

## MSDGC Contract Compliance Program Project Reporting Requirements Checklist for Contractors and Subcontractors

### A. The following documentation *must be submitted directly to the MSDGC Prevailing Wage Coordinator located in the City Purchasing Division:*

**MSD Form 208 – Subcontractor Approval & Substitution Request Form (REQUIRED FOR ALL SUBCONTRACTORS).** MSDGC requires that all subcontractors, regardless of tier, be approved by the Prevailing Wage Coordinator **prior to** starting work on a City project. The approval process ensures that firms or individuals that are to work on City projects are not suspended or debarred by the State of Ohio, or are otherwise not eligible to perform work on publicly funded projects.

The MSDGC Form 208 must be completed in its entirety and submitted to the MSDGC Prevailing Wage Coordinator **two weeks** prior to the subcontractor's estimated start date. After receipt and review of the MSDGC Form 208, the Prevailing Wage Coordinator will notify the prime contractor whether the subcontractor has been approved or reasons why approval cannot be granted.

**Payroll Dates – Prevailing Wage Law Form.** This form is required of all contractors and subcontractors prior to beginning work on any public improvement project. **For subcontractors, it is suggested that this form be submitted with the MSD Form 208 to avoid additional request from the prevailing wage coordinator.**

**Certified Payroll Reports.** For contracts awarded after August 1, 2015, certified payroll must be submitted using LCP Tracker. Please be sure MSDGC has current information on the contact person for certified payroll for your company and any subcontractors you plan to use on the project. The certified payroll contact will receive an email re: LCP Tracker account login information, support contact information, and how to access training and reference materials if needed.

Certified payroll for State of Ohio Prevailing Wage Rate projects must be reported monthly for projects greater than 4 months in duration and weekly for projects 4 months or less. Certified payroll for Federal Department of Labor Davis Bacon Wage Rate projects must be reported weekly.

**Union Affiliation Letter** (if applicable). Letter must be on union letterhead and uploaded in LCP Tracker prior to submitting the first payroll. This letter only has to be uploaded once unless union affiliation changes or ends (at which time you must notify the prevailing wage coordinator). In lieu of letter, the cover page and signature page of agreement can be uploaded.

**Prevailing Wage Notification to Employee Form.** The contractor or subcontractor shall furnish the Prevailing Wage Notification Form to each employee on the project that is not covered by a collective bargaining agreement and do not contribute to a benefits plan that has been approved by the State of Ohio. The Prevailing Wage Notification Form must be uploaded in LCP Tracker along with the first payroll and again if additional employees are added to the project or the wage rate is updated by the State of Ohio.

**Apprenticeship Certificates.** If applicable, the apprenticeship certificates for apprentices performing work on the project for the Prime and any subcontractors must be uploaded in LCP Tracker for approval by the MSDGC Contract Compliance Program coordinator before the certified payroll can be submitted. **Please email coordinator for approval once uploaded to avoid delays in certified payroll submittals.**

**B. The following affidavits must accompany your final payment request (see instructions included in Specification Section 00 68 01 Contractor's Payment Application Checklist) and must be submitted with original signature (no copies accepted):**

**Affidavit of Contractor or Subcontractor Prevailing Wage Form - 00 68 06 (formerly Form 104).** Each contractor and subcontractor must complete and notarize. An original signature is required (no copies will be accepted). Please be sure that the work performed date range reflected on the affidavit corresponds with the certified payroll on file.

**C. The following must be posted at the project location as outlined below:**

**EEO Notice – Form MSD 122.** The contractor and subcontractors are required to post copies of this notice (along with the Employee Rights Under Davis Bacon Act poster if applicable) in conspicuous places available to employees and applicants.

**Prevailing Wage Rates.** Prevailing Wage Rates must be posted on location at the project site. Changes in rate of pay during the life of the contract are the responsibility of the Contractor. To ensure compliance, you are encouraged to visit the Contract Compliance Prevailing Wage site on a weekly basis at [www.msdbg.org](http://www.msdbg.org). (Federal Davis Bacon Act rates, if applicable, remain in effect from the time of bid through the duration of a contract.)

**The General/Prime Contractor should share a copy of the contract and Prevailing Wage Rates applicable to the project along with a copy of the above mentioned forms to their subcontractors to assist with compliance by the subcontractor.**

All Contract Compliance Program forms and related information can be found at [www.msdbg.org](http://www.msdbg.org)

**Direct all MSDGC Contract Compliance Program documents and inquiries to:**

**Joseph Fleming III, MPA  
Contract Compliance Specialist  
Department of Economic Inclusion  
Two Centennial Plaza  
805 Central Avenue, Ste. 610  
[Joseph.Fleming@Cincinnati-Oh.gov](mailto:Joseph.Fleming@Cincinnati-Oh.gov)**