

EXHIBIT I - PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION

Project: The Longfellow School Apartments

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)

A. Initial Set-Up Sheet

- 1) All subcontractors are required to submit weekly certified payrolls into the **Elations and LCPtracker** reporting system (*Electronic Certified Payroll Reporting System*) as soon as you are set up by Marous Brothers Construction.
- 2) You must include **all** requested information on the initial setup sheet (included in this exhibit), which provides the information needed for setup in the **Elations and LCPtracker** systems. This applies to all lower tier subcontractors and/or suppliers.

B. **Elations and LCPtracker** (*Electronic Certified Payroll Reporting System*)

- 1) Certified Payroll must be submitted weekly through the **Elations and LCPtracker**. 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, check the “Final Payroll” box located on the signature page.

2. B2Gnow (Monthly Reporting)

A. B2Gnow is a monthly auditing system used to track all contractual diversity expenditures on the project. All payments must be confirmed monthly in order to close the audit.

- 1) Subcontractors are required to confirm all payments received from the prime on a monthly basis.
- 2) Any subcontractors that have lower tier subcontractors and/or suppliers are required to enter payments made to them on a monthly basis.
- 3) All subcontractors and/or suppliers are required to confirm payments that were received, if payments are not confirmed monthly non-compliance notifications will be sent out.

3. 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. Keep a copy for your records. If not received, your payroll will not be reviewed.

4. Section 3 Reporting (Quarterly Reporting)

A. All contracts over \$100,000 must complete and submit a *Section 3 Opportunities Plan*.

B. There are two (2) components to Section 3 Reporting:

- 1) Contractual: 10% of subcontracts and 3% of all other
- 2) Workforce: 30% Resident requirements

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C. All contracts over \$100,000 must submit quarterly reports according to the following schedule (fiscal year):

- 1st Quarter: October 1 – December 31 – Due on January 9th
- 2nd Quarter: January 1 – March 31 – Due on April 9th
- 3rd Quarter: April 1 – June 30 – Due on July 9th
- 4th Quarter: July 1 – September 30 – Due on October 9th

Quarterly Reports include the following:

Information to follow

5. Additional Wage Classification Request (HUD Form 4230A)

- A. You must review your wage decision to locate all classifications you will utilize on this project. If you require a classification not listed, complete and submit an Additional Wage Classification form (HUD FORM 4230A).
- B. We will review the Additional Wage Classification form. If deemed necessary, we will forward to HUD for their review. HUD will forward to the Department of Labor (DOL) if they believe it is justified. This process can take 4–6 weeks (or longer). If not deemed necessary, we will call you directly to discuss.
- C. If the decision from the DOL comes in at a higher rate, you will be responsible to correct the payrolls and pay any restitution that may be due.

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

Please direct any questions regarding Billing to: Tabitha Polachek, Subcontract Administrator
440-391-5596
tpolachek@marousbrothers.com

Project: The Longfellow School Apartments

Section 1

Certified Payroll

Initial Set-Up Sheet

LCPtracker contractual reporting system

Company Name: _____

Subcontractor to: _____

Company Type (LLC, Corporation, etc.) _____

Owners Race & Gender: _____

Federal tax ID number: _____

LCPtracker ID number: _____

Main Company Email: _____

Contract Amount: \$ _____

Union/Non-Union: _____

Contractor license number or 10 digit phone number: _____

Phone number: _____

Fax number: _____

Please Circle All City of Cleveland Certifications that Apply: CSB FBE MBE Section 3

Company Address, city, state, zip code (No P.O. Box Numbers):

Compliance Contact Person Name & Email (login information will be sent to this address):

Project Name

Work Description/Scope of Work

Award Date

Work Start Date

Work End Date

Section 2

B2Gnow Reporting

Help



Logging in and accessing the system

[Return to Topics](#)

- [How do I log on to the system?](#)
- [What if I forget my username?](#)
- [What if I forget my password?](#)
- [How do I know if an account has already been set up for me or if I have registered before?](#)
- [How do I get help from customer/technical support?](#)
- [How do I report a problem with the system?](#)

How do I log on to the system?

Logging on to the system

1. From the Login page, in the Username field, type your user name.
2. In the Password field, type your password, and then click Login.

What if I forget my username?

If you forget your user name, send an email to the customer service contact listed on the Contact Us & Support page. For verification, in the email, include your business name and contact information.

What if I forget my password?

If you forget your password, you can have it sent to you through email or by fax. You must have an email address or fax number specified in your contact information to receive your password by email or fax.

Retrieving your password

1. From the Login page, click the Forgot Password link.
2. On the Forgotten Password page, in the field, type your email address, user name, or user number, and then click Submit.
3. You will receive an email or fax within a few minutes with your username and password.

How do I know if an account has already been set up for me or if I have registered before?

If you are uncertain whether an account has been set up for you or whether you have already registered, send an email to the customer service contact listed on the Contact Us & Support page. For verification, in the email, include your business name and contact information.

How do I get help from customer/technical support?

You can use the Contact Us links to send an email request with your questions concerning the system. Email requests will be responded to in the order they are received, usually within one or two business days. If your issue is urgent, please mark the email high priority.

The following procedures allow you to obtain help before logging on to the system. Once you log on to the system, the procedures for obtaining help change. For information about obtaining help after logging on to the system, see the online Help or User Manual.

1. From the Login page, click the Contact Us & Support link.
2. On the Contact Us & Support page, click the appropriate email address link.
3. In the email window, type your question.

NOTE If an email window did not automatically appear, you can open a new message in your email application manually and type the email address in the **To:** field.

How do I report a problem with the system?

The following procedure allows you to report a problem without logging on to the system.

Reporting a problem with the system

1. From the Login page, click the **Contact Us & Support** link.
2. On the **Contact Us & Support** page, click the email address link for **Technical Support**.
3. In the email window, type your message.

NOTE: If an email window did not automatically appear, you can open a new message in your email application manually and type the email address for Technical Support in the **To:** field.

Customer Support

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Section 3

Daily Sign-In/Sign-Out Sheets

Section 4
Section 3 Reporting

Reporting Instructions Forthcoming

Section 5
Additional Wage Classification Request
(HUD Form 4230A)

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
REPORT OF ADDITIONAL CLASSIFICATION AND RATE**

HUD FORM 4230A

OMB Approval Number 2501-0011
(Exp. 01/31/2010)

1. FROM (name and address of requesting agency)
Deborah Diez
Labor Relations Specialist
U.S. Department of Housing and Urban Development
Midwest Regional Office of Labor Standards and
Urban Development
77 West Jackson Blvd. Room 2307
Chicago, IL 60604-3507

2. PROJECT NAME AND NUMBER

3. LOCATION OF PROJECT (City, County and State)

4. BRIEF DESCRIPTION OF PROJECT

5. CHARACTER OF CONSTRUCTION
 Building Residential
 Heavy Other (specify)
 Highway

6. WAGE DECISION NO. (include modification number, if any)

 COPY ATTACHED

7. WAGE DECISION EFFECTIVE DATE

8. WORK CLASSIFICATION(S)

HOURLY WAGE RATES	
BASIC WAGE	FRINGE BENEFIT(S) (if any)

9. PRIME CONTRACTOR (name, address)
Marous Brothers Construction 1702
Joseph Lloyd Parkway
Willoughby, Ohio 44094

10. SUBCONTRACTOR/EMPLOYER, IF APPLICABLE (name, address)

Check All That Apply:

- The work to be performed by the additional classification(s) is not performed by a classification in the applicable wage decision.
- The proposed classification is utilized in the area by the construction industry.
- The proposed wage rate(s), including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage decision.
- The interested parties, including the employees or their authorized representatives, agree on the classification(s) and wage rate(s).
- Supporting documentation attached, including applicable wage decision.

Check One:

- Approved, meets all criteria. DOL confirmation requested.**
- One or more classifications fail to meet all criteria as explained in agency referral. DOL decision requested.**

_____ **Agency Representative** _____
(Typed name and signature) Date

_____ Phone Number

FOR HUD USE ONLY
LR2000:

Log in:

Log out: