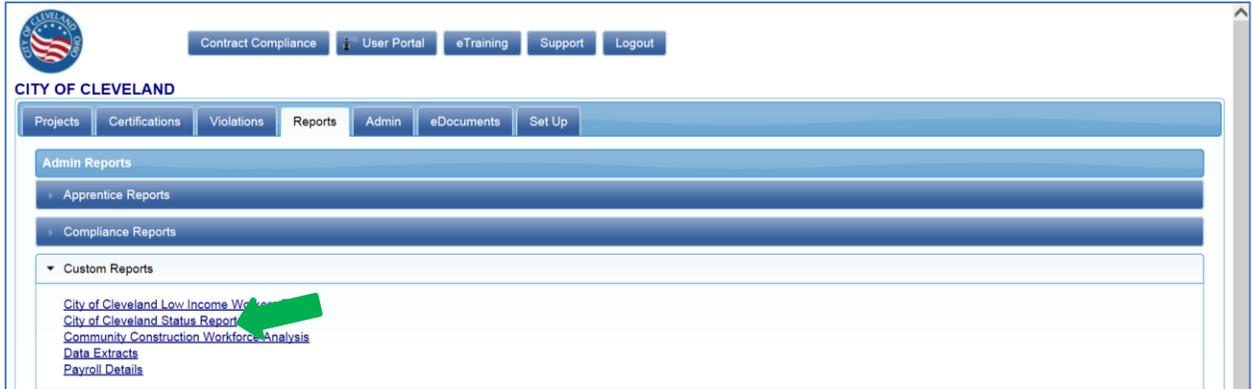


**Prime and General Contractor
“Fannie Lewis Cleveland Resident Employment Law (Chapter 188)”
Compliance Monitoring**

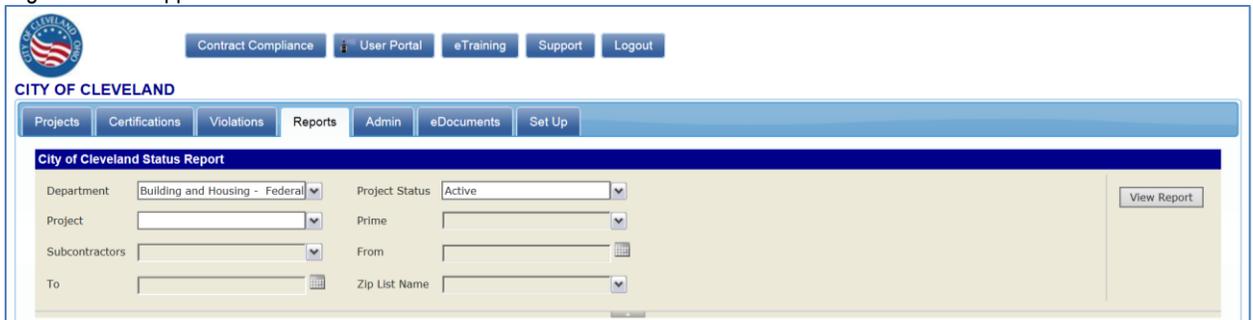
Monitoring “Certified Payrolls Reporting”

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”



Step 02: The following screen will appear:



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



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



Step 05: Select the **“Project(s)”** to display

Step 06: Click **“View Report”**

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

CITY OF CLEVELAND MAYOR'S OFFICE OF EQUAL OPPORTUNITY
 BI-MONTHLY STATUS REPORT

Report Date: 4/15/2014
 Date Range: 1/1/2010 - 4/15/2014
 Department: Economic Development - Federal

Contract Number	Project Name	Contractor Name	Contract Amount	Subcontractors	Award Amount	Worker Hours								
						TOT	MIN HOURS	MIN	FEM HOURS	FEM	CHP 188 RES HOURS	CHP 188 RES	LOW INC HOURS	LOW INC
Temp ED 146	ED 146 - Hot Sauce Williams Project (SF PW)	MAROUS BROTHERS CONSTRUCTION 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 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”**

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

Contract Number	Project Name	Contractor Name	Contract Amount	Subcontractors	Award Amount	Worker Hours								
						TOT	MIN HOURS	MIN	FEM HOURS	FEM	CHP 188 RES HOURS	CHP 188 RES	LOW INC HOURS	LOW INC
Temp ED 146	ED 146 - Hot Sauce Williams Project (SF PW)	MAROUS BROTHERS CONSTRUCTION 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 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 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.

Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
BE Company for Demonstration Purposes	No	\$5	Sub	No	✓	No	Add Sub
Cordero Concrete Construction	✓	\$17,100	Sub	100%	✓	No	Add Sub
Signature Sign Co., Inc.	✓	\$16,152	Sub	100%	✓	No	Add Sub

Vendor Name	Submitted By	Certified	Requested Percent/ Amount	Inc. in Goal	Compliance Audit	Date Requested	Status	Actions
Cordero Concrete Construction	Brianna Niznik	✓	\$17,100	✓	✓	3/24/2014	Approved	View

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.

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”**



Step 02: Repeat **“Steps 02 – 05”** from previous page.

Step 03: Click **“View Report”**

