

## EEO Documentation Requirements

Document	Frequency
EEO Policy – prime & subs	Calendar Year
DBE Certification	At Contract Award
Wage Rate Interviews	One employee/company/quarter
Certified Payroll	Weekly (within 7 calendar days of pay)
Form 239 Field Construction Administrator's Report	When Project is 20-30% complete
Form 270 (or similar from LPA) DBE Payment Affidavit	End of Project
Form 1003 Federal-Aid Highway Construction Employment Data Summary	Monthly (contracts over \$500,000)
Form 1008 Monthly DBE Payment Affidavit	Monthly - One per each DBE subcontractor (by the 5 <sup>th</sup> for preceding month)
Form 1010 Certificate of Subcontractor Work Payment	Monthly (within 15 calendar days of receiving payment)
Form 1014 Commercially Useful Function	One for Each DBE per project (when DBE's work is 1/3 to 1/2 complete)
Form 1391 (FHWA) Federal-Aid Highway Construction Contractors Annual EEO Report	Annually to Contract Compliance (last full pay period of July)