

PROJECT SITE RECORD REVIEW INSTRUCTIONS:

The attached forms are to be completed and submitted by the Prime contractor to the reviewer as requested.

These forms must be completed thoroughly, if you did not have any activity in a particular area, please write “no activity” on that form.

- PACKET “A”** is for *Prime Contractor Data* and should be completed by the Prime Contractor.
 - Submit a listing of Minority and Female Recruitment Sources
 - Employment Data – Project
 - New Hires for Project
 - Re-Hires for Project
 - Transfers for Projects
 - DBE/SBE Participation
 - OJT – On the Job Trainees

- PACKET “B”** is for *Subcontractor Data* (a packet must be completed for each subcontractor who performed work during this review period).
 - Employment Data – Project
 - New Hires for Project
 - Re-Hires for Project
 - Transfers for Projects

**CONNECTICUT DEPARTMENT OF TRANSPORTATION
CONSTRUCTION PROJECT SITE RECORD REVIEW**

Review Date: _____

Percent Complete: _____

Project Number: _____

Contractor Name: _____

Contractor Representatives Present:

_____	Title	_____
_____	Title	_____
_____	Title	_____

DOT Representatives Present:

_____	Title	_____
_____	Title	_____
_____	Title	_____
_____	Title	_____
_____	Title	_____

FHWA Representatives Present:

_____	Title	_____
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Is this project in compliance: Yes _____ No _____

Full Compliance Review Recommended: Yes _____ No _____

District EO Liaison: _____

Construction Division Chief: _____

comments:

(To be answered by the Division of Contract Compliance only)

Date Received by the Division of Contract Compliance: _____

Reviewer: _____

Date Reviewed by the Division of Contract Compliance: _____

Full Compliance Review/Audit Scheduled: _____

(To be completed at the time of review by the reviewer)

1) Has your company's EEO policy, affirmative action policy and grievance procedures been brought to the attention of the employees on this project? _____
How? _____ When? _____

2) How many minorities have been employed on this project? _____
How many are currently employed? _____ (Project completed)

3) Is the minority utilization of _____ % per craft being met?
Yes _____ No _____ (if no, explain) _____
(Not for operators and truck drivers)

4) How many females have been employed on this project? _____
How many are currently employed? _____

5) Is the female utilization of 6.9% per craft being met?
Yes _____ No _____ (if no, explain) _____
(All trades)

6) List recruitment sources utilized to staff this project (Attach copies of documentation)

_____	_____
_____	_____
_____	_____
_____	_____

7) Are the materials listed below posted where the project personnel can review them?
EEO Posters _____ EEO/Affirmative Action Policy _____
Wage Schedule _____ Grievance Procedures _____ Union Notice _____

8) Has each job opening been listed with Connecticut State Job Service as required by Executive Order 17?
Yes _____ No _____ (if no, explain) _____

9) Are trainees a provision of the contract?
Yes _____ No _____ (if no, explain) _____

10) Have you discussed with your subcontractors their EEO/Affirmative Action Contract obligations?
Yes _____ No _____ (if no, explain) _____

11) Are your subcontractors being paid within 30 days after you receive payment?
Yes _____ No _____ (if no, explain) _____

12) Have you and your subcontractors requested certification from the Department of Labor for apprentices working on this project
Yes _____ No _____ (if no, explain) _____

Employment Data Sheet Instructions

On each and every construction project Contractors are required to demonstrate “GOOD FAITH EFFORT” in hiring minorities and females into their work force.

The following definitions are considered appropriate for use in reporting construction Contractor employment of craftspersons:

1. Recall or Rehire – (after a seasonal shutdown) – a craftsperson who worked for a Contractor the previous construction season and who is recalled for work by the same Contractor when that same project commences in the next construction season.
2. Transfer – A craftsperson who works for a Contractor and who moves from project to project working for the same Contractor. Employment would tend to be continuous; transfers to other projects would be based upon workload requirements; and periods of unemployment would be due to vacation or season shutdown.
3. New Hire –
 - a. A person working for a Contractor for the first time (regardless of previous work experience with another Contractor).
 - b. Each employee referral from a Union or Hiring Hall in response to a request by the Contractor. In this case, the employee might have worked for the contractor on previous projects. However, he has worked for other Contractors in the interim, or has been unemployed for three months or more during the active construction season.

THE ABOVE DEFINITIONS SHOULD BE APPLIED AS FOLLOWS:

- A. Normally Foremen, Supervisors, Superintendents and Management Officials are considered permanent employees. They are usually salaried and represent company management. They are usually not referred by Unions nor are they hired for particular projects.
- B. In job classifications where minority and/or female utilization is not being achieved, it will be necessary for the Contractor to fully document and substantiate their efforts taken to recruit and hire minorities and females. The Contractor may request assistance in the recruitment and hiring of minorities and females at anytime.
- C. It should be noted that if the employee has been employed by other Contractors between jobs or during the seasonal shutdown, the employee has thus had a break in continuous employment with one Contractor and any decision to employ him/her would be a new hire.

EMPLOYMENT DATA - PROJECT

INSTRUCTIONS: FOR PROJECT _____, COMPLETE THE EMPLOYMENT STATISTICS FOR THE PERIOD COVERING _____

CONTRACTOR NAME _____

WORK HOURS OF EMPLOYMENT														TOTAL EMPLOYMENT			
JOB CATEGORIES	UNION LOCAL #s	TABLE A												ALL EMPLOYEES		MINORITY EMPLOYEES	
		TOTAL EMPLOYEES HOURS		BLACK HOURS		HISPANIC HOURS		AMER. INDIAN ALASKIAN NAT. HOURS		ASIAN/PACIFIC ISLANDER HOURS		WHITE HOURS					
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS (MANAGERS)																	
SUPERVISORS																	
FOREPERSON																	
CLERICAL																	
EQUIP. OPERS.																	
MECHANICS																	
TRUCK DRIVERS																	
IRONWORKERS																	
CARPENTERS																	
CEMENT MASONS																	
ELECTRICIANS																	
PIPEFITTER, PLUMBER																	
PAINTERS																	
LABORER, SEMI-SKILLED																	
LABORER, UNSKILLED																	
OTHER																	
TOTALS																	

TABLE B

APPRENTICES																	
ON THE JOB TRAINEES																	

PREPARED BY _____

DATE _____

Project # _____

DBE PARTICIPATION

Please list DBE firms performing work on this project and are utilized to satisfy the DBE Goal of _____% on this project?

Prime Contractor: _____

NAME OF DBE FIRM	SUBCONTRACT OR AGREEMENT DOLLAR VALUE	MONTHLY		CUMULATIVE
		TOTAL ACTUAL PAYMENT TO DBE	DATE OF ACTUAL PAYMENT TO DBE	TOTAL PAYMENTS TO DATE

Are your subcontractors being paid within 30 days after you receive payment? Yes ____ or No ____ (if no, explain):

Are there any issues relative to your firm achieving the DBE goals of your contract, if yes, please explain:

Note: Please be sure to include DBE Firms not previously included in the Pre-Award document.

Project # _____

SUBCONTRACTOR PARTICIPATION

Please list all subcontractors performing work on this project. Use a separate form for each subcontractor.

Sub-Contractor: _____

Month/Year (Provide information for each month the subcontractor performed work on this project)	SUBCONTRACT OR AGREEMENT DOLLAR VALUE	MONTHLY		CUMULATIVE
		TOTAL ACTUAL PAYMENT TO SUBCONTRACTOR	DATE OF ACTUAL PAYMENT TO SUBCONTRACTOR	TOTAL PAYMENTS TO DATE

Are your subcontractors being paid within 30 days after you receive payment? Yes ____ or No ____ (if no, explain):

Are any payments being held for any reason? Yes ____ or No ____ (if yes, explain):