

Washington State Department of Transportation

Contract Compliance Program Updates



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Training Hour Requirements

- What are Training Hours?
- Who do they apply to?
- Who sets the hours?
- Who is responsible for ensuring hours are met?
- Is there a minimum amount of hours?



EEO Assurances

- The EEO Office will be updating the EEO Assurance Plan this year. These are the duties listed in the current plan for the Region EEO Officers and Project Engineers, are these still correct?
- Region EEO Officer
- WSDOT Project Personnel
- Contractor EEO Officer



Contractor Requirements

- EEO Policy
 - Periodic Meetings
 - Employees and Company EEO Policy
- Posters
 - Required Locations
 - WSDOT/H & LP Region Personnel



Training Programs

- Who is required to submit the training program?
- Is there a time cutoff for when a training plan must be submitted?
- If the training program is not submitted on time what happens?
- What information needs to be included in the training program?



Training Program Review & Approval

- Who is required to review the training program?
- Who can approve the training program?
- Once the program is approved, who is it submitted to?



Non-Union Training Programs

- What should the non-union training program include?
- What does the Region EEO Officer do with the program once they have reviewed it and determined that all the information is correct?



Apprentice/Trainee Approval Request Forms

- When should the Trainee Approval Request form be submitted?
- What information should be included on the form?



FHWA 1273

- What is a FHWA 1273 Packet
- Where should the packet be located
- Who is responsible for ensuring that EEO Compliance is being met related to the project?
- Region personnel responsibilities
- What is the subcontractors responsibilities?



PR1391 & PR1392 Report

- When is the PR 1391 required?
- When is the PR 1391 form due from the contractor?
- Who does the contractor submit the completed PR 1391 form to?
- What payroll period is the PR 1391 required to cover?
- Is a contractor required to submit more than one PR 1391 form?
- What are the requirements for multi-year projects?
- Who signs the completed reports?
- Who forwards the report to the Region EEO Officer and when is it due?



PR1391 & PR1392 Report Continued

- What do the Region EEO Officers do with the PR 1391 forms once they receive them?
- What information must the Region EEO Officer verify to ensure accuracy and completeness?
- What do Tables A through E reflect?
- What do the Region EEO Officers do with the PR 1391 reports?
- By what date do the Region EEO Officers need to have the completed PR 1392 forms submitted WSDOT



FHWA Annual Training Report

- What information does the annual training report contain?
- When is the report due to FHWA?
- When should the Region PE office request the information from contractors?
- What is the latest date that the Region PE offices should have the information to the Region EEO Officer?
- What is the latest date for the Region EEO Officers to submit the information to WSDOT OEO?
- Ensuring the information is obtained
- Where do Annual Training Report forms (272-061EF) need to go?



? Questions ?

The End

