



State of Connecticut  
**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**

Central Office ~ 450 Columbus Boulevard, Hartford, CT 06103

*Promoting Equality and Justice for all People*

**POLICY CHANGE NOTICE REGARDING FAILURE TO SUBMIT CHRO FORMS  
AND CLOSURE DOCUMENTS**

Effective June 1, 2017 if a company fails to submit the required forms (257, 257a, 257b, 258a, 259) after the Commission on Human Rights and Opportunities (CHRO) has sent a second request, the company's project file will be referred to the CHRO's legal unit to consider initiating a CHRO complaint of discrimination and/or noncompliance against the contractor or subcontractor.

Effective June 1, 2017 if a company fails to submit the required file closure documents (i.e. cover letter, Final 258a, Final Attachment III, lien waivers, substantial completion, etc.) after the Commission on Human Rights and Opportunities (CHRO) has sent a second request, the company's project file will be referred to the CHRO's legal unit to consider initiating a CHRO complaint of discrimination and/or noncompliance against the contractor or subcontractor.

For your information, when a noncompliance complaint or discrimination complaint against a contractor is initiated by the CHRO through its attorneys, the complaint is sent directly to the CHRO's Office of Public Hearings (administrative law tribunal) to commence a public hearing proceeding. Through this proceeding, a human rights referee (administrative law judge) will be assigned to the case and the case will proceed through the public hearing process which includes but is not limited to discovery of documents, motion practice, witness interviews and a public hearing/trial (administrative law trial).

After the trial is conducted and evidence is presented, the presiding human rights referee will determine whether there is noncompliance and/or unlawful discrimination. If the human rights referee decides that a contractor has engaged in unlawful discrimination and/or noncompliance, then the human rights referee is authorized to issue orders for various forms of penalties and fines and other ordered actions including but not limited to the state's retaining 2% of the total value of the contract and debarment of the contractor from participating in state contracting for two years, etc. Conn. Gen. Stat. §46a-56(c) and (d) and §46a-86 as applicable.

*If you have other state contracts in progress or anticipate bidding on another state contract, we urge you to attend and bring a representative (who is responsible for the preparation of your company's Plan and/or submitting closeout documentation) to a CHRO Technical Assistance (TA) Session. Please let us know if you have questions so we can address them. TA sessions are held at CHRO's Central Office. You and your representative are urged to attend a TA session prior to your next Plan submission. To attend a contract compliance training please contact Jill Guerrero at (860) 541-3416 or [jill.guerrera@ct.gov](mailto:jill.guerrera@ct.gov) and register for the next or a future TA session.*

Main (860) 541-3400 ~ Fax (860) 246-5419

[www.ct.gov/chro](http://www.ct.gov/chro) ~ Toll Free in Connecticut (800) 477-5737 ~ TDD (860) 541-3459

**Affirmative Action/Equal Opportunity Employer**