OKLAHOMA DEPARTMENT OF TRANSPORTATION CONSTRUCTION DIVISION / TRNS\*PORT BRANCH

# Sitemanager Procedure Manual

### CIVIL RIGHTS



#### CONTAINS :

- DBE Tracking
- Payroll Tracking
- Federal Requirements

IV	CIVIL RIGHTS
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	1. CUF (Commercially Useful Function)
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IV	CIVIL	Rı	GHTS				
А	DBE TRACKING						
	Overview						
	This window p payments to [	This window provides a system to track DBE payments and keep a history of payments to DBE subcontractors.					
2	USER(S) FOR T	his Pi	ROCEDURE				
	GROUP ID		GROUP NAME	GROUP ID	GROUP NAME		
	RESADMIN	Reside (R)	ncy Administration	RESPRMAN	Residency Project Manager (R)		
	References						
	REFERENCE			NUMBER			
	SiteManager Policy		905				
	Control Directive	2	20000105				
PAGE 4	Аитно	RIZED	BY CONSTRUCTION	DIVISION ON	31 March 2011		
	DBE TRACKING						

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		DBE TRACKING	Α
REPOR	RTS		
I	Report	LOCATION	
DBE Su	immary	Main Panel \ Contract Administration \ Oklahoma Reports \ Contract Specific Reports	
		** Choose Contract then press DBE Payment List	
		Main Panel \ ODOT Custom Panel\ Contract Specific Reports \ CIVIL RIGHTS	
		** Please select a contract under Contract Specific Reports to Proceed To DBE Payment List	
Νοτες	5		and the second
Note : tors w ments	Single Dig ho's work	git Subcontractor Number's (SCN) Designate Subcontrac- have been committed toward the contract DBE require-	Grades
Subco	ntract Win	dow under Contract administration is inquiry only.	
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		DBE TRACKING	PAGE 5



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DBE TRACKING	А
PROCESS	
Entering in DBE into Sitemanager	
STEPS	
1. Generate Reports	
a. Adds Reports from the Work Start Date to the Completion Date	
b. Additional Reports beyond the completion date	
1. added in the DBE Menu.	
c. Final DBE added manually in DBE Menu.	
2. Add Date Received	
3. Change Report requirements, if necessary	
4. Add DBE payment Information	
5. Transfer information to Sitemanager Data Store.	
6. Calculate Discrepancies	
a. Issue a Letter if discrepancies occur	
7. Send Final DBE to Regulatory Services.	
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DBE TRACKING	FAGE /

IV	CIVIL	RIGHTS			
A.1	DBE REPORT - GENERATE REPORTS				
	Step 1 User	This popup ask whethe process additional data	r you want to for entry.	view current data or	
	CPOUP ID		GPOUPID		
	RESADMIN	Residency Administration (R)	RESPRMAN	Residency Project Manager (R)	
<b>\$</b>	SCREENSHO	Г			
	Wain Panel > Civil Rights > DBE Reports.         Image: Comparison of the temperature of the temperature of the temperature of te				
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DBE REPORT - GENERATE	REPORTS		A.1
Νοτες			
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IV	CIVIL	Rı	GHTS		
A.2			DBE REPORT - R	ECEIVED ON	Date
	<u>Step</u>	This w keep a	vindow provides a a history of those	system to tr payments to	ack DBE payments and DBE subcontractors
	User				
	GROUP ID		GROUP NAME	GROUP ID	GROUP NAME
	RESADMIN	Resider (R)	ncy Administration	RESPRMAN	Residency Project Manager (R)
<b>\$</b>	SCREENSHOT	Γ			
	Main Panel > Main Panel > Report Date Report Date Report Date Report Date Report Date Report Centract Report Date Report Date Report Panel Physical Structure Report Date Report D	Civil R	OKLAHOMA           OKLAHOMA           DISADV           PROJECT NUMBER           JOBPIECE NUMBER           DISADV           PROJECT NUMBER           JOBPIECE NUMBER           DISADV           CONTRACT ID           SubContractor           Must be received from Contract the end of the Month following the second	rts.	F TRANSPORTATION NTRACTOR TLOG TO INTERPRISE FIRMS (A) MCALESTER PIVISION 02 R DITI CONSTRUCTION COMPANY, INC /TTK CONST R DITI CONST R DITI CONST R DITI CONST R DITI CONST R DITI CONST R D
	The Calendar which month's Report Table the Completic	in the s repor on the on Date	lower Left corner t is displayed. e Left uses the Wo e as an end point	controls the rk Begin Dat	Received On date and e as a starting point and
PAGE 10	Аитно	RIZED	BY CONSTRUCTION	DIVISION OF	N 31 March 2011
	DBE TRACKING				

	CIVIL RIGHTS	IV
	DBE REPORT - RECEIVED O DATE	A.2
ENTERED INFO	DRMATION	•
FIELD		
Received On	Date Residency received The DBE report.	
CHECKED INFO	DRMATION	
Report Date	Automatically Generated from Work Start Date	
Report	Check DWR 's for DBE on Site for that month.	
Required	** Can be Overridden.	
Report Number	Automatically Generated from Report Required.	
By:	Automatically Generated from Logon.	
On Date	Automatically Generated upon change in record.	
AUTHOR	ZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011	DACE 11
	DBE TRACKING	PAGE II

IV	CIVIL	RIGHTS				
A.4		DBE REPORT - AMOUNT PAID				
	Step 4	Entering Amount Paid into DBE Form				
$\square$	USER					
$\bigcirc$	GROUP ID	GROUP NAME GROUP ID GROUP NAME				
	RESADMIN	Residency AdministrationRESPRMANResidency Project Manager (R)				
2	SCREENSHOT	· · · · · · · · · · · · · · · · · · ·				
	Main Panel >	Civil Rights > DBE Reports.				
	🗰 D.B.E CONTRACT 09050					
	Report Date         Report Require           1         11/1/2009         □           2         10/1/2009         ♥           급 <b>9/1/2009</b> ♥	OKLAHOMA DEPARTMENT OF TRANSPORTATION NON-DBE PRIME CONTRACTOR MONTHLY PAYMENT LOG TO DISAD VANTAGED BUSINESS ENTERPRISE FIRMS (DBE FORM 2A)         PROJECT NUMBER       OKCY-XTWN(003)TI       RESIDENCY       EL RENO       DIVISION       04         JOBPIECE NUMBER       1/42822       CONTRACTOR ALLEN CONTR. INC. SHERWOOD CONST. CO, INC. AN COUNTY       OKLAHOMA       MONTH.Y PAR Sep 2009       04         CONTRACT ID       0905010       Image: Report Report Nointee       1       Interport				
	September, 2009         September, 2009           Sum Mon Tue Wed Thm Fri Sat         30         31         2         3         4         5           6         7         8         9         10         11         12         13         14         15         16         17         18         19         20         21         22         24         25         26         27         28         29         30         1         2         3         4         5         6         7         8         9         10	SubContractor       Date Paid       Amount Paid this Month         D TRUCKING       10001         2 DIAMONDBACK STEEL CO., INC.       \$0000         3 L. R. TOBY TRUCKING, INC.       \$000         4 GARY A. CRAIN, INC.       \$000         5 SIOUX CONSTRUCTION COMPANY, INC.       \$000         6 DIRECT TRAFFIC CONTROL INC.       \$000         8 Unit of the Month following the reported.       \$000         Stomator of the Month following the reported.       \$000         Stomator of the Month following the reported.       \$000         ON DATE:       12/02/2009				
	The Calendar	will appear in the report panel for the Date Paid entry				
PAGE 12	Аитно	RIZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011				
		DBE TRACKING				

	CIVIL RIGHTS	IV
	DBE REPORT - AMOUNT PAID	A.4
ENTERED INF	ORMATION	•
FIELD		
Amount Paid this Month	Residency enters the Amount received on the report	
Date Paid	Residency enters the corresponding date on the report.	
CHECKED INF	ORMATION	
AUTHOR	IZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011	PAGE 13
	DBE TRACKING	

IV	CIVIL RIGHTS					
A.5	DBE REPORT - TRANSFER TO SUBCONTRACT WINDOW					
5	Step					
	Transfer to Subcontract Window					
	User					
	GROUP ID GROUP NAME GROUP ID GROUP NAME					
	RESADMIN       Residency Administration       RESPRMAN       Residency Project Manager         (R)       (R)					
<b>\$</b>	SCREENSHOT					
-	Main Panel > Civil Rights > DBE Reports.					
	Transfer to Subcontract         Report Date       Reput Requit       Transfer to Subcontract         11/1/2009       3       0KLAHOMA DEPARTMENT OF TRANSPORTATION NON-DBE PRIME CONTRACTOR MONTHLY PAYMENT LOG TO DISADVANTAGED BUSINESS ENTERPRISE FIRMS (DBE FORM 2.A)         2       10/1/2009       1         4       8/1/2009       1         5       7/1/2009       1         6       6/1/2009       1         5       7/1/2009       1         6       6/1/2009       1         6       6/1/2009       1         7       12       3         8       9       10         12       2       3         9/1/2009       1       1         6       6/1/2009       1         7       1       2009       1         7       1       2009       1         8       10       10       103304         8       10       10       103304         10       10321       PROJECT NUMBER       1000010         10       10       10321       Provember, 2009       1000         12       2       3       4       5       6					
	This procedure updates the Sitemanager amount to the Total Amount					
PAGE 14	Authorized by Construction Division on 31 March 2011					
	DBE TRACKING					

DBE REPORT         A           NOTES         Image: mail of the second seco	CIVIL RIGHTS	IV
NOTES IN AUTHORIZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011 PAGE 15	DBE REPORT	Α
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IV	CIVIL RIGHTS				
A.6	DBE REPORT - DISCREPANCY LETTER				
6	Step				
0	Creating Discrepancy Letter				
8	USER				
	GROUP ID	GROUP NAME	GROUP ID	GROUP NAME	
	RESADMIN	(R)	RESPRMAN	(R)	
	SCREENSHOT	Г			
<b>&gt;</b>	Main Panel >	Civil Rights > DBE Repo	rts.		
	<ul> <li>Services DB</li> <li>No Depart</li> </ul>	E Help From t	he Menu Cho	ose SERVICES	
	Report Rec	quired	Choose che	tor Discrepancies	
	te Date Received Check for Discrepancies If Discrepancies are present then the fol- lowing will appear.				
	Missing Information           Image: White the set of the set				
	OK				
	Антис	RIZED BY CONSTRUCTION		1 31 March 2011	
PAGE 16	GE 16 DBE TRACKING				

CIVIL RIGHTS	IV
DBE REPORT - DISCREPANCY LETTER	A.6
SCREENSHOTS (CONTINUED )	<b>\$</b>
Main Panel > Civil Rights > DBE Reports.	*
EDMOND, OK 73083 JAMES A. DUIT, RE : IMY-40-4(396) 128 SS/IM-STIM(01, JPN :2053904, An examination of project record has revealed the following D.B.E. Reports are m: the current estimate period: Sep, 2009 Nov, 2009 Oct, 2009 Upon receipt of the missing report(s) processing of the estimate(s) will resume. Thank you for your time in this matter. If you have any questions please contact th:	
Taylor Elmo Henderson         EL RENO Residency	
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IV	CIVIL RIGHTS			
A.7	DBE REPORT - SEND FINAL TO REGULATORY SERVICES			
7	STEP Send Final to Regulatory Services 7			
,				
	USER			
	GROUP ID	GROUP NAME	GROUP I D	GROUP NAME
	RESADMIN	Residency Administration (R)	RESPRMAN	Residency Project Manager (R)
8	SCREENSHO	Г		
7	Main Panel >	Civil Rights > DBE Repo	rts. From the M	lenu Choose DBF
	DBE     From the Menu Choose       Transfer to Subcontact     Then Send Final to       Add Progressive Report     Then Send Final to		nd Final to Reg. Services	
	Add Final DBE Report         Progressive DBE Report         Final DBE Report         Send Final to Reg Services         ✓ 1 DBE REPORT - CONTRACT 090508    This generates an email and send it to all members in the regulator Service Branch. Please fax or email original to			ates an email and sends embers in the regulatory inch.
				or email original to
			Regulatory	Services to Check
PAGE 18	Authorized by Construction Division on 31 March 2011			
		DBE TI	RACKING	

	CIVIL RIGHTS	IV
	DBE REPORT - SEND FINAL TO REGULATORY SERVICES	A.7
Νοτες		ALL COLOR
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	CIVIL RIGHTS	IV
	PAYROLL TRACKING	В
REPORTS		
REPORT	LOCATION	
Payroll List (Prime )	Main Panel \ Contract Administration \ Oklahoma Reports \ Contract Specific Reports	
	Main Panel \ ODOT Custom Panel\ Contract Specific Reports \ CIVIL RIGHTS \ PAYROLL ** Please select a contract under Contract Specific Reports to Proceed	
Payroll List (Subcontractor)	Main Panel \ Contract Administration \ Oklahoma Reports \ Contract Specific Reports	
	Main Panel \ ODOT Custom Panel\ Contract Specific Reports \ CIVIL RIGHTS ** Please select a contract under Contract Specific Reports to Proceed	
Notes		and the second
Αυτήορι	IZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011	
	PAYROLL TRACKING	PAGE 21



CIVIL RIGHTS	IV
PAYROLL TRACKING	В
PROCESS	
Entering in Payroll into Sitemanager. Project needs to be entered in either Payroll Verification or this system. If this system is to be used be sure Check list events are turned off.	
Steps	
1. Generate Reports	
a. Adds Reports	
1. Search DWR's for Start Date of each Contractor	
2. Adds additional reports until completion date is assigned	
2. Add Date Received	
3. Change Report requirements, if necessary	
4. Change Payroll Ending Date	
5. Calculate Discrepancies	
a. Issue a Letter if discrepancies occur	
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IV	CIVIL RIGHTS			
B.1	PAYROLL REPORT - GENERATE REPORTS			
	Step			
	This popup askes whether you want to view current data or process additional data for entry.			
	USER			
	GROUP ID GROUP NAME GROUP ID GROUP NAME			
	RESADMIN     Residency Administration (R)     RESPRMAN     Residency Project Manager (R)			
<u>s</u>	SCREENSHOT			
,	Main Panel > Civil Rights > Payroll Reports.			
	CALCUATE REPORTS         Image: Comparison of the second			
DAGE 24	Authorized by Construction Division on 31 March 2011			
FAGE 24	PAYROLL TRACKING			

CIVIL RIGHTS	IV
PAYROLL REPORT - GENERATE REPORTS	B.1
Νοτες	and the second
	and the second
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PAYROLLTRACKING	

IV	CIVIL RIGHTS				
B.2	PAYROLL REPORT - DATE RECIEVED				
	Step				
	2	Recording when Payroll Reports have been Received			
	User				
	GROUP ID	GROUP NAME	GROUP I D	GROUP NAME	
	RESADMIN	Residency Administration (R)	RESPRMAN	Residency Project Manager (R)	
<u></u>	SCREENSHOT	г			
· · · · ·	Main Panel >	Civil Rights > Payroll Re	ports.		
	AASHTO SiteManage	r - [PAYROLL REPORT - Contract ID 090501 indow Help Payroll	8 ]		
			SEI ECT	N	
	SELECT       November, 2010       >         CONTRACTOR ID       none       ADD SUB       Week No.       none       Save comment       Save comment       5       6       7       8       9       10       11       12       13       14       15       16       17       18       19       20         11       12       23       24       25       26       27         28       29       30       1       2       3       4       5         5       6       7       8       9       10       11				
	Week Number Report D	in the upper Pight corpe	ived COMMENTS	Posoived on date	
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	CIVIL RIGHTS	IV			
PAYROLL REPORT - DATE RECIEVED					
ENTERED INF	ORMATION	-			
ELELD					
FFO Done	Was a FEQ done against this payroll				
Data Passivad	Date Decidency received The DRE report				
	**Discrepancies letter dated on this Date				
	Discrepancies letter dated on this Date				
CHECKED INF	ORMATION				
FIELD					
Week Number	Uses the Date Notice to proceed (NTPD) is issued for the Week num- bering System i.e. Week 3 is 3 weeks from the issuance of Work Order				
REPORT DATE	Automatically Generated from Work Start Date				
REPORT	Check DWR 's for DBE on Site for that month.				
REQUIRED	** Can be Overridden.				
Report Number	Automatically Generated from Report Required.				
Алтног	RIZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011	DACE 27			
	PAYROLL TRACKING	PAGE 27			

IV	CIVIL RIGHTS			
B.3	PAYROLL REPORT - CHANGE REPORT REQUIREMENTS			
	STEP         3         Thru the menu you can change the data, in order to correct mistakes.			
	USER			
$\bigcirc$	GROUP ID	GROUP NAME	GROUP I D	GROUP NAME
	RESADMIN	Residency Administration (R)	RESPRMAN	Residency Project Manager (R)
\$	SCREENSHOT	[ 		
	Services       Window       Help       Payroll         Process       Status       Here       you can change whether or not a report is required         No       Report       Required       Date       Recieved         Date       Recieved       Check for Discrepancies       ACTOR ID Inone			
	Payroll Add Start Date Change Start D Change 1st Pay Change Payroll EEO Interview I No EEO intervie	Ate roll Date End Date W done	n change Th beriod ending	e Start Date or g date.
	Аитно	RIZED BY CONSTRUCTION		N 31 March 2011
PAGE 28		Payroll	TRACKING	

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PAYROLL REPORT - CHANGE REPORT REQUIREMENTS	B.3
Νοτες	100000
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PAYROLLTRACKING	

IV	CIVIL	RIGHTS				
B.4	PAYROLL REPORT - WEEK ENDING					
Δ	STEP					
-	4	Adjusting Week Ending [	Dates			
	User					
$\bigcirc$	GROUP ID	GROUP NAME	GROUP I D	GROUP NAME		
	RESADMIN	Residency Administration (R)	RESPRMAN	Residency Project Manager (R)		
<u>@</u>	SCREENSHOT	Г				
7	Main Panel >	Civil Rights > Payroll Re	ports.			
	Additional Steward and a service with the Payral SELECT Verwarder, 2010 Verk No. none None CONTRACTOR ID none ADD SUB None SAVE COMMENT SAVE COMMENT SAVE COMMENT SAVE COMMENT Week Report Date Required Done Number Date Received COMMENTS					
	<ul> <li>The start date and the week ending can be changed for each contractor on the project.</li> <li>First, choose the Contractor. Press Select Button</li> <li>Next, choose the date from the calendar on the Left.</li> <li>Then, go to the Top Menu and choose Payroll.</li> <li>Finally, choose the function you wish it to perform.</li> </ul>					
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PAYROLL REPORT - DISCREPANCY LETTER	B.5
Step	5
Creating Discrepancy Letter 5	0
User	
Screenshot         Main Panel > Civil Rights > Payroll Reports.         Services DBE Help         No Report Required         Report Required         Date Received         Check for Discrepancies         If Discrepancies are present then the following will appear.	
Missing Information          Image: Missing Information       Image: Moter and the set of	
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IV	CIVIL RIGHTS
B.5	PAYROLL REPORT - DISCREPANCY LETTER
	SCREENSHOTS (CONTINUED )
-	Main Panel > Civil Rights > Payroll Reports.
	🖗 File Edit Window Help
	Oklahoma Department of Transportation EL RENO Residency 03 Dec 2009
	ALLEN CONTR., INC./SHERWOOD CONST. CO, INC./MANHJ 1100 S. EASTERN AVE. OKLAHOMA CITY, OK 73101
	KENDALL R. ADAMS, RE : OKCY-XTWN(003)TI, JPN : 1742822,
	An examination of project record has revealed the following payroll Reports are missing for the current estimate period: Payrolls for CIMARRON CONSTRUCTION COMPANY ending on 10 Nov 2009 Payrolls for CONCRETE SERVICES CORPORATION ending on 10 Nov 2009 Payrolls for CONCRETE SERVICES CORPORATION ending on 17 Nov 2009 Payrolls for KRAPFF REYNOLDS ending on 29 Sep 2009 Payrolls for KRAPFF REYNOLDS ending on 06 Oct 2009 Payrolls for KRAPFF REYNOLDS ending on 13 Oct 2009 Payrolls for KRAPFF REYNOLDS ending on 20 Oct 2009 Payrolls for KRAPFF REYNOLDS ending on 27 Oct 2009 Payrolls for KRAPFF REYNOLDS ending on 3 Nov 2009 Payrolls for KRAPFF REYNOLDS ending on 10 Nov 2009 Payrolls for KRAPFF REYNOLDS ending on 10 Nov 2009 Payrolls for KRAPFF REYNOLDS ending on 10 Nov 2009 Payrolls for KRAPFF REYNOLDS ending on 17 Nov 2009 Payrolls for KRAPFF REYNOLDS ending on 17 Nov 2009 Payrolls for KRAPFF REYNOLDS ending on 17 Nov 2009 Payrolls for ALLEN CONTR /SHERWOOD CONST /MANHATTAN ending on 15 Sep 2009 Payrolls for ALLEN CONTR /SHERWOOD CONST /MANHATTAN ending on 23 Sep 2009
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	PAYROLL TRACKING

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PAYROLL REPORT	В
Νοτες	C.C.C.C.C.C.
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IV	CIVIL	Rı	GHTS			
С	CHECKLIST EVENTS DATES					
	Overview					
	The procedure Boards, PR13	e deta 91	iling the comment	s needed to a	address EEO, Bulletin	
2	USER(S) FOR	гніs P	ROCEDURE			
	GROUP I D		GROUP NAME	GROUP I D	GROUP NAME	
	RESADMIN	Reside (R)	ncy Administration	RESAUDIT	Residency Auditor (R)	
	RESPRMAN	Reside (R)	ncy Project Manager	CONAUDIT	Consultant Residency Audi- tor (R)	
	References					
	REFERENCE			Number		
	SiteManager Pol	су	402.9, 402.10			
	Control Directive	2	20000105			
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1 // 01 04	C	ONTR	ACT ADMINSTRAT	ION / CHECK	LIST EVENTS	

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	CHECKLIST EVENTS DATES		С
REPORTS			
REPORT	Location		
			He are
Notes			
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Con	ITRACT ADMINSTRATION / CHECKLIST EVE	ENTS	

IV	CIVIL	RIGHTS						
C.1	WAGE RATE INTERVIEWS ( EEO)							
	DESCRIPTIO	DESCRIPTION						
	Entering Wag	e Rate Interview	(EEO)					
	5 5							
	User							
$\bigcirc$	GROUP I D	GROUP NAME		GROUP I	>	GR		NAME
	RESADMIN	Residency Administr (R)	ation	RESAUDIT	F	Residency	Audit	or (R)
	RESPRMAN	Residency Project M (R)	anager	CONAUDIT	C t	Consultant or (R)	Resid	dency Audi-
					I			
	Screensho <sup>-</sup>	Г						
1	Main Panel >	Contract Adminis	tration	> CONTR	ACT	RECORD	S	
	>Chec	klist Event Dates						
	AASHTO SiteMana	iper						
	File Edit Services W	indow Help						
		r i i i i i i i i i i i i i i i i i i i						
	Checklist Event	Dates 10210						
	Event	Frequency Event Group	Next Proj	Nbr of Require	d Discr	Required	Ext	~
	Type Wage Rate Interview (C	Type Type Monthly Federal Requireme	Date 0	Jeerne to Activa N	te Ind	Doc Type Letter	Ind N	
	Bulletin Boards	One Time Only Federal Requireme	r 01/20/05	N	Y	Letter	N	
	Payroll Verification Date	Weekly Federal Requireme	r 08/29/08	N	Y	Letter Certifications	N	
	Stormwater Inspection	Weekly DEQ Forms	07/19/07	N	Y	Certifications	N	
	NOT Submitted to ODE	One Time Only DEQ Forms	08/21/06	N	Y	Letter	N	
	Review Progress Chart	One Time Only Specification Requ	ai 01/20/05	N	Y	Chart	N	
	Projected Data Art	ual Date		Commonly				
	01/20/05 01/	24/05 Interviewed on project I	w project man	comments				
	02/03/05 02/0	02/05 Interviewed on project b	y project mana	iger.				
	03/03/05 03/0	01/05 Interviewed on project b	y project mana	iger.				
	04/04/05 04/0	04/05 Interviewed on project b	y project mana	iger.				
	05/04/05         05/02/05         Interviewed on project by project manager.           06/06/05         06/01/05         Interviewed on project by project manager.					-		
			en contractivitie					<u>×</u>
	Аитно	DRIZED BY CONSTR		DIVISION	ON	31 Mar	сн 2	2011
PAGE 36	C	CONTRACT ADMIN	ISTRATI	ON / CH	ECKL	IST EVE	NTS	

	CIVIL RIGHTS	IV
	WAGE RATE INTERVIEWS ( EEO)	C.1
ENTERED INF	ORMATION	
FIFID		
	Actual Date of Interview	
Actual Date		
Comments	At a minimum, the following information needs to be added " User ID of the interviewer." and the "name of the interviewee"	
CHECKED INF	ORMATION	
FIELD		
Projected Date	Date Generated by Sitemanager based on information in Checklist Scheduled Events. For a list of Events, See Contract Activation Procedure	
AUTHOR	ized by Construction Division on 31 March 2011	
Co	ONTRACT ADMINSTRATION / CHECKLIST EVENTS	PAGE 37

#### IV **CIVIL RIGHTS** C.2 **BULLETIN BOARD** DESCRIPTION Entering information relating to Bulletin Board inspection USER GROUP ID **GROUP NAME** GROUP ID **GROUP NAME** RESADMIN Residency Auditor (R) **Residency Administration** RESAUDIT (R) RESPRMAN Residency Project Manager CONAUDIT Consultant Residency Auditor (R) (R) SCREENSHOT Main Panel > Contract Administration > Contract Records > Checklist Event Dates 🚢 AASHTO SiteManager - [Checklist Event Dates] 🚢 File Edit Services Window Help 🎟 👫 🗣 😤 🗅 🖻 🍅 🥑 🔚 🎬 Contract ID: 110142 Next Proj Nbr of Required Discr Date Occrnc to Activate Ind Event Group Event Required Frequency Ext Туре Туре Туре Doc Type Ind Wage Rate Interview (ChMonthly Federal Requiremer 06/06/11 2 N Y Letter Ν Bulletin Boards One Time Only Federal Requiremen 00/00/00 Letter Payroll Verification Date Weekly Federal Requiremer 00/00/00 N. Υ Letter Ν Sent PR1391 Annually Federal Requiremer 00/00/00 N. Y Ν Letter Received PR1391 Federal Requiremer 00/00/00 N Ν Annually Y Letter Review Progress Chart One Time Only Specification Requi 00/00/00 N. Y. Chart N Material Certification One Time Only Specification Requi 00/00/00 Ν N. Y Certifications Projected Date Actual Date Comments AUTHORIZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011 PAGE 38 **CONTRACT ADMINSTRATION / CHECKLIST EVENTS**

	CIVIL RIGHTS	IV
	BULLETIN BOARD	C.2
ENTERED INF	ORMATION	•
FIELD		
Actual Date	Date Board was inspected	
Comments	At a minimum, the following information needs to be added " User ID of the interviewer and a note of any discrepancies"	
CHECKED INF	ORMATION	
FIELD		0
Projected Date	Date Generated by Sitemanager based on information in Checklist Sched- uled Events. For a list of Events, See Contract Activation Procedure.	
Аитног	RIZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011	
C	ONTRACT ADMINSTRATION / CHECKLIST EVENTS	PAGE 39

IV	CIVIL	RIGHTS					
C.3		SENT PR1391					
	DESCRIPTIC	ON					
	Sent PR1391						
	User						
$\bigcirc$	GROUP I D	GROUP NAME	GROUP I D	GROUP NAME			
	RESADMIN	Residency Administration (R)	RESAUDIT	Residency Auditor (R)			
	RESPRMAN	Residency Project Manager (R)	CONAUDIT	Consultant Residency Audi- tor (R)			
	Main Panel > Contract Administration > Contract Records > Checklist Event Dates AASHTO SiteManager - [Checklist Event Dates] File Edit Services Window Help Contract ID: 110142 File Edit Services File Edit Services Window Help						
	Wage Rate Interview (0	Wonthly Federal Requirement 06/06/11	2 N	Y Letter N			
	Payroll Verification Date	Weekly Federal Requiremen 00/00/00	N	Y Letter N			
	Received PR1391	Annually Federal Requiremen 00/00/00 Annually Federal Requiremen 00/00/00	N	Y Letter N			
	Review Progress Chart Material Certification	One Time Only Specification Requi 00/00/00 One Time Only Specification Requi 00/00/00	N	Y Chart N Y Certifications N			
	Projected Date Ac	tual Date	Comments				
	P						
	A			- 21 MARON 2011			

	CIVIL RIGHTS	IV
	SENT PR1391	C.3
ENTERED INF	ORMATION	•
FIELD		
Actual Date	Date PR1391 was sent to contractor	
Comments	At a minimum, the following information needs to be added " User ID of the mailer and the method it was sent i.e. email, post office mail, etc."	
CHECKED INF	ORMATION	
FIELD		)
Projected Date	Date Generated by Sitemanager based on information in Checklist Scheduled Events. For a list of Events, See Contract Activation Proce-	
Аитног	RIZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011	
C	ONTRACT ADMINSTRATION / CHECKLIST EVENTS	PAGE 41

### IV

## **CIVIL RIGHTS**

C.4

#### RECIEVED PR1391

#### DESCRIPTION

Received PR1391

#### User

GROUP ID	GROUP NAME	GROUP ID	GROUP NAME
RESADMIN	Residency Administration (R)	RESAUDIT	Residency Auditor (R)
RESPRMAN	Residency Project Manager (R)	CONAUDIT	Consultant Residency Audi- tor (R)



PAGE 42

#### SCREENSHOT

Main Panel > Contract Administration > Contract Records >

Checklist Event Dates

🛎 AASHTO SiteManager - [Checklist Event Dates]

🚢 File Edit Services Window Help

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Contract ID: 110142

Wage Rate Interview (CF Monthly       Federal Requiremer       06/06/11       2       N       Y       Letter         Bulletin Boards       One Time Only Federal Requiremer       00/00/00       N       Y       Letter         Payroll Verification Date       Weekly       Federal Requiremer       00/00/00       N       Y       Letter         Sent PR1391       Annually       Federal Requiremer       00/00/00       N       Y       Letter         Received PR1391       Annually       Federal Requiremer       00/00/00       N       Y       Letter         Review Progress Chart       One Time Only Specification Requiremer       00/00/00       N       Y       Letter         Material Certification       One Time Only Specification Requiremer       00/00/00       N       Y       Certifications	N N N	Letter Letter Letter	Y Lett Y Lett	N N	2 N	2	06/06/11			
Bulletin Boards       One Time Only Federal Requirement       00/00/00       N       Y       Letter         Payroll Verification Date       Weekly       Federal Requirement       00/00/00       N       Y       Letter         Sent PR1391       Annually       Federal Requirement       00/00/00       N       Y       Letter         Received PR1391       Annually       Federal Requirement       00/00/00       N       Y       Letter         Review Progress Chart       One Time Only Specification Requi       00/00/00       N       Y       Chart         Material Certification       One Time Only Specification Requi       00/00/00       N       Y       Chart	N N N	Letter Letter	Y Lett	N			00/00/11	Federal Requiremen	h Monthly	Wage Rate Interview (Cł
Payroll Verification Date         Weekly         Federal Requirement         00/00/00         N         Y         Letter           Sent PR1391         Annually         Federal Requirement         00/00/00         N         Y         Letter           Received PR1391         Annually         Federal Requirement         00/00/00         N         Y         Letter           Review Progress Chart         One Time Only Specification Requirement         00/00/00         N         Y         Chart           Material Certification         One Time Only Specification Requirement         00/00/00         N         Y         Chart	N N	Letter			N		00/00/00	ly Federal Requiremer	One Time Only	Bulletin Boards
Sent PR1391         Annually         Federal Requirement         00/00/00         N         Y         Letter           Received PR1391         Annually         Federal Requirement         00/00/00         N         Y         Letter           Review Progress Chart         One Time Only Specification Requirement         00/00/00         N         Y         Chart           Material Certification         One Time Only Specification Requirement         00/00/00         N         Y         Certifications	N		Y Lett	N	N		00/00/00	Federal Requiremen	Weekly	Payroll Verification Date
Received PR1391         Annually         Federal Requirement         00/00/00         N         Y         Letter           Review Progress Chart         One Time Only Specification Requit         00/00/00         N         Y         Chart           Material Certification         One Time Only Specification Requit         00/00/00         N         Y         Chart		Letter	Y Lett	N	N		00/00/00	Federal Requiremen	Annually	Sent PR1391
Review Progress Chart         One Time Only Specification Requi 00/00/00         N         Y         Chart           Material Cartification         One Time Only Specification Requi 00/00/00         N         Y         Cartifications	N	Letter	Y Lett	N	N		00/00/00	Federal Requiremen	Annually	Received PR1391
Material Certification One Time Only Specification Requir00/00/00 N X Certifications	N	Chart	Y Cha	N	N		00/00/00	ly Specification Requi	One Time Only	Review Progress Chart
Material Certaincation The Chilly Specification (Tequilloov oo you that The Certaincations	N	Certifications	Y Cert	N	N		00/00/00	ly Specification Requi	One Time Only	Material Certification
Projected Date Comments										

AUTHORIZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011

CONTRACT ADMINSTRATION / CHECKLIST EVENTS

	CIVIL RIGHTS	IV
	RECIEVED PR1391	C.4
ENTERED INF	ORMATION	-
ELD		
Actual Date	Date PR1391 was received from the contractor	
Comments	At a minimum, the following information needs to be added " User ID of the receiver and date information was forwarded to Regulatory Services."	
CHECKED INF	ORMATION	
FIELD		
Projected Date	Date Generated by Sitemanager based on information in Checklist Sched- uled Events. For a list of Events, See Contract Activation Procedure.	
Аитноя	RIZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011	PAGE 43
Co	ONTRACT ADMINSTRATION / CHECKLIST EVENTS	PAGE 43

# CIVIL RIGHTS

#### C.5

IV

### CUF

#### DESCRIPTION

CUF form is required on all federally funded projects where a DBE appears on the approved subcontractor list for each DBE.

#### User

GROUP ID	GROUP NAME	GROUP ID	GROUP NAME
RESADMIN	Residency Administration (R)	RESAUDIT	Residency Auditor (R)
RESPRMAN	Residency Project Manager (R)	CONAUDIT	Consultant Residency Auditor (R)



#### SCREENSHOT

Main Panel > ODOT Custom Panel >

Contract Specific Reports / Civil Rights / CUF

New       1       DIRECT TRAFFIC CONTROL INC. 73154757         Print       Payrolls are not required.       Save Remarks         Cancel       Cancel         COMMERCIALLY USEFUL FUNCTION (CUF) PROJECT SITE REVIEW CUF FORM         Payrolls are not required.         COMMERCIALLY USEFUL FUNCTION (CUF) PROJECT SITE REVIEW CUF FORM         OUT-10         OUT-10         Payrolls are not required.         CUF-10         CUF-10         OUT-10         OUT-10         OUT-10         OUT-10         OUT-10         OUT-10         OUT-10         OUT-10         Payrolls are not required.         COMMERCIALY USEFUL FUNCTION (CUF)         OUT-10         OUT-10         OUT-10         OUT-10         OUT-10         Payrolle or on the appeable for compliance through the count of the work of the contract and is carrying to that of an extra participant in a transection, contract, or project through which fudge are passed in order to obtain the appeable on a federally-asoisted construction project. The review should
Print       Approve       Payrolls are not required.       Save Remarks         Cancel       Concel       Concel         COMMERCIALLY USEFUL FUNCTION (CUF)       CUF-1a         Print       1100051       1100051         Print         Print         COMMERCIALLY USEFUL FUNCTION (CUF)         Print         Print         Print         Print         COMMERCIALLY USEFUL FUNCTION (CUF)         Print
Approve       Save Remarks         Cancel       Cancel         Image: Construction of the properties of the p
Cancel          Commercially useful function when it is responsible for execution of the work of the contrast and is carrying to the responsibilities by actually performing, managing, and uppersing the work involved A DBE does not perform a CUFF if its not is initiated on acting participant in a transaction, contract, or projet through which fluck are pased in order to obtain the appearance of DBE participation, "This form is for the purposes of reviewing DBEs for compliance with the CUF requirements for oredit.         Residency personnel will perform CUF reviews on DBE subcontrastors. Perform a review of reach DBE on a federally-assisted construction projet. The review should be conducted when the DDE first begins work. Monator compliance through the course of the project.         PROJECT NO. : SSP-0680(235)SS       RESIDENCY : SALLISAW RESIDENCY         COUNTY: SEQUOYAH       ODOT REVIEWER: Devideon, Randy Dean         PRIME CONTRACTOR: PLAINS BRIDGE CONTRACTING OF       REVIEWER TITLE : Project Inspector ?         OK, LLC & TREAS CONST. INC. (7V)       DEE SUPERINTENDENT/FOREMAN : REVIEW DATE : Jan 21, 2011         Iason Paul       DEE ANTRICIPATED CONTROL INC.         PROVIDE A BRIEFT TRAFFIC CONTROL INC.       Traffic control INC.         PROVIDE A BRIEFT DATE: 126/01       DEE ANTICIPATED COMPLETION DATE : 9/2/11         DEE NAME: DIRECT TRAFFIC CONTROL INC.       Traffic control INC.         PROVIDE A BRIEFT DESCRIPTION OF THE DEES SCOPE OF WORK : Traffic control INC.       Traffic control INC.
COMMERCIALLY USEFUL FUNCTION (CUF)       CUF-1a 11,2009         PROJECT SITE REVIEW       100451         Description       0.01451         Per 49 CFR 26 55, "A DBE performs a connercially useful function when it is responsible for execution of the work of the contract and is carrying but its responsibilities by actually performing, managing, and supervising the work involved A DBE does not perform a CUF if its note is limited to that of an extra participant in a transaction, contract, or projet through which funds are pased in order to obtain the appearance of DBE participation "This form is for the purposes of arviving DBE subcontractors. Perform a review for each DBE on a federally-assisted construction project. The review should be conducted when the DBE subcontractors. Perform a review for each DBE on a federally-assisted construction project. The review should be conducted when the DBE first begins work. Monitor compliance through the course of the project.         PROJECT NO.: SSP-068C(235)SS       RESIDENCY : SALLISAW RESIDENCY         COUNTY : SEQUOYAH       ODOT REVIEWER: Davideon, Randy Dean         PRIME CONTRACTOR: PLAINS BRIDGE CONTRACTING OF OK_LLC & TREAS CONST. INC.(IV)       REVIEW DATE : Jan 21, 2011         Jason P aul       DBE START DATE: 126/01       DBE ANTICIPATED COMPLETION DATE : 9/2/11         DEE SUPERINTENDENT/FOREMAN :       REVIEW DATE : Jan 21, 2011         Jason P aul       DES TART DATE: 126/01       DBE ANTICIPATED COMPLETION DATE : 9/2/11         DEE NAME: DATE: 126/01       DBE ANTICIPATED COMPLETION DATE : 9/2/11       TREVIEW DATE : Jan 21, 2011
PROJECT SITE REVIEW       11/2009         11/2009       10041         1       1         Fer 49 CFR 26 55, "A. DEE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying to that of an extra participat in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DEE participation" This form is for the purposes of reviewing DEE for compliance with the CUF requirements for credit.         Residency personale will perform CUF reviews on DEE and a fidenally-assisted construction project. The review should be conducted when the DEE first begins work. Monitor compliance through the course of the project.         PROJECT NO. : SSP-068C(235)SS       RESIDENCY : SALLISAW RESIDENCY         COUNTY: SEQUOYAH       ODOT REVIEWER: Davidson, Randy Dean         PRIME CONTRACTOR: PLAINS BRIDGE CONTRACTING OF       REVIEWER TITLE : project Inspector of, LLC & TREAS CONST. INC (JV)         DEE SUPERINTENDENT/FOREMAN :       REVIEW DATE : Jan 21, 2011         Jason Paul       DEE START DATE : 12/6/10       DEE ANTICIPATED COMPLETION DATE : 9/2/11         DEE START DATE : 12/6/10       DEE ANTICIPATED COMPLETION DATE : 9/2/11       PROVIDE A BRIEF DESCRIPTION OF THE DEES SCOPE OF WORK : Traffic control         Supervision
Interview on DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing and supervising the work innoved. A DBE does not perform a CUF if its role is limited to that of an extin participant in a timasetion, contract, or project through which finds are passed in order to obtain the appearance of DBE participation., "This form is for the purposes of nviewing DBEs for compliance with the CUF requirements for credit. Residency personnel will perform CUF previews on DBE subcontractors. Perform a review for each DBE on a fiderally-assisted construction project. The review should be conducted when the DBE first begins work. Monitor compliance through the course of the project.         PROJECT NO. :SSP-068C(235)SS       RESIDENCY : SALLISA W RESIDENCY         COUNTY. SEQUOYAH       ODOT REVIEWER: Davidson, Randy Dean         PRIME CONTRACTOR: PLAINS BRIDGE CONTRACTING OF       REVIEWER TITLE : project Inspector //// Project Inspector /// Project Inspecto
Per 49 CFR 26.55, "A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying but its responsibilities by actually performing, managing, and supervising the work invoked A DBE does not perform a CUE if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are pased in order to obtain the appearance of DBE participation" This form is for the purposes of reviewing DBEE for compliance with the CUF requirements for credit.         Residency personnel will perform CUF reviews on DBE subcontractors. Perform a traview for each DBE on a federally-assisted construction project.         PROJECT NO.: SSP-068C(235)SS         RESIDENCY : SALLISAW RESIDENCY         COUNTY: SEQUOYAH         ODOT REVIEWER: Davidson, Randy Dean         PRIME CONTRACTOR: PLAINS BRIDGE CONTRACTING OF REVIEWER TITLE : project Inspector / Coll.LC & TREAS CONST. INC.(7V)         DEE SUPERINTENDENT/FOREMAN :         REVIEW DATE : 1an 21, 2011         Jason Paul         DEE STORT TRAFFIC CONTROL INC.         PROVIDE A BRIEF DESCRIPTION OF THE DEES SCOPE OF WORK : Traffic control         PROVIDE A BRIEF DESCRIPTION OF THE DEES SCOPE OF WORK : Traffic control
PROJECT NO.: SSP-068C(23)SS       RESIDENCY: SALLISAW RESIDENCY         COUNTY: SEQUOYAH       ODOT REVIEWER: Davidson, Randy Dean         PRIME CONTRACTOR: FLAINS BRIDGE CONTRACTING OF OK, LLC & TREAS CONST. INC (JV)       REVIEWER TITLE : Project Inspector         DEE SUPERINTENDENT/FOREMAN :       REVIEW DATE : Jan 21, 2011         Jason Paul       DEE START DATE: 12/6/10       DEE ANTICIPATED COMPLETION DATE : 9/2/11         DEE NAME : DIRECT TRAFFIC CONTROL INC.       PROVIDE A BRIEF DESCRIPTION OF THE DEES SCOPE OF WORK : Traffic control         Supervision       V
COUNTY: SEQUOYAH       ODOT REVIEWER: Davidson, Randy Dean         PRIME CONTRACTOR: PLAINS BRIDGE CONTRACTING OF       REVIEWER TITLE : Project Inspector         OK_LLC & TREAS CONST. INC (IV)       DES SUFFRINTENDENT/FOREMAN : REVIEW DATE : Jan 21, 2011         Jason Paul       DBE START DATE: 12/6/10       DBE ANTICIPATED COMPLETION DATE : 9/2/11         DBE NAME : DIRECT TRAFFIC CONTROL INC.       PROVIDE A BRIEF DESCRIPTION OF THE DEES SCOPE OF WORK : Traffic control       Image: Supervision
PRIME CONTRACTOR: PLAINS BRIDGE CONTRACTING OF       REVIEWER TITLE :       Project Inspector         OK, LLC & TREAS CONST. INC.(JV)       DEE SUPERINTENDENT/FOREMAN :       REVIEW DATE : Jan 21, 2011         Jason Paul       DEE START DATE:       126/010       DEE ANTICIPATED COMPLETION DATE :       9/2/11         DEE START DATE:       DIRECT TRAFFIC CONTROL INC.       PROVIDE A BRIEF DESCRIPTION OF THE DEES SCOPE OF WORK :       Traffic control       Image: Control Cont
DEE SUPERINTENDENT/FOREMAN : REVIEW DATE : Jan 21, 2011 Jason Paul DEE START DATE: 12/6/10 DEE ANTICIPATED COMPLETION DATE : 9/2/11 DEE NAME : DIRECT TRAFFIC CONTROL INC. PROVIDE A BRIEF DESCRIPTION OF THE DBES SCOPE OF WORK : Traffic control Supervision
DBE START DATE: 12/6/10 DBE ANTICIPATED COMPLETION DATE : 9/2/11 DBE NAME : DIRECT TRAFFIC CONTROL INC. PROVIDE A BRIEF DESCRIPTION OF THE DBES SCOPE OF WORK : Traffic control Supervision
DEE NAME : DIRECT TRAFFIC CONTROL INC. PROVIDE A BRIEF DESCRIPTION OF THE DEES SCOPE OF WORK : Traffic control Supervision
PROVIDE A BRIEF DESCRIPTION OF THE DBES SCOPE OF WORK : Traffic control
Supervision
AUTHORIZED BY CONSTRUCTION DIVISION ON 31 MARCH 2

	CIVIL RIGHTS	IV
	CUF	C.5
ENTERED INFO	RMATION	
FIELD		
Reviewer Title	Your Title	
DBE Superintenden Forman	: / Name of Superintendent	
DBE Start Date	When did they Start	
DBE Anticipated Completion Date	When do they think they are going to finish	
Scope of Work	What do they do (Drop Down List)	
CUF QUESTIONS	Answer as you see fit	
Comments	Any additional information	
CHECKED INFO	RMATION	
FIELD		
Project No. Fi	lled in by Contract Selected	
Residency Fi	lled in by Contract Selected	
County Fi	lled in by Contract Selected	
Reviewer Fi	lled in by log on information	
Prime Contractor Fi	lled in by Contract Selected	
DBE Name Fi	lled in by DBE Selected	
Review Date To	odays Date	
AUTHORIZ	ED BY CONSTRUCTION DIVISION ON 31 MARCH 2011	PAGE 45

IV	Civi	l Rights					
C.5 (1)	CUF—APPROVAL						
	Step						
	Approval of the CUF by Residency or Division Administration. Residency Administration needs to approve the Form. A check mark will show up in the Subcontractor list when the form has been approved.						
	GROUP I D	GROUP NAME	GROUP ID	GROUP NAME			
	RESADMIN	Residency Administration (R)	DIVADMIN	Division Administration (R)			
2	SCREENSF	ют					
	Contract Specific Reports / Civil Rights / CUF						
	Per 49 Cl out its re to that of participas Residenc project. 1	COMMERCIALLY USEFUL PROJECT SITE R CUF FORM Sponsbillities by actually performing, managing, and supervising the work in an extra participant in a transaction, contract, or project through which fun tion This form is for the purposes of reviewing DBEs for compliance with y personnel will perform CUF reviews on DBE subcontractors. Perform a r The review should be conducted when the DBE first begins work. Monitor of	FUNCTION (CUF) EVIEW I nsible for execution of the work volved A DBE does not perfor a are passed in order to obtain th the CUF requements for cred view for each DBE on a federally impliance through the course of the	CUF-1a 11/2009 100451 1 of the contract and is carrying rm a CUF if its robe is limited a expressive construction the project.			
	PROJEC	T NO. : SSP-068C(235)SS RESIDEN	CY : SALLISAW RESIDENCY	,			
	COUNT	Y: SEQUOYAH ODOT RI	VIEWER: Davidson, Randy D	lean			
	OK.,LLO DBE SU	C & TREAS CONST. INC.(JV)  PPERINTENDENT/FOREMAN : REVIEW	DATE : Jan 21, 2011				
	Jason F DBE ST	Yaul CART DATE: 12/6/10 DBE AN	TICIPATED COMPLETION D.	ATE: 9/2/11			
	DBE NA PROVID	AME : DIRECT TRAFFIC CONTROL INC. DE A BRIEF DESCRIPTION OF THE DBES SCOPE OF WORK :	Traffic control				
	Supervi	ision		•			
	Residency show up in	Administration needs to a n the Subcontractor list w	approve the nen the forr	e Form. A check mark will m has been approved.			
	Δ			ON 21 MADOU 2011			
PAGE 46	AU	CONTRACT ADMINISTRA					
		CONTRACT ADMINISTRA					

	CIVIL	RIGHTS	IV
CUF—A	PPROVAL		C.5 (1)
Νοτες			attention .
COMMERCIALLY US PROJECT CUT	SEFUL FUNCTION (CUF) SITE REVIEW 5 FORM	CUF-1a 11/2009 090514	
Per 49 CFR 26.55, "A DBE performs a commercially useful function wh carrying out its responsibilities by actually performing, managing, and su is limited to that of an extra participant in a transaction, contract, or proj DBE participation" This form is for the purposes of reviewing DBEs f Residency personnel will perform CUF reviews on DBE subcontractors. project. The review should be conducted when the DBE first begins wor	ten it is responsible for execution of the work of the upervising the work involved A DBE does not pe- ect through which funds are passed in order to obtai for compliance with the CUF requirements for credi Perform a review for each DBE on a federally-assis k. Monitor compliance through the course of the pro-	contract and is fform a CUF if its role in the appearance of t. sted construction oject.	
PROJECT NO. : STPY-101A(037)SS	RESIDENCY : SALLISAW RESIDENCY		
COUNTY: ADAIR	ODOT REVIEWER: Kester, Gilbert Dale		
PRIME CONTRACTOR: APAC-CENTRAL, INC.	REVIEWER TITLE : Project Inspector	<b>•</b>	
DBE SUPERINTENDENT/FOREMAN : John	REVIEW DATE : Jan 21, 2011		
DBE START DATE: 12/07/09	DBE ANTICIPATED COMPLETION DATE :		
DBE NAME : J & S EXCHANGE, INC.			
	SF WORK : subgrade mod.		
Does the DBE have a superintendent/foreman on project? Does the superintendent/foreman work exclusively for the DB If not, who does he/she work for? i.e. Company Name	E?	● Yes ○ No ● Yes ○ No	
Who does the superintendent/foreman report to? i.e. John Doe	8	prime	
Employees Does the DBE have employees on the job? Do they appear on DBE navrolls?		● Yes ○ No ● Yes ○ No	
If not, why? Do they appear on prime contractor's payroll?		Ves No	
Who Assigns work to them?		prime	
Performance		o •	
Has any other contractor performed any of the DBE's work? If yes, who and what work items?		U Yes No	
Equipment			
Whose name appears on the equipment? i.e. Prime Contractor	r name	J&S Exchange	
Does DBE own of lease equipment? Does DBE use prime contractor's equipment?	- Own	Yes No	
CUF		Yes No.	
Does it appear the DBE is performing a CUF? If DBE is not performing a CUF, contact the Regulate	ory Services Office at 405-521-6046	• 100 10	
COMMENTS			
Kester, Gilbert Dale Reviewer Signature	R.E. Signature		
revewel organize			
AUTHORIZED BY CONSTRUCTIO	DN DIVISION ON 31 MA	ARCH 2011	
Contract Adminstra	TION / CHECKLIST EV	/ENTS	PAGE 47



### Oklahoma Department of Transportation

200 NE 21st Street Oklahoma City, OK 73105

Phone: 405-522-8808 Phone: 405-522-3748 E-mail: sitemanager@odot.org