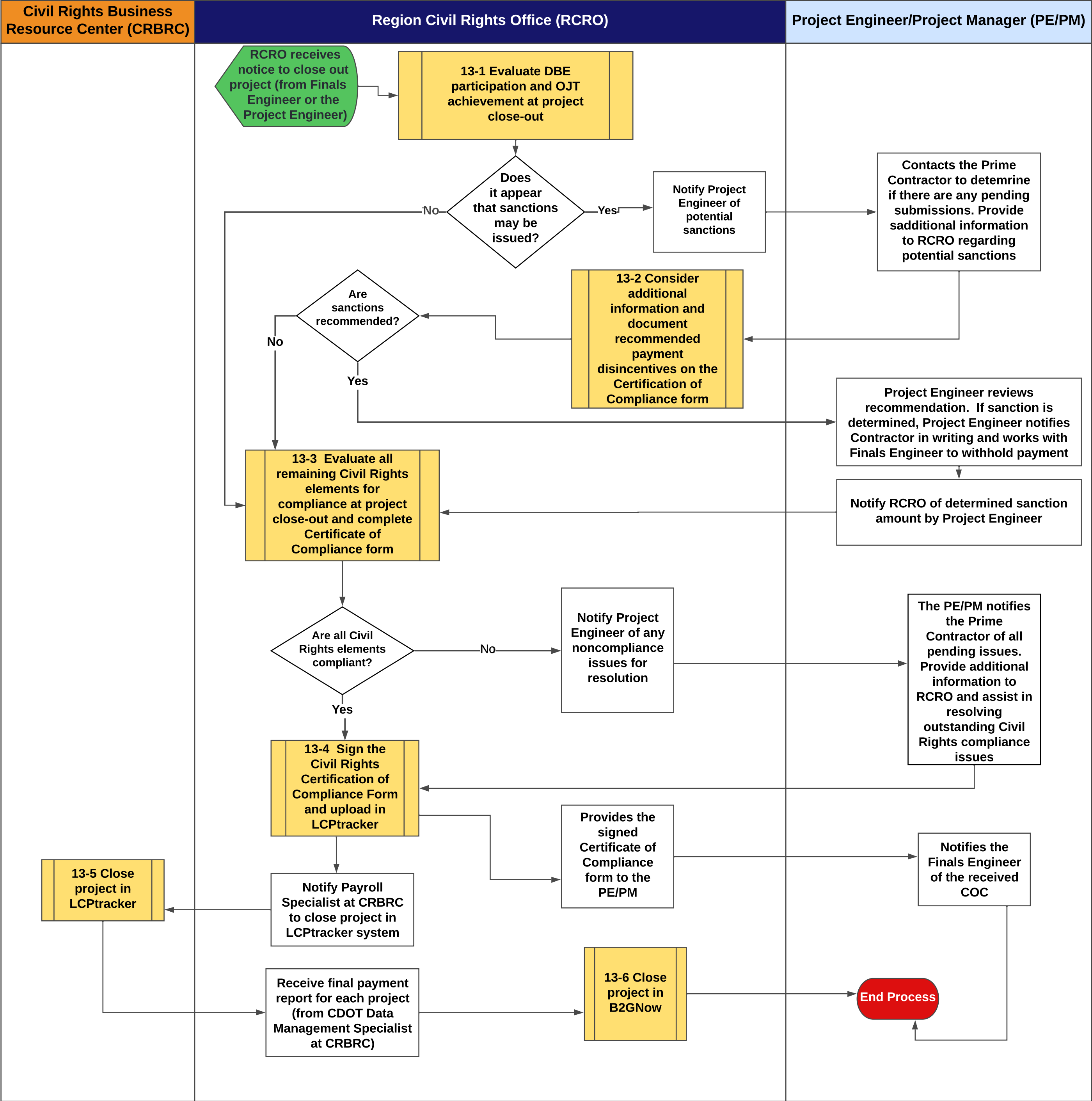


B - 13-0 Close-out Civil Rights Project Elements_June 2025



Flowchart B-13-0: Close-Out Civil Rights Project Elements

1. Start: The Region Civil Rights Office receives notice to close out the project.
2. The Region Civil Rights Office evaluates DBE achievement and OJT participation in project close-out (Figure 13-1).
3. Decision Item: Does it appear that sanctions may be issued?
 - If yes, continue to step 4.
 - If no, continue to step 7.
4. The Region Civil Rights Office notifies the Project Engineer/Project Manager of potential sanctions. The PE/PM contacts the prime contractor to determine if there are any pending submissions. The Region Civil Rights Office reviews all documentation provided and recommends payment disincentives, if applicable on the Certificate of Compliance form (Figure 13-2).
5. Decision Item: Is it determined that the Region Civil Rights Office recommends a financial disincentive due to the DBE and/or the OJT contract goal not met?
 - If yes, continue to step 6.
 - If no, continue to step 7.
6. The PE/PM reviews the recommendation for a sanction. If a sanction is determined, the PE/PM notifies the prime contractor in writing and works with the Finals Engineer to withhold payment. The PE/PM notifies the RCRO of the sanction amount.
7. The Region Civil Rights Office evaluates all remaining civil rights elements for compliance at project close-out and completes the Civil Rights Certificate of Compliance form (Figure 13-3).
8. Decision Item: Are all civil rights elements compliant?
 - If yes, continue to step 10
 - If no, continue to step 9
9. The Region Civil Rights Office notifies the PE/PM of any noncompliance issues for resolution. The PE/PM contacts the prime contractor of the pending items. The PE/PM provides any submitted information to the RCRO for review. The PE/PM assists in resolving any outstanding civil rights compliance issues. When pending issues are resolved, continue to step 10.

10. The Region Civil Rights Office signs the Certificate of Compliance Form and uploads the form in LCPtracker. The RCRO sends a copy of the form to the PE/PM. The PE/PM notifies the Finals Engineer of the COC (Figure 13-4).
11. The RCRO notifies the Payroll Specialist and the Civil Rights Business Resource Center to close the project in LCPtracker.
12. The Payroll Specialist completes the project close out in LCPtracker (Figure 13-5)
13. The RCRO receives the final payment report for each project from the CDOT Data Management Specialist from the Civil Rights Business Resource Center.
14. The RCRO closes the project in B2GNow (Figure 13-6).
15. The process ends.