

# JANUARY 2011 EDITION SUMMARY OF CHANGES



CHAPTER /SECTION	PAGE	CHANGE SUMMARY
All		All page headers state January 2011.
		Workbook cover page updated to indicate 2011 Edition-10 Years!
		Section added at end of each chapter: Numeric and alphabetical list of forms in that chapter; forms are included after last page and are in numeric order.
		Ch. 7 revised to include only two (20 lists of all forms: numeric and alphabetic).
1		General Information
1.1.6	1.1.3	Added proper format /version of: FHWA 1273 is available as a PDF file on the FHWA website or it may be used in another file format provided the text is verbatim and complete.
		Added clarification that FHWA 1273 is to be included in contractor agreements.
		Information added regarding default by a prime contractor.
1.3.3	1.3.1	Redefined Biz system capabilities.
1.3.4	1.3.2	Revised data on how to get system help.
1.4	1.4.1	Updated Biz web help address; added Specifications web address.
		Added specific USDOL web address for wage determinations.
1.6	1.6.1	If the contractor requests that deficiency communications be waived due to their good faith efforts to achieve compliance, the concurrence of the District Contract Compliance Manager is required.
1.6	1.6.6	Table 1.6.5.3 updated for 2011 estimate cut off dates.
1.7	1.7.2	Table 1.7.4.1.footnote added to ACTIVITY to clarify that the Department may interview the driver of a truck being reported as DBE utilization.
1.7	1.7.7 -.11	Reference to EOR input removed from table footnotes.
	1.8.2	FHWA 1273 included with forms.

**JANUARY 2011 EDITION  
SUMMARY OF CHANGES**



2		<b>DBE</b>
2.2	2.2.1	Removed 'now' from USDOL requirements. Added that the DBE Directory includes all companies and DBEs are specifically identified as such.
2.3.4	2-3-2	Added clarification that the plan submitted to the Equal Opportunity Office is the DBE/AA Plan.
2.3.5	2.3.2	Section reorganized to indicate DBE/AA plan becomes a part of the contract and contractors are subject to several types of DBE related reviews.
2.5		ADBEPS forms 275-030-11 and 275-030-11A: Added FEID number of DBE subcontractor/supplier and FDOT specialty code of DBE's work
2.5.2	2.5.1	Added count DBE work performed with own workforce/equipment in specialty area certified in. Changed: submission of ADBEPS Revisions from encouraged to submit.
2.6.2	2.6.1	Added local agency reporting of DBE payments; portion of work which can be counted, self performance of 30%. Directions provided for backing out reported payments if DBE does not self perform 30%.
2.6.3	2.6.2	Changed email address for EOR assistance.
2.7	2.7.1	Clarified that Commercially Useful Function Checks will be done, at a minimum, during each of the DBE's first three active months.
	2.7.5	Form 275-021-18 Commercially Useful Function revised.
3		<b>Company EEO</b>
3.4.5	3.4.6	Traffic Control Specialist added to table.
3.4.6	3.4.10	Directions for Contractor's Company Wide EEO Report Added information that one trainee (or apprentice) is reported three (3) times: <u>Table A:</u> Report the race and sex of the trainee according to the Job Category of the training classification. <u>Table B:</u> Report the sex of the trainee according to the Job Category of the training classification. <u>Table C:</u> Report the race and sex of the trainee.

**JANUARY 2011 EDITION  
SUMMARY OF CHANGES**



CHAPTER/ SECTION	PAGE	CHANGE SUMMARY
4		<b>Project EEO</b>
4.2.6	4.2.2	Removed reference to EOR system. Bulletin Board Form 275-020-28: new name is Poster of EEO Policy and Officers to reduce confusion with the contractor's EEO /AA Policy document. Form revised to announce policy; form may extend to two or more pages. Subs name stays on the bulletin board until the board is removed from the project.
	4.2.5	Updated Florida Law Prohibits Discrimination (poster); wording reformatted, reformatted wording, address changed, website added.
	4.2.5- 4.2.6	Sample Bulletin Board Layouts updated to reflect 2 <sup>nd</sup> page of EEO Officers.
4.4.5	4.4.3	Report submission Removed submit through direct input to the FDOT EOR system. JULY REPORT-Table added summarizing the Florida July Report cycle from contractor to FHWA: who reports what, what forms are used, and due dates. In the event a due date falls on a Saturday or Sunday, the report will be due on the preceding Friday. Section added How trainees are reported. Table 4.4.6.1 Added. Same data added to header of Table 4.4.61
4.4.6		Directions for Contractors' Annual July EEO Report: Added information that one Trainee (or apprentice) is reported three (3) times ( same as 3.4.6)
	4.4.6	275-020-01 Federal Aid Projects-Summary Employment Data for July : Calculations for Totals are included on the form
4.5.4		Directions for Project EEO Report: Added information that one Trainee (or apprentice) is reported three (3) times: (same as 3.4.6)
5		<b>On- the-Job Training</b>
5.1	5.1.2	Correction to table 5.1.2: beginning with \$99M-105M
	5.1	275-020-70 Pile Driver Leadsman-Sum of minimum hours corrected to 200.
	5.1	275-020-29 Carpenter- Highway or Bridge Breakdown of Training: Item IV 'safety procedures' time added to 'stripping & salvage of forms for re-use'. Total hours unchanged.
	5.4.4	275-021-02 On-the-Job Training Trainee Interview- 7 race codes indicated. Instructions updated to include Section 4 - Proficiency Assessment.

**JANUARY 2011 EDITION  
SUMMARY OF CHANGES**



CHAPTER /SECTION	PAGE	CHANGE SUMMARY
6		<b>WAGES/PAYROLL</b>
6.3.2	6.3.1	Changed: submit additional wage classifications to Prevailing Wage Coordinator
	6.4	700- 010-63 Employee Interview Report- Labor/EEO-questions rewritten & form reformatted. Questions added regarding fringe benefits. RCS records wage determination, minimum rate, and fringe for comparison to payroll
6.5	6.5.8	Working foreman; added information regarding overtime pay and fringe.
	6.5.9	Added: Refer to Table 1.7.4.1, Subcontract and Rental Agreement Summary to determine which truckers should be subjected to a Trucker's Interview.
	6.6.12	Form 700-010-69 Wage and Hour Record revised to include a separate optional page for Fringe Benefits .Each of the four pages in the form are labeled-Statement of Compliance, Wage and Hour Record, Deduction Record and Fringe Benefit Record.
6.8	6.8.1	Inserted new section Fringe Statement on Wage Determinations. Subsequent sections renumbered.
	6.8.1	Added: Cash payments made to meet a required wage determination fringe benefit amount are excluded from the half time (.5) premium paid for overtime; cash payment of fringe benefit requirements are paid at the rate of 1.0 for each overtime hour.
	6.8.2	Alternative 1: calculation error corrected.
7	7.i	<b>INDEX OF FORMS</b>
		Revised to include two all inclusive lists of compliance forms: numeric and alphabetical.

# JANUARY 2011 EDITION SUMMARY OF CHANGES



## Summary: Form revisions for 2011 Workbook

### DBE FORMS

- 275-021-18 Commercially Useful Function
- 275-030-11A Anticipated DBE Participations Statement
- 275-030-12 Anticipated DBE Participations Statement-Local Agency Program
- 275-030-11 DBE Bid Package (Includes revised form 275-030-11A)

### PROJECT EEO FORMS

- 275-020-28 Poster of EEO Policy & Officers
- 275-020-01 Federal Aid Projects Summary Employment Data for July
- N-A Florida Law Prohibits Discrimination (poster)

### OJT FORMS

- 275-020-07 Form Removed: On-The-Job Training Conformity Report
- 275-020-08 Trainee Enrolment & Personnel Action
- 275-020-29 Carpenter Hwy or Bridge MTR
- 275-020-70 Piledriver Leadsman MTR
- 275-021-02 Trainee Interview

### PAYROLL FORMS

- 700-010-69 Wage and Hour Record