

13-5 Close Project in LCPtracker (CRBRC)

Details

Responsible parties

- Civil Rights Business Resource Center (CRBRC)

Revision Date of this Document

May 2025

Document Owner

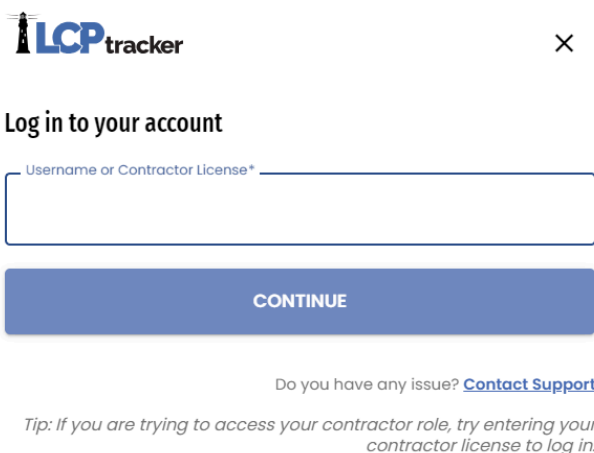
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Procedure Objective

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.”



The screenshot shows the LCPtracker login interface. At the top left is the LCPtracker logo, and at the top right is a close button (X). Below the logo is the heading "Log in to your account". Underneath is a text input field with the placeholder text "Username or Contractor License*". Below the input field is a blue button labeled "CONTINUE". At the bottom of the form, there is a link "Do you have any issue? [Contact Support](#)". Below that is a tip: "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.

Projects **Certifications** Violations Reports Admin eDocuments Set Up

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Open Projects

Project Code	Project Name	Start Date	End Date	Bid Ad Date
CDOT Training Demo	CDOT Training Demo			

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- Use the drop-down to locate the project to be closed and click “load data.”

Certifications

Department All Departments

Project All Projects

☐ Include Closed

Contractor All Contractors

Sub To | Contract ID All Assignments

Load Data

- Review the “Accept Status” column for all certified payrolls.

Projects Certifications Violations Reports Admin eDocuments Set Up

Certifications

Department All Departments

Project All Projects

☐ Include Closed

Contractor All Contractors

Sub To | Contract ID All Assignments

Load Data

From Date To Date Process Status All Process Statuses Accept Status All Accept Statuses Select All Accept Selected

Match Range Match Contains

Payroll No. From Payroll No. To

There are 2 certification records found for the above selection

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

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

Accept Status

Submitted

- 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.”

The screenshot shows the 'Set Up' tab selected in the top navigation bar. Below it, the 'Administrative Setup' section contains a grid of buttons. The first button in the first row, 'Add/Edit Projects', is highlighted with a brown border. Other buttons include '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', and 'ZIP Codes Setup'.

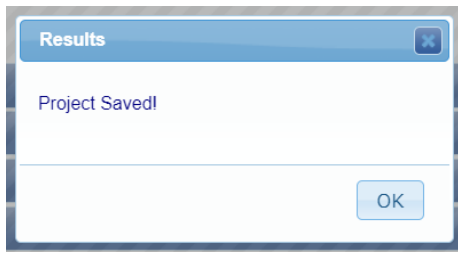
12. Click the drop-down menu for “Select a project to edit” and enter the sub acct number to be closed.

The screenshot shows the 'Add/Edit Project' form. The top navigation bar has 'Set Up' selected. The form title is 'Add/Edit Project'. Below the title, there is a text instruction: 'To add a new project enter information and save. To edit an existing project, select it from the list first.' A 'Filter Project Selection' button is present. Below that, there is a 'Show Pending List' button and a drop-down menu labeled 'Select a project to edit'. This drop-down menu is highlighted with a red rectangular box.

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

The screenshot shows the 'Add/Edit Project' form with the following details: The 'Filter Project Selection' button is visible. Below it, the 'Show Pending List' button is present. A search bar contains the text '99999 - CDOT Test Project'. Below the search bar, the 'Project Name' field is populated with '99999 - CDOT Test Project'. The 'Project Code' field is populated with 'C99999'. The 'Status' drop-down menu is set to 'Closed'. The 'Federal-aid Project ID' field is empty. The 'Department' drop-down menu is set to 'Default Department'. At the bottom, there are three fields: 'Group Name' (with a 'Select a Group' button), 'Type Name' (with a 'Select a Type' button), and 'PLA Type' (with a 'Select a PLA Type' button).

14. At the bottom of the page, click “Save.”



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