# EXHIBIT I- PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION

**Project: Sherwin Williams R & D Prefab Panels**

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 LCPtracker reporting system (Electronic Certified Payroll Reporting System) as soon as you are set up by Marous Brothers Construction.

2. All requested information on the initial setup sheet (included in this exhibit), must be completed in its entirety. The information is needed for setup. This applies to all lower tier subcontractors and/or suppliers.

## 2. Apprenticeship Certificates

A. If there are any apprentices reported on certified payrolls, a State of Ohio Apprenticeship Certificate for that individual must be uploaded into LCPtracker.

## 3. OCIP Wrap Up Reporting

A. Payroll reports should be sent to dcorrea@marousbrothers.com within two weeks following the end of the prior month, no later than the 5th of each month (this allows 5 days to review and submit by the 10th).

## 4. Daily Sign-In / Sign-Out Sheets (Weekly Reporting)

A. 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.

## 5. B2Gnow Payment Confirmation (Monthly Reporting)

A. All subcontractors, lower tier subcontractors, and suppliers on the project must confirm payments received on the project monthly.

B. If you have lower tier subcontractors/suppliers, you are responsible to enter all payments made to them and ensure that they confirm the payments that you reported. The monthly audits cannot be closed until this is done.

## 6. OCIP Wrap Up Monthly Report Form

A. Reports should be sent to dcorrea@marousbrothers.com no later than the 5th of each month (this allows 5 days to review and submit by the 10th).

# EXHIBIT I- PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION

**Project: Sherwin Williams R & D Prefab Panels**

**7. Project Diversity Requirements**

*A.* ***Contractual***

1) 15% MBE
2) 7% FBE
3) 8% CSB
4) 90% Northeast Ohio Requirement

*B.* ***Work Force***

1) 90% NEO Residence
2) 16% Minority
3) 7% Female

**********

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: Heather Jones, Subcontract Administrator
440-391-5364
hjones@marousbrothers.com

# 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**

_____

# • CONTRACTOR •
# INTRODUCTION & QUICK START GUIDE


## WELCOME TO LCPTRACKER, INC!

**Here at LCPtracker, we are aware that using Prevailing Wage software may be a new undertaking for many Contractors. We designed this guide to explain what LCPtracker is used for and how to actually start using the software!**
**LCPtracker stands for: Labor Compliance Program Tracker**
LCPtracker has been in business for 18 years now. We are still constantly changing to better suit your Labor Compliance needs. LCPtracker is now used by over 200 Government Agencies and 25,000 Contractors!

LCPtracker is an online software company that provides users with the proper tools to easily ensure that each Contractor is meeting Prevailing Wage guidelines as well as to easily create the detailed reports that are required for the new American Recovery and Rehabilitation Act Projects (ARRA).

Be it Davis-Bacon laws that are set by the Department of Labor (DOL), CA Prevailing Wages set by the Department of Industrial Relations (DIR) or any other labor laws set by a specific state or local government agency, LCPtracker makes it easy to guarantee that every Contractor is in compliance.

### HOW DOES IT WORK?

The LCPtracker service is a paperless, online system of entering Certified Payroll Reports. Payroll data may be entered directly into the system or uploaded from major construction accounting and payroll programs. The service eliminates the need for Contractors to submit paper documents and forms while providing an online database that stores of all Certified Payroll Reports.

All contract-specific wage rates and worker classifications are online within the system, and Contractors select classifications from a menu. Potential errors in wage rates or worker classification entries are flagged to Contractors preemptively, allowing Contractors to correct data prior to submittal.

A few of the **immediate benefits** experienced by the use of LCPtracker are:

- LCPtracker confirms rates and classifications prior to allowing Contractors to submit payroll or payroll related documents to their Administrator;
- All reports are available instantly to Contractors in hardcopy and electronic formats; and
- No need to mail in paperwork! Payrolls will be submitted electronically.

There is no cost to Contractors for this service! On-line training is provided at no cost as well. Now could this get any better?

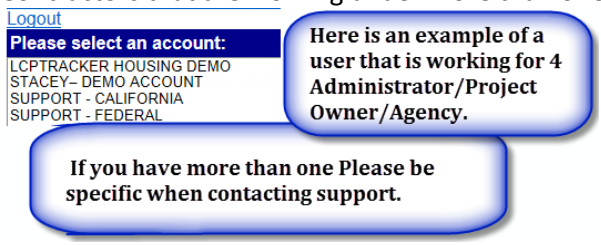
### CONTACTING LCPTRACKER SUPPORT

Contractors may access the various options for training after receiving a User ID and password. An email with login instructions will be sent to Contractors once they're assigned to an account in LCPtracker. Every Contractor account is created by the Administrator or their Prime Contractor. Complete and full support is offered directly to Contractors by LCPtracker for any technical questions on the use of the software.

Contact LCPtracker Support at 714-669-0052 option 4 or support@lcptracker.com

If you send the Support Team an email or are prompted to leave a voice message (these are checked and replied to throughout the day), LCPtracker asks that you include the information listed below. Because of the high number of users stored within LCPtracker, we *cannot* look up your account with only your company name or project you are working on.

***Administrator/Project Owner/Agency*** you are working under, this is extremely important, especially for those Contractors that are working under more than one.




**You're Company Name**

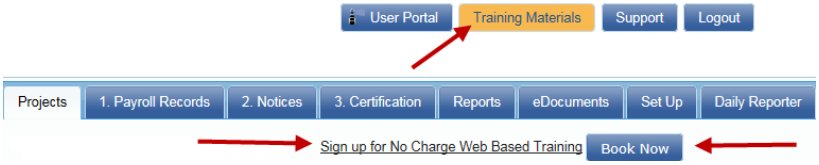
***Your user ID*** (Especially if you do not know the name of your Administrator/Project Owner/Agency)

**Your Name and Phone Number**

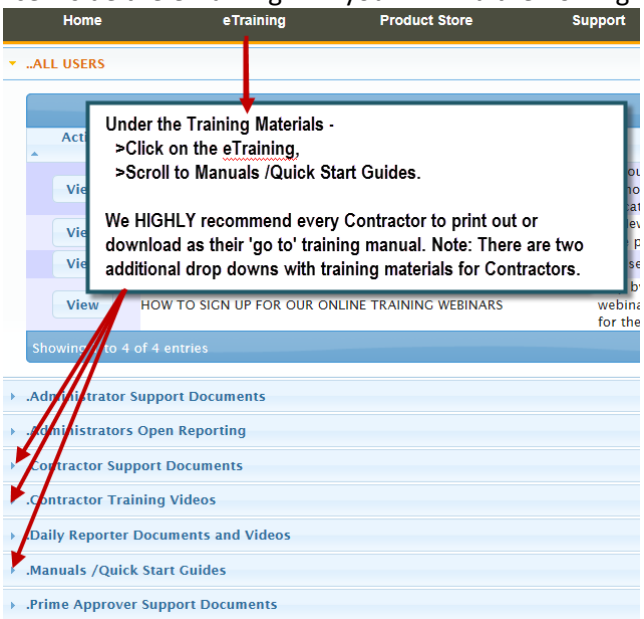
What ***the Issue*** is – Please be a specific as possible so we can re-create the issue

## LCPTRACKER TRAINING OPTIONS

Contractors may access the various options for training after receiving a User ID and password. An email with login instructions will be sent to Contractors once they're assigned to an account in LCPtracker. Every Contractor account is created by the Administrator or their Prime Contractor. Complete and full support is offered directly to Contractors by LCPtracker for any technical questions on the use of the software.



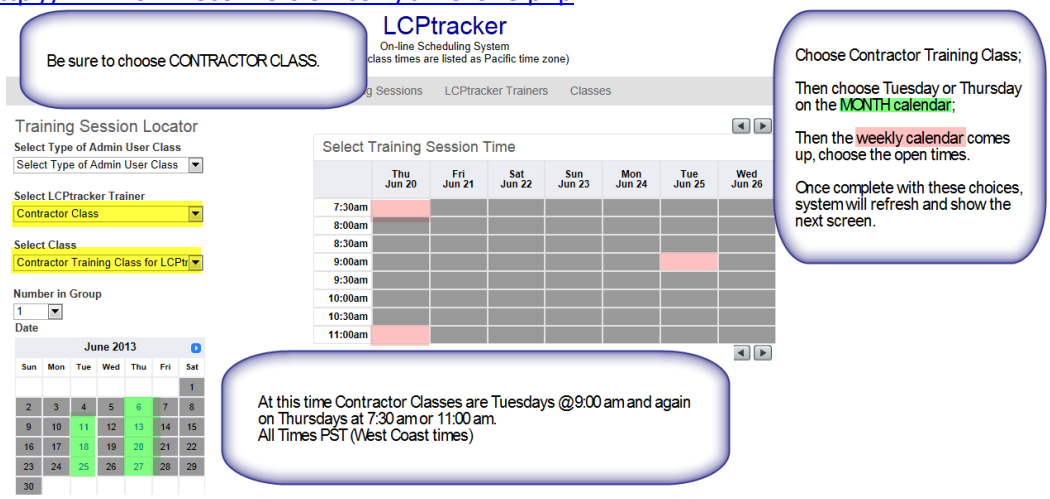

Once inside the eTraining Link you will find the flowing menu options.



LCPtracker offers FREE Contractor Webinars three times a week!

These webinars will be hosted by one of LCPtracker's Trainers who will guide you through our system in live time while viewing the Trainer's actual screen.

Signing up and then logging on to the webinar is easy! Click on the Book Now under the Projects tab. You will be taken to LCPtracker On-line Scheduling System. At the time of this publication Contractor classes are being offered on Tuesdays at 9:00am and Thursdays at 7:30am or 11:00am. All times are PST (West Coast). If you are unsure of your time zone you may check online with any time conversation site such as - http://www.onlineconversion.com/timezone.php




Once you complete the sign-up you may print your confirmation. The system will generate an email to you with the appropriate information needed for logging into the Webinar on the date and time you signed up for.

## CONTRACTOR TRAINING AGENDA

This outline points out the different topics covered in LCPtracker's Free Contractor Webinars. This is also the framework used if you are part of an in-house presentation. Use this sheet to follow along and takes notes to help you as you begin using the system.

## TRAINING OVERVIEW

**Review of the "Projects" Page** (this is seen directly after login)

## SET-UP TAB:

Company Information
Creating an eSignature
Employee Set-up
Entering of Employees Information
Selecting Craft/Classification(s): At this time only some accounts within the state of California will make the choices of craft/classification. All others and anyone outside the state of California will do this when starting payroll records.

**SETTING-UP SUBCONTRACTORS:**

How to Set-up Your Subcontractor- what information to gather prior to adding
Assign subcontractor to a project

**E-DOCUMENTS TAB:**

Finding what eDocuments are required for submittal
Download Posted eDocuments by Administrator
Uploading eDocuments
eHow to View eDocs that have been uploaded

**PAYROLL RECORDS TAB:** (Certified Payroll Reports) Entry

Example Entry
Choosing your craft/classification (system will 'remember')
Different ways to enter/upload payroll info
Manual Entry
Upload Methods—See Next Item Below
Choosing Work Order if Required

**UPLOAD:**

Spreadsheet Interface—Free Excel template
Direct Payroll Interface (DPI): Craft Match, Project Match and County Match- from your current company accounting software.

**NOTICES TAB:**

What are Notices
What are Warnings
How to edit in order to clear notices/warnings

**CERTIFICATIONS TAB:**

Performance CPRs
Non-performing CPRs
Payroll Notices and Administrator Notices:
How Administrator Notices Work
Default Notices
Rejection of CPRs and how to resolve it.
Payroll (CPRs)
Apprentice Rejection
Daily Reporter Notices (if Daily Reporter is being used)

**REPORTS TAB:**

Explanation of some of the Standard Reports used most often by Contractors
Late CPR Report
Certified Payroll Summary Report
*Certified Payroll Report*—To find all of your CPRs—Also for Primes to find their Subcontractor's CPRs
*Workforce Utilization Summary Report*—To find Hours worked by Ethnicity and Gender—Divided by Contractor, per Craft//Classification and Craft Level—Journeyman, Apprentice and New Hire

## MANAGING APPRENTICES

## EDITING A CPR THAT HAS BEEN SUBMITTED:

How to make "Quick Edits"—Changing Payroll # or Mark/Unmark as Final
Add, change and/or delete a payroll record
How to Re-Certify CPR using the Certification Wizard
If your payroll is Locked, you must contact your Administrator to "Permit Edit"

## SPECIAL DATA—IF THIS APPLIES:

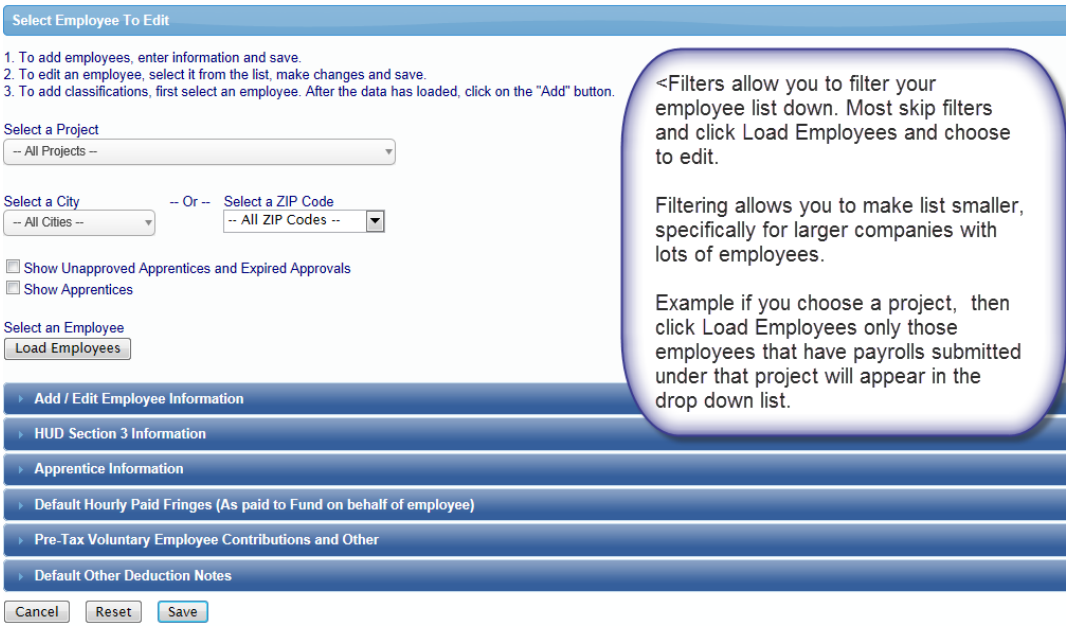
ARRA--Recovery Act Reporting
EEO Reporting
HUD Reporting
1391 Report

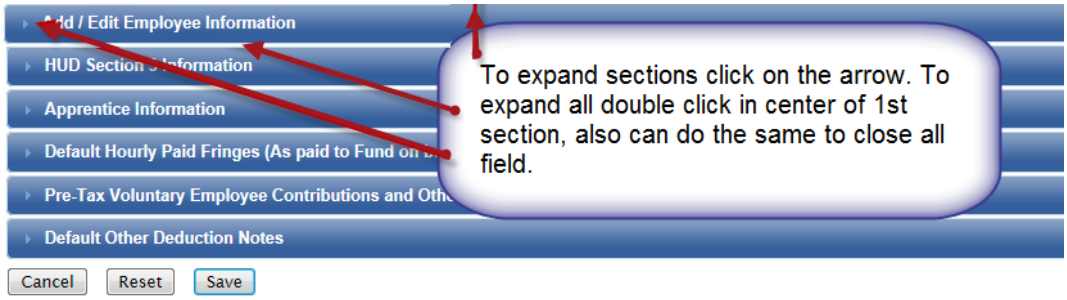
## QUICK-START GUIDE FOR CONTRACTORS

This will quickly guide you through how to begin using your LCPtracker account.

## ADD/EDIT EMPLOYEE

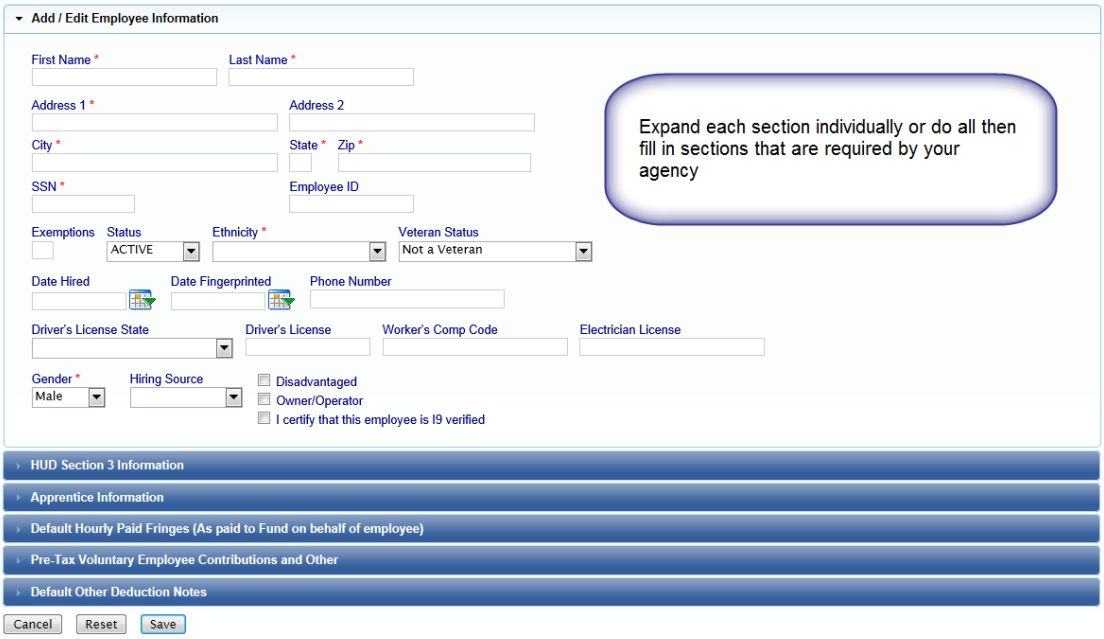
To Add an employee into system or Edit someone already in system click on the Set Up TAB and click Add/Edit Employee.



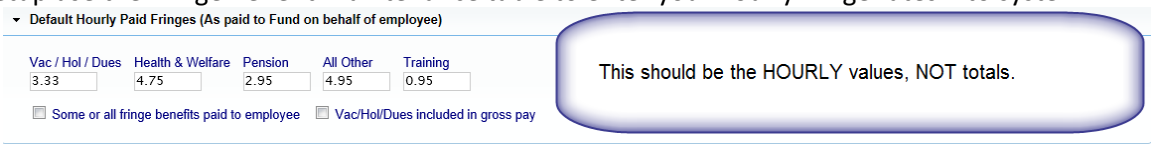

## ADD / EDIT EMPLOYEE INFORMATION

This section is used to enter contract employees and their personal information. Enter the appropriate employee information in the data fields. Tab key or mouse click to move between fields. You must fill in the red asterisk fields in order for the system to save the employee setup. Depending on the agency and the fields that they require it is possible to have items required under one that may or may not be required under another.

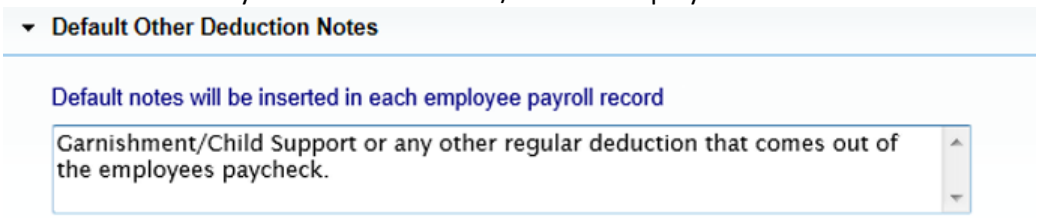



**DEFAULT HOURLY PAID FRINGES (AS PAID TO FUND ON BEHALF OF EMPLOYEE)** – You may wish to fill in the hourly fringe rates in this section. This will allow ease of use when entering Payroll Records manually.

If you have multiple projects with different fringe rates, built in increases or everyone has the same fringes and you only want to enter those dollar values once, you may wish to skip this section and once completed with Employee Setup use the Fringe Benefit Maintenance table to enter your hourly fringe rates into system.



**DEFAULT OTHER DEDUCTIONS NOTES**– Such items as Garnishments, Child support or anything that falls under the 'other' heading of the taxes section. This is a validation setting and may be a requirement when entering payroll records. You can always come back and add/edit the employee and enter value in this section.




## PAYROLL RECORDS

There is the manual data entry of a payroll record and then there are uploading options available –

Go to Payroll Records, Choose Upload Records and we have an excel spreadsheet template available for you to download. There is a legend as well as instructions.

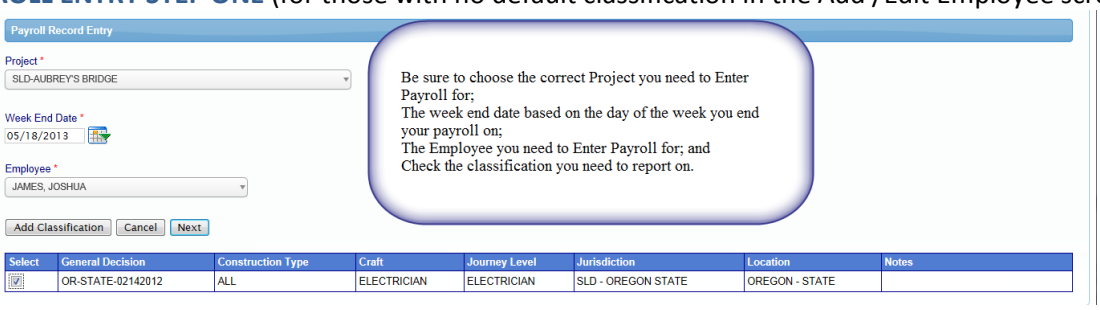
Interfaces available - go to lcptracker.com home page, click on Partners then Accounting Interfaces, if your account software program is listed you may click the link for contact info.

Direct Payroll Subscription (DPI)-Let LCPtracker DPI Department map your existing payroll for you so you can upload with ease each week.

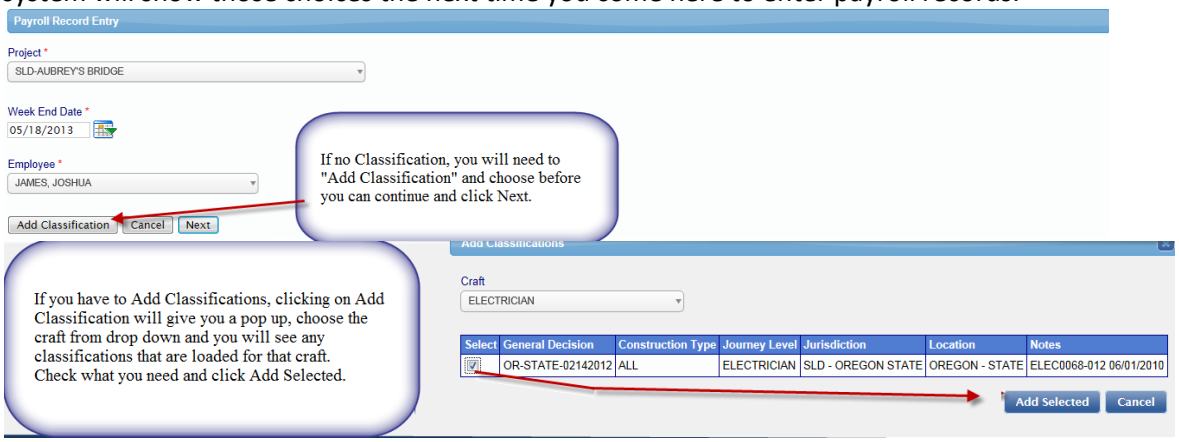

## MANUAL ENTRY

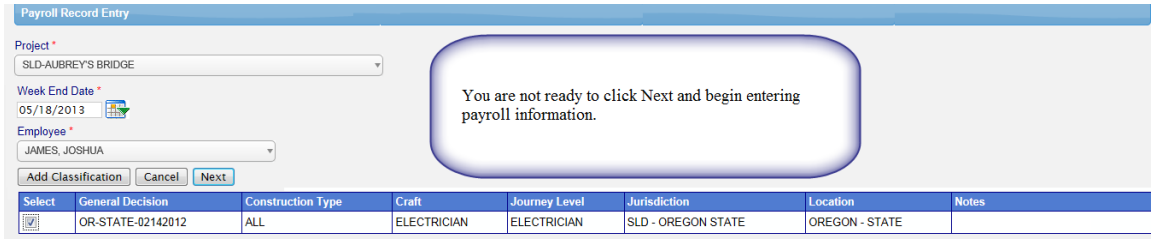
You will enter a record each week for each employee that went out on the job. Since the question always arises, and there is confusion as a reminder this is *not accumulative*. You do this each week for any employee that goes out on this prevailing wage project and has reported work.

**PAYROLL ENTRY STEP ONE** (for those with no default classification in the Add /Edit Employee screen)



You will have to Add Classification to proceed. After you have completed these steps the first time for your employee, the system will show those choices the next time you come here to enter payroll records.

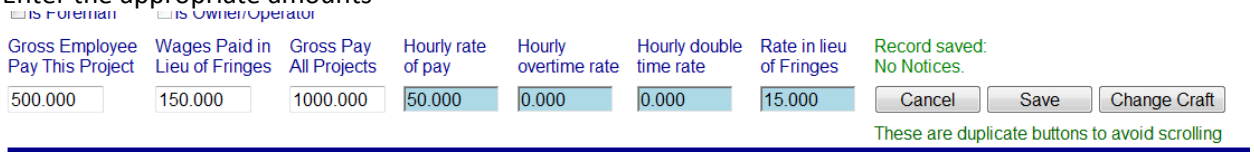



Rather than give you a huge screen shot of an actual payroll record, here is a brief overview of the sections and the fields in each section. Note you may not use all fields.

## AMOUNTS PAID

Enter the appropriate amounts




*Gross Employee Pay THIS Project* – the amount of basic wages paid for this project only. Typically this is Hourly rate of pay times hours worked (more complex with overtime).

*Wages Paid-in-Lieu of Fringes* – the amount paid to the employee instead of fringes. This amount is sometimes included in the Gross Employee Pay this Project depending on the accounting system and the agency reporting requirements. You may or may not have this and the Rate in Lieu fields depending on the agency you are reporting to.

*Gross Pay All Projects* – the gross amount on the paycheck for the week including all projects worked.

*Hourly rate of pay* – the hourly rate of pay without fringes. Some accounting systems include taxable fringes and Paid-in-Lieu in this amount. Some agencies want taxable fringes and Paid-in-Lieu amounts reported separately.

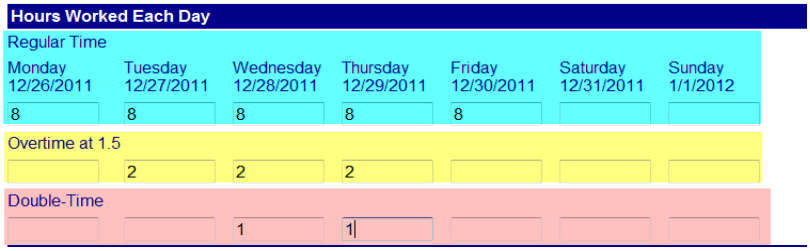
*Hourly overtime rate of pay* – the 1.5 overtime hourly rate without fringes. Typically 1.5 times the Hourly rate of pay. (required only when 1.5 overtime worked)

*Hourly double time rate* – the 2.0 overtime hourly rate without fringes. Typically 2.0 times the Hourly rate of pay. (required only when 2.0 overtime worked)

*Rate-in-lieu of fringes* – the hourly rate paid-in-lieu of fringes. (required only when it is reported separately which some agencies want). Again you may or may not have this and the Wages Paid in Lieu depending on the agency you are reporting to

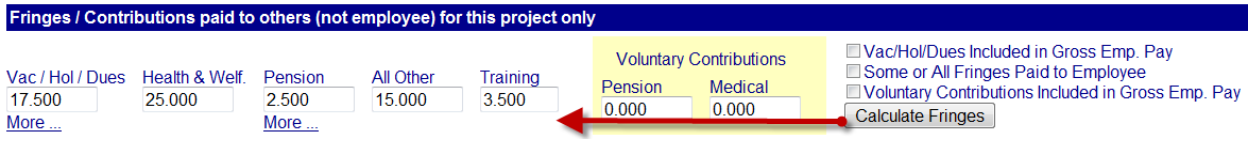
## HOURS WORKED EACH DAY

Enter the hours worked each day. First row is for regular hours, second row overtime and third row for double time. You ONLY enter hours worked on this prevailing wage job for the week




## FRINGES / CONTRIBUTIONS PAID TO OTHERS (NOT EMPLOYEE) FOR THIS PROJECT ONLY

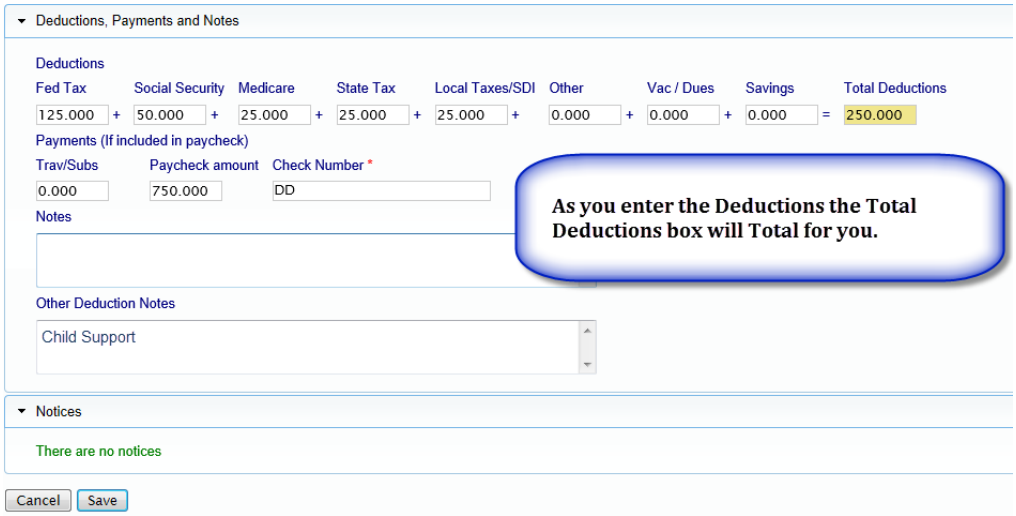
The best way to fill this in is to set up the hourly rates in the employee setup or use the Fringe Benefit Maintenance and the CALCULATE FRINGES. This function multiples the hours worked times the fringe benefit rate to get the values.




Check the appropriate check boxes if required. If they are checked in setup then that value caries over.

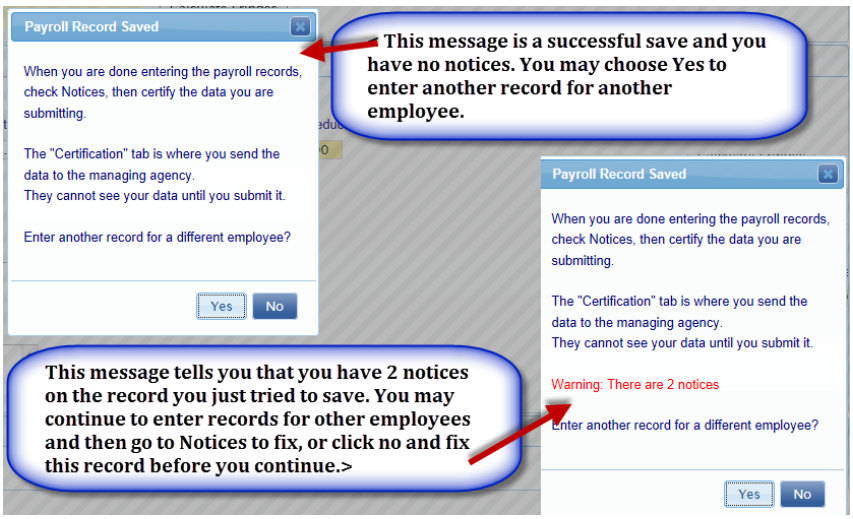
## DEDUCTIONS, PAYMENTS AND NOTES

Values entered in this section apply to all hours worked on all projects during the week. The Total Deductions box will add as you enter values in the fields to the left. If direct deposit and no check numbers exist enter "DD", the Check Number MUST have a value or record will not save. Most agencies do not allow for payment in cash but require a record such as a check or bank deposit register for verification. Depending on your agency settings if there is a value in the Other you may be required to enter an explanation in the Other Deductions Notes – this too will auto-populate if you enter in the Employee Setup Other Deduction Notes section. When done click SAVE.



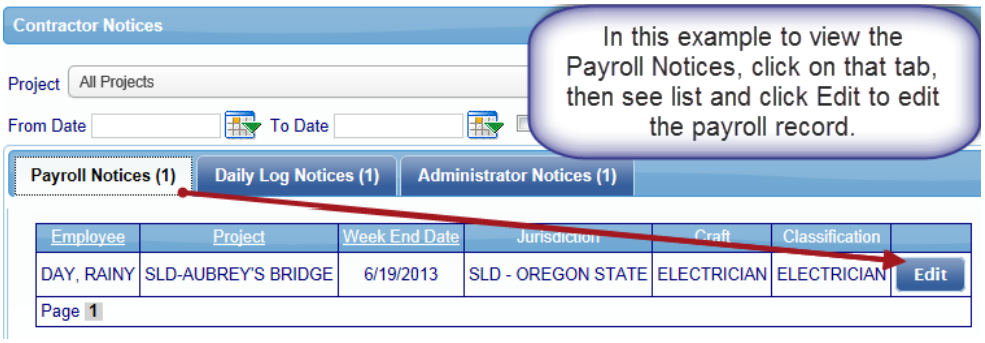

## SUCCESSFUL SAVE

You will either get a successful save with no notices or the system will tell you that you have issues. Either way you may wish to just check yes and continue to enter all your records for the week, then fix issues.




## CHECK FOR NOTICES

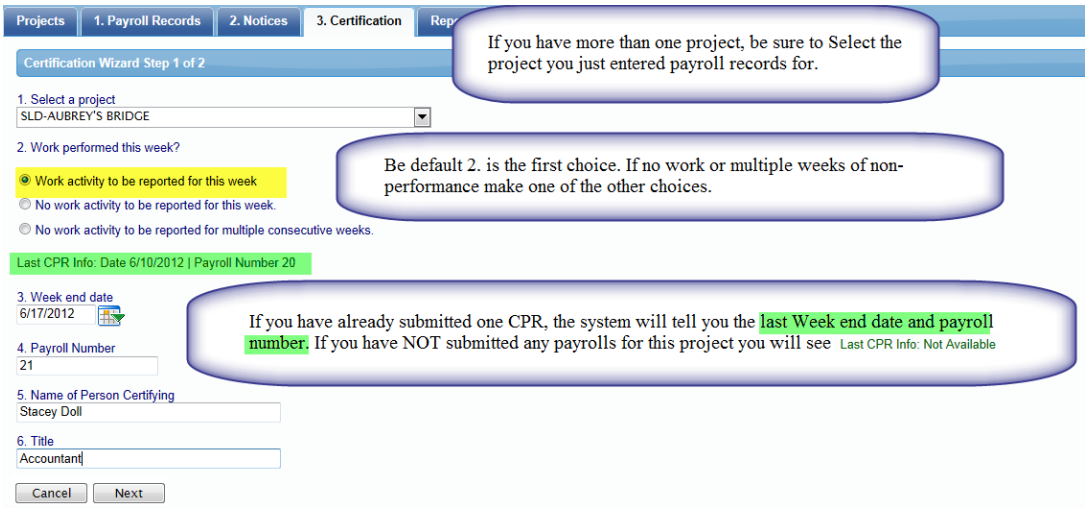
Once you have entered all payroll records for the week, going in to check to see if you have any payroll Notices is best practice. Your records may have saved perhaps there are notices, issues ranging from typo's, notices an amounts not meeting math checks, etc.




## CERTIFICATION – STEP 1 OF 2

You are almost finished, now it's time to certify that payroll. You will do this for each week. Performing will certify ALL payroll records for ALL employees in the same week.

If you have week or weeks of no work you must come in and submit non-performances. There is no Payroll Records/Entry for non-performances.




## CERTIFICATION – STEP 2 OF 2

The verbiage for your Statement of Compliance (SOC) may look different. Depending on the agency you are working under depends on the SOC being used by that agency.

If you forget your e-Signature, go back to Setup and edit your eSignature, then back to Certification and start again.

**CONGRATULATIONS!** You have now completed certifying your payrolls.

CPRs are electronically sent to your Administrator and unless otherwise specified, there is no need to send or print out a hardcopy unless you would like to do so for your own records.

Remember that your CPR's will always be stored in your account to access at any time, so you may decide not to print out hardcopies and save some paper in the process!

# Section 2
# Apprenticeship Certificates

# Left Blank Intentionally

# Section 3
# OCIP Wrap Up Reporting

# WRAP UP ENROLLMENT PROCEDURES
(continued)

## PAYROLL REPORTING

Because Workers Compensation and some General Liability insurance premiums are calculated based on employer payroll data, Enrolled Contractors are asked to provide a Monthly Payroll Report outlining the actual payroll incurred on the jobsite. This information must be turned in to the Wrap Up Administrator. The Wrap Up Administrator will issue a Certificate of Insurance and an audit slip for the contractor to submit to their individual insurance carrier. This report will reflect the amount of payroll and insurance coverages affected by the Wrap Up Program.

**Reminder:** Suppliers, vendors, material men and haulers may be excluded from the Wrap Up. However, a Certificate of Insurance is still required as an evidence of Insurance.

If you have lower-tier subcontractors, they will need to complete this same packet. It is the responsibility of the subcontractor to insure that this information is provided monthly by all of their enrolled lower-tier subcontractors.

**ALL TIERS OF CONTRACTOR / SUBCONTRACTORS WILL MAKE THEIR PAYROLL RECORDS AVAILABLE TO THE INSURANCE CARRIER AND THEIR AGENTS AT ANY TIME DURING THE POLICY PERIOD; AND UP TO FIVE (5) YEARS AFTER COMPLETION OF THE PROJECT.**

***Payroll*** Payroll shall include the total remuneration and hours worked for all employees working on the Jobsite, including the cost of board and lodging when it is considered part of an employee's earnings.

***Payroll Records*** All payroll records pertaining to the Project should be kept separate from all other work. This will make the audit activities more efficient.

***Payroll Reports*** Payroll reports should be sent to the Wrap Up Administrator within two weeks following the end of the prior month, but in any case no later than the 10th of the month. Use the same workers compensation codes and classifications as shown on your current workers compensation policy. Show only total hours and total payroll for each classification of employees. The report can be handwritten and faxed, or scanned and emailed. Retain the original copy in your file. If you have more than one contract and/or work order, please either 1) complete a Form for each awarding contractor or, 2) identify which payroll applies to which contractor.

***Overtime*** Earnings for overtime should be included only at the normal hourly rate**, (DO NOT INCLUDE EXTRA WAGES PAID FOR OVERTIME HOURS).** Overtime means those hours in excess of 40 hours in any week. Overtime hours should also be noted.

.

# Section 4
# Daily Sign-In/Sign-Out Sheets

# Daily SIGN-IN/SIGN-OUT Sheet

**Project/Location:**

**Prime Contractor:**

**Subcontractor Name (for Employees Signing below):**

**WEEK ENDING DATE:**

**Page 1 of**

| Date | Employee Name | Signature | Work Trade | Time - In | Time - Out | Total Hours Worked |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

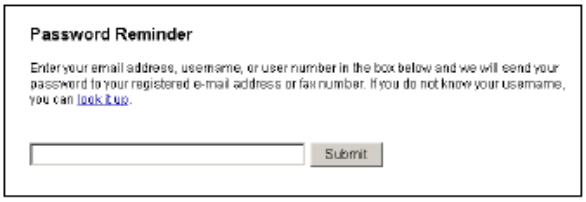
# Section 5
# B2Gnow Monthly Payment Confirmations

## *Getting Started*

### How to receive your username/password


When you visit your MWDBE site you will see a log in screen that looks like this.

Click on **Forgot Password**.



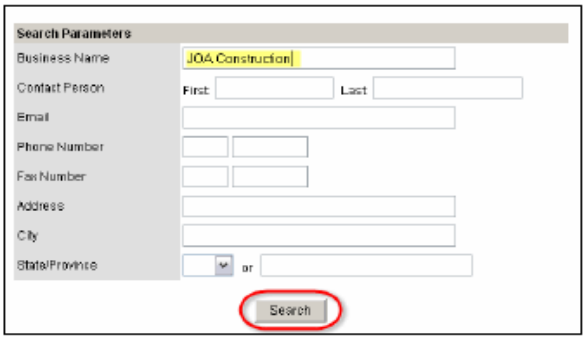

Type in your email address and click on **Submit**.

Within a few minutes, check your email. You should have a notice that contains your username and password.

**In most cases your username and your email address will be the same.*

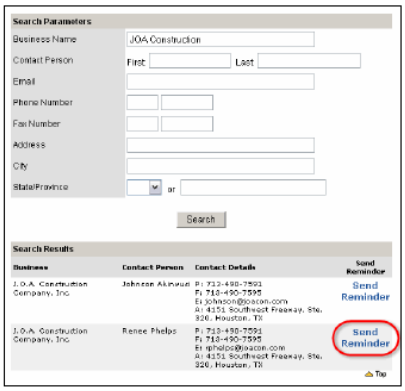
In some cases, you will have to send a username/password to vendor.


Click on **Password Lookup**.




A search screen will load. Type in your search parameters and hit **Search**.

Note: You might have to be specific, or more vague with your search depending on your search results.




From the list of results, find the person to whom you want to send the reminder. Click on **Send Reminder**.

With in a few moments, they should receive a username/password notice.

**Note:** If they do not receive a username/ password notice, it could be that their current email does not match the email in the system. Re do the search and verify the email address. If it is incorrect, you will have to edit their email address. See **Editing Vendor Information.**

# Section 6
# OCIP Monthly Wrap Up Report

**The Sherwin-Williams Company**
**Building Our Future R & D Project**

# Wrap Up Monthly Payroll Report Form

***This form should be completed by the 10th of the month***

**Subcontractor/ Lower-Tier Subcontractor Information**

Company Name: _____

Sub Of: _____ Final Payroll: Y/N _____

Payroll Month _____ Year 20 _____ Contract # (if applicable) _____

| Classification | Class Code | On-Site Payroll Amount | On-Site Hours |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- Earnings for overtime should be included only at straight time hourly rates. Overtime HOURS should be shown but do not include the extra wages paid for Overtime hours.

- On-Site Payroll $: should only include the unburdened wages (the same as your "normal" insurance payroll reporting).

***I CERTIFY THAT THE INFORMATION REPORTED ABOVE IS TRUE, ACCURATE AND COMPLETE. NOT REPORTING PAYROLL INFORMATION COULD AFFECT YOUR EXPERIENCE MODIFICATION RATING WITH THE APPLICABLE WORKERS' COMPENSATION INSURANCE RATING BUREAU(s).***

Signature _____ Date _____

Printed Name _____ Title _____

This form is to be submitted via fax/email:

**Wrap Up Insurance Solutions**
Attention: Leslie Cassert, Program Administrator
16100 Swingley Ridge Road, Suite 250
St. Louis, MO 63017
(636) 449-1594 / Email; lcassert@wrapupsolutions.com

# Section 7
# Project Diversity Requirements

## SUBCONTRACTING TRADE PARTNER IDENTIFICATION & PREQUALIFICATION

1. **Subcontracting & Workforce Goals:** RG Construction will work with the project team to understand the project's subcontracting and workforce goals and/or requirements for the project. Below Summarize the requirements for this project:

| Subcontracting Participation Summary | | |
|---|---|---|
| **Contracting Participation Objectives** | **Percentage to Achieve** | **Goal / Commitment** |
| MBE | 15% | Goal |
| WBE | 7% | Goal |
| Cleveland Small Business | 8% | Goal |
| Northeast Ohio Requirement* | 90% | Goal |
| | | |
| | | |

| Workforce Participation Summary | | |
|---|---|---|
| **Workforce Participation Objectives** | **Percentage to Achieve** | **Goal / Commitment** |
| Minority Workforce | 16% | Goal |
| Female Workforce | 7% | Goal |
| Northeast Ohio Requirement* | 90% | Goal |
| | | |
| | | |
| | | |

*For this job the NE Ohio Requirement consists of workers from the following 18 counties: Ashland, Ashtabula, Columbiana, Cuyahoga, Erie, Geauga, Juron, Lake, Lorain, Mahoning, Medina, Portage, Richland, Stark, Summit, Trumbull, Tuscrawas, Wayne