

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONSTRUCTION CONTRACT COMPLIANCE
ADMINISTRATION (CCCA) REVIEW**

275-021-32
EQUAL OPPORTUNITY OFFICE
12/16
Page 1 of 8

RCS: _____

CONSTRUCTION CONTRACT COMPLIANCE ADMINISTRATION (CCCA) REVIEW							
This Review is conducted in accordance with FDOT Topic No. 275-020-005, 'Equal Opportunity Construction Contract Compliance Manual'.							
DISTRICT				REVIEW DATE			
RCS' EMPLOYER				RCS' NAME			
This review referenced the records of the following project(s)							
FIN PROJ. #	FAP #	Contract	Prime	Begin	Est. end	PROJECT ADMIN.	LAP AGENCY
SECTIONS OF REVIEW							
SECTION & SUBTOPICS RCS REVIEW			✓ MEETS REQUIREMENTS			CORRECTIVE ACTION STATEMENT COMMENT OR JUSTIFY ANY NO ANSWER	
			Yes	NO	N/A		
I.	Process & File Organization General Project Oversight, Non Compliance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NA	
II.	EEO Annual July Report, Subcontracts/TEA/Rental Agreements, Trucker Observation, Job Site Bulletin Board Inspections		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NA	
III.	Disadvantaged Business Enterprises Commitments & Payments Commercially Useful Function		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NA	
IV.	On-the-Job Training General Oversight		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NA	
V.	Wages Prevailing Wage Decision, Payrolls, Deductions Payroll Violations, Non Comp. Communications, Labor Interviews		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NA	
VI.	Project Administrator: Acceptable Compliance Awareness		<input type="checkbox"/> YES <input type="checkbox"/> NO				
REVIEWER'S COMMENTS:							
REVIEWER SIGNATURE							
NAME			SIGNATURE			Date	
DISTRIBUTION OF REVIEW REPORT							
NAME		EMPLOYER / ORG.		POSITION		EMAIL ADDRESS	
				Project Administrator			
				FDOT Project Manager			
				Operations Center Eng.			
				DCCM			
				LAP Coordinator			
				RCS			

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONSTRUCTION CONTRACT COMPLIANCE
 ADMINISTRATION (CCCA) REVIEW**

275-021-32
 EQUAL OPPORTUNITY OFFICE
 12/16
 Page 2 of 8

SECTION I: PROCESS & FILE ORGANIZATION

A	General Project Oversight	✓ MEETS REQUIREMENTS			Comments COMMENT OR JUSTIFY ANY NO ANSWER	Corrective Action? (✓ if yes)
		Yes	NO	N/A		
1	RCS regularly attends FDOT Compliance Trainings/Meetings and is cognizant of all contract compliance requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	RCS is aware, familiar, and has access to Topic No. 275-020-005 Equal Opportunity Construction Contract Compliance Manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	RCS uses, and ensures contractor's use of current version of forms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4	RCS reviews Daily Work Reports/Daily field reports for compliance related data including tracking active contractors, work performed, and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
5	The receipt date for compliance related documents can be identified (date stamp and/ or electronic notation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
6	Records include notes, e-mails, handwritten summaries, etc. of RCS actions/reviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
7	RCS has access to, EOC/CARS, Forms Library, and other FDOT websites needed to monitor compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
8	The RCS has a method/procedure for determining and documenting which subcontractor(s) are active each week, including beginning/ending dates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
9	A copy of the bid blank/bid tabulation is in the project EEO file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
10	Minutes of the Pre-construction Conference are in the EEO file and they document the delivery of information on EEO, DBE, Wages and OJT compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
11	Was appropriate training or technical assistance provided to those who were unfamiliar with FHWA 1273?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
B	Non-Compliance	✓ MEETS REQUIREMENTS			Comments COMMENT OR JUSTIFY ANY NO ANSWER	✓ if Corrective Action
		Yes	NO	N/A		
1	RCS timely issues (and follows up on) non-compliance communications in accordance with the schedule outlined in the compliance workbook/manual and is copying the DCCM on all communications, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	a. Notice Letter of Non-Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	b. Performance Deficiency Warning Letter for Contract Non-Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4	c. Deficiency Letter - Withholding of Progress Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
5	d. Payroll Violations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
6	RCS has a tracking mechanism for monitoring due dates of Non-Compliance notices and payroll violations to ensure subsequent notices are issued in a timely manner if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONSTRUCTION CONTRACT COMPLIANCE
ADMINISTRATION (CCCA) REVIEW**

275-021-32
EQUAL OPPORTUNITY OFFICE
12/16
Page 3 of 8

SECTION II: EEO						
C	Company EEO	✓ MEETS REQUIREMENTS			Comments COMMENT OR JUSTIFY ANY NO ANSWER	✓ if Corrective Action
		Yes	NO	N/A		
1	RCS reviews Contractor Compliance Register on the EEO website to ensure EEO Officers are posted prior to begin date and accurately shown on Job Site Bulletin Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
D	Annual July Report	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	NO	N/A		
1	RCS ensures contractors submit the Annual July EEO Report (FHWA 1391) by the August 20 th due date and reviews each report for reasonable and accurate reporting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
E	Subcontracts/TEA/Rental Agreements	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	NO	N/A		
1	Files include a Certificate of Sublet for each contractor whose work has begun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	No less than 20% of subcontracts are reviewed to determine FHWA 1273 is included in its entirety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	Files include a Notice of Temporary Employment Agency(s) Form No. 275-021-15 for each temporary agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4.	The Notice of Rental Agreement (700-010-11) is on file for all rentals (if required) and includes all approval signatures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
F	Trucker Observations & Verifications	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	NO	N/A		
1	Trucker Observations and Verifications (FDOT Form No. 700-010-61) are conducted when deemed appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	The appropriate number of trucker observations and verifications are conducted to comply with DBE utilization for the 1 st 3 active months a DBE trucking firm is used on the project for DBE Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	If issues of non-compliance were identified in the Trucker Observations and Verifications, the RCS took the appropriate follow-up actions/inquiry in a timely manner for resolution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
G	Jobsite Bulletin Board Inspections	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	NO	N/A		
1	RCS verified the Jobsite Bulletin Board was in place on or before the first day workers were present on the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	The Jobsite Bulletin Board is in place within project limits or if appropriate, approval has been given for placing the Job Site Bulletin Board outside of project limits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONSTRUCTION CONTRACT COMPLIANCE
ADMINISTRATION (CCCA) REVIEW**

275-021-32
EQUAL OPPORTUNITY OFFICE
12/16
Page 4 of 8

3	The jobsite bulletin board is inspected periodically using the Inspection Report for Job Site Bulletin Boards (FDOT Form No. 275-021-10) to determine continued compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4	Appropriate actions taken by the RCS are documented and communicated to the contractor when discrepancies and/or deficiencies are evident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

SECTION III: DBE

H	Commitments & Payments	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	NO	N/A		
1	RCS reviews DBE Commitments including NAICS for work to be performed? FDOT requires the prime contractor to enter anticipated DBE commitments into the EOC system at or prior to the preconstruction conference.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	RCS reviews DBE payments reported by Prime in EOC for accuracy & completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	RCS compares subcontracts and dollar values of work identified from Cert. of Sublet Work, TEA's, Rental Agreements, Daily Field Reports and subcontract reviews to DBE participation reported by Prime to identify any additional DBE's and or additional subcontract dollars for DBE Participation and takes action as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4	RCS confirms updates are entered (within 14 days of the change) in EOC resulting in adjustments to commitments/payments as applicable if DBES are added/removed or dollars to the DBE change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
I	Commercially Useful Function (CUF)	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	NO	N/A		
1	RCS ensures CUF DBE Monitoring Report Form 275-021-18 is completed within the first three active months for each DBE and is completed in its entirety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	If DBE is not a trucking company, the RCS assessed that the DBE completed 30% of work with its own workforce.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	If CUF was questionable, was the supporting documentation submitted to the DCCM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4	Does the type of work listed on the DBE commitment match the type of work being done on the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
5	DWR and certified weekly payroll is reviewed to determine if DBE subcontractors are performing the type of work reported in EOC with their own workforce.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONSTRUCTION CONTRACT COMPLIANCE
ADMINISTRATION (CCCA) REVIEW**

275-021-32
EQUAL OPPORTUNITY OFFICE
12/16
Page 5 of 8

6	RCS properly routed completed CUF DBE Monitoring Report to PA & DCCM with verification and documentation attached in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
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SECTION IV: OJT

J	General OJT Oversight	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	NO	N/A		
1	If designated, the RCS is effective in the timeliness of setting up of the Training Evaluation Meeting (Post Pre-Construction Conference Training Evaluation Meeting).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	RCS notifies the contractor of the requirement to be present at the Training Evaluation Meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	RCS notifies the Contractor to bring the Company Wide EEO Report and present at the Training Evaluation Meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4	Training Evaluation Meeting Minutes are distributed and on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
5	RCS reviewed OJT schedule for completeness/accuracy and all approved OJT Schedules are on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
6	The RCS regularly monitors the OJT Schedule for compliance and proactively advises the contractor of the need for revisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
7	File includes Proficiency Record Form 275-021-01 including approved proficiencies for each scheduled training classification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
8	RCS promptly reviews Trainee Enrollment and Notice of Personnel Action form for completeness and accuracy and submits to DCCM.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
9	The RCS is prompt in conducting Trainee Interviews or insuring their completion & submitting results to District Office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
10	Approved Trainee Enrollment and Notice of Personnel Action form, and a copy of Trainee Identification Card along with interview is on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
11	RCS verifies Monthly Time Reports against other project collected data (payrolls, daily work reports, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
12	Verified Monthly Time Reports are submitted by due dates to District each month after a trainee is enrolled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
13	RCS is prompt in coordinating proficiency demonstrations and graduation requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
14	Trainee file includes Trainee Enrollment and Notice of Personnel Action forms for termination, graduation, and/or transfer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONSTRUCTION CONTRACT COMPLIANCE
ADMINISTRATION (CCCA) REVIEW**

275-021-32
EQUAL OPPORTUNITY OFFICE
12/16
Page 6 of 8

15	The RCS monitored the training closely and guided the contractor in graduating the required trainees for the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
16	OJT records are organized and clearly communicate trainee and schedule status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

SECTION V: WAGES

K	Wage Decision	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	NO	N/A		
1	The General Wage Decision for the contract is on file for the RCS to use in reviewing certified weekly payroll submittals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	Additional wage classifications requests/approvals are on file and available for the RCS to use in reviewing certified weekly payrolls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
L	Payroll	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	NO	N/A		
1	Payroll submittals are being tracked by the RCS for timely submittal within 7 days of the pay date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	The RCS issues Notices of Non Compliance for payrolls not received timely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	Payrolls are date stamped when received by RCS if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4	Payrolls are promptly reviewed by the RCS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
5	The RCS initials/dates each payroll entry that is reviewed or otherwise mark the entry (ies) to denote as reviewed. If applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
6	The Statement of Compliance is checked for accuracy and completeness, including: Contractor name, Project information, payroll period, and benefit options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
7	The Wage and Hour Record is reviewed to ensure it contains: all required information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
8	The reported wage classification is verified to the general wage decision or to additional classification approvals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
9	Each hourly rate of pay and hourly fringe benefit value (if applicable) is reviewed to ensure it is at least the minimum rate shown on the wage decision for the specified wage classification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
10	Payrolls are checked for mathematical accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
11	For employees reported as working in more than one classification, the RCS verifies that the Contractor is reporting wage classifications and corresponding hours worked in accordance with the options provided for in the CPAM.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONSTRUCTION CONTRACT COMPLIANCE
ADMINISTRATION (CCCA) REVIEW**

275-021-32
EQUAL OPPORTUNITY OFFICE
12/16
Page 7 of 8

12	Fringe Benefits are reviewed to ensure they are paid in either cash or bonafide fringe plan or program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
13	The RCS is aware of indicators that may detect biweekly vs. weekly payrolls and follows up if any of these indicators are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
M	Deductions	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	No	N/A		
1	Deductions are reviewed to determine if they are in accordance with those allowed by USDOL.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	Supporting documentation is obtained to verify authorization of certain deductions? (i.e., loans, cash advances)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	USDOL authorizations of deductions are obtained and reviewed for date of expiration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
N	Payroll Violations/Non-Compliance Communications	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	NO	N/A		
1	RCS promptly reviews payrolls and issues payroll violations as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	RCS enters payroll violation data in CARS and tracks and records resolutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	A log is maintained for the due date for correction of payroll violation(s) and it is tracked with corrections noted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4	RCS issues noncompliance notices and payroll violations when required and in accordance with CPAM.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
5	Appropriate personnel are copied on notices and/or violations issued.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
6	Payroll Violations and Non Compliance Notices are tracked for timely responses by Contractors and any necessary follow up action needed by the RCS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
O	Labor Interviews	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	NO	N/A		
1	The required minimum numbers of Labor interviews are conducted monthly in accordance with CPAM.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	The RCS has a systematic method for identifying the number of interviews conducted and who was interviewed to ensure the required minimum number of interviews are obtained across a cross-section of employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONSTRUCTION CONTRACT COMPLIANCE
 ADMINISTRATION (CCCA) REVIEW**

275-021-32
 EQUAL OPPORTUNITY OFFICE
 12/16
 Page 8 of 8

SECTION VI: Project Administrator						
P	EEO Compliance	✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
		Yes	NO	N/A		
1	Is the Compliance Specialist being informed if an item of work will be reduced or eliminated from the project by the Project Administrator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	Are you familiar with the non-compliance letters: Notice, Warning, and Deficiency, including withholding of monthly estimate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		✓ MEETS REQUIREMENTS			Comments	✓ if Corrective Action
On-The Job Training		Yes	NO	N/A		
1	Are there any trainees required for this project? If so how many?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	Do you insure the inspectors monitor them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	Are the trainees shown and reported on the Daily Diary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4	Are you verifying that the contractor is in compliance with the On-The-Job Training Schedule relative to the project work schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
5	Are you familiar with your role in approving the OJT Schedule and revisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
6	Are you familiar with your role in approving Proficiency Standards for OJT Classifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
7	Are you familiar with Proficiency Observation requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>