

7-10 Review and Recommend Approval/Denial of CDOT Form 832 (RCRO)



Details

Responsible Parties

- Region Civil Rights Office

Revision Date of this Document

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Document Owner

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Procedural Objective

This document is intended to assist the Region Civil Rights Office on how to review the CDOT Form 832 and LCPtracker Report, OJT Report - Using Demographics, and recommend an approval or denial to the CDOT Project Engineer/Project Manager (PE/PM).

System Procedures

1. As soon as the Prime Contractor has submitted the CDOT Form 832 to the PE/PM, the PE shall email the form to the Region Civil Rights Office for their recommendation of approval or denial.
2. The RCRO shall perform an initial review of the submitted CDOT Form 832 to ensure that Sections A through D are completed in its entirety. If the contractor has left any boxes blank, the RCRO shall note this on the form as a deficiency.

Note: In order for OJT training hours to be credited toward the OJT contract goal, the apprentice to journeyworker ratio shall be followed as outlined in the approved OJT program.

3. The Region Civil Rights Office shall access the “OJT Report - Using Demographics” from LCPtracker. To access the report, go to lcptracker.net. The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.
4. Enter Username and Password then click “Next.”

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.

5. Under the “Reports” tab, click on the drop-down for “CDOT Compliance” and click “OJT Report- Using Demographics.”



6. Using the drop-down menus, select the following options:
 - a. Department - select the appropriate region that the project is located in
 - b. Jurisdiction - select “CDOT - Federal Wages”
 - c. Status - select “Active”
 - d. Project - select the applicable 5-digit sub account number and project name
 - e. Contractor - select the contractor that is entering training hours on the Form 832 (employer of the trainee)
 - f. Sub to - select the upper-tier contractor. If the Prime is the employer of the trainee, then “Sub To” will have “All Assignments” as the only option to select.
 - g. Prime Approval Status - select “Approved” only
 - h. Process Status - select “Certified” only
 - i. Accept Status - select “Accepted” only
 - j. Show Employees without Hours - select “False”
 - k. From - enter the first date of the month being reported for the CDOT Form 832 (for example, if the Form 832 is being completed for the month of December, enter 12/1/20xx)
 - l. To - enter the last date of the month being reported for the CDOT Form 832 (for example, if the Form 832 is being completed for the month of December, enter 12/31/20xx)
 - m. By Calendar Date - “True” shall be selected
 - n. Click the “View Report” button

Note: if a CDOT Form 838 was approved the month that the CDOT Form 832 is being completed, it is required to run a report specific to the date that the applicable 838 was approved through the end of the month. For example, if the 838 was approved on 11/5/24 - the “From” date should be 11/5/24 and “To” date should be 11/30/24. This should be done for each trainee with an approved 838 for the month being reported. There may be multiple reports run for the reporting month. If all of the 838s were approved prior to the reporting month, one report run from 11/1/24-11/30/24 would be sufficient.

- Upon completion of the report being generated, click the file button to save the report and select the desired program for the document to be saved in (Word, Excel, PDF, etc.)

Contractor Name	Employee Name	Demographic Type	Approved / Start Date	Craft	Classification	Total Hours on the Project	OJT / Apprentice Total Hours from Approved / Start Date

- Identify the trainee and approved classification on the report. Review the number of hours in the last column, “OJT/Apprentice Hours on Project for Period.”

Classification	Total Hours on the Project	OJT / Apprentice Total Hours from Approved / Start Date	Total Hours in November 2024	OJT / Apprentice Hours on Project for Period – November 2024
xx1496ATW90 - Carpenter: Form Work Only - Apprentice/Trainee Wage	256.50	221.50	164.50	164.50
1513 - Laborer: Common or General	190.50	0.00	0.00	0.00
xx1496ATW90 - Carpenter: Form Work Only - Apprentice/Trainee Wage	241.50	83.50	148.50	148.50
1513 - Laborer: Common or General	158.00	0.00	0.00	0.00
	846.50	305.00	313.00	313.00
Project Totals	846.50	305.00	313.00	313.00



Note 1: Each apprentice/trainee classification shall be compared on this report to line 11c. of the CDOT Form 832.

Note 2: If the hours do not match, further investigation is required to determine if the certified payroll is incorrect or if the number of hours listed on the CDOT Form 832 or other records are incorrect.

9. The Region Civil Rights Office will review the CDOT Form 832 to ensure it is filled out completely. For the hours using the CDOT PAC-UP Program, a review of Section C.11.d-g. will be reviewed to ensure the hours reported on this CDOT Form 832 have not exceeded the module and/or craft area graduation.
10. Using the LCPtracker report, “OJT Report - Using Demographics” that was previously pulled, compare the information reported on the CDOT Form 832 Section C.11.a-c. with the hours listed in the “OJT/Apprentice Hours on Project for Period - month/year” column on the report.

Note: If the hours on the LCPtracker report do not match from what is submitted on the CDOT Form 832, the RCRO should select “Recommend Denial” and include the necessary comments in Section E of the Form 832 and submit the form to the CDOT PE/PM for further processing.

11. The Region Civil Rights Office shall complete Section E of the CDOT Form 832 based on the analysis conducted and include any comments in box 23.

Section E. CDOT Determination:				
22. CDOT Representatives				
a. Title	b. First & Last Name	c. Signature	d. Date	e. Determination (choose from drop-down)
CDOT Region Civil Rights Office:				Choose from Drop-Down
Project Engineer/Manager:				Choose from Drop-Down
23. Comments:				Recommend Approval Recommend Denial

"Previous editions are obsolete and may not be used." CDOT Form No. 0832 106/241 Page 1

12. The Region Civil Rights Office shall send an email to the CDOT PE/PM the CDOT Form 832, with Section E completed, along with the LCPtracker report, “OJT Report- Using Demographics.”
13. The Region Civil Rights Office has successfully reviewed and recommended the approval or denial of the CDOT Form 832 and submitted to the CDOT PE/PM for final approval/denial.