



CITY OF CLEVELAND
Mayor Frank G. Jackson

Contractor's Certified Payroll Reporting Requirements Summary

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ELECTRONIC SUBMITTALS OF CERTIFIED PAYROLLS

Beginning in 2013, all contractors will be required to submit their Certified Payrolls Reports (CPR) online through www.lcptracker.net. When a contractor is awarded a City project, the compliance officer and/or the prevailing wage coordinator assigned to the project will set up the project in the LCPTracker system, and provide the prime contractor with a log-in and password. The compliance officer and/or the prime contractor will then input the various subcontractors and assign them log-ins and passwords. This paperless submittal change is not optional: all companies will be using the new system. *Those contractors who submit paper payrolls will have them returned and will have to enter them into the online system; this will ensure prompt payment of submitted invoices.*

LCPTracker SYSTEM

The LCPTracker system is a paperless, online system for entering certified payrolls. Rather than submitting the familiar paper Prevailing Wage forms (Affidavits of Prime Contractor, Statements of Compliance, Weekly Certified Payroll Spreadsheets, etc.), contractors will enter all payrolls and related information online. All project-specific wage rates & classifications will be online, and the contractor will choose specific rates and jobs from a menu.

COMPUTER & INTERNET ACCESS













The contractor will need a computer and an internet connection to access LCPTracker. For those contractors who do not have this ability, the prime contractor of each project will provide the computer and equipment necessary to submit the payrolls electronically. Moreover, Public computers are available at most public libraries. In addition, the Mayor's Office of Equal Opportunity (Room 335) at City Hall has a dedicated computer with internet access for contractors to use.

TRAINING OPPORTUNITIES

Should you be interested in taking a LCPTracker class, please contact the [Mayor's Office of Equal Opportunity at \(216\) 664-4155](#) or email nsingleton@city.cleveland.oh.us to reserve a seat. Training sessions are offered typically once a week until further notice at the Mayor's Office of Equal Opportunity, Conference Room 334 in City Hall. In order to get **free parking** for attending the training session, please park in the building's attached parking garage and bring your parking stub with you to class so it can be stamped and validated.

In addition, training is also available through self-guided online tutorials available when a contractor logs in to the system: www.LCPTracker.net. For an overview of the LCPTracker system, please go to www.lcptracker.com.

Certified Payroll Reporting Requirements

CPR Requirements	1 Funded with State and/or Non-Federal Public Funds	2 Federally Funded "Only" Contracts	3 Federal and State Funded Contracts
1. Governing Law	Ohio Revised Code 4115 (ORC 4115)	Davis-Bacon	Davis-Bacon & ORC 4115
2. Workers must be paid	WEEKLY or BI-WEEKLY	WEEKLY	WEEKLY
3. "Payroll Date Schedule" is required before work begins	Yes, please submit a completed "Payroll Dates Submittal" form [CF 15]		
4. Certified Payroll Compliance Signature Authorization	Yes, please submit a completed "Payroll Signature Authorization" form [CF 12] prior to submitting any CPRs.		
5. 1 st Certified Payroll Report (CPR) submittal is due	Within two weeks of after the initial pay period. (ORC 4115.07)	Within two weeks of after the initial pay period.	
6. Subsequent CPR submittals are due	<ul style="list-style-type: none"> Projects less than 4 months, need CPR WEEKLY; longer projects, need CPR MONTHLY ¹ (ORC 4115.071(C)) 	WEEKLY No later than seven (7) calendar days after each weekly payroll date	WEEKLY No later than seven (7) calendar days after each weekly payroll date
7. You must identify "FIRST" and "FINAL" CPR reports	Yes ²	Yes	Yes ²
8. Are CPR Reports required when "NO WORK" was performed?	Yes, CPR must note that "No Work" Performed or submit a completed "Statement of Non-Performance" [CF 20]		
9. CPR Reports must be numbered in SEQUENCE (consecutively), submitted in order BY CONTRACTOR including "NO WORK PAYROLLS"	Yes, all weeks must be accounted for.		
10. For how long do Contractors and Subcontractors are required to keep a complete set of payroll reports and documents?	Records shall be retained for 3 YEARS after project finalization and resolution of any prevailing wage violations		
11. CPR Reports Submittals	Beginning in January of 2013, all CPR Reports and documents must be submitted electronically via www.LCPtracker.net		

¹ It may be weekly depending on funding source, contract requirements, and/or compliance officer discretion.

² FINAL CPR should be sent in with FINAL COMPLIANCE AFFIDAVIT.

CPR Requirements	1 Funded with State and/or Non-Federal Public Funds	2 Federally Funded "Only" Contracts	3 Federal and State Funded Contracts
12. Penalties for failure to submit CPR reports on time	<ul style="list-style-type: none"> → City will delay and/or stop payment on your project. → For repeat offenders, the City will report you to State's Wage and Hour Administration. 	<ul style="list-style-type: none"> → City will delay and/or stop payment on your project. → For repeat offenders, the City will report you to DOL. 	<ul style="list-style-type: none"> → City will delay and/or stop payment on your project. → For repeat offenders, the City will report you to both State's Wage and Hour Administration and the DOL.
13. Penalties for Falsification of CPR reports	<p><u>Note 1:</u> If an intentional violation is determined to have occurred, the contractor is prohibited from contracting directly or indirectly with any public authority for the construction of a public improvement.</p> <p>Intentional violation means "a willful, knowing, or deliberate disregard for any provision" of the prevailing wage law and includes but is not limited to the following action: Intentional failure to submit payroll reports as required or knowingly submitting false or erroneous reports.</p> <p>In addition, the ODOC imposes financial penalties.</p>	<p><u>Note 2:</u> Contractors and/or subcontractors that are found to have willfully falsified payroll reports including correction certified payroll reports may be subject to civil or criminal Prosecution. Penalties may be imposed of \$1,000 and/or one year in prison for each false statement (see Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code).</p> <p>In addition, the DOL imposes financial penalties.</p>	Note 1 & Note 2
14. CPR must include the following:	<ol style="list-style-type: none"> 1. Employees' names, addresses, and social security numbers. ³ 2. Employees' work classification. <ul style="list-style-type: none"> (a) Be specific about the laborers and/or operators (Group). (b) For all apprentices, show level/year and percent of journeyman's rate. 3. Hours worked on the project for each employee. <ul style="list-style-type: none"> (a) The number of hours worked in each day and the total number of hours worked each week. 4. Hourly rate for each employee. <ul style="list-style-type: none"> (a) The minimum rate paid must be the wage rate for the appropriate classification. The Department's Wage Rate Schedule sets this rate. (b) All overtime worked is to be paid at time and one-half for all hours worked more than forty (40) per week. 5. Where fringes are paid into a bona fide plan instead of cash, list each benefit and amount per hour paid to program for each employee. 6. Gross amount earned on all projects during the pay period. 7. Total deductions from employee's wages. 8. Net amount paid. 		

³ First Payroll must include the complete Social Security # in each employee and/or a list of all employees and their Social Security #. Sequent Payrolls must include the last 4 digits.