

5-2 Review SF 1444 and Submit to CRBRC (RCRO)



Details

Responsible parties

- CDOT Region Civil Rights Office (RCRO)

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Document Owner

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Procedure Objective

This document is intended to assist the Region Civil Rights Office (RCRO) with how to review the DOL SF 1444 for accuracy and submit it to the Civil Rights Business Resource Center (CRBRC).

System Procedures

1. Once the Prime Contractor submits the SF 1444 to the CDOT Project Engineer/Project Manager (PE/PM) and then to the RCRO, the next step will be to review the form for accuracy and forward to the CRBRC for submission to the US DOL.

Note: If there are multiple counties that are established for the project and those counties are included on one wage determination or multiple wage determinations, each county should be listed on a separate SF 1444.

2. The RCRO shall review the SF 1444 in detail to ensure the form is complete and accurate. The following are some common errors found on the form that should be reviewed:
 - a. Box 6. Date Bid Opened (Sealed Bidding) - this should be the bid letting date.
 - b. Box 7. Date of Award - this should be an accurate award date for the contract.
 - c. Box 8. Date Contract Work Started--this should be the date that work first began for the entire project, not just for a specific subcontractor.
 - d. Box 11. Project and Description of Work - this should include the project name and a brief description of work for the entire project.
 - e. Box 13. The wage determination number, modification number, and date - the accurate wage determination for the contract should be included here. The project spec package includes this information.
 - f. Box 13a. Include a description of classification duties. If only the classification name is included with zero description, DOL may return the form with a request for more information. The USDOL does frequently approve wages without a description especially for common classifications.

3. The Prime Contractor and subcontractor, if applicable, shall sign boxes 14 and 15, whenever box 10 is populated.
4. If the SF 1444 is complete with no revisions required, email the form to both segnoriam.charles@state.co.us and vanessa.urbina@state.co.us at the CRBRC.
5. The Region Civil Rights Office has successfully reviewed the SF 1444 and submitted the form to the Civil Rights Business Resource Center.