**Instructions**:

* This is a fillable form and may be typed or handwritten. Revised posters are listed with an asterisk (\*).
* Complete monthly for each contractor. Save the completed checklist to your district project folder.
* Complete the bulletin board event date in the system. Note issues in the system comment field.
* Email checklist to the Program Manager if there are issues. The system only notifies of overdue checklist deadlines.
* Program Manager: Chris Ferguson, [cferguson@mt.gov](mailto:cferguson@mt.gov), 406-444-6945

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| --- | --- | --- | --- |
| **Contract / PO Number:** | Click or tap here to enter text. | **Contractor:** | Click or tap here to enter text. |
| **Designation / Description:** | Click or tap here to enter text. | **Inspector:** | Click or tap here to enter text. |
| **District / Division:** | Click or tap here to enter text. | **Inspection Date:** | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| **Title of Poster** | **Form #** | **Revision Date** | **Poster  WAS present** |
| **Company Specific Documents** | | | |
| Internal Discrimination Complaint Procedures |  |  |  |
| Internal EEO Discrimination Complaint Form  *If company does not have an internal c*omplaint *form,  they may use the EEO Policy Statement.* |  |  |  |
| MDT EEO Policy Statement |  | Current Year |  |
| **Project Specific Documents** | | | |
| Contract Specific Wage Rates |  | N/A |  |
| Required Contract Provisions \* *(contracts awarded prior to 7/5/2022)* | FHWA 1273 | 05/01/2012 |  |
| Required Contract Provisions \* *(contracts awarded 7/5/22 - 10/22/2023)* | FHWA 1273 | 07/05/2022 |  |
| Required Contract Provisions \* *(contracts awarded after 10/22/23)* | FHWA 1273 | 10/23/2023 |  |
| Special Provisions EEO Affirmative Action Requirements\* |  | 1/01/2024 |  |
| **Required Posters** | | | |
| Davis Bacon Poster \* (updated content / same revision date) | WH1321 | 10/2017 |  |
| Dual Employment Poster |  | 10/26/2009 |  |
| Employee Polygraph Protection Act \* | WH1462 | 02/2022 |  |
| False Statements Poster | FHWA 1022 | 05/2015 |  |
| FMLA (If 50 or more employees) \* | WH1420 | 04/23 |  |
| Know Your Rights \* | EEOC 22-088 | 06/27/2023 |  |
| OSHA ‐ It's the Law | OSHA 3165-04R | 2019 |  |
| Pay Transparency Nondiscrimination |  | 2016 |  |
| Your Rights Under USERRA |  | 04/2017 |  |

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| **Notes:**  Click or tap here to enter text. |
| **Location of Bulletin Board:** Click or tap here to enter text. |