**APPENDIX I Rev 3/19/2021**

 **LPA Prevailing Wage / EEO Report**

LPA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Project No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DBE Goal %\_\_\_\_\_\_\_\_\_\_\_\_

**To assist ODOT in ensuring that all EEO/Prevailing Wage requirements are being met, please complete and return this form to the address listed below, by the tenth of each month covering the previous month's activity.**

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1. Was certified payroll received in a timely manner from the prime contractor and each subcontractor who worked during the previous month? Yes\_\_\_\_ No\_\_\_\_
2. Are you reviewing those payrolls for accuracy, to ensure that the correct wages are being paid to the employees? Yes\_\_\_\_ No\_\_\_\_
3. During your review, were the payrolls compared to the project daily records to ensure that the proper number of employees and correct classifications are being shown on the payroll? Yes\_\_\_\_ No\_\_\_\_
4. Are Apprentice Certifications, from the Ohio State Apprenticeship Council, on file with the LPA for all employees listed as “'Apprentices” on the Certified Payrolls? Yes\_\_\_\_ No\_\_\_\_
5. When Apprentices are listed on the Certified Payroll, is the per contractor, Apprentice to Journeyperson ratio correct for each classification? Yes\_\_\_\_ No\_\_\_\_
6. Bulletin Boards – are all required posters, applicable wage rates, and the company’s EEO policy correctly displayed? Yes\_\_\_\_ No\_\_\_\_
7. During the pre-construction meeting, did you make the Prime Contractor aware of all Prevailing Wage, DBE and EEO requirements, and supply them with any necessary forms and posters? Yes\_\_\_\_ No\_\_\_\_
8. Do you attend the project progress meetings? Yes\_\_\_\_ No\_\_\_\_
9. Are EEO/PW and Commercially Useful Function issues discussed during the progress meeting? Yes\_\_\_\_ No\_\_\_\_
10. Did the DBE subcontractor work during the previous month? Yes\_\_\_\_ No\_\_\_\_
* If yes, please indicate which DBE(s) worked.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Did the DBE perform a commercially useful function? Yes\_\_\_\_ No\_\_\_\_
1. Are you correctly crediting the DBE participation (60% for materials, 100% for trucking only when performed by DBE owned trucks)? Yes\_\_\_\_ No\_\_\_\_

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Signature Title Date