

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

# Sitemanager Policy Manual

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## CIVIL RIGHTS



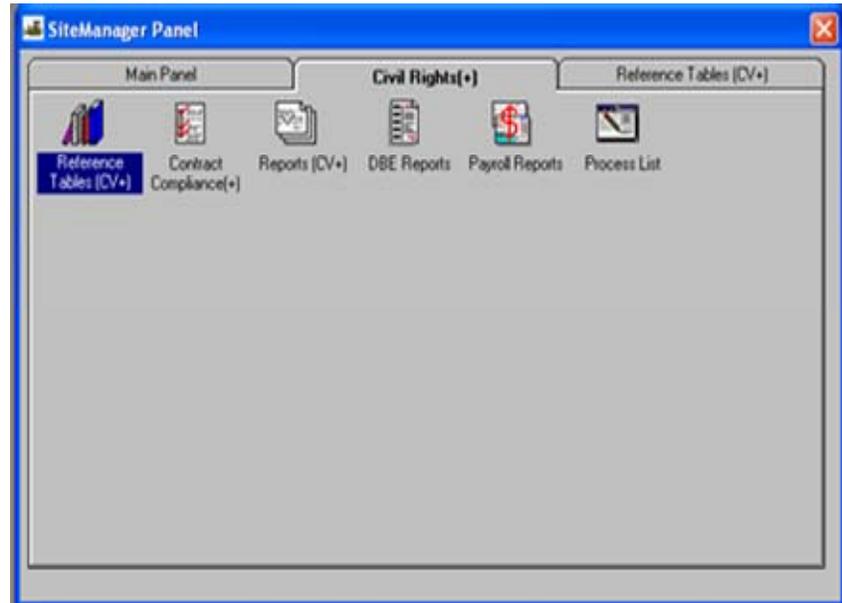
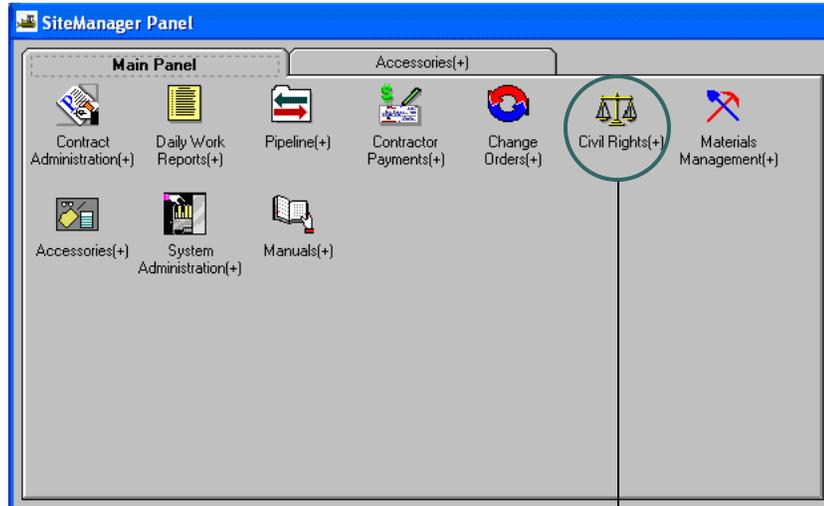
Contains :

- 901.0 - Reference Tables
- 902.0 - Contract Compliance
- 903.0 - Reports
- 904.0 - Process List

0900

# CIVIL RIGHTS

SCREENSHOT



# CIVIL RIGHTS 0900

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  - ◆ 901.1 - WAGE DECISIONS
  - ◆ 901.2 - TRAINING PROGRAMS
  - ◆ 901.3 - SYSTEM/USER TYPE MAPPINGS
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  - ◆ 902.1 - CONTRACTS
  - ◆ 902.2 - SUBCONTRACTS
  - ◆ 902.3 - TRAINEES
  - ◆ 902.4 - KEY DATES
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# CIVIL RIGHTS

**0901.0**

**REFERENCE TABLES**

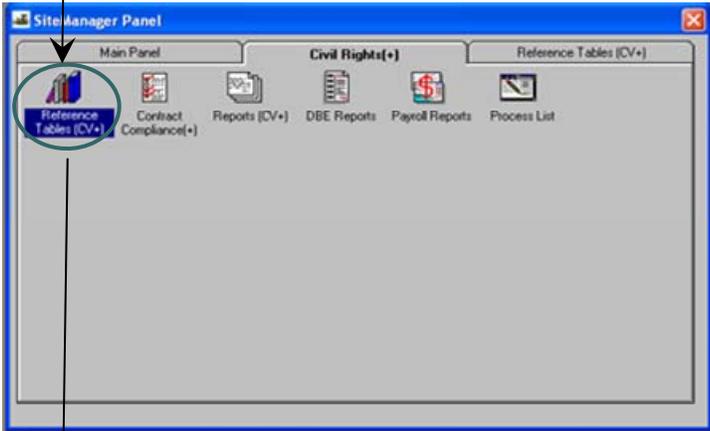
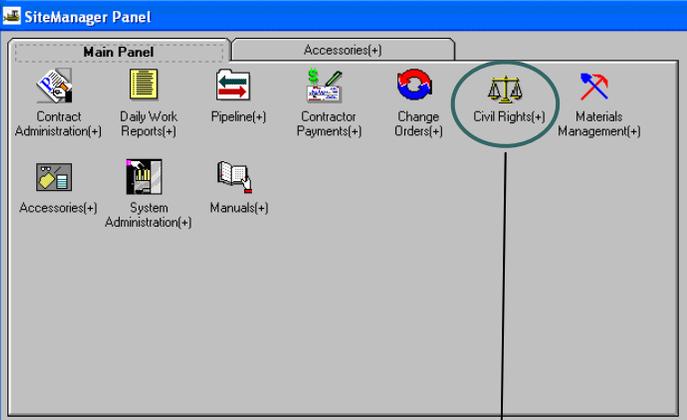
## OVERVIEW

The Civil Rights Reference Tables store the default data and the ODOT defined standards that are added to a Contract either by SiteManager or by an authorized User.

### TABLE OF CONTENTS

- ◆ 901.0 - REFERENCE TABLES
- ◆ 901.1 - WAGE DECISIONS
- ◆ 901.2 - TRAINING PROGRAMS
- ◆ 901.3 - SYSTEM/USER TYPE MAPPINGS

PATH



**0900**

# **CIVIL RIGHTS**

**0901.1**

## **WAGE DECISION**

### **SCOPE**

To establish a policy for utilizing the Wage Decision window.

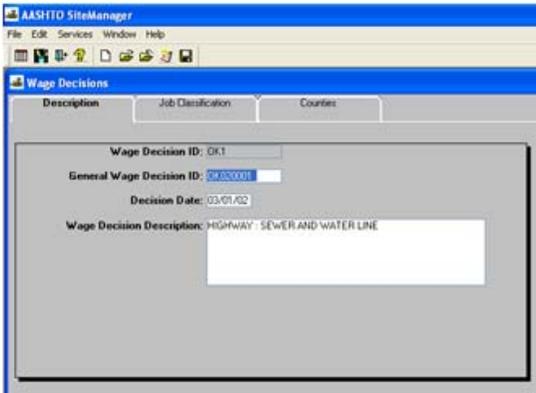
### **GENERAL**

The Wage Decision Reference Table is created in the Wage Decision Window, and is accessed in a Wage Decision pick list by users creating a contract in Contract Records, Contract window on the Description tab.

Wage Decisions for the contract will be selected on the Contract window in accordance with "Special Provision List No. CF000700". If the Wage Decision Special Provision does not exist in the Wage Decision window, then the Construction Division should contact the Regulatory Services Branch of Civil Rights Division so that the wage decision may be added to the Wage Decision window.

The Regulatory Services Branch of Civil Rights Division will maintain the Wage Decision window

SCREENSHOTS



Class Type	Class Group	Group Description	Wage Rate	Fringe Benefit Rate
APR TOOL D	DK	HIGHWAY	\$6.50	\$1.00
ASPHALT RW	DK	HIGHWAY	\$6.75	\$1.00
BADKHOE LJ	DK	HIGHWAY	\$8.30	\$1.00
BLASTERS	DK	HIGHWAY	\$8.75	\$1.00
BOX BLADE	DK	HIGHWAY	\$7.55	\$1.00
BROOM / S	DK	HIGHWAY	\$7.00	\$1.00
BULLDOZER	DK	HIGHWAY	\$9.40	\$1.00
BULLDOZER	DK	HIGHWAY	\$8.75	\$1.00
CARPENTER	DK	HIGHWAY	\$8.50	\$1.00
CONCRETE	DK	HIGHWAY	\$8.55	\$1.00
CONCRETE	DK	HIGHWAY	\$7.75	\$1.00
CONCRETE	DK	HIGHWAY	\$8.50	\$1.00
CONCRETE	DK	HIGHWAY	\$8.60	\$1.00



**0900**

# CIVIL RIGHTS

**0901.2**

**TRAINING PROGRAMS**



## SCOPE

ODOT WILL NOT USE THIS WINDOW

## SCREENSHOTS



## ADDITIONAL COMMENTS

**SCOPE**

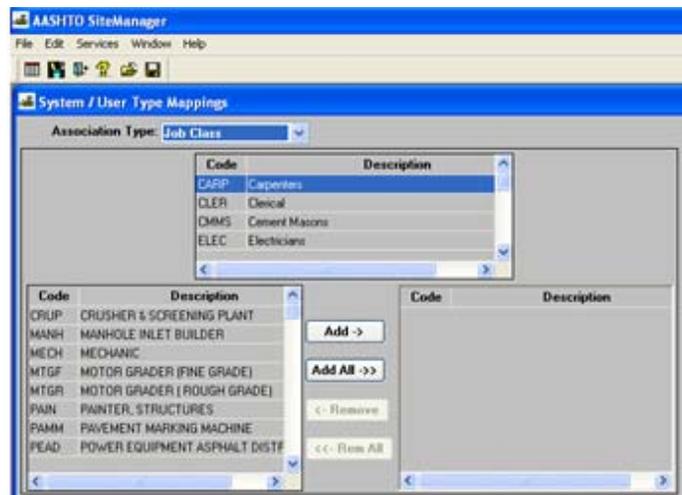
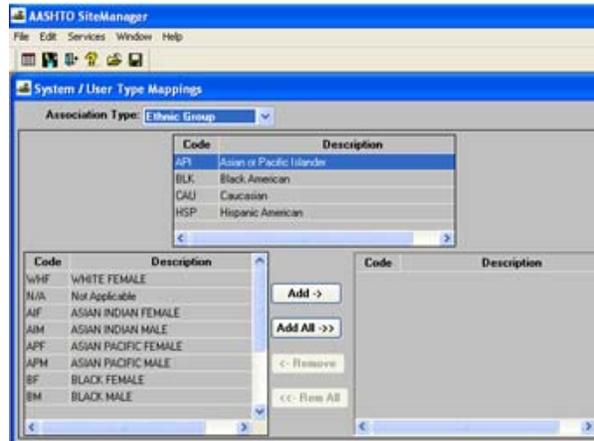
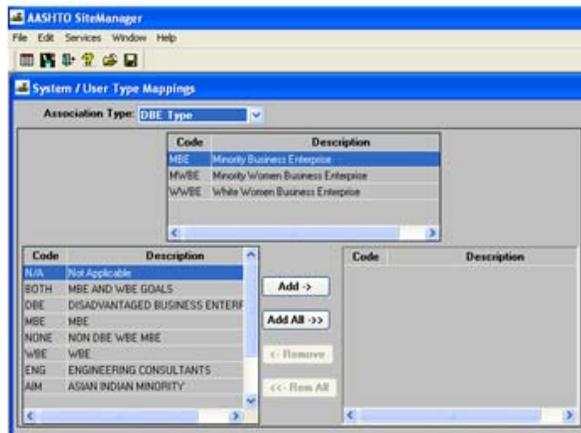
To establish a policy for utilizing the System/ User Type Mapping window.

**GENERAL**

The System/User Type Mapping window is used to add, update, view or delete associations between User-defined code tables and system-defined code tables that are used for federal reports. The associations are made with the following code types:

- Work Class
- Job Class
- DBE Type
- Ethnic Group

SCREENSHOTS



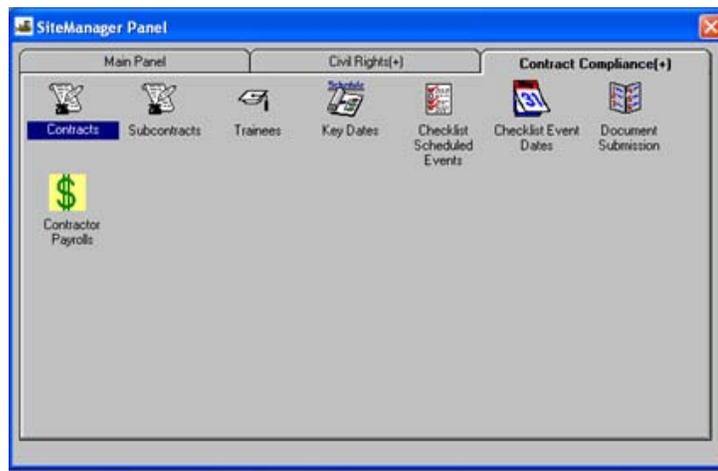
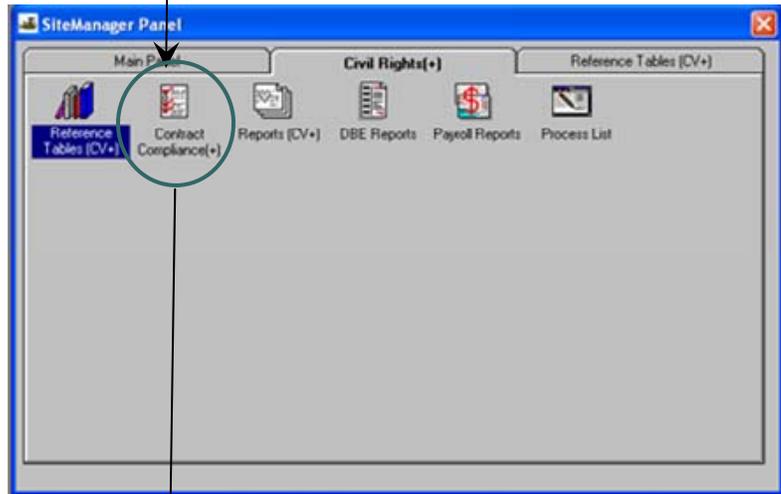
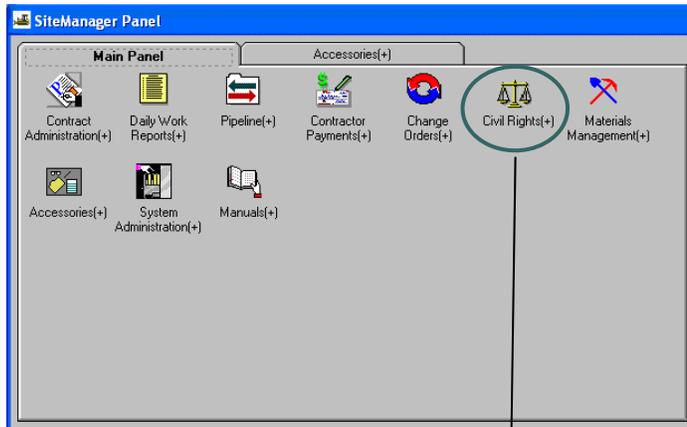
### OVERVIEW

Allows the user to access several key areas of Sitemanager in one location.

#### TABLE OF CONTENTS

- ◆ 902.0 - CONTRACT COMPLIANCE
- ◆ 902.1 - CONTRACTS - SAME AS SECTION 402.1
- ◆ 902.2 - SUBCONTRACTS—SAME AS SECTION 403.3
- ◆ 902.3 - TRAINEES
- ◆ 902.4 - KEY DATES—SAME AS SECTION 402.8
- ◆ 902.5 - CHECKLIST SCHEDULED EVENTS—SAME AS SECTION 402.9
- ◆ 902.6 - CHECKLIST EVENT DATES—SAME AS SECTION 402.10
- ◆ 902.7 - DOCUMENT SUBMISSION—SAME AS SECTION 403.5
- ◆ 902.8 - CONTRACTOR PAYROLLS— SAME AS SECTION 403.4

PATH

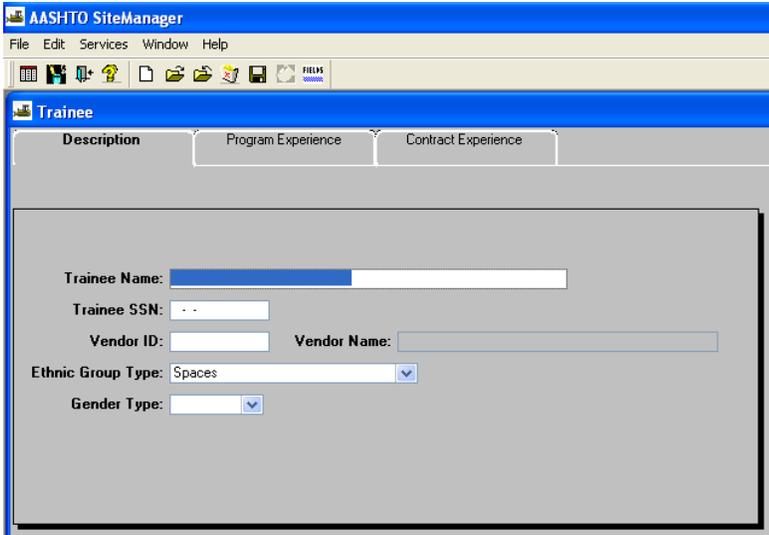


SCOPE



ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS



ADDITIONAL COMMENTS

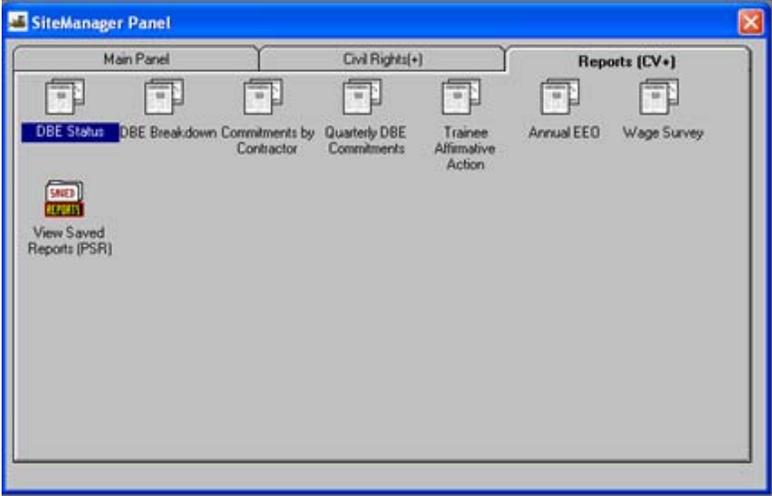
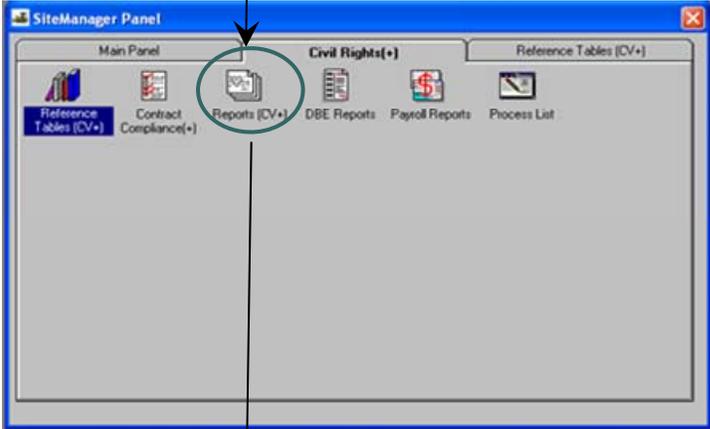
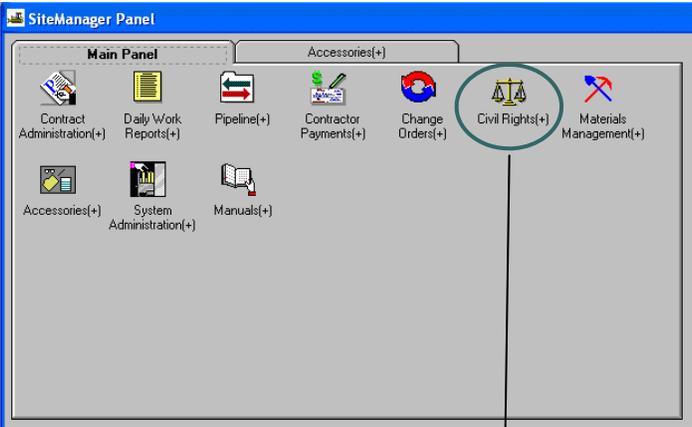
**OVERVIEW**

The Window provides ODOT with a variety of system generated reports concerning Civil Right.

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- ◆ 903.0 - REPORTS
  - ◆ 903.1 - DBE STATUS
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  - ◆ 903.5 - TRAINEE AFFIRMATIVE ACTION
  - ◆ 903.6 - ANNUAL EEO
  - ◆ 903.7 - WAGE SURVEY
  - ◆ 903.8 - VIEW SAVED REPORTS

PATH





## SCOPE

ODOT WILL NOT USE THIS WINDOW

## SCREENSHOTS

	Total Bid Amount	Total DBE Goal	Total DBE Commitment
Office Number 01	\$288,742,173.70	\$1,166,390,427.59	\$12,391,601.07
Office Number 02	\$341,903,941.42	\$1,469,918,594.04	\$16,239,796.36
Office Number 03	\$435,549,703.57	\$2,196,382,247.12	\$24,485,604.59
Office Number 04	\$851,549,501.37	\$3,629,743,249.23	\$39,555,612.96
Office Number 05	\$284,980,606.77	\$1,024,581,893.67	\$12,392,539.61
Office Number 06	\$212,886,959.00	\$693,261,702.02	\$10,710,656.68
Office Number 07	\$347,520,572.03	\$1,580,220,575.29	\$19,468,435.20
Office Number 08	\$630,801,090.10	\$2,702,990,741.98	\$29,427,046.00
Statewide Totals:	\$3,393,934,548.76	\$14,463,489,521.74	\$164,632,093.06

## ADDITIONAL COMMENTS

The DBE Status Report window allows the User to generate a report on the DBE goal and participation of the entire state or by Field Division of an individual contract. The report is presented in two formats - Summary and By Contract. The Summary format is a summary of the statewide DBE goal and participation listing totals by Division. The other format, By Contract, lists the DBE goal and participation for an individual contract. A Report Criteria window appears where the User selects the format of the report desired. If the second option (By Contract) is selected, a Contract ID must be indicated.

## DBE BREAKDOWN

0903.2

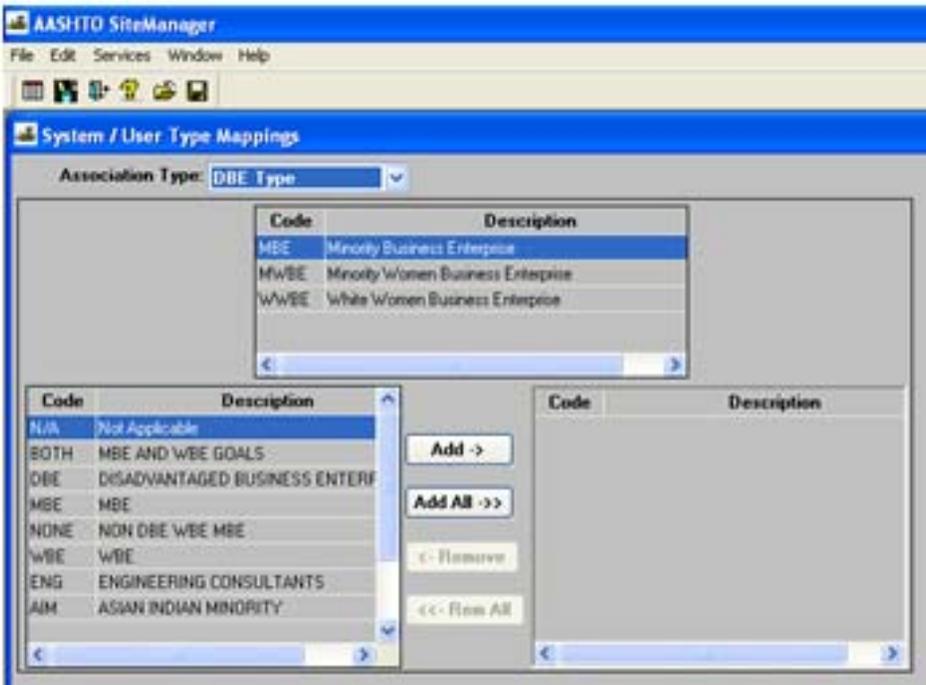
### SCOPE

To establish a policy for utilizing the DBE Breakdown Report.

### GENERAL

This window generates a report on the DBE subcontracts by DBE type. The report is presented in two formats - Summary and By Contract. The first format, Summary, is a summary of the subcontract amounts listing totals by DBE type. The By Contract format lists the subcontract amounts by DBE type in an individual contract. The User selects the desired form of the report in the report criteria window. If the By Contract option is selected, a contract ID must be typed or found. Viewing the Jobs Complete portion of the Job Monitor screen provides the location of the report.

### SCREENSHOT



**SCOPE**

To establish a policy for utilizing the Commitments by Contractor Report.

**GENERAL**

The Commitments by Contractor window generates a report on the subcontract commitments of a contractor. The report presents all the contractor's DBE contracts and subcontracts.

**SCREENSHOT**

**AASHTO SiteManager**  
 File Edit Services Window Help

**Commitments By Contractor**  
 Zoom: 100 Copies: 1

RPT-ID: RCVCDCMT  
 USER: awilson

Oklahoma  
 Department of Transportation  
**COMMITMENTS BY CONTRACTOR**  
 DATE: 12/11/2009  
 PAGE: 1 of 4

Vendor: 731513589 WILDS GREEN GRASS SOO FARM

SubContract Nbr	SubContract Amount	Paid-To-Date Amount	Current Commitment Amount	Original Commitment Amount
Contract ID: 040416	2	\$19,750.00	\$4,591.44	\$19,750.00
<b>Contract Totals:</b>		\$19,750.00		\$19,750.00
Contract ID: 050144	2	\$13,315.00	\$14,707.94	\$13,315.00
<b>Contract Totals:</b>		\$13,315.00		\$13,315.00
Contract ID: 050154	2	\$18,200.00	\$14,385.89	\$18,200.00
<b>Contract Totals:</b>		\$18,200.00		\$18,200.00
Contract ID: 050401	1	\$11,742.68	\$9,045.03	\$0.00
<b>Contract Totals:</b>		\$11,742.68		\$0.00
Contract ID: 050462	2	\$11,746.44	\$2,492.88	\$11,746.44
<b>Contract Totals:</b>		\$11,746.44		\$11,746.44
Contract ID: 050100	2	\$271,647.87	\$216,498.92	\$0.00
<b>Contract Totals:</b>		\$271,647.87		\$0.00
Contract ID: 050517	2	\$19,250.00	\$9,608.69	\$19,250.00
<b>Contract Totals:</b>		\$19,250.00		\$19,250.00
Contract ID: 050531	1	\$12,895.00	\$3,581.87	\$12,895.00
<b>Contract Totals:</b>		\$12,895.00		\$12,895.00
Contract ID: 050640	2	\$17,384.20	\$13,802.60	\$17,384.20
<b>Contract Totals:</b>		\$17,384.20		\$17,384.20
Contract ID: 050712	00000006	\$29,898.35	\$0.00	\$29,898.35
<b>Contract Totals:</b>		\$29,898.35		\$29,898.35
Contract ID: 060005	2	\$13,700.00	\$10,538.96	\$13,700.00
<b>Contract Totals:</b>		\$13,700.00		\$13,700.00

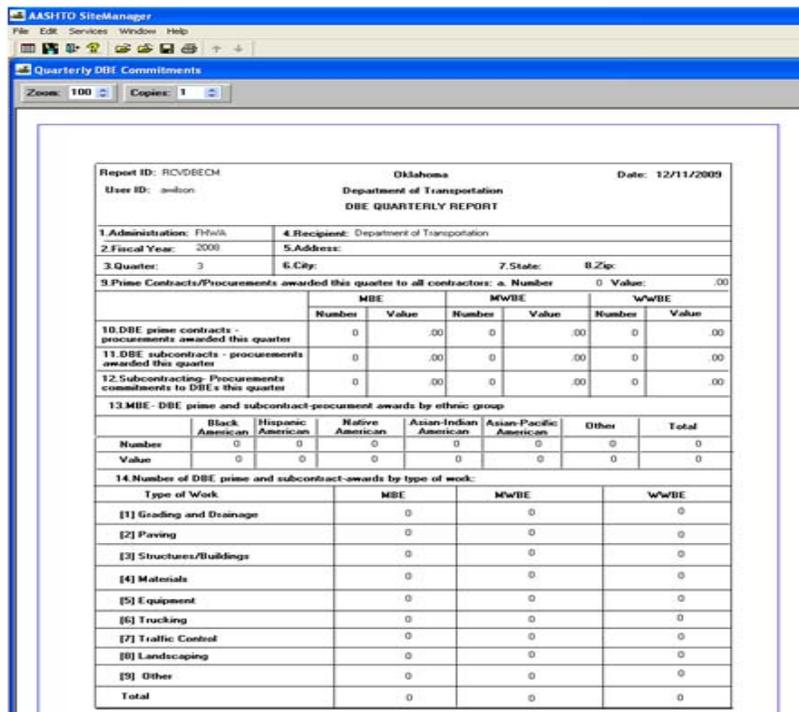
### SCOPE

To establish a policy for utilizing the Quarterly DBE Commitments Report

### GENERAL

A User may generate a quarterly report to the Federal Highway Administration (FHWA) that lists the number and value of DBE prime contracts and subcontracts. The report also lists the number and dollar value of DBE prime contracts and subcontracts by ethnic group and type of work.

### SCREENSHOT





SCOPE

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SCREENSHOTS

Report ID: BCVTRAF  
 User ID: awilson  
 Oklahoma Department of Transportation  
 Trainee Affirmative Action Report  
 OVERALL  
 Start Date: 01/01/2000 End Date: 12/11/2009  
 Date: 12/11/2009  
 Page: 1 of 1

Program Type	Classification	Current		New		Dropped Out		Graduated		Remaining	
		Non Minority	Minority								
		M	F	M	F	M	F	M	F	M	F

There is no information to display for the specified criteria

### SCOPE

ODOT WILL NOT USE THIS WINDOW



### GENERAL

AASHTO SiteManager  
 File Edit Services Window Help  
 Annual EEO  
 Zoom: 100 Copies: 1

RPT ID: RCVNEED      Oklahoma      Date: 12/11/2009  
 USER: awilson      Department of Transportation      Page: 1 of 1  
**Federal and State Aid Highway Construction Contractors**  
**Annual EEO Report from Jan 01, 2000 to Dec 12, 2000**

Check Appropriate Block:    Name and Address of Firm    Federal-Aid Project Number / Contract No.    Type of Construction  
 Contractor  
 Subcontractor

County and State    Percent Complete    Construction Begin Dt.    Dollar Amt. of Contract    Estimated Peak Employment  
 Month and Year    No. of Employees

State/Region    Number of Projects    Total Dollar value  
 State Wide

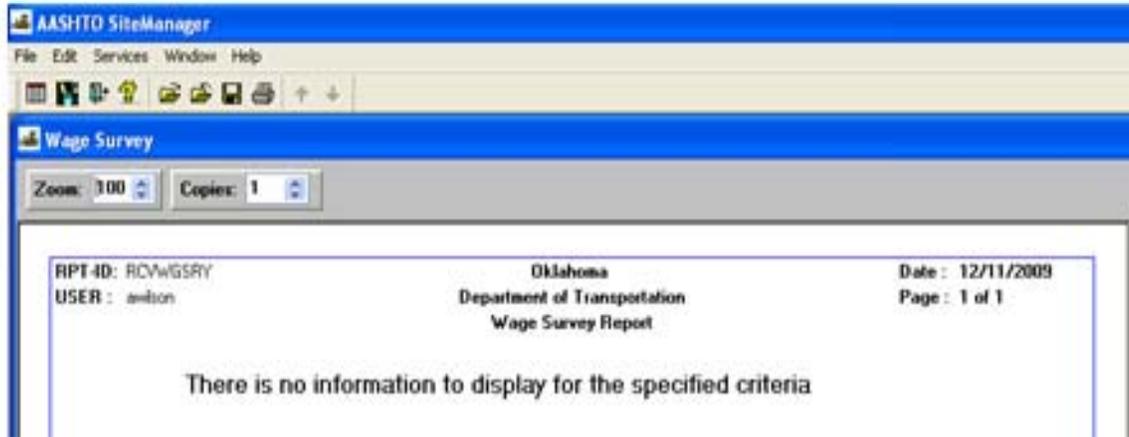
Job Categories	Total Employees		Total Minorities		Black		Hispanic		American Indian /Alaskan Native		Asian/Pacific Islander		White		On The Job Trainees	
	M	F	M	F	Not of Hispanic Origin		Not of Hispanic Origin		Not of Hispanic Origin		Not of Hispanic Origin		Not of Hispanic Origin		M	F
Officials (Managers)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supervisors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Foemen/Women	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Operators	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mechanics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Truck Drivers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ironworkers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carpenters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cement Masons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Electricians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pipefitters, Plumbers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Painters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers, Semi-Skilled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers, Unskilled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>On the Job Trainees</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



**SCOPE**

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**SCREENSHOTS**

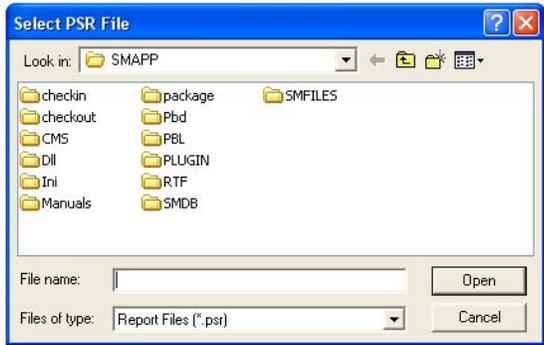


SCOPE



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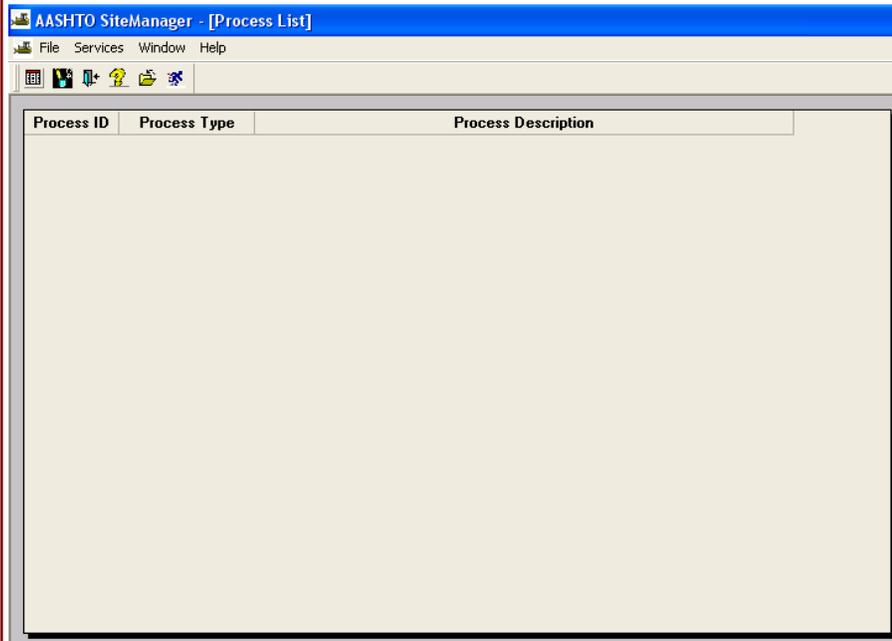


**SCOPE**

The Process list window identifies processes that are available to the authorized user.

**GENERAL**

**SCREENSHOT**



**CIVIL RIGHTS 0900**

**PROCESS LIST**

**0904.0**

**REPORTS**

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

**CIVIL RIGHTS**



## 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](mailto:sitemanager@odot.org)