



Office of Equal Opportunity Self-Reporting Form

An Introduction

The OEO Self-Reporting Form

The OEO Self-Reporting Form Contains
Three Parts:

1. **Reporting Summary and Affidavit**
2. **Invoice and Payment Summary**
3. **Resident Worker Hour Report**

The OEO Self-Reporting Form

The first tab of the OEO Self-Reporting Form is the **Reporting Summary and Affidavit**.

- ◆ The Reporting Summary and Affidavit must be **completed, signed, notarized and submitted** to OEO each month during the course of the contract.

Reporting Summary and Affidavit

The Reporting Summary and Affidavit Includes:

- ◆ Project Name
- ◆ Contractor Name
- ◆ Contracting Department Name
- ◆ Contract Number
- ◆ MBE Contract Total and Cancelled Check Total
- ◆ FBE Contract Total and Cancelled Check Total
- ◆ CSB Contract Total and Cancelled Check Total
- ◆ Non-Certified Contractor Contract Total and Cancelled Check Total

Reporting Summary and Affidavit

Microsoft Excel - OEO Self-Reporting Form and Affidavit - EXAMPLE DRAFT - 9-26-08

City of Cleveland
REPORTING SUMMARY AND AFFIDAVIT

NAME OF PROJECT:	City Contract 1	CONTRACTING DEPARTMENT:	Public Service
NAME OF CONTRACTOR:	Prime Contractor A	CONTRACT NO.:	11111
CONTRACT TOTAL	\$0.00	FBE CONTRACT TOTAL	\$0.00
CANCELLED CHECK TOTAL	\$0.00	CANCELLED CHECK TOTAL	\$0.00
	\$0.00		
	\$0.00		

Contract Report (Chapter 188) - If Required

CONSTRUCTION WORKER HOURS		
RESIDENT CONSTRUCTION WORKER HOURS	0	0.00%
LOW INCOME CONSTRUCTION WORKER HOURS	0	0.00%

1. I attest that the financial information contained here and on the Invoice and Payment Summary document attached is an accurate representation of all invoices received from the named subcontractors, and all checks, lien waivers, and other considerations conveyed to the named subcontractors in payment of those invoices by the Contractor listed above. If any of the above information is incorrect, the Contractor hereby certifies the City of the details of the dispute in writing. All costs of the dispute shall be borne by the Contractor.

Reporting Summary and Affidavit | Invoice and Payment Summary | Resident Worker Hour Report

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Name of the Project

Contracting Department

Name of the Prime Contractor

Contract Number

Reporting Summary and Affidavit

Microsoft Excel - OEO Self-Reporting Form and Affidavit - EXAMPLE DRAFT - 9-26-08

City of Cleveland
OEO SELF-REPORTING SUMMARY AND AFFIDAVIT

NAME OF PROJECT:	City Contract 1	CONTRACTING DEPARTMENT:	Public Service
NAME OF CONTRACTOR:	Prime Contractor A	CONTRACT NO.:	11111
CSB		FBE	
CONTRACT TOTAL	\$80,000.00	CONTRACT TOTAL	\$70,000.00
CANCELLED CHECK TOTAL	\$45,000.00	CANCELLED CHECK TOTAL	\$35,000.00
MBE		NON-CERTIFIED	
CONTRACT TOTAL	\$150,000.00	CONTRACT TOTAL	\$100,000.00
CANCELLED CHECK TOTAL	\$88,000.00	CANCELLED CHECK TOTAL	\$46,000.00
Resident Worker Hour Report (Chapter 188) - If Required			
TOTAL CONSTRUCTION WORKER HOURS	0		%
RESIDENT CONSTRUCTION WORKER HOURS	0		0.00%
LOW INCOME CONSTRUCTION WORKER HOURS	0		0.00%

1. I attest that the financial information contained here and on the Invoice and Payment Summary document attached is an accurate representation of all invoices received from the named subcontractors, and all checks, lien waivers, and other considerations conveyed to the named subcontractors in payment of those invoices by the Contractor listed above. If any of these subcontractors are in violation of the Construction Related laws, has not certified the City of Cleveland, or if any of the above information is incorrect, the Contractor hereby certifies that the City of Cleveland is notified in writing. All costs...

Reporting Summary and Affidavit | Invoice and Payment Summary | Resident Worker Hour Report

CSB Contract Total and Cancelled Check Total

FBE Contract Total and Cancelled Check Total

MBE Contract Total and Cancelled Check Total

CSB Contract Total and Cancelled Check Total

Reporting Summary and Affidavit

The Reporting Summary and Affidavit also includes the Resident Worker Hour Report Summary

- ◆ Total Construction Worker Hours
- ◆ Total Resident Construction Worker Hours
- ◆ Total Low-Income Construction Worker Hours

Reporting Summary and Affidavit

Microsoft Excel - OEO Self-Reporting Form and Affidavit - EXAMPLE DRAFT - 9-26-08

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City of Cleveland
OEO SELF-REPORTING SUMMARY AND AFFIDAVIT

NAME OF PROJECT: **City Contract 1** CONTRACTING DEPARTMENT: **Public Service**

NAME OF CONTRACTOR: **Prime Contractor A** CONTRACT NO. **11111**

CSB		FBE	
CONTRACT TOTAL	\$80,000.00	CONTRACT TOTAL	\$70,000.00
CANCELLED CHECK TOTAL		CANCELLED CHECK TOTAL	\$35,000.00
		NON-CERTIFIED	
CONTRACT TOTAL		CONTRACT TOTAL	\$100,000.00
CANCELLED CHECK TOTAL		CANCELLED CHECK TOTAL	\$46,000.00

Total Construction Worker Hours

Resident Worker Hour Report (Chapter 1007) - Required			%
TOTAL CONSTRUCTION WORKER HOURS	2000		
RESIDENT CONSTRUCTION WORKER HOURS	400		20.00%
LOW INCOME CONSTRUCTION WORKER HOURS	16		4.00%

Resident Worker Hours

Low-Income Worker Hours

1. I attest that the financial information contained here and on the Invoice and Payment Summary document attached is an accurate representation of all invoices received from the named subcontractors, and all checks, lien waivers, and other considerations conveyed to the named subcontractors in payment of those invoices by the Contractor listed above. If any of these amounts are in dispute, the Contractor listed above has notified the City of the details of the dispute in writing.

Reporting Summary and Affidavit / Invoice and Payment Summary / Resident Worker Hour Report

Ready NUM

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Reporting Summary and Affidavit

- ◆ Make sure that:
 - All CSB, MBE, FBE and Non-certified Contractor financial totals are correct.
 - All worker hour totals are correct.
 - Affidavit **has been signed and notarized.**
- ◆ Even though the OEO Self-Reporting Form has been submitted electronically, the Reporting Summary and Affidavit **must still be signed, notarized and submitted** to OEO in paper form.

Reporting Summary and Affidavit

Microsoft Excel - OEO Self-Reporting Form and Affidavit - EXAMPLE DRAFT - 9-26-08

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CANCELLED CHECK TOTAL	\$88,000.00	CANCELLED CHECK TOTAL	\$45,000.00
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Resident Worker Hour Report (Chapter 188) - If Required		%
TOTAL CONSTRUCTION WORKER HOURS	2000	
RESIDENT CONSTRUCTION WORKER HOURS	400	20.00%
LOW INCOME CONSTRUCTION WORKER HOURS	16	4.00%

Page 1

1. I attest that the financial information contained here and on the Invoice and Payment Summary document attached is an accurate representation of all invoices received from the named subcontractors, and all checks, lien waivers, and other considerations conveyed to the named subcontractors in payment of those invoices by the Contractor listed above. If any of these amounts are in dispute, the Contractor listed above has notified the City of the details of the dispute in writing. All costs and charges billed under any invoice listed in the Invoicing and Payment Summary were incurred in furtherance of the work under this contract, and no amounts for sales tax or other charges are included.

If this contract is a construction contract with a value greater than \$100,000.00, the worker hours recorded here and on the Worker Hour Summary document attached is an accurate representation of the worker hours performed by the Contractor listed above, and all subcontractors, under the contract hours recorded on the Worker Hour Summary document as Associated Hours were performed by the Contractor listed above, or a subcontractor, on projects that were performed concurrently with those listed above.

Attested By: _____ Date: _____

Print Name & Title: _____ Firm: _____
(Principal of Contractor)

Sworn to and subscribed before me on: _____ Date: _____

Revised: 3/22/2008

Reporting Summary and Affidavit / Invoice and Payment Summary / Resident Worker Hour Report

Ready NUM

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Authorized Representative

Notary Public

REMEMBER:
The Reporting Summary and Affidavit Must be **Signed, Notarized and Submitted** to OEO each month.

The OEO Self-Reporting Form

- ◆ The second tab of the OEO Self-Reporting Form is the **Invoice and Payment Summary**
- ◆ The Invoice and Payment Summary has two sections.
 - **Section 1** records basic project information
 - **Section 2** records invoice and payment data for Subcontractors

Invoice and Payment Summary

- ◆ **Section 1** of the Invoice and Payment Summary records basic financial information about the Project, including:
 - Project Name
 - Contractor Name
 - Contracting Department
 - Contract Number
 - Contract Amount (and Modifications)
 - Project Paid-to-Date
 - Project CSB, MBE, and FBE Award Totals
- ◆ Prime Contractors should complete Section 1 and update as necessary

Filling out Section 1

Microsoft Excel - OEO Self-Reporting Form and Affidavit - DRAFT - 9-22-08 - A

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NAME OF PROJECT: **City Contract 1**

DEPARTMENT: **Public Service**

NAME OF CONTRACTOR: **Prime Contractor A**

CONTRACT NO. **11111**

ORIGINAL CONTRACT AMOUNT: **\$1,000,000.00**

CSB AWARDS: **\$80,000.00** **8.00%**

MODIFICATION: **\$0.00**

MBE AWARDS: **\$1,000.00** **15.00%**

CURRENT CONTRACT AMOUNT: **\$1,000,000.00**

FBE AWARDS: **\$0.00** **7.00%**

TOTAL PROJECT PAID

SECTION 1

SECTION 2

SUBCONTRACTOR: **CSB Subcontractor 1**

TYPE: **CSB**

AWARD \$: **\$80,000.00**

AWARD %: **8.00%**

ACTUAL \$: **\$0.00**

ACTUAL %: **0.00%**

Financial Reporting & Affidavit / Worker Hours Reporting / Green Building / CONTACT INFORMATION

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Filling out Section 1

Microsoft Excel - OEO Self-Reporting Form and Affidavit - DRAFT - 9-22-08 - A

Revised: 9/22/2008

City of Cleveland
PRIME CONTRACTOR'S SUMMARY

Original Contract Amount

CSB Award

MBE Award

FBE Award

NAME OF PROJECT:	City Contract 1	DEPARTMENT:	Public Safety
NAME OF CONTRACTOR:	Prime Contractor A	CONTRACT NO.:	11111
ORIGINAL CONTRACT AMOUNT:	\$1,000,000.00	CSB AWARDS:	\$80,000.00
MODIFICATIONS:	\$0.00	MBE AWARDS:	\$150,000.00
CURRENT CONTRACT AMOUNT:	\$1,000,000.00	FBE AWARDS:	\$70,000.00 7.00%
TOTAL PROJECT PAID TO DATE :	\$0.00		

The Prime Contractor must complete this **INVOICE AND PAYMENT SUMMARY**, documenting all invoices received from subcontractors participating on this contract, and all checks, lien waivers, and other consideration conveyed to the subcontractors.

When an invoice from a subcontractor is received, the Prime Contractor must record the **INVOICE NUMBER PER INVOICE** on this Invoice and Payment Summary. Each invoice must be placed on a separate line. When recording the **CONTRACT PAID AMOUNT**, **ACTUAL CHECK AMOUNT**, the **CHECK NUMBER** and the **CHECK DATE** on this Invoice and Payment Summary. Totals are calculated by the Invoice and Payment Summary, but **the Prime Contractor is responsible for verifying the accuracy of the totals.**

The Prime Contractor must then calculate and record the **CONTRACT TOTAL**, **INVOICE TOTAL** and **CANCELLED CHECK TOTAL** for all MBE, FBE, CSB and NON-CERTIFIED subcontractors on the attached **OEO REPORTING AFFIDAVIT**.

SECTION 2

SUBCONTRACTOR:	CSB Subcontractor 1	TYPE:	CSB
AWARD \$:	\$80,000.00	AWARD %:	8.00%
ACTUAL \$:	\$0.00	ACTUAL %:	0.00%

Financial Reporting & Affidavit / Worker Hours Reporting / Green Building / CONTACT INFORMATION

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Invoice and Payment Summary

- ◆ Section 2 of the Invoice and Payment Summary records financial information for all Subcontractors, including:
 - Subcontractor Name
 - Subcontractor Type (CSB/MBE/FBE/NonCert)
 - Invoice Numbers from Subcontractor to Prime
 - Amount Paid to Subcontractors
 - Check Numbers
 - Check Dates
 - Descriptions of Work per Invoice
- ◆ The Prime Contractor should update Section 2 whenever there has been a transaction with a Subcontractor

Filling Out Section 2

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Revised: 8/15/2008

Contract Paid Amount

Actual Check Amount

Check Number

Invoice Number

Check Date

Description of Work Per Invoice

SECTION 2

SUBCONTRACTOR: CSB Subcontractor 1 TYPE: CSB

CONTRACT NO. Public Ser

When an invoice from a subcontractor is received, the Prime Contractor must record the INVOICE NUMBER and the DATE RECEIVED on the INVOICE SUMMARY. Each invoice must be placed on a separate line. When the invoice is received, the Prime Contractor must record the CONTRACT TOTAL, INVOICE TOTAL and CANCELLED CHECK TOTAL for all MBE, FBE, CSB and Non-Certified subcontractors. The INVOICE TOTAL and CANCELLED CHECK TOTAL must be attached OEO REPORTING AFFIDAVIT.

ACTUAL PAID \$: \$80,000.00

ACTUAL CHECK AMOUNT: \$45,000.00

ACTUAL %: 18.0%

INVOICE NUMBER	CONTRACT PAID AMOUNT	ACTUAL CHECK AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION OF WORK
11111	\$10,000.00	\$33,312.00	11111	1/2/08	Trucking
22222	\$15,000.00	\$15,555.00	22222	1/5/08	Trucking
33333	\$20,000.00	\$75,123.00	33333	1/9/08	Trucking
	\$80,000.00	Total Subcontract Amount		56.25%	Percentage Paid-to-Date
	\$45,000.00	Total Paid-to-Date			

SUBCONTRACTOR: NAME TYPE: CSB / MBE / FBE / Non-Certified

Reporting Summary and Affidavit Invoice and Payment Summary Resident Worker Hour Report

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Resident Worker Hour Report

- ◆ The third tab in the OEO Self-Reporting Form spreadsheet is the **Resident Worker Hour Report**
- ◆ **All employees** performing construction work on the project must be listed on this report. **This applies to both Prime Contractor and Subcontractor Workers.**

Resident Worker Hour Report

- ◆ Workers are listed on the left side of the spreadsheet. Information includes:
 - Contractor Name
 - Worker's Last Name
 - Worker's First Name
 - Last 4 Digits of Worker's SSN
 - Worker's Gender
 - Worker's Race
 - Worker's Cleveland Residency Status
 - Worker's Low-Income Status

Resident Worker Hour Report

Microsoft Excel - OEO Self-Reporting Form and Affidavit - EXAMPLE DRAFT - 9-26-08

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City of Cleveland
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WORKER HO...

Race

Residency Status

Gender

Low-Income Status

	Contractor	First Name	Last Name	SSN	Gender	Race	Resident	Low Income	Worker Hours
9	Contractor 1	Smith	John	1111	M	C			0										
10	Contractor 1	Smith	Jack	2222	M	B	X	X	0										
11	Contractor 1	Smith	Jane	3333	F	A	X		0										
12	Contractor 1	Smith	Josh	4444	M	H	X		0										
13	Contractor 1	Smith	Jim	5555	M	B			0										
14	Subcontractor 1	Smith	Janet	6666	F	A			0										
15	Subcontractor 1	Smith	James	7777	M	C			0										
16	Subcontractor 2	Smith	Joe	8888	M	C			0										
17									0										
18									0										
19									0										
20									0										
21									0										
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Reporting Summary and Affidavit Invoice and Payment Summary Resident Worker Hour Report

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Resident Worker Hour Report

◆ Worker's Cleveland Residency Status

- If the employee is a resident of the City of Cleveland, mark the appropriate box with an "X".
- If the employee is not a resident of the City of Cleveland, leave the box blank.

◆ Worker's Low-Income Status

- If the employee qualifies as a Low-Income worker, mark the appropriate box with an "X".
- If the employee does not qualify as a Low-Income worker, leave the box blank.

Resident Worker Hour Report

Worker Hours are listed on the right side of the spreadsheet

- ◆ Fill in the appropriate week-ending date at the top of the page.
- ◆ For each week, indicate the total number of hours the worker performed on the project.
- ◆ Include any overtime hours in the total hours worked.
- ◆ If Prime and Subcontractor week-ending dates are different, use the Prime Contractor's week-ending date, and the closest week-ending date for the Subcontractor.

Resident Worker Hour Report

- ◆ Totals for Worker Hours, Resident Worker Hours, and Low-Income Worker Hours are calculated automatically by the spreadsheet.
- ◆ **HOWEVER**, the Prime Contractor is responsible for verifying the accuracy of the worker hour totals before submitting the OEO Self-Reporting Form.

Resident Worker Hour Report

- ◆ After completing the **Resident Worker Hour Report**, you **still must submit** a copy of the Certified Payroll Reports to OEO each month.
- ◆ Certified Payroll Reports should be submitted with the **Report Summary and Affidavit**.

Submitting the Self-Reporting Form to OEO

Complete all tabs of the Spreadsheet:

- ◆ **Reporting Summary and Affidavit**
- ◆ **Invoice and Payment Summary**
- ◆ **Resident Worker Hour Report**

Submitting the Self-Reporting Form to OEO



- ◆ **Email** a complete copy of the report to your OEO Contract Monitor.

Submitting the Self-Reporting Form to OEO



- ◆ **Mail** a copy of the Reporting Summary and Affidavit, completed, signed, and notarized, along with Certified Payroll Reports, to:
- ◆ Office of Equal Opportunity
601 Lakeside Ave
Room #335
Cleveland, Ohio 44114

Questions?

- ◆ If you have any questions about the OEO Self-Reporting Form, please contact the City of Cleveland's Office of Equal Opportunity at:
(216)-664-4152

Thank you!

