



OCR Project Goal Requests Issues and Resolution Process

It's important that accurate project information is provided to the Office of Civil Rights (OCR) before PS&E so OCR can perform the correct goals analyses for that project. The agency has a strong preference against changing the goals, targets, or related provisions by addendum, as it's important to ensure the correct goals and targets are included in the project advertisement.

Common Issues with OCR Goals & Targets (DBE, MWESB, OJT, etc.)

- **Stale Goals:** How goals are assigned may be impacted by changes to applicable policy, regulations, overall goals, and subcontractor availability.
- **Significant Changes in Scope or Estimated Quantities:** This data impacts the goals analyses and may require a change in the goals amounts.
- **Funding Source** – NOTE: The goals analyses for State- versus Federal-funded projects are quite different. Also, different Special Provisions apply based on funding.

Guidance on OCR Goals Requests

- **Use Goals Request Form:** Available on OCR web page at: <https://www.oregon.gov/odot/Business/OCR/Pages/Forms.aspx> or <https://www.oregon.gov/odot/Forms/2ODOT/0663.xls>
- **Copy ODOT PM on Request:** ODOT PMs (or Area Managers) who would like to discuss or provide input on the project goal are encouraged to contact the Program Manager prior to the goal request deadline identified on the request form.
- **Timing of Original Request:** Submit OCR Goals Request at approx. **90% PS&E**
- **Funding:** Please be clear and accurate about the Funding Source on the original goals request form.
- **Resubmission Required If:** Resubmit the goal request along with the new information or documentation for reevaluation if any of the following occurs:
 1. The goal is stale (more than 3 months old),
 2. There have been significant changes in the estimate (greater than 10% +/-), or
 3. The funding source changes (Fed/State)
 4. Significant addenda add a major scope or a significant amount of work proportional to the project.

The project team should send an email to [OFFICE OF CIVIL RIGHTS GOALS REQUEST](#). The email will come back from OCR Goals and will be fairly simple - re-stating the goals with the text "confirmed" or noting the "changed" goals.

- **Office of Project Letting is Second Line of Defense** - QA reviewers watch for these issues, but, ideally, any goal requiring an update should already have been updated before project PS&E submission.