

# Linn County Road Department Certified Agency Manual

## Section 9

### **Civil Rights and DBE/EEO**

## CIVIL RIGHTS PROCEDURES FOR FEDERAL AID PROJECTS

Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

Key No.: \_\_\_\_\_

Federal Aid No.: \_\_\_\_\_

**Legend:** F= File    PM= Project Manager    C= Contractor    DBE= Disadvantaged Business Enterprise Manager    L= Local Liason  
 OCR= Office of Civil Rights

| INITIAL | DATE COMPLETE | WHO INITIATES | COPY SENT TO: | TASK |
|---------|---------------|---------------|---------------|------|
|---------|---------------|---------------|---------------|------|

|  |  |     |           |   |  |
|--|--|-----|-----------|---|--|
|  |  | PM  | F, DBE, L | 1 | Submit Request for Goals, Form 731-0663 (include Engineers Estimate, Construction Schedule and CR) |
|  |  | DBE | F, PM     | 2 | Submit goals by email (Submitted within 3 days of receipt of above)                                |

### 90% PS&E

#### Bid, Advertisement, Award

|  |  |     |           |    |   |
|--|--|-----|-----------|----|---|
|  |  | PM  | F, OCR, L | 1  | Publish goals in Bid Booklet (Send paper and electronic copy to LAL and OCR)  |
|  |  | OCR | F, PM     | 2  | Notify Local Agency by email of the receipt (Within 3 days of receipt of Bid Booklet)                                       |
|  |  | PM  | F, OCR, L | 3  | Submit Civil Rights Bid Notification for Certified Agency Projects, Form 734-2848 (Day of bid opening)                      |
|  |  | OCR | F, OM     | 4  | Notify Local Agency of responsiveness of Bidder (within 24 hours of receipt of Form 734-2848)                               |
|  |  | C   | F, PM     | 5  | Receive Copy of Subcontractor Solicitation and Utilization Form sent to OCR, Form 734-2721                                  |
|  |  | PM  | F, OCR    | 6  | Submit Civil Rights Award Notification for Certified Agency Projects, Form 734-2849 (Within 3 days of sending award letter) |
|  |  | PM  | F, OCR, L | 7  | Submit copy of award letter to OCR and both LAL's   |
|  |  | C   | PM        | 8  | Submit DBE Commitment Certification and Utilization Form, Form 734-2785, (if goal is 0% then only fill out top and sign)    |
|  |  | PM  | F, OCR    | 9  | Submit DBE Commitment Certification and Utilization Form, Form 734-2785   |
|  |  | C   | PM        | 10 | Submit Committed DBE Breakdown and Certification Form, Form 734-2531  |
|  |  | PM  | L, OCR    | 11 | Submit Committed DBE Breakdown and Certification Form, Form 734-2531  |
|  |  | DBE | F, PM     | 12 | Notify Local Agency by email of the confirmation (Within 24 hours of receipt of DBE Breakdown)                              |

#### Pre-Construction

|  |  |    |              |    |   |
|--|--|----|--------------|----|---|
|  |  | C  | PM           | 1  | Submit Contractor's Request for Subcontract Consent, Form 734-1964                        |
|  |  | PM | F            | 2  | Complete Subcontractor Consent Checklist, Form 734-2518                                   |
|  |  | PM | F, C, OCR, L | 3  | Sign and Submit Contractor's Request for Subcontract Consent, Form 734-1964               |
|  |  | PM | F, L, OCR    | 4  | Complete and Submit Report on Contractor's Request for Subcontract Consent, Form 734-1395 |
|  |  | C  | PM           | 5  | Submit DBE Work Plan Proposal Form 3A, Form 734-2165A (At pre-con) (for ALL DBE's)        |
|  |  | PM | F, L, OCR    | 6  | Submit Signed DBE Work Plan Proposal Form 3A, Form 734-2165A (for ALL DBE's)              |
|  |  | PM | F            | 7  | Complete Responsible Bidder Determination Form from CCB website (Within 30 days of award) |
|  |  | C  | PM           | 8  | Submit OJT Training Program Form, Form 731-0335   |
|  |  | PM | F, OCR       | 9  | Submit OJT Training Program Form, Form 731-0335   |
|  |  | C  | PM           | 10 | Submit Apprentice/Trainee Approval Request, Form 731-0294                                 |

**Legend:** F= File PM= Project Manager C= Contractor DBE= Disadvantaged Business Enterprise Manager L= Local Liason  
 OCR= Office of Civil Rights

| INITIAL | DATE COMPLETE | WHO INITIATES | COPY SENT TO: | TASK |
|---------|---------------|---------------|---------------|------|
|---------|---------------|---------------|---------------|------|

**Pre-Construction Cont.**

|  |  |    |        |    |  |
|--|--|----|--------|----|--|
|  |  | PM | F, OCR | 11 | Submit Apprentice/Trainee Approval Request, Form 731-0294        |
|  |  | C  | PM     | 12 | Submit Apprentice/Trainee Monthly Progress Report, Form 731-0332 |
|  |  | PM | F, OCR | 13 | Submit Apprentice/Trainee Monthly Progress Report, Form 731-0332 |

**Construction**

|  |  |    |              |    |   |
|--|--|----|--------------|----|---|
|  |  | PM | F, C, L, DBE | 1  | Issue Notification of Commencement and Completion, Form 734-3233 (1st Notification)(at installation of signs) |
|  |  | PM | F, OCR       | 2  | Submit (CUF) DBE Commercially Useful Function Form 3B, Form 734-2165 for all DBE on project                   |
|  |  | PM | F, OCR       | 3  | Complete Employee Interview Report, Form 734-3475, submit to OCR with Cert payrolls at end of project         |
|  |  | PM | F, OCR, L    | 4  | Forward Request for Release of Retainage for Subcontract Work, Form 734-2510                                  |
|  |  | C  | F, PM        | 5  | Submit Monthly Summary Report of Subcontractors Paid, Form 734-2722   |
|  |  | PM | L, OCR       | 6  | Submit Monthly Summary Report of Subcontractors Paid, Form 734-2722   |
|  |  | PM | F, OCR       | 7  | Project Manager's Monthly EEO Report, Form 734-3858 (By the 10th of the Month) this form is recommen          |
|  |  |    |              |    | - This form is not required, but recommended. It is the cover sheet to Form 731-0394                          |
|  |  | C  | F, PM        | 8  | Monthly Employment Utilization Report (MEUR), Form 731-0668 (By the 5th of the Month)                         |
|  |  |    |              |    | - For any contract or subcontract over \$10K  |
|  |  | PM | F, OCR       | 9  | Monthly Employment Utilization Report (MEUR), Form 731-0668   |
|  |  |    | F, OCR       | 10 | Submit Employee Interview Reports, Form 734-3475  |
|  |  | PM | F, C, L, DBE | 11 | Issue Notification of Commencement and Completion, Form 734-3233 (2nd Notification)                           |

**Closeout**

|  |  |     |              |   |   |
|--|--|-----|--------------|---|---|
|  |  | PM  | F            | 1 | Submit Project Manager's Labor Compliance Certification, Form 734-1734 (send cert payrolls) |
|  |  | OCR | F, PM        | 2 | Submit Signed Project Manager's Labor Compliance Certification, Form 734-1735               |
|  |  | PM  | F, C, L, DBE | 3 | Issue Notification of Commencement and Completion, Form 734-3233 (3rd Notification)         |