



**Oklahoma Department of Transportation
Civil Rights Division
405-521-3186
EEO Checklist**

This form is a checklist developed by the Civil Rights 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 and/or sub-agreements must be submitted for review and approval by the Department **prior to the subcontractor performing contract work.**
- ODOT FORMS** (https://www.ok.gov/odot/Doing_Business/ODOT_Forms/index.html)
 - DBE Form 2** –Monthly Payment Log to DBE Firms
 - DBE Form 3A** – Prime Contractor DBE Final Payment Report – *It is required that any contractor who subs work to a DBE fill out a DBE 3A form, regardless if there is a goal on the project or not.*
 - DBE Form 4** – Notification Change of DBE Participant – *This must be submitted to the Civil Rights Division for approval prior to the substitution and/or termination.*
 - DBE Form 5** – Good Faith Efforts
- 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** –https://ok.gov/odot/Doing_Business/ODOT_Forms/index.html
- 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.
- Contract Compliance Review** – Contractors and subcontractors may be subject to a contract compliance review at any time by the Civil Rights 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.