

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

**Project: 24031-09 – RMFH Event Level Phase 2**

The requirements listed below are **MANDATORY** for all subcontractors and 2nd tier subcontractors.  
Fillable forms are attached for your use per section.

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

- A. One payroll is to be sent weekly/bi-weekly (depending on your payroll) via email to Tabitha Polachek at: [tpolachek@marousbrothers.com](mailto: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. 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.

**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 Tabitha Polachek at: [tpolachek@marousbrothers.com](mailto:tpolachek@marousbrothers.com). Keep a copy for your records. If not received, your payroll will not be reviewed.

**4. Monthly Contract Diversity & Workforce Diversity Participation**

- A. Complete entire form and submit monthly. If you have any sub-tiers, they will need to complete the report as well.
- B. Sign and return to me by the 20<sup>th</sup> of each month.
- C. **A late Diversity Report will lead to a delay in payment.**
- D. PDF examples are attached. Excel version can be found at [www.MarousBrothers.com](http://www.MarousBrothers.com), go to contact at the top of the page and click on Subcontractor Resources and look for job number 24031-09 – RMFH Event Level Phase 2

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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 or Billing to:

Tabitha Polachek, SBA / Compliance Mgr.  
440-391-5596  
[tpolachek@marousbrothers.com](mailto:tpolachek@marousbrothers.com)