

# 13-4 Sign Civil Rights Certificate of Compliance (RCRO)



## Details

### Responsible Parties

- Region Civil Rights Office (RCRO)

### Revision Date of this Document

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### Document Owner

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## Procedure Objective

This document is intended to assist the Region Civil Rights Office with the completion and submission of the Civil Rights Certificate of Compliance (COC) to the CDOT Project Engineer/Project Manager.

## System Procedures

1. Once the evaluation of the civil rights compliance areas on a contract are complete and it has been determined that there are no pending issues, sign and date the Civil Rights Certificate of Compliance (COC) form.
2. All issues shall be resolved prior to the Certificate of Compliance submission to the PE/PM. If there are any unresolved issues that cannot be corrected, notate the issues on the COC form.
3. Email the signed form and send it to the CDOT Project Engineer/Manager.
4. The Region Civil Rights Office shall upload the completed Certificate of Compliance form in B2GNow when closing out the project in B2GNow (see process guide 13-6).
5. The Region Civil Rights Office has successfully completed and submitted the Civil Rights Certificate of Compliance form.