



Oklahoma Department of Transportation Contract Compliance Division 405-521-3186 EEO Checklist

This form is a checklist developed by the Contract Compliance Division to help provide guidance to Prime Contractors that have been awarded Federal contracts. This checklist should be available at each pre- work meeting.

- **Subcontracts**, CSA's and/or sub-agreements must be submitted for review and approval by the Department **prior to the subcontractor performing contract work.**
- **ODOT Forms**
 - *Contractors are required to meet the DBE contract goal and each DBE commitment.
 - **DBE Form 2** –Monthly Payment Log to DBE Firms
 - **DBE Form 3A** – Prime Contractor DBE Final Payment Report – This form is to be submitted by the contractor at the completion of the project to the Residency. The Contractor is required to list all DBE firms and payments, *regardless* if there is a contract DBE goal or not.
 - **DBE Form 4** – Notification Change of DBE Participant – This form is to be completed when replacing and/or terminating a DBE firm, prior to the change. Please submit to the Contract Compliance Division first. If approved, the prime contractor will be sent a copy and can input request into SitexChange.
 - **DBE Form 5** – Good Faith Efforts -This form is to be completed when the DBE contract goal cannot be met.
- **Commercially Useful Function Form (CUF Form)** - This form is for the purposes of reviewing DBEs for compliance with the CUF requirements for DBE credit. *In reference to suppliers, it is the contractor's responsibility to communicate with the residency as to when the supplies or materials will be delivered to the project. If the residency is not able to perform a CUF review, the contractor will not be able to use that DBE towards the project's DBE Goal.*
- **Bulletin Board Checklist** -Individual bulletin board posters located [here](#).
- **Prompt Payment** – The Contractor is required to make payments to all subs within 15 days of receiving payment from ODOT.
- **Payrolls** – Payrolls are to be submitted weekly and employees must be paid the correct wages determined by the wage determination in the contract.
- **SF-1444 Form, Request for Authorization of Additional Classification and Rate** – The Contractor must initiate a request for approval of additional classification along with proposed wage rate for classifications not listed in the contract. Click [here](#) for the SF-1444 Form instructions.
- **Contract Compliance Reviews** – Contractors and subcontractors may be subject to a contract compliance review at any time by the Contract Compliance Division. This is to ensure that contractors and subcontractors are in compliance with the FHWA 1273.

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email ODOT-ada-titlevi@odot.org.

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