



To: SUPERSEDED BY <i>EI 05-005</i> <i>EFFECTIVE 05/05/05</i>		New York State Department of Transportation ENGINEERING INSTRUCTION	EI 04-010
Title: CHAMP® REPORTING			
Distribution: <input type="checkbox"/> Manufacturers (18) <input checked="" type="checkbox"/> Local Govt. (31) <input checked="" type="checkbox"/> Agencies (32) <input type="checkbox"/> Surveyors (33) <input checked="" type="checkbox"/> Consultants (34) <input checked="" type="checkbox"/> Contractors (39) <input type="checkbox"/> _____	Approved:  James F. Tynan, Director, Construction Division		<i>2-6-04</i> Date

ADMINISTRATIVE INFORMATION:

- This EI is effective with projects submitted for the letting of September 9, 2004.
- This EI supersedes EI 02-012, "Contractor Report of Contract Payments, Form AAP-21c."
- The special note issued with this EI will be incorporated into the next revision of Section 100 of the Standard Specifications.

PURPOSE:

This EI issues a shelf note for CHAMP® reporting.

TECHNICAL INFORMATION:

This EI is being released concurrently with EI 04-009, which supersedes previous EIs regarding CHAMP® and adds the CHAMP® pay item to the Standard Specifications.

IMPLEMENTATION:

Action by Design Quality Design Bureau (DQAB) - Main Office DQAB will insert the shelf note into all appropriate contracts (see project selection guidance in EI 04-006) beginning with projects submitted for the letting of September 9, 2004.

BACKGROUND:

Federal and State Regulations mandate affirmative action requirements on construction contracts. These requirements have numerous reports and documents associated with them that must be prepared and submitted by the prime contractor. Historically, manual preparation of these reports and documents has been time consuming and prone to error resulting in delayed and inaccurate submissions.

CHAMP® is a software application that tracks and analyzes data for Equal Employment Opportunity (EEO), training, and Disadvantaged/Minority/Women's Business Enterprise (D/M/WBE) contract requirements. CHAMP® collects data that facilitates the preparation of required reports and automates report production.

CONTACT:

Direct questions regarding this issuance to Ann Maestri of the Office of Equal Opportunity Development and Compliance (OEODC) at (518) 457-1129 or via e-mail at amaestri@dot.state.ny.us.

SPECIAL NOTE CHAMP® REPORTING

The Department uses CHAMP® software for Civil Rights related reporting, D/M/WBE Utilization, and tracking payments to all subcontractors on all contracts where the total contract dollar amount is equal to or greater than \$100,000.

CONTRACTOR PROFICIENCY

The Contractor shall become proficient in the use of CHAMP® software through a Department-approved vendor or by downloading the NYSDOT CHAMP® user guide at www.dot.state.ny.us/oeodc/ceieb.html. Other organizations may utilize CHAMP® differently, and are not always compatible with Department requirements. Approved training vendors are listed on the Department website at www.dot.state.ny.us/oeodc/champ.html.

REPORTING REQUIREMENTS

The Contractor shall ensure data submissions are made using the most recent approved version of the CHAMP® software.

General reporting requirements are specified in, but not limited to, the following:

- §102-11 *Equal Employment Opportunity Requirements*
- §102-21 *Minority/Women's Business Enterprise (M/WBE) Utilization*
- §102-22 *Disadvantaged Business Enterprise (DBE) Utilization*
- §108-05 *Subletting or Assigning the Contract*

The following forms generated by the CHAMP® system are required:

<u>Form #</u>	<u>Form Title</u>	<u>Due Date</u>
AAP 19	<i>D/M/WBE Schedule of Utilization</i>	Pre-Award (and as revised)
AAP 21	<i>Report of Payments to Subcontractors</i>	Monthly
AAP 26	<i>Monthly Training Progress Report</i>	Monthly
AAP 33	<i>Employee Utilization Report</i>	Monthly
AAPHC 89 (Part 1)	<i>D/M/WBE Utilization Worksheet</i>	Pre-Award (and as revised)
AAPHC 89 (Part 2)	<i>Approval to Subcontract</i>	Prior to Subcontractor Work (and as revised)
FHWA 1391	<i>Federal-Aid Highway Construction Contractors Annual EEO Report</i>	Annually

AAP 21 - The Contractor shall submit a CHAMP® generated hard copy Form AAP 21 monthly to the Engineer for all Subcontractors/Vendors to whom a payment is due with a Form AAPHC 89 on file, with dollar values current through the last day of the previous month. The Subcontractors/Vendors certification and notification are not required for monthly submittals, but the Contractor shall provide the Subcontractor/Vendor with an informational copy of the submittal. The final Form AAP 21 shall be notarized and should be submitted as soon as possible after the Subcontractor/Vendor has completed/supplied all of the work/services/products for which it was utilized but not later than 60 days after the Subcontractor/Vendor has completed its commitment.

AAPHC 89 (Part 1) - The Contractor shall provide commitment dollar amounts for all subcontractors (majority and D/M/WBE) on Form AAPHC 89 (Part 1) within CHAMP®.

SPECIAL NOTE CHAMP® REPORTING

TRANSFER OF DATA

The Contractor shall provide complete and accurate monthly reports to the Engineer not later than the 15th of the following month. The Contractor shall provide complete and accurate annual FHWA 1391 reports to the Engineer every year not later than the second Friday of August.

The Contractor shall export the required contract data to an electronic CHAMP® file and generate a paper copy of the reports. These two operations shall be done as consecutive operations so that the date/time stamp on the two data exports are nearly identical.

The Contractor shall provide the Engineer with a signed paper copy of the required reports. The Contractor shall ensure that the reports received by the Engineer are readable and unaltered copies of the reports.

Concurrently, the Contractor shall submit to the appropriate Regional Compliance Specialist (RCS) the electronic CHAMP® file via an e-mail attachment (or if submission via e-mail is unavailable, via an alternate approved method). The Contractor shall carbon copy (cc:) the Engineer on the email sent to the RCS. The Contractor shall ensure that the electronic CHAMP® file is readable, and the file has not been altered or corrupted in transmission. The file shall be attached to a message with the following subject line: [Month] CHAMP® Report D[123456].