

## Local Agency Program Compliance Matrix

Area	Activity	Forms	By When	Required from Prime Contractor?	Required from Subcontractors/Rental Agreements Over \$10,000
<b>Before Awarding the Contract</b>					
GENERAL	Include Required Federal Provisions	FHWA Form 1273	Bid Documents	YES	YES
	Develop Non-Segregated Facilities Certification	Create Certification	Bid Documents	YES	YES
	Include Davis Bacon Wage Table	Wage Table	Bid Documents	Local Agency	Local Agency
<b>Preconstruction Meeting</b>					
EEO	Pre-construction meeting. (Discuss EEO/DBE/WAGES/OJT special provisions and contract requirements).	N/A	Prior to the start of construction, pre-construction conference (Pre-Con) is held with all pertinent project personnel in attendance. EEO/DBE/WAGES/OJT special provisions and project submittal requirements should be discussed and included in Pre-Con meeting minutes. A separate meeting may be held with the Contractor after the official Pre-Con to go over these requirements in detail. Meeting minutes must be maintained and retained in project files.	Local Agency	Local Agency
	EEO Officer Identification	Form 275-021-13	Prior to start of construction the forms from the Prime Contractor and all Subcontractor(s)/rental agreements over \$10,000 must be submitted to the Equal Opportunity Office in Tallahassee. A signed copy must be maintained at the Prime Contractor's office, available for inspection by FDOT or FHWA upon request. Local Agency must perform verification of this document.	YES	YES
DBE	Anticipated DBE Participation Statement	Form 275-030-12	Initial submission at Pre-Con meeting or within 3 days after Pre-Con. Updated as DBEs are added or DBE contract dollars change.	YES	NO

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<b>On-the Job Training Evaluation Meeting</b>					
OJT	OJT Post Pre-Construction Training Evaluation Meeting (on contracts of at least \$1 million and 225 days)	N/A	Conducted no more than 30 days prior to beginning construction or at another date agreeable to attendees.	Prime Contractors with contract of at least \$1 million and 225 days	Subcontractors enrolling and instructing a Trainee should attend meeting.
	OJT Training Schedule (on contracts of at least \$1 million and 225 days)	Form 275-020-96	Due or developed at or within 10 days of the Training Evaluation Meeting. Schedule Revisions are due when events are missed by 14 or more days, the use of additional classifications is requested, or trainees terminate.	Prime Contractors with contract of at least \$1 million and 225 days	NO
	OJT Proficiency Record and Proficiency Observation for each Training Classification on the OJT Schedule (on contracts of at least \$1 million and 225 days)	Form 275-021-01	Due or developed at or within 10 days of the Training Evaluation Meeting for each training classification listed on the Schedule. Proficiency statements for additional classifications accompany OJT Schedule Revisions. Observation request may be submitted based on trainee readiness and accumulation of at least minimum hours.	Prime Contractors with contract of at least \$1 million and 225 days	Subcontractors enrolling and instructing a Trainee should provide to Prime Contractor for submittal to the Local Agency.
	Contractor Recruitment Program	N/A	Throughout the contract, comply with recruitment requirements when hiring construction workers. Submit all construction job openings to Workforce One. Include "EEO/AA" in all recruitment ads, Workforce One job postings, signs, etc. Identify and develop sources likely to refer qualified females for construction jobs and place ads in media with a large minority circulation. Keep records of all recruitments and maintain a log of all applicants (date, position applied for, name, race, sex, referral source, and outcome). Train all persons who are involved in recruitment in EEO.	YES, Retain all records in prime's project files; do not submit.	NO

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<b>Before Workers Are Present on the Project</b>					
EEO	Approved EEO/AA Policy and Plan	Company Letterhead	Prior to start of construction, EEO/AA Policy must be adopted by the Prime Contractor and each Subcontractor, or rental agreement over \$10,000. A signed copy must be maintained at the Prime Contractor's office and made available for inspection from Local Agency, FDOT or FHWA. Local Agency may request a copy as verification of adoption and retain in their files.	YES	YES
	Supervisory and Office Personnel EEO Meetings	Form 275-021-05	Initial Meeting prior to first day of work. Subsequent meetings at 6-month intervals; new appointees within 30 days. Form must be maintained at Prime Contractor's office and be made available upon request for Compliance Review. Local Agency may request submittal of meeting minutes as verification of compliance.	YES	YES
	Project Personnel EEO Meeting (EEO Information to Project Personnel)	Form 275-021-06	Within 30 days of first day of work, and subsequent meeting every 6 months. EEO Policy and Procedures will be brought to the attention of employees by means of meetings, employee handbooks or other appropriate means. Verification of compliance may be requested by the Local Agency.	YES	YES
	Company Wide EEO Report	Form 275-021-07	Submitted upon request	YES	YES
	Job Site Bulletin Board	Form 275-021-10	In place on or before workers first appear on the project; removed when workers are no longer on the project. At minimum, quarterly inspections are performed by Local Agency to ensure accurate and readable information available. Obtain standard posters from FDOT EEO Website; Complete and maintain throughout the project EEO Officers Poster (EEO officers of Prime Contractor and all Subcontractors) and Additional Wage Decisions; eight (8) standard posters: EEO is the Law, Florida Law prohibits Discrimination, Important Wage Rate Information - Federal Aid Highway Project, Notice, Family and Medical Leave, OSHA Safe and Healthful Work Place, Employee Polygraph Protection, Wage Determination Appeals; three (3) project-specific posters: Project's Wage Decision ( <a href="http://www.dot.state.fl.us/construction/Wage.shtm">http://www.dot.state.fl.us/construction/Wage.shtm</a> ), EEO Officers (FDOT Form 275-020-28), Additional Wage Decisions (FDOT Form 700-010-67)	YES	YES, Board includes Subcontractors EEO Officer information.

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EEO	Notification of Temporary Employment Agency	Form 275-021-15	Submitted to Local Agency before the first Temporary Employment Agency worker is present on the project.	YES	YES
Subcontractors	<b>Subcontractors</b> Approved Certification of Sublet Work	Form 700-010-36	Prime Contractor must have approved sublets of all Subcontractors prior to any Subcontractor performing work regardless of the dollar amount or Tier Level. Form must be kept in Project Administrator file until the project has been final accepted. Updated throughout the project as considered necessary.	YES	NO
	<b>Subcontractors</b> Notice of Rental Agreements	Form 700-010-11	Prime Contractors request for approval to have rented equipment on project. Denotes equipment with or without Operators and defines dollar amount as greater than or less than \$10,000. Forms submitted during project as additional Subcontractors are used.	YES	NO
<b>At the Beginning of the Project</b>					
DBE	Local Agency access to Bizweb		The Prime Contractor must contact FDOT Service Desk 1-866-955 HELP (4357) or via email at FDOT.ServiceDesk@dot.state.fl.us to obtain a userid/password. You will need to provide the FEIN of the Local Agency.	YES	NO
<b>During the Project</b>					
DBE	Actual payments to DBEs and other Subcontractor(s)	BizWeb	Monthly entry of payments to DBEs in BizWeb.	YES	NO
	Commercially Useful Function	Form 275-021-18	Used to interview DBEs to determine if they are providing a commercially useful function on the project. Interview each DBE Subcontractor at some point while active on project.	Local Agency/YES	NO
EEO	Annual July EEO Report	Form 275-021-08	Submitted on all Federal Aid Projects active during the month of July of each year. Due on August 20.	YES	YES
PAYROLLS/WAGES	Certified Annotated Payrolls (includes race and gender)	Form 700-010-69 or Computerized Form	Due 7 days after regular payday for each week in which any contract work is performed.	YES	YES

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PAYROLLS/WAGES	Additional Classification Request	Form 700-010-07	Local Agency submits request by email to <a href="mailto:kim.smith@dot.state.fl.us">kim.smith@dot.state.fl.us</a> or U.S. mail to Kim Smith, FDOT State Construction Office, MS 31, 605 Suwannee St., Tallahassee, FL 32399-0450 District Contract Compliance Manager/LAP Administrator must be copied on the correspondence.	YES	YES
	Deduction Authorization	Being Developed	Required to be on file prior to making the first deduction.	YES	YES
	Notification of Payroll Violation submittal	Form 700-010-59	Corrections are due within 20 calendar days following receipt of payroll violation notification by Local Agency.	YES	YES
EEO	Trucker Interview	Form 700-010-61	Conducted by Local Agency as needed.	YES	YES
	Labor/EEO Compliance Interview of craft and laborer workers	Form 700-010-63	Conducted by Local Agency each month. Number of interviews conducted should be in accordance with Table 2 of LAP Compliance Handbook based on contract dollar amount.	YES	YES
OJT	OJT Trainee Enrollment and Notice of Personnel Action	Form 275-020-08	Submittal within 7 days of proposed effective date on OJT Schedule. Request to graduate issued once minimum hours are accumulated and satisfactory observation occurs.	YES	Subcontractors enrolling and instructing a Trainee
	OJT Trainee Interview	Form 275-021-02	Conducted by Local Agency to record information regarding an enrollee's previous work experience and training. Due along with OJT Trainee Enrollment and Notice of Personnel Action when trainee is first enrolled.	YES	Subcontractors enrolling and instructing a Trainee
	OJT Daily Weekly Training Report	Form 275-021-12	Completed by Project Inspector and Contractor Supervisor who are on the job observing the trainee on a daily basis. The report is due every week to Local Agency.	YES	Subcontractors enrolling and instructing a Trainee
	OJT Trainee Monthly Time Report	Varies with each training classification	Due on the 10th of each month for each month following enrollment of the trainee up to graduation of trainee.	YES	Subcontractors enrolling and instructing a Trainee
INVOICING	Certification Disbursement of Previous Periodic Payment to Subcontractors	Form 700-010-38	Contractor's certification that all Subcontractors, except those indicated, have been paid their pro rata share of all previous periodic payments made to date by the Department through the Local Agency to the Contractor is submitted with each invoice.	YES	NO

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INVOICING	Construction Compliance with Specifications and Plans	Form 700-020-02	Contractor's certification that all items built within the month comply with the plans and specifications. Any exceptions are noted and remain on form until end of project. New items are added monthly as necessary.	YES	NO
	Certification Compliance with EEO Provisions	Form 700-011-13	Certifies that Prime Contractor and all Subcontractor(s) have complied or not with the EEO provisions of FHWA 1273, Section II and Section III. Due with each invoice.	YES	NO

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