

EXHIBIT I - PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION

Project: 23013 – Lakeland CC Veterans Services

The requirements listed below are **MANDATORY** for all subcontractors and lower tier subcontractors.

1. Certified Payroll (Weekly/Bi-Weekly Reporting)

- A. Payroll is to be sent weekly/bi-weekly (depending on your payroll) via email to Tabitha Polachek at: tpolachek@marousbrothers.com
- B. Certified payrolls are mandatory. **A late payroll will lead to a delay in payment.**
- C. We will address any issues with your submittal prior to our monthly pay application delivery. Any issues found must be addressed immediately to ensure your inclusion in that months’ pay application.

2. This project is a State of Ohio Prevailing Wage Rate job.

3. Apprenticeship Certificates

- A. All apprentices are required to be in a bona fide program and employers are required to submit a State of Ohio Apprenticeship certificate.

4. 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 Tabitha Polachek at: tpolachek@marousbrothers.com. Keep a copy for your records. If not received, your payroll will not be reviewed.

5. I-29 Reporting (Monthly Diversity Reporting)

- A. All subcontractors must submit an I-29 “Transaction Receipt” to Tabitha Polachek at tpolachek@marousbrothers.com on a monthly basis, failure to do so will delay payments. One-page instructions for your use follow this page.

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 or Billing to:

Tabitha Polachek, SBA / Compliance Mgr.
440-391-5596
tpolachek@marousbrothers.com

**Ohio Department of Administrative Services
Equal Opportunity Division**

4200 Surface Road
Columbus, Ohio 43228
Phone: 614.466.8380
Fax: 614.728.5628

Instructions for electronic submittal of forms to the Department of Administrative Services, Equal Opportunity Division ~ Unified (MBE/EDGE) application and recertifications, MBE/EDGE Complaint (Mediation) form, Affirmative Action Program Verification form, Certificate of Compliance application and the Input Form 29 - Work Hour Report:

Access forms through the Equal Opportunity Division's webpage: www.das.ohio.gov/eod

OR

Submit forms directly on the Ohio Business Gateway webpage: <http://business.ohio.gov/efiling/>

Steps to access, complete and submit Equal Opportunity Division (Division) forms

1. Create a business account on the Ohio Business Gateway (OBG) webpage
 - Multiple users can be created for one business
 - Additional Users must be created by the administrator of the business account
2. Log In ~ User Name and Password
 - NOTE: The Division strongly recommends using part of your email address for your username for ease of use (ex., email john.doe@das.state.oh.us = username johndoe1)**
3. Select Service ~ Equal Opportunity Division
4. Select type of form (MBE/EDGE application (*listed as "Unified Application"*), Affirmative Action Program Verification form, Certificate of Compliance, 1-29, etc.)
5. Complete fields on form
 - Fields that required dollar amount - do not insert \$ or ,
 - Look for "Help Bubbles"
6. Review Summary Page for accuracy
 - Errors found - select Back button at the bottom of the screen and revise desired field(s)
 - Print page for record keeping
7. Summary Page - Select "Accept Data"
8. **Check Out** - Home Page - Select "**Checkout (File and Pay)**"
 - NOTE: The Division's forms are FREE of charge!**
9. Print Confirmation Page for record keeping
10. **Forms will not be accessible to the Division until the following business day.**

The Ohio Business Gateway website offers:

On-line Tutorials

- @ Tutorials are available to help users learn to use OBG. The tutorials demonstrate common OBG functions in a step-by-step manner with audio. The tutorials will launch in a new browser window.

[Creating an OBG Account](#)

- > [Login and Navigation](#)
- > [Managing Users and Access Levels](#)
- > [Managing Groups and Access Levels](#)
- > [Service Provider Sign-Ons](#)

[Creating a Transaction \(ex. Sales Tax UST-1\)](#)

[Checkout - File and Pay a Transaction](#) (**NOTE: The Division's forms are FREE of charge!**)

<http://business.ohio.gov/efiling/help/index.stm>