

EXHIBIT I - PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION

Project: 24071-09 – CLEVELAND CHARGE LOCKER ROOMS

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 **LCP Tracker** reporting system (*Electronic Certified Payroll Reporting System*) as soon as you are set up by Marous Brothers Construction.
- 2) You must include **all** requested information on the initial setup sheet (included in this exhibit), which provides the information needed for setup in the **LCP Tracker** systems. This applies to all lower tier subcontractors and/or suppliers.
- 3) Email completed forms to Tabitha Polachek at tpolachek@marousbrothers.com

B. **LCP Tracker** (*Electronic Certified Payroll Reporting System*)

- 1) Certified Payroll must be submitted weekly through the **LCP Tracker** 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 non-compliance 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. 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.

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4. Project Workforce / Contractual Compliance Goals

- A. Goals for the project:
 - 1) 5% Minority - Workforce
 - 2) 1% Minority – Contractual

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& Billing requirements to: Tabitha Polachek,
Compliance Mgr.
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
