

*Local Project Administration Manual & Reference Guide*

# **Civil Rights**



**MaineDOT**

*Integrity - Competence - Service*

*2016 Edition (Updated Section)*

# Civil Rights

Federally funded locally administered projects must comply with a variety of labor compliance and anti-discrimination laws and regulations. This section summarizes the key requirements that apply to transportation projects with federal money, as follows:

- Davis-Bacon Act and other labor laws – page 10-4;
- Americans with Disabilities Act (ADA) – page 10-7;
- Disadvantaged Business Enterprise (DBE) – page 10-11;
- Equal Employment Opportunity (EEO); and
- Title VI of the Civil Rights Act of 1964.



MaineDOT's Civil Rights Office oversees compliance with these programs:  
<http://www.maine.gov/mdot/civilrights/>

## ☐ Davis-Bacon Act

The Davis-Bacon Act requires payment of federally determined wage rates on federally funded construction projects. State of Maine wages are required on projects using only state funds. If federal and state funds are used, Davis-Bacon rates prevail. Such pre-determined wage rates are not required for municipal personnel when a force-account process is used. (*FMI: See Section 8.*)

➡ *Information about Davis-Bacon and other labor laws begins on **page 10-4.***

“A Contractor’s Guide to Davis-Bacon” is found online: [www.maine.gov/mdot/civilrights/](http://www.maine.gov/mdot/civilrights/)

## ☐ Americans with Disabilities Act of 1990 (ADA)

The ADA prohibits public entities and organizations that receive public funds from discriminating against people with disabilities in all aspects of life, including transportation, public services and public programs. The law requires that new, reconstructed or “altered” transportation facilities be made ADA compliant to the greatest extent feasible, regardless of cost or the type of funding behind a project. (*See pages 10-2 and 10-8.*)

In mid-2013, the U.S. Department of Justice and the Federal Highway Administration reached agreement on the definitions of alterations for highway paving projects. An “alteration” is a change to a public right-of-way that affects or could affect access, circulation, or use. These new definitions may change how cities, towns and other public agencies upgrade accessibility to pedestrian facilities. They apply to ALL government agencies regardless of funding.

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Any of the following activities could be considered an alternation:

- New construction;
- Road rehabilitation and reconstruction;
- Mill-and-fill / mill and overlay;
- Addition of new layer of asphalt (light capital paving);
- Cape seals
- Hot-in-place recycling; and
- Microsurfacing / thin-lift overlay.

ADA rules require projects that alter the usability of a roadway to improve pedestrian access to existing facilities to the **maximum extent feasible**. Where pedestrian facilities are present, ADA compliance of curb ramp width, slope and detectable warnings will be necessary for certain treatments; this may also require pedestrian signal upgrades.

*MaineDOT's ADA Compliance Policy is found on **page 10-7**. The 2010 ADA Standards for Accessible Design are online: [http://www.ada.gov/2010ADASTandards\\_index.htm](http://www.ada.gov/2010ADASTandards_index.htm)*

#### Disadvantaged Business Enterprises (DBE)

DBE is a federal program that encourages use of businesses owned by women and minorities, and such participation is calculated only on federally funded projects. Maine seeks to meet DBE goal requirements through *race-neutral* means; DBE participation typically is not required on specific projects. Maine does, however, attempt to calculate the attainable DBE usage on projects and asks that prime contractors and sub-recipients of federal funds do their utmost to ensure that DBE firms are sought after and hired, if available. MaineDOT continually reviews DBE usage. If it becomes apparent that Maine's DBE goal will not be met, MaineDOT may enforce DBE goals on certain projects. It is important to note that force-account work done by municipalities can be used as justification for no DBE commitments.

*DBE information is found on **page 10-11** and online: [www.maine.gov/mdot/civilrights/dbe/](http://www.maine.gov/mdot/civilrights/dbe/)*

#### Equal Employment Opportunity (EEO)

EEO is an effort to ensure sub-recipients of federal funds, contractors and sub-contractors comply with federal laws and regulations that prohibit government contractors from discriminating in employment. EEO also requires that they undertake affirmative action to ensure equal employment opportunity in their workforces and that they understand their contractual obligations. Every season, MaineDOT is required by the Federal Highway Administration to conduct "Contractor Compliance Reviews" to monitor non-discrimination efforts on several prime contractors and their sub-contractors.

*EEO information is available online: <http://www.maine.gov/mdot/civilrights/>*

□ Title VI of the Civil Rights Act of 1964  
[www.maine.gov/mdot/civilrights/title6/](http://www.maine.gov/mdot/civilrights/title6/)

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, religion, sex or national origin in any federally funded program, including locally administered projects with federal money. Additionally, a presidential executive order in 1994 directed every federal agency to make “environmental justice” part of its mission by identifying and addressing the effects of all programs, policies and activities on minority and low-income populations.

Title VI serves to ensure that services are distributed fairly regardless of race, color, religion, sex or national origin, and that all people have access to participation in the decision-making process. Compliance with Title VI in transportation programs is achieved through:

- Avoiding, minimizing or mitigating disproportionately high health and environmental harm to minority and low-income populations.
- Ensuring the full and fair participation in the transportation decision-making process by all potentially affected groups, including those with limited English proficiency.

Municipalities and other organizations undertaking locally administered projects with federal funds must sign a set of Title VI Assurances to insert into all contracts with outside consultants and contractors.

➡ Title VI Assurances to complete and sign are found online:  
<http://www.maine.gov/mdot/lpa/docs/lpadocs/CivilRightsAssurances2015.doc>

# Davis-Bacon Act and Other Labor Laws



# Davis-Bacon Act & Other Labor Laws

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The Davis-Bacon Act was passed in 1931 to ensure that wages paid with federal money are equitable and comparable with regional prevailing wages. The law requires laborers and mechanics on federally funded construction projects to be paid the prevailing rates. Davis-Bacon dictates how to track and comply with federal wage requirements on federally funded projects. If there is no federal money, Davis-Bacon wage rates do not apply.

Other laws applicable to federally funded transportation projects include the following:

- **The Contract Work Hours & Safety Standards Act** requires time and one-half pay for overtime hours exceeding 40 in any workweek on a covered project.
- **The Copeland Act (Anti-Kickback Act)** makes it a crime for an employer to require any laborer or mechanic working on a covered project to kick back any part of their wages. It also requires the employer to submit Certified Payroll Reports (CPRs).

## General Decision (Wage Rates)

Davis-Bacon wages consist of a base rate that represents the basic hourly rate, plus an additional fringe that may be required. The fringe may be paid in cash or provided for as a benefit by the employer.

Every federal project, when bid, includes at least one U.S. Department of Labor General Decision (GD), but more may be needed based on the scope of work. If a project covers more than one county, for instance, there will be a GD for both. If there is heavy work, such as a bridge over tidal water, then there may be “heavy” rates and “highway” rates.

In many cases, the GD may not include all of the classifications and rates for a specific project. The general contractor must identify and request any additional classifications and rate needed for employees on a covered project. All requests will be made through the Elation electronic payroll system, covered on page 10-6. The federal Department of Labor must approve the rates.

## Responsibilities of Construction Resident

The construction resident overseeing a federally funded project must carry out certain activities to comply with federal labor laws, as follows:

- Review the General Decision to ensure that there are no missing classifications or rates;
- Ensure that the contractors submit requests for missing classifications and rates;
- Check contractor’s bulletin board for accuracy and completeness (see pages 10-6, 10-21);
- Prepare payroll tracking sheet as project progresses;
- Review Certified Payrolls Reports for missing classifications and other issues;

- Conduct payroll interviews of those workers subject to Davis-Bacon review;
- Compare payroll interview information; and
- Notify the MaineDOT Civil Rights Office of any issues.

### Electronic Payroll Submission

MaineDOT tracks *all* payrolls on federally funded projects through the online reporting system known as Elation, which every general contractor and subcontractor must use for work on federal-aid projects. Contractors with questions should contact Sonya Everett, in MaineDOT's Bureau of Project Development: [Sonya.Everett@maine.gov](mailto:Sonya.Everett@maine.gov) or phone: 207-624-3519.

*Guidance for using the Elation System is found in Section 11, "Construction Administration."*

### Payroll Interviews

The project resident or a qualified designee must conduct payroll interviews every 90 days with **two** covered workers from the prime contractor and all subcontractors performing on site for at least **five days** during a 90-day period. Such interviews are confidential and voluntary and must be conducted in person, on the job site. Every effort should be made to ensure that these interviews cause as little disruption as possible to the work. The standard form 1445 must be signed by both parties at the conclusion of the interview.

Upon completion, the interview information must be compared with the data from the payroll report for that week. Any apparent discrepancies should be addressed by the project resident immediately. Contact the MaineDOT Civil Rights Office for assistance: (207) 624-3056.

### Labor Standards Bulletin Board

To keep employees informed of their rights and required wage rates under state and federal laws, a series of posters must be present at the work site and posted on a bulletin board by the prime contractor. The contractor's bulletin board must be displayed on the first day of construction activity on a covered project. It must be displayed in an area that is accessible to all employees and the general public around the clock, seven days per week. The board is usually placed outside the Contractor/Resident field office and must be maintained to remain readable for the duration of the project.

If a project is state funded only, only State of Maine posters are required. If a project has federal funding, *both* State and Federal labor posters are required. The MaineDOT Civil Rights Office has developed a diagram and checklist that may provide assistance. It is found at the end of this section, starting on **page 10-19**. MaineDOT encourages use of this format.

A diagram, checklist and poster packet are found online:

<http://www.maine.gov/mdot/civilrights/sfp/>

# Americans with Disabilities Act



## Maine Department of Transportation: ADA Compliance Policy

**□ Overview**

It is the Policy of the MaineDOT to implement the requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, and all applicable enforcement regulations. These requirements shall be implemented in accordance with the provisions of the MaineDOT’s Comprehensive Transition Plan Update. Complaints alleging a violation of this policy shall be investigated in accordance with the detailed process defined in the “ADA Complaint Procedures” in the “Guideline for Meeting ADA for Projects” section below.

**□ General**

For any project (Bridge, Highway, Multimodal, or Traffic) where analysis has determined new pedestrian facilities to be warranted, such facilities shall meet the full extent of ADA guidelines to the maximum extent possible. This includes sidewalks, curb ramp slope and width, detectable warnings, and pedestrian signals.

**□ Alterations**

ADA accessibility rules dictate that projects that “alter” the usability of the roadway must incorporate accessible pedestrian improvements to existing facilities to the maximum extent possible. An alteration is considered a change to a public right-of-way that affects or could affect access, circulation, or use. Where pedestrian facilities already exist, ADA compliance for curb ramp slope and width, and detectable warnings is necessary for certain treatments; this may also require pedestrian signal upgrades.

**□ Guideline for Meeting ADA for Projects with Existing Pedestrian Facilities**

Project scopes are defined in the chart below. The need for ADA improvements, along with minimum improvements required is based on the Type of Work (scope).

Type of Work	ADA IMPROVEMENTS?	MINIMUM IMPROVEMENTS
<b>New Construction &amp; Reconstruction:</b> Travel way, sidewalk projects and any Safety, Transportation Alternatives, or Safe Routes to School project involving excavation	YES	Upgrade pedestrian facilities to meet ADA standards within the defined project limits – curb ramp slope and width, truncated domes, and pedestrian signals.
<b>Traffic Signals</b> – new location that warrants pedestrian facilities	YES	Upgrade pedestrian facilities to meet ADA standards within the defined project limits – curb ramp slope and width, truncated domes, and pedestrian signals

Type of Work	ADA IMPROVEMENTS?	MINIMUM IMPROVEMENTS
<b>Signal Replace in Kind</b>	YES - but only for pedestrian signals	Upgrade pedestrian signals
<b>Traffic Signals</b> – modification involving excavation or right of way that warrant pedestrian facilities	YES	Upgrade pedestrian facilities to meet ADA standards within the defined project limits – curb ramp slope and width, truncated domes, and pedestrian signals
<p><b><u>Alterations</u></b></p> <ul style="list-style-type: none"> <li>• Rehabilitation</li> <li>• Paving</li> <li>• PMRAP</li> <li>• Mill &amp; fill /overlay</li> <li>• Cape Seal</li> <li>• Hot in place recycling</li> <li>• Microsurfacing</li> <li>• Light Capital Paving</li> </ul>	YES	<p>Upgrade pedestrian facilities to meet ADA standards (curb ramp slope and width and truncated domes) within the defined project limits - if curb ramp did not meet 1991 or 2010 standards that were applicable when the project was built. If compliant, then no upgrades needed.</p> <p>Also, in instances where pedestrian signals will be impacted (improper button height because of grading, pedestrian pole now in the sloping area of the ramp or pedestrian pole needs to be physically moved), the pedestrian signals must be brought up to current standards.</p>
Lighting	NO	
Striping	NO	
<p><b><u>Maintenance Activities</u></b> – Chip Seals, Crack filling and Sealing, Dowel Bar Retrofit, Fog Seals, Joint Crack Seals, Joint Repair, Pavement Patching, Scrub Sealing, Slurry Seals, Spot High-Friction Treatments, Surface Sealing.</p>	NO	Note some combinations of these may require ADA upgrades.

## Pavement Treatment Types (Maintenance vs. Alteration)

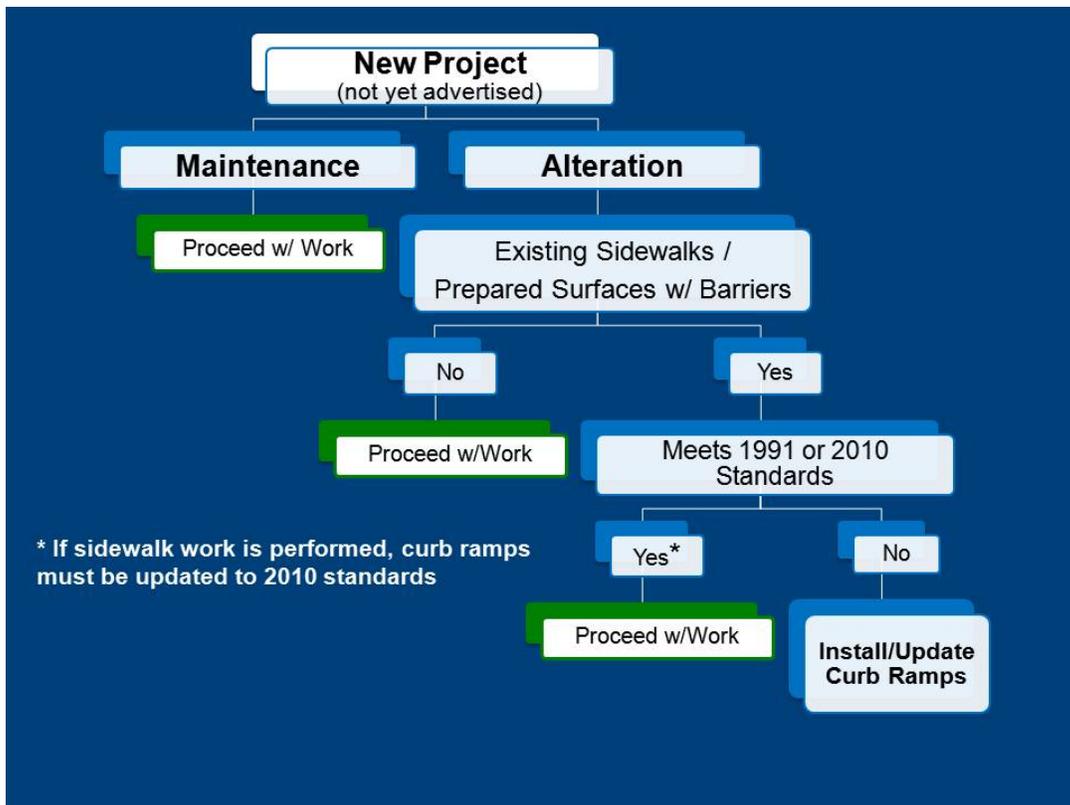
# MAINTENANCE

Chip Seals	Fog Seals	Scrub Sealing
Crack Filling and Sealing	Joint Crack Seals	Slurry Seals
Diamond Grinding	Joint repairs	Spot High-Friction Treatments
Dowel Bar Retrofit	Pavement Patching	Surface Sealing

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# ALTERATION

Addition of New Layer of Asphalt	Mill & Fill / Mill & Overlay
Cape Seals	New Construction
Hot In-Place Recycling	Open-graded Surface Course
Microsurfacing / Thin-Lift Overlay	Rehabilitation and Reconstruction



# Disadvantaged Business Enterprise Program



## Disadvantaged Business Enterprises (DBE) Program

**Contact:** Sherry Tompkins at (207) 624-3066 or by e-mail: [Sherry.Tompkins@maine.gov](mailto:Sherry.Tompkins@maine.gov)

MaineDOT strives to ensure that there is DBE participation in all areas of contract work with federal funds. Such projects may include, but are not limited to: consulting (design, right-of-way, geotechnical, utilities, public participation, and environmental) or construction (inspection, testing, all project specific applications, and project management – including payroll services/record keeping). A DBE can be a prime contractor or a subcontractor/sub-consultant. Only work performed by the DBE may be credited to any project goal. For specific information, see the DBE Program information later in this section of the Manual or on the Web: <http://www.maine.gov/mdot/civilrights/>

Recipients of federal funds should examine each aspect of a contract to assess possible opportunities for DBE participation at a percentage that is meaningful for that specific project. Only firms certified by MaineDOT as DBEs at the time of bidding can be considered for DBE credit. See MaineDOT Directory of Certified Businesses at: <http://www.maine.gov/mdot/civilrights/>

Use the following checklist in compliance with DBE activities:

- \_\_\_ Use MaineDOT's up-to-date DBE Directory to identify qualified DBE firms.
- \_\_\_ At bid Opening or with Technical Proposal, submit DBE Utilization Form for signed approval by MaineDOT's Civil Rights Office (CRO).
- \_\_\_ Maintain documentation of work in progress. Commercially Useful Function (CUF) forms should be filled out and a copy sent to the Civil Rights Office as instructions dictate.
- \_\_\_ Upon completion of the project, submit Certification of Final DBE Payment form signed by both the Prime and the DBE firm attesting to work completed and payment made according to acceptance by Project Management.
- \_\_\_ Report DBE problems to Project Management or to MaineDOT's Civil Rights Office.

Generally, a recommendation of award may not be made if the DBE Utilization Form is not submitted. Firms that attain DBE status after award may have their work credited for the work done after the effective dates of their certification. Once a subcontract has been signed with a DBE firm, the contractor must notify MaineDOT's Civil Rights Office for authorization.

In cases where contract goals are required, a recommendation of award may not be made *if* the information is not provided or *if* efforts to gain DBE participation are insufficient. Once a commitment has been affirmed through the DBE Utilization Form, no change in utilization can occur without written authorization from MaineDOT's Civil Rights Office.

➡ Sample forms begin on page 10-13.

**CONSULTANT'S DBE/SUBCONSULTANT  
PROPOSED UTILIZATION FORM**

**Consultants must provide completed form as an attachment to technical proposals for new contracts and contract modifications**

Consultant Firm: \_\_\_\_\_

DBE: Yes  No

Contact Person: \_\_\_\_\_

Tele: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contract/Modification Amount: \_\_\_\_\_

Date of Execution: \_\_\_\_\_  
(For Department Use Only)

Federal Project WIN \_\_\_\_\_

Project Location: \_\_\_\_\_

TOTAL ANTICIPATED DBE \_\_\_\_\_ % PARTICIPATION FOR THIS CONTRACT

W B E •	D B E •	Non DBE	Firm Name	Description of Work	Anticipated \$ Value
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Subconsultant Total &gt;</b>					
<b>DBE Total &gt;</b>					

*\*Note: This information is used to track and report anticipated DBE participation in federally funded contracts. The anticipated DBE amount is voluntary and will not become a part of the contractual terms.*

*(FOR MAINEDOT INTERNAL USE ONLY)*

Form received: \_\_\_/\_\_\_/\_\_\_ Verified by: \_\_\_\_\_

FHWA       FTA       FAA

**For a complete list of certified firms and company designation (WBE/DBE) go to**  
<http://www.maine.gov/mdot/civilrights/dbe/>

Rev. 05/06/15

**CONTRACTOR'S DBE/SUBCONTRACTOR  
PROPOSED UTILIZATION FORM**

**All Bidders must furnish this form with their bid on Bid Opening day**

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_ Ext \_\_\_\_\_

Contact Person: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

BID DATE: \_\_\_\_\_

FEDERAL PROJECT PIN # \_\_\_\_\_ PROJECT LOCATION: \_\_\_\_\_

TOTAL ANTICIPATED DBE \_\_\_\_ % PARTICIPATION FOR THIS CONTRACT

W B E	D B E	Non DBE	Firm Name	Item Number & Description of Work	Quantity	Cost Per Unit/Item	Anticipated \$ Value
<b>Subcontractor Total &gt;</b>							
<b>DBE Total &gt;</b>							

**NOTE: THIS INFORMATION IS USED TO TRACK AND REPORT ANTICIPATED DBE PARTICIPATION IN ALL FEDERALLY FUNDED MAINE DOT CONTRACTS. THE ANTICIPATED DBE AMOUNT IS VOLUNTARY AND WILL NOT BECOME A PART OF THE CONTRACTUAL TERMS.**

Equal Opportunity Use:

Form received: \_\_\_/\_\_\_/\_\_\_ Verified by: \_\_\_\_\_

FHWA       FTA       FAA

**For a complete list of certified firms and company designation (WBE/DBE) go to <http://www.maine.gov/mdot/civilrights/>**

Rev. 01/15

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## Instructions for Completing the Commercially Useful Function Form

The DBE CUF On-Site Review should be completed for every DBE as a condition of award.

The CUF On-Site Review should be completed when the DBE is initially on the project and during the peak period of the DBE's work and whenever changes on the performance of the work will warrant its completion. If a recognized DBE is employed on the project, but not listed on the Utilization form, conduct a CUF On-Site Review.

If by substitution or change order, a condition of award DBE is replaced by another DBE, a CUF On-Site Review should be completed on the new DBE. The review should be completed per on-site observation, documentation review, and interviews with contractor's personnel.

Response to questions on the CUF On-Site Review form should be completed as thoroughly as possible. Additional sheets should be used, if needed. The CUF On-Site Review should be completed by the Resident Engineer, or his/her designee.

**Headquarters' copy should be forwarded as soon as it is completed to the Civil Rights Office.**

Headquarters Use Only



**Maine Department of Transportation  
DBE On-Site Review for CUF**

<b>Prime Contractor</b>		<b>Federal Aid Number</b>
<b>Subcontractor</b>		<b>Contract Number</b>
<b>Project Engineer</b>	<b>Project Location</b>	<input type="checkbox"/> MBE <input type="checkbox"/> DBE <input type="checkbox"/> WBE  (for Headquarters Use Only)

1. Per the condition of award, indicate M/D/WBE work observed this date (Note partial items)			
Bid Item Number	Approximate % Complete	Item Description (Note Partial Items)	Dollar Amount

<b>2. DBE Subcontractor's Start Date</b>	<b>3. MDOT Contract % Complete</b>	<b>4. Anticipated Completion Date</b>
<b>5. Subcontractor's</b> <input type="checkbox"/> Site Superintendent <input type="checkbox"/> Foreman (Name)	<b>6. Exclusively Employed by the DBE Contractor?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>6a. If No, Please Explain</b>		
<b>7. Is Superintendent/Foreman Shown on DBE Payroll?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>8. Is Superintendent/Foreman Shown on any other On-Site Contractor's Payroll?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>8a. If Yes, Please Explain</b>		
<b>9. If Known, to Whom does the DBE's Superintendent/Foreman Directly Report to Within His/Her Own Organization?</b> Name: _____ Title: _____		
<b>10. List Names and Crafts of DBE's Crew as Observed (Use additional sheets, if needed).</b>		
<b>11. Are any Crew Members on the Prime or any other Project Subcontractor's Payroll(s)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>11a. If yes, Please Indicate</b>	
<b>12. List DBE's Major (Self-Propelled) Equipment Used</b>		
<b>13. Is the source of materials being used by the DBE from their own facility?</b>		
<b>14. Does the Equipment have DBE's Markings or Emblems?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>14a. If No, Please Indicate</b>	<b>15. Equipment</b> <input type="checkbox"/> Owned <input type="checkbox"/> Leased
<b>Has any other Contractor performed, on behalf of the DBE, any amount of work designated to be DBE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>16a. If Yes, Please Explain</b>		
<b>17. Has the DBE owner been present on the Job Site?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No What % _____		
<b>18. Are Personnel and Equipment Under Direct Supervision of the DBE Subcontractor?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>19. Does the DBE Subcontractor appear to have control over methods of work in its items?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Comments**

**Note: Attach any documents pertinent to the review, i.e., Invoices, Photographs, Daily Reports, Correspondence, etc.**

**CERTIFICATION OF FINAL DBE CONSULTANT PAYMENT**

*Consultants submit to: Project Manager with final Project documentation.*

**Complete one form for each DBE Participant**

Project Number and Location: \_\_\_\_\_

Total DBE Participation \$ \_\_\_\_\_ % \_\_\_\_\_

In connection with the above referenced contract we the undersigned, jointly certify and attest the following information to be true.

- 1 DBE Firm's Name: \_\_\_\_\_
- 2 Describe work performed by DBE on this project: \_\_\_\_\_  
\_\_\_\_\_
- 3 Total amount paid to DBE to date: \$ \_\_\_\_\_
- 4 Total amount remaining to be paid to DBE \$ \_\_\_\_\_
- 5 Is amount paid to DBE expected to increase when final invoice is submitted?  
Yes \_\_\_ No \_\_\_
- 6 If yes, approximately how much? \$ \_\_\_\_\_

Attest:

**CONSULTANT FIRM**

**DBE FIRM**

\_\_\_\_\_  
(Firm's Name)

\_\_\_\_\_  
(Firm's Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Date Signed)

**CERTIFICATION OF FINAL DBE CONTRACTOR PAYMENT**

*Contractor submits to: Project Manager with final Project documentation.*

**Complete one form for each DBE Participant**

Project Number and Location: \_\_\_\_\_

Total DBE Participation \$ \_\_\_\_\_ % \_\_\_\_\_

In connection with the above referenced contract we the undersigned, jointly certify and attest the following information to be true.

7 DBE Firm's Name: \_\_\_\_\_

8 Describe work performed by DBE on this project: \_\_\_\_\_

\_\_\_\_\_

9 Total amount paid to DBE to date: \$ \_\_\_\_\_

10 Total amount remaining to be paid to DBE \$ \_\_\_\_\_

11 Is amount paid to DBE expected to increase when final invoice is submitted?

Yes \_\_\_ No \_\_\_

12 If yes, approximately how much? \$ \_\_\_\_\_

Attest:

**CONTRACTOR**

**DBE FIRM**

\_\_\_\_\_  
(Firm's Name)

\_\_\_\_\_  
(Firm's Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

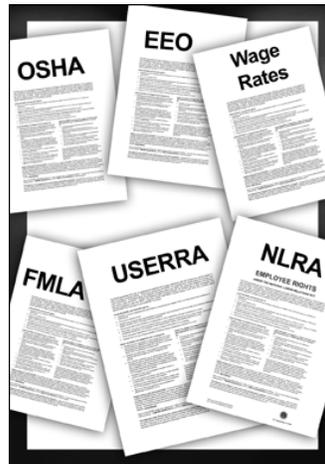
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Date Signed)

# Job-Site Bulletin Board

– Updated October 2016 –



## Required Job Site Poster Checklist

### State of Maine Required Posters

- 1. Minimum Wage 10/12
- 2. Whistleblower's Protection Act 7/12
- 3. Workers' Compensation (WCB-90) 1/13
- 4. Occupational Safety & Health Regulations 7/12
- 5. Child Labor Laws 3/14
- 6. Regulations of Employment 7/12
- 7. Sexual Harassment Poster 10/12
- 8. Maine Equal Pay Law 6/07
- 9. Maine Employment Security Act 7/12
- 10. Domestic Violence in the Workplace Poster (Optional)
- 11. State Wage Determination (on State Funded Projects Only)

### Federal Government Required Posters

- 12. Equal Employment Opportunity It's the Law (OFCCP 1420) 11/09
- 13. Fair Labor Standards Act – Federal Minimum Wage (WHD-1088) 7/09
- 14. Employee Rights on Government Contracts (WHD-1313) 4/09
- 15. Family and Medical Leave Act (WH-1420) 4/16
- 16. Notice to Workers with Disabilities Paid at Special Minimum Wages (WH-1284) 7/09
- 17. Employee Polygraph Protection Act (WH1462) 1/16
- 18. Uniformed Services Employment and Reemployment Rights Act (USERRA) 10/08
- 19. Employee Rights Under the Davis Bacon Act (WH-1321) 4/09
- 20. NOTICE – Federal Aid Projects (FHWA-1022) 5-2015
- 21. Job Safety and Health - It's the Law (OSHA 3165) Replaces OSHA-2203
- 22. Federal Wage Decision & Additional Project Specific Rates
- 23. Contractor's EEO Policy Statement with EEO Officer's name and contact information

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Rev. May 2016

**State**

<p><b>1</b> Minimum Wage</p>	<p><b>2</b> Whistleblower Protection Act</p>	<p><b>3</b> Workers' Compensation (WCB-90)</p>
<p><b>4</b> Occupational Safety &amp; Health Regulations</p>	<p><b>5</b> Child Labor Laws</p>	<p><b>6</b> Regulations of Employment</p>
<p><b>7</b> Sexual Harassment Poster</p>	<p><b>8</b> Maine Equal Pay Law</p>	<p><b>9</b> Maine Employment Security Act</p>
<p><b>10</b> <b>OPTIONAL</b> Domestic Violence in the Workplace Poster</p>	<p><b>11</b> State funded projects should NOT include Federal Posters. Federally funded projects MUST include both.</p>	

**Federal (Requires State Posters)**

<p><b>12</b> Equal Employment Opportunity: It's the Law (OFCCP 1420)</p>	<p><b>13</b> Fair Labor Standards Act – Federal Minimum Wage (WHD-1088)</p>	<p><b>14</b> Employee Rights on Government Contracts (WHD-1313) Page 1</p>	<p>WHD -1313 Page 2</p>	<p><b>OPTIONAL</b> Welcome Free Interpreter Services</p>
<p><b>15</b> Family and Medical Leave Act (WH-1420)</p>	<p><b>16</b> Notice to Workers with Disabilities Paid at Special Minimum Wages (WH-1284)</p>	<p><b>17</b> Employee Polygraph Protection Act (WH1462)</p>	<p><b>18</b> Uniformed Services Employment and Re-employment Rights Act (USERRA)</p>	<p><b>OPTIONAL</b> Employee Rights Under the National Labor Relations Act</p>
<p><b>19</b> Notice to Employees - Davis Bacon Act (WH-1321)</p>	<p><b>20</b> NOTICE – Federal Aid Projects (FHWA-1022)</p>	<p><b>21</b> Job Safety and Health - It's the Law (OSHA 3165)</p>	<p><b>OPTIONAL</b> Department of Treasury IRS Notice 797</p>	
<p><b>22</b> General Decision &amp; Additional Project Specific Rates</p>	<p><b>23</b> Contractor's EEO Policy Statement with EEO Officer's name and contact information</p>			