



Office of Civil Rights Training

Companion Guide to Video Reporting, updated
4/2/2021 for use by Certified LPAs

REPORTING

Quarterly Audit Snapshot

- ❑ OCR Compliance Review Report - SAMPLE
 - ODOT Local Agency Guidelines (LAG) Manual – Section C, Chapters 8, 16 and 17.
 - ODOT Construction Manual – Chapter 18: (d) OCR Quarterly Reviews
 - Between First and Second Notification, the field coordinator will at a minimum conduct quarterly reviews to determine missing paperwork needed to support the OCR requirements. The field coordinator will review the following documents:
 - Subcontracts (including lower tier Subcontractors)
 - Report on Contractor’s Request for Subcontract Consent, Form 734-1395 (when applicable)
 - Contractor’s Request for Subcontract Consent, Form 734-1964
 - Actual first and last Work Days for each Subcontractor (typically submitted by the Project Manager/Resident Engineer (PM/RE) Office)
 - Paid Summary Reports (PSR) Form 734-2882
 - DBE Work Plans (Form 3A) 734-2165A
 - DBE Commercially Useful Function Form 3B (CUF) 734-2165
 - Contract Change Orders Form 734-1169, affecting total Contract dollars or Work
 - Monthly Employment Utilization Reports (MEUR) Form 731-0668
 - Training Program Approval Request (TPAR) Form 734-2880
 - Apprentice/Trainee Approval Request (ATAR) Form 734-2878
 - Apprentice/Trainee Monthly Progress Report (MPR) Form 734-2879
 - Discrepancies from last review report
 - Tribal Employment Rights Ordinance (TERO) goal progress, when applicable (Not applicable to Certified LPA Projects.)
- ❑ Quarterly Audit Snapshot
 - You can click in the Microsoft Excel Worksheet to expand all areas of Quarterly Audit Review Report with the left hand expanded fields (+/-). When red, this indicates missing documentation or provides alerts for further review.
 - Subcontractors: Ensuring all subcontracts are received and processed by Sub IDs
 - DBE Payments (Snapshot of the current DBE Project status for Committed DBEs & Non Committed DBEs)
 - CUFs (also tracks multiyear projects where CUFs are required every 12 months)
 - MEURs (start and end dates are important for accuracy)
 - PSRs (missing by progress estimates or discrepancy)
 - TPARs (CPS: contract payments system, submitted documents and OJT goal comparison)

The FC will email a written summary of the Civil Rights quarterly review to the PM/RE. The PM/RE should resolve any outstanding issues before the next FC quarterly review.

Monthly “Push Reports” No Longer Available – The monthly DBE Tracking Report and Workforce Tracking Report are no longer available and have been replaced by the Quarterly Audit Reports. Upon request, the PM/RE may request an updated report from the FC.

Quarterly Audit Snapshot

- OCR Requirements
- Monthly Reports

Closeout Report

- Form Requirements

Resources and Links

- ❑ As a reminder, the information in the Quarterly Audit report is generated from what is submitted, approved and processed correctly with the OCR eForm Naming Conventions. A link to this information is at the bottom of the companion guide and very important for proper importing. Please reach out to your regional field coordinator with additional questions on naming conventions and reporting processes to ensure the information is accurate for submittal and approval for these forms.
- ❑ After Second Notification is issued, the FC will coordinate with the PM to perform a final review of the OCR Project documentation. Additional reviews can be created upon request and until all documentation is received.
- ❑ A final review summary will be emailed to the PM/RE office, and will list performance measures for any applicable DBE goal, OJT/Apprenticeship goal, TERO goal (if applicable), and any missing documents that need to be received prior to the PM/RE's issuance of Third Notification.
- ❑ When all Office of Civil Rights requirements have been satisfied on the Project, the FC will send an email communication to the PM and TPM/LAL, if applicable, confirming OCR requirements are satisfied and Project ready for close out. [Refer to Chapter 37 – Submittal of Final Project Documentation; For Certified LPAs refer to Section C, Chapters 8 and 17 of the LAG Manual.] The FC's email will include the Closeout Report.
- ❑ The PM must address how well the Contractor fulfilled its Workforce and Small Business Equity Program requirements when completing the required Contractor Performance Evaluation. [Refer to Chapter 34 - Contractor Performance Evaluation]

Closeout Report

- ❑ The project Closeout Report, is the OCR Project Closeout Report that is required documentation before a project can be submitted into 3rd note. This is included in the semi-final documentation and project closeout process. The Closeout Report confirms that OCR has received all the necessary and final documentation including in GFE or any additional supporting documentation before 3rd Note. Typically this is accompanied with the final review summary of the project closeout process.
 - Closeout Report Includes:
 - Contract No/Project Name/Funding type
 - DBE Goal
 - OJT Goal
 - Prime Contractor
 - Project Manager
 - Field Coordinator
 - Award Amount/Amended Amount
 - Award Date/1st Note Date/2nd Note Date
 - Civil Rights Programs Approved for Project Closeout
 - DBE/OJT/Apprenticeship, Subcontractor Payment (Goal, Achieved, Approval)
 - OCR FC Date and Approval

Resources and Links:

- [Oregon Department of Transportation Construction Manual](#)
- [ODOT Local Agency Guidelines Manual](#)
- [OCR eForm Naming Conventions](#)