

STATE OF OHIO, EQUAL OPPORTUNITY DIVISION

Affirmative Action Requirements

Construction Reform Demonstration Projects

2011

30 E. BROAD ST., 18TH FLOOR, COLUMBUS, OH 43215

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Affirmative Action Requirements for State Contractors and Subcontractors

- ✓ EEO Responsibilities – Overview
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- ✓ Demonstrating good faith efforts
- ✓ Construction Job Sites – EEO Requirements

EEO Responsibilities - Overview

Contractors shall comply with equal employment opportunity (EEO) and affirmative action requirements while performing on state and state assisted construction contracts. EEO requirements include utilization goals for minority and women in the contractor's construction workforce during the performance of a state contract. The minority utilization goals vary by geographical area and the female participation goal is 6.9% for all construction trades statewide.

Pursuant to Ohio Administrative Code (OAC) 123:2-3-02(A)(b), contractors and subcontractors that do not meet the state utilization work hour goals must implement and demonstrate a good faith effort to make specific affirmative action steps toward the accomplishment of the state's utilization work hour goals. Sanctions and penalties may be imposed on contractors that fail to meet the goals of an affirmative action program.

It is the responsibility of each contracting agency to develop a program to assist contractors' through conference, conciliation, mediation and persuasion to accomplish the goals and objectives of State of Ohio's affirmative action program.

EEO COVENANTS

Affirmative action and equal employment opportunity requirements are included in the bid specifications for all state and state assisted construction contracts. Contractors and subcontractors must agree and comply with the following provisions while performing under state contracts.

Conditions of a state or state assisted construction contract

Nondiscrimination:

- The contractor and subcontractor shall comply with applicable law regarding equal employment opportunity, including Ohio Revised Code (ORC) Sections 153.59, 125.111 and all Executive Orders issued by the Governor of the state of Ohio.
- In the hiring of employees for the performance of the work under any contract or subcontract, no contractor or subcontractor, or any person acting on the Contractor's or Subcontractor's behalf, shall, by reason of race, creed, sex, disability, military status or color, discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates.
- No contractor or subcontractor, or any person acting on a contractor's or subcontractor's behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability, military status or color.
- The contractor and subcontractor shall cooperate fully with the state Equal Opportunity Coordinator, with any other official or agency of the state or federal government, which seeks to eliminate unlawful employment discrimination, and with all other state and federal efforts to assure equal employment practices under the contract.
- In the event the contractor fails to comply with the nondiscrimination clauses, the contracting agency shall deduct from the amount payable to the contractor a forfeiture of the statutory penalty pursuant to ORC 153.60 for each person who is discriminated or intimidated against.
- The contract may be terminated or suspended in whole or in part by the contracting agency and all money to become due hereunder may be forfeited in the event of a violation.

Hiring Under State Public Improvement Contracts:

- Any provision of a hiring hall contract or agreement which obligates a contractor to hire, if available, only employees referred to the contractor by a labor organization shall be void as against public policy and unenforceable with respect to employment under any public improvement contract unless at the date of execution of the hiring hall contract or agreement, or within 30 days thereafter, the labor organization has procedures in effect for referring qualified employees for hire without regard to race, color, religion, national origin, military status or ancestry and unless the labor organization includes in its apprentice and journeyman's membership, or otherwise has available for job referral without discrimination, qualified employees, both whites and non-whites (including African-Americans).

Affirmative Action:

- The contractor and subcontractor shall comply with the state's Equal Employment Opportunity requirements described under ORC Sections 9.47, 153.08 as well as, OAC 123:2-3 through 123:2-11.
- The contractor and subcontractor shall demonstrate its good faith efforts to comply with the utilization goals currently established for minority and women employees.
- The contractor and subcontractor shall post the EEO Policy and Sexual Harassment Policy statements at the business location(s) and on job site(s).

Workforce Reporting - Input Form 29:

- Contractors and subcontractors shall provide monthly work hour utilization reports (Input Form 29) for the contractor's or the subcontractor's total workforce (private and public jobs) within the State of Ohio. The report must be filed by the tenth day of each month, beginning with the contract award and continuing until the contractor or subcontractor completes performance of the contract. A contractor's or subcontractor's failure to submit a monthly utilization work hour report shall be a basis for invoking any of the sanctions set forth in rule 123:2-7-01 of the Administrative Code.
- The Input Form 29 must be submitted electronically through the Ohio Business Gateway: <http://business.ohio.gov/efiling/>.

Conditions prior to the execution of a state or state assisted contract:

- The contractor shall submit with the bid an approved Affirmative Action Program or adopt the state of Ohio's Affirmative Action Program to the contracting agency.

Minority and Female Participation Goals for Construction Trades

Contractors and subcontractors with fifty or more employees and a state contract of fifty thousand dollars or more or; where a contractor's or subcontractor's contract for a state contract exceeds an estimated total cost of five hundred thousand dollars regardless of the number of employees must establish an affirmative action program. Contractors and subcontractors are required to exert every good faith effort to accomplish the goals of an affirmative action program. Contractors and subcontractors may obtain an acceptable affirmative action program by either of the following methods:

Contractors and subcontractors may adopt the following state percentage goals for minority utilization work hours. The goals are listed as the proportion of minority work hours to the contractor's or subcontractor's total workforce hours, for all state and non-state construction projects, during the performance of the state contract. Contractor's and subcontractor's good faith efforts shall not be determined solely by the contractor's or subcontractor's accomplishment of the utilization work hour goals.

Minority participation goal for each construction trade

- The Ohio State University – Medical Center Expansion – **10.6%**
- University of Toledo – Center for Biosphere Restoration Research Bowman-Oddy Laboratories and Wolfe Hall Renovations – **8.8%**

Female participation goal for all construction trades 6.9%

The goal for the utilization of women in the construction trades applies to all of the contractors' construction sites regardless of whether the project is a state or non state funded project. This requirement shall be met by a determination of work hours utilized in the same manner as minority utilization hours are calculated.

The minority and female goals are not a requirement for quotas. Quotas are expressly forbidden by law. Affirmative action goals are targets for recruitment and outreach and should be reasonably attainable by means of applying good faith efforts. The standard of compliance is good faith.

Development of an Affirmative Action Program

An Affirmative Action Program (AAP) is a set of specific and result oriented procedures to which a contractor shall apply every good faith effort. The objective of those procedures and efforts is to ensure equal employment opportunity. An acceptable AAP will include an analysis of all trades employed by the contractor within the last 12 months with an explanation of whether minorities and/or women are currently being under utilized in any one or more trades. A necessary prerequisite to the development of a satisfactory AAP is the identification and analysis of problem areas inherent in minority and/or female employment in the construction trades and an evaluation of opportunities for utilization of minorities and females.

Applicable contractors must adopt the state of Ohio's AAP or develop an acceptable program. If a contractor does not adopt the state's AAP, the contractor must develop a program in accordance to the requirements outlined in the OAC 123:2-3-04.

An acceptable AAP shall include the following:

Part I: Basic Contents of an Affirmative Action Program

- Development or reaffirmation of the contractor's equal employment opportunity policy and sexual harassment policy in all personnel actions.
- Formal internal and external dissemination of the contractor's EEO policies.
- Establishment of responsibilities for implementation of the contractor's affirmative action program.
- Identification of problem areas (deficiencies) by organizational units and job classifications.
- Establishment of goals and objectives by organizational units and job classifications.
- Development and execution of action oriented programs designed to eliminate problems and further designed to attain established goals and objectives.
- Design and implementation of internal audit and reporting systems to measure effectiveness of the total program.
- Compliance of personnel policies and practices with the sex discrimination guidelines.
- Active support of local and national community action programs and community service programs, designed to improve the employment opportunities for minorities and women.
- Consideration of minorities and women not currently in the work force having requisite skills who can be recruited through affirmative action measures.
- Summary data of applicant flow, hires, terminations, promotions and training for the last 12 months.

Part II: Analysis of Individual Trades

1. The contractor or subcontractor may develop their own minority utilization work hour goals to include an analysis of all trades employed by the contractor and/or subcontractor within the last year, provide an explanation of problem areas inherent in minority employment, and provide an evaluation of minority underutilization in all trades. To determine where minorities are underutilized in any trade, the contractor shall consider the following factors:
 - The minority population of the labor area surrounding contractor or subcontractor job sites.
 - The minority employment rate in the labor area surrounding contractor or subcontractor job sites.
 - The percentage of the minority workforce in the immediate labor area.
 - The general availability of minorities in the immediate labor area.
 - The availability of minorities in an area from which the contractor or subcontractor can reasonably recruit
 - The availability of promotable minorities within the contractor's or subcontractor's workforce.
 - The anticipated expansion, reduction and turnover of the contractor's or subcontractor's workforce.
 - The existence and proximity of qualified training institutions.

- The degree of training the contractor or subcontractor is reasonably able to provide to make all job classes available to minorities.
- 2. The contractor or subcontractor may adopt the state of Ohio's minority goals or supplement the state's goals with specific affirmative action steps.
- 3. The contractor or subcontractor must adopt 6.9% utilization work hour goal for women (OAC 123:2-3-05).
- 4. Union contractors shall obtain a certification from all labor unions stating that the union's employment policies and practices do not discriminate based on race, color, religion, sex or national origin. If a contractor cannot secure such certification, the contractor must submit documentation of the attempts to get union's response and/or excuse for not providing a statement (OAC 123:2-3-06).

Goals, timetables and affirmative action commitments must be designed to correct any identifiable deficiencies. Where deficiencies exist and where numbers or percentages are relevant in developing corrective action, the contractor shall establish and set forth specific goals and timetables. Such goals and timetables, with supporting data and analysis shall be a part of the contractor's written affirmative action program.

Where the contractor has not established a goal, its written affirmative action program must specifically analyze each of the factors listed above and must detail its reason for a lack of a goal. The goals and timetables should be attainable in terms of the contractor's analysis of its deficiencies and its entire action. Thus, in establishing its goals and timetables, the contractor should consider the results which could be reasonably expected from its good faith efforts to make its overall affirmative action program successful. If the contractor does not meet its goals and timetables, the contractor's good faith efforts shall be judged as to whether the contractor is following its program and attempting to make the program work toward the attainment of its goals.

The contractor must maintain all supporting data applicable to the development of the contractor's affirmative action program. The contractor's AAP must be submitted with the contractor's bid or prior to the submission of bids. The contracting agency must approve or disapprove affirmative action programs submitted by a contractor. Pursuant to OAC 123:2-3-07, a contractor's failure to adopt the state's affirmative action program or submit an acceptable affirmative action program shall result in the contractor being found to be not responsive.

Accomplishment of an Affirmative Action Program

A contractor or subcontractor will have met the goals of the applicable affirmative action program, either the state's affirmative action program or a contractor or subcontractor developed and state approved affirmative action program, if the contractor or subcontractor can establish one of the following:

(1) The contractor's or subcontractor's utilization work hours for minorities and women meet or exceed the goals of the affirmative action program for the total of all the contractor's or subcontractor's projects within the designated geographic areas.

(2) The contractor or subcontractor is a member of a contractor association or other employer organization which has as one of its purposes expanded utilization work hours for minorities and women and the total utilization work hours of minorities and women, by all member contractors

and subcontractors of the association or organization on all projects in which they are involved within the designated area, meet the utilization work hour goals for the designated geographic area.

(3) The contractor or subcontractor has a collective bargaining agreement with a labor union that supplies the contractor or subcontractor with over 80 percent of the contractor's or subcontractor's needed workforce and the total utilization work hours in the crafts the labor union has referred on all projects within the designated area meet the utilization work hour goals for the designated geographic area.

(4) The contractor, subcontractor or the employer association to which the contractor or subcontractor belongs has a collective bargaining agreement with a labor organization that supplies the contractor or subcontractor with over 80 percent of the contractor's or subcontractor's needed workforce in a particular trade. Such labor organization is subject to a court order or a consent decree containing an affirmative action program and the labor organization meets the requirements of the affirmative action program.

Pursuant to OAC 123:2-3-04(F), where the contractor or subcontractor has denied any person equal employment opportunity, the contractor or subcontractor will not have met the goals of the contractor's or subcontractor's affirmative action program.

Failure to meet employment goals – Good Faith Efforts

Contractors and subcontractors that do not meet the state work hour utilization goals must implement and demonstrate a good faith effort to make the following state specific affirmative action steps work toward the accomplishment of the state's utilization work hour goals.

- Maintenance of a file of minority and women job applicants and the action taken *with each applicant*.

To Demonstrate Compliance: The contractor shall maintain an applicant flow log to include name, address, telephone number and trade name of each minority and female applicant showing: (1) the date of contact and whether the person was hired; if not, the reason, (2) if the person was sent to a union for referral, and the results, (3) follow-up contacts when the contractor was hiring.

- Notification to the state contracting agency of any labor union practice that impedes the equal employment of minorities and women, including the union's failure to refer minority and women applicants back to the contractor or subcontractor after the contractor's or subcontractor's referral of the applicant to the union.

To Demonstrate Compliance: The contractor shall maintain copies of all letters to and from the unions, minutes of meetings, etc., related to any claims that the union has impeded the company's efforts to comply with its obligations.

To Demonstrate Compliance: The contractor shall maintain copies of any letters sent to the State EEO Coordinator that contain claims of non-referral or claims that a union has impeded the contractor's efforts to comply with EEO obligations.

- Publication and implementation of an equal employment opportunity policy within the Contractor's organization.

To Demonstrate Compliance: The contractor shall have a written EEO policy which includes the name and contact information of the company's EEO Officer and (1) include the policy in any company manuals, (2) maintain records that show employees are aware and have received a copy of the policy, (3) discuss policy regularly at staff meetings and (4) maintain copies of newsletters and annual reports which include the policy.

To Demonstrate Compliance: The contractor shall produce and distribute copies of the policy statement prohibiting harassment to all employees. The Sexual Harassment Policy must include a definition of sexual harassment, company's responsibilities under policy and contact person in the event of a complaint.

To Demonstrate Compliance: The contractor shall post EEO Policy and Sexual Harassment Policy statements in conspicuous locations at the business location(s) and all construction job sites.

To Demonstrate Compliance: The contractor shall maintain records to demonstrate policy is disseminated externally: (1) inform recruitment sources requiring compliance with policy; (2) advertisements which includes EEO “tagline,” and (3) purchase orders and subcontractor agreement forms which includes EEO requirements (make reference to nondiscrimination covenants and Ohio Administrative Code 123:2-3 through 2-9).

To Demonstrate Compliance: The contractor shall give supervisory personnel (including foreman, superintendents) and other employees memoranda and other written instructions addressing the need to maintain a work environment free of harassment, intimidation and coercion. Copies of such written material shall be retained.

To Demonstrate Compliance: The contractor shall hold meetings to inform supervisory personnel of their duty to carry out the contractor’s obligation to maintain a workplace free of harassment, intimidation or coercion. Meeting minutes or other records of such meetings shall be retained.

To Demonstrate Compliance: The contractor shall develop a formal procedure to handle complaints of harassment and maintain records of such complaints and how the company handled them.

To Demonstrate Compliance: The contractor’s EEO Officer shall prepare and retain reports, diaries, analyses, etc. of specific efforts made to monitor the work environment for the presence of any forms of harassment, intimidation or coercion, such as: verbal visual or written abuse; physical aggressiveness; assigning women and/or minorities to more difficult or dangerous work than men/non-minorities; or sabotaging of individual’s work.

To Demonstrate Compliance: The contractor shall maintain copies of letters, memoranda and notices to unions and training programs notifying them of the contractor’s EEO policies and requirements and requesting their assistance in meeting those obligations.

To Demonstrate Compliance: The contractor may provide harassment awareness training to supervisors and employees. Contractors should retain records of such training which indicate the dates of the training, the names of those conducting the training, the names of those attending the training and a copy or description of the training materials.

- Evaluation of contractor's or subcontractor's employment practices, including job classifications, promotions, recruitment and seniority designations, for discriminatory impact.

To Demonstrate Compliance: The contractor shall maintain records that show the company EEO Officer reviews all: (1) monthly workforce reports, (2) hiring and terminations, (3) training provided on-the-job, (4) minority and female employees quarterly for promotion and encourages them to prepare for and seek promotion. The records should be the EEO Officer’s job description, reports, memos, personnel files, etc., documenting the activities for possible discriminatory patterns.

To Demonstrate Compliance: The contractor shall maintain records that show EEO policies and state's affirmative action obligations were reviewed with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions.

To Demonstrate Compliance: The contractor shall conduct a review of all supervisors' adherence to and performance under the company's EEO policies and affirmative action obligations.

- Maintenance of records detailing contractor or subcontractor efforts to recruit minorities and women.

To Demonstrate Compliance: The contractor shall establish and maintain current list of minority and female recruitment sources.

To Demonstrate Compliance: The contractor shall maintain files of letters to minority and female recruitment sources announcing the employment opportunities and application procedures. In order to maintain a record of recruitment organizations' responses, contractor must retain any written responses received from the sources or other correspondence such a log that recorded the responses. Documentation must reflect *ongoing efforts* to recruit minorities and women during hiring opportunities.

To Demonstrate Compliance: The contractor shall send notice to its recruitment sources for women and minorities announcing acceptance of applications for apprenticeship or other training. This notice shall be sent no later than one month before publication of apprenticeship and training announcements. The notification shall describe the openings, screening procedures and tests to be used in the selection process. If a union is responsible for acceptance into the training programs, contractors should ensure that information is obtained from the union on individuals who were referred from the recruitment sources/organizations that were accepted in the program.

To Demonstrate Compliance: The contractor shall develop relationships with, and work with local, regional, and/or state recruitment and/or sourcing offices that can identify and provide qualified and/or skilled minorities and women who can be employed in its construction trades and on construction projects. Ongoing documentation shall be maintained.

To Demonstrate Compliance: The contractor shall develop relationships with local and/or regional religious, community, and/or social leadership groups and/or agencies such as, various religious organizations that offer employment programs for members, local Urban League offices, other civic associations and non-profits that promote minority and/or women employment, for the purpose of promoting the company's efforts and recruitment of qualified and/or skilled minorities and women who can be employed in its construction trades and on its construction projects. Documentation shall be maintained.

To Demonstrate Compliance: The contractor shall institute and implement a recruitment effort monitoring system, by which the company will describe, explain and document its efforts, including compiling and retaining supporting documentation of its

efforts, to specifically request minorities and women in the construction trades. Documentation shall be maintained.

To Demonstrate Compliance: The contractor shall, when economically feasible, and appropriate for the purposes of furthering the company's business opportunities, provide training to employees to assist with their continued retention and utilization by the company in its construction trades. Documentation shall be maintained.

- Document and maintain records of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

To Demonstrate Compliance: The contractor shall provide a list of subcontracts awarded to minority or female contractors and/or suppliers, showing the dollar amounts involved.

To Demonstrate Compliance: The contractor shall provide supporting documentation to show participation with minority or female contractors such as, invoices, purchases orders, etc.

To Demonstrate Compliance: The contractor shall provide supporting certification documents for the minority and/or female businesses utilized.

To Demonstrate Compliance: The contractor shall retain solicitations sent to minority and women's contractor associations or other business associations and state or local governmental agencies.

- Comply with the requirement to submit a work hour utilization report (Input Form 29) monthly while performing on state and state assisted construction projects.
- Comply with all applicable local, state and federal EEO and affirmative action requirements.

Construction Job Sites – Maintain a working environment free of discrimination, harassment and intimidation

Contractors and subcontractors are mandated to maintain a working environment free of discrimination, harassment and intimidation pursuant to the ORC 125.111 and 153.59. State and state assisted construction project sites shall be monitored to ensure the contractors and subcontractors comply with these regulations. Contractors and subcontractor shall maintain on the job site the following:

- EEO Policy statement
- Sexual Harassment/Anti Harassment Policy statement
- Federal EEO Posters

Employment Reporting Responsibilities

- ✓ Ohio Construction Contract Information Report – Input Form 29 (I29): Work Hour Utilization

Input Form 29 – Work Hour Utilization Report

Contractors and subcontractors shall provide a monthly work hour utilization report (Input Form 29) for the contractor's or subcontractor's *total workforce* within the State of Ohio. The report must be electronically filed by the tenth day of each month, beginning with the contract award and continuing until the contractor or subcontractor completes performance of the contract.

Applicability: Prime Contractors and Subcontractors (regardless the tier)

The Input Form 29 must be submitted by all contractors (both prime contractors and subcontractors) while performing on state and state assisted construction contracts, regardless of the contract amount or number of employees employed by the contractor.

The Input Form 29 report **must include**:

- **Construction trades only: all work hours** worked in Ohio on **all private and public** construction projects
- Work hours must be reported separately for each trade

The Input Form 29 report **does not include**:

- Supervisory personnel (Superintendent, Foreman)
- Office personnel
- Shop personnel (Warehouse, factory, etc.)
- Work hours on a specific state project

Contractors are required to inform all subcontractors of the reporting requirement.

Review Process

The contracting agency will monitor the contractor's or subcontractor's compliance with the filing of the Input Form 29 (I29) reports for each month the business is performing on a state or state assisted contract.

The I29 reports are reviewed and analyzed to determine if the contractor or subcontractor had any *hiring opportunity* to recruit, hire and maintain minorities and women in the construction trades while performing on the agency's locally administered construction project(s). The contracting agency will require the contractor or subcontractor to submit good faith efforts if the contractor does not meet the minority and female participation goals.

Statutory Authority

- Ohio Administrative Code 123:2-3-9

Failure to Comply with Reporting Requirement

A contractor's or subcontractor's failure to submit a monthly utilization work hour report shall be a basis for invoking any of the sanctions set forth in rule 123:2-7-01 of the Administrative Code.

Submit an Input 29

The I29 must be electronically submitted through the Ohio Business Gateway (OBG). Below are instructions to access, complete and submit the form through OBG:

- Open the following web link: <http://business.ohio.gov/efiling/>
- Create a business account on the Ohio Business Gateway (OBG) webpage
- If you create an account and receive a message indicating the company already has an account established, please contact the Equal Opportunity Division (EOD) at 614.466.8380.
- Log In ~ Enter username and password
- Select Service ~ Equal Opportunity Division
- Select Type of Form ~ Input Form 29
- Complete each field on each screen and select "Next" to proceed to the next page
- Review Summary Page for accuracy and select "Accept Data." Once Accept Data is selected, the form will be placed in the Check Out Box on the account "Home" page.
- Select "Checkout (File and Pay)" and complete the check out process. A confirmation number and receipt will generate once the process is complete. NOTE: The I29 will not be received by EOD unless the form is checked out.
- Print Confirmation Receipt for record keeping

Frequently Asked Questions

How does a business submit an Input Form 29 report?

Effective December 2009, the application must be electronically submitted through the Ohio Business Gateway. Please visit the following web link: <http://business.ohio.gov/efiling/>

Are subcontractors required to submit an Input Form 29 report?

Yes.

Does a business that does not have a construction workforce and subcontracts out all work required to submit an Input Form 29?

Yes. The business will answer no to the following question on the form: Does the company have any work hours to report this month?

What work hours are reported on the Input Form 29 report?

All work hours for construction trades in the field only. The hours on the form must reflect the company's statewide workforce which **includes PRIVATE AND PUBLIC PROJECTS**. **NOTE:** The work hours reported on the form are not hours worked on a specific state or state assisted project.

Does the business continue to report the Input Form 29 report once a state project(s) has been completed?

No.

Why is a business required to submit work hours on private and public projects?

Ohio Administrative Code 123:2-9 states: "contractors and subcontractors must submit **total workforce** within the State of Ohio". The work hours submitted on the report is utilized to determine whether the contractor meets the minority and female utilization goals. A contractor or subcontractor may employ a minority and/or female on a private project site and if these hours are not reported, the contractor would not be permitted to count these hours toward the goals.

OBG Instructions: SUBMITTING AN INPUT FORM 29

Web link to submit an I29 report: <http://business.ohio.gov/efiling/>

Step 1: Once an account has been created: Log In ~ Enter the username and password that was created.

The screenshot shows a Windows Internet Explorer browser window titled "OBG - Ohio Business Gateway". The address bar contains the URL "http://obgft.oit.ohio.gov/OBG/Membership/Security.mvc/Login". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar are "Favorites", "Suggested Sites", and "Web Slice Gallery" sections. The main content area features a red banner with the "Ohio.gov" logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner is a "Home" button. The main heading is "Ohio Business Gateway" with the subtitle "Electronic Filing Services Login".

On the left side, there is a cartoon character of a person in a black suit pointing towards the login form. The form is divided into two columns: "Existing Users" and "New Users".

Existing Users: This section contains a "Username:" field with the text "xosborne", a "Password:" field with masked characters, and a "Login" button. Below the fields is a checkbox area with the text "By logging in, I agree to the [terms of service](#)".

New Users: This section contains a link "Create an OBG Username". Below this link is a paragraph: "If you are starting a new business in Ohio, you may need more than just an OBG Username. [Please click here to learn more.](#)".

At the bottom of the form area, there are several links: "Forgot your username or password?", "Having trouble logging in?", and "Review System Requirements". Below these is another link: "For additional topics, please visit our [Help and Support Page](#)." At the very bottom of the page, there is a logo for "Ohio Business Gateway Electronic Filing" and a paragraph: "For more information about the services available through the Ohio Business Gateway, please visit our [home page](#)." The browser's status bar at the bottom shows "http://obg.ohio.gov/" and "Trusted sites".

OBG Instructions: SUBMITTING AN INPUT FORM 29

Step 2: Select Service: Select Equal Opportunity Division from drop down box

Home

RPC Construction
FEIN : 11-1224664

If you do not have access to a service or transaction, please see your company's administrator(s) to request or verify your access.

Start a Service or Transaction

Select Service: --Select Service--

Transaction

	Created Date	Resume	Delete
Certificate of Cor	09/08/2009	Resume	Delete
Certificate of Cor	09/08/2009	Resume	Delete
Certificate of Cor	09/08/2009	Resume	Delete
Certificate of Cor	09/08/2009	Resume	Delete
Cons. Ohio Col	09/08/2009	Resume	Delete
Affirmative Action	09/08/2009	Resume	Delete

Transactions Ready for Checkout (Ready to File and Pay)
There are no transactions ready for checkout.

OBG Instructions: SUBMITTING AN INPUT FORM 29

Step 3: Select Form ~ Construction Contract I-29

OBG - Home Page - Windows Internet Explorer

http://obgft.oit.ohio.gov/OBG/Membership/Home.mvc

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | Web Slice Gallery

OBG - Home Page

Ohio.gov So much to Discover!

WELCOME TO THE STATE OF OHIO

Home History Administration Logout

Home

RPC Construction
FEIN: 11-1224664

If you do not have access to a service or transaction, please see your company's administrator(s) to request or verify your access.

Start a Service or Transaction

Select Service: Equal Opportunity Division

Equal Opportunity Division

- Select Affirmative Action Program Verification
- Select Certificate Of Compliance Application
- Select Construction Contract I-29
- Select Unified Application
- Select Recertification Affidavit
- Select EDGE Cross certification
- Select EDGE Mediation Complaint form

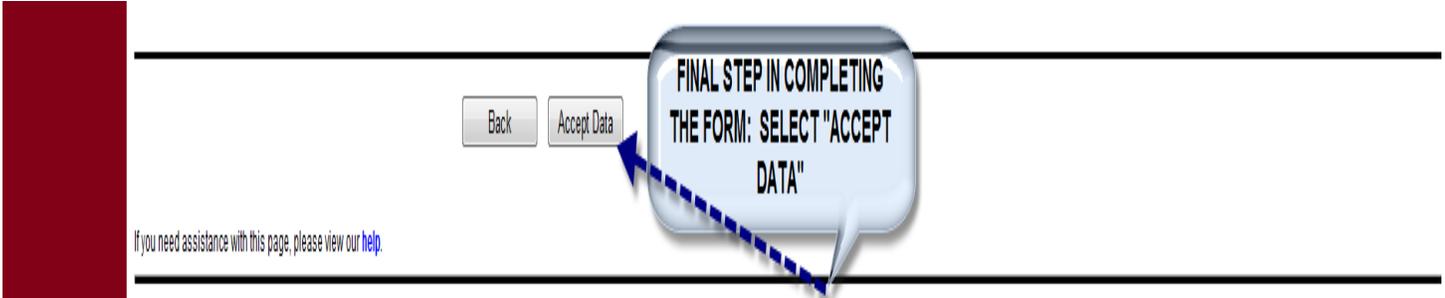
Transactions in Progress

Transaction Name	Created Date
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Trusted sites 100%

OBG Instructions: SUBMITTING AN INPUT FORM 29

Step 4: Complete all fields on form and select “**Accept Data**” on the Summary Page (last screen for the form).



Once the “Accept Data” button is selected, the form will be placed on the account’s “Home” page and will appear in the Transactions Ready for Checkout

CHECKOUT A FORM:

EOD WILL NOT RECEIVE COMPLETED FORMS UNLESS

THE FORM IS

SUCCESSFULLY **“CHECKED OUT”**



OBG Instructions: SUBMITTING AN INPUT FORM 29

CHECKOUT A FORM:

Step 1: Home Page - Select "Checkout (File and Pay)" ~ There is NO FEE for submitting an I29 Form



WELCOME TO THE
STATE OF OHIO

[Home](#) [History](#) [Administration](#) [Logout](#)

Home

Jon Doe Construction

FEIN: 11-1224664

If you do not have access to a service or transaction, please see your company's administrator(s) to request or verify your access.

Start a Service or Transaction
Select Service:

Transactions in Progress

Transaction Name	Created Date		
Unified Application	12/08/2009	<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
Construction Contract Information Report (I-29)	09/08/2009	<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
Construction Contract Information Report (I-29)	12/09/2009	<input type="button" value="Resume"/>	<input type="button" value="Delete"/>

Transactions Ready for Checkout (Ready to File and Pay)

Equal Opportunity Division - Certificate of Compliance Application	<input type="button" value="Review/Edit"/>	<input type="button" value="Delete"/>
Total Due : \$0.00	Payment Selections : <input type="text" value=" "/>	
Equal Opportunity Division - Certificate of Compliance Application	<input type="button" value="Review/Edit"/>	<input type="button" value="Delete"/>
Total Due : \$0.00	Payment Selections : <input type="text" value=" "/>	

Click "Checkout" to submit any or all transactions that are ready for checkout. You will be able to select the transactions to submit and then print copies of submitted transactions (including licenses, coupons, etc., as applicable) once the checkout process is complete. Please have your bank account number ready if you are filing any transactions that include an online payment.

You must select "Accept Data" on the Summary page on each form in order for the form to be placed into Checkout. If a form is in Transactions in Progress - EOD WILL NOT RECEIVE THE FORM.

SELECT CHECKOUT (File and Pay)

To exit (logoff) without submitting any transactions, click "Logout" at the top of the page.

OBG Instructions: SUBMITTING AN INPUT FORM 29

CHECKOUT A FORM:

Step 2: Select "Yes" next to the form that you are checking out

Step 3: Select "Continue" to advance to next screen

OBG - File Reports - Windows Internet Explorer

http://obgft.oit.ohio.gov/OBG/Membership/Report.mvc/ShowSubmitReports

Ohio.gov So much to Discover!

WELCOME TO THE STATE OF OHIO

Home History Administration Logout

Specify Transactions for Checkout

To include a transaction as part of this checkout:

- Select "Yes" by the transaction.
- If the transaction includes an online payment, you will be asked for bank and/or credit card account information on the following screen.
- You will be able to view/print a copy of the transaction(s) after you have provided final confirmation of the transaction(s) and any payment(s).

If you do not want to include a transaction/report as part of this checkout:

- Select "No" by the transaction.
- Transaction will be kept saved in the "Ready for Checkout" area for future checkout or editing.

Ready for Checkout (Ready to File and Pay)

Equal Opportunity Division						
Checkout?	Transaction	Defer Date	ACH	CC Amount	Total Paying	
<input checked="" type="radio"/> Yes <input type="radio"/> No	Certificate of Compliance Application				\$0.00	

Cancel Continue

OBG Instructions: SUBMITTING AN INPUT FORM 29

CHECKOUT A FORM:

Step 4: Mark acknowledgement box

Step 5: FINAL STEP ~ Select "Confirm Transactions" ~ Note: Total equals \$0.00 (**NO FEE REQUIRED**)

State of Ohio Business Gateway - Payment Confirmation - Windows Internet Explorer

http://obgft.oit.ohio.gov/OBG/Payment/PaymentConfirmation.aspx

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WELCOME TO THE STATE OF OHIO

PMT-CFM Home History Administration Logout

Final Confirmation of Transactions

- The acknowledgement box must be checked before the "Confirm Transactions" button can be pressed. Transactions are not filed until these steps are completed.

Report	Defer Date	ACH	CC	CC Fee	Total
Equal Opportunity Division					
Certificate of Compliance Application	N/A	N/A	N/A	N/A	\$0.00

To make any changes to transactions or payment instructions, select "CANCEL" to return to the home page.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements. Please insure you have sufficient funds in your account(s).

By confirming the transaction(s), you are authorizing the agency (or agencies) being paid to initiate debit entries or charges to your account(s) as per your instructions above. Once confirmed, OBG can not alter, delete, or stop a payment instruction. Additionally, you are indicating that you are authorized to submit the transaction(s) and that you acknowledge OBG and agency-specific terms of service, including penalties of perjury as applicable. * [Click here to view acknowledgements.](#)

If you need assistance with this page, please view our [help](#).

OBG Instructions: SUBMITTING AN INPUT FORM 29

CHECKOUT A FORM:

CONFIRMATION SCREEN: **YOU HAVE SUCCESSFULLY SUBMITTED THE FORM TO EOD** ~ Print page for records

Transaction Confirmation and Receipt

Company Name: RPC Construction
FEIN: 11-1224664

The following transactions will be sent to the respective agency that administers the service. Please note the session confirmation number when calling the OBG Help Desk (866-644-6468).

If your transaction(s) includes payment, please note that this confirmation acknowledges that payment instructions have been received, but it does not acknowledge that funds have been transferred from your account. Payment instructions may not be processed for reasons that include insufficient funds and prohibited or blocked payments. You should review your account statement to insure that funds have been transferred (settled). For ACH debit payments, settlement is projected to be two business days after the date of this confirmation (or the selected deferred payment date, if applicable). If the date falls on a weekend or holiday, settlement is projected to be two business days after the next business day. The actual settlement date is dependent upon the processing timelines of the agency and their bank.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements.

Date/Time	11/18/2009 8:00 PM
Confirmation #	10519348
Receipt #	4954617

Transaction	Defer Date	ACH	CC	CC Fee	
Certificate of Compliance Application	N/A	N/A	N/A	N/A	View EEO Policy Statement Sexual Harassment Statement

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