



**Oklahoma Department of Transportation**  
**Civil Rights Division**  
**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.*

- DBE Form 2A** – Non-DBE Prime Contractor Monthly Payment Log to DBE Firms
- DBE Form 2B** – DBE Prime Contractor Monthly Payment Log to Non-DBE Subcontractors
- 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 Jenny Chong in the Civil Rights Division for approval prior to the substitute beginning work.*
- DBE Form 5** – Request for Waiver of DBE Requirements
- 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** – (See Attached) posters available at [http://ok.gov/odot/Doing\\_Business/Civil\\_Rights/Contractor\\_Compliance:\\_Bulletin\\_Board\\_Required\\_Postings.html](http://ok.gov/odot/Doing_Business/Civil_Rights/Contractor_Compliance:_Bulletin_Board_Required_Postings.html).
- Prompt Payment** – The Contractor is required to make payments to all subs within 15 days of receiving payment from ODOT.
- FHWA 1273** – Contractor is required to follow this contract provision as well as make sure all subcontractors are following the same provision. This form is **required** to be attached to all subcontracts.
- Payrolls** – Payrolls are to be submitted weekly and employees must be paid the correct wages determined by the wage determination in the contract. Contractors are **required** to pay employees weekly.
- 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.
- Websites** – All forms can be obtained by contacting the Civil Rights Division or going to our website at [http://ok.gov/odot/Forms\\_and\\_Publications/ODOT\\_Forms/index.html](http://ok.gov/odot/Forms_and_Publications/ODOT_Forms/index.html).

**Contact information:**

Civil Rights Division  
405-521-3186  
1-800-788-4539

Andy Penney  
Contract Compliance  
405-522-3174  
[apenney@odot.org](mailto:apenney@odot.org)

Michelle Whittington  
Contract Compliance  
405-521-2082  
[mwhittington@odot.org](mailto:mwhittington@odot.org)

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