

**MISSOURI DEPARTMENT OF TRANSPORTATION
CONSTRUCTION AND MATERIALS**

Resident Engineer EEO Checklist

Company Name: _____

Resident Engineer: _____

Contract ID: _____

Federal-Aid Project No. _____

Date

_____ EEO Policy submitted by prime and all subcontractors on contract, excluding suppliers and vendors.

_____ Letter submitted by the prime contractor indicating the name and contract information for the company's EEO and DBE officers.

_____ Notify the contractor of the trainee requirements on the contract, if applicable.

_____ If trainee requirements are included in the project, the project office must complete a Trainee Initial Contact form for all trainees on the contract. This form should be completed as soon as the trainee begins work on the contract.

_____ Inspect jobsite bulletin board to verify all required posters are posted.

Responsible Person: Date Created:

Distribution: eProjects