

# Local Agency OJT Action Checklist

The following submittals are required prior to OJT hours counting on the project and can occur during preconstruction or construction

*The processes outlined below are for the LA Project PE/PM:*

Review plans and specs  
OJT goal (hours)  
CDOT Region Civil Rights Office (RCRO) assigns the project OJT goal

**CDOT Form 1337** (Contractor Commitment to Meet OJT Requirements) -- All submittals are a paper form which is submitted to the LA Project PE/PM. The CDOT Region Civil Rights Office uploads the form into LCPtracker.

**CDOT Form 838** (OJT Trainee/Apprentice Record) -- All submittals are a paper form which is submitted to the LA Project PE/PM.

**Information Point: LA PE/PM** - The CDOT Region Civil Rights Office is the ultimate approval of this form and when approved, it will be upload into LCPtracker.

The LA Project PE/PM will communicate the OJT wage codes in LCPtracker to the Contractor once the CDOT Form 838 is approved. Hours not using the correct OJT wage code will not count toward the project OJT goal. (Once the Form 838 is approved, the RCRO will communicate the specific OJT wage codes created in LCPtracker with the LA Project PE/PM).

If the OJT program is outside of CDOT PAC UP, the Contractor shall provide a copy of the approved OJT/Apprentice training plan that will be utilized.

**CDOT Form 832** (OJT Trainee/Apprentice Record) submitted monthly

The LA Project PE/PM shall compare the number of hours reported on the CDOT Form 832 with the LCPtracker report titled "OJT Report- Using Demographics". The LA Project PE/PM will approve/deny the form.

The LA Project PE/PM shall send copies of the approved/denied CDOT Form 832 to the CDOT LA Coordinator and the CDOT Region Civil Rights Office

Keep originals in the project book

**CDOT Form 1336** (Waiver Request for On-the-Job Training Hours)

If the Contractor determines that it is necessary to submit a waiver of the OJT project goal, they shall provide the LA Project PE/PM with their good faith efforts made.

If agreed, the LA Project PE/PM will complete the CDOT Form 1336 and submit to the CDOT Region Civil Rights Office along with the Contractor's written request and documentation. The CDOT Region Civil Rights Office will ultimately approve or deny the request.

The LA Project PE/PM shall inform the Contractor in writing of the determination.

# Local Agency OJT Action Checklist

CDOT Form 200 (OJT Training Questionnaire) as needed (optional)

## Project Close-out

Prior to the final estimate, and in consideration of all CDOT Form 832s received, the LA Project PE/PM shall request the assessment of the OJT participation from the CDOT Region Civil Rights Office to determine if a reimbursement or disincentive is applied.

If it was determined that the Contractor met the OJT goal and reimbursement to the Contractor is appropriate, use the following calculation:

- \$10.00 per hour per (approved) trainee for all OJT hours worked in approved classifications up to the contract goal

If a disincentive is applied and when the dollar amount is provided by the RCRO, the LA Project PE/PM shall provide the Contractor with a written notice at the final acceptance stage of the project informing them of non-compliance with this specification which will include a calculation of the disincentive(s) to be assessed.