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| 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** | |
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| **Sections of Review** | | | | | | | | | | | | | | | | | | | | | | | |
| **Section &Subtopics**  **RCS Review** | | | | | | | | | | ✓M**eets Requirements** | | | | | **Corrective Action Statement**  **COMMENT OR JUSTIFY ANY NO ANSWER** | | | | | | | | | |
| **Yes** | | | **NO** | **N/A** |  | | | | | | | | | |
| **I.** | **Process & File Organization** | | | | | | | | |  | | |  |  | **NA** | | | | | | | | | |
|  | | | **General Project Oversight, Non Compliance** | | | | | |
| **II.** | **EEO** | | | | | | | | |  | | |  |  | **NA** | | | | | | | | | |
|  | | **Annual July Report, Subcontracts/TEA/Rental Agreements, Trucker Observation, Job Site Bulletin Board Inspections** | | | | | | |
| **III.** | **Disadvantaged Business Enterprises** | | | | | | | | |  | | |  |  | **NA** | | | | | | | | | |
|  | | | **Commitments & Payments**  **Commercially Useful Function** | | | | | |
| **IV.** | **On-the-Job Training** | | | | | | | | |  | | |  |  | **NA** | | | | | | | | | |
|  | | | **General Oversight** | | | | | |
| **V.** | **Wages** | | | | | | | | |  | | |  |  | **NA** | | | | | | | | | |
|  | | | **Prevailing Wage Decision, Payrolls, Deductions**  **Payroll Violations, Non Comp. Communications, Labor Interviews** | | | | | |
| **VI.** | **Project Administrator:**  **Acceptable Compliance Awareness** | | | | | | | | | | **YES** | | | | | | | | | | | | | |
| **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. | | | | |  | | | |
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|  | | | | | | | |  | | | | | | | LAP Coordinator | | | | |  | | | |
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| **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. |  |  |  |  |  |
| 2 | RCS is aware, familiar, and has access to Topic No. 275-020-005 Equal Opportunity Construction Contract Compliance Manual? |  |  |  |  |  |
| 3 | RCS uses, and ensures contractor’s use of current version of forms. |  |  |  |  |  |
| 4 | RCS reviews Daily Work Reports/Daily field reports for compliance related data including tracking active contractors, work performed, and equipment. |  |  |  |  |  |
| 5 | The receipt date for compliance related documents can be identified (date stamp and/ or electronic notation) |  |  |  |  |  |
| 6 | Records include notes, e-mails, handwritten summaries, etc. of RCS actions/reviews. |  |  |  |  |  |
| 7 | RCS has access to, EOC/CARS, Forms Library, and other FDOT websites needed to monitor compliance. |  |  |  |  |  |
| 8 | The RCS has a method/procedure for determining and documenting which subcontractor(s) are active each week, including beginning/ending dates. |  |  |  |  |  |
| 9 | A copy of the bid blank/bid tabulation is in the project EEO file. |  |  |  |  |  |
| 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. |  |  |  |  |  |
| 11 | Was appropriate training or technical assistance provided to those who were unfamiliar with FHWA 1273? |  |  |  |  |  |
| **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: |  |  |  |  |  |
| 2 | a. Notice Letter of Non-Compliance |  |  |  |  |  |
| 3 | b. Performance Deficiency Warning Letter for Contract Non-Compliance |  |  |  |  |  |
| 4 | c. Deficiency Letter - Withholding of Progress Payment |  |  |  |  |  |
| 5 | d. Payroll Violations |  |  |  |  |  |
| 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. |  |  |  |  |  |

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| **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. |  | |  |  |  | |  | |
| **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 20th due date and reviews each report for reasonable and accurate reporting. |  | |  |  |  | |  | |
| **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. |  | |  |  |  | |  | |
| 2 | No less than 20% of subcontracts are reviewed to determine FHWA 1273 is included in its entirety. |  | |  |  |  | |  | |
| 3 | Files include a Notice of Temporary Employment Agency(s) Form No. 275-021-15 for each temporary agency. |  | |  |  |  | |  | |
| 4. | The Notice of Rental Agreement (700-010-11) is on file for all rentals (if required) and includes all approval signatures. |  | |  |  |  | |  | |
| **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. | |  |  |  | |  | |  |
| 2 | The appropriate number of trucker observations and verifications are conducted to comply with DBE utilization for the 1st 3 active months a DBE trucking firm is used on the project for DBE Credit | |  |  |  | |  | |  |
| 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. | |  |  |  | |  | |  |
| **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. | |  |  |  | |  | |  |
| 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. | |  |  |  | |  | |  |
| 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? | |  |  |  | |  | |  |
| 4 | Appropriate actions taken by the RCS are documented and communicated to the contractor when discrepancies and/or deficiencies are evident. | |  |  |  | |  | |  |

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| **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. |  |  |  |  |  |
| 2 | RCS reviews DBE payments reported by Prime in EOC for accuracy & completeness |  |  |  |  |  |
| 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. |  |  |  |  |  |
| 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. |  |  |  |  |  |
| **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. |  |  |  |  |  |
| 2 | If DBE is not a trucking company, the RCS assessed that the DBE completed 30% of work with its own workforce. |  |  |  |  |  |
| 3 | If CUF was questionable, was the supporting documentation submitted to the DCCM |  |  |  |  |  |
| 4 | Does the type of work listed on the DBE commitment match the type of work being done on the project |  |  |  |  |  |
| 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. |  |  |  |  |  |
| 6 | RCS properly routed completed CUF DBE Monitoring Report to PA & DCCM with verification and documentation attached in a timely manner. |  |  |  |  |  |

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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). |  |  |  |  |  |
| 2 | RCS notifies the contractor of the requirement to be present at the Training Evaluation Meeting. |  |  |  |  |  |
| 3 | RCS notifies the Contractor to bring the Company Wide EEO Report and present at the Training Evaluation Meeting. |  |  |  |  |  |
| 4 | Training Evaluation Meeting Minutes are distributed and on file. |  |  |  |  |  |
| 5 | RCS reviewed OJT schedule for completeness/accuracy and all approved OJT Schedules are on file. |  |  |  |  |  |
| 6 | The RCS regularly monitors the OJT Schedule for compliance and proactively advises the contractor of the need for revisions. |  |  |  |  |  |
| 7 | File includes Proficiency Record Form 275-021-01 including approved proficiencies for each scheduled training classification. |  |  |  |  |  |
| 8 | RCS promptly reviews Trainee Enrollment and Notice of Personnel Action form for completeness and accuracy and submits to DCCM. |  |  |  |  |  |
| 9 | The RCS is prompt in conducting Trainee Interviews or insuring their completion & submitting results to District Office. |  |  |  |  |  |
| 10 | Approved Trainee Enrollment and Notice of Personnel Action form, and a copy of Trainee Identification Card along with interview is on file. |  |  |  |  |  |
| 11 | RCS verifies Monthly Time Reports against other project collected data (payrolls, daily work reports, etc.) |  |  |  |  |  |
| 12 | Verified Monthly Time Reports are submitted by due dates to District each month after a trainee is enrolled. |  |  |  |  |  |
| 13 | RCS is prompt in coordinating proficiency demonstrations and graduation requests. |  |  |  |  |  |
| 14 | Trainee file includes Trainee Enrollment and Notice of Personnel Action forms for termination, graduation, and/or transfer. |  |  |  |  |  |
| 15 | The RCS monitored the training closely and guided the contractor in graduating the required trainees for the project. |  |  |  |  |  |
| 16 | OJT records are organized and clearly communicate trainee and schedule status. |  |  |  |  |  |

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| **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. |  |  |  | |  |  |
| 2 | | Additional wage classifications requests/approvals are on file and available for the RCS to use in reviewing certified weekly payrolls. |  |  |  | |  |  |
| **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. |  |  |  | |  |  |
| 2 | | The RCS issues Notices of Non Compliance for payrolls not received timely. |  |  |  | |  |  |
| 3 | | Payrolls are date stamped when received by RCS if applicable. |  |  |  | |  |  |
| 4 | | Payrolls are promptly reviewed by the RCS. |  |  |  | |  |  |
| 5 | | The RCS initials/dates each payroll entry that is reviewed or otherwise mark the entry (ies) to denote as reviewed. If applicable. |  |  |  | |  |  |
| 6 | | The Statement of Compliance is checked for accuracy and completeness, including:  Contractor name, Project information, payroll period, and benefit options. |  |  |  | |  |  |
| 7 | | The Wage and Hour Record is reviewed to ensure it contains: all required information. |  |  |  | |  |  |
| 8 | | The reported wage classification is verified to the general wage decision or to additional classification approvals. |  |  |  | |  |  |
| 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. |  |  |  | |  |  |
| 10 | | Payrolls are checked for mathematical accuracy. |  |  |  | |  |  |
| 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. |  |  |  | |  |  |
| 12 | | Fringe Benefits are reviewed to ensure they are paid in either cash or bonafide fringe plan or program. |  |  |  | |  |  |
| 13 | | The RCS is aware of indicators that may detect biweekly vs. weekly payrolls and follows up if any of these indicators are present. |  |  |  | |  |  |
| **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. |  |  | |  |  |  |
| 2 | | Supporting documentation is obtained to verify authorization of certain deductions? (i.e., loans, cash advances) |  |  | |  |  |  |
| 3 | | USDOL authorizations of deductions are obtained and reviewed for date of expiration. |  |  | |  |  |  |
| **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. |  |  |  | |  |  |
| 2 | | RCS enters payroll violation data in CARS and tracks and records resolutions. |  |  |  | |  |  |
| 3 | | A log is maintained for the due date for correction of payroll violation(s) and it is tracked with corrections noted. |  |  |  | |  |  |
| 4 | | RCS issues noncompliance notices and payroll violations when required and in accordance with CPAM. |  |  |  | |  |  |
| 5 | | Appropriate personnel are copied on notices and/or violations issued. |  |  |  | |  |  |
| 6 | | Payroll Violations and Non Compliance Notices are tracked for timely responses by Contractors and any necessary follow up action needed by the RCS. |  |  |  | |  |  |
| **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. | |  |  |  | |  |  |
| 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. | |  |  |  | |  |  |

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| **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? |  |  |  |  |  |
| 2 | Are you familiar with the non-compliance letters: Notice, Warning, and Deficiency, including withholding of monthly estimate? |  |  |  |  |  |
|  | **On-The Job Training** | ✓**Meets Requirements** | | | **Comments** | **✓ if Corrective Action** |
| **Yes** | **NO** | **N/A** |
| 1 | Are there any trainees required for this project? If so how many? |  |  |  |  |  |
| 2 | Do you insure the inspectors monitor them? |  |  |  |  |  |
| 3 | Are the trainees shown and reported on the Daily Diary? |  |  |  |  |  |
| 4 | Are you verifying that the contractor is in compliance with the On-The-Job Training Schedule relative to the project work schedule? |  |  |  |  |  |
| 5 | Are you familiar with your role in approving the OJT Schedule and revisions? |  |  |  |  |  |
| 6 | Are you familiar with your role in approving Proficiency Standards for OJT Classifications? |  |  |  |  |  |
| 7 | Are you familiar with Proficiency Observation requirements? |  |  |  |  |  |