Report	PROJECT OFFICE	Project File	At least once per project on each DBE working on project	Checking DBE compliance of performance and conduct requirements.	Bid Conditions Disadvantaged Business Enterprise (DBE) F & G 49 CFR 26.55
<b>Form 1444</b> Request for conformance of classification and wage rate.	CONTRACTOR & ALL SUBS	Labor Specialist, UDOT Civil Rights Office	At beginning of Project or when needed, thereafter.	Requests for those classifications and rates not listed in wage determination. Project specific. Prime must sign even when sub makes request and signs	FHWA 1273 IV.1.b
<b>C-115 &amp; C-116</b> Subcontract Documents	CONTRACTOR	Project Office	Before Subcontractor can go to work on Project	Indicates items being done by contractors other than Prime. State must approve.	FHWA 1273 VI
<b>CR-257</b> Project Employment Data Form	CONTRACTOR & ALL SUBS	EEO Compliance Specialist - UDOT Civil Rights Office	When requested for EEO & Labor Compliance Review	To determine compliance with Minority and Female employment requirements	FHWA 1273 II 23 CFR 230
<b>Federal Wage Decision (and Form 1444s)</b> (Wage decision is found in project contract.)	CONTRACTOR	Post on Project Bulletin Board	At beginning of Project	For employee reference in ensuring they are getting paid correctly. 1444s are to be posted also.	FHWA 1273 IV.1.a
<b>Fringe Benefit Program</b> (if applicable)	CONTRACTOR & ALL SUBS	Labor Specialist UDOT Civil Rights Office	Project office call Labor Specialist to verify plan approval. If not approved submit plan to Labor Specialist	Health and Welfare, retirement and other fringe programs offered by contractors – must be approved by Labor Specialist	29 CFR 3
<b>HIC</b> (Harassment, Intimidation & Coercion)	CONTRACTOR & ALL SUBS	Include HIC language in the EEO Policy	At beginning of Project	To provide a workplace free of harassment, intimidation, and coercion	Specific EEO Responsibilities 4.a,d 41 CFR 60 4.3.a.7.a
<b>PR-1391</b> EEO Yearly Report	CONTRACTOR & SUBS over \$10,000	PDBS	For month of July – once a year, due in Civil Rights Office by Aug. 6	Reports employees of Contractors and Subs by race and classification for month of July	FHWA 1273 II.11.b
<b>WH-347</b> Certified Payroll (information using UDOT electronic certified payroll system format, [i.e., computerized payroll])	CONTRACTOR & ALL SUBS	PDBS	Weekly (Must be originals)	Reports hours worked and wages paid for all employees working on the project. Information required on WH-347 must be on payrolls if different format is used	FHWA 1273 IV.3.b.1 29 CFR 3.4.a
<b>WH-348</b> Payroll Certification Statement of Compliance	CONTRACTOR & ALL SUBS	PDBS	Weekly Submitted with Payroll	Certification that payrolls are correct and information contained therein is true and accurate – wording must be exact.	FHWA 1273 IV.3.b.2 29 CFR 3.4.a