

EXHIBIT I – PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION

Project: 24016-07 – Woodhill Phase III

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

1. Certified Payroll (Weekly Reporting)

A. Initial set up Sheet

- 1) All subcontractors are required to submit weekly certified payrolls into the LCPTTracker reporting system (*Electronic Certified Payroll Reporting System*) as soon as you are set up by Marous Brothers Construction.

B. You must include ALL requested information on the initial setup sheet (included in the exhibit), which provides the information needed for setup in the LCPTTracker systems. This applies to all lower tier subcontractors and/or suppliers.

- 1) Email completed forms to Tabitha Polachek, tpolachek@marousbrothers.com.

C. LCPTTracker (*Electronic Certified Payroll Reporting System*)

- 1) Certified Payroll must be submitted weekly through the LCPTTracker reporting systems. 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 noncompliance 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. *Employee Daily Sign-in/Sign-out* sheets are to be emailed weekly to Tabitha Polachek, tpolachek@marousbrothers.com. Keep a copy for your records. If not received, your payroll will not be reviewed.

4. ACE/Section 3 Workers

A. At least 25% of all labor hours must be worked by ACE/Section 3 workers.

B. At least 5% of all labor hours must be worked by Targeted ACE/Section 3 workers.

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5. HUD/Davis Bacon

A. Additional Wage Classification (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.

B. 1099 Employees (Independent Contractor)

- a. All 1099 (Independent Contractor) employees **must** provide their EIN numbers.
- b. 1099 Individuals **should** not be listed on a subcontractor’s payroll, they will complete their own payroll as they would be an owner of a business. Refer to *The Contractors Guide to Prevailing Wages* for further explanation.

The Contractors Guide to Prevailing Wages (David Bacon) is available online and can help you answer any further questions you may have regarding prevailing wages. <https://hudexchange.info/programs/davis-bacon-and-labor-standards/>

6. Project Workforce Compliance Requirements

A. Workforce requirements:

- 1. 16.9% Minority
- 2. 7% Female
- 3. 20% Cleveland Residents

7. Project Contractual Compliance Requirements

A. Contractual Requirements:

- 1. 30% Minority
- 2. 10% Female
- 3. 8% Cleveland Small Business
- 4. 10% Section 3 Business

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:

Tabitha Polachek, Compliance Manager

tpolachek@marousbrothers.com

(440) 391-5596

EXHIBIT I
INITIAL SET-UP SHEET

Company name: _____

Subcontractor to: _____

Federal tax ID number: _____

Elations ID number: _____

LCP Tracker ID number: _____

Project name: _____ Contract amount: _____

Union/non-union: _____ Telephone number: _____

Check all CERTIFICATIONS that apply: CSB FBE MBE SECTION 3 Other: _____

Owner's race and gender: _____

Company address, city, state, zip (NO PO BOX NUMBERS):

Compliance contact name and email: (login information will be sent to this address)

Brief work description/Scope of Work:

Award date

Work start date

Work end date

Help

CLOSE WINDOW  **HELP**

Logging in and accessing the system

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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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