

Local Aid Recipients Work Shop

Local Aid Recipients DBE\ ESBE EEO\Training and Wage Rate Program Work Shop



Welcome to the Local Aid Recipients Training Workshop....

On behalf of the New Jersey Department of Transportation, Division of Civil Rights/ Affirmative Action , welcome.

PURPOSE:

To review your responsibilities to monitor and enforce DBE/ESBE/EEO/Training and Wage Rate contract provisions that are a part of every Local Aid Federal Funded contract.

LOCAL AID CONTRACT REQUIREMENTS

- DBE/ESBE(Disadvantaged Business Enterprise/Emerging Small Business Enterprise)
- EEO(Equal Employment Opportunity)
- Training
- Wage Rate

PROGRAM AUTHORITIES

- 49 CFR Part 26
- Executive Order 11246
- 41 CFR Part 60
- Davis-Bacon Act

DIVISION OF CIVIL RIGHTS LOCAL AID RECIPIENT CONTRACT METHODOLOGY

Initial DBE/ESBE Goal Set

EEO Work Hour Goal

Training Assignments

Wage Rate Requirements

CONTRACT SPECIAL PROVISIONS

Must be included in every contract:

- Standard Federal Equal Employment Opportunity Construction Contract Specifications(Executive Order 11246)
- Notice of Requirement for Affirmative Action to Ensure Equal Opportunity(Executive Order 11246)*Workforce Goals*
- Disadvantaged\Emerging Small Business Enterprise Utilization Attachment FHWA Funded Contracts
- Equal Employment Opportunity Special Provisions

CONTRACT SPECIAL PROVISIONS-cont.

- Special Contract Provisions for Investigating, Reporting and Resolving Employment Discrimination and Sexual Harassment Complaints
- Incentive Program-Disadvantaged Business Enterprise Utilization Attachment for FHWA Funded Contracts

REQUIRED CONTRACTOR POSTINGS

- NJ Dept. of Labor-Prevailing Wage Rate Determination
- NJ Dept. of Law & Public Safety-EEO Posters
- US Dept. of Transportation-Wage Rate Information
- US Dept. of Labor-Wage Determination Decision
- US Dept. of Labor-EEO Posters
- US Dept. Transportation-Fraud Poster
- NJ Dept. of Transportation-Policy 2.1201-Sexual Harassment
- Corp.EEO Officer and site EEO Officer
- Contractor Sexual Harassment Policy
- Company EEO Policy Statement

AREAS OF CONTRACTOR COMPLIANCE

DBE/ESBE Utilization

- EEO Work Hour(s)
- Training Program
- Wage Rate

DBE UTILIZATION

- Form "A" Submittal
- Form "A" Revision Submittal
- DBE Online Directory at: <u>www.njucp.net</u>

Distribution: Contractor→Sponsor→District Office

FORM A

DATE_____

BID AMOUNT:_____

SCHEDULE OF DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

CLASSIFICATION	NAME OF ESBE CONTRACTOR	ADDRESS	TYPE OF WORK (ELECTRICAL, PAVING, ETC.) & CONTRACT ITEMS OR PARTS THEREOF TO BE PERFORMED	PROJECTED COMMENCEMENT & COMPLETION DATE FOR WORK	ACTUAL DOLLAR AMOUNT OF SUB- CONTRACT WORK		

CLASSIFICATION:

- S SUBCONTRACTOR (100% CREDIT)
- M MANUFACTURER (100% CREDIT)
- **RD/S REGULAR DEALER/SUPPLIER (60% CREDIT)**
- **RD/I REGULAR DEALER/INSTALLER (100% CREDIT)**
- T/H TRUCKER/HAULER (100% CREDIT)
- EL EQUIPMENT LESSOR (100% CREDIT)

NOTES: A REGULAR DEALER/SUPPLIER MUST MAINTAIN INVENTORY AND/OR OWN OR OPERATE DISTRIBUTION EQUIPMENT. PRIME CONTRACTOR WILL NOT RECEIVE CREDIT FOR DBE BROKER PARTICIPATION.

TELEPHONE NUMBER

DBE LIAISON OFFICER

BIDDER – PRINT NAME

SCHEDULE OF DISADVANTAGED/EMERGING SMALL BUSINESS ENTERPRISE (D/ESBE) PARTICIPATION

SIFICATION	NAME OF D/ESBE CONTRACTOR	ADDRESS	TYPE OF WORK (ELECTRICAL, PAVING, ETC.) & CONTRACT ITEMS OR PARTS THEREOF TO BE PERFORMED	PROJECTED COMMENCEMENT & COMPLETION DATE FOR WORK	ACTUAL DOLLAR AMOUNT OF SUB- CONTRACT WORK
C/H	Roy Miller & Sons Trucking	22 Nor-Laine Drive Cookstown, NJ 08511	Asphalt Supply: # 93, 96, 97	10/01/08 - 08/07/12	\$6,365,400.00 (100% = \$6,365,400.0 (% of Total Contract Value = 3.184%)
D/S	Rubina Electrical Sales	7221 Rennedy BIVU.	530-532,535-544,548-551,	10/1/08 - 8/7/12	
		No. Bergen, NJ. 07047	555-556	(% of Total Cont	ract Value19
D/S	Jen Electric	est notito nve.	449,451,472,480,491-502,506-	2/1/09 - 8/7/12	\$500,000 (60%-\$300,0
		Springfield, NJ 07081	509,519-528,533-534	(% of Total Contra	ct Value15%)
D/S	East West Trading	200 So. Jefferson St.	441-444,448,452-469,	and the second of the second	\$1,350,000(60%-\$81
		Orange, NJ 07050	489-490	(% of Total Con	tract Value4

SSIFICATION:

- SUBCONTRACTOR (100% CREDIT)
- MANUFACTURER (100% CREDIT)
- **S REGULAR DEALER/SUPPLIER (60% CREDIT)**
- REGULAR DEALER/INSTALLER (100% CREDIT)
 - TRUCKER/HAULER (100% CREDIT)
- EQUIPMENT LESSOR (100% CREDIT)

George Harms Construction Co., Inc

Edward Nyland

BIDDER – PRINT NAME

D/ESBE LIAISON OFFICER

732-938-4004

TELEPHONE NUMBER

ES: A REGULAR DEALER/SUPPLIER MUST MAINTAIN INVENTORY AND/OR OWN OR OPERATE DISTRIBUTION EQUIPMENT. PRIME CONTRACTOR WILL NOT RECEIVE CREDIT FOR DBE BROKER PARTICIPATION.

NEW JERSEY DEPARTMENT OF TRANSPORTATION

MEMORANDUM

TO:	Vincent Cortese Manager Bureau of Construction Services
FROM:	Nelida Valentin, Executive Director Division of Civil Rights and Affirmative Action
DATE:	May 1, 2009
PHONE:	5-3009
SUBJECT:	Recommendation to Award
PROJECT:	Route I-80 Westbound, From East of South Beverwyck Road to West of Route 23 Interchange, Contract No. 046073110; Bridge Deck Patching and Resurfacing, Parsippany-Troy Hill, Montville and Wayne Townships, Fairfield Borough, Morris, Essex and Passaic Counties Federal Project No. FS-080-5(088) DP09113
LOW BIDDER:	Intercounty Paving Associates, LLC

GENERAL STATEMENT:

The bid opening for this project was held on April 28, 2009 at which time four (4) bids were received with Intercounty Paving Associates, LLC being the apparent low bidder.

The low bidder's D/ESBE Affirmative Action Plan has been reviewed by the Division of Civil Rights/Affirmative Action and was found acceptable to the Department.

The low bidder has satisfactorily addressed the following areas as required in the contract specifications:

A) D/ESBE Liaison Officer: Angel Rivera

B) Department's DBE Goal established for this project: DBE - 14%

C) Low Bidder's DBE attainment: DBE -14.02%



AD-267 Monthly DBE/ESBE Utilization Report

Distribution: Contractor→Sponsor→District Office→Division of Civil Rights / Affirmative Action

State of New Jersey							Reporting Period (1)		
Department of Transportation			AD-267				Month: Year:		
		Division of C	Civil Rights and Aff	irmative Act	ion				
		Monthly Report, Utiliz	ation of Disadvanta	aged Busines	s Enterprise	es			
Project Number:				Prime Contrac	tor: (3)				
Federal Project: (2)				Address:					
Project Amount:				Total Paymen	t to Contractor	as			
Estimated Completion Date:				of end of Rep	orting Period: (\$			
NAME OF DBE (5)	Female (6) (Check)	DES CRIPTION OF WORK PERFORMED AND MATERIALS PROVIDED* (7)	CONTRACT ITEM NUMBERS (8)	BID AMOUNT (9)	PAID THIS MONTH (10)	PAID TO DATE (11)	COMMENTS (12)		
			TOTAL	\$	\$	\$	4		
* List all DBE's and work they have performed from the beginning of work			TOTAL ETHNIC (13)	\$	\$	\$	DBE Utilization Proposed at time of		
through this report period.			TOTAL FEMALE	\$	\$	\$	bidding (none proposed, indicate "0")		
			Percent of DBE participa	tion to date: (14)	%		Ethnic%		
							Female (15) <u>%</u>		
							Total <u>%</u>		
To the best of my information a and correct.	and belief, the	above information is complete		I certify that t	he above infor	mation is comp	plete and correct.		
	_		1			<u> </u>			



AD-268 Final DBE/ESBE Report

Distribution: Contractor→Sponsor→District Office→Division of Civil Rights / Affirmative Action Form AD-268

FINAL DBE REPORT

THE FINAL DBE REPORT FORM SHOULD BE FILLED OUT BY THE CONTRACTOR AND SUBMITTED TO THE RESIDENT ENGINEER FOR REVIEW UPON COMPLETION OF THE PROJECT. THE REPORT SHOULD REFLECT ALL DBE ACTIVITY ON THE PROJECT. THE REPORT SHOULD THEN BE FORWARDED TO THE OFFICE OF CIVIL RIGHTS.

IF THE DBE GOAL REQUIREMENTS WERE NOT MET, DOCUMENTATION SUPPORTING GOOD FAITH EFFORTS MUST BE SUBMITTED WITH THE FINAL REPORT.

PROJECT:	AWARD DATE:	AWARD DBE GOAL:
CONTRACTOR:	CONTRACT AMOUNT:	FINAL DBE GOAL:
NAME OF DBE SUPPLIER OR SUBCONTRACTOR	TOTAL AMOUNT OF WORK PERFORMED	TOTAL DOLLAR AMOUNT PAID TO DBE SUPPLIER OR SUBCONTRACTOR

THIS IS TO CERTIFY THAT % OF THE WORK WAS COMPLETED BY DISADVANTAGED BUSINESS ENTERPRISE SUBCONTRACTOR/SUPPLIERS AS STATED ABOVE.

NAME OF GENERAL CONTRACTOR

CONTRACTOR'S SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME, THIS DAY OF , A.D. 20

NOTARY PUBLIC _____ COUNTY

MY COMMISSION EXPIRES:

EEO WORK HOUR COMPLIANCE

- New monthly workforce reporting requirements have been implemented by the NJDOT
- Monthly Workforce data will now be reported via a web based application.
- CC-257 R Monthly Report
- CC-257 R Report will also satisfy the requirements for the 1391 July Report
- Registration Questions-Joe Weber

(609)530-2469

Stimulus Reporting

We are pleased to announce that the Stimulus Reporting on workforce information (CC-257 form) is available through the NewJersey portal - <u>http://www.state.nj.us</u> on the Internet. To access this application, you will need to be **1)** registered with the NewJersey portal, **2)** receive an authorization code number (via email) to provide you with the link to the application. If you have already have a portal account you do not need to register again. Instructions below explain the registration process.

NewJersey Portal Registration Instructions

To register, please follow these instructions carefully.

If you have already registered on the NewJersey portal and need to enter an Authentication Code for a new application, go to http://www.state.nj.us and follow the instructions beginning at step 7.

1. Open an Internet browser and type http://www.state.nj.us in the address box and press <Enter>.

2. At the top left is the Login and Register boxes for the Portal.

3. Click on "Register".

4. In the dialog box entitled "Create Your My New Jersey ID", enter a Log On ID and Password of your choosing and the rest of the requested information. Be sure to include a challenge question and valid email address in case you forget your password.— This is the account your Portal password will be sent to if you forget it. You will not be able to get into the application if you do not log onto the Portal)
5. Now that you have created your account, logout. The next step is to verify the existence of your new account.

6. Log in to your account using your newly created Log On ID and Password.

Activating Authentication Code

Authentication codes will be sent via email under separate cover after you have emailed the following to <u>trnsport@dot.state.nj.us</u>

- 1. Company Name
- 2. Email Address for Company Official or CEO
- 3. Company's Federal Identification Number
- 4. Contact Person's Name (this is the person who registered the account and will be logging on and supplying the requested employment data)
- 5. Contact Person's email address

Once you receive the code, follow the instruction below to provide access to the Stimulus Reporting program.

7. Once logged into the Portal, select 'Enter Authentication code'.

8. Follow the instructions carefully. Type the code in the textbox titled 'Authentication code', and click the 'Finished' button. The code is case-sensitive.

9. The system will log you out.

10. Log in to your account. Your new application will have a link under the NJDOT heading.

Important: Under no circumstances should you give your authentication code to another user. This code has been personalized for your particular need.

NOTE: If you have questions and or problems with any of these steps please send an email to the following address: NJDOTWorkForceReporting@dot.state.nj.us

new jersey department of transportation

New Jersey D	epartmen	t of Irans	sport	ation									Month	nly Em	ploy								
															04			ent Standa Intract Cor					
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Address		VAY AVENUE.			25			Ver						Vendor LD		999999							
														Reporting		1				_			
Compliance Agency	NJDOT	~	Project	Name	1									NO. II									
Project Identifier	U.P.C. No.		-	Proj I.D.	-	1	D.P. N	o.			Contra	ct No.	1		Contrac	t LD.	1						
Type of Contract			Type o	e of Contractor					Type of	Project			1	Type of S	ervice		1						
1=CONSTRUCTION,2=	CONSULTANT		100000	PRIME, 2=SUB						RAL, 2=51	TATE,			1=MFG,2=		3=WHO	LESALE	i.					
3=RAIL, 4=ROW, 5=U1	TILITY								3=FED S	TIMULUS.	4=STA	TE STIMUL	US	4=RETAIL	5=OTHE	R							
Current Goals	Reporting Per	riod	Total Wages (Existing Employees)				0		County											-			
Minority Varies	From	1/1/2009	Total V	/ages (Nev	v Employ	yees)	0													~			
Female	To 1/31/2009 Tota			/ages			0																
Report all permanent a							riate figu	ures on all l	ines and ir	n all colum	ns. Whe	re there an	e no employ	ees in a par	ticular ca	ategory,	enter a a	zero, Inclui	de ALL				
employees, not just those in minority/non-minority categories, in columns 1a and 4 Total Federal & Non-Federal Employee Work Hours																							
					Total F	ederal &	Non-Fe	deral Emp	loyee Wo	ork Hours	5 	_	Percer	ntages	-		Emp	loyees					
1. JOB	CLASSIE	CLASSIFICATIONS		CLASSIEICATIONS		otal Work rs of All	b. Bla	ick (Not of		Hispanic	d. Asian	or Pacific	e. Ame	rican Indian	2. Minority	3. Female	4. Total }	Number of	5. Total	Number of	0.	I <u>Number</u> of the Job	
CATEGORIES	CEASSI	ications.		ees By Job itegory	Hispa	nic Origin)		mapanie	Isl	ander	or Nativ	re American	Percentage	Percentage	Empl	loyees	Minority	Employees		rainees			
			M	F	M	F	M	MF		F	м	F	1		M	F	M	F	M	F			
	-		-				Pr	ofessi	ional S	Servic	es							-		-			
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Officials and	Apprentice		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Officials and Managers	New (hrs)	(nrs)	0	0	0	0	0	0	0	0	0	0	0	10	0	0	0	0	0	0			
C	Sub-Total (hrs)		0	- 10	0	0	0	0	0	0	0	0	0	0	0	10	10	10	10	10			
	Number of I		0	0	0	0	0	0	0	0	0	0	0	10	0	0	0	0	0				
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On the Job	Apprentice	(hrs)	0	0	0	0	0	0	0	0	0	0	0	10	0	0	0	0	0	0			
Trainees	New (hrs)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
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	Number of	Employees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	0	0			
Total Journey Wor			10	10	10	10	10	10	10	10	10	10	0	10	10	10	10	10	10	10			
Total Apprentices			10	10	10	10	0	10	10	10	0	0	0	10	0	10	10	10	10	10			
Total New Employ	ee (hrs)		0	10	10	10	0	10	10	0	10	10	0	10	10	10	10	10	10	10			
Grand Total (hrs)			0		0		0		0		0		0	10	0	0	0	10	10	0			
Total Number of E	mployees		0		0		0		0		0	_	0	10	0		0		0				
Company Official's Name	OVERTON C	ORP.							Telepho	ne Numbe	r (Inclu	de Area Co	ode)	Date Subr	nitted	3/16/20	09 8:12	:38 AM					
Company Official's Title	PRESIDENT									732-000	-0000			Digital Sign	nature	JEFFD	ACSOY	AHOO.CO	м				
This report takes the plac	e of the CC-257	Report, the 139	1 July R	eport and the	Employe	ee Informati	on Repor	rt.															
								SUBM	IT R	ESET													
yellow=Calculated Fiel	lds																						

TRAINING PROGRAM REQUIREMENTS

- Training Program Submittal
- Training Program Approval Letter
- Apprentice/Trainee Approval Memo
- Training Program Revisions
- Training Program Progress Reports

1)Bi-Weekly Training Report

- 2)Contractors 1409 Quarter Training Report
- 3) Training Certificate



Training Program Submittal

Distribution: Contractor→Sponsor→District Office→Division of Civil Rights(CR approves)

NEW JERSEY DEPARTMENT OF TRANSPORTATION MEMORANDUM

то: ____

FROM: _____

Resident Engineer

FROM:

SUBJECT: Initial Training Program DATE: EXT.

Please be advised that the Contractor's attached Initial Training Program date (00-00-00) is herby approved. Your written concurrence date (00-00-00) is also acknowledge.

The effective date for contractor implementation of training and reimbursement is (00-00-00).

Per the "**<u>Revised Standard Training Guidelines 8/96</u>**" training program information for the required position is as follows:

TRAINING	PROGRAM	MIN. AVAIL	EST. START
POSITIONS	<u>HOURS</u>	HOURS	DATES

NOTE: The Contractor is required to submit a signed copy of each Guideline simultaneously with each Apprentice/Trainee Approval Memorandum.

The above minimum hours are approved with the understanding that should additional hours become available, the Contractor is required to provide this training up to the total program hours. If the start dates are not met, the Contractor will submit revised ones for your review.

The Training Special Provisions state: "Training and upgrading of minorities and females toward journeyperson status is a primary objective of this Training Special Provision. Accordingly, the Contractor shall make every effort to enroll minority trainees and females (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and female trainees) to the extent that such persons are available within a reasonable area of recruitment." When nonminorities are candidates, proposed as the Contractor must first document all prior steps taken to obtain minorities and females. This documentation, including minority and female nonavailability letters from unions and all other recruitment sources, must accompany the Apprentice/Trainee Approval Memorandum.



Program Approval Letter

Distribution: Division of Civil Rights→District Office→Sponsor→Contractor

NEW JERSEY DEPARTMENT OF TRANSPORTATION MEMORANDUM

то: ____

FROM: _____

Resident Engineer

FROM:

SUBJECT: Initial Training Program DATE: EXT.

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Apprentice/Trainee Approval Memo

Distribution: Contractor→Sponsor (approves, copy to District Office)→Contractor

NJDOT: DIV. OF CIVIL RIGHTS APPRENTICE/TRAINEE APPROVAL MEMORANDUM PART A CONTRACTOR SECTION: TO BE COMPLETED BY CONTRACTOR

1.PROJECT:		
2.CONTRACTOR:	SUB:	
3.APPRENTICE/TRAINEE NAME:		
4.SOCIAL SECURITY #	5.MALE	HOURI V RATE: \$
6.TRAINING POSITION: 8.START DATE:9.PROGRAM	$\frac{1}{10 \text{ MIN}}$	1000000000000000000000000000000000000
11.THE CANDIDATE IS AN APPRENTICE	F = (USDOL REGISTRA')	$\Gamma ON DATE: \qquad \qquad$
OR TRAINEE AND DOES <u>NOT</u> HA	VE DOES HAVE	CONSTRUCTION EXPERIENCE
12.CHECK <u>ALL</u> WORK CATEGORIES TH CARPENTRY ELECTRICAL ASPHALT DRILLING FINI GRADING LANDSCAPING TRUCK DRIVING OTHER 13.IF ANY ITEMS ABOVE WERE CHECK WORK CATEGORY	_ IRONWORK OPER SHING FORMSETTI PIPELAYING POW	ATING ENGINEER NG ERTOOLS
	IBER? YES NO LOCATION:	# YEARS LOCAL #:
15.ETHNIC GROUP: CAUCASIAN/PORT ASIAN/P. I *NATIVE AMER (IN		
16 ADD /TD ADJECC ADDDECC		
16.APP./TRAINEE'S ADDRESS:		
CITY: ZIP CODE: PHONE:	SIGNATURI	
17.AS THE CONTRACTOR'S REPRESENT	FATIVE, I CERTIFY THE AB	OVE IS CORRECT.
SIGNATURE:	TITLE:	DATE:
DIVISION OF CIVIL RIGHTS SECTI APPROVED: DISAPPROVED:		BY DCR PERSONNEL ONLY.
SIGNATURE:	DATE	:
		20



TRAINING PROGRAM REQUIREMENTS cont.

Bi-Weekly Training Report

Distribution: Contractor→Sponsor (sponsor copies District Office)

																		SECTION V SUBSECTION A				
																			PAGE 27	7 OF 27		
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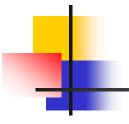


TRAINING PROGRAM REQUIREMENTS cont.

Contractor's 1409 Quarterly Training Report

Distribution:Contractor→Sponsor (sponsor copies District Office)

	ATTACHMEN	т "Н"	SECTION V	SUBSECTION	IA			
				PAGE 26 OF	27			
NEW JE	ERSEYDEPA	ARTMENT OF	TRANSPOR	TATION				
		ON OF CIVIL I						
	CTOR'S 140	9 QUARTERI	<u>LY TRAINING</u>	REPORT				
1ST & 2ND QUARTERS	DUE DATES	5			DUE DATES			
JAN 1 TO MAR 31	APRIL 10		JUL 1 TO SE		OCTOBER '	-		
APR 1 TO JUN 30	JULY 10		OCT 1 TO D	EC 31	JANUARY 1	0		
1. PROJECT:			FED. PF	₹.#:				
			0115					
2. CONTRACTOR:		1	SUB:		1			
3. TRAINEE NAME:								
3. TRAINEE NAME		1						
4. TRAINEE ADDRESS:								
5. SOCIAL SECURITY #:								
6. EMPLOYENEW HIRE	OR UPG	RADE						
7. ETHNIC GROUP: BLACK	HISF	PANIC	ASIAN/PAC	IFIC ISLAND	ER			
NATIVE AMERICAN (INDIA)	N)/ALASKAN	NATIVE	_ CAUCASI	AN/PORTUG	SESE			
8. MALE OR FEMALE:								
9. CURRENT TRAINING PRO)GRAM:							
					EDIOAL			
10.TYPE OF TRAINING: AP	PRENTICES	HIP	LABORER_	CI	_ERICAL			
11.FIRST TRAINING DATE:				NING DATE:				
TT.FIRST TRAINING DATE				ING DATE				
	JAN-MA	R	APR-JUN		JUL-SEP		OCT-DEC	
HOURS OF TRAINING DATA			20		20		20	
					20			
12.GIVEN THIS QUARTER								
13.GIVEN TO DATE								
14.NEEDED TO COMPLETE								
15.TRAINING PROGRESS:								
A=ACTIVE, L=LAID OFF, 1	R=TRANSE	FRRED Q=	QUIT T=TF	RMINATED				
O=OTHER, N-NO MORE W				,,				
COMMENTS:	_ ,	-						
16.TRAINEE SIGNATURE:					DAT	ſE:		
17 CONTRACTOR SIGNATU					DAT			
17.CONTRACTOR SIGNATU	NE							
18.R.E. SIGNATURE:					DAI	「E:		
NOTE: ATTACH COPIES OF					AL 1409			
REVISED 9/94								
								4



TRAINING PROGRAM REQUIREMENTS cont.

Training Certificate

Distribution: Contractor→Trainee (Contractor copies the Sponsor→ District Office)

NEW JERSEY DEPARTMENT OF TRANSPORTATION DIVISION OF CIVIL RIGHTS TRAINING CERTIFICATE (FOR REPORTING HOURS TO NJDOT)

As required by the Contract Training Special Provisions, the Contractor is providing the apprentice or trainee, at the conclusion of his/her training, this Training Certificate showing the hours of training satisfactorily completed.

Presented To:		
Presented By:		(Company Name)
On the		NJDOT Project
Dated:		
hours of t	certifies that the above named ne Standard Progr training positio	
Certified By Contracto	:: Signature	Date
Received By App./Trai	nee: Signature	Date
Recorded By NJDOT F	Signature	Date
Distribution: Original-Apprentice/Tr Copy-Contractor	ainee	
Copy-NJDOT Resident Copy-NJDOT/DCR Tr		AST BIWEEKLY/FINAL 1409)

WAGE RATE REQUIREMENTS

- Davis-Bacon Act
- Submission of Forms
- 1) Certified Payroll-weekly
- 2) Payroll Form WH-347-weekly
- 3) Form DC-126- monthly
- 4) Form DC-127- monthly



- Certified Payroll
- Payroll Form WH-347

Distribution: Contractor→Sponsor→Sponsor copies the District Office

PAYROLL (For Contractor's Optional Use, See Instructions, Form WH-347 Inst.)

U.S. Department of Labor Employment Standards Administration Wage and Hour Division

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR OR SUBCONTRACTOR								ADDRESS								OMB No: 1215-0149 Expires: 03/31/2006					
PAYROLL NO.	R WE	EEKS ENDING							PRO	PROJECT OR CONTRACT NO.											
(1)	(2)	(3)		(4) DAY AND DATE							(5)	(6)	(7)						(9)		
			OT.											(8) DEDUCTIONS							
NAME, ADDRESS, AND SOCIAL SECURITY NUMBER			OR										GROSS		WITH-					Net WAGES	
OF EMPLOYEE		WORK CLASSIFICATION	ST.						TOTAL HOURS		RATE OF PAY	AMOUNT EARNED	FICA	HOLDING TAX		OTHER	OTHER	TOTAL DEDUCTIONS	PAID FOR		
			0		HOUR	SWO	RKED	EACH	IDAY											WEEK	
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We estimate that it will tak the data needed, and comp suggestions for reducing th	leting	and reviewing the	collec	tion	of in	forma	ation.	If y	ou h	ave	any comme	ents regard	ling these es	timates c	r any other	aspect of	of this co	llection o	f information,	including	

ugge 20210.

FORM WH-347, Revised Nov. 1998 - FORMERLY SOL 184 - PURCHASE THIS FORM DIRECTLY FROM THE SUPT. OF DOCUMENTS

WAGE RATE cont.

Form DC-126-Wage Rate Inspection

Distribution: Sponsor→District Office

NEW JERSEY DEPARTMENT OF TRANSPORTATION

WAGE RATE INSPECTIONS

SEE REVERSE SIDE FOR INSTRUCTIONS

Route and Section or Description		Federal Project	ct No.	DP No.		Date			
I	PART 1			PART 2	PA	RT 3	PART 4		
EMPLOYEE'S NAME, ADDRESS AND SOCIAL SECURITY NUMBER	EMPLOYER'S NAME (Company's Name)	Hourly Rate of Pay Overtime Rate	Fringe Benefits Paid in "Cash" or to "Plan"	CLASSIFICATION OF WORK PERFORMED	N.J. Dept of L. & I. Wage Rate Overtime Rate	U.S. Dept of Labor Wage Rate Overtime Rate	Payroll Wage Rate Overtime Rate	PAYROLL CLASSIFICATION	
			_			1 1/2			
						1 1/2			
						1 1⁄2			
						1 1/2			
						1 1/2			
		COMPLETED				1 1⁄2			
PARTS 1 & 2 COMPLETED BY	PART 4 CO	MPLETED B	Y						

NOTE DISCREPANCIES AND CORRECTIVE ACTION ON REVERSE SIDE



Form DC-127-Monthly Summary of Contractor's Payroll

Distribution: Sponsor→District Office

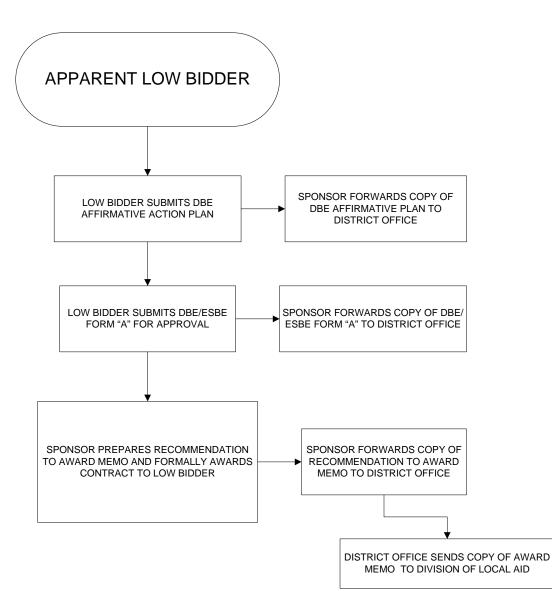
NEW JERSEY DEPARTMENT OF TRANSPORTATION MONTHLY SUMMARY OF CONTRACTOR'S PAYROLLS

Form DC-127 1/99

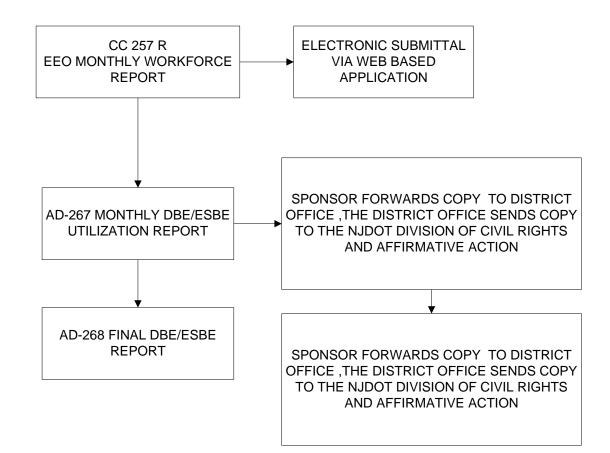
SEE REVERSE SIDE FOR INSTRUCTIONS

ROUTE	SECTION	DESCRIP	TION					REGION	FEDERA	L PROJECT NO.	DP	NO.	DATE
NAME OF 1	EMPLOYER	CONTRACTOR	SUBCONTR ACTOR	SUB SUBCONTRACTOR	OTHER	DATE OF LAST PAYROLL PRIOR TO THIS REPORT	D.ª	TES OF PAY	EPORT	NUMBER OF WAGE RATE INSPECTIONS (EMPLOYEES INTERVIEWED) THIS MONTH			
I certify that, to the best of my knowledge, all employees working on this project during this period have been included on a payroll and all payrolls submitted herewith comply with the requirements of the Project's Specifications, except as noted (attach explanatory memorandum). Furthermore, I certify that the Contractor has the required posters displayed in conspicuous locations.											L WAGE IONS THI	RATE IS MONTH	

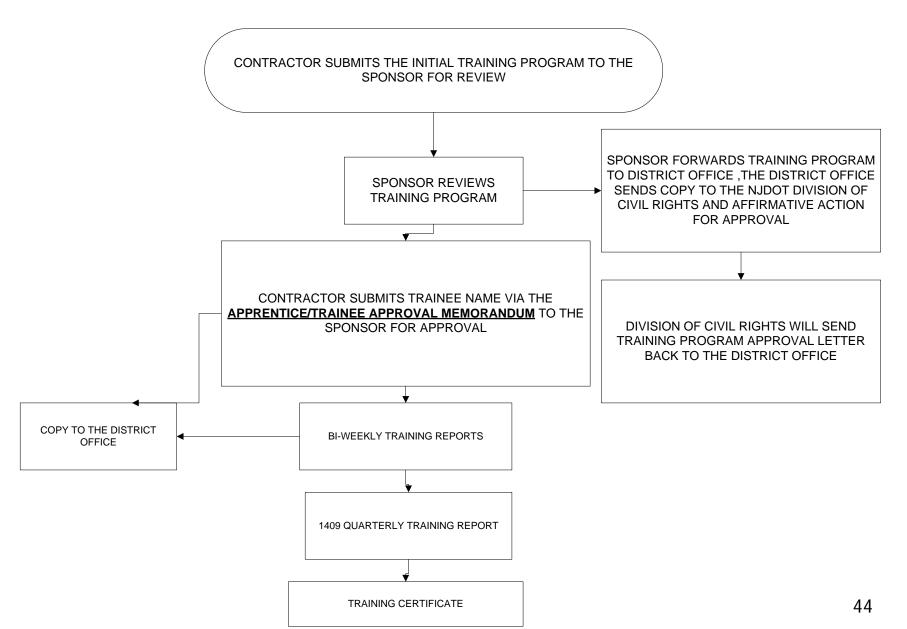
INITIAL CONTRACTOR SUBMITTALS TO RECIPIENT (SPONSOR)



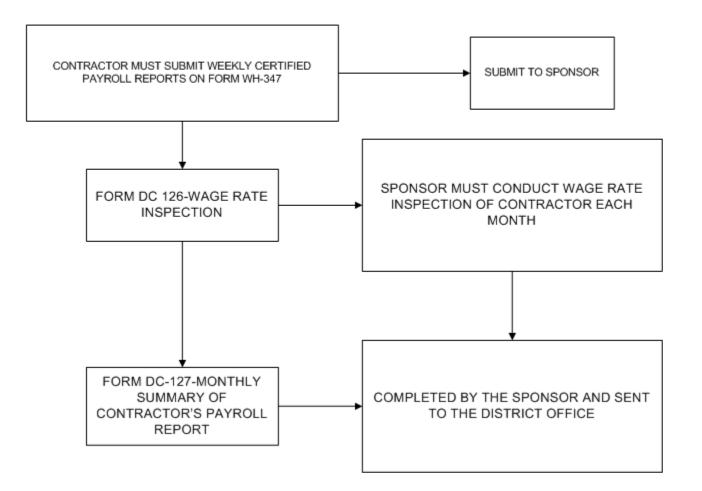
CONTRACTOR'S MONTHLY DBE/ ESBE & EEO PROGRAM SUBMITTALS



CONTRACTOR'S TRAINING PROGRAM



WAGE RATE REQUIREMENTS





Questions

Comments