



**Diversity Program Capture  
User Manual  
V2.0**

## *Table of Contents*

Application Overview .....	3
Launching the Application .....	3
Types of Users .....	4
Login Page .....	4
Application Navigation .....	5
Contract List Page.....	6
User Profile Page.....	7
Change Password Page.....	8
Help/Contact Page.....	9
Selected Contract Menu Page.....	10
List Diversity 2114 Page .....	11
Diversity 2114 Entry Page .....	12
Diversity 2114 Sub Verification Page .....	14
Diversity Program Contract Summary Page .....	18
EEO 0003 Entry Page .....	21
Workforce Hours and Number of Employees Page.....	25
EEO Form 0003 Report Preview Page.....	28
List EEO 0003 Quarterly Supplements Page.....	29
EEO 0003 Quarterly Supplements Entry Page .....	31
Reports Page .....	34

# DIVERSITY PROGRAM CAPTURE

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## *Application Overview*

The Illinois Tollway's Department of Diversity and Strategic Development manages a number of Diversity and Workforce Development programs that help promote increased access to economic opportunities for disadvantaged, minority- and women-owned enterprise (D/M/WBE) firms, as well as underemployed individuals.

To participate in these programs, prime contractors are required to submit workforce data to the Tollway in order to calculate how they are performing against the committed program goals.

In this application, the user has the capability to submit data for the following programs:

- Disadvantaged Business Enterprise (DBE) Program – for D/M/WBE firms on construction contracts
- Business Enterprise Program (BEP) – for BEP-certified firms on Job Order Contracting (JOC) contracts
- Veterans Business Program – for veteran-owned small businesses (VOSB) or service-disabled, veteran-owned small businesses (SDVOSB) on construction or JOC contracts
- Equal Opportunity Program – workforce reporting for all construction contracts

## *Launching the Application*

The Diversity Program Capture ("Capture") application works well in all modern browsers (IE 9+, Firefox, Chrome, etc...) with a screen resolution of 1024x768 or higher. To launch the application, enter the web address:

<http://www.tollwaydiversitycapture.com>

### **NOTE**

Throughout the application, special characters are filtered out of text entry fields for security reasons. The following characters will be removed if entered:

@.\_<>`~!%^\*()=+{}[];\"':?/,|#\$&--

### **Exceptions:**

An email address is allowed to contain @.\_ characters; but, the email address must be properly formatted.

User passwords can also contain any of the special characters listed above and will not be filtered out when logging into the application.

# DIVERSITY PROGRAM CAPTURE

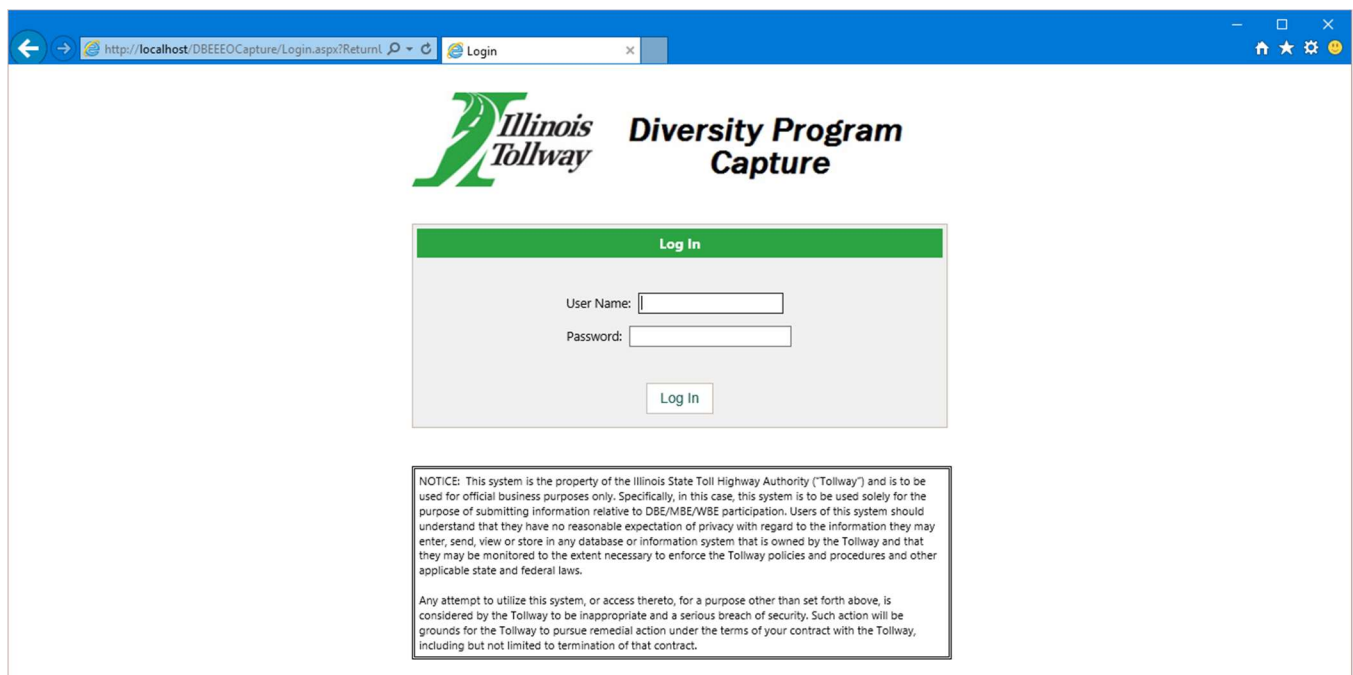
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## *Types of Users*

There are two types of users in the Capture application: regular users and read-only users. Regular users can enter and submit data for their assigned contracts. Read-only users can only view data and run reports. Read-only users are also known as “CM users” (construction managers who need to be able to review data and reports for their contracts).

The majority of this document will show screen-shots for regular users. The same screens are available to read-only users, but the actions available to them will be limited to viewing (as opposed to editing or submitting).

## *Login Page*



The screenshot shows a web browser window with the URL <http://localhost:DBEEOCapture/Login.aspx?ReturnUrl=/>. The page features the Illinois Tollway logo and the title "Diversity Program Capture". Below the header is a login form with a green "Log In" button at the top. The form contains two input fields: "User Name:" and "Password:". Below these fields is a "Log In" button. At the bottom of the page, there is a "NOTICE" box with the following text:

NOTICE: This system is the property of the Illinois State Toll Highway Authority ("Tollway") and is to be used for official business purposes only. Specifically, in this case, this system is to be used solely for the purpose of submitting information relative to DBE/MBE/WBE participation. Users of this system should understand that they have no reasonable expectation of privacy with regard to the information they may enter, send, view or store in any database or information system that is owned by the Tollway and that they may be monitored to the extent necessary to enforce the Tollway policies and procedures and other applicable state and federal laws.

Any attempt to utilize this system, or access thereto, for a purpose other than set forth above, is considered by the Tollway to be inappropriate and a serious breach of security. Such action will be grounds for the Tollway to pursue remedial action under the terms of your contract with the Tollway, including but not limited to termination of that contract.

This is the first page that you will see every time you start the Capture application.

A separate Login ID for a user entering and submitting data is given to each user of the application. The Login ID is only authorized to enter and update forms for contracts on which the user's company is named as the Prime Contractor and to which the user has requested access.

# DIVERSITY PROGRAM CAPTURE

## Application Navigation

The following horizontal menu bar is available on every page in the Capture application.



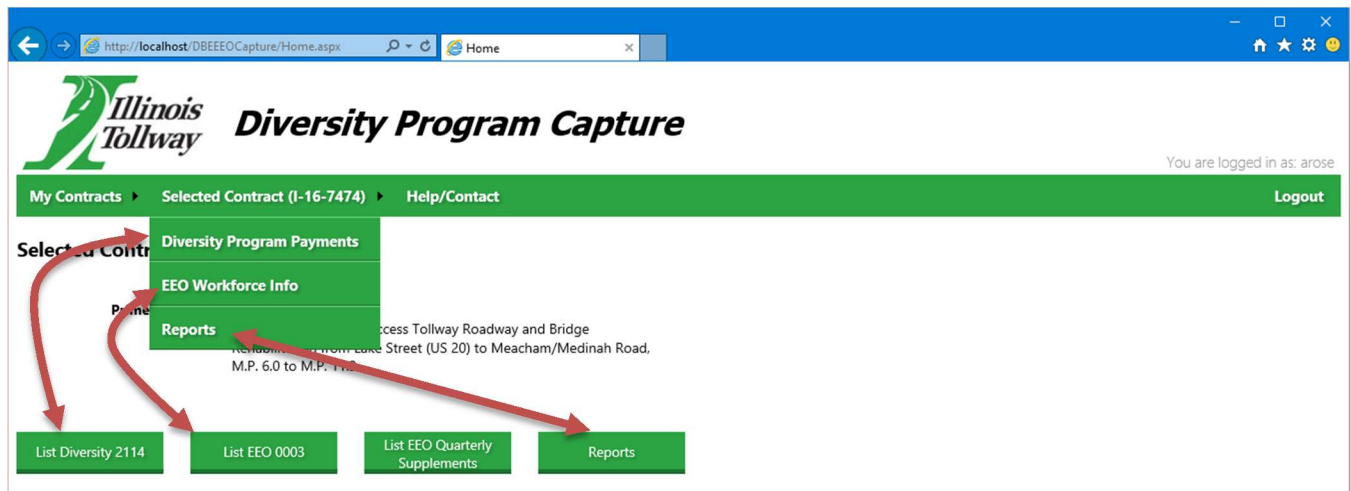
Menu options with a right-pointing arrow (►) contain sub-menu options that become visible when you hover over them.



\* Note: the Selected Contract menu option is not available until you select a contract to work with under My Contracts

Clicking on a menu option will take you directly to that page in the application.

For those users familiar with the previous versions of the Capture application, the navigation buttons on the Selected Contract page are still available, and are equivalent to the menu options as shown below.



# DIVERSITY PROGRAM CAPTURE

## Contract List Page

The screenshot shows a web browser window with the URL <http://localhost:DBEEOCapture/ContractList.aspx>. The page header features the Illinois Tollway logo and the title "Diversity Program Capture". A green navigation bar contains links for "My Contracts", "Selected Contract", and "Help/Contact", along with a "Logout" button. The main content area is titled "Contract List" and displays a table of contracts. Each row in the table has a "Select" button. The table columns are "Contract Number", "Prime Contractor", and "Description".

Contract Number	Prime Contractor	Description
<a href="#">Select</a> 1-15-4246R	Red Chinchilla Fence, Inc.	Fence Replacement and Signing, Jane Addams Memorial Tollway (I-90) West of Mill Road to Randall Road, M.P. 17.5 to M.P. 52.2
<a href="#">Select</a> RR-13-5657	Big Truck Traffic Systems, Inc.	Pavement Marking - Ronald Reagan Memorial Tollway (I-88) M.P. 43.8 to M.P. 140.8, Veterans Memorial Tollway (I-355) M.P. 0.0 to M.P. 30.1
<a href="#">Select</a> RR-13-5669	Purple Zebra Company	Pavement and Bridge Repairs Veterans Memorial Tollway (I-355) Mile Post 0.2 to Mile Post 28.9, Reagan Memorial Tollway (I-88) Mile Post 129.1 and Tri-State Tollway (I-94) Mile Post 16.1.
<a href="#">Select</a> 1-16-7474	Purple Zebra Company	Elgin O'Hare Western Access Tollway Roadway and Bridge Rehabilitation from Lake Street (US 20) to Meacham/Medinah Road, M.P. 6.0 to M.P. 11.2
<a href="#">Select</a> RR-15-9182	Big Truck Traffic Systems, Inc.	Systemwide Pavement Markings, Tri-State Tollway (I-294), Jane Addams Memorial Tollway (I-90), Reagan Memorial Tollway (I-88), and Veterans Memorial Tollway (I-355)

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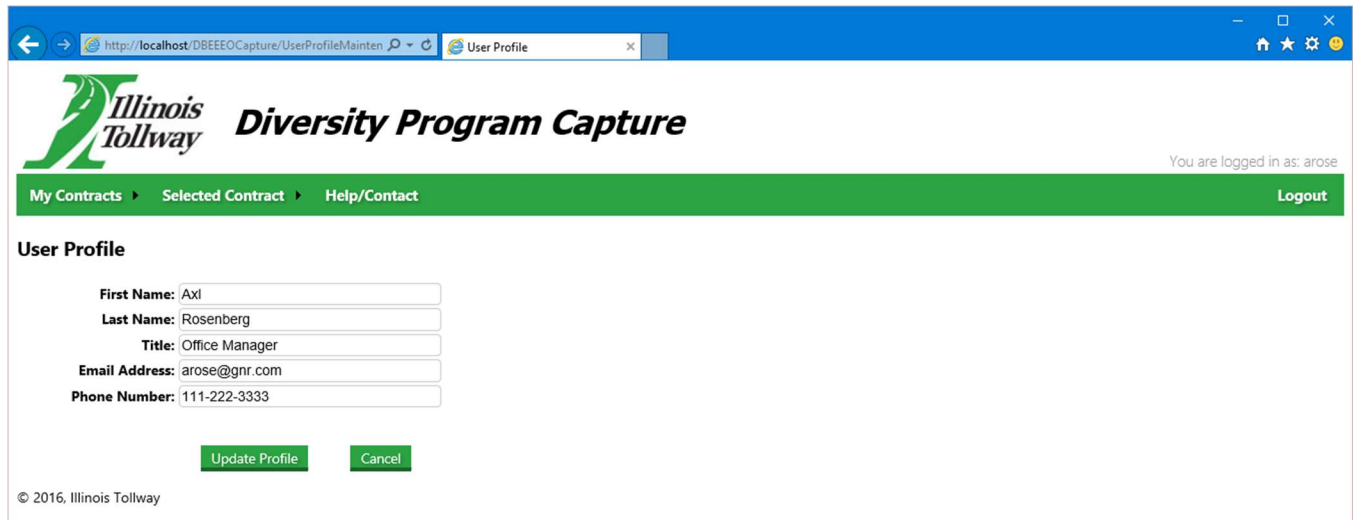
The Contract List page shows a list of all contracts to which the user has been granted access. If more than one contract appears in the list, the list is sorted initially by the last four digits of the Contract Number. The browser find option (Control-F on PC, Command-F on Mac) can also be used to look for a particular contract in the list.

The list can also be sorted by each of the columns in the list by clicking on the header link for that column. Clicking on that same header again will sort the list descending by the data in that column.

In order to work with a contract (view, edit or submit data), the user must select one of the contracts in the list. Once selected, the menu bar will be updated to reflect the selected contract, and the Selected Contract sub-menu will be available.

This screenshot shows the "Selected Contract" sub-menu for contract 1-16-7474. The menu bar at the top includes "My Contracts", "Selected Contract (1-16-7474)", and "Help/Contact". The "Selected Contract" dropdown menu is open, showing options for "Diversity Program Payments", "EEO Workforce Info", and "Reports". The "Reports" option is highlighted. The background shows the contract details for 1-16-7474, including the description: "Elgin O'Hare Western Access Tollway Roadway and Bridge Rehabilitation from Lake Street (US 20) to Meacham/Medinah Road, M.P. 6.0 to M.P. 11.2".

## User Profile Page



The screenshot shows a web browser window with the URL `http://localhost:DBEEOCapture/UserProfileMainten`. The page title is "User Profile". The header features the Illinois Tollway logo and the text "Diversity Program Capture". A green navigation bar contains links for "My Contracts", "Selected Contract", "Help/Contact", and a "Logout" button. The main content area is titled "User Profile" and contains a form with the following fields: "First Name" (Axl), "Last Name" (Rosenberg), "Title" (Office Manager), "Email Address" (arose@gnr.com), and "Phone Number" (111-222-3333). Below the form are two buttons: "Update Profile" and "Cancel". The footer of the page indicates "© 2016, Illinois Tollway".

This page displays the user profile fields for the logged in user. Initially, the First Name, Last Name, and Email Address fields are filled in from the data on the form used to request access to the application. Enter or update each of the fields. Clicking the Update Profile button saves the changes and returns to the Contract List page. Clicking the Cancel button returns you to the Contract List page without saving any changes.

Some of the fields in the User Profile are used to pre-populate the Preparer information when adding new Diversity 2114 and EEO 0003 entries. Since some these Preparer fields are required, filling in the User Profile information can save time when creating new form entries.

In addition, the email address in the User Profile is the one used by the Diversity Team to communicate with the user; especially in cases where the password needs to be reset or the user account needs to be re-activated or unlocked.

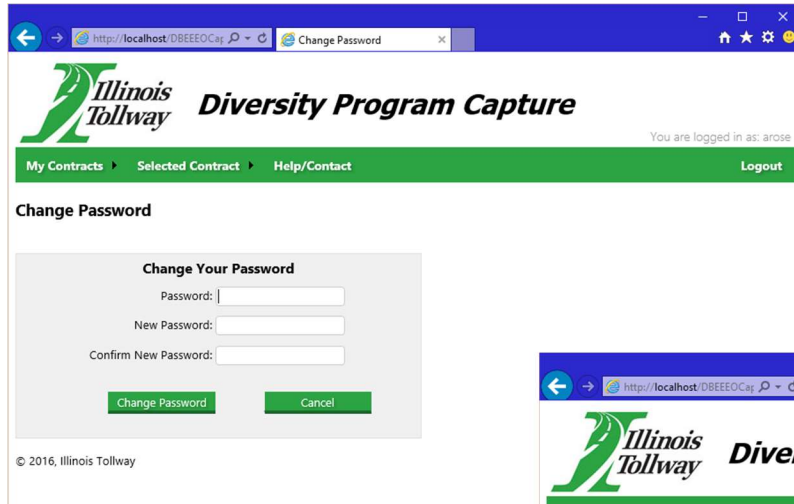
# DIVERSITY PROGRAM CAPTURE

## Change Password Page

This page allows the user to change the account password. At any time, the logged in user can change their password. There are times, however, when the user is required to change the account password.

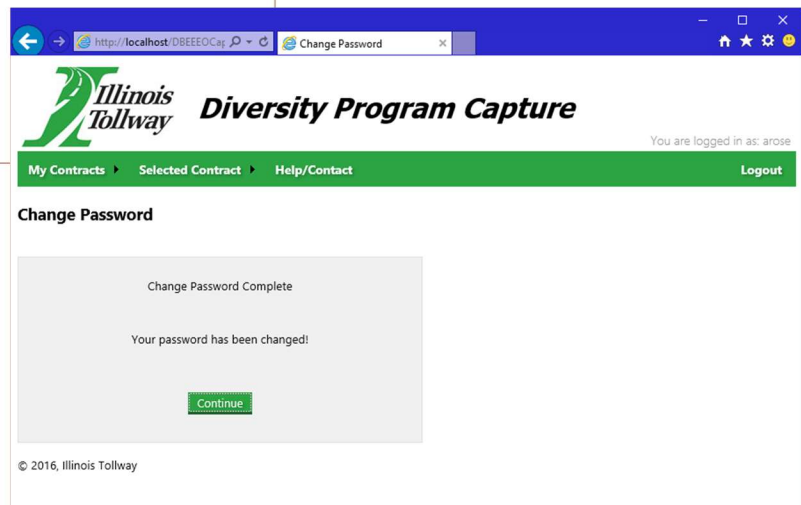
When the account is first created, an initial password is assigned. Upon logging in with that password, the user is immediately directed to this page and required to change the password. Whenever the Tollway has to reset the account password, that password must be changed the next time the user logs in to the account.

In addition, within a set period of time after each password change, the password will expire. A warning message will appear after logging in when the password is within a few days of expiring. Once the password expires, the user is directed to this page and required to change the password.



The screenshot shows a web browser window with the URL <http://localhost:DBEEOCay>. The page title is "Change Password". The header features the Illinois Tollway logo and the text "Diversity Program Capture". Below the header is a navigation bar with links: "My Contracts", "Selected Contract", "Help/Contact", and "Logout". The main content area is titled "Change Password" and contains a form with the following fields: "Password:", "New Password:", and "Confirm New Password:". There are two buttons at the bottom of the form: "Change Password" and "Cancel". The footer of the page indicates "© 2016, Illinois Tollway".

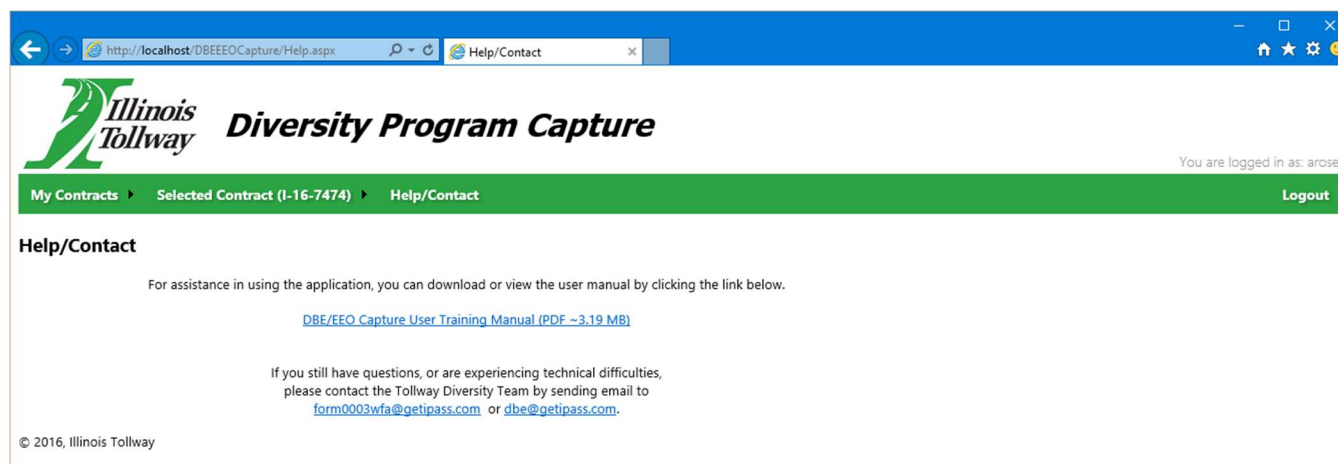
Password rules require a minimum of eight (8) characters, and at least one "special" (non-alpha, non-numeric) character, such as ! @ # \$ % ^ & or \*.



The screenshot shows a web browser window with the URL <http://localhost:DBEEOCay>. The page title is "Change Password". The header features the Illinois Tollway logo and the text "Diversity Program Capture". Below the header is a navigation bar with links: "My Contracts", "Selected Contract", "Help/Contact", and "Logout". The main content area is titled "Change Password" and contains a message box with the text "Change Password Complete" and "Your password has been changed!". There is a "Continue" button at the bottom of the message box. The footer of the page indicates "© 2016, Illinois Tollway".



## *Help/Contact Page*

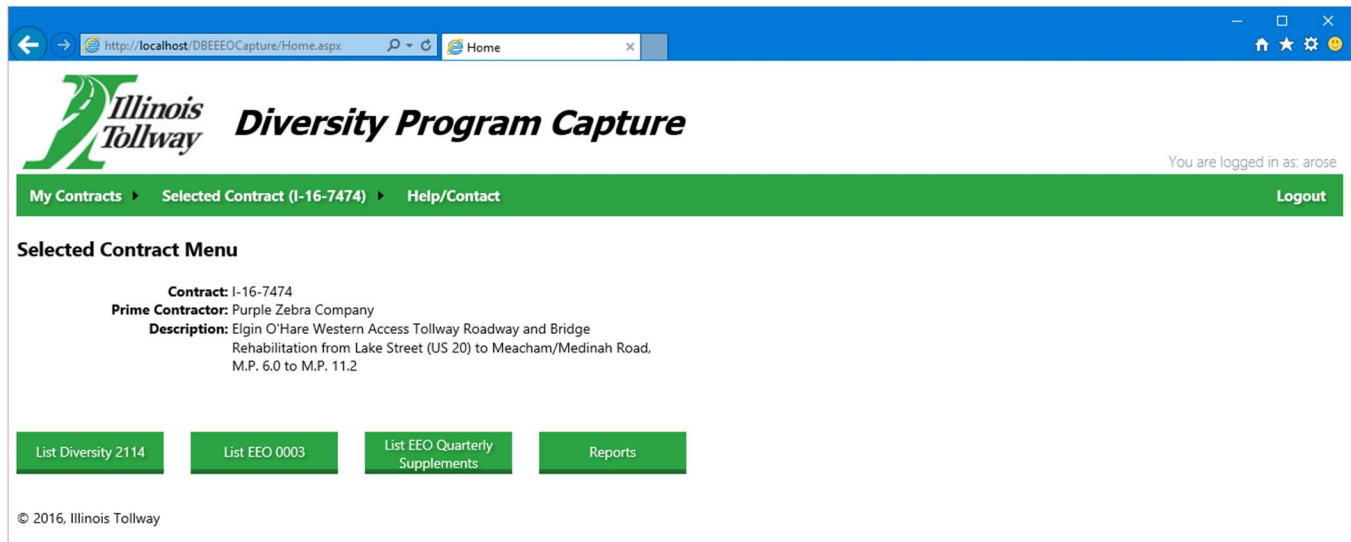


This page provides a link to the user manual. Clicking the link will open it up in a separate browser window. Note that Adobe Acrobat Reader is required to read the manual.

Additionally, if further help or assistance is required, email addresses are provided for contacting the Illinois Tollway Diversity Team.

# DIVERSITY PROGRAM CAPTURE

## *Selected Contract Menu Page*



The Selected Contract Menu page displays the Contract Number, the Vendor Name of the Prime Contractor, and the Contract Description from the row selected on the Contract List page. There are buttons to take you to the List Diversity 2114 page, the List EEO 0003 page, the List EEO Quarterly Supplements page or the Reports page. These options can also be selected on the sidebar menu, which is displayed throughout the application. The sidebar menu also provides additional options for returning to the Contract List page, Help, and logging out of the application.

# DIVERSITY PROGRAM CAPTURE

## List Diversity 2114 Page

The screenshot shows a web browser window with the URL <http://localhost:DBEEOCapture/Form2114List.aspx>. The page title is "2114 List". The header features the Illinois Tollway logo and the text "Diversity Program Capture". A green navigation bar contains links: "My Contracts", "Selected Contract (I-16-7474)", "Help/Contact", and a "Logout" button. The user is logged in as "arose".

**List Diversity 2114**

**Contract:** I-16-7474  
**Prime Contractor:** Purple Zebra Company  
**Description:** Elgin O'Hare Western Access Tollway Roadway and Bridge Rehabilitation from Lake Street (US 20) to Meacham/Medinah Road, M.P. 6.0 to M.P. 11.2

Buttons: [Add New 2114](#) [Contract Summary](#)

		Pay Est.	Period Begin	Period End	Submitted	
Delete	Edit	13	01/23/2016	02/26/2016	Yes	Print
Delete	Edit	11	11/01/2015	01/22/2016	Yes	Print
Delete	Edit	9	09/28/2015	10/31/2015	Yes	Print
Delete	Edit	7	08/28/2015	09/27/2015	Yes	Print
Delete	Edit	5	08/01/2015	08/27/2015	Yes	Print
Delete	Edit	3	06/09/2015	07/31/2015	Yes	Print

This page displays a list of all of the Diversity Form 2114 entries that have been made for a contract. This list displays a Delete button, an Edit button, the Pay Estimate, Period Begin date, Period End date, an indicator of whether or not the entry has been submitted to the Tollway, and a Print button. In addition, there is a button to click if you want to enter a new Diversity Form 2114 and a button to click if you want to view a summary page for this contract.

### Delete Button

Clicking the Delete button will bring up a Confirmation window asking to confirm that you want to delete this entry. Clicking OK will then cause the entry to be deleted. Clicking Cancel will return you to this List page, but no action is taken on the entry.

### Edit Button

Clicking the Edit button will take you to the Diversity 2114 Entry page to update the entry for the selected row.

### Print Button

Clicking the Print button will open a preview window for a report that can accept a wet signature (if the form has not been submitted, it will not have a location for a signature); this report can be exported to PDF and then printed.

# DIVERSITY PROGRAM CAPTURE

## Diversity 2114 Entry Page

**Illinois Tollway Diversity Program Capture**

You are logged in as: arose

[My Contracts](#) ▶ [Selected Contract \(I-16-7474\)](#) ▶ [Help/Contact](#) [Logout](#)

### Diversity 2114 Entry

#### General Information

**Report Date:** 9/22/2016  
**Contract:** I-16-7474  
**Contract Description:** Elgin O'Hare Western Access Tollway Roadway and Bridge Rehabilitation from Lake Street (US 20) to Meacham/Medinah Road, M.P. 6.0 to M.P. 11.2  
**Prime Contractor:** Purple Zebra Company  
**Current Pay Estimate:** 15  
**Pay Estimate(s) Covered:** 13-14  
**Reporting Period:** 2/27/16 through: 3/31/16

#### Contract Financials

**Original Contract Amount:** \$17,654,587.06  
**Adjusted Contract Amount:** \$17,737,495.55

#### Diversity Program Information

**DBE Commitment(\$):** \$3,355,934.16  
**DBE Commitment(%):** 18.92%  
**VBP Commitment(\$):** \$399,093.65  
**VBP Commitment(%):** 2.25%

#### Affidavit

**Printed Company Name:** Purple Zebra Company  
**Printed Name of Agent:** Brian Smith  
**Title of Agent:** Resident Engineer  
**Date of Signature:**

#### Payer / Preparer / Prime

**Name:** Axl Rosenberg  
**Title:** Office Manager  
**Email Address:** arose@gnr.com  
**Phone Number:** 111-222-3333

[Save and Add Subcontractors](#) [Cancel](#)

This page is used to add a new Form 2114 entry for the contract. The page is divided into five sections:

1. General Information
2. Contract Financials
3. DBE Financials
4. Affidavit
5. Payer/Preparer/Prime

# DIVERSITY PROGRAM CAPTURE

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The fields in each of these sections are described in more detail below.

1. General Information
  - a. *Report Date* – Defaults to the current date; display only.
  - b. *Contract Number* – Display only.
  - c. *Contract Description* – Display only.
  - d. *Contractor Name* – Vendor Name of the Prime Contractor ; display only
  - e. *Current Pay Estimate* – Enter the Pay Estimate No. of the associated Pay Estimate. Must be a number greater than zero.
  - f. *Pay Estimate(s) Covered* – Pay estimate number(s) corresponding to the reporting period entered.
  - g. *Reporting Period* – Start and end dates for the reporting period. End date is the end date of the previous odd pay estimate. If this is the first form submitted on a contract, the start date is the contract inception date. Otherwise, the start date is the start date of the pay estimate prior to the previous odd pay estimate.
2. Contract Financials
  - a. *Original Contract Amount* – Contract award amount; display only.
  - b. *Adjusted Contract Amount* – Adjusted contract obligation (Original contract amount + approved Change Orders to date + approved Extra Work Orders to date); display only.
3. DBE Financials
  - a. *Current DBE Commitment(\$)* – Total DBE dollar amount from approved Form 2026; display only.
  - b. *Current DBE Commitment(%)* – DBE % committed from approved Form 2026; display only.
  - c. *Overall Percent Complete* – Amount Paid-to-Date (to DBE subs) / Adjusted Contract Amount
  - d. *Overall Percent Projected* – Amount Projected-to-Date (for DBE subs) / Adjusted Contract Amount
4. Affidavit
  - a. *Printed Company Name* – Display only.
  - b. *Printed Name of Agent* – Name of agent of the company displayed in (4a). Must have authority to sign.
  - c. *Title of Agent* – Title/Position of agent named in (4b).
  - d. *Date of Signature* – Date form was entered by agent named in (4b).
5. Payer / Preparer / Prime
  - a. *Name* – Name of person preparing form.
  - b. *Title* – Title of person preparing form.
  - c. *Email address* – Email address of person preparing form.
  - d. *Phone Number* – Primary phone number of person preparing form.

Each field on this page is required with the exception of Date of Signature, which is optional. Once the data has been entered, click the “Save and Add Subcontractors” button to save the information in the database and go the next screen to enter information about the subcontractors who contributed to this report. If you do not want the information saved, click the Cancel button to return to the List page.

# DIVERSITY PROGRAM CAPTURE

## Diversity 2114 Sub Verification Page

http://localhost:DBEEOCapture/Form2114EntrySub 2114 Subcontractor Entry

**Illinois Tollway** **Diversity Program Capture** You are logged in as: arose

My Contracts ▶ Selected Contract (I-16-7474) ▶ Help/Contact Logout

### Diversity 2114 Sub Verification

Contract: I-16-7474  
Current Pay Estimate: 15  
Pay Estimate(s) Covered: 13-14  
Reporting Period: 2/27/2016 - 3/31/2016

#### Diversity Program Payment Summary

Program Payments For This Period: \$0.00  
Program Payments to Date: \$3,518,818.91  
Total Projected Program Payments: \$0.00

	Pgm	Contractor	Role	Paid This Invoice	% Complete	Paid to Date	2025 Amount	A15 Amount
Verify	DBE	Yellow Fork Construction Co., Inc.	Sub	\$0.00	0.00%	\$2,972,508.83	\$3,340,648.60	\$5,462,533.10
Verify	VBP	Red Chinchilla Fence, Inc.	Sub	\$0.00	0.00%	\$546,310.08	\$398,018.58	\$716,614.47

NOTICE: By using the Submit Form button you certify that you have the authority to provide the information contained herein and that the information is complete and accurate.

Submit Form Return

© 2016, Illinois Tollway

This page is used to enter the progress payment information. It will list **all** the subcontractors that have been associated with the contract, whether they were paid for the period in question or not.

### NOTE

This page works the same whether adding a new Diversity Form 2114 or modifying an existing Diversity Form 2114.

All subcontractors appearing on this page must be verified before submission is possible. Click Edit/Verify to verify the data for each subcontractor.

# DIVERSITY PROGRAM CAPTURE

The screenshot shows a web browser window with the URL `http://localhost:DBEEOCapture/Form2114EntrySub`. The page title is "Diversity Program Capture". The user is logged in as "arose". The navigation bar includes "My Contracts", "Selected Contract (I-16-7474)", "Help/Contact", and "Logout".

**Diversity 2114 Sub Verification**

Contract: I-16-7474  
Current Pay Estimate: 15  
Pay Estimate(s) Covered: 13-14  
Reporting Period: 2/27/2016 - 3/31/2016

**Diversity Program Payment Summary**

Program Payments For This Period: \$0.00  
Program Payments to Date: \$3,518,818.91  
Total Projected Program Payments: \$0.00

**Contractor Information:**

Contractor Name: Yellow Fork Construction Co., Inc.  
Contractor Role: Sub  
Diversity Program: DBE  
Approved 2025 Amount: \$3,340,648.60  
Approved A15 Amount: \$5,462,533.10  
Amount Projected: 0.00

**Pay Items worked on by contractor are consistent with those previously approved for this contractor:** ☐

**% of Work Completed to Date:** 0.00  
**Amount Paid during Period:** 0.00  
**Retainage Held during Period:** 0.00  
**Regainage Released during Period:** 0.00

**Comments:**

Pgm	Contractor	Role	Paid This Invoice	% Complete	Paid to Date	2025 Amount	A15 Amount
Verify	DBE Yellow Fork Construction Co., Inc.	Sub	\$0.00	0.00%	\$2,972,508.83	\$3,340,648.60	\$5,462,533.10
Verify	VBP Red Chinchilla Fence, Inc.	Sub	\$0.00	0.00%	\$546,310.08	\$398,018.58	\$716,614.47

**NOTICE:** By using the Submit Form button you certify that you have the authority to provide the information contained herein and that the information is complete and accurate.

All fields will default to 0, unchecked ("no") or empty.

The fields are as follows:

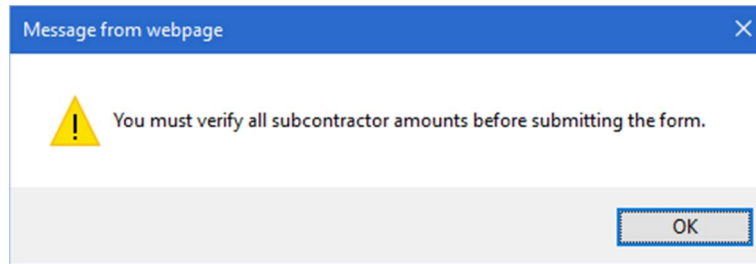
- *Amount Projected* – Enter total amount projected for the respective contractor/supplier. Typically this should be the same as the 2025 amount. If it is not the same as the 2025 amount, an explanation must be provided in the Comments field.
- *Pay Items worked on by contractor are consistent with those previously approved for this contractor* – unchecked means "no", checked means "yes". If "no" an explanation must be provided in Comments field (unless the contractor did not perform any work for the period in question, indicated by zero values in the Paid field).
- *% of Work Completed to Date* – Enter contractor/supplier percent complete = 
$$\frac{\text{Total Paid-to-Date to contractor/supplier}}{\text{Value of work committed to contractor/supplier}}$$
- *Amount Paid during Period* – Enter total amount paid to the respective contractor/supplier during the reporting period.
- *Retainage Held during Period* – Enter retainage held for the specific contractor/supplier during the period.

# DIVERSITY PROGRAM CAPTURE

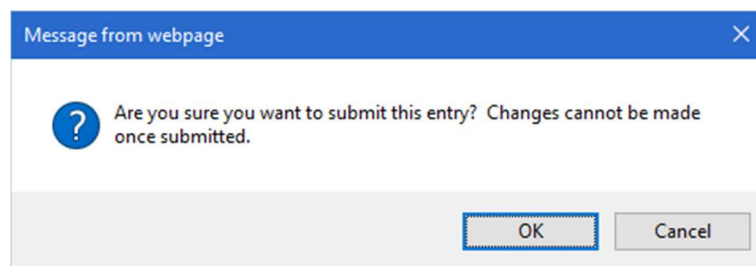
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- *Retainage Released during Period* – Enter retainage released for the specific contractor/supplier during the period.
- *Comments* – Explanation for projected amount, inconsistent pay items, or any other comments you wish to enter.

Upon attempting to click Submit Form *before verifying all subcontractor records*, a message appears stating that all subcontractor amounts must be verified.



Clicking the Submit Form button *after verifying all subcontractor records* brings up a message asking for confirmation to submit this Diversity Form 2114 to the Tollway.



Clicking OK on this message box marks the Diversity Form 2114 as ready for submission to the Tollway. Clicking Cancel returns to the Subcontractor Entry page, and the form is not submitted. On the Subcontractor Entry page, clicking the Return button will return you to the main 2114 Entry page. All data is saved, allowing you to return to complete data entry at a later time.

After submitting the form, the List 2114 page is displayed in the main browser window, and a report preview window pops up that displays the system-generated Diversity 2114 form. The completed form can be printed from the preview page, or exported to a PDF file and then printed (this is the recommended method, as you will have a local copy of each Diversity 2114 form submitted to the Tollway).




# DIVERSITY PROGRAM CAPTURE

The page is displayed as a pop-up, so it is important to disable any browser pop-up blockers for the [www.tollwaydiversitycapture.com](http://www.tollwaydiversitycapture.com) website.

Tollway Diversity Form 2114 - Internet Explorer

1 of 2 ? Find | Next

 **ISTHA DBE Utilization by Period Report - Form DBE 2114**

**General Information**

1	Report Date:	10/3/2016		
2	Contract Number:	I-12-4070		
3	Contract Description:	Eastbound Bridge Reconstruction and Widening (Bridge No. 735) - Jane Addams Memorial Tollway (I-90) M.P. 18.3 (Kishwaukee River)		
4	Contractor Name:	Lorig Construction Company		
5	Current Pay Estimate No.:	15		
6	Pay Estimate(s) Covered:	13 14		
7	Reporting Period:	2/4/2014	through	3/24/2014

**Contract Financials**

8	Original Contract Amount:	\$8,677,437.90		
9	Adjusted Contract Amount:	\$8,658,523.82		

**DBE Financials**

10	Current DBE Commitment (\$):	\$1,316,961.47		
11	Current DBE Commitment (%):	15.21 %		
12	Overall DBE % Paid-to-Date:	17.67 %		
13	Overall DBE % Projected-to-Date:	16.80 %		

**Progress Payment Summary**

		Current Period		To-Date	
14	Paid to DBE contractors/suppliers:	14(a)	\$34,705.59	14(b)	\$1,530,263.85
15	Projected for DBE contractors/suppliers:	\$1,458,194.84			

**Progress Payment Detail**

16	DBE contractor/supplier name:	AC Iron, LLC			
17	Approved 2025 Amount:	\$618,000.40			
18	Projected Amount (\$):	\$618,000.40			
19	Pay Item #(s) worked on by DBE are consistent with those previously approved for this subcontractor/supplier [X] YES [ ] NO If no, explanation must be provided in Comments field (24).				
20	% of work completed to date:	104.00 %			

		Current Period		To-Date	
21	Amount Paid (\$):	21(a)	\$19,363.61	21(b)	\$644,156.93
22	Retainage Held (\$):	22(a)	\$0.00	22(b)	\$0.00
23	Retainage Released (\$):	23(a)	\$0.00	23(b)	\$0.00



## NOTE

After printing the system-generated Diversity 2114 form, have the authorized company agent sign and date in the designated fields on the last page.

This is the form that should be submitted with the pay estimate package. Hand-entered 2114 forms will no longer be accepted by the Tollway.

# DIVERSITY PROGRAM CAPTURE

## Diversity Program Contract Summary Page

The screenshot shows a web browser window with the URL `http://localhost:DBEEOCapture/DBEContractSummr`. The page title is "Diversity Program Contract Summary". The header features the Illinois Tollway logo and the text "Diversity Program Capture". A green navigation bar contains links: "My Contracts", "Selected Contract (I-16-7474)", "Help/Contact", and a "Logout" button. The main content area displays the following information:

**Contract:** I-16-7474  
**Prime Contractor:** Purple Zebra Company  
**Description:** Elgin O'Hare Western Access Tollway Roadway and Bridge Rehabilitation from Lake Street (US 20) to Meacham/Medinah Road, M.P. 6.0 to M.P. 11.2

A green button labeled "Return to 2114 List" is located below the description.

Pgm	Contractor	2025 Amount	Paid to Date
DBE	Yellow Fork Construction Co., Inc.	\$3,340,648.60	\$4,072,508.83
VBP	Red Chinchilla Fence, Inc.	\$398,018.58	\$596,310.08
<b>Contract Totals</b>		<b>\$3,738,667.18</b>	<b>\$4,668,818.91</b>

© 2016, Illinois Tollway

This page displays a summary of all the Form 2114s entered for the selected contract. It lists all of the Subcontractors entered on any of the 2114s and the total amount paid for this contract.

The Return button returns the user to the List 2114 page.

# DIVERSITY PROGRAM CAPTURE

## List EEO 0003 Page

**Contract:** I-16-7474  
**Prime Contractor:** Purple Zebra Company  
**Description:** Elgin O'Hare Western Access Tollway Roadway and Bridge Rehabilitation from Lake Street (US 20) to Meacham/Medinah Road, M.P. 6.0 to M.P. 11.2

[Add New 0003](#)

**UNSUBMITTED**

		Contractor	Period Begin	Period End	Submitted	
<a href="#">Edit</a>	<a href="#">Delete</a>	Big Truck Traffic Systems, Inc. (sub to Prime)	06/01/2016	06/30/2016	No	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">Delete</a>	Blue Book Safety Corp (sub to Prime)	06/01/2016	06/30/2016	No	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">Delete</a>	Purple Zebra Company (Prime)	06/01/2016	06/30/2016	No	<a href="#">Print</a>

**SUBMITTED**

		Contractor	Period Begin	Period End	Submitted	
<a href="#">Edit</a>	<a href="#">UnSubmit</a>	Big Truck Traffic Systems, Inc. (sub to Prime)	04/01/2016	04/30/2016	Yes	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">UnSubmit</a>	Big Truck Traffic Systems, Inc. (sub to Prime)	03/01/2016	03/31/2016	Yes	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">UnSubmit</a>	Big Truck Traffic Systems, Inc. (sub to Prime)	02/01/2016	02/29/2016	Yes	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">UnSubmit</a>	Big Truck Traffic Systems, Inc. (sub to Prime)	01/30/2016	01/31/2016	Yes	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">UnSubmit</a>	Big Truck Traffic Systems, Inc. (sub to Prime)	10/29/2015	11/30/2015	Yes	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">UnSubmit</a>	Blue Book Safety Corp (sub to Prime)	05/01/2016	05/31/2016	Yes	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">UnSubmit</a>	Blue Book Safety Corp (sub to Prime)	04/01/2016	04/30/2016	Yes	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">UnSubmit</a>	Blue Book Safety Corp (sub to Prime)	02/01/2016	02/29/2016	Yes	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">UnSubmit</a>	Blue Book Safety Corp (sub to Prime)	12/01/2015	12/31/2015	Yes	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">UnSubmit</a>	Blue Book Safety Corp (sub to Prime)	11/01/2015	11/30/2015	Yes	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">UnSubmit</a>	Blue Book Safety Corp (sub to Prime)	10/01/2015	10/31/2015	Yes	<a href="#">Print</a>
<a href="#">Edit</a>	<a href="#">UnSubmit</a>	Blue Book Safety Corp (sub to Prime)	09/01/2015	09/30/2015	Yes	<a href="#">Print</a>

This page displays a list of all of the EEO Form 0003 entries that have been made for a contract. This list displays a Delete button, an Edit button, the Contractor Name, period begin date, period end date, an indicator of whether or not the entry has been electronically submitted to the Tollway, and a Print button. In addition, there is a button to click if you want to enter a new EEO Form 0003.



### NOTE

If the entry has already been electronically submitted to the Tollway, it cannot be edited or deleted. If you need to change or delete the entry, please contact the Tollway Diversity Team.

## **Delete Button**

Clicking the Delete button will bring up a Confirmation window asking to confirm that you want to delete this entry. Clicking OK will then cause the entry to be deleted. Clicking Cancel will return you to this List page, but no action is taken on the entry.

## **Edit Button**

Clicking the Edit button will take you to the EEO 0003 Entry page to update the entry for the selected row.

## **Print Button**

Clicking the Print button will open the Form 0003 Report preview window, which will display a “draft” if the form has not been submitted and a signature-ready report if it has been submitted. This popup allows the user to export to PDF, print, and sign.

# DIVERSITY PROGRAM CAPTURE

## EEO 0003 Entry Page

The screenshot shows a web browser window with the URL `http://localhost:DBEEOCapture/Form0003Entry.asp`. The page title is "EEO Form 0003 Entry". The header features the Illinois Tollway logo and the text "Diversity Program Capture". A green navigation bar contains links: "My Contracts", "Selected Contract (I-16-7474)", "Help/Contact", and a "Logout" button. The main content area is titled "EEO 0003 Entry" and includes a "General Information" section. This section contains fields for "Contract: I-16-7474", "Contract Description: Elgin O'Hare Western Access Tollway Roadway and Bridge Rehabilitation from Lake Street (US 20) to Meacham/Medinah Road, M.P. 6.0 to M.P. 11.2", "EEO Contractor/Supplier Name: Purple Zebra Company (Prime)", "Company Contact: Chris Carter", "Period Begin Date: 6/1/2016", "Period End Date: 6/30/2016", "Current Pay Estimate: 12", "No Hours to Report: ☐", "Percent Complete: 100.00", and "Mobilization Date: 4/6/2015". Below this is a "Work Performed" field with the text "EOWA Roadway and Bridge Rehabilitation from Lake Street US 20 to Meacham Medinah Road Mile". A "Narrative Box" section follows, with a prompt to "Summarize efforts taken to meet EEO goals during current reporting period." and a text area. The "Preparer" section includes fields for "Name and Title: A.Rose", "Email Address: arose@gnr.com", and "Phone Number: 111-222-3333". At the bottom are three buttons: "Save", "Save and Edit Totals", and "Cancel".

This page is used to add a new Form 0003 entry for the contract. The page is divided into three sections:

1. General Information
2. Narrative Box
3. Preparer

The fields in each of these sections are described in more detail below.

1. General Information
  - a. *Contract Number* – Display only.
  - b. *Contract Description* – Display only.
  - c. *EEO Contractor/Supplier Name* – Select the name of the contractor for whom this Form 0003 is being entered. **Required field.**
  - d. *Company Contact* – Full name of the person to contact if there are questions about the form. Must be an authorized representative of the company listed in (1c). **Required field.**

## DIVERSITY PROGRAM CAPTURE

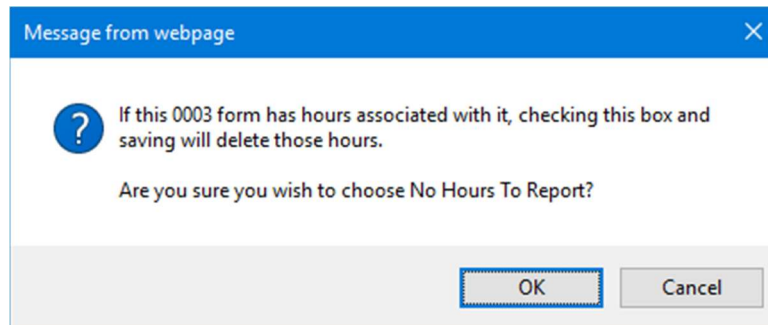
---

- e. *Current Pay Estimate* – Enter the Pay Estimate No. of the associated Pay Estimate. Must be a number greater than zero, except for users with Administrator privilege. Administrators can enter zero, and should if the data is unknown. **Required field.**
  - f. *No Hours to Report* – Check this box if there are no EEO hours to report on this form.
  - g. *Percent Complete* – (Total Paid-to-Date to contractor/subcontractor) divided by (Value of work committed to DBE contractor/subcontractor). **Required field, except for users with Administrative privilege.**
  - h. *Mobilization Date* – Date of Project Inception for contractor/subcontractor. **Required field, except for users with Administrative privilege.**
  - i. *Work Performed* – One line (255 characters) overview statement of work on contract. Example: Install communications tower; install drainage structures, etc. **Required field.**
2. Narrative Box – Summarize efforts taken to meet EEO goals during current reporting period.
3. Preparer
- a. *Name and Title* – Provide full name and title of person preparing form. Must be an authorized representative of the contractor/subcontractor. **Required field.**
  - b. *Email address* – Email address of person preparing form. **Required field, except for users with Administrative privilege.**
  - c. *Phone Number* – Primary phone number of person preparing form. **Required field, except for users with Administrative privilege.**

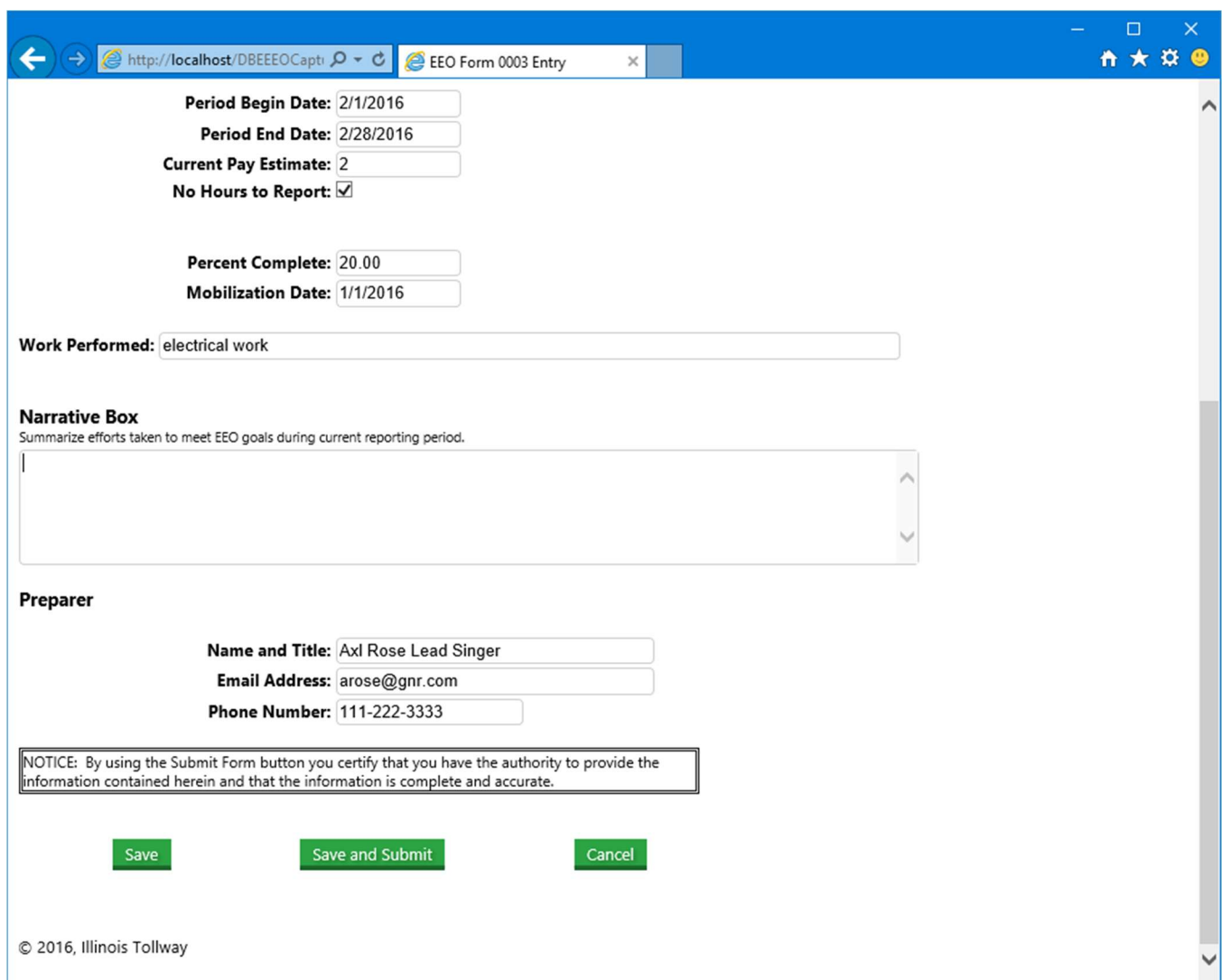
Once the data has been entered, click the “Save and Add Totals” button to save the information in the database and go the next screen to enter information about the contractors who contributed to this report and the total EEO hours they reported for the period. If you do not want the information saved, click the Cancel button to return to the List page.

# DIVERSITY PROGRAM CAPTURE

If “No Hours to Report” is checked and there are hours currently associated with the record, the user will be given a message stating that hours will be deleted if they proceed and save the record.



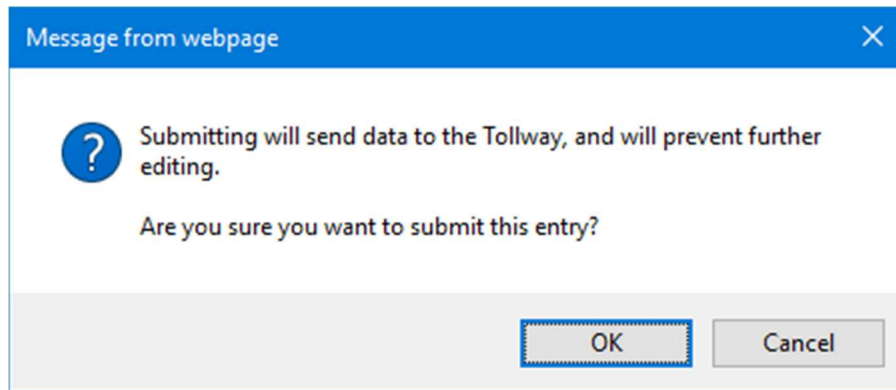
If “No Hours to Report” is checked, then the screen changes slightly. The Save and Edit Totals button is replaced by Save and Submit.



## DIVERSITY PROGRAM CAPTURE

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Clicking the Save and Submit button marks brings up a message asking for confirmation to submit this EEO Form 0003 to the Tollway.



Clicking OK on this message box marks the EEO Form 0003 as ready for submission to the Tollway. Clicking Cancel returns to this page, and the form is not submitted.



# DIVERSITY PROGRAM CAPTURE

## Workforce Hours and Number of Employees Page

**Workforce Hours and Number of Employees**

**Purple Zebra Company (Prime)**

**Job Category**  
Boilermaker  
Bricklayers  
Carpenters  
Cement Masons  
Ceramic Tile Finisher/Layer  
Comm Millworker & Trim  
Electricians  
Equipment Operators  
Glazier  
Heat/Frost Insulator  
Ironworkers  
Laborers  
Miscellaneous Inspection  
Orn. Iron Workers

**Ethnicity/Gender**  
African American - Female  
African American - Male  
American Indian / AK Native - Female  
American Indian / AK Native - Male  
Asian - Female  
Asian - Male  
Hispanic - Female  
Hispanic - Male  
Native Hawaiian or other Pacific Islander - Female  
Native Hawaiian or other Pacific Islander - Male  
Two or More Races - Female  
Two or More Races - Male  
White - Female  
White - Male

**Worker Experience Level**  
Journeyman  
Apprentice  
On-the-Job Trainee

**Non-Veteran Hours**

**Veteran Hours**

**Non-Veteran Employee Count**

**Veteran Employee Count**

**Add**

Job Category	Ethnicity/Gender	Experience Level	Hours	Employees	Vet Hours	Vet Employees	
<a href="#">Delete</a>	Laborers	Hispanic - Male	Journeyman	173.00	0	0.00	0
<a href="#">Delete</a>	Laborers	Hispanic - Female	Journeyman	4.00	0	0.00	0
<a href="#">Delete</a>	Laborers	White - Male	Journeyman	64.00	0	0.00	0
<a href="#">Delete</a>	Equipment Operators	White - Male	Journeyman	8.00	0	0.00	0
<a href="#">Delete</a>	Truck Drivers	White - Male	Journeyman	16.00	0	0.00	0
<a href="#">Delete</a>	Truck Drivers	African American - Male	Journeyman	8.00	0	0.00	0
<a href="#">Delete</a>	Cement Masons	Hispanic - Male	Journeyman	20.00	0	0.00	0
<a href="#">Delete</a>	Cement Masons	African American - Male	Journeyman	4.00	0	0.00	0

**NOTICE:** By using the Submit Form button you certify that you have the authority to provide the information contained herein and that the information is complete and accurate.

**Submit Form** **Return**

This page is used to enter the EEO hours reported by the contractors for the period entered on the Form 0003 Entry page.



### NOTE

This page works the same whether adding a new EEO Form 0003 or modifying an existing EEO Form 0003.

Select the appropriate entry in each of the Job Category, Ethnicity/Gender, and Worker Experience Level list boxes. Then enter the number of hours for that selected combination as reported by the contractor.

Note that some Job Category and Worker Experience Level combinations are not valid. At time of writing, the Working Foreman job category must have a Journeyman experience level (Apprentice and On-the-Job Trainee are not allowed). If you attempt to add an invalid combination, the application will show a warning message and will not add the row of data.

# DIVERSITY PROGRAM CAPTURE

**Workforce Hours and Number of Employees**

**Selected Experience Level is not valid for selected Job Category**

**Purple Zebra Company (Prime)**

**Job Category**  
Painter/Drywall Finisher  
Painters  
Plasterer  
Plaza Trades Work  
Plumber/Pipefitter  
Roofing/Waterproofing  
Sheet Metal Worker  
Sign Hanger  
Sprinkler Fitter  
Technical Engineer/Surveyor  
Traffic Safety Worker  
Truck Drivers  
Tuck Pointer  
**Working Foreman**

**Ethnicity/Gender**  
African American - Female  
American Indian / AK Native - Male  
American Indian / AK Native - Female  
Asian - Male  
**Hispanic - Female**  
Hispanic - Male  
Native Hawaiian or other Pacific Islander - Female  
Native Hawaiian or other Pacific Islander - Male  
Two or More Races - Female  
Two or More Races - Male  
White - Female  
White - Male

**Worker Experience Level**  
Journeyman  
**Apprentice**  
On-the-Job Trainee

**Non-Veteran Hours**  
40

**Non-Veteran Employee Count**  
1

**Veteran Hours**  
0

**Veteran Employee Count**  
0

**Add**

	Job Category	Ethnicity/Gender	Experience Level	Hours	Employees	Vet Hours	Vet Employees
Delete	Laborers	Hispanic - Male	Journeyman	173.00	0	0.00	0
Delete	Laborers	Hispanic - Female	Journeyman	4.00	0	0.00	0

After selecting a Job Category, Ethnicity/Gender, and Worker Experience Level, you must enter the number of hours and count of employees (for both Non-Veterans and Veterans). It is acceptable for either the Non-Veterans or Veterans to be zero (in both the hours and count), but at least one of them must have hours and count > 0. Also, the employee count must be greater than zero if hours are indicated.

Non-Veteran Hours	Veteran Hours
40	0
Non-Veteran Employee Count	Veteran Employee Count
1	0

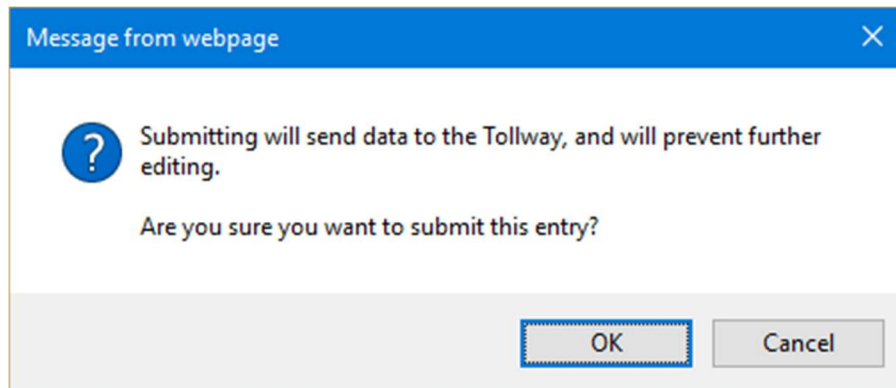
Then click the Add button to add the data. When the Add button is clicked, a row is added to the list of entries below this section.

Once a combination of Job Category – Ethnicity/Gender – Worker Experience Level is entered, it cannot be modified. If you need to change anything with an Added row, it must be deleted and re-entered.


## DIVERSITY PROGRAM CAPTURE

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Clicking the Submit Form button marks brings up a message asking for confirmation to submit this EEO Form 0003 to the Tollway.



Clicking OK on this message box marks the EEO Form 0003 as ready for submission to the Tollway. Clicking Cancel returns to this page, and the form is not submitted.

 **NOTE**  
Once this EEO Form 0003 entry is marked as ready for submission to the Tollway, it cannot be modified.

Clicking the Return button returns you to the EEO 0003 Entry page. All of the data for this entry is saved at this point, but it is NOT submitted to the Tollway. So the user may return at a later time to review and/or edit the information prior to submitting it to the Tollway.

# DIVERSITY PROGRAM CAPTURE

## EEO Form 0003 Report Preview Page

The EEO Form 0003 Workforce Analysis report has been redesigned, and is modeled after IDOT's EEO Workforce Analysis report. It is no longer a requirement to send a signed hardcopy to the Tollway along with your pay estimates (submitting the data via Capture is sufficient). The report is provided for your records.

**EEO Workforce Analysis - Internet Explorer**

Form generated via Capture Application

**Equal Employment Opportunity Form 0003  
Workforce Analysis**

Report for Period 9/22/2013 - 10/26/2013

**Name:** AC Iron, LLC  
**Address:** 1938 177th Street,  
**City, State, Zip:** Lansing, Illinois 60438  
**Contract Number:** I-12-4070  
**Contract Value:** \$8,367,621.94  
**Description:** Eastbound Bridge Reconstruction and Widening (Bridge No. 735) - Jane Addams Memorial Tollway (I-90) M.P. 18.3 (Kishwaukee River)  
**Percent Complete:** 100%  
**Mobilization Date:** 5/24/2013

☐ Contractor ☒ Sub-Contractor

Job Categories	Total Employees		Total Minorities		African American		Asian / Pacific Islander		Hispanic / Latino		American Indian / AK Native		Two or More Races		White		Apprentices		On-The-Job Trainees	
	Table A																			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Boilermaker																				
Bricklayers																				
Carpenters																				
Cement Masons																				
Ceramic Tile Finisher/Layer																				
Comm Millworker & Trim																				
Electricians																				
Equipment Operators																				
Glazier																				
Heat/Frost Insulator																				
Ironworkers																				
Laborers																				
Miscellaneous Inspection																				
Orn. Iron Workers																				
Painter/Drywall Finisher																				
Painters																				
Plasterer																				
**Plaza Trades Work																				

As with all reports generated from Capture, you can export the report to a number of different formats (PDF is recommended). In the menu bar at the top of the report, click the disk icon, and then select the format. You will then be prompted to either open or save the exported file.

**EEO Workforce Analysis - Internet Explorer**

Form generated via Capture Application

**Equal Employment Opportunity Form 0003  
Workforce Analysis**

Report for Period 9/22/2013 - 10/26/2013

**Name:** AC Iron, LLC  
**Address:** 1938 177th Street,  
**City, State, Zip:** Lansing, Illinois 60438  
**Contract Number:** I-12-4070  
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**Percent Complete:** 100%  
**Mobilization Date:** 5/24/2013

☐ Contractor ☒ Sub-Contractor

Export Options:

- XML file with report data
- CSV (comma delimited)
- PDF**
- MHTML (web archive)
- Excel
- TIFF file
- Word

# DIVERSITY PROGRAM CAPTURE

## List EEO 0003 Quarterly Supplements Page

### NOTE

The EEO 0003 Quarterly Supplements page will be removed from the system in 2017. Its functionality has been replaced by the collection of Non-Veteran and Veteran Employee Counts on the Workforce Hours and Number of Employees page.

The screenshot shows a web browser window with the URL <http://localhost/DBEEOCapt...> and a tab titled "List EEO Form 0003 Supple...". The page header features the Illinois Tollway logo and the title "Diversity Program Capture". A green navigation bar contains links for "My Contracts", "Selected Contract (RR-15-9182)", "Help/Contact", and a "Logout" button. The main content area is titled "List EEO 0003 Quarterly Supplements". It displays contract details: "Contract: RR-15-9182", "Prime Contractor: Big Truck Traffic Systems, Inc.", and a "Description" of systemwide pavement markings on several tollways. Below this is a green button labeled "Add New Quarterly Supplement". A table lists submitted quarterly supplements with columns for "Year / Quarter", "Period Begin", "Period End", and "Form Submitted". One entry is shown for 2016 / 2, with a period from 04/01/2016 to 06/30/2016, and a "Print" button. The footer indicates "© 2016, Illinois Tollway".

Year / Quarter	Period Begin	Period End	Form Submitted
2016 / 2	04/01/2016	06/30/2016	Yes

This page displays a list of all of the EEO 0003 Quarterly Supplement form entries that have been submitted for a contract. Initially the list will be empty with a button for adding a new quarterly supplement.

A Quarterly Supplement is required to be completed by every prime contractor and submitted in hardcopy to the Construction Manager for the assigned contract by the 15<sup>th</sup> of the month after the end of the quarter ending date:

Quarter End Date	Due Date
March 31	April 15
June 30	July 15
September 30	October 15
December 31	January 15

## DIVERSITY PROGRAM CAPTURE

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The page will allow you to enter EEO 0003 Quarterly Supplement forms for the previous four quarters (but not for the current quarter – you must wait until after the quarter end date before creating a new form). If you have already entered the forms for the previous four quarters, the Add New Quarterly Supplement button will not appear on the page.

For each Quarterly Supplement in the list, a Delete button, an Edit button, the year & quarter, period begin date, period end date, an indicator of whether or not the entry has been electronically submitted to the Tollway, and a Print button are displayed.

**NOTE**

If the entry has already been electronically submitted to the Tollway, it cannot be edited or deleted. If you need to change or delete the entry, please contact the Tollway Diversity Team.

## EEO 0003 Quarterly Supplements Entry Page

**Illinois Tollway Diversity Program Capture**

You are logged in as: arose

[My Contracts](#) ▶ [Selected Contract \(RR-15-9182\)](#) ▶ [Help/Contact](#) [Logout](#)

### EEO Form 0003 Quarterly Supplement

**Contract Number:** RR-15-9182  
**Contract Description:** Systemwide Pavement Markings, Tri-State Tollway (I-294), Jane Addams Memorial Tollway (I-90), Reagan Memorial Tollway (I-88), and Veterans Memorial Tollway (I-355)  
**Contractor Name:** Big Truck Traffic Systems, Inc.

**Construction Manager Name:**

**Reporting Period:**

**Total Number of Individuals**

Female:	<input type="text" value="12"/>
African American/Black:	<input type="text" value="20"/>
Hispanic/Latino:	<input type="text" value="40"/>
Asian American:	<input type="text" value="2"/>
Native American/Alaskan Native:	<input type="text" value="0"/>
Native Hawaiian/Pacific Islander:	<input type="text" value="0"/>

**Preparer**

**Name:**

NOTICE: By using the Submit button you certify that you have the authority to provide the information contained herein and that the information is complete and accurate.

[Save and Return](#) [Submit Form](#) [Cancel](#)

This page is used to add a new EEO Form 0003 Quarterly Supplement entry for the contract. The page is divided into three sections:

1. General Information
2. Total Number of Individuals
3. Preparer

The fields in each of these sections are described in more detail below.

1. General Information
  - a. *Contract Number* – Display only.
  - b. *Contract Description* – Display only.

# DIVERSITY PROGRAM CAPTURE

---

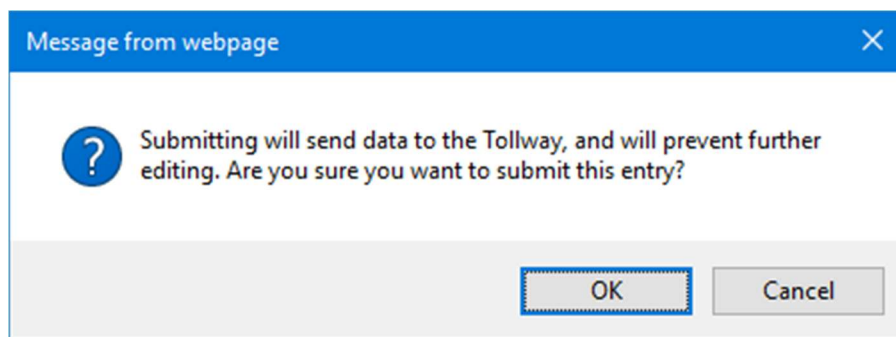
- c. *Contractor Name* – Display only.
  - d. *Construction Manager Name* – Full name of the construction manager assigned to contract. **Required field.**
  - e. *Reporting Period* – Select the appropriate Year/Quarter. **Required field.**
2. Total Number of Individuals – The total number of individuals reported on this form must include the combined onsite workforce of the prime contractor and all subcontractors performing on the stated contract. An entry in each category is **required** (even if zero).
- a. *Female* – The total number of females (across all ethnicities, including Caucasian/White). Non-Caucasian females should also be reported under the other ethnicities.
  - b. *African-American/Black*
  - c. *Hispanic/Latino*
  - d. *Asian American*
  - e. *Native American/Alaskan Native*
  - f. *Native Hawaiian/Pacific Islander*
3. Preparer Name – Provide full name of person preparing form. Must be an authorized representative of the contractor/subcontractor. **Required field.**

After entering all the required information, there are 3 options to proceed:

- Save and Return
- Submit Form
- Cancel

Clicking the Save and Return button returns you to the list of Quarterly Supplements. All data is saved, allowing you to return to complete data entry at a later time. The form is not submitted to the Tollway.


Clicking the Submit Form button brings up a message asking for confirmation to submit this EEO Form 0003 Quarterly Supplement to the Tollway.



Clicking OK on this message box submits the data to the Tollway and returns you to the list of Quarterly Supplements. Additionally, a pop-up window is displayed with a completed report ready for printing and signing.



# DIVERSITY PROGRAM CAPTURE

 — □ ×

**Illinois Toll Highway Authority**  
**Quarterly Supplement to EEO Form 0003 Report of Workforce Hours**  
**(to be submitted no later than the 15th of the month after the end of the quarter)**

Contract #: RR-09-5499

Contract Description: Hot-Mix Asphalt Resurfacing, Pavement Repairs, Cable Median Barriers & Check Valve Installation, Ronald Reagan Memorial Tollway (I-88), Milepost 109 to 141, Tri-State Tollway (I-294), Milepost 29

Prime Contractor Name: [REDACTED]

Construction Manager Name: Brian Johnson

For the period 4/1/2012 to 6/30/2012, the following represents the total number of individuals on-site in the combined workforce of the prime and all subcontractors who worked on the above indicated contract number. Indicate number by each listed category; this information is as a supplement to the total hours submitted electronically via Capture on EEO Form 0003.

	Total # of Individuals
Female	6
African American/Black	23
Hispanic/Latino	12
Asian American	4
Native American/Alaskan Native	0
Native Hawaiian/Pacific Islander	0

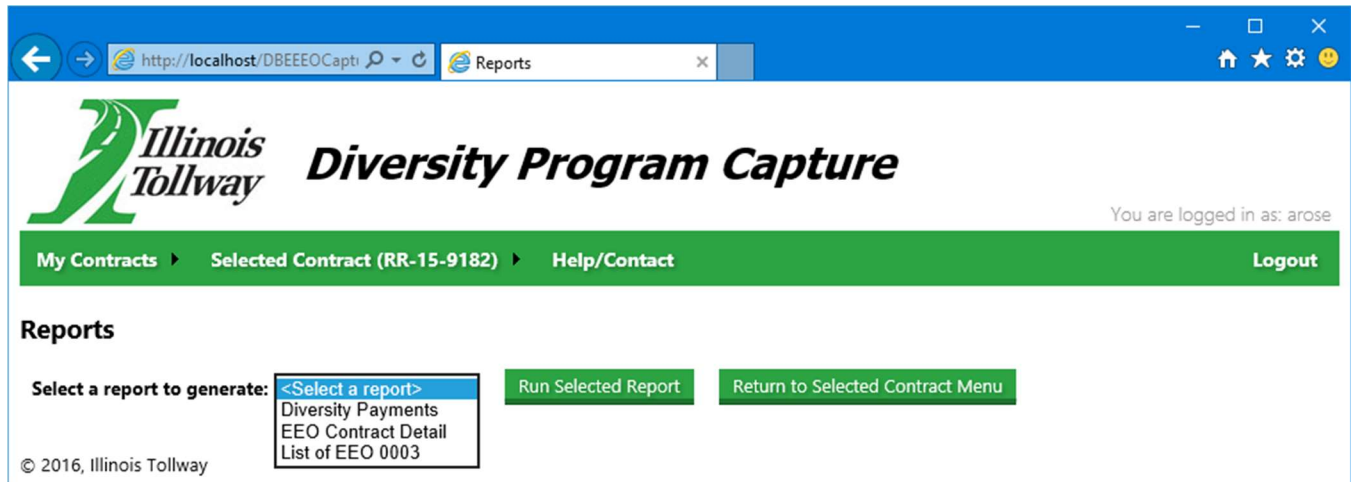
**Verification Statement**

On behalf of, [REDACTED], I, [REDACTED] Test User, certify that all information reported herein is true and accurate to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clicking Cancel returns to the list of Quarterly Supplements, and the form is not saved or submitted.

## Reports Page





This page is for generating and viewing the various reports that are available. To run a report, select the report from the dropdown list and click the “Run Selected Report” button. Use the “Return to Selected Contract Menu” button to go back to the Selected Contract Menu page.

When a report is run, it is displayed in a Report Viewer control. At the top of this control, there is a toolbar with various options:

- A multiple page report will have controls enabled for paging through the report.
- If you have drilled down from one report into another, a back button (black arrow) will be enabled allowing you to return to the parent report.
- Reports can be exported into PDF format (requires Adobe Acrobat Reader).
- Reports can be printed (requires installation of a Microsoft Active X control; if not installed you will be prompted for installation upon first use).

# DIVERSITY PROGRAM CAPTURE

 Internet Explorer



## Diversity Program Capture

You are logged in as


[My Contracts](#) ▶ [Selected Contract \(RR-15-9182\)](#) ▶ [Help/Contact](#)

### Reports

Select a report to generate: Diversity Payments Run Selected Report Return to Selected Contract Menu

Contract: RR-13-5657 (RoadSafe Traffic Systems, Inc.) View Report

1 of 1 Find | Next



### Diversity Payments

as of 10/3/2016

Contract #: RR-13-5657  
Prime: RoadSafe Traffic Systems, Inc.

[Click Here To View Details for All Vendors](#)

Vendor	Amount
Road Runner Safety Services, Inc.	\$606,087.98
<b>Total</b>	<b>\$606,087.98</b>

[Click Here To View Details for All Pay Estimates](#)

Pay Estimate Nbr	Period Begin	Period End	Amount	Submitted
3	12/21/2013	7/25/2014	\$185,490.57	Yes
5	7/26/2014	10/1/2014	\$183,243.86	Yes
7	10/2/2014	3/27/2015	\$0.00	Yes
9	3/28/2015	9/1/2015	\$97,567.58	Yes

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#### NOTE

If you drill down into a child report, you must return to the parent report before running another report from the dropdown list of reports.