

# 13-3 Evaluate all Remaining Civil Rights Elements for Compliance at Project Close-Out and Complete Civil Rights Certificate of Compliance Form (RCRO)



## Details

### Responsible Parties

- Region Civil Rights Office (RCRO)

### Revision Date of this Document

July 2025

### Document Owner

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## Procedure Objective

This document is intended to assist the Region Civil Rights Office with the evaluation of compliance for all civil rights elements for contract close-out and the completion of the Civil Rights Certificate of Compliance form.

## System Procedures

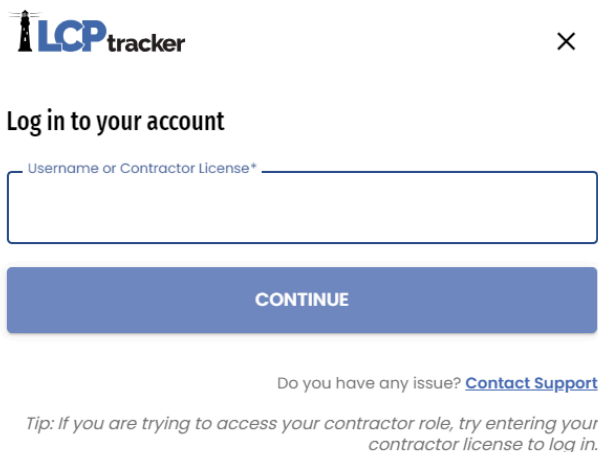
1. The Region Civil Rights Office has the option of using the [Civil Rights Certification of Compliance \(Final Close-Out\)](#) form or a different form of their choice.

**Note:** The Civil Rights Certificate of Compliance (Final Close-Out) form created by the Civil Rights Business Resource Center is optional. It is acceptable if the RCRO chooses to use a different civil rights certificate of compliance form for project close-out. However, it is requested that the following information be captured on the form used by the RCRO:

- DBE section- Total earnings amount, DBE contract goal, % of achieved DBE goal, was there a DBE payment reduction issued to the Prime as approved by the PE and RCRO?, amount of payment reduction due to not meeting the DBE goal/commitment, did the RCRO recommend a DBE payment reduction and it was not approved by the project team and if so, indicate the reason why the payment reduction was not issued and the dollar amount.
- OJT section- OJT contract goal, number of approved OJT hours achieved to date, CDOT Form 1336 approved? number of OJT hours requested for a waiver? updated required OJT hours (if 1336 approved), was there an OJT payment reduction issued to

the prime contractor as approved by the PE and RCRO?, amount of payment reduction due to not meeting the OJT goal, did the RCRO recommend an OJT payment reduction and it was not approved by the project team and if so, indicate the reason why the payment reduction was not issued and the dollar amount.

2. Evaluate all areas of civil rights compliance to determine if items are resolved or remain in non-compliance. If items are out of compliance, contact the CDOT Project Engineer/Project Manager with the comprehensive list of outstanding items.
3. To determine certified payroll compliance within LCPtracker, follow steps 4-10 of this process guide.
4. Go to [lcptracker.net](https://lcptracker.net). The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.
5. Enter Username and Password, then click “Next.”



6. The Certified Payroll Summary Report found in CDOT Compliance reports can be a helpful tool when determining if there are any pending certified payroll items.



7. Review the report to identify if all payrolls are in acceptance status and there are no open rejections. Also review the report to identify if there is a final payroll for every contractor reporting payroll in LCPtracker.

Week End	Submitted	Performing	Validated By	Process Status	Accept Status	Payroll No.	Electronic?	Final?
11/02/2024	11/08/2024	NO	SYSTEM	Certified	ACCEPTED	9	YES	Final

8. Review the report for any possible reporting gaps and final payrolls reported.

**Note:** In the above example, there is a gap of payrolls between WE 2.22.20 and 4.4.20. The final payroll was reported as payroll #31, however, payroll # 32 is reported. No work weeks will need to be reported from WE 2/29-3/28.

Week End	Submitted	Performing	Validated By	Process Status	Accept Status	Payroll No.	Electronic?	Final?
04/04/2020	04/10/2020	YES	SYSTEM	Certified	ACCEPTED	32	YES	
02/22/2020	03/09/2020	YES	SYSTEM	Certified	ACCEPTED	31	YES	Final
02/15/2020	03/09/2020	YES	SYSTEM	Certified	ACCEPTED	30	YES	
02/08/2020	02/14/2020	NO	SYSTEM	Certified	ACCEPTED	29	YES	
02/01/2020	02/14/2020	NO	SYSTEM	Certified	ACCEPTED	28	YES	

9. To identify if payrolls are in accepted status, another method is to review the payroll screen for each individual contractor. Follow steps 9-10 of this process guide for the instructions.
10. Under the “Certifications” tab, select the appropriate project to be reviewed from the “Project” drop-down.

Projects
Certifications
Violations
Reports
Admin
eDocuments
Set Up

Certifications

Department
All Departments

Project
CDOT Training ...

☐ Include Closed

Contractor
ABC mouse

Sub To | Contract ID
All Assignments

11. Review each contractor on the “Contractor” drop-down list that the following elements have been met:

- a. The “Accept Status” column lists “Accepted” for all payrolls.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Process Status	Select	Accept Status	Accepted	Final	View Details
Delete	ABC mouse	CDOT Training Demo			8/22/2020	1	YES	9/9/2020	PDF	Approved	9/9/2020	Certified	<input type="checkbox"/>	ACCEPTED	9/9/2020	No	Details
Delete	ABC mouse	CDOT Training Demo			9/9/2020	2	YES	9/9/2020	PDF	Approved	9/10/2020	Certified	<input type="checkbox"/>	ACCEPTED	9/10/2020	Yes	Details

- b. There is a final certified payroll reported by one payroll indicating “Yes” in the “Final” column.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Process Status	Select	Accept Status	Accepted	Final	View Details
Delete	ABC mouse	CDOT Training Demo			8/22/2020	1	YES	9/9/2020	PDF	Approved	9/9/2020	Certified	<input type="checkbox"/>	ACCEPTED	9/9/2020	No	Details
Delete	ABC mouse	CDOT Training Demo			9/9/2020	2	YES	9/9/2020	PDF	Approved	9/10/2020	Certified	<input type="checkbox"/>	ACCEPTED	9/10/2020	Yes	Details

- c. All previous rejected payrolls have been resolved and payrolls are considered to be in compliance.

12. Determine prompt payment compliance within B2GNow (steps 13-19)

13. Log into the B2GNow system at <http://cdot.dbesystem.com>.



14. Review the “Compliance Audit List” tab and review the “Not Reported by Prime” column to see if there are any open audits with payments still to be reported.

### Contract Management: Compliance Audit List

Main	View	Settings	Subs	Docs	Change Orders & Task Orders	Alerts	Comments	Messages	Closeout
Compliance Audit List	Compliance Audit Summary	Compliance Audit FY	Reviews	Site Visits	Reports				

15. Review the “Disputed by Sub” column to determine if there are any open discrepancies on the contract.

Compliance Audit List															
Audit Period	Status	Paid To Prime	Total Lines	Reported By Prime		Not Reported By Prime		Confirmed By Sub		Not Confirmed By Sub		Disputed By Sub		Date Posted	Actions
				Lines	Amount	Lines	Amount	Lines	Amount	Lines	Amount	Lines	Amount		

16. Review the “Not Confirmed by Sub” column. Open each audit where there are any unconfirmed payments in the audit.

Compliance Audit List														
Audit Period	Status	Paid To Prime	Total Lines	Reported By Prime		Not Reported By Prime	Confirmed By Sub		Not Confirmed By Sub		Disputed By Sub		Date Posted	Actions
				Lines	Amount	Lines	Lines	Amount	Lines	Amount	Lines	Amount		
TOTALS		\$77,353,253	4022	4022	\$67,591,836	0	3860	\$67,232,213	162	\$359,623	0	\$0		
<a href="#">May</a>		\$737,646	69	69	\$348,674	0	28	\$341,513	41	\$7,161	0	\$0	6/1/2025	<a href="#">View Audit</a>

17. For each open sub payment, click on “View” that has a red “Not Yet” notice.

[No](#)

Sub

No

\$0.00

Not Yet

[View](#) [Edit](#)

[View](#) [Edit](#)

[Resend](#)

[Resend](#)

[Subprime](#)

[Notice](#)

[Notice](#)

18. Identify when the prime or sub-prime has reported payment. If the payments have been reported 15 days or more, the RCRO shall click the button, "Mark Unconfirmed Sub Entries as Confirmed."
19. If after the evaluation is complete and any items of non-compliance are present, document the discrepancies and email the information to the CDOT PE/PM for submission to the Prime Contractor for resolution.
20. If the results of the civil rights requirement document review indicate that all items are completed satisfactorily go to step 13-4.
21. The Region Civil Rights Office has successfully completed the review of the project's civil rights requirements to determine if compliance for the contract is met before final retainage has been made.