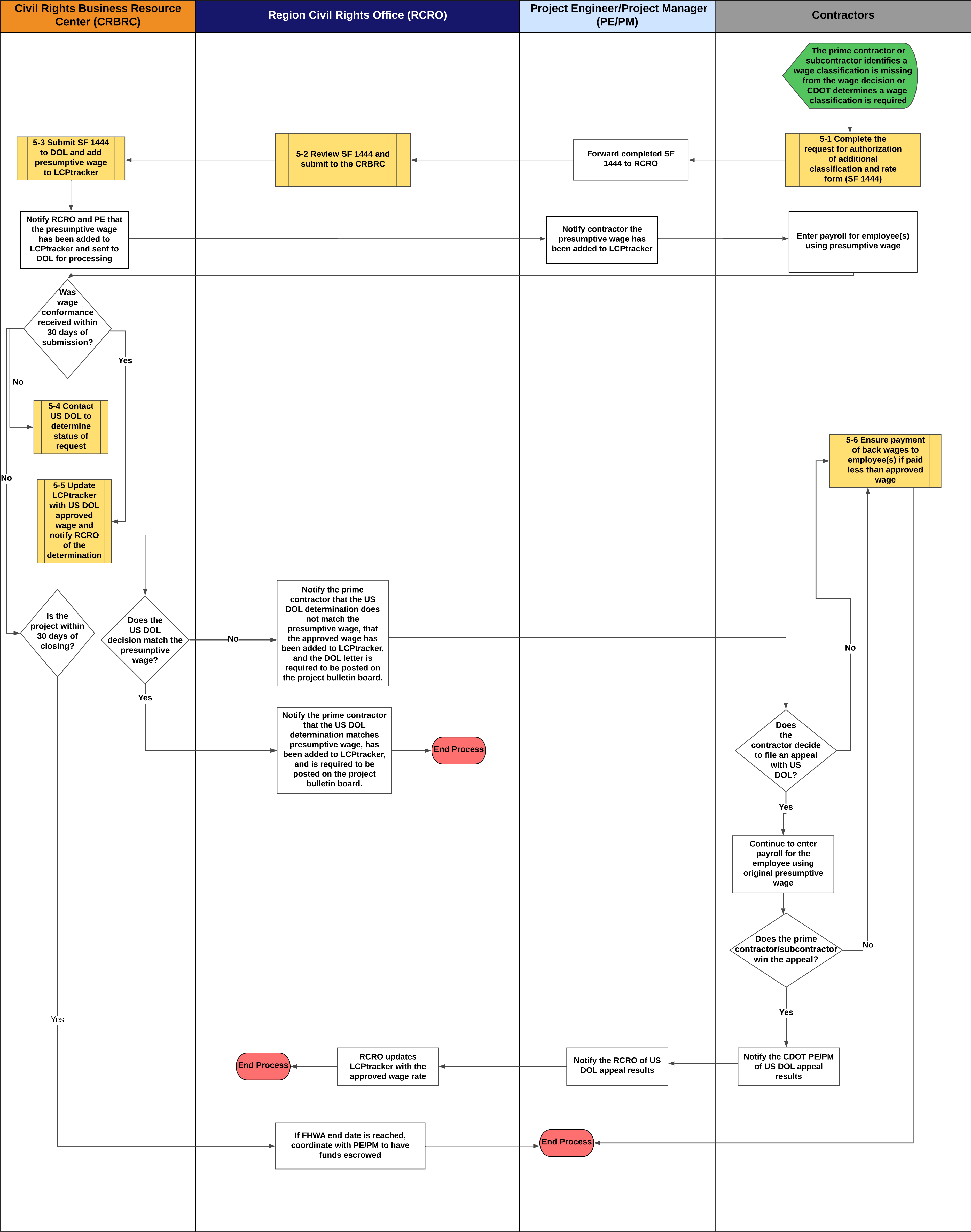


B - 5-0 Wage Conformance Request\_May 2025



## Flowchart B-5-0: Wage Conformance Request

1. Start: The prime contractor or subcontractor identifies that a wage classification is missing from the wage decision or CDOT determines a wage classification is required.
2. The prime contractor and subcontractor, if applicable, completes the Request for Authorization of Additional Classification and Rate form (SF 1444) (Figure 5-1).
3. The CDOT Project Engineer/Project Manager (PE/PM) forwards the completed SF 1444 to the Region Civil Rights Office (RCRO).
4. The Region Civil Rights Office reviews the SF 1444 and submits the form to the Civil Rights Business Resource Center (CRBRC) (Figure 5-2).
5. The Civil Rights Business Resource Center submits the SF 1444 to the United States (US) Department of Labor (DOL) and adds the presumptive wage to LCPtracker (Figure 5-3).
6. The Civil Rights Business Resource Center notifies the Region Civil Rights Office and the CDOT Project Engineer/Project Manager that the presumptive wage has been added to LCPtracker and sent to DOL for processing.
7. The prime contractor and applicable subcontractors that have employees working in the classification of the wage conformance continue to enter payroll using the presumptive wage in LCPtracker.
8. Decision Item: Was the wage conformance received by US DOL within 30 days of submission?
  - If yes, continue to step 9.
  - If no, continue to step 10.
9. The Civil Rights Business Resource Center updates LCPtracker with the US DOL approved wage and notifies the Region Civil Rights Office of the determination (Figure 5-5).
10. The Civil Rights Business Resource Center contacts US DOL to determine the status of request (Figure 5-4). If the project is within 30 days of closing and the FHWA end date is reached, the Region Civil Rights Office shall coordinate with the CDOT PE/PM to have funds escrowed.

11. Decision Item: Does the US DOL decision match the presumptive wage?
  - If yes, continue to step 12
  - If no, continue to step 13
12. The Region Civil Rights Office notifies the Prime Contractor that the US DOL determination matches the presumptive wage, the approved wage has been added to LCPtracker, and the DOL letter shall be posted to the project bulletin board. End Process.
13. The Region Civil Rights Office notifies the prime contractor that the US DOL determination does **not** match the presumptive wage, the approved wage has been added to LCPtracker, and the US DOL letter shall be posted to the project bulletin board.
14. Decision Item: Does the contractor decide to file an appeal with the US DOL?
  - If yes, continue to step 16
  - If no, continue to step 15
15. The prime contractor and all applicable subcontractors ensure that payment of back wages is made to employees if paid less than the rate that was approved by US DOL (Figure 5-6). End Process.
16. The prime contractor and all applicable subcontractors continue to enter payroll using the originally submitted presumptive wage.
17. Decision Item: Does the prime contractor or subcontractor win the US DOL appeal?
  - If yes, continue to step 18
  - If no, go to step 15
18. The prime contractor notifies the CDOT Project Engineer/Project Manager of the US DOL appeal results. The PE/PM notifies the RCRO of the appeal results and the RCRO updates LCPtracker with the approved wage rate. End Process.