# 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

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

## Workforce & Wage Compliance

- 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:**

| 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

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**Handout # 01**
### City of Cleveland’s OEO Certification and Compliance Reporting System

<table>
<thead>
<tr>
<th>B2Gnow</th>
<th>LCP tracker</th>
</tr>
</thead>
</table>
| o Monitors compliance with subcontracting goals to certified subcontractors throughout the course of the contract.  
| o Monitors payments to both certified and non-certified firms.  
| o Monitors payments from the City of Cleveland and other sources to the Prime Contractor / General Contractor.  
  
   City of Cleveland $ \rightarrow$ Prime $ \rightarrow$ Subcontractor  | o Allows OEO to monitor construction worker hours, labor force demographics, Cleveland Resident worker hours, and Low Income worker hours.  
| o Allows contractors to create, review, certify and submit Certified Payroll Reports (CPR).  
| o Reviews Certified Payroll Reports for Prevailing Wage compliance.  
| o Monitors Living Wage compliance.  |

| Payments & Subcontractor Compliance | Workforce & Wage Compliance |

- 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.
# Prime Contractor or General Contractor Responsibilities

### For Standard City of Cleveland Contracts:
- Enter payments received by the City of Cleveland (where requested)
- Enter payments made to subcontractors

#### B2Gnow
- From your **Contractor Account** – Enter certified payrolls for your construction workers on the project.
  - Davis –Bacon projects: Weekly payroll submittals
  - State of Ohio Prevailing Wage (or non-prevailing wage projects): Monthly payroll submittals
- From your **Prime Approver Account** –
  - Review and approve payrolls entered by your subcontractors
  - Ensure that all subcontractors who performed any construction are reporting payrolls

#### LCPtracker
- 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**

### For Projects that have received loans or grants from Community Development or Economic Development:
- Enter payments received by the City of Cleveland and other funding sources 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)

#### B2Gnow
- From your **Contractor Account** – Enter certified payrolls for your construction workers on the project
- From your **Prime Approver Account** –
  - Review and approve payrolls entered by your subcontractors
  - Ensure that all subcontractors who performed any construction are reporting payrolls

#### LCPtracker
- 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**

# Subcontractor Responsibilities

### For Standard City of Cleveland Contracts:
- Confirm payments entered by Prime Contractors
- Enter any payments to lower-tier subcontractors

#### B2Gnow
- Enter certified payrolls for your construction workers on the project.
  - 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 Projects that have received loans or grants from Community Development or Economic Development:
- Confirm payments entered by Prime Contractors
- Enter any payments to lower-tier subcontractors

#### B2Gnow
- Enter certified payrolls for your construction workers on the project.
  - 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)

<table>
<thead>
<tr>
<th>Subcontracting (Dollars)</th>
<th>Threshold</th>
<th>Non-compliance Penalty</th>
<th>City of Cleveland’s Monitoring System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Improvement Contracts –</td>
<td></td>
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</tr>
</tbody>
</table>
| **Vertical Construction** | MBE: 15% FBE: 7% CSB: 8% | Potential Penalties include:  
- Withholding of payment  
- Cancellation of contract  
- Disqualification of contractor |
| Contracts over $50k | |
| Horizontal Construction | CSB: 30% | Community Development and Economic Development Projects:  
**Non-compliance financial penalty of 10% of financial assistance is imposed** |
| Design Build Construction RFP | CSB: 40% or Custom % |  |
| Professional Service Contracts –  |
| Requirements / Standard Contracts –  |
| Other types of Contracts –  |

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

<table>
<thead>
<tr>
<th>Total Employment Hours</th>
<th>Threshold</th>
<th>Non-compliance Penalty</th>
<th>City of Cleveland’s Monitoring System</th>
<th>Special Note</th>
</tr>
</thead>
</table>
| Cleveland Resident Employment:  
**20% of Total Construction Hours** | 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.** |  |  |
| Certified Low Income:  
**4% of 20% [Cleveland Resident]** 2 |  |  |  |  |

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Threshold</th>
<th>Look Up Wages</th>
<th>Monitoring System</th>
</tr>
</thead>
</table>
| Davis-Bacon **Federal funded and/or assisted Projects**  
- **Construction Contracts:** $2,000 for all types of construction projects |  | Dept. of Labor Website |  |
| Ohio’s Prevailing Wage  
Ohio Revised Code 4115 **Non-Federally Assisted Public Funds**  
- **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)

<table>
<thead>
<tr>
<th>Living Wage</th>
<th></th>
<th>Minimum of $10 per hour</th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **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) |  |  |  |  |

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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**

<table>
<thead>
<tr>
<th>Depends on Type of Contract</th>
<th>A</th>
<th>B</th>
</tr>
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<tbody>
<tr>
<td><strong>Standard City Contracts</strong></td>
<td>Projects are typically approved by <strong>Board of Control</strong></td>
<td>Projects which are partially or fully funded and approved by City’s Development Departments</td>
</tr>
<tr>
<td><strong>Projects</strong></td>
<td></td>
<td><strong>Community Development</strong></td>
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<tr>
<td></td>
<td></td>
<td><strong>Economic Development</strong></td>
</tr>
</tbody>
</table>

| 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:

<table>
<thead>
<tr>
<th>Questions</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Subcontracting Requirements (§ Ch. 187)</td>
<td>• General Contractor</td>
</tr>
<tr>
<td>2. Cleveland Resident Employment Requirements (§ Ch. 188)</td>
<td>• City Project Manager</td>
</tr>
<tr>
<td>3. Low Income Worker Verification Process and/or Application</td>
<td>• OEO Compliance Officer</td>
</tr>
<tr>
<td>4. Prevailing Wage Requirements</td>
<td>• City of Cleveland OEO Webpage: <a href="http://www.city.cleveland.oh.us/oeo">www.city.cleveland.oh.us/oeo</a></td>
</tr>
<tr>
<td>State or Federal (Davis-Bacon)</td>
<td>• General Contractor or Prime Contractor</td>
</tr>
<tr>
<td>5. Apprentice Documentation Requirements</td>
<td>• Project’s Prevailing Wage Coordinator</td>
</tr>
<tr>
<td></td>
<td>• City of Cleveland Prevailing Wage Webpage: <a href="http://www.city.cleveland.oh.us/oeo">www.city.cleveland.oh.us/oeo</a></td>
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<tr>
<td>• CSB</td>
<td>• OEO Certification Officer(s)</td>
</tr>
<tr>
<td>• MBE</td>
<td></td>
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<tr>
<td>• FBE</td>
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### 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:
<table>
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<tr>
<th><strong>Mayor's Office of Equal Opportunity</strong></th>
<th><strong>B2Gnow and LCPtracker Training</strong></th>
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<tr>
<td><strong>OEO Requirements and Goals Overview</strong></td>
<td><strong><a href="http://www.cleveland.diversitycompliance.com">www.cleveland.diversitycompliance.com</a></strong></td>
</tr>
<tr>
<td></td>
<td><strong><a href="http://www.lcptracker.com">www.lcptracker.com</a></strong></td>
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<tr>
<th><strong>For telephone support</strong></th>
<th><strong>For email help</strong></th>
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<tbody>
<tr>
<td>• please call <strong>714-669-0052 option 4</strong></td>
<td>• please email <strong><a href="mailto:support@lcptracker.com">support@lcptracker.com</a></strong></td>
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For telephone support

- please call **602-490-0809**

Click to
Contact
Support