

C-138 CIVIL RIGHTS FINAL CHECKLIST

Procedures

The C-138 guides you through all the necessary steps to verify and complete the Civil Rights items for a project. It must be submitted twice—at 95 and 100 percent of project completion; however, it is recommended that you review these items more frequently to make sure that your project is on-track for completion.

The C-138 will have you verify the following items:

1. DBE Goal
2. OJT Goal
3. Subcontractor Payments
4. Certified Payroll
5. Civil Rights Forms

If you have questions about the C-138, contact

Aaron Watson
801.965.4110
aaronwatson@utah.gov

VERIFY DBE GOAL

Verify DBE goal - **Sub Systems, Project Admin, Project Details**. If the DBE goal is 0, then there is no DBE goal on the project. To find the Current Commitment and Participation information, continue to the next step.

Project Development Business System (PRD3)

File Edit Sub Systems Project Administration Window Help

Project Detail

Select by: Project PIN Project Summary Report Search Refresh

Project Details Management Funding Final Estimate Status

* Project Number: * Funding type:

* PIN Description: County:

* Concept: Urban/Rural:

* Location: % Time Elapsed:

Contractor: Award Date:

Job/Project: Proceed Date:

* PIN: Projected Start Date:

Estimated Completion: Actual Start Date:

Paid % Project Complete: Final Acceptance Date:

Substantially Complete: OCIP:

Davis-Bacon Wages: DBE Goal %:

*** Update Projected Start Date:

Route	Seq#	Start	End	Length
0191P	1	123.9	125.4	1.5
0191P	2	125.9	126.3	0.4

Note: * indicates PDBS is displaying data from ePM.

Verify DBE goal

If DB Wages apply, then certified payroll is required.
If DB Wages do not apply, then certified payroll is not required.

Ready Dec 17, 2013 02:07 PM

DBE Item Payment Analysis- Sub Systems, Civil Rights, Reports. The "+/-" amounts must be zero or positive to show the commitment has been met. Line items are ok if within 10% of the commitment item amount. If committed item was not used or was underrun by more than 10% due to change in scope, must have a DBE Change Order. The current commitment must meet the overall project goal. If it doesn't, then change order race neutral work and change it to race conscious to make up the goal. If there is not enough race neutral work, then good faith efforts must be documented.

Project Development Business System (PRD3)

File Sub Systems Civil Rights Window Help

Item Payment Analysis

ITEM PAYMENT ANALYSIS

PROJECT NUMBER: F-R499(191) Active PROJECT NAME: JS-191; MP 123.85 - 125.38_US-191; MP 125.93 -

CONTRACTOR: W.W. CLYDE_CO RESIDENT ENGINEER: RUSS TANGREN

CONTRACT AMT: \$1,922,522.14

DBE Name	Item	Item Description	Commit Qty	Commit Amt	Paid Qty	Paid Amt	+/-	Race Neutral
BENSON CONSTRUCTION & TF	18	Rotomilling - 2 Inch	111,531.00	31,300.00	368.5000	42,318.00	\$11,018.00	\$11,018.00
RTJ CONCRETE	5	Mobilization	1.00	3,580.00	-0.0010	(0.01)	(\$3,580.01)	\$0.00
RTJ CONCRETE	8	Reconstruct Valve Box	32.00	17,600.00	-0.0010	(0.01)	(\$17,600.01)	\$0.00
RTJ CONCRETE	9	Reconstruct Manhole	12.00	9,000.00	-0.0010	(0.01)	(\$9,000.01)	\$0.00
RTJ CONCRETE	15	Concrete Curb and Gutter Type B1	120.00	6,000.00	-0.0010	(0.01)	(\$6,000.01)	\$0.00
RTJ CONCRETE	16	Reconstruct Pedestrian Access Ramp	23.00	36,800.00	-0.0010	(0.01)	(\$36,800.01)	\$0.00
RTJ CONCRETE	17	Concrete Sidewalk	937.00	11,244.00	-0.0010	(0.01)	(\$11,244.01)	\$0.00
HERRERA'S CONCRETE, INC.	8	Reconstruct Valve Box	0.00	0.00	32.0000	17,600.00	\$17,600.00	\$17,600.00
HERRERA'S CONCRETE, INC.	9	Reconstruct Manhole	0.00	0.00	13.0000	9,750.00	\$9,750.00	\$9,750.00
HERRERA'S CONCRETE, INC.	15	Concrete Curb and Gutter Type B1	0.00	0.00	55.5000	2,775.00	\$2,775.00	\$2,775.00
				\$115,524.00		\$119,154.94	\$3,630.94	\$87,855.00

Goal% 6.0% Orig. Commit % 6.01% Current Commit % 6.01% RC % 6.2% RN % 4.57% Complete % 27.09%

PRINT EXIT

Ready Dec 17, 2013 02:15 PM

The bid items on this screen come from the C115 subcontracts that have been entered into PDBS.

Paid quantities and amounts populate from subcontractor payments.

The "+/-" amounts show how much money has been overpaid or underpaid in relation to the committed amount. In this example, the first line shows an overpayment of \$11,018; the second line has not been paid, so it shows an underpayment of the full amount.

At the end of the project, if any negative line item is more than 10% of the commitment amount, then a DBE change order must be done.

The percentage complete is based on the amount of items that subcontractors have been paid for. Subcontractors must be paid completely for all items to reach 100%.

Project Goal

Current commitment must be greater than or equal to the Project Goal. If not, then a DBE Change Order must be done.

RC (race conscious) participation must be equal to or greater than current commitment.

DBE Change Order example:

Change Order

Project: F-LC45(10) Company: STAKER PARSON COS DBA STAKER PAVING _ CO: 5

Detail: 10 - ROADWAY

Buttons: Add Existing Ledger Detail, Add New Detail, Add Existing Ledger Item, Add New Item, C-100 - Change Order, C-101 - Letter of Explanation, C-102 - Special Provision

Ledger Item #	Chg. Order Item #	Section #	Item Description	Units	Current Quantity	Orig. Unit Price	Change Quantity +/-	Amount
1	5-0001	012850020	Mobilization	lump sum	1.00	9,510.32	.00	\$0.00
2	5-0002	015540011	Traffic Control	lump sum	1.00	2,000.00	.00	\$0.00

DBE Company Name	Item	Seq	FHWA	Partial	Item Amt	Qty	Comment
EXPRESS ENVIRONMENTAL SERVICES, L1	1	0		Partial Service	\$100.00	1	Mobilization - Partial Service
AAA BARRICADE COMPANY, LLC.,	1	0		Partial Service	\$2,400.00	1	Partial -Device Rental
AAA BARRICADE COMPANY, LLC.,	1	2		Partial Service	(\$1,600.00)	0	See Invoice

Buttons: Race Conscious, Race Neutral, Resequence CO Item#, Move to Non-Participating

This screen shows a DBE change order. The DBE is paid less than the committed amount; a Change Order has to be done to reduce the commitment to the amount paid.

If there are negative amounts in the Item Payment Analysis, then commitments are not fully met. Compare to **Sub Systems, Project Accounting**. Amount Overrun: **Green = underrun** (no way of filling commitment). Must have a change order to bring the commitment in line with the paid amount.

If there are negative amounts in the Item Payment Analysis and Project Accounting, Amount Overrun is **Red = overrun**, then check Change Orders - **Sub Systems, Project Admin, Data Entry, Change Orders**. Must do a Change Order if committed items have been eliminated.

If the prime commits to a DBE, the scope didn't change, and the DBE didn't perform the work or was paid under 10% of the committed amount (due to changes made by the prime), have the DBE and the prime sign a "Hold Harmless Agreement". Must have a change order to adjust the commitment.

DBE HOLD HARMLESS AGREEMENT

This agreement, entered into this _____ day of _____, 20____, by and between _____, hereinafter referred to as DBE (Disadvantaged Busing Enterprise Company) , _____ , hereinafter referred to as PRIME CONTRACTOR, and the UTAH DEPARTMENT OF TRANSPORTATION, hereinafter referred to as UDOT.

Whereas the DBE is unable to perform work listed in the below Statement of Work, or a change in the line item(s) the DBE was contracted to perform has occurred.

Statement of work DBE contracted to perform:

Project Number: _____

Line item(s), Description of work, Reason for not performing work and Amount:

DBE agrees to protect, defend, indemnify and hold the PRIME CONTRACTOR, UDOT, and their employees, free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims in connection with or arising directly or indirectly out of this agreement and/or the non-performance of work listed in the above Statement of Work.

DBE Company Official: _____ (Print name)

Signature _____ Date _____

The Hold Harmless Agreement can be found at:
<http://www.udot.utah.gov/go/civilrightsforms>

VERIFY (ON-THE-JOB-TRAINING) OJT GOAL

Verify On the Job Training Goal. The training goal for the project will be in your contract, project specifications, a memo sent to the RE before the project began, and as a bid item in PDBS. Look in any of these locations for your goal amount.

Compare goal with training hours worked report – **Sub Systems, Civil Rights, Reports, On the Job Trainee Project Hours Worked.**

Project Development Business System (PRD3)

File Sub Systems Civil Rights Window Help

Trainee Hours By Project

Select Project: F-R499(191)

Trne Id	Name	Sub Contractor	Rpt Period	Hours	Class	User Id	Last Mod Date
12117	Carlson, Taylor	W. W. CLYDE & CO	09/2013	2.5	Laborers-Semi Skilled	844	10/4/2013
18568	Davis, Dustin L	W. W. CLYDE & CO	09/2013	145	Laborers-Semi Skilled	844	9/13/2013
18568	Davis, Dustin L	W. W. CLYDE & CO	08/2013	225.5	Laborers-Semi Skilled	suffens	8/12/2013
18568	Davis, Dustin L	W. W. CLYDE & CO	07/2013	12	Laborers-Semi Skilled	844	8/1/2013
6345	Revoir, Cole R.	W. W. CLYDE & CO	08/2013	87	Equipment Operators	844	8/14/2013
6345	Revoir, Cole R.	W. W. CLYDE & CO	09/2013	26	Equipment Operators	844	11/1/2013
18390	Torske, Dillon	W. W. CLYDE & CO	08/2013	99.5	Laborers-Semi Skilled	844	8/14/2013

Total Hours For Project: **597.50**

F-R499(191)

Should be greater than or equal to the OJT goal.

If goal is not met, compare hours to C-130 form (also known as the OJT-100 form in the contract) to calculate liquidated damages. **Submit C-130 (OJT100) form in Projectwise.**

This report should be run weekly. If no hours are adding to this report and apprentices are on payrolls, there is a problem with either the classification or apprentice certification.

If this total is less than expected; then check for the following:

- The employees apprentice certification could have expired. If employee worked during certification lapse, these hours **WILL NOT** count.
- The employee was not classified on the payroll under the classification of his apprentice certification. **Only the hours worked under the classification that is on his apprentice certification will count towards the OJT goal.** For example, hours will not count for an apprentice set up as Equipment Operator and classified as Laborer.

Compare goal with the Project Accounting screen - **Subsystem, Project Accounting, Equal Opportunity Training pay item.**

Project Development Business System (PRD3) - [Project Accounting - Ledger - F- (191) - US-191; MP 123.85 - 125.38 & US-191; MP 125.93 - ...

File Edit View Sub Systems Project Accounting Window Help

Detail Section Number 00830001U Units hour

5480 548.00 Unit Price \$10.00

Original Qty 450.0000 Original Amt \$4,500.00

Adjusted Qty 312.0000 Adjusted Amt \$3,120.00

Item	Description	#	Date	Type	Description	Qty	PH	Sta	Cmt
4	Equal Opportunity Training	1	08/01/2013	PLACED	Davis, Dustin	12.00			
		2	08/12/2013	PLACED	Davis, Dustin	79.00			
		3	08/14/2013	PLACED	Revoir, Cole	34.00			
		4	08/14/2013	PLACED	Torske, Dillon	27.00			1
		5	08/28/2013	CHGORD	2-0001	-138.00			1
6	Public Information Services	6	09/28/2013	PLACED		396.00			2
		7	11/08/2013	PLACED		52.50			3

OJT goal

Hours paid

Quantity Placed	600.50	192%	Amount Paid	\$6,005.00
Quantity Paid	600.50	192%	Amount Placed	\$6,005.00
Quantity Overrun	288.50		Amount Overrun	\$2,885.00
Stockpile Amount	\$0.00		Price Adjustments	\$0.00
Payment-Hold	\$0.00		Payment-Release	\$0.00

CO Item # CO Description

2-0001 EQUAL OPPORTUNITY TRAINING

Ready Dec 18, 2013 09:52 AM

Currently the hours from OJT Project Hours Worked Report do not pull over until the final estimate. We are working on having them pull over on substantial complete.

However, the project oversight may manually add the hours in so that the contractor is paid for training hours on partial estimates.

If the hours worked more than doubles the goal, then RE to cut payment off at double the goal.

If OJT hours fall short of the On the Job Trainee Hours Worked Report, then enter the difference on the OJT pay item in project accounting.

Submit a copy of the C-139 in Projectwise, reimbursement affidavit, obtained from the contractor, verifying the Training Agencies have been reimbursed.

If Project No. doesn't show up on "On the Job Trainee Project Hours Worked" it's become inactive on this screen. 2008 & prior – program not implement to track hours.

If training hours are different between OJT Project Hours Worked screen and Project Accounting, then check the employee set up screen: **Certified payroll, contractor employee set up** – look for employees name and click.

Project Development Business System (PRODUCTION) - [Contractor Employee Data Entry]

Subsystems Certified Payroll Window

Employee ID# 15756 SSN 546-14-7366 Sponsoring Agency AGC

Last Name Josephson Required Hours 4000

First Name Kallton Total Hours 40.50

Middle Name Termination Reason

Previous Last Name Termination Date 00/00/0000

Previous First Name BAT Registered Date 08/21/2013

Previous Middle Name Period of Apprenticeship 1

Name Change Date 00/00/0000 Current Certified Date 11/12/2013

Gender Male Race White Daily Dose Total Hours

Hire Date 07/05/2011 Daily Dose Complete Date 00/00/0000

Comments

Classification Apprentice Journeyman Classification Equipment Operators

Add New Employee

Project Number	Sub-Contractor	Transaction Date	Report Period	Hours	Classification	User ID
F-R199(139)	STAKER & PARSON COS DBA	8/1/2013	08/2013	40.50	Equipment Operators	suffens
Total:				40.50		
Grand Total:				40.50		

Project: F-R199(139) Sub-contractor: STAKER & PARSON COS DBA JACK B. PARS

Project Name: SR-126; MP .62 - 5.74 & SR-126; MP 8.74 - 9.15 & SR-126; MP 14.24 - 14.73 & SR-3

Project Description: Major Rehabilitation - Roadway

Delete Employee Save Exit

Ready

Date enrolled in apprenticeship program

Date of certification - good for 90 days from this date.

Classification of cert

Check the apprentice certification. If the hours entered in the payrolls do not match the classification of the apprenticeship certification, the hours will not count.

The Region office should follow up and make sure contractors are getting new certifications before they expire.

VERIFY SUBCONTRACTOR PAYMENTS

Verify Subcontract Payments - **Sub Systems, Civil Rights, Subcontractor Payments Entry**. Click on each subcontractor and click on retrieve. Make sure all subcontractors have payments.

Project Development Business System (PRD3)

File Sub Systems Civil Rights Window Help

Subcontractor Payments

Project #: F-R499(191) Sub Contract: BENSON CONSTRUCTION & TRUCKING Project: Active Retrieve
Contractor: W. W. CLYDE & CO Project Item: (ALL) Inactive

Transaction Date	Sub Contractor	Item Num	Item Description	Pay Type	Quantity Completed	Amount Paid	Est Num	Entry Date
08/29/2013	BENSON CONSTRUCTION & TRUCKING	18	Rotomilling - 2 Inch	PLACED	368.5000	\$42,318.00	1	09/20/2013

Total Paid: \$42,318.00

* If a Transaction Date is highlighted in red, the date when the payment information was entered in PDBS exceeded the time allowed between payment by UDOT and payment to the subcontractor.

Payment Note

Ready Dec 18, 2013 10:18 AM

Select subcontractor and click "Retrieve" to generate report. You must do this for every subcontractor.

Prime can enter a payment and put it on hold; a comment is required.

If a sub has no payments, then check to see if the sub is a Tier 1. Tier 2, 3, 4, etc. subcontractor payments most likely will not be entered. To check tiers, to **Sub Systems, Project Administration, Data Entry, Subcontracts**. Tier 1 subs are required to have payment entries for prompt payment recording. If the prime decides not to pay the sub for approved reasons such apprentice certifications, payrolls etc, prompt payment still need to be entered in PDBS, and a note entered under the Payment Note field describing reasons for withholding payment. Also look at change orders for reasons why. *One exception is for temporary staffing services, these do not need sub payments, even if they are tier 1.*

Project Development Business System (PRD3)
 File Edit Sub Systems Project Administration Window Help

Data Entry

Select Project: F-R499(191) | Category: Project | Status: Active

Subcontractor List:

#	Subcontractor
3	CENTRAL UTAH TESTING & INSPECTION
4	ELLIS DUDIS GRINDING ENTERPRISES, LLC
5	ELLIS PROFILING
6	RTJ CONCRETE
7	PECK STRIPING INC
8	SCOTT ANDERSON TRUCKING, INC
9	GENEVA ROCK PRODUCTS, INC.
10	S.O.S STAFFING SERVICES, INC.
11	RC ENTERPRISE SWEEPING SERVICES
12	HERRERA'S CONCRETE, INC.

Selected Subcontractor: C-115 / C-116

Sub-contract Number: 11
 Actual Agreement Amt: \$16,400.00
 Speciality Item amount: \$0.00
 Tier: 2
 DBE Type: NONE
 Bid/Subcontract Amount: \$16,400.00
 Subcontract Pct: 0.00%
 Commitment Amount: \$0.00

Item	P/C/CO	Amount
5	Partial Service	\$1,000.00
18	Partial Service	\$15,400.00

Summary:

Original Project Contract Amount	\$1,922,522.14
Total subcontracted amount	\$659,512.44
Total subcontracted percent	34.30%
Committed race conscious amount	\$115,524.00
Committed race conscious percent	6.01%
Race conscious compliance amount	\$115,524.00
Race conscious compliance percent	6.01%
Race neutral participation amount	\$84,394.00
Race neutral participation percent	4.39%
Total Actual Agreement amount	\$659,512.44

Buttons: Race Conscious, Race Neutral

Ready | Dec 18, 2013 10:22 AM

Tier 1 subcontractors are required to have subcontract payments entered. Tier 2, 3, 4, etc. subcontractors are not required.

Prompt Payment: **Subsystem, civil rights, subcontractor payments**. Dates highlighted in red means that the subcontractor payment was not entered within 10 days (projects prior to 2012) or **30 days (2012 projects to current)** from when the contractor was paid. The contractor will not receive the \$250 incentive if even one prompt payment is entered outside of 10 days (**no incentive for 2012 projects or newer**). They are out of compliance with prompt payment. Check Project Accounting to see if prompt payment incentive was paid.

Project Development Business System (PRD3)

File Sub Systems Civil Rights Window Help

Subcontractor Payments

Project #: F-R499(191) Sub Contract: (ALL) Project: Active
 Contractor: W.W. CLYDE & CO Project Item: (ALL) Inactive

Retrieve

Transaction Date	Sub Contractor	Item Num	Item Description	Pay Type	Quantity Completed	Amount Paid	Est Num	Entry Date
09/26/2013	PECK STRIPING INC	13	Pavement Marking Paint	PLACED	9,604.5000	\$11,728.65	1	09/27/2013
09/26/2013	PECK STRIPING INC	5	Mobilization	PLACED	2.0000	\$1,915.00	1	09/27/2013
11/21/2013	PECK STRIPING INC	13	Pavement Marking Paint	PLACED	245.2000	\$5,382.14	2	11/21/2013
11/21/2013	PECK STRIPING INC	14	Pavement Message (Preformed Thermoplasti	PLACED	92.0000	\$10,143.92	2	11/21/2013
11/21/2013	PECK STRIPING INC	5	Mobilization	PLACED	4.0000	\$3,500.00	2	11/21/2013
10/28/2013	RTJ CONCRETE	15	Concrete Curb and Gutter Type B1	PLACED	-.0010	(\$0.01)	2	10/28/2013
10/28/2013	RTJ CONCRETE	16	Reconstruct Pedestrian Access Ramp	PLACED	-.0010	(\$0.01)	2	10/28/2013
10/28/2013	RTJ CONCRETE	17	Concrete Sidewalk	PLACED	-.0010	(\$0.01)	2	10/28/2013
10/28/2013	RTJ CONCRETE	5	Mobilization	PLACED	-.0010	(\$0.01)	2	10/28/2013
10/28/2013	RTJ CONCRETE	8	Reconstruct Valve Box	PLACED	-.0010	(\$0.01)	2	10/28/2013
10/28/2013	RTJ CONCRETE	1	Reconstruct Manhole	PLACED	-.0010	(\$0.01)	2	10/28/2013
09/27/2013	RTJ CONCRETE	1	Flow Control	PLACED	368.2500	\$7,188.24	1	09/27/2013
10/16/2013	RTJ CONCRETE	1	1/2 inch	PLACED	317.2500	\$40,950.00	1	10/16/2013
Total Paid:						\$597,670.43		

Payment information was entered in and payment to the subcontractor.

Payment Note

...de had to hire another DBE
 ...to cleanup RTJ's uncompleted work.
 ...208, which may increase.

Ready Dec 18, 2013 10:35 AM

If any of these dates are **red**, then prompt payment was not met. Check Project Accounting to make sure the prompt payment incentive was not paid.

(ALL)
Retrieve

VERIFY CERTIFIED PAYROLL

Verify Payroll - Sub Systems, Certified Payroll. Click on each contractor to make sure they have payrolls in the system. Not all payrolls will have names listed, so check payrolls until one does. Most trucking companies, suppliers, professional services, engineering firms & surveyors do not require certified payrolls. Check C-115 for these types of work. *One exception is for temporary staffing services, these do need payroll because they provide actual employees to the site.* (If a contractor does not have access to a computer or their computer will not run PDBS/Citrix, then they will need to fill out paper payrolls. The following is a link to the WH357/348 Payroll Forms on the UDOT website: [https://www.udot.utah.gov/public/ucon/f?p=100:pg:::::T,V:4089,.](https://www.udot.utah.gov/public/ucon/f?p=100:pg:::::T,V:4089,))

If payroll dates show up, but no employees are listed, check under Exceptions for salary employees. Check the Exceptions; they must include employee position and reason for exception (i.e. salaried foreman).

IF there are no employees listed on the payroll- check the exception for NO WORK or salaried employees

To left of the word "exceptions", there is a button (it does not show) click to the left -this will bring up a statement of compliance screen - Check for no work or salaries

There should always be **WEEKLY** payroll- even if there are no work weeks

Check to verify that employees are entered on the payroll and hours are entered.

NO WORK WEEK- If there are 3 consecutive NO Work weeks -you can make a note in the exception not work till 00/00/2014. Then on the next payroll pick up at the next payroll number.

If Davis Bacon is not applicable there will not be any payrolls

If missing payrolls, verify **Award Date** = _____ - **PDBS, Sub Systems, Project Admin**. If the award date is November 2009 or before, it will have paper payrolls and will not be in the Certified Payroll program.

Project Development Business System (PRD3)

File Edit Sub Systems Project Administration Window Help

Project Detail

Select by: Project PIN

Project Details | Management | Funding | Final Estimate Status

* Project Number: * Funding type:

* PIN Description: County:

* Concept: Urban/Rural:

* Location: * Time Elapsed:

Contractor: Award Date:

Job/Project: Proceed Date:

* PIN: Projected Start Date:

Estimated Completion: Actual Start Date:

Paid % Project Complete: Final Acceptance Date:

Substantially Complete: OCIP:

Davis-Bacon Wages: DBE Goal %:

*** Update Projected Start Date:

Route	Seq#	Start	End	Length
0191P	1	123.9	125.4	1.5
0191P	2	125.9	126.3	0.4

Note: * indicates PDBS is displaying data from ePM.

Ready Dec 18, 2013 11:06 AM

Statement of Compliance Options - If checked "Where fringe benefits are paid in cash", then look at each Contractor to make sure they have the fringe rate as "Cash Fringe Rate".

Project Development Business System (PRODUCTION) - [Payroll Entry]

Subsystems Certified Payroll Window

Project Number: F-R499(191)

Project Name: US-191; MP 123.85 - 125.38 & US-191; MP 125.93 - 126.30

Contractor: BENSON CONSTRUCTION & TRUCKING

Payroll End Date: 08/10/2013 Payroll #2 08/30/2013
08/03/2013 Payroll #1 08/30/2013

Authorized Agent Title: President
Authorized Agent Name: Joan
Authorized Agent Email: joan.bensontrucking@gmail.com

Statement of Compliance Options

Where fringe benefits are paid to approved plans, funds, or programs

Where fringe benefits are paid in cash

Exceptions

Tax Identification Number(TIN)	Employee Name	Apprentice	Daily Dose
XXX-XX-4435	GALBRAITH, DARREN	<input type="checkbox"/>	<input type="checkbox"/>
XXX-XX-3172	GALBRIATH, KALLIE	<input type="checkbox"/>	<input type="checkbox"/>
XXX-XX-1995	ZILLIG, KEVIN	<input type="checkbox"/>	<input type="checkbox"/>

Contractor Code	Group Classification	Adj	Week Ending	Hr Typ	Su	Mo	Tu	We	Th	Fr	Sa	Total Hours	Hourly Rate	Fringe Rate	Cash Fringe Rate	Total Hourly Rate	Gross Amount	Cmnt	Sppl
140090	Truck Drive	<input type="checkbox"/>		S	0	0	0	0	6.25	7.00	4.00	17.25	14.69	0.00	4.47	19.16	330.510	<input type="checkbox"/>	<input type="checkbox"/>

Gross Amount Earned: 330.51
Other Projects: 0
Other Payments: 0.00
Total Gross Amount Earned: 330.51
Federal Taxes: 17.00
State Taxes: 12.00
Fica: 21.48
Medicare: 1.00
Check Number: 7184
Other Deductions: 0.00
Total Net Earned: 279.03

Check the statement of compliance- If "Where fringe is paid in cash" button is checked then Cash fringe rate field should have amount entered.

If contractor has "Where fringe benefits are paid to approved plan, funds, or program". Then the employees that have the approved plan should have amount listed in the Fringe rate field. If some employees are to approve plan and others are paid cash fringe, then it must make a noted in the exception.

*If a contractor has checked to approved program –confirm with Central that the contractor has an approved plan.

Employee Exceptions- Certified Payroll, Reports. Check if corrections/adjustments were made in Certified Payroll, Payroll Preview (see next page). If so, status should be changed to Accepted. If not, the Region will coordinate with the contractor to fix it. Also, if the status is Accepted without adjustments, the Region will coordinate with the contractor to fix it.

Project Development Business System (PRODUCTION) - [Employee Error Exceptions Report]

Subsystems Certified Payroll Window

BETWEEN: 7/ 1/2005 AND 12/18/2013 PROJECT NUMBER: F-R499(191) Generate Report Print

EMPLOYEE ERROR EXCEPTIONS REPORT 12/18/2013

From: 07/01/2005 To: 12/18/2013

Employee Name	Status	Status Date	Status Comments
Proj Num: F-R499(191)			
Payroll Rejected? <input type="checkbox"/> Company Name: BENSON CONSTRUCTION & TRUCKING Payroll End Date: 08/10/2013 Payroll #: 2			
Shane Clayton	Rejected	8/30/2013 12:47:50	SYSTEM ERRORS - Validation Message # 5 - For standard hours, the total hours for a week must be 40 hours or less. Please adjust the number of hours, or enter an explanation. - Created Date: 8/30/2013 12:46 PM CONTRACTOR COMMENTS - He worked over time for 1/2 hour PROJ OFFICE COMMENTS -
Payroll Rejected? <input type="checkbox"/> Company Name: W.W. CLYDE & CO Payroll End Date: 12/06/2013 Payroll #: 12			
Brady King	Rejected	12/6/2013 09:48:44	SYSTEM ERRORS - Validation Message # 4 - For an adjustment, a comment is required. - Created Date: 12/6/2013 9:48 AM CONTRACTOR COMMENTS - should have been paid \$32.16. Paid him the difference. PROJ OFFICE COMMENTS -

Ready

- print report
- look at reason that the payroll was rejected
- check to see if the correction was made.
- If corrections were not made, contact the contractor to get details on rejection.
- Contractor has 14 days to make revisions to the payroll- After 14 days the contractor will need to contact Central Civil Rights to make revisions to the payrolls.

Example:

If a payroll has a message, "The sum of the total hourly rate (hourly rate fringe rate+ cash fringe rate) must be at least this amount \$ _16.25_. You entered: \$ _15.00_"

*In this situation an adjustment must be entered by the contractor for 1.25 (which is the difference) **YOU NEED TO LOOK FOR THE \$1.25 ADJUSTMENT.***

This report should be run weekly to verify no rejected payrolls.

Certified payroll, Payroll preview

Project Development Business System (PRODUCTION) - [Payroll Preview]

Subsystems Certified Payroll Window

Contractor/Payroll Information

Project Number: F-R499(141)

Project Name/Location: Other: WASHINGTON FIELDS ROAD to: 1.30 for: 1.30

Contractor: STAKER & PARSON COS DBA WESTERN ROCK PRO

Contractor Address: 851 N. RED ROCK RD ST. GEORGE, UT 84770

Payroll Status

Payrolls:

- 11/09/2013 Payroll #6
- 11/08/2013 Payroll #5
- 11/02/2013 Payroll #4
- 07/27/2013 Payroll #3

Tax ID Number	Employee Name	Work Classification
XXX-XX-1616	NUNEZ, GUADALUPE	Equipment Operators

Contractor Code	Adj	Week Ending	Hr Typ	Su	Mo	Tu	We	Th	Fr	Sa	Total Hours	Hourly Rate	Fringe Rate	Cash Fringe	Tot Hrlly Rate	Gross Amount
140026	✓	07/13/201	S	0	0	0	-8.00	-8.00	-7.00	0	-23.00	19.05	0	7.01	26.06	-438.15
110216	✓		S	0	0	0	8.00	8.00	7.00	0	23.00	21.50	0	7.01	28.51	655.73
140026	✓	07/13/201	O	0	0	0	0	0	-1.00	0	-1.00	28.58	0	7.01	35.59	-28.58

System Error	Contractor Comments	Project Office Comment	Status	Accept	Reject
Validation Message #: 4 - For an adjustment, a comment is required. -	Time keyed to wrong craft and class		Rejected	<input type="radio"/>	<input type="radio"/>

Total Gross	Federal Taxes	State Taxes	Fica	Medicare	Other Deductions	Total Deductions	Net Wages
1781.54	101.00	5.00	98.1	22.96	294.54	551.69	1229.85

This report is where the rejected payrolls can be accepted. The payrolls should only be accepted after verifying the appropriate the corrections is entered. When accepting the rejections, make sure to accept the original rejected payroll and the adjustments that cross reference with the original rejected payrolls. Adjustments are automatically rejected until they are reviewed and accepted.

When checking pay entries, verify that you check each employee and each pay entry line. (Scroll down for more entries if needed)

The status is automatically rejected if there are issues. To accept click in the accept button then enter.

A project office comment is required when accepting a rejected payroll. Example: *This adjustment is for the payroll# __ and is the correct amount. (Please put your name with comment entered.)*

Please verify that the adjustment amount is the needed amount to correct the

CHECK THE MATH ON THE ADJUSTMENTS TO VERIFY THAT THE ADJUSTMENT ENTERED IS THE DIFFERENCE NEEDED TO MAKE UP SHORTAGE IN PAY

Payroll Item Status (Project Office)

TO PULL THIS UP- RIGHT CLICK IN PROJECT OFFICE COMMENTS- PULLS UP GREY SCREEN. INSIDE GREY SCREEN RIGHT CLICK. THIS WILL ALLOW YOU TO MAKE COMMENT |

Ok Cancel

1391 report - **Certified payroll, reports, 1391 salary entry**. Check that each contractor has entered info monthly for ARRA and for the month of **July** for all other projects, if they worked in July. Pick project, company name, and reporting month year. Have all reports through July each year entered by Aug 17th so they can be included in the federal report.

Project Development Business System (PRODUCTION) - []

Subsystems Certified Payroll Window

Project Number: F-R499(141)

Company Name: STAKER & PARSON COS DBA WESTERN ROCK PRO

Reporting Month Year: 7/1/2013 Add Month Year

Project % complete: 0.55 * Enter in decimal format. Ex. .25.

ESTIMATED PEAK EMPLOYMENT

Month and Year: 7/1/2013 * Enter first date of the month of the peak employment month. Format (mm/dd/yyyy)

Number of Employees: 3

Job Name	Race	Gender	Number Of Employees	Total Salary Amount	Total Hours Worked
SUPERVISORS	White	Male	1	\$749.28	16
CLERICAL	White	Female	1	\$83.30	5
ENGINEERING PERSONNEL	White	Male	1	\$226.17	7

* 1391 Report will be generated by Civil Rights for the month of July each year. Contractors are required to enter salaried employee information but are not required to generate the report.

Generate 1391 Report

Ready

This form is to be developed from the "Contractor's annual EEO Report." This Data is to be compiled by the state and submitted annually. It should reflect the total employees on all Federal Aide Highway Projects in the State as of July 31. **The staffing figures to be reported should represent the project work force on board in all or part of the last payroll period preceding the end of July.**

CFR 23 Appendix D to subpart A of part 230-Federal-Aid Highway Construction Summary of Employment Data (form PR 1391)

Click drop down to see entry.

Only contractors that worked in July are required to enter a 1391 report. Check the contractor individual payrolls to see if a payroll is entered for July and had employees with time entries. If a contractor has no work weeks in the month of July, then the 1391 report is not needed.

Form 1444- Certified Payroll, Form 1444. Check that each contractor does not have outstanding 1444 requests. If one shows up then check to make sure Civil Rights and Department of Labor (DOL) have approved it. If the DOL rejects a request and provides a new rate, obtain documentation from the contractor that they paid the difference in rates. If there is a request entered but has not been submitted to Civil Rights, then check the payrolls for that contractor to make sure no payments have been made with that code. If payments have been entered with that code, then Region to obtain a 1444 request from the contractor and send to Central Civil Rights to get it approved through the DOL.

To verify if there are 1444 requests click here.

Project Development Business System (PRODUCTION) - [Payroll Entry]

Subsystems Certified Payroll Window

Project Number: F-R499(191)

Project Name: JS-191; MP 123.85 - 125.38 & US-191; MP 125.93 - 126.30

Contractor: PECK STRIPING INC

Payroll End Date: 09/21/2013

Payroll Date	Payroll #	Created Date
09/21/2013	Payroll #5	09/27/2013
09/07/2013	Payroll #4	09/26/2013
08/17/2013	Payroll #3	08/26/2013
08/10/2013	Payroll #2	08/26/2013

Buttons: View/Edit Payroll Comments, Supplemental, Add Payroll, Delete Payroll, View/Print Statement, Form 1444

Payroll Information

Authorized Agent Title:

Authorized Agent Name:

Authorized Agent Email:

Statement of Compliance Options

Where fringe benefits are paid to approved plans, funds, or programs

Where fringe benefits are paid in cash

Contractor Final Payroll

Exceptions

Tax Identification Number(TIN)	Employee Name	Apprentice	Daily Dose

Calculation Notes

- * The values should reflect the amount on the paycheck.
- * Gross Amount = (Total Hours X (Hourly Rate + Cash Fringe Rate))
- * Gross Amount Earned = Total of all Gross Amount records for Employee
- * Overtime Gross Amount = (((Rate X 1.5) + Cash Fringe Rate) X (Total Hours))

* For Misclassification Adjustments a detailed comment is required explaining what job class the adjustment is for.

Buttons: Add Employee, Delete Employee, Add Time Entry Record, Delete Time Entry Record, View / Edit Comment Time Entry

Contractor Code	Group Classification	Adj	Week Ending	Hr Typ	Su	Mo	Tu	We	Th	Fr	Sa	Total Hours	Hourly Rate	Fringe Rate	Cash Fringe Rate	Total Hourly Rate	Gross Amount	Cmnt	Sppl

Buttons: Add Time Entry Record, Delete Time Entry Record, View / Edit Comment Time Entry

Gross Amount Earned	Other Projects	Other Payments	Total Gross Amount Earned	Federal Taxes	State Taxes	Fica	Medicare	Check Number	Other Deductions	Total Net Earned

Ready

Project Development Business System (PRODUCTION) - [Standard Form 1444 Selection]

Subsystems Certified Payroll Window

Project Number: F-R499(191)

Project Descripti: US-191; MP 123.85 - 125.38 & US-191; MP 125.93 - 126.30

Contractor: PECK STRIPING INC

Request Date	Work Started Date
9/26/2013	8/3/2013

Buttons: Ok, Exit, Add, View/Print Report

Annotations:

- Check all contractors (points to Contractor dropdown)
- Click on request and then click OK (points to table row)

Ready

**REQUEST FOR AUTHORIZATION OF
ADDITIONAL CLASSIFICATION AND RATE**

Project Number: F-R499(191)

Project Description: US-191; MP 123.85 - 125.38 & US-191; MP 125.93 - 126.30

View/Print Report

Contractor: PECK STRIPING INC

Date of Award: 5/20/2013

Date Contract Work Started: 3/2013

** Percentages in whole number format*

Contractor Code	Class Name	Original Rate	Original Fringe	Original Fringe %	CR Rate	CR Fringe	CR Fringe %	CR Acc Date	CR Rej Date	DOL Rate	DOL Fringe	DOL Fringe %	DOL Acc Date	DOL Rej Date
5	Pavement Tape Installer	14.40	2.41	0.00	14.40	2.41	0.00	10/08/2013	00/00/0000	14.40	2.41	0.00	12/04/2013	00/00/0000

DOL DATE- if a DOL date has not been entered it means-it had not been approved and project cannot close until DOL approval

Verify that a CR rate/fringe and Acc. date are entered. Verify that a DOL rate/fringe is entered. If the CR rate/fringe and the DOL rate/fringe are the same amounts then the 1444 was accepted at the requested rate. If the amounts are different then the DOL rejected the requested rates and make up in pay will be required by payroll adjustment.

To be completed by Prime Contractor (Check as Appropriate):
 AGREE DISAGREE

To be completed by Contracting Officer (Check as Appropriate):
 Contract Office Submitted Date: 10/8/2013
 The interested parties AGREE and the Contracting Officer recommends approval by the Wage and Hour division.
 The interested parties CANNOT AGREE on the proposed classification and wage rate. A determination of the question by the wage and hour division is therefore required.

If the 1444 is accepted and has the same rate as the requested rate then no further action is required.

If the 1444 was rejected -Go through each of this contractor's payrolls and each employee listed on the payrolls. Look for the assigned contractor code. The contractor will need to pay the difference between the CR rate/fringe and the DOL rate/fringe for each employee hour worked under this assigned code. The contractor will need to make an adjustment on a new payroll that makes up this difference. The system will not alert you even if the 1444 is rejected.

If 1444 request was denied, the contractor is required to do an adjustment for each time entry that uses the code assigned to this 1444 request .

Project Development Business System (PRODUCTION) - [Create 1444 Classification By Project Report]

Subsystems Certified Payroll Window

Project Number: F-0040(111)111

Project Description: US-40; MP 111.32 - 113.86

1444 CLASS BY PROJECT

Project Number: F-0040(111)111

Contractor	Contractor Code	Hourly Rate	Fringe Rate	Fringe %	Classification Name
AMERICAN PAVEMENT MARKINGS DBA IN4		15.55	2.66		Grooving: Main line striping & message grooving (driver & operator)

Print Exit

Ready

This report should be run weekly. This report shows all the 1444 that are on this project. Each 1444 that show on this report should be checked to verify that it has been submitted to Civil Rights office. The CR Rate field will have a date if the 1444 has been submitted. If there are no dates, please contact the contractor and have them submit to Civil Rights office.

Check that adjustments are made and are correct – Example:

Project Development Business System (PRODUCTION) - [Payroll Entry]

Subsystems Certified Payroll Window

Project Number: F-0040(94)7
 Project Name: US-40; Wasatch/Summit County Line to EOC
 Contractor: DRY CREEK STRUCTURES LLC

Payroll End Date:
 Payroll Date Payroll # Created Date
 08/19/2012 Payroll #17 08/24/2012
 08/14/2012 Payroll #16 08/19/2012
 08/13/2012 Payroll #15 08/14/2012
 08/05/2012 Payroll #14 08/10/2012

View/Edit Payroll Comments
 Supplemental
 Add Payroll Delete Payroll

Payroll Information

Authorized Agent Title: Controller
 Authorized Agent Name: [Redacted]
 Authorized Agent Email: [Redacted]

Statement of Compliance Options
 Where fringe benefits are paid to approve plans, funds, or programs
 Where fringe benefits are paid in cash

Exceptions

Contractor Final Payroll

Tax Identification Number: XXX-XX-0786
 XXX-XX-4557

Employee Name: [Redacted] Apprentice: Daily Dose:
 [Redacted] Apprentice: Daily Dose:

View/Print Statement
 Form 1444

Check rate & fringe to make sure that the employee is paid the correct amount.

The hourly rate would be the amount that was "shorted" off the other

Click adj button and reference original payroll that was shorted in week ending

Total Hours X (Hourly Rate + Cash Fringe Rate)
 = Total of all Gross Amount records for Employee
 * Over Gross Amount = ((Rate X 1.5) + Cash Fringe Rate) X (Total Hours)
 * For Misclassification Adjustments a detailed comment is required explaining what job class the adjustment is for

Contractor Code	Group Classification	Adj	Week Ending	Hr Typ	Su	Mo	Tu	We	Th	Fr	Sa	Total Hours	Hourly Rate	Fringe Rate	Cash Fringe Rate	Total Hourly Rate	Gross Amount	Cmnt	Sppl
2	Carpenters	<input checked="" type="checkbox"/>	05/20/2011	S	0	8.50	9.50	13.50	8.50	0	0	40.00	0.01	0.00	4.32	4.33	173.200	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Carpenters	<input checked="" type="checkbox"/>	05/20/2011	O	0	0	0	0	1.00	10.50	0	11.50	0.01	0.00	4.32	4.33	49.790	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Carpenters	<input checked="" type="checkbox"/>	05/27/2011	S	0	8.00	10.50	6.50	10.00	0	0	35.00	0.01	0.00	4.32	4.33	151.550	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Carpenters	<input checked="" type="checkbox"/>	06/03/2011	S	0	0	0	9.00	9.00	8.50	0	26.50	0.01	0.00	4.32	4.33	114.750	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Employee Delete Employee

Add Time Entry Record Delete Time Entry Record View / Edit Comment Time Entry

Gross Amount Earned	Other Projects	Other Payments	Total Gross Amount Earned	Federal Taxes	State Taxes	Fica	Medicare	Check Number	Other Deductions	Total Net Earned
1063.02	0	0.00	1063.02	42.00	15.00	60.05	0	3260	0.00	945.97

Ready

CIVIL RIGHTS FORMS

Check that the following forms are in Projectwise.

Form	Description	Form Requirements
C130	Training Commitment Form	This form is required on projects with training goals. The RE should request that the contractor complete this form for the preconstruction meeting. This form is used to calculate liquidated damages in the event that the goal is not met.
C131	Equal Employment Opportuntiy Bulletin Board Review	The RE should perform a review within the first two weeks after beginning work on the project to verify the Contractor's compliance with these requirements. Reviews will then be conducted bi-monthly throughout the duration of the project
C133	Harrassment, Intimidation, and Coercion (HIC) Roster	Federal regulations require that all employees working on Federal-aid projects be informed of the need to maintain a workplace free of harassment, intimidation, and coercion. The Contractor is required to hold HIC meetings and record the meeting attendees on the C133. All employees that work on the project must be recorded on a C133.
C136	Labor / EEO Interviews	The RE or appropriate designee should conduct interviews during the second and fourth week the Contractor or each subcontractor, or any combination thereof, is on the project. As each new subcontractor begins working on the site, employee interviews must be conducted. If the Contractor's workforce is comprised of eight persons or less, all employees must be interviewed. Otherwise, a random number of employees should be interviewed and the RE should make certain that a representative from each craft is interviewed. Additionally, when possible, interviews of at least one minority, one female, and one Caucasian should be performed.
C138	Civil Rights Checklist	Checklist of all Civil Rights items on a project. Checklist must be submitted with partial estimates twice—when project is at 95% and at final completion.
C139	OJT Reimbursement Affidavit	RE or designated representative must complete this form and send it to the training agency (AGC or union), and receive a signed copy back from them signifying that they have been reimbursed.
C141	DBE Commercially Useful Function (CUF) Project Site Review	RE or designated representative must complete a commercially useful function review for each DBE contractor. This includes suppliers, trucking companies, surveying.