

**EXHIBIT I - PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION**

**Project: Next Era Transmission Lines**

The requirements listed below are **MANDATORY** for all subcontractors and lower tier subcontractors. Fillable forms are attached for your use per section.

**1. Certified Payroll (Weekly Reporting)**

- 1) Certified Payroll must be submitted weekly via email to Diana Correa at [dcorrea@marousbrothers.com](mailto:dcorrea@marousbrothers.com). Late submissions will result in delay of payments.
- 2) All certified payroll is due within seven (7) days after the pay period.
- 3) If you are NOT on site in any given week and plan to return at a later date, you must submit a “**No Work Performed**” certified payroll for that week.
- 4) If your work is complete, mark payroll as “Final Payroll.”
- 5) Please use the attached payroll; it contains the public burden statement at the bottom. If you opt to use your own payroll format, we will accept it, as long as; it has all information as requested on the WH347.

**2. Daily Sign-In / Sign-Out Sheets (Weekly Reporting)**

- A. All subcontractors must complete an *Employee Daily Sign-In / Sign-Out* sheet on a daily basis.
- B. Daily Sign-In / Sign-Out Sheets are to be submitted weekly via email to Diana Correa at [dcorrea@marousbrothers.com](mailto:dcorrea@marousbrothers.com). Keep a copy for your records. If not received, your payroll will not be reviewed.

**3. Union Wage Information**

- C. All subcontractors must submit collective bargaining agreements and wage rate sheets for each trade you will use on the project.

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Please submit payrolls weekly so that we can review and advise of any issues requiring correction before we submit our monthly billing. If the subcontractor or any of the lower tier subcontractors do not submit all required documents in a timely manner, we may opt to pull them from the monthly billing until all required documents are submitted.

Please direct any questions regarding Compliance requirements to:

Diana Correa, Compliance Manager  
440-391-5427  
[dcorrea@marousbrothers.com](mailto:dcorrea@marousbrothers.com)

Please direct any questions regarding Billing to:

Tabitha Polachek, Subcontract Administrator  
440-391-5596  
[tpolachek@marousbrothers.com](mailto:tpolachek@marousbrothers.com)