13-5 Close Project in LCPtracker (CRBRC)

COLORADO
Department of Transportation

Details

Responsible parties
- Civil Rights Business Resource Center (CRBRC)

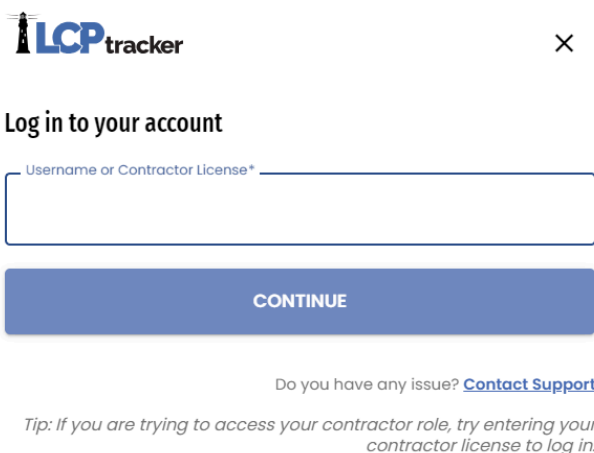### Revision Date of this Document

May 2025

Document Owner

Vanessa Urbina, vanessa.urbina@state.co.us, 303-512-4144

Procedure Objective

This document is intended to assist the CRBRC with how to close a project in LCPtracker.

System Procedures

1. Upon receipt of the Certificate of Compliance from the Region Civil Rights Office with a request to close out LCPtracker for the contract, the following procedures shall be followed.

2. Go to lcptracker.net. The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.

3. Enter Username and Password, then click "Next."

LCPtracker   ✕

Log in to your account

Username or Contractor License*

[   ]

CONTINUE

Do you have any issue? **Contact Support**

Tip: If you are trying to access your contractor role, try entering your contractor license to log in.

4. Click the "Certification" tab in LCPtracker.

5. Use the drop-down to locate the project to be closed and click "load data."

6. Review the "Accept Status" column for all certified payrolls.

7. If all of the certified payrolls are "Accepted," the project can be closed in LCPtracker. Proceed to steps 11-14 of this process guide.

8. If there are certified payrolls that are listed as "Submitted" or "Rejected" in the "Accept Status" column, reach out to the Region Civil Rights Office regarding the pending payrolls to be reviewed and ultimately accepted.

9. If a payroll is in rejected status, request from the Region Civil Rights Office all backup documentation for the attempts made to the Prime Contractor to get into compliance related to the rejected payroll. Upload the backup documentation into eDocuments within LCPtracker. It is appropriate at this point to have a conversation with the CDOT Project Engineer/Project Manager for the possibility of placing the payment associated with the non-compliant certified payroll in escrow.

Accept Status

REJECTED ▾

10. If the payrolls are not resolved, they should remain in Rejected status in LCPtracker. Confirm that the backup documentation for the rejections are uploaded in LCPtracker. If present, proceed to steps 11-14 of this process guide.

11. Go to the "Set Up" tab and click "Add/Edit Projects."

Projects	Certifications	Violations	Reports	Admin	eDocuments	Set Up

Administrative Setup

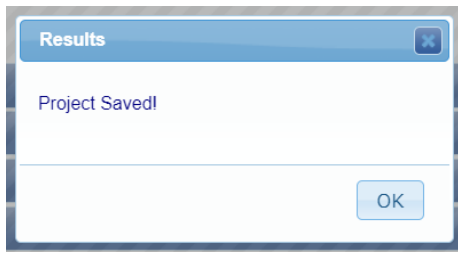|		
Add/Edit Projects	Add/Edit eDocument Types	Add/Edit Certification Type
Contractor Setup	Add/Edit eDocument Templates	Add/Edit Certifying Agency
Department Settings	Add/Edit Notice Type	Reports Setup
Validation Settings	Add/Edit Minimum Wage	Demographic Setup
Change Password	Add/Edit Craft List	Project Groups
Client Information	Add/Remove Craft Match	Project Types
Prevailing Wage Setup	Add/Edit Rec. Act Emp. Type	Project PLA Types
Geographic Area Types	Add/Edit Departments	Set Project Goal Amounts
Add/Edit Geographic Areas	Add/Edit Work Order	
Add/Edit Admin Logins	ZIP Codes Setup	

12. Click the drop-down menu for "Select a project to edit" and enter the sub acct number to be closed.

Projects	Certifications	Violations	Reports	Admin	eDocuments	Set Up

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

▸ Filter Project Selection

Show Pending List

Select a project to edit ▾

13. In the "Status" box, select "Closed" from the drop-down menu.

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

▸ Filter Project Selection

Show Pending List

99999 - CDOT Test Project   × ▾

Project Name *
99999 - CDOT Test Project

Project Code *	Status	Federal-aid Project ID	Department *
C99999	Closed ▾		Default Department ▾

Group Name	Type Name	PLA Type
Select a Group ▾	Select a Type ▾	Select a PLA Type ▾

14. At the bottom of the page, click "Save."

Results

Project Saved!

OK

15. The Civil Rights Business Resource Center staff has successfully closed a contract in LCPtracker.