

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

# Sitemanager Procedure Manual

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## CIVIL RIGHTS



**CONTAINS :**

- DBE Tracking
- Payroll Tracking
- Federal Requirements

**TABLE OF CONTENTS**

- ◆ A. DBE Tracking
  - ◆ 1. Report Received
  - ◆ 2. Report Data Entered
  - ◆ 3. Discrepancy Letter
  - ◆ 4. Transfer to Subcontract Window
  - ◆
- ◆ B. Payroll Tracking
  - ◆ 1. Report Data
  - ◆ 2. Week Ending
  - ◆ 3. Discrepancy Letter
  - ◆
- ◆ C. Scheduled Checklist Events
  - ◆ 1. Wage Rate Interviews (EEO)
  - ◆ 2. Bulletin Boards
  - ◆ 3. Sent PR - 1391
  - ◆ 4. Received PR –1391
- ◆ D. ODOT FORMS
  - ◆ 1. CUF (Commercially Useful Function)

**TABLE OF CONTENTS**

**IV****CIVIL RIGHTS****A****DBE TRACKING****OVERVIEW**

This window provides a system to track DBE payments and keep a history of payments to DBE subcontractors.

**USER(S) FOR THIS PROCEDURE**

| GROUP ID | GROUP NAME                   | GROUP ID | GROUP NAME                    |
|----------|------------------------------|----------|-------------------------------|
| RESADMIN | Residency Administration (R) | RESPRMAN | Residency Project Manager (R) |
|          |                              |          |                               |
|          |                              |          |                               |
|          |                              |          |                               |

**REFERENCES**

| REFERENCE          | NUMBER   |
|--------------------|----------|
| SiteManager Policy | 905      |
| Control Directive  | 20000105 |
|                    |          |

# CIVIL RIGHTS

IV

## DBE TRACKING

A

### REPORTS



| REPORT      | LOCATION   |
|-------------|--|
| DBE Summary | Main Panel \ Contract Administration \ Oklahoma Reports<br>\ Contract Specific Reports<br>** Choose Contract then press DBE Payment List                                     |
|             | Main Panel \ ODOT Custom Panel\ Contract Specific Reports \<br>CIVIL RIGHTS<br>** Please select a contract under Contract Specific Reports to Proceed<br>To DBE Payment List |
|             |  |

### NOTES



Note : Single Digit Subcontractor Number's (SCN) Designate Subcontractors who's work have been committed toward the contract DBE requirements

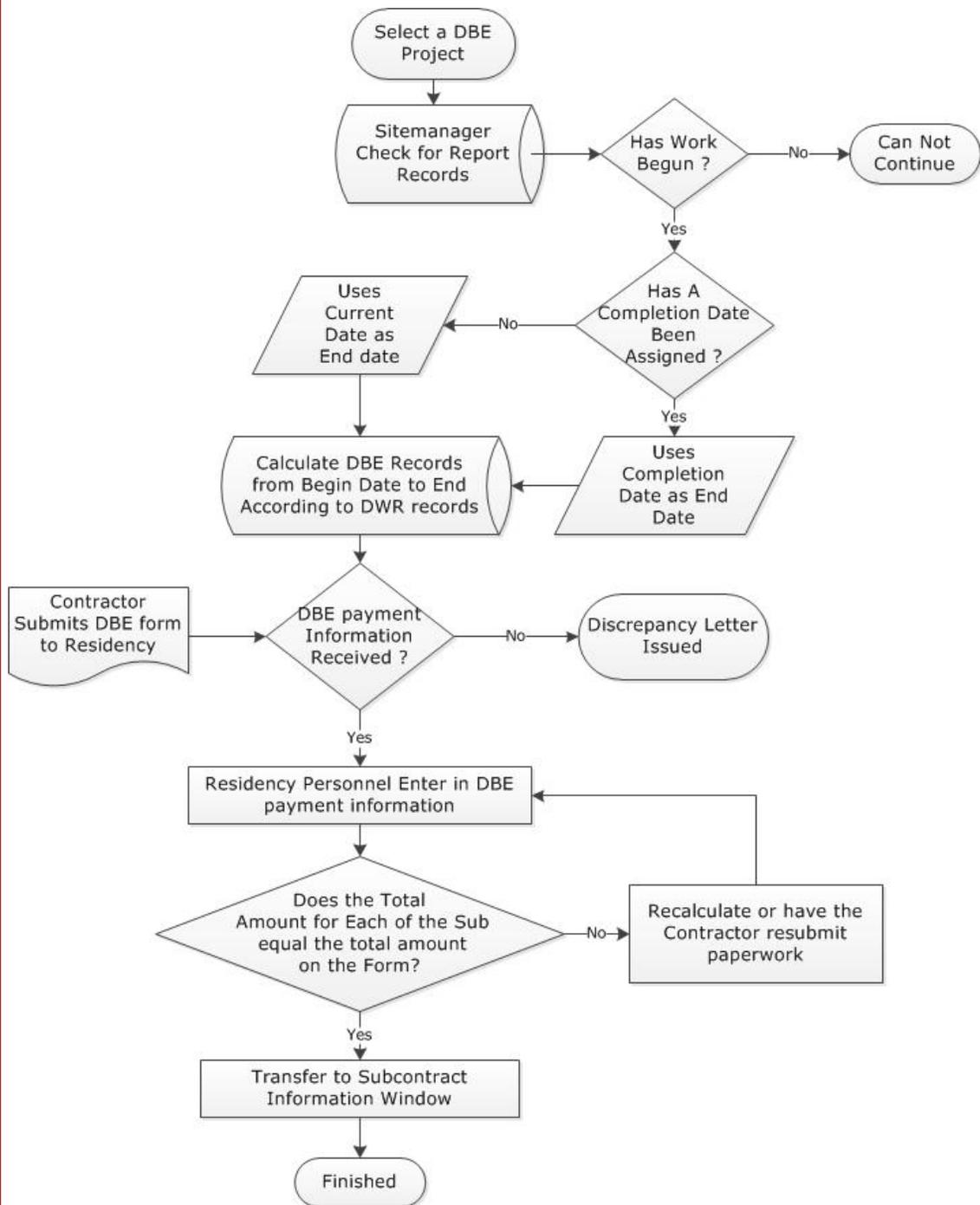
Subcontract Window under Contract administration is inquiry only.

# IV

# CIVIL RIGHTS

A

## DBE TRACKING DIAGRAM



# CIVIL RIGHTS

**IV**

## DBE TRACKING

**A**

### 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.

# IV

# CIVIL RIGHTS

A.1

## DBE REPORT - GENERATE REPORTS

### STEP

1

This popup ask whether you want to view current data or process additional data for entry.



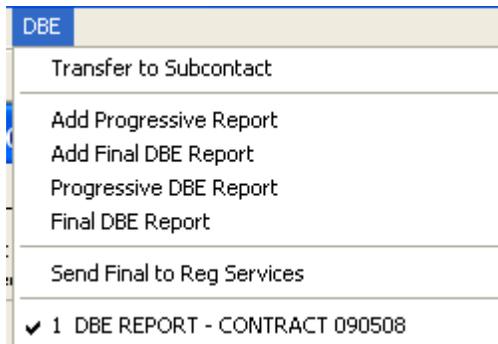
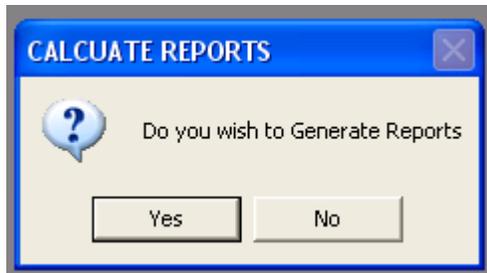
### USER

| GROUP ID | GROUP NAME                   | GROUP ID | GROUP NAME                    |
|----------|------------------------------|----------|-------------------------------|
| RESADMIN | Residency Administration (R) | RESPRMAN | Residency Project Manager (R) |
|          |                              |          |                               |



### SCREENSHOT

Main Panel > Civil Rights > DBE Reports.



Additional reports can be added from the DBE Menu

# CIVIL RIGHTS

**IV**

**DBE REPORT - GENERATE REPORTS**

**A.1**

**NOTES**





# CIVIL RIGHTS

IV

## DBE REPORT - RECEIVED O DATE

A.2



### ENTERED INFORMATION

| FIELD       |   |
|-------------|---|
| Received On | Date Residency received The DBE report.<br>**Discrepancies letter uses this date for Calculations |

### CHECKED INFORMATION



| FIELD              |   |
|--------------------|---|
| Report Date        | Automatically Generated from Work Start Date                          |
| Report Required    | Check DWR 's for DBE on Site for that month.<br>** Can be Overridden. |
| Report Number      | Automatically Generated from Report Required.                         |
| Computer Entry By: | Automatically Generated from Logon.                                   |
| On Date            | Automatically Generated upon change in record.                        |

# IV

# CIVIL RIGHTS

A.4

## DBE REPORT - AMOUNT PAID

### STEP

# 4

Entering Amount Paid into DBE Form

### USER

| GROUP ID | GROUP NAME                   | GROUP ID | GROUP NAME                    |
|----------|------------------------------|----------|-------------------------------|
| RESADMIN | Residency Administration (R) | RESPRMAN | Residency Project Manager (R) |
|          |                              |          |                               |

### SCREENSHOT

Main Panel > Civil Rights > DBE Reports.

**Report Date Log:**

| Report Date | Report Required                     | Rpt No |
|-------------|-------------------------------------|--------|
| 11/1/2009   | <input type="checkbox"/>            |        |
| 10/1/2009   | <input checked="" type="checkbox"/> | 2      |
| 9/1/2009    | <input checked="" type="checkbox"/> | 1      |

**Contract Details:**

|                 |                  |   |   |           |    |
|-----------------|------------------|---|---|-----------|----|
| PROJECT NUMBER  | DKCY-XTWN(003)TI | RESIDENCY   | EL RENO                                       | DIVISION  | 04 |
| JOBPIECE NUMBER | 1742822          | CONTRACTOR  | ALLEN CONTR., INC./SHERWOOD CONST. CO, INC./M |           |    |
| COUNTY          | OKLAHOMA         | MONTH / YEAR  | Sep 2009                                      | REPORT NO | 1  |
| CONTRACT ID     | 090501           | <input checked="" type="checkbox"/> REPORT REQUIRED | <input type="checkbox"/> FINAL REPORT         |           |    |

**Subcontractor Payment Log (September 2009):**

| SubContractor                    | Date Paid | Amount Paid this Month | Site Manager Amount | %     |
|----------------------------------|-----------|------------------------|---------------------|-------|
| DJ TRUCKING                      |           | 100.00                 |                     | 0.00% |
| DIAMONDBACK STEEL CO., INC.      |           | \$0.00                 | \$2,732.50          | 0.00% |
| L. R. TOBY TRUCKING, INC.        |           | \$0.00                 | \$22,912.88         | 0.04% |
| GARY A. CRAIN, INC.              |           | \$0.00                 | \$0.00              | 0.00% |
| SIoux CONSTRUCTION COMPANY, INC. |           | \$0.00                 | \$2,963.62          | 0.00% |
| DIRECT TRAFFIC CONTROL INC.      |           | \$0.00                 | \$0.00              | 0.00% |

**Calendar (September 2009):**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 30  | 31  | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |

**Instructions:** Must be received from Contractor and inputed by the Residency prior to the end of the Month following the reported.

**RECEIVED ON:** SYSTEM  
**COMPUTER ENTRY BY:** SYSTEM  
**ON DATE:** 12/02/2009

The Calendar will appear in the report panel for the Date Paid entry

# CIVIL RIGHTS

**IV**

## DBE REPORT - AMOUNT PAID

**A.4**

### ENTERED INFORMATION



| FIELD                  |  |
|------------------------|--|
| Amount Paid this Month | Residency enters the Amount received on the report     |
| Date Paid              | Residency enters the corresponding date on the report. |

### CHECKED INFORMATION



# IV

# CIVIL RIGHTS

A.5

## DBE REPORT - TRANSFER TO SUBCONTRACT WINDOW

5

### STEP

5

Transfer to Subcontract Window



### USER

| GROUP ID | GROUP NAME                   | GROUP ID | GROUP NAME                    |
|----------|------------------------------|----------|-------------------------------|
| RESADMIN | Residency Administration (R) | RESPRMAN | Residency Project Manager (R) |
|          |                              |          |                               |



### SCREENSHOT

Main Panel > Civil Rights > DBE Reports.

**OKLAHOMA DEPARTMENT OF TRANSPORTATION  
NON-DBE PRIME CONTRACTOR  
MONTHLY PAYMENT LOG TO  
DISADVANTAGED BUSINESS ENTERPRISE FIRMS  
(DBE FORM 2A)**

| Report Date | Repor<br>Requir                     |   |
|-------------|-------------------------------------|---|
| 11/1/2009   | <input checked="" type="checkbox"/> | 3 |
| 10/1/2009   | <input checked="" type="checkbox"/> | 2 |
| 9/1/2009    | <input checked="" type="checkbox"/> | 1 |
| 8/1/2009    | <input type="checkbox"/>            |   |
| 7/1/2009    | <input type="checkbox"/>            |   |
| 6/1/2009    | <input type="checkbox"/>            |   |

|                 |                              |   |   |           |    |
|-----------------|------------------------------|---|---|-----------|----|
| PROJECT NUMBER  | IMY-40-4(396)128 SSIM-STIM(C | RESIDENCY   | EL RENO                                   | DIVISION  | 04 |
| JOBPIECE NUMBER | 2053904                      | CONTRACTOR  | DUIT CONSTRUCTION COMPANY, INC./TTK CONST |           |    |
| COUNTY          | CANADIAN                     | MONTH / YEAR  | Nov 2009                                  | REPORT NO | 3  |
| CONTRACT ID     | 090321                       | <input checked="" type="checkbox"/> REPORT REQUIRED | <input type="checkbox"/> FINAL REPORT     |           |    |

| SubContractor              | Date Paid | Amount Paid this Month | Total Amount | Original Commitment   | %            | Sitemanager Amount    | %            |
|----------------------------|-----------|------------------------|--------------|-----------------------|--------------|-----------------------|--------------|
| L. R. TOBY TRUCKING, INC.  |           | \$0.00                 | \$0.00       | \$2,764,897.00        | 4.66%        | \$1,511,786.78        | 2.55%        |
| WILDS GREEN GRASS SOD FARM |           | \$0.00                 | \$0.00       | \$390,362.40          | 0.66%        | \$3,541.59            | 0.01%        |
|                            |           | <b>\$0.00</b>          |              | <b>\$3,155,259.40</b> | <b>5.31%</b> | <b>\$1,515,328.37</b> | <b>2.55%</b> |

Must be received from Contractor and inputed by the Residency prior to the end of the Month following the reported.

RECEIVED ON:  
COMPUTER ENTRY BY : SYSTEM  
ON DATE : 11/19/2009

This procedure updates the Sitemanager amount to the Total Amount

# CIVIL RIGHTS

**IV**

**DBE REPORT**

**A**

**NOTES**



# IV

# CIVIL RIGHTS

A.6

DBE REPORT - DISCREPANCY LETTER

6

## STEP

6

Creating Discrepancy Letter



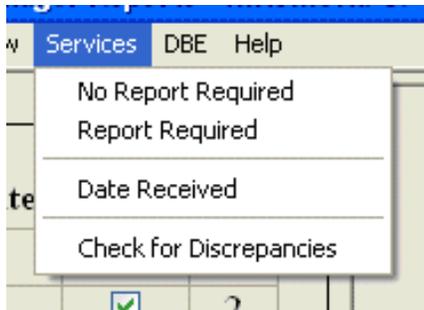
## USER

| GROUP ID | GROUP NAME                   | GROUP ID | GROUP NAME                    |
|----------|------------------------------|----------|-------------------------------|
| RESADMIN | Residency Administration (R) | RESPRMAN | Residency Project Manager (R) |
|          |                              |          |                               |



## SCREENSHOT

Main Panel > Civil Rights > DBE Reports.



From the Menu Choose SERVICES  
Then Choose "Check for Discrepancies"

If Discrepancies are present then the following will appear.



## DBE REPORT - DISCREPANCY LETTER

A.6



### SCREENSHOTS (CONTINUED)

Main Panel > Civil Rights > DBE Reports.



### Oklahoma Department of Transportation

EL RENO Residency

03 Dec 2009

DUIT CONSTRUCTION COMPANY, INC./TTK CONSTRUCTIO  
P.O. BOX 3788  
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

# IV

# CIVIL RIGHTS

A.7

DBE REPORT - SEND FINAL TO REGULATORY SERVICES

7

## STEP

7

Send Final to Regulatory Services



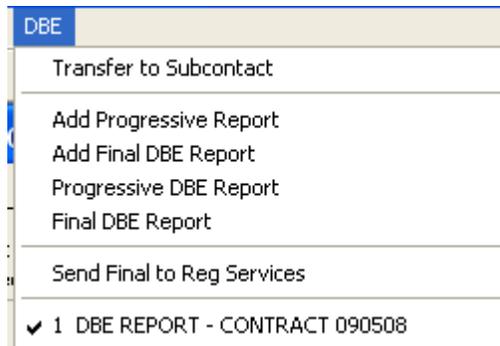
## USER

| GROUP ID | GROUP NAME                   | GROUP ID | GROUP NAME                    |
|----------|------------------------------|----------|-------------------------------|
| RESADMIN | Residency Administration (R) | RESPRMAN | Residency Project Manager (R) |
|          |                              |          |                               |



## SCREENSHOT

Main Panel > Civil Rights > DBE Reports.



From the Menu Choose DBE  
Then Send Final to Reg. Services

This generates an email and sends it to all members in the regulatory Service Branch.

Please fax or email original to Regulatory Services to Check

# CIVIL RIGHTS

**IV**

**DBE REPORT - SEND FINAL TO REGULATORY SERVICES**

**A.7**

**NOTES**



AUTHORIZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011

**DBE TRACKING**

**PAGE 19**

**IV****CIVIL RIGHTS****B****PAYROLL TRACKING****OVERVIEW**

This window provides a system to track individual payrolls per company that are received. Also, provides a limited comment section.

**USER(S) FOR THIS PROCEDURE**

| GROUP ID | GROUP NAME                   | GROUP ID | GROUP NAME                    |
|----------|------------------------------|----------|-------------------------------|
| RESADMIN | Residency Administration (R) | RESPRMAN | Residency Project Manager (R) |
|          |                              |          |                               |

**REFERENCES**

| REFERENCE          | NUMBER   |
|--------------------|----------|
| SiteManager Policy | 906      |
| Control Directive  | 19971114 |
|                    |          |

# CIVIL RIGHTS

IV

## PAYROLL TRACKING

B

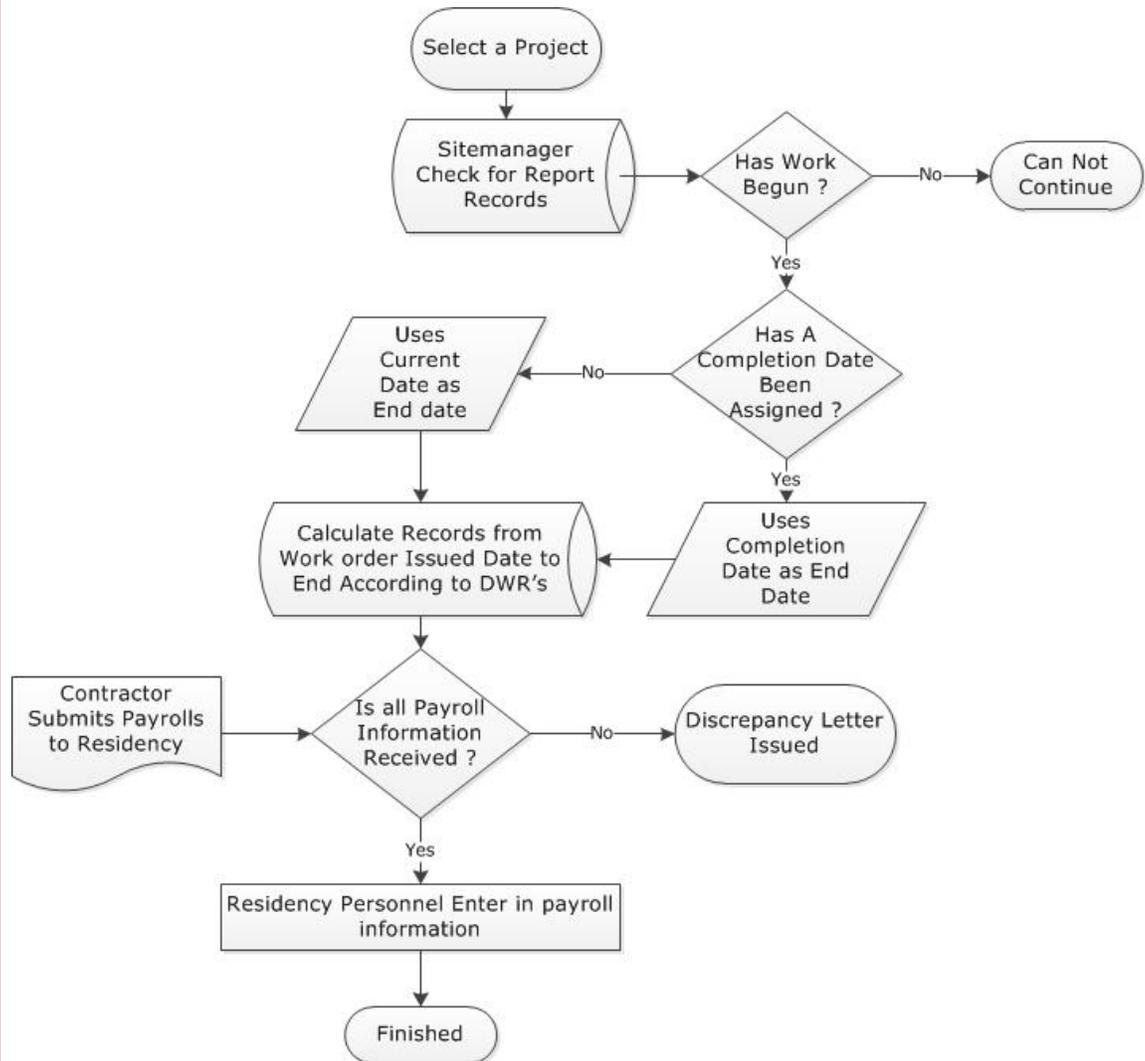
### REPORTS



| 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<br>** 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<br>** Please select a contract under Contract Specific Reports to Proceed           |
|                              |  |

### NOTES





# CIVIL RIGHTS

**IV**

## PAYROLL TRACKING

**B**

### 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

# IV

# CIVIL RIGHTS

B.1

## PAYROLL REPORT - GENERATE REPORTS

### STEP

1

This popup asks whether you want to view current data or process additional data for entry.



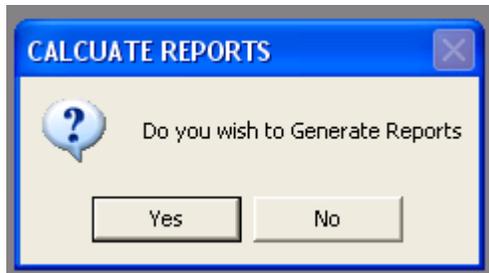
### USER

| GROUP ID | GROUP NAME                   | GROUP ID | GROUP NAME                    |
|----------|------------------------------|----------|-------------------------------|
| RESADMIN | Residency Administration (R) | RESRMAN  | Residency Project Manager (R) |
|          |                              |          |                               |



### SCREENSHOT

Main Panel > Civil Rights > Payroll Reports.



# CIVIL RIGHTS

**IV**

**PAYROLL REPORT - GENERATE REPORTS**

**B.1**

**NOTES**



AUTHORIZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011

**PAYROLLTRACKING**

**PAGE 25**

# IV

# CIVIL RIGHTS

B.2

## PAYROLL REPORT - DATE RECEIVED

### STEP

# 2

Recording when Payroll Reports have been Received



### USER

| GROUP ID | GROUP NAME                   | GROUP ID | GROUP NAME                    |
|----------|------------------------------|----------|-------------------------------|
| RESADMIN | Residency Administration (R) | RESPRMAN | Residency Project Manager (R) |
|          |                              |          |                               |



### SCREENSHOT

Main Panel > Civil Rights > Payroll Reports.

The screenshot shows the AASHTO SiteManager interface for entering payroll reports. The window title is "AASHTO SiteManager - [ PAYROLL REPORT - Contract ID 090508 ]". The menu bar includes File, Edit, Services, Window, Help, and Payroll. The toolbar contains various icons for file operations. The main form area includes a dropdown menu with a "SELECT" button, a "CONTRACTOR ID" field with the value "none" and an "ADD SUB" button, and a "SAVE COMMENT" button. A "Week No. none" label is also present. In the upper right corner, there is a calendar for November 2010, with the 30th highlighted. Below the form is a table with the following columns: Week Number, Report Date, Report Required, EEO Done, Report Number, Date Received, and COMMENTS. The table body is currently empty.

The Calendar in the upper Right corner controls the Received on date

# CIVIL RIGHTS

## IV

### PAYROLL REPORT - DATE RECEIVED

B.2

#### ENTERED INFORMATION



| FIELD         |  |
|---------------|--|
| EEO Done      | Was a EEO done against this payroll  |
| Date Received | Date Residency received The DBE report.<br>**Discrepancies letter dated on this Date |

#### CHECKED INFORMATION



| FIELD           |  |
|-----------------|--|
| Week Number     | Uses the Date Notice to proceed ( NTPD) is issued for the Week numbering System i.e. Week 3 is 3 weeks from the issuance of Work Order |
| REPORT DATE     | Automatically Generated from Work Start Date   |
| REPORT REQUIRED | Check DWR 's for DBE on Site for that month.<br>** Can be Overridden.  |
| Report Number   | Automatically Generated from Report Required.  |

AUTHORIZED BY CONSTRUCTION DIVISION ON 31 MARCH 2011

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.



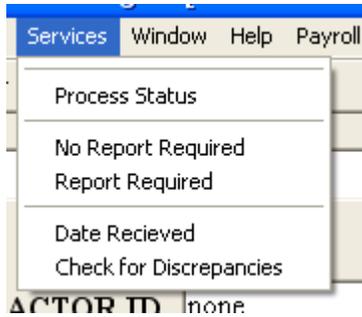
### USER

| GROUP ID | GROUP NAME                   | GROUP ID | GROUP NAME                    |
|----------|------------------------------|----------|-------------------------------|
| RESADMIN | Residency Administration (R) | RESPRMAN | Residency Project Manager (R) |
|          |                              |          |                               |

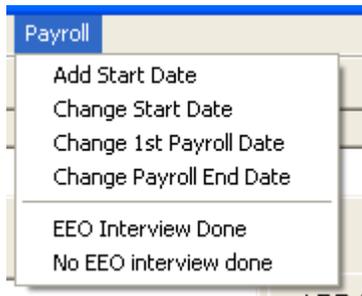


### SCREENSHOT

Main Panel > Civil Rights > Payroll Reports.



Here you can change whether or not a report is required



Here you can change The Start Date or the Payroll period ending date.

# CIVIL RIGHTS

**IV**

**PAYROLL REPORT - CHANGE REPORT REQUIREMENTS**

**B.3**

**NOTES**



# IV

# CIVIL RIGHTS

B.4

PAYROLL REPORT - WEEK ENDING

4

## STEP

4

Adjusting Week Ending Dates



## USER

| GROUP ID | GROUP NAME                   | GROUP ID | GROUP NAME                    |
|----------|------------------------------|----------|-------------------------------|
| RESADMIN | Residency Administration (R) | RESPRMAN | Residency Project Manager (R) |
|          |                              |          |                               |



## SCREENSHOT

Main Panel > Civil Rights > Payroll Reports.

The screenshot shows the AASHTO SiteManager software interface. The title bar reads "AASHTO SiteManager - [ PAYROLL REPORT - Contract ID 090508 ]". The menu bar includes "File", "Edit", "Services", "Window", "Help", and "Payroll". The toolbar contains icons for file operations. The main panel features a dropdown menu, a "SELECT" button, a calendar for November 2010, and a table with columns: "Week Number", "Report Date", "Report Required", "EEO Done", "Report Number", "Date Received", and "COMMENTS". The "CONTRACTOR ID" is set to "none" and the "Week No." is "none".

The start date and the week ending can be changed for each contractor on the project.

- First, choose the Contractor. Press Select Button
- Next, choose the date from the calendar on the Left.
- Then, go to the Top Menu and choose Payroll.
- Finally, choose the function you wish it to perform.

# CIVIL RIGHTS

IV

## PAYROLL REPORT - DISCREPANCY LETTER

B.5

### STEP

5

5

Creating Discrepancy Letter

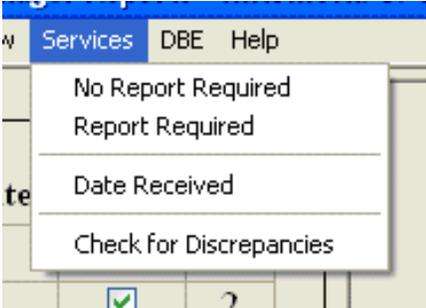
### USER



### SCREENSHOT



Main Panel > Civil Rights > Payroll Reports.



From the Menu Choose SERVICES  
Then Choose "Check for Discrepancies"

If Discrepancies are present then the following will appear.



# IV

# CIVIL RIGHTS

B.5

PAYROLL REPORT - DISCREPANCY LETTER



## SCREENSHOTS (CONTINUED)

Main Panel > Civil Rights > Payroll Reports.

The screenshot shows a document window titled "Oklahoma Department of Transportation". The document header includes the state seal, the department name, "EL RENO Residency", and the date "03 Dec 2009". The recipient information is "ALLEN CONTR., INC./SHERWOOD CONST. CO, INC./MANHATTAN, 1100 S. EASTERN AVE., OKLAHOMA CITY, OK 73101". The sender is "KENDALL R. ADAMS". The subject is "RE : OKCY-XTWN(003)T1, JPN : 1742822,". The body of the letter states: "An examination of project record has revealed the following payroll Reports are missing for the current estimate period:" followed by a list of missing payroll reports for various companies and dates in 2009.

File Edit Window Help

**Oklahoma Department of Transportation**  
EL RENO Residency 03 Dec 2009

ALLEN CONTR., INC./SHERWOOD CONST. CO, INC./MANHATTAN  
1100 S. EASTERN AVE.  
OKLAHOMA CITY, OK 73101

KENDALL R. ADAMS,

RE : OKCY-XTWN(003)T1,  
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 03 Nov 2009
- Payrolls for KRAPFF REYNOLDS ending on 10 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 22 Sep 2009

# CIVIL RIGHTS

**IV**

## PAYROLL REPORT

**B**

### NOTES



**IV****CIVIL RIGHTS****C****CHECKLIST EVENTS DATES****OVERVIEW**

The procedure detailing the comments needed to address EEO, Bulletin Boards, PR1391

**USER(S) FOR THIS PROCEDURE**

| 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) |
|          |                               |          |                                  |
|          |                               |          |                                  |

**REFERENCES**

| REFERENCE          | NUMBER        |
|--------------------|---------------|
| SiteManager Policy | 402.9, 402.10 |
| Control Directive  | 20000105      |
|                    |               |

# CIVIL RIGHTS

IV

CHECKLIST EVENTS DATES

C

## REPORTS



| REPORT | LOCATION |
|--------|----------|
|        |          |
|        |          |
|        |          |
|        |          |
|        |          |

## NOTES



# IV

# CIVIL RIGHTS

C.1

## WAGE RATE INTERVIEWS ( EEO )

### DESCRIPTION

Entering Wage Rate Interview (EEO)



### 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 > Contract Administration > CONTRACT RECORDS  
> Checklist Event Dates

**AASHTO SiteManager**  
File Edit Services Window Help

**Checklist Event Dates**  
Contract ID: 040210

| Event Type                | Frequency Type | Event Group Type    | Next Proj Date | Nbr of Occrc to Activate | Required | Discr Ind | Required Doc Type | Ext Ind |
|---------------------------|----------------|---------------------|----------------|--------------------------|----------|-----------|-------------------|---------|
| Wage Rate Interview [Ch   | Monthly        | Federal Requiremer  | 10/08/07       |                          | N        | Y         | Letter            | N       |
| Bulletin Boards           | One Time Only  | Federal Requiremer  | 01/20/05       |                          | N        | Y         | Letter            | N       |
| Payroll Verification Date | Weekly         | Federal Requiremer  | 08/29/08       |                          | N        | Y         | Letter            | N       |
| 404 Const. Schedule Wc    | One Time Only  | Corp of Engineer Fo | 09/10/04       |                          | N        | Y         | Certifications    | N       |
| Stormwater Inspection     | Weekly         | DEQ Forms           | 07/19/07       |                          | N        | Y         | Certifications    | N       |
| NOT Submitted to ODEQ     | One Time Only  | DEQ Forms           | 08/21/06       |                          | N        | Y         | Letter            | N       |
| Review Progress Chart     | One Time Only  | Specification Requi | 01/20/05       |                          | N        | Y         | Chart             | N       |

| Projected Date | Actual Date | Comments                                   |
|----------------|-------------|--|
| 01/20/05       | 01/24/05    | Interviewed on project by project manager. |
| 02/03/05       | 02/02/05    | Interviewed on project by project manager. |
| 03/03/05       | 03/01/05    | Interviewed on project by project manager. |
| 04/04/05       | 04/04/05    | Interviewed on project by project manager. |
| 05/04/05       | 05/02/05    | Interviewed on project by project manager. |
| 06/06/05       | 06/01/05    | Interviewed on project by project manager. |

# CIVIL RIGHTS

IV

## WAGE RATE INTERVIEWS ( EEO )

C.1

### ENTERED INFORMATION



| FIELD       |  |
|-------------|--|
| Actual Date | Actual Date of Interview   |
| Comments    | At a minimum, the following information needs to be added " User ID of the interviewer." and the "name of the interviewee" |

### CHECKED INFORMATION



| FIELD          |   |
|----------------|---|
| Projected Date | Date Generated by Sitemanager based on information in Checklist Scheduled Events. For a list of Events, See Contract Activation Procedure |

# 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 Administration (R)  | RESAUDIT | Residency Auditor (R)            |
| RESPRMAN | Residency Project Manager (R) | CONAUDIT | Consultant Residency Auditor (R) |
|          |                               |          |                                  |
|          |                               |          |                                  |



### SCREENSHOT

Main Panel > Contract Administration > Contract Records  
> Checklist Event Dates

**AASHTO SiteManager - [Checklist Event Dates]**

File Edit Services Window Help

Contract ID: 110142

| Event Type                | Frequency Type | Event Group Type    | Next Proj Date | Nbr of Occrnc | Required to Activate | Discr Ind | Required Doc Type | Ext Ind |
|---------------------------|----------------|---------------------|----------------|---------------|----------------------|-----------|-------------------|---------|
| Wage Rate Interview (C)   | Monthly        | Federal Requiremer  | 06/06/11       | 2             | N                    | Y         | Letter            | N       |
| Bulletin Boards           | One Time Only  | Federal Requiremer  | 00/00/00       |               | N                    | Y         | Letter            | N       |
| Payroll Verification Date | Weekly         | Federal Requiremer  | 00/00/00       |               | N                    | Y         | Letter            | N       |
| Sent PR1391               | Annually       | Federal Requiremer  | 00/00/00       |               | N                    | Y         | Letter            | N       |
| Received PR1391           | Annually       | Federal Requiremer  | 00/00/00       |               | N                    | Y         | Letter            | N       |
| 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       |               | N                    | Y         | Certifications    | N       |

| Projected Date | Actual Date | Comments |
|----------------|-------------|----------|
|                |             |          |

# CIVIL RIGHTS

IV

## BULLETIN BOARD

C.2

### ENTERED INFORMATION



| 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 INFORMATION



| FIELD          |  |
|----------------|--|
| Projected Date | Date Generated by Sitemanager based on information in Checklist Scheduled Events. For a list of Events, See Contract Activation Procedure. |

# IV

# CIVIL RIGHTS

C.3

SENT PR1391

## DESCRIPTION

Sent 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 Auditor (R) |
|          |                               |          |                                  |
|          |                               |          |                                  |



## SCREENSHOT

Main Panel > Contract Administration > Contract Records  
>Checklist Event Dates

**AASHTO SiteManager - [Checklist Event Dates]**

File Edit Services Window Help

Contract ID: 110142

| Event Type                | Frequency Type | Event Group Type    | Next Proj Date | Nbr of Occrnc | Required to Activate | Discr Ind | Required Doc Type | Ext Ind |
|---------------------------|----------------|---------------------|----------------|---------------|----------------------|-----------|-------------------|---------|
| Wage Rate Interview (Ch   | Monthly        | Federal Requiremer  | 06/06/11       | 2             | N                    | Y         | Letter            | N       |
| Bulletin Boards           | One Time Only  | Federal Requiremer  | 00/00/00       |               | N                    | Y         | Letter            | N       |
| Payroll Verification Date | Weekly         | Federal Requiremer  | 00/00/00       |               | N                    | Y         | Letter            | N       |
| Sent PR1391               | Annually       | Federal Requiremer  | 00/00/00       |               | N                    | Y         | Letter            | N       |
| Received PR1391           | Annually       | Federal Requiremer  | 00/00/00       |               | N                    | Y         | Letter            | N       |
| 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       |               | N                    | Y         | Certifications    | N       |

Projected Date Actual Date Comments

# CIVIL RIGHTS

IV

SENT PR1391

C.3

## ENTERED INFORMATION



| 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 INFORMATION



| FIELD          |  |
|----------------|--|
| Projected Date | Date Generated by Sitemanager based on information in Checklist Scheduled Events. For a list of Events, See Contract Activation Proce- |

# 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 Auditor (R) |
|          |                               |          |                                  |
|          |                               |          |                                  |



## SCREENSHOT

Main Panel > Contract Administration > Contract Records > Checklist Event Dates

**AASHTO SiteManager - [Checklist Event Dates]**

File Edit Services Window Help

Contract ID: 110142

| Event Type                | Frequency Type | Event Group Type    | Next Proj Date | Nbr of Occrcnc | Required to Activate | Discr Ind | Required Doc Type | Ext Ind |
|---------------------------|----------------|---------------------|----------------|----------------|----------------------|-----------|-------------------|---------|
| Wage Rate Interview (C)   | Monthly        | Federal Requiremer  | 06/06/11       | 2              | N                    | Y         | Letter            | N       |
| Bulletin Boards           | One Time Only  | Federal Requiremer  | 00/00/00       |                | N                    | Y         | Letter            | N       |
| Payroll Verification Date | Weekly         | Federal Requiremer  | 00/00/00       |                | N                    | Y         | Letter            | N       |
| Sent PR1391               | Annually       | Federal Requiremer  | 00/00/00       |                | N                    | Y         | Letter            | N       |
| Received PR1391           | Annually       | Federal Requiremer  | 00/00/00       |                | N                    | Y         | Letter            | N       |
| 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       |                | N                    | Y         | Certifications    | N       |

Projected Date Actual Date Comments

# CIVIL RIGHTS

IV

RECIEVED PR1391

C.4



## ENTERED INFORMATION

| 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 INFORMATION



| FIELD          |  |
|----------------|--|
| Projected Date | Date Generated by Sitemanager based on information in Checklist Scheduled Events. For a list of Events, See Contract Activation Procedure. |

# IV

# CIVIL RIGHTS

C.5

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

AASHTO SiteManager - [CUF - CONTRACT 100451]  
File Edit Window Help

**Report No.** 1 **CONTRACTOR** DIRECT TRAFFIC CONTROL INC. 731564757

Payrolls are not required. Save Remarks Cancel

**COMMERCIALLY USEFUL FUNCTION (CUF)  
PROJECT SITE REVIEW  
CUF FORM**

CUF-1a  
11/2009  
100451  
1

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 out its responsibilities by actually performing, managing, and supervising the work involved... A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed 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 credit. Residency personnel will perform CUF reviews on 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(23)SS RESIDENCY: SALLISAW RESIDENCY  
COUNTY: SEQUOYAH ODOT REVIEWER: Davidson, Randy Dean  
PRIME CONTRACTOR: PLAINS BRIDGE CONTRACTING OF OK, LLC & TREAS CONST. INC (JV) REVIEWER TITLE: Project Inspector  
DBE SUPERINTENDENT/FOREMAN: Jason Paul REVIEW DATE: Jan 21, 2011  
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 DBE'S SCOPE OF WORK: Traffic control  
Supervision

# CIVIL RIGHTS

**IV**

**CUF**

**C.5**



## ENTERED INFORMATION

| FIELD                           |   |
|---------------------------------|---|
| Reviewer Title                  | Your Title                                  |
| DBE Superintendent / 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 INFORMATION



| FIELD            |                                 |
|------------------|---------------------------------|
| Project No.      | Filled in by Contract Selected  |
| Residency        | Filled in by Contract Selected  |
| County           | Filled in by Contract Selected  |
| Reviewer         | Filled in by log on information |
| Prime Contractor | Filled in by Contract Selected  |
| DBE Name         | Filled in by DBE Selected       |
| Review Date      | Todays Date                     |
|                  |                                 |
|                  |                                 |

# IV

# CIVIL 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.

## USER

| GROUP ID | GROUP NAME                   | GROUP ID | GROUP NAME                  |
|----------|------------------------------|----------|-----------------------------|
| RESADMIN | Residency Administration (R) | DIVADMIN | Division Administration (R) |
|          |                              |          |                             |
|          |                              |          |                             |

## SCREENSHOT

Main Panel > ODOT Custom Panel >

Contract Specific Reports / Civil Rights / CUF

AASHTO SiteManager - [CUF - CONTRACT 100451]  
File Edit Window Help

New  
Print  
Approve

Report No. 1 CONTRACTOR DIRECT TRAFFIC CONTROL INC. 731564757

Payrolls are not required. Save Remarks Cancel

**COMMERCIALLY USEFUL FUNCTION (CUF)  
PROJECT SITE REVIEW  
CUF FORM**

CUP-1a  
11/2009  
100451  
1

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 out its responsibilities by actually performing, managing, and supervising the work involved... A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed 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 credit. Residency personnel will perform CUF reviews on 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: Davidson, Randy Dean  
PRIME CONTRACTOR: PLAINS BRIDGE CONTRACTING OF OK, LLC & TREAS CONST. INC (JV) REVIEWER TITLE: Project Inspector  
DBE SUPERINTENDENT/FOREMAN: Jason Paul REVIEW DATE: Jan 21, 2011  
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 DBE'S SCOPE OF WORK: Traffic control  
Supervision

Residency Administration needs to approve the Form. A check mark will show up in the Subcontractor list when the form has been approved.

## CUF—APPROVAL

C.5 (1)



### NOTES

### COMMERCIALLY USEFUL FUNCTION (CUF) PROJECT SITE REVIEW CUF FORM

CUF-1a  
11/2009  
090514  
2

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 out its responsibilities by actually performing, managing, and supervising the work involved... A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed 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 credit. Residency personnel will perform CUF reviews on 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. : STPY-101A(037)SS                           | RESIDENCY : SALLISAW RESIDENCY      |
| COUNTY: ADAIR  | ODOT REVIEWER: Kester, Gilbert Dale |
| PRIME CONTRACTOR: APAC-CENTRAL, INC.                     | REVIEWER TITLE : Project Inspector  |
| DBE SUPERINTENDENT/FOREMAN :<br>John                     | REVIEW DATE : Jan 21, 2011          |
| DBE START DATE: 12/07/09                                 | DBE ANTICIPATED COMPLETION DATE :   |
| DBE NAME : J & S EXCHANGE, INC.                          |                                     |
| PROVIDE A BRIEF DESCRIPTION OF THE DBE'S SCOPE OF WORK : | subgrade mod.                       |

#### Supervision

Does the DBE have a superintendent/foreman on project?  Yes  No

Does the superintendent/foreman work exclusively for the DBE?  Yes  No

If not, who does he/she work for? i.e. Company Name

Who does the superintendent/foreman report to? i.e. John Doe prime

#### Employees

Does the DBE have employees on the job?  Yes  No

Do they appear on DBE payrolls?  Yes  No

If not, why?

Do they appear on prime contractor's payroll?  Yes  No

Who Assigns work to them? prime

#### Performance

Has any other contractor performed any of the DBE's work?  Yes  No

If yes, who and what work items?

#### Equipment

Whose name appears on the equipment? i.e. Prime Contractor name J&S Exchange

Does DBE own or lease equipment?  Own  Lease  Both

Does DBE use prime contractor's equipment?  Yes  No

#### CUF

Does it appear the DBE is performing a CUF?  Yes  No

If DBE is not performing a CUF, contact the Regulatory Services Office at 405-521-6046

#### COMMENTS

Kester, Gilbert Dale  
Reviewer Signature

\_\_\_\_\_  
R.E. Signature



## 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)