



Prime and General Contractor

"Fannie Lewis Cleveland Resident Employment Law (Chapter 188)"

Compliance Monitoring



Monitoring "Certified Payrolls Reporting"

Step 01: From your "Prime Approver Account", perform the following steps:

- 1. Click "Reports" and go to dropdown menu labeled "Custom Reports"
- 2. Click "City of Cleveland Status Report"

| S | Contract Compliance | e 🚦 User Portal e | raining Suppo | rt Logout | | | |
|----------------------------------|---------------------------|-------------------|---------------|-----------|---|---|--|
| ITY OF CLEVELAND | 0 | | | | | | |
| Projects Certificatio | ns Violations Rej | ports Admin eDoc | ments Set Up | | | | |
| Admin Reports | _ | | | | | | |
| Apprentice Reports | | | - | _ | _ | _ | |
| Compliance Report | 5 | | | | | | |
| - Custom Reports | | | | | | | |
| City of Cleveland L | ow Income West | | | | | | |
| Community Constru | uction Workforce Analysis | | | | | | |
| Data Extracts Payroll Details | | | | | | | |

Step 02: The following screen will appear:

| Contract Co | mpliance j User Portal eTraining Support Logout | |
|------------------------------------|---|-------------|
| TTY OF CLEVELAND | | |
| Projects Certifications Violations | Reports Admin eDocuments Set Up | |
| City of Cleveland Status Report | | |
| Department Building and Housing - | Federal Project Status Active | View Report |
| Project | M Prime | |
| Subcontractors | From | |
| То | Zip List Name | |
| | | |

Step 03: Under the "Department" dropdown menu, click "(Select All)" twice to deselect all the departments.

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|------------------|------------------------------|--------------------|--------------|-------------|
| ojects Certi | fications Violations Reports | Admin eDoce | ments Set Up | |
| ity of Cleveland | d Status Report | | | |
| Department | Building and Hour bo | Project Status Act | ie V | View Report |
| Project | (Select All) | Prime | M | view report |
| Subcontractors | Building and Housing - Ci | From | | |
| ſo | Building and Housing - SI | Zip List Name | × | |
| | Capital Projects - Federal | | Ref Canal | |

Step 04: Under "Department", select the city department(s) which your project originated from

| Y OF CLEVE | LAND | | | | |
|-------------------|--|----------------|------------------|---|-------------|
| Projects Cert | ifications Violations Reports | Admin e | Documents Set Up | | |
| City of Cleveland | d Status Report | | | | |
| Department | Building and Housing - Federal | Project Status | Active | ~ | View Report |
| Project | Default Department - Sta Economic Development | Prime | _ | | |
| Subcontractors | Economic Development | From | [| -0 | |
| То | Economic Development - | Zip List Name | F | | |
| | Flats East Bank | | | and the second se | |



Prime and General Contractor "Fannie Lewis Cleveland Resident Employment Law (Chapter 188)" Compliance Monitoring



Step 05: Select the "Project(s)" to display

| View Repo |
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| View Repo |
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| here and |
| |

Step 06: Click "View Report"

| Projects Ce | artifications Violations Reports | Admin eDocuments Set Up | |
|-----------------|----------------------------------|-------------------------------|-------------|
| City of Clevela | and Status Report | | |
| Department | Economic Development - CH 18 | Project Status Active | View Report |
| Project | ED 146 - Hot Sauce Williams Pr | Prime MAROUS BROTHERS CONTRUC | |

Step 07: The following is a sample report which will appear:

| 14 4 1 | of 1 ▷ ▷ ↓ ↓ 10 | 00% 🗸 | Find | Next 🔍 - 🚱 🕯 | a | | | | | | | | | |
|---|--|--|--------------------|---|-------------------------------|-----------------|--------------|---------|--------------|-----------|-------------------------|----------------|---------------------|----------|
| | | | CITY OF CLE | EVELAND MAYO BI-MONTH | OR'S OFFICE (ILY STATUS F | OF EQU REPOR | JAL OPP T | ORTUN | NITY | | | | | |
| Report Date: 4 Date Range: 1/ Department: E | /15/2014 /1/2010 - 4/15/2014 conomic Development - | Federal | | | | | | | | | | | | |
| | | | | | | | | | w | Vorker Ho | ours | | | |
| Contract Number | Project Name | Contractor Name | Contract Amount | Subcontractors | Award Amount | тот | MIN HOURS | MIN | FEM HOURS | FEM | CHP 188 RES HOURS | CHP 188 RES | LOW INC HOURS | |
| Temp ED 146 | ED 146 - Hot Sauce Williams Project (SF PW) | MAROUS BROTHERS CONTRUCTION INC | \$190,000.00 |) | | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % |
| | | | 1 | BE Company for Demonstration Purposes | | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % |
| | | | 2 | 2 Cordero Concrete Construction | \$17,100.00 | 89.50 | 53.00 | 59.22 % | 0.00 | 0.00 % | 35.00 | 39.11 % | 35.00 | 100.00 % |
| | | | 3 | H.M.H. Restoration, Ltd | | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % |
| | | | 4 | Signature Sign Co., Inc. | | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % |
| | | | | Total Participation | \$17,100,00 | 89.50 | 53.00 | 59 22 % | 0.00 | 0.00 % | 35.00 | 39.11% | 35.00 | 100.00 % |

Step 08: To print a PDF of the report displayed, click the following "Save to" icon: and select the desired format from the dropdown menu, in this case, select "PDF"

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|---|---|
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| CITY OF CLEVEL XML file with report data OF EQUAL OPPORTUNITY | |
| CSV (comma delimited) | |
| POF | |
| MHTML (web archive) | |
| Report Date: 4/15/2014 Excel | |
| Department: Economic Development - Federal TIFF file | |
| Word | |



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Step 09: If "PDF" was selected, then the resulting report would look like the following:

| City | OfClevelandStatusRe | port.pdf - Adobe | Acrobat Pro | - | | | | L | | - | | | | | | | | o _ x |
|--------|---------------------|---------------------------------|--|--|--------------|---|-----------------|-------|--------|----------|-------|---------|-------------------------|----------------|---------------------|----------|---------|-------|
| File E | dit View Windo | w Help | | | | | | | | | | | | | | | | × |
| 2 | Create 👻 🛛 🗖 |) 🖻 🖨 | 🖂 🕼 🔛 | 🤛 🔂 🕻 | | | | | | | | | | | | | | * |
| | 1 / 1 | R & (| 75% - | | | | | | | | | | | | | Tools | Comment | Share |
| | | | | | | | | | | | | | | | | | | - |
| - | | | | | CITY OF | CLEVELAND | AYOR'S O | FFICE | OF EQU | JAL OP | PORTU | NITY | | | | | | |
| | | | 1000010-01110 | | | BI-MO | UNTHLYS | TATUS | REPOR | <u>'</u> | | | | | | | | |
| | | Report Date: 4 Date Range: 1 | /15/2014 /1/2010 - 4/15/2014 | - | | | | | | | | | | | | | | |
| 27% | | Department: E | conomic Development | - Federal | | | | | | | W | orker l | lours | | | | | |
| | | Contract Number | Project Name | Contractor Name | Contract | Subcontractors | Award Amount | TOT | MIN | MIN | FEM | FEM | CHP 188 RES HOURS | CHP 188 RES | LOW INC HOURS | LOW | | |
| | | Temp ED 148 | ED 146 - Hot Sauce Williams Project (SF PW) | MAROUS BROTHERS CONTRUCTION INC | \$190,000.00 | 3 | | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % | | |
| | | | | | | BE Company for Demonstration Purposes | | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % | | |
| | | | | | - | Cordero Concrete Construction | \$17,100.00 | 89.50 | 53.00 | 59.22 % | 0.00 | 0.00 % | 35.00 | 39.11 % | 35.00 | 100.00 % | | |
| | | | | | 1 | H.M.H. Restoration, Ltd | | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % | | |
| | | | | | | Signature Sign Co., Inc. | | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % | 0.00 | 0.00 % | | |
| | | 11 | | | | Total Participation | \$17,100.00 | 89.50 | 53.00 | 59.22 % | 0.00 | 0.00 % | 35.00 | 39.11 % | 35.00 | 100,00 % | | |

Step 10: "Analyze the data":

- Problem: Only one contractor is entering hours. Prime contractor should contact the other 3 and have them report their hours.
- Of the hours reported, 39% are Cleveland residents and 100% of the hours are Low Income Hours.
- Hours reported will not be considered until all the subcontractors have reported their hours.

Step 11: Then login to "B2Gnow" and compare the listing for the corresponding "project". This would indicate which subcontractors need to be added to either B2Gnow or LCPtracker. For example, in this example, "H.M.H Restoration LTD" is not listed in B2Gnow and needs to be added.

| EVELAN | Contract Management: Subcontractor List | | | | | | | | Help & To | ols 🛠 |
|-------------------------------------|--|------------------------------|-----------|---------------------------------|-----------------|-------------------|---------------------|----------------------|-----------------------------------|------------------------------------|
| 4 | Contract Main View Contract Subcontractors Compliance Audit List Messages | Comments Reports | | | | | | | | |
| | Temp ED 146: ED 146 - Hot Sauce Williams Project (SF PW FL) Prime: Marous Brothers Construction Inc | | | | | | | 11/4 , Cu | Sta /2013 - 12/ rent Value: | tus: Open /11/2014 \$282,131 |
| ↔ → ② ③ | All subcontractors assigned to this contract are listed below. | | | | | | | | R | efresh Page |
| Home | Subcontractor List | | | | | | | | | 3 |
| View » | Subcontractor Name | | Certified | Current Award | Туре | Inc. in Goal | Compliance Audit | Final Pmnt | Acti | ons |
| Search » | 1 BE Company for Demonstration Purposes | | No | \$5 | Sub | No | ٢ | No | Add | Sub |
| Message » | 1 Cordero Concrete Construction | | 0 | \$17,100 | Sub 100% | C MBE | 0 | No | Add | Sub |
| Settings » | 1 Signature Sign Co., Inc. | | 0 | \$16,152 | Sub 100% | CSB | 0 | No | Add | Sub |
| Logoff Show All Hide All | | Add First Tier Subcontractor | | | | | | | | |
| Logged on as: Barbara Esperon, | Subcontractor Addition Requests | | | | | | | | | ഭ |
| Marous Brothers Construction Inc | Vendor Name | Submitted By | Certified | Requested Percent/ Amount | Inc. in Goal | Complian Audit | ce Date Re | quested | Status | Actions |
| | Cordero Concrete Construction | Brianna Niznik | 0 | \$17,100 | C MBE | 0 | 3/24/ | 2014 | Approved | View |
| | Customer Support | | | | | | Home He | l <u>p Print T</u> | his Page Pr | int To PDF |

Step 12: For "Development Projects" only, login to "B2Gnow" and add the missing subcontractor and all associated payment data. In this case, you would add "H.M.H Restoration LTD" to the project and all associated payment data.



Prime and General Contractor "Fannie Lewis Cleveland Resident Employment Law (Chapter 188)" Compliance Monitoring



Monitoring "Low Income Workers"

- Step 01:From your "Prime Approver Account", perform the following steps:1.Click "Reports" and go to dropdown menu labeled "Custom Reports"
 - 2. Click "City of Cleveland Low Income Workers Report"

| Portal eTraining Support Logout |
|---------------------------------|
| |
| In eDocuments Set Up |
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Step 02: Repeat "Steps 02 – 05" from previous page.

Step 03: Click "View Report"

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| y of Cleveland Low | Income Workers R | eport | | | | | | | | | | |
| epartment Economi | ic Development - CH : | 18 🕶 | Project Status | Active | ~ | | | | | | | View Report |
| roject ED 146 | - Hot Sauce Williams | PI 🕶 | Contractors | BE Company fo | r Demonstratior 💌 | | | | | | | |
| ip List Clevelan | id 🗸 | | From | 1/1/2010 | | | | | | | | |
| 0 4/15/20 | 14 | | | | | | | | | | | |
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| | | C | leveland R | esident Low I | ncome Workers | Report | | | | | | |
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| | | | | | | | | | | _ | | |
| | | | | | | | | | | - | | |
| port Date: 4/15/201 | 14 | | | | | | | | | | | |
| te Range: 1/1/2010 | - 4/15/2014 | | | | | | | | | | | |
| e Range: 1/1/2010 | - 4/15/2 | 014 | 014 | 014 | 014 | 014 | 014 | 014 | 014 | 014 | 014 | 014 |
| | | | | | | | | | | - | | |
| Zip List: Cleve | land Development - Fede | ral | | | | | | | | - | | |
| Zip List: Cleve | land Development - Fede | ral | | | | | | | | - | | |
| Zip List: Cleve partment: Economic Project: ED 146 - H | land Development - Fede lot Sauce Williams P | ral roject (SF | PW) | | Minority | Total Hours | | Achieved | | - | | |
| Zip List: Cleve partment: Economic Project: ED 146 - H Total Project Constr | land Development - Fede lot Sauce Williams P ruction Hours | ral roject (SF | PW) | | Minority 53.00 | Total Hours 89.50 | - | Achieved 100 | | - | | |
| Zip List: Cleve partment: Economic Project: ED 146 - H Total Project Constr | land Development - Fede Hot Sauce Williams P ruction Hours | ral roject (SF | PW) | | Minority 53.00 | Total Hours 89.50 | - | Achieved 100 | | - | | |
| Zip List: Cleve partment: Economic Project: ED 146 - H Total Project Constr Total Cleveland Res | land Development - Fede tot Sauce Williams P ruction Hours sident Hours | ral roject (SF | PW) | | Minority 53.00 35.00 | Total Hours 89.50 35.00 | - | Achieved 100 39.11 % | | _ | | |
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| Zip List: Cleve partment: Economic Project: ED 146 - H Total Project Constr Total Cleveland Ret Total Low Income C Low Income Clevela | land Development - Fede tot Sauce Williams P ruction Hours sident Hours Cleveland Resident Wo and Resident Workers | ral roject (SF | PW) | | Minority 53.00 35.00 35.00 | Total Hours 89.50 36.00 35.00 | - | Achieved 100 39.11 % 100.00 % | | - | | |
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| Zip List: Cleve partment: Economic Project: ED 146 - H Total Project Constr Total Cleveland Rest Total Low Income Clevela Low Income Clevela Contractor Cordero Concre | land Development - Fede tot Sauce Williams P ruction Hours sident Hours Develand Resident Workers and Resident Workers Err ete Construction FE | rroject (SF porker Hours pployee RRER, WIL | PW) | | Minority 53.00 35.00 35.00 Minority Y | Total Hours 89:50 35:00 Total Hours 17:00 | - | Achieved 100 .39,11 % 100.00 % | | _ | | |
| Zip List: Cleve partment: Economic Project: ED 146 - H Total Project Constr Total Cleveland Ret Total Low Income C Low Income Clevela Contractor Cordero Concre | land Development - Fede tot Sauce Williams P ruction Hours sident Hours Sident Hours Cleveland Resident Workers En and Resident Workers En te Construction FE te Construction PA | rroject (SF priver Hours aployee RRER, WIL EZ, SELMA | PW) | | Minority 53.00 35.00 35.00 35.00 Minority Y Y Y | Total Hours 89.50 35.00 35.00 Total Hours 17.00 18.00 | - | Achieved 100 39.11 % 100.00 % | | _ | | |
| Zip List: Cleve partment: Economic Project: ED 146 - H Total Project Constr Total Cleveland Ret Total Low Income C Low Income Clevela Contractor Cordero Concre | land Development - Fede Not Sauce Williams P ruction Hours sident Hours Sident Hours Cleveland Resident Workers En En te Construction FE te Construction PA | rral project (SF priver Hours aployee RRER, WIL EZ, SELMA | PW) | | Minority 53.00 35.00 35.00 Minority Y Y | Total Hours 89.50 35.00 | - | Achieved 100 39.11 % 100.00 % | | _ | | |