

## CCIP REPORTING REQUIREMENTS

WASHINGTON UNIVERSITY SCHOOL OF MEDICINE  
NEW RESEARCH BUILDING, PARKING GARAGE AND PEDESTRIAN BRIDGE

### **CCIP ENROLLMENT:**

**Notify the CCIP Administrator of all subcontracts awarded.**

1. CCIP enrollment applies to all contractors (prime and tiered) performing work on site.
2. McCarthy and AON will determine whether a contractor will be enrolled or excluded from the CCIP.
3. AON Form 1 – Insurance Cost Worksheet. Complete and return this form as soon as possible; if you submitted a completed form with your bid – please forward that document to CCIP Administrator.
4. AON Form 3 – Enrollment Application. Complete and return this form ASAP. **This form must be approved by AON prior to mobilizing on site.**
5. CCIP enrollment does not provide coverages for off-site operations; an approved certificate of insurance per your contract requirements must be provided before mobilizing on-site.
6. Contractors excluded from the CCIP should provide proof of insurance per contract requirements.
7. All enrolled contractors (prime and tiered) are required to report on-site hours and unburdened payroll (AonWrap) and certified payroll (LCP Tracker) for verification.

### **CERTIFIED PAYROLL REPORTING/CCIP REPORTING:**

Certified payroll and CCIP reporting (AonWrap) are required for all enrolled contractors.

Upon enrollment in the CCIP -

- You will be provided log-in access to AonWrap to enter payroll information (man-hours and unburdened payroll).
- You will be provided log-in access to LCP Tracker to enter or upload your weekly certified payroll. If you do not currently have access to LCP Tracker, complete the LCP Tracker\_Company Setup form and forward to the CCIP Administrator.
- Reporting is required no later than the 10<sup>th</sup> of each month.
- Reporting is required for all enrolled contractors performing work under your subcontract scope.

**CCIP Administrator: McCarthy Building Company – Laura Reitz ([lreitz@mccarthy.com](mailto:lreitz@mccarthy.com)).**

**Assistance with AonWrap: Aon - Andy Tavegia ([acs.construction@aon.com](mailto:acs.construction@aon.com))**