

Action Item	Timeline
Goal Issue Date	OCR Issues the assigned goals to the LPA - LPA should allow at least 5 business days for OCR
Est Bid Date	Est Bid Date from goal request form
Bid Book Verification Date	OCR Submits Review within 3 Business Days after receiving from LAL (AS1)
Bid Notification Date	LPA submits Bid Notification within 2 business days of Bid Opening. If goal is greater than 0 LPA also submits DBE Commitment Certification & Utilization Forms. (AS1 saves in KN file and notifs DBE Program Manager)
SSUR Received Date	LPA submit within 10 days of bid opening (AS1 forwards to OCR BUS Email for data entry)
DBE Goal Results Report Date (Only if goal is greater than 0%)	OCR Submits to LPA within 2 business days of Bid Notification Submittals (DBE Program Manager)
Award Date	LPA/LAL submits Award Notification Form & Letter to OCR on the date of award (AS1 Enters Project in CRCT including goals, Add DBE Goal Results Report Info if goal is greater than 0, Processes Bid Letting, Awards in CRCT)
DBE Commitment Date (only if goal is greater than 0%)	LPA submits Committed DBE Breakdown & Cert. Forms for each DBE to OCR within 10 cal days of the Notice of Award (DBE Program Manager sends approved signed forms to Prime and LPA/LAL)
OCR PreCon Letters	OCR submits to LPA within 3 days of the Award Letter (AS1)

AS1: Administrative Specialist 1 - ODOT Office of Civil Rights

OCR Local Certified Public Agency Project - Master Tracking Sheet															
KN	LPA	Project Name	LAL	Goal Issue Date	Goal	Est. Bid Date	Bid Book Verification Date	Bid Notification Date	SSUR Received Date	DBE Goal Results Report Date (Only if goal is Greater than 0%)	Award Date	DBE Commitment Date - (only if goal is greater than 0%)	OCR PreCon Letters	Contract #	NOTE
13502	City of Portland	NE Columbia Blvd at MLK Jr Blvd	Bernt	9/27/2016	13.00	1/1/2017									
14393	Gresham	NE Cleveland Ave: Stark St. - Powell (Gresham)	Arena	5/9/2016	0.00	12/15/2016	9/19/2016								e- 10/6 for status
16587	Marion County	Delaney Rd: Sidewalks and Bike Lanes (City of Turner)	Lee	3/14/2016	0.00	11/22/2016				NA		NA			e- 10/6 for status; 11/10 for status, talked to Lee and he said should be any day now
17881	Clackamas County	SE 122ND AVE & SE 132ND AVE	Hastings	6/13/2016	0.00	12/14/2016	7/19/2016			NA		NA			e- 10/6 for status
18019	Multnomah County	Arata Rd; 223rd - 238th (Fairview - Wood Village)	Reem	12/17/2015	5.00	6/11/2016	In Review								sent bid book review 9/7/2016; follow up email sent 10/6/2016; sent follow up on 11/10/2016
18020	Multnomah County	Sandy Blvd: 230th Ave - 238th Drive (Wood Village)	Reem	3/15/2016	5.00	7/7/2016	In Review								e - bid book review 8/2; reminder sent 8/10 & 10/6, 11/10
18023	City of Portland	Burgard/Lombard @ Time Oil Road Intersection	Sandino	4/27/2016	10.00	12/16/2016	6/1/2016								e- 6/20 for status & 10/6
18416	Multnomah County	Springwater Trail Gap SE Umatilla St - SE 13 Ave	Reem	8/24/2015	0.00	1/15/2017				NA		NA			e-6/17/16 for status & 10/6, 11/10
18860	Lane County	Bob Straub Pkwy: Mt. Vernon Intersection	Keasey	8/23/2016	0.00	12/16/2016	10/24/2016			NA		NA			