**PN 018- 06/23/2009 - ARRA PROJECT REPORTING REQUIREMENTS FOR EEO**

**1. CR-61 Reporting Requirements.**

The Contractor and each Subcontractor are required to complete the Employment Utilization Reporting of Work Hour Data tracking report CR-61. This form can be found on ODOT’s website at:

[http://www.dot.state.oh.us/divisions/communications/pages/FederalStimulusProjects.aspx](https://www.dot.state.oh.us/archived/Communications/pages/FederalStimulusProjects.aspx)

This report will be required by the 15th of the last month of each **QUARTER** for the duration of the Project. The “quarter” will begin at the start of the actual work on the Project. The Department requires that report CR-61 be completed identifying the hours worked per craft and the number of employees per craft for this Project. Each Subcontractor will forward the completed report CR-61 to the Contractor, who in turn will be responsible for forwarding a compiled report for its entire work force and that of all subcontractors to ODOT. Details for submission will be updated on the ARRA Reporting site at:

[http://www.dot.state.oh.us/Divisions/Communications/Pages/FederalStimulusProjectListing.aspx](https://www.dot.state.oh.us/archived/Communications/Pages/FederalStimulusProjectListing.aspx)

The Contractor’s consolidated report shall include all craft hours and total numbers of employees for all construction work originated by the Contractor for this project.

Within thirty (30) days of the Pre-Construction Conference for this Project, the Contractor shall identify to ODOT the estimated TOTAL hours to be worked by each trade and by race and gender on this project. Please submit this information to:

Ohio Department of Transportation

1980 West Broad Street

Attn: Office of Civil Rights

Columbus, Ohio 43223

**2. General.**

If there are conflicts with other ODOT Proposal Notes or Specifications involving Equal Employment Opportunity/ Affirmative Action (EEO/AA) requirements then the requirements contained within this Proposal Note shall govern.

The Contractor is responsible for review and compliance with Proposal Notes 20 and 29 which have been modified to reflect the requirements of ARRA.

ODOT reserves the right to change the employment reporting requirements for ARRA contracts at any time without additional compensation to the Contractor.

If the Contractor or any Subcontractor fails to comply with any of the provisions contained in this proposal note, ODOT may terminate this contract, pursue debarment of the Contractor or Subcontractor and/or withhold or suspend pay estimates after written notice and a reasonable opportunity to comply has been provided.

These requirements do not have separate pay items. All costs associated with these requirements shall be included in the Contractor’s general administration or overhead costs for this project.