



**Mayor's Office of Equal Opportunity
B2Gnow and LCPtracker Training
OEO Requirements and Goals Overview**

Handout # 01

OEO Handouts

- 01. OEO, B2Gnow and LCPtracker Training Overview and Handouts
- 11. Prime or GC – OEO Project Closeout Checklist
- 12. Construction Cleveland Resident Low Income Job Order Form
- 13. Cleveland Resident Low Income Verification Application



Payments & Subcontractor Compliance

Workforce & Wage Compliance

- 02. B2Gnow Subcontractor Training
- 03. Subcontractor Payments Confirmation Steps
- 04. Search for Certified Firms and Good Faith Efforts Narrative and Documentation

- 05. Subcontractors Training
- 06. How to add Users to your Contractor's Account or Reset passwords or edit users
- 07. Prime or GC – Prime Approver Training
- 08. Prime or GC – Subcontractor Activation and Assignment
- 09. Prime or GC – Monitoring Chapter 188
- 10. Prime or GC – Prime Approver Guide

Please Record Your OEO Passwords Below

(1) B2Gnow Account:

User ID: _____

Password: _____

Use this account to enter your:

- (1) To enter payments to your subs & vendors
- (2) To confirm payments

Functions below applies only to Development Projects:

- (3) to enter subcontractors
- (4) to enter monthly payments made to your company to fund the project's monthly expenses

(2) LCPtracker "Contractor Account" Account:

User ID: _____

Password: _____

Use this account to enter payrolls for your construction workers working onsite.

(3) LCPtracker "Certification Esignature":

User ID: _____

Password: _____

*You create this account from within your contractor's account. Go to the "Set Up" tab. *** Use this account to certify each payroll entered. ****

(4) LCPtracker "Prime Approver" Account:

***** Only Prime or GC have this account *****

User ID: _____

Password: _____

Use this account to:

- a. Activate & assign your subcontractors
- b. Approve your company's payrolls as well as the payrolls of all the subcontractors
- c. Run Reports to monitor the project



**Mayor's Office of Equal Opportunity
B2Gnow and LCPtracker Training
OEO Requirements and Goals Overview**

City of Cleveland's OEO Certification and Compliance Reporting System



- Monitors compliance with subcontracting goals to certified subcontractors throughout the course of the contract
- Monitors payments to both certified and non-certified firms
- Monitors payments from the City of Cleveland and other sources to the Prime Contractor / General Contractor

City of Cleveland \$ → Prime \$ → Subcontractor

- Allows OEO to monitor construction worker hours, labor force demographics, Cleveland Resident worker hours, and Low Income worker hours
- Allows contractors to create, review, certify and submit Certified Payroll Reports (CPR)
- Reviews Certified Payroll Reports for Prevailing Wage compliance
- Monitors Living Wage compliance

**Payments
&
Subcontractor
Compliance**

**Workforce
&
Wage
Compliance**



Mayor’s Office of Equal Opportunity B2Gnow and LCPtracker Training OEO Requirements and Goals Overview

Prime Contractor or General Contractor Responsibilities

<p>For Standard City of Cleveland Contracts:</p>		<ul style="list-style-type: none"> • Enter payments received by the City of Cleveland (where requested) • Enter payments made to subcontractors
		<ul style="list-style-type: none"> • From your “Contractor Account”– Enter certified payrolls for your construction workers on the project. <ul style="list-style-type: none"> ○ Davis –Bacon projects: Weekly payroll submittals ○ State of Ohio Prevailing Wage (or non-prevailing wage projects): Monthly payroll submittals • From your “Prime Approver Account” – <ul style="list-style-type: none"> ○ Review and approve payrolls entered by your subcontractors ○ Ensure that all subcontractors who performed any construction are reporting payrolls • Review all Cleveland Low Income Worker Verification Applications received from your employees and/or subcontractors and submit to the OEO compliance officer. If approved, check the low income box in the employee profile. • Ensure proper documentation and approval of all craft Apprentices
<p>For Projects that have received loans or grants from Community Development or Economic Development:</p>		<ul style="list-style-type: none"> • Enter payments received by the City of Cleveland and <u>other funding sources</u> to document project progress • Enter payments made to subcontractors • Ensure that all subcontractors have been entered into B2Gnow • Ensure that all the construction subcontractors entered in B2Gnow are also assigned to the project in LCPtracker (and vice versa)
		<ul style="list-style-type: none"> • From your “Contractor Account”– Enter certified payrolls for your construction workers on the project • From your “Prime Approver Account” – <ul style="list-style-type: none"> ○ Review and approve payrolls entered by your subcontractors ○ Ensure that all subcontractors who performed any construction are reporting payrolls • Review all Cleveland Low Income Worker Verification Applications received from your employees and/or subcontractors and submit to the OEO compliance officer. If approved, check the low income box in the employee profile. Ensure proper documentation and approval of all craft Apprentices • Ensure that all the construction subcontractors entered in B2Gnow are also assigned to the project in LCPtracker (and vice versa)

Subcontractor Responsibilities

<p>For Standard City of Cleveland Contracts:</p>		<ul style="list-style-type: none"> • Confirm payments entered by Prime Contractors • Enter any payments to lower-tier subcontractors
		<ul style="list-style-type: none"> • Enter certified payrolls for your construction workers on the project. <ul style="list-style-type: none"> ○ Davis –Bacon projects: Weekly payroll submittals ○ State of Ohio Prevailing Wage (or non-prevailing wage projects): Monthly payroll submittals • Distribute, collect, review, and submit completed Cleveland Low Income Worker Verification Application(s) for low income workers to the Prime / General Contractor. If approved, check the low income box in the employee profile. • Submit Apprentice Forms and Documentation to the Prime / General Contractor.
<p>For Projects that have received loans or grants from Community Development or Economic Development:</p>		<ul style="list-style-type: none"> • Confirm payments entered by Prime Contractors • Enter any payments to lower-tier subcontractors
		<ul style="list-style-type: none"> • Enter certified payrolls for your construction workers on the project. <ul style="list-style-type: none"> ○ Davis –Bacon projects: Weekly payroll submittals ○ State of Ohio Prevailing Wage (or non-prevailing wage projects): Monthly payroll submittals • Distribute, collect, review, and submit completed Cleveland Low Income Worker Verification Application(s) for low income workers to the Prime / General Contractor. If approved, check the low income box in the employee profile. • Submit Apprentice Forms and Documentation to the Prime / General Contractor. For Prevailing Wage – Submit Apprentice Forms and Documentation to the Prime / General Contractor.



Mayor's Office of Equal Opportunity B2Gnow and LCPtracker Training OEO Requirements and Goals Overview

KEY REQUIREMENTS

CLEVELAND AREA BUSINESS CODE (§ Ch. 187)

Subcontracting ¹ (Dollars)		Threshold	Non-compliance Penalty	City of Cleveland's Monitoring System
Public Improvement Contracts -				 www.cleveland.diversitycompliance.com
<u>Vertical Construction</u>	MBE: 15% FBE: 7% CSB: 8%	Contracts over \$50k	Potential Penalties include: - Withholding of payment - Cancellation of contract - Disqualification of contractor	
<u>Horizontal Construction</u>	CSB: 30%		Community Development and Economic Development Projects: Non-compliance financial penalty of 10% of financial assistance is imposed	
<u>Design Build Construction RFP</u>	CSB: 40% or Custom %			
Professional Service Contracts -	CSB: 10%			
Requirements / Standard Contracts -	CSB: 20%			
Other types of Contracts -	CSB: 20%			

FANNIE M. LEWIS CLEVELAND RESIDENT EMPLOYMENT LAW (§ Ch. 188)

Total Employment Hours	Threshold	Non-compliance Penalty	City of Cleveland's Monitoring System	Special Note
<u>Cleveland Resident Employment:</u> 20% of Total Construction Hours <u>Certified Low Income:</u> 4% of 20% (Cleveland Resident) ²	Public Improvement Projects where City expends \$100k or more	Financial Penalty in the amount of 1/8 of 1% of the total contract for every percent shortfall.	 www.lcptracker.com	<ul style="list-style-type: none"> Cleveland Low Income Worker Verification Application <ul style="list-style-type: none"> ID & Tax documents are required in order to determine Low Income status. If Cleveland Low Income Worker is approved <ul style="list-style-type: none"> A letter will be issued to the Prime Contractor. The worker is approved for 5 years.

PREVAILING WAGE ³ for Construction Projects (§ Ch. 123.08)

Description	Threshold	Look Up Wages	Monitoring System
Davis-Bacon	*** Federal funded and/or assisted Projects *** <ul style="list-style-type: none"> Construction Contracts: \$2,000 for all types of construction projects 	Dept. of Labor Website	 www.lcptracker.com
Ohio's Prevailing Wage Ohio Revised Code 4115	*** Non-Federally Assisted Public Funds *** <ul style="list-style-type: none"> Vertical Construction Contracts: \$250,000 for new construction, or \$75,000 for other as of 09-23-13 Horizontal Construction Contracts: \$84,314 for new construction, or \$25,261 for other as of 01-01-14 	Ohio Dept. of Commerce Website	

FAIR EMPLOYMENT LAW (§ Ch. 189)

Living Wage	<ul style="list-style-type: none"> Construction Employees: All construction projects monitored via LCPtracker have a Living Wage Requirement For Non-Construction Employees Service Contracts: (Bids or RFPs includes Prof. Service Contracts): \$25k with 20 or + employees Financial Assistance Contracts: \$75k (except for residential housing) 	Minimum of \$10 per hour	 www.lcptracker.com
-------------	---	--------------------------	---

¹ Subcontractors must serve a "Commercially Useful Function" – actively performing, managing, or supervising the work involved. No "Pass-thru subcontractors" allowed. In addition, Subcontractors must be certified in specific trade of work in order for the Prime Contractor to get credit for using them as a "certified subcontractor" to meet MBE/FBE/CSB goals.

² In other words, contractor needs to employ a **Low income worker** for "8 hours" for every 1000 construction hours billed.

³ Combo of basic hourly rate and any fringe benefits (medical insurance, pensions, life insurance, disability & sickness ins., accident insurance, vacation and holiday pay, etc.)



Mayor's Office of Equal Opportunity B2Gnow and LCPtracker Training OEO Requirements and Goals Overview

	A	B
Depends on Type of Contract	Standard City Contracts Projects are typically approved by Board of Control 	Projects which are partially or fully funded and approved by City's Development Departments <ul style="list-style-type: none"> ○ Community Development ○ Economic Development
1) Who sets up the subcontractors	OEO Compliance Officer	The Prime or General Contractor
2) How is the City of Cleveland Payments recorded to the Prime in B2Gnow?	Currently, contractors record payments in monthly Audits in B2Gnow. In the future, it will be done automatically via an interface between B2Gnow and the City's financial management system.	General Contractor must record all payments made to the Prime Contractor to fund the construction of the project.

Questions regarding:	Contact:
1. Subcontracting Requirements (§ ch. 187) 2. Cleveland Resident Employment Requirements (§ ch. 188) 3. Low Income Worker Verification Process and/or Application	<ul style="list-style-type: none"> • General Contractor • City Project Manager • OEO Compliance Officer • City of Cleveland OEO Webpage: www.city.cleveland.oh.us/o eo
4. Prevailing Wage Requirements <small>State or Federal (Davis-Bacon)</small> 5. Apprentice Documentation Requirements	<ul style="list-style-type: none"> • General Contractor or Prime Contractor • Project's Prevailing Wage Coordinator • City of Cleveland Prevailing Wage Webpage: www.city.cleveland.oh.us/o eo
6. Becoming a City Certified Firm <ul style="list-style-type: none"> • CSB • MBE • FBE 	<ul style="list-style-type: none"> • B2Gnow – www.cleveland.diversitycompliance.com • OEO Certification Officer(s)

Questions B2Gnow and/or LCPtracker - If you attended **training** (online and/or in person) and have an issue you need to resolve with either systems, please contact:



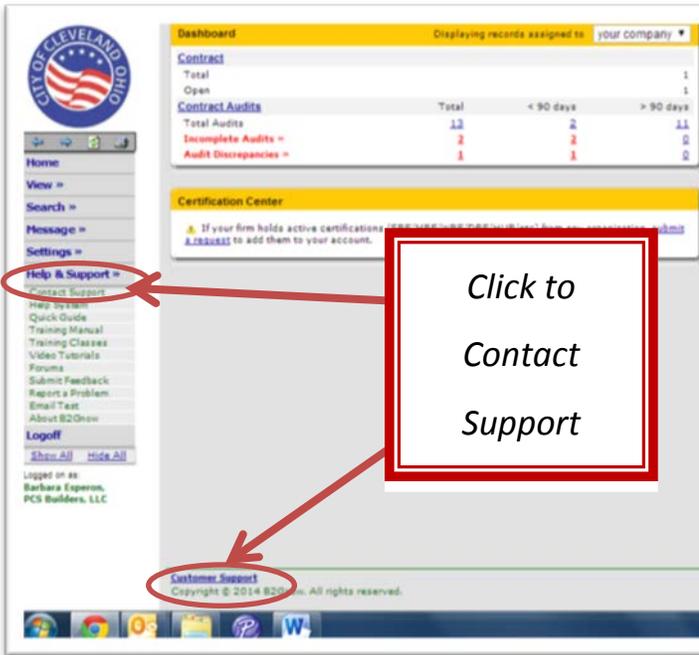
Mayor's Office of Equal Opportunity
 B2Gnow and LCPtracker Training
 OEO Requirements and Goals Overview

B2Gnow

www.cleveland.diversitycompliance.com

LCPtracker
 Labor Compliance Software

www.lcptracker.com



For telephone support

- please call [714-669-0052](tel:714-669-0052) option 4

For email help

- please email support@lcptracker.com

For telephone support

- please call [602-490-0809](tel:602-490-0809)