



Project Civil Rights Review Guide

ODOT Certification Compliance and Oversight Plan (C&O)

CERTIFIED LOCAL PUBLIC AGENCY	DATE OF REVIEW	FEDERAL PROJECT # KEY #
PROJECT NAME		<input type="checkbox"/> LOCAL NON-NHS <input type="checkbox"/> LOCAL NHS <input type="checkbox"/> STATE HIGHWAY
PROJECT DESCRIPTION		
INDIVIDUAL(S) CONDUCTING REVIEW		CERTIFICATION PROGRAM MANAGER REVIEW NAME: DATE:
ADDITIONAL C&O REVIEW GUIDE(S) USED FOR THIS REVIEW (LIST ALL)		

Instructions

1. Complete all questions in the C&O Review Guide. Do not modify questions. Additional ODOT Specific questions may be added at the bottom of the guide.
2. Provide comments for each NO, N/A or Don't Know answer. .
3. Directly verify all answers with source documentation.
4. Ensure source documentation is retained by the Local Public Agency (LPA) and available as necessary for quality assurance reviews or audits.

#	QUESTIONS	CITATION	ANSWER	COMMENT
CR1	Did the LPA receive and approve (in consultation with ODOT's civil rights field coordinator) a DBE Work Plan Proposal from every DBE subcontractor on the project?	Section 7, DBE Supplemental Required Contract Provisions	<p>Yes, the LPA received and approved (in consultation with ODOT's civil rights field coordinator) a DBE Work Plan Proposal from every DBE subcontractor on the project.</p> <p>No, the LPA did not receive and approve a DBE Work Plan Proposal from every DBE subcontractor on the project. (Comment required)</p>	

#	QUESTIONS	CITATION	ANSWER	COMMENT
			<p>N/A, requirement does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment required)</p>	
CR2	Did the LPA perform a Commercially Useful Function (CUF) review for each DBE subcontractor on the project?	<p>49 CFR 26.55(c)</p> <p>49 CFR 26.37(b)</p> <p>Section 9, DBE Supplemental Required Contract Provisions</p>	<p>Yes, the LPA performed a Commercially Useful Function (CUF) review for each DBE subcontractor on the project.</p> <p>No, the LPA did not perform a Commercially Useful Function (CUF) review for each DBE subcontractor on the project.</p> <p>N/A, requirement does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment required)</p>	
CR3	Did the LPA track payments actually made to DBE firms on this project to verify that the goal commitments were met?	<p>49 CFR 26.37(c)</p> <p>Section 10, DBE Supplemental Required Contract Provisions</p>	<p>Yes, the LPA tracked payments actually made to DBE firms on this project to verify that the goal commitments were met.</p> <p>No, the LPA did not track payments actually made to DBE firms on this project to verify that the goal commitments were met.. (Comment required)</p> <p>N/A, requirement does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment required)</p>	

#	QUESTIONS	CITATION	ANSWER	COMMENT
CR4	Does the prime contract include a provision that requires the prime contractor not to terminate or substitute a listed DBE subcontractor without ODOT's prior written consent?	49 CFR 26.53(f)(1) Section 10, DBE Supplemental Required Contract Provisions	<p>Yes, the prime contract includes a provision that requires the prime contractor not to terminate or substitute a listed DBE subcontractor without ODOT's prior written consent.</p> <p>No, the prime contract does not include a provision that requires the prime contractor not to terminate or substitute a listed DBE subcontractor without ODOT's prior written consent. (Comment required)</p> <p>N/A, requirement does not apply (Comment required)</p> <p>Don't Know, could not be verified at the time of review. (Comment required)</p>	
CR5	Does the contractor have a record that indicates the number of minority and non-minority group members and women employed in each work classification on the project?	23 USC 140(a) Form FHWA-1273-Part II Nondiscrimination, Item #11 23 CFR 230, Subpart A of Appendix A, 10 (1)	<p>Yes, the contractor has a record that indicates the number of minority and non-minority group members and women employed in each work classification on the project.</p> <p>No, the contractor does not have a record that indicates the number of minority and non-minority group members and women employed in each work classification on the project. (Comment required)</p> <p>Don't Know, could not be verified at the time of review (Comment required)</p>	

#	QUESTIONS	CITATION	ANSWER	COMMENT
CR6	Has the contractor implemented the on-the-job training (OJT) Special Provision requirements on this project?	23 USC 140(a) 23 CFR 230 – Subpart A – Appendix B Form FHWA-1273-Part II Nondiscrimination, Item #6	Yes , the contractor has implemented the on-the-job training (OJT) Special Provision requirements on this project. No , the contractor has not implemented the on-the-job training (OJT) Special Provision requirements on this project. (Comment required) N/A , requirement does not apply. (Comment required) Don't Know , could not be verified at the time of review. (Comment required)	
CR7	Were the required notices and posters setting forth the contractor's EEO policy placed in areas readily accessible to employees, applicants for employment and potential employees?	Form FHWA-1273-Part II Nondiscrimination, Item #3(d) 23 CFR 230, Subpart A of Appendix A, 4.b.(1)	Yes , the required notices and posters setting forth the contractor's EEO policy were placed in areas readily accessible to employees, applicants for employment and potential employees. No , the required notices and posters setting forth the contractor's EEO policy were not placed in areas readily accessible to employees, applicants for employment and potential employees. (Comment required) Don't Know , could not be verified at the time of review (Comment required)	
CR8	Did the LPA examine and verify payroll data to assure compliance with labor standards?	29 CFR 5.6 (a) (3) ORS 279C.800 through ORS279C.870	Yes , the LPA examined and verified payroll data to assure compliance with labor standards. No , the LPA did not examine and verify payroll	

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		Oregon Standard Specifications for Construction, Section 00170.65	data to assure compliance with labor standards. (Comment required) Don't Know , could not be verified at the time of review. (Comment required)	
CR9	Did the LPA conduct interviews with the contractor's employees to assure compliance with labor standards?	29 CFR 5.6(a)(3) ORS 279C.800 through ORS279C.870 Oregon Standard Specifications for Construction, Section 00170.65	Yes , the LPA conducted interviews with the contractor's employees to assure compliance with labor standards. No , the LPA did not conduct interviews with the contractor's employees to assure compliance with labor standards. (Comment required) Don't Know , could not be verified at the time of review. (Comment required)	
ADDITIONAL QUESTIONS				
	Insert Question			

Notes:

1. Questions regarding the LPA's Title VI program are included in the Certified LPA Annual Self-Audit and the Certification Program Core Question Guide.
2. Questions regarding the LPA's adherence to ADA requirements are included in the Certified LPA Annual Self-Audit, the Certification Program Core Question Guide and the Work Zone Safety and Mobility Review Guide.