

SECTION B

NON-CERTIFIED AGENCY

Chapter 7

Civil Rights

This chapter provides guidance for non-certified local public agencies (LPAs) in complying with the civil rights requirements for federal-aid transportation programs.

For certified LPAs see [Section C of this LAG: Chapter 8](#) and the Appendix.

See LAG Manual Section A, Chapter 7 for Title VI program requirements (Civil Rights Act of 1964, non-discrimination).

In the sequence of project development, civil rights involvement begins in project development, consultant selection and continues through Ad, Bid and Award and the construction contract administration process.

A. ROLES AND RESPONSIBILITIES

The basic responsibilities are these:

- I. FHWA is responsible for overall Civil Rights program oversight.
- II. ODOT's Office of Civil Rights (OCR) is responsible to develop, implement and monitor DBE, EEO, and OJT programs for FHWA-funded contracts.

B. DESIGN PHASE

See LAG Manual SECTION B NON-CERTIFIED AGENCY

[Chapter 11 Plans, Specifications and Estimates \(PS&E\)](#)

NOTE: Advance (90%) PS&E must include all project work to be constructed by the Contractor in order to establish the proper Civil Rights goals (e.g. it cannot exclude a category of work such as landscaping).

For additional details regarding PS&E, please refer to the ODOT [PS&E Delivery Manual](#):
SECTION 2 - COMPLETING THE FINAL PS&E SUBMITTAL CHECKLIST &
FINAL PS&E COMPLETENESS CHECKLIST
Starting on Page 23 §2.2.g DBE GOALS and 2.2.h ON-THE-JOB (OJT) HOURS.

This manual defines the items required to meet the project submittal and project completeness requirements for an ODOT construction project before advertisement and competitive bid. The

forms, lists, procedures and other documents referenced are updated on various schedules. The user is advised to obtain all forms, lists and other information directly from the ODOT web sites listed to assure that they are using the most current versions.

And use the ODOT [Final PS&E Submittal checklist](#).

C. CONSTRUCTION PHASE

See the [ODOT Construction Manual](#) Chapter 18.

For additional information and contacts:

The [Regional Local Agency Liaison](#) is the first contact for advice and assistance on Civil Rights matters, including EEO, OJT and DBE program requirements. The Office of Civil Rights assists the Regional Local Agency Liaison in responding to LPA questions and issues. Visit [ODOT's Office of Civil Rights website](#) for additional information.