

INSTRUCTIONS

NEW JERSEY DEPARTMENT OF TRANSPORTATION RE'S CHECKLIST FOR CONTRACTORS EEO, DBE & TRAINING SUBMITTALS

1) COMMENTS/EXPLANATIONS:

- a) This form replaces the current RE checklist for monitoring contractors' compliance with EEO, DBE, and Training contract provisions.
- b) All Federal-Aid (\$10,000.00 or more) and Wholly State contracts (\$2,500.00 or more) are covered by this checklist.
- c) All contractors are required to submit complete, accurate, and timely documentation in accordance with the implementation schedule.
- d) All changes to the prime contractor's approved DBE Program must be submitted to the Division of Civil Rights/Affirmative Action for approval via a Revised Form "A".
- e) Contractors using DBE suppliers, truckers, and equipment lessors must submit copies of purchase orders, invoices, delivery tickets, and cancelled checks to the RE.
- f) REs must review and sign the Bi-weekly and 1409 training reports prior to filing.
- g) REs should consult the Construction Procedures Handbook, the Equal Opportunity Affirmative Action Guidelines (16 Affirmative Action Steps) and/or the Civil Rights Office for assistance as needed.

If the contractor's compliance with the contract EEO and Training requirements is not substantial, the RE should consider withholding appropriate monthly estimates pursuant to the contract EEO Special Provisions.