

EXHIBIT I- PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION

Project: CCF Innovation Phase I

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 they are set up.
- 2) You must include **all** requested information on the *Initial Set Up Sheet* (included in this exhibit), which provides the information needed for setup in the LCPtracker system. This applies to all lower tier subcontractors and/or suppliers. Email completed form to dcorrea@marousbrothers.com).

2. Apprenticeship Certificates

- A. You are required to submit a State of Ohio Apprenticeship Certificate for all apprentices on the project.

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

4. B2Gnow Payment Confirmation (Monthly Reporting)

- A. All subcontractors, lower tier subcontractors, and supplier on the project must confirm payments received on the project.
- 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.

5. Project Compliance Requirements

A. Contractual

- 1) 8% CSB
- 2) 10% FBE
- 3) 10% MBE

B. Workforce

- 1) 6.9% Female
- 2) 16.1 % Minority
- 3) 20% Cleveland Resident
- 4) Low Income Residents 4% of 20% Cleveland Residents

EXHIBIT L- PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION

Project: CCF Innovation Phase I

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

EXHIBIT I- PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION

Project: CCF Innovation Phase I

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

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Daily Sign In - Out Sheet

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B2Gnow

Contractor Training & Handouts

The Process: Once the General Contractor (or Developer) activates and assigns a subcontractor to a project, the subcontractor will receive a temporary password email and/or email informing them they have been assigned to a project and for them to start entering payrolls.

LCPtracker Training

“Free” online webinar – Go to www.lcptracker.net and log on to your account, then go to the “Projects” tab and click “Book now” Button.

- By the **“Red Arrow”** below is the location, you click to register for a “free” online webinar training:

Contractors may access the various options for training after receiving a User ID and password. Training documents are available within our “Training Materials” button on the home page or additional trainings can be accessed through the “Projects” tab by clicking on “Book Now”.



LCPtracker Video Crash Course is also available:

1. Click Training Materials
Click Contractor Training Videos
Click and see the “3 minute crash course”



- 2.
- 3.

Training Materials are also available:

1. Click Training Materials
2. Click Contractor Support Documents and/or Manuals / Quick Start Guides
3. Click Quick Start Guide you are interested in for example, “Contractor Quick Start Guide”

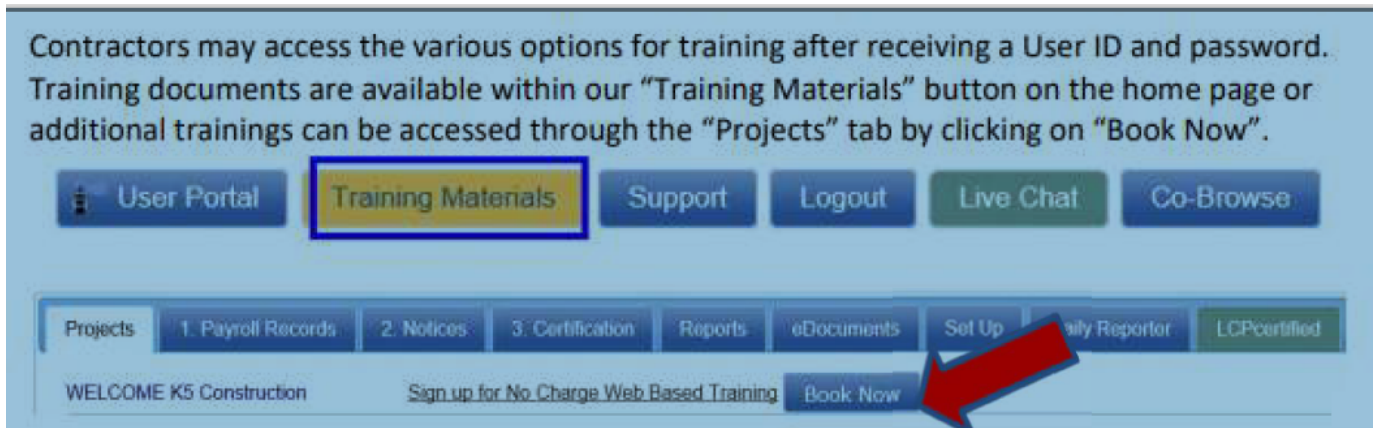
City of Cleveland B2Gnow and LCPtracker Training Handouts can be found by clicking the hyperlink below or going to: <https://www.clevelandohio.gov/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity/PrevailingWageCompliance>

1. Go to and Click the **“LCPtracker Tab”**
2. Go **to bottom of the webpage** for a list of B2Gnow and LCPtracker Handouts as shown on page 2

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The screenshot shows a user portal interface with the following elements:

- Primary navigation buttons: User Portal, **Training Materials** (highlighted with a blue box), Support, Logout, Live Chat, Co-Browse.
- Secondary navigation tabs: Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up, Daily Reporter, LCPcertified.
- User status: WELCOME K5 Construction
- Links: Sign up for No Charge Web Based Training, **Book Now** (highlighted with a red arrow).