



MAYOR'S OFFICE OF EQUAL OPPORTUNITY

**FANNIE M. LEWIS
CLEVELAND RESIDENT EMPLOYMENT
LAW
NOTICE TO BIDDERS**

City of Cleveland

Frank G. Jackson, Mayor

**Dr. Melissa K. Burrows, Director
Office of Equal Opportunity**

NOTICE TO BIDDERS

The Office of Equal Opportunity (OEO) is responsible for administering the City of Cleveland's Fannie Lewis Resident Employment Law, Chapter 188 of the Codified Ordinances of the City of Cleveland (Chapter 188). Chapter 188 is designed to increase employment opportunities for Cleveland residents on construction contracts greater than \$100,000.00 funded by the City of Cleveland.

If the invitation to bid, request for proposal, or other contract document containing this Notice to Bidders results in a "Construction Contract" as defined under Section 188.01(b) of the Codified Ordinance of the City of Cleveland, the contractor, and any and all subcontractors, are required to comply with the requirements of Chapter 188 in the execution of the Construction Contract, unless prohibited by law.

This Notice to Bidders outlines critical areas that contractors and City of Cleveland Departments should know regarding Chapter 188.

1. 20% of all Construction Worker Hours performed on the Construction Contract must be performed by Cleveland Residents. These worker hours are identified as "Resident Construction Worker Hours" under Chapter 188.
2. 4% of the Resident Construction Worker Hours must be performed by Low Income Persons. A "Low Income Person" is defined as a Resident who, when first employed by a contractor, is a member of a family having a total income equal to or less than the "Section 8" Very Low-Income limit established by the United States Department of Housing and Urban Development.
3. Throughout the course of the contract, the prime contractor and all subcontractors shall submit certified payroll reports documenting all construction worker hours performed on the project through the LCPtracker labor compliance monitoring system. LCPtracker is an online compliance system that allows contractors to submit certified payroll reports electronically. Contractors are responsible for ensuring that they and their subcontractors are trained in the use of LCPtracker and have the necessary capacity to enter payroll reports through LCPtracker. **All certified payroll reports must be submitted through LCPtracker. No paper certified payroll reports will be accepted.**
4. A contractor seeking to qualify an employee as a "Low Income Person" for purposes of compliance with the Chapter 188 must submit a Low Income Verification Application, along with supporting documents requested by the application, demonstrating the employee's Cleveland residency status and total household income for the previous year to the Office of Equal Opportunity. OEO will review the application to determine if the employee qualifies for Low Income Person status and approve or deny the application. A copy of the Low Income Verification Application is included in this document, and is available online on the Office of Equal Opportunity page on the City of Cleveland's website, located at www.city.cleveland.oh.us.
5. An approved "Low-Income Person" will retain that status for a continuous five year period starting upon the OEO's written acknowledgement of the approval, provided that the employee remains employed by the same employer that hired the employee as a Low-Income Person and the employee remains a resident of the City of Cleveland during the five year period.
6. The contractor must designate a principal officer (the "Resident Employment Law Officer") of its organization as the person responsible for administering the requirements that Chapter 188 imposes on the Contractor and its Subcontractors under a Construction Contract and as the principal liaison and point of communication with the City.
7. The prime contractor to whom the contract is awarded is responsible for submission of all reports required by the Director of OEO to determine compliance with Chapter 188, including the submission of reports from any and all subcontractors working on the contract.

8. The City of Cleveland's Department of Economic Development, Division of Workforce Development (OhioMeansJobs) will provide assistance in finding eligible Cleveland Residents and Low Income Persons for a contractor's compliance with Chapter 188. Please contact the Division of Workforce Development at (216) 664-4673, or at <http://www.employmentconnection.us> for further information.
9. Cleveland Residents employed by the contractor or subcontractor as skilled or unskilled Construction Trade Workers at the time that work on a construction contract begins, but who are otherwise employed for the contractor or subcontractor on projects that are not pursuant to a City of Cleveland Construction Contract, may be counted toward the Resident Construction Worker Hours upon presentation of documentary proof to the Director of OEO.
10. Ten days prior to commencement of work contractors must submit an Initial Workforce Table that identifies the total estimated hours for each job classification (i.e. plumbers, carpenters, laborers etc.) by month for the duration of the project. The Initial Workforce Table is submitted by the prime contractor but shall include the sub-contractor's work hours as well. It is the sole responsibility of the prime contractor to submit the Initial Workforce Table.
11. The estimated hours provided in the Initial Workforce Table are to be used by the Contractor as a planning tool. Contractors must demonstrate a genuine effort to reflect the amount of hours anticipated to complete the project. The estimated hours allow the Contractor to ensure that staffing for the project is done in compliance with the statute. Once construction commences, the actual work hours performed are reported to the Office of Equal Opportunity on a monthly basis.
12. Any contractor that has difficulty complying with the requirements of Chapter 188 may seek a reduction in writing from the Director of OEO. The contractor should submit any request for reduction as soon as it realizes that a reduction is needed. Any reduction that is not submitted in a timely manner is subject to denial. The Director of OEO will determine whether any request for a reduction is warranted. Under Chapter 188 there is no provision for an absolute waiver of any requirement.
13. Full access to employment records for three (3) years: Every contractor and subcontractor working on a City of Cleveland Construction Contract must grant, upon demand, without notice, full, unrestricted access to the Director, his designated agents, the City Chief of Police or any of their authorized representatives, of the Contractor's or Subcontractor's employment records that the Director determines document compliance with the Resident Employment Law.

Please contact the Office of Equal Opportunity regarding any questions or concerns not addressed in this Notice to Bidders at oeo@city.cleveland.oh.us or by phone at (216)664-4152. Chapter 188 is the final governing law for purposes of this Notice to Bidders and applicable contracts. Chapter 188 preempts any inconsistencies that may exist in this Notice to Bidders.

Required Documents and Reports

1. **Certified Payrolls** must be submitted through the LCPtracker online labor compliance system by both the prime contractor and any construction subcontractors. Certified payrolls must be submitted according to the submission schedule included in this Notice to Bidders or published by OEO on the City of Cleveland website. Paper certified payroll reports will not be accepted to demonstrate compliance with Chapter 188.
2. The **Initial Work Force Table** identifies the estimated work hours by job classification for the entire project. The Initial Work Force Table is due ten days prior to commencement of work on the construction project. The Initial Work Force Table is available on the City of Cleveland's website, under the Forms and Publications section of the Office of Equal Opportunity page.
3. The **Monthly Work Force Table** identifies the *actual work hours* performed on the project and changes made to Initial Work Force Table. The Monthly Work Force Table for the previous month must be submitted according to the submission schedule included in this Notice to Bidders.

Use of LCPtracker

LCPtracker is an online labor compliance monitoring software suite that allows contractors and subcontractors to complete, certify and submit certified payroll reports to OEO electronically. All payroll reports submitted to demonstrate compliance with Chapter 188 must be submitted through LCPtracker.

Once a construction contract has been awarded, a username for LCPtracker will be created for the contractor and any identified subcontractors. This username and password will allow contractors to access LCPtracker to enter payroll information, familiarize themselves with the system and receive training.

OEO offers regular training sessions in the use of LCPtracker and the B2Gnow Contract Compliance Monitoring System (for monitoring payments to subcontractors). Please contact OEO at 216-664-4152 to schedule the next available training date.

LCPtracker also offers online training for contractors multiple times per week, and has video training available for contractor training at any time.

Contractors are responsible for ensuring that their internal staff, as well as their construction subcontractors, are familiar with the LCPtracker system and are capable of entering payrolls through LCPtracker.

Potential Penalties

A contractor that fails to meet the requirements of Chapter 188 on a construction contract is subject to the following potential penalties:

1. If the contractor fails to meet the 20% residency participation requirement, the contractor is subject to a penalty in the amount of 1/8 of 1% of the final total amount of the Construction Contract for each percentage point or fraction thereof that the contractor has fallen short of meeting the requirement.
2. If the contractor fails to meet the 4% low income resident participation requirement, the Director of OEO will determine if a penalty is warranted upon the completion of the project. If the Director determines that a penalty is appropriate, the penalty for this type of breach is 1/8 of 1% for each percentage of shortfall of the 4% low income persons objective. Please note that this penalty is assessed upon the total amount of the construction contract.
3. If the contractor fails to provide required reports used for monitoring compliance with Chapter 188, this will be considered a breach and will result in a penalty calculated as if no Cleveland Resident Worker Hours were performed on the project. A contractor has failed to submit a required report when:
 - It does not submit the report on the due date or by the date established by the Director if an extension has been granted; or
 - It is responsible for updating and submitting the report when it is due and fails to do so.
4. If the contractor submits falsified reports to OEO to document compliance with Chapter 188, the contractor shall be subject to a penalty calculated as if no Cleveland Resident Worker Hours were performed on the project. In addition, the contractor shall be subject to the following:
 - A misdemeanor of the first degree and
 - A fine of not more than \$5,000.
 - If convicted, the Contractor will be barred from contracting with the City for five (5) years.
 - Thereafter the Contractor may be required to post a surety bond of 20% in addition to the usual performance bond.
 - Retainage may be withheld by the City pending the determination of the Director.
5. In addition to the penalties listed above, the Director may recommend the following additional penalty action for a contractor's failure to comply with Chapter 188:

- Recommend that the City withhold all or part of any payments due the Contractor until such time as the Contractor cures its defaults, pays or credits all penalties or other payments due under the Construction Contract, the Code, or the Standards and Procedures, and is in full compliance with all applicable provisions of the Code, the Construction Contract, and the Standards and Procedures relating to Resident or Low- Income Person employment or reporting;
- Recommend, based upon a breach of or default under the Contract relating to Resident or Low-Income Person employment, that the City rescind, cancel, or otherwise terminate the Construction Contract and declare a forfeiture of any performance bond;
- Recommend that the Director of Law take such legal action, whether civil or criminal, as he or she deems appropriate;
- Recommend disqualification under Section [181.27](#) or Section [185.08](#) of the Codified Ordinances of Cleveland, Ohio, 1976 of a Contractor from eligibility to bid to or contract with the City for a period not to exceed two (2) years; or
- Recommend that the City make a claim for payment of damages, including any liquidated damages specified in the Contract.

Requesting a Reduction of the Resident and/or Low Income Worker Hour Requirements

The percentage of resident construction worker hours may be reduced prior to or during construction only when a contractor can demonstrate the high impracticality of complying with this percentage level for a particular contract or class of employees. The Director of OEO will apply the standard of “efforts to the greatest extent feasible” to the contractor’s or subcontractor’s efforts when evaluating requests for reduction. A reduction may be deemed appropriate by the Director if a Contractor or potential Contractor has unsuccessfully solicited a sufficient number of Residents of the City to perform the work identified in the bid specifications and has documented such effort to the satisfaction of the Director

A contractor must complete and submit a **Request for Reduction Form** to seek a reduction.

If a reduction is requested due to the complexity of the work to be performed, the Contractor shall provide a written explanation for the reduction. The request must be accompanied by a Referral Source Verification Form, included in this Notice to Bidders, OR a copy of the Job Order Verification Form from the Employment Connection.

A reduction may be deemed appropriate by the Director if a Contractor or potential Contractor has unsuccessfully solicited a sufficient number of Residents of the City to perform the work identified in the bid specifications and has documented such effort to the satisfaction of the Director.

Low Income Worker Verification

A contractor seeking to qualify an employee as a “Low Income Cleveland Resident” for purposes of compliance with Chapter 188 must submit a Low Income Worker Verification application and the supporting documents requested below to the Office of Equal Opportunity. The Low Income Verification Application is attached to this document.

To verify the Cleveland residency status of the employee, OEO will collect the following documents:

1. The employee’s driver’s license or other state identification; or
2. A current utility bill in the employee’s name at their Cleveland address.

To verify Low Income status of the employee, OEO will collect the following documents:

1. The employee’s Federal tax return for the previous calendar year; or
2. An IRS Tax Return Transcript for the previous calendar year.

Note: OEO requires income documentation from all adult household members to determine eligibility.

In cases where financial information of the employee is incomplete or unavailable, the Director of OEO may consider the following supplemental information to determine low income status:

- Proof of Governmental Assistance documenting that the employee is below the HUD Very Low Income Threshold
- Unemployment Documentation
- Workers' Compensation Documentation
- Social Security, Veterans Affairs payments, Supplemental Security Income
- Utility bill or other documentation indicating reduced payments due to Very Low Income status

Note: Review and acceptance of supplemental income documentation to demonstrate low income status is subject to the sole discretion of the Director of OEO.



CITY OF CLEVELAND
Mayor Frank G. Jackson

CLEVELAND LOW INCOME WORKER VERIFICATION APPLICATION

City of Cleveland
Office of Equal Opportunity
Contract Compliance
601 Lakeside Ave, Room 335
Cleveland, Ohio 44114

Phone: 216.664.4152 • Fax: 216.664.3870 • Email: oeo@city.cleveland.oh.us • Hours: 8 am to 5 pm Weekdays

A contractor seeking to qualify an employee as a "Low Income Cleveland Resident" for purposes of compliance with the Fannie M. Lewis Cleveland Resident Employment Law (Ch. 188 C.O.) must submit this application and the supporting documents requested below demonstrating the employee's Cleveland residency status and total household income for the previous year to the Office of Equal Opportunity. OEO requires income documentation from all adult household members to determine eligibility.

EMPLOYEE / APPLICANT INFORMATION					
EMPLOYEE NAME:		SOCIAL SECURITY #:			
ADDRESS:					
CITY:		ZIP:			
EMAIL:		PHONE:			
TITLE / POSITION OF EMPLOYEE / APPLICANT					
TITLE / POSITION:	(Title and/or Position must be a Construction Trade Position, i.e. Painter, Laborer, etc)				
CONTRACTOR / EMPLOYER INFORMATION					
CONTRACTOR:					
ADDRESS:					
CITY:		STATE:		ZIP:	
EMAIL:		PHONE:			
EMPLOYEE DATE OF HIRE:		REQUESTED EFFECTIVE START DATE for LOW INCOME STATUS			

Cleveland Residency Documentation:

Submit one of the following. Address must match employee address above.

- Driver's License State Identification Current **Utility Bill** in employee's name at current address

Income Documentation:

Submit one of the following.

- Previous Year's Federal Tax Return **or** Federal Tax Transcript - To order a Tax Transcript, call 1-800-908-9946 or order the transcript online at <http://www.irs.gov/Individuals/Order-a-Transcript>

Supplemental Income Documentation (Only where tax information is incomplete or unavailable).

Note: Review and acceptance of supplemental income documentation to demonstrate low income status is subject to the sole discretion of the Director of OEO.

- Proof of Governmental Assistance, including Social Security, Veterans Affairs payments, or Supplemental Security income
- Unemployment Documentation or Workers' Compensation Documentation
- Utility bill or other documentation indicating reduced payments due to Very Low Income status
- Other documents that prove the individual's total income for the calendar year

EMPLOYEE / APPLICANT INFORMATION

EMPLOYEE NAME:		SOCIAL SECURITY #:	
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Household Information:

Please complete the following:

- Total Household Income in previous year: \$ _____
- Number of Adults in your household: _____
- Number of Children in your household: _____

HUD Section 8 Income Limits (Revised September 2016)

"Low Income Person" means a Resident of the City of Cleveland who is a member of a family having an income equal to or less than the Section 8 Very Low Income limit established by the Department of Housing and Urban Development (HUD).

Please CHECK the appropriate household size and income limit below.	HOUSEHOLD SIZE	VERY LOW INCOME LIMIT
	1 <input type="checkbox"/>	\$23,350
	2 <input type="checkbox"/>	\$26,650
	3 <input type="checkbox"/>	\$30,000
	4 <input type="checkbox"/>	\$33,300
	5 <input type="checkbox"/>	\$36,000
	6 <input type="checkbox"/>	\$38,650
	7 <input type="checkbox"/>	\$41,300
	8 <input type="checkbox"/>	\$44,000

Household Income Summary If you require additional space, please attach another page to this document.	Name (first and last)	Gross Income	Source of Income (Employer if Applicable)

APPLICANT / EMPLOYEE ACKNOWLEDGEMENT & SIGNATURE

I declare that the information on this form is true, correct and complete to the best of my knowledge. I agree to provide documents to verify the information listed. I authorize the City of Cleveland's Office of Equal Opportunity to verify the information provided.

APPLICANT / EMPLOYEE SIGNATURE

DATE

CONTRACTOR OFFICIAL ACKNOWLEDGEMENT & AUTHORIZATION

I, the employing contractor, have received the above information and reviewed the application for completeness, and believe that the employee meets the necessary requirements to be considered as a "Low Income Resident Worker" under the Cleveland Resident Employment Law.

COMPANY OFFICIAL

TITLE

SIGNATURE

DATE

FOR OEO OFFICIAL USE - APPROVAL

ADMINISTRATIVE REVIEWER SIGNATURE

DATE

**REFERRAL SOURCE VERIFICATION
FANNIE M. LEWIS CLEVELAND RESIDENT EMPLOYMENT LAW**

CONTRACTOR'S USE ONLY
CONTRACTOR:
PROJECT & DEPARTMENT:

REFERRAL SOURCE AGENCY: _____

I attest that the above-named Contractor has contacted our agency to hire residents of the City of Cleveland in compliance with Chapter 188 of the Codified Ordinances.

_____	_____
Date	Printed Name
_____	_____
Title	Signature
_____	_____
Address	Phone

Contractor's Initial Contact Date: _____ **Contractor's Close Search Date:** _____

- We were unable to refer any City of Cleveland residents.
- The following City of Cleveland residents were referred to Contractor (mark checkbox (☑) if employee meets Section 8 "very low income". Use additional copies of this page for additional referrals.

<input type="checkbox"/>	_____	_____
	Name	Job Classification
	Outcome: <input type="checkbox"/> Hired <input type="checkbox"/> Already Employed <input type="checkbox"/> Did not respond <input type="checkbox"/> Not interested <input type="checkbox"/> Other	
	(please explain) _____	
<input type="checkbox"/>	_____	_____
	Name	Job Classification
	Outcome: <input type="checkbox"/> Hired <input type="checkbox"/> Already Employed <input type="checkbox"/> Did not respond <input type="checkbox"/> Not interested <input type="checkbox"/> Other	
	(please explain) _____	
<input type="checkbox"/>	_____	_____
	Name	Job Classification
	Outcome: <input type="checkbox"/> Hired <input type="checkbox"/> Already Employed <input type="checkbox"/> Did not respond <input type="checkbox"/> Not interested <input type="checkbox"/> Other	
	(please explain) _____	
<input type="checkbox"/>	_____	_____
	Name	Job Classification
	Outcome: <input type="checkbox"/> Hired <input type="checkbox"/> Already Employed <input type="checkbox"/> Did not respond <input type="checkbox"/> Not interested <input type="checkbox"/> Other	
	(please explain) _____	

REFERRAL SOURCE LIST

The Employment Connection
(WIA) City, County, Veterans
1701 East 13th St. (NFSC)
Cleveland, Ohio 44114
216.664.4673

American Red Cross
3747 Euclid Ave.
Cleveland, Ohio 44114
Contact: Pam Oliver
216.431.3010

Catholic Charities Training/ Employment
3135 Euclid Ave
Contact: Vanessa Lee
216.426.9870

Esperanza Inc.
4115 Bridge Ave.
Cleveland, Ohio 44114
Contact: Zoraida Valentin
216.651.7178

Urban League of Greater Cleveland
2001 West 65th Street
Cleveland, Ohio 44114
Contact: Maurice Stevens
216.696.4111

Spanish American Committee
Employment Services
4407 Lorain Ave
Cleveland, Ohio 44113
Contact: Sergio Rios
216.961.2100

NAACP – Job Training Site
2490 Lee Blvd.
Cleveland Heights, Ohio 44118
216.231.6260

Hard Hatted Women
4207 Lorain Ave.
Cleveland, Ohio 44113
Contact: Shelly Richmond
216.861.6500

United Labor Council Agency
3328 Carnegie Ave.
Cleveland, Ohio 44114
Contact: Steve Newman
216.391.0900

AFL-CIO Federation of Labor
3250 Euclid Ave
Cleveland, Ohio 44114
Contact: John W. Ryan
216.881.7200

Polaris Career Center
7285 Old Oak Blvd.
Middleburg Hts., Ohio 44130
Contact: Maria Phillips
440.891.7750

El Barrio Employment Services
1255 Euclid Ave
Cleveland, Ohio 44102
Contact: Angelo Figueroa
216.651.2037

Empowerment Zone
Workforce Development
1326 Euclid Ave.
Cleveland, Ohio 44114
Contact: A.C. Alrey
216.664.2804

Black Trade Council
7511 Sagamore Ave.
Cleveland, Ohio 44101
Contact: George Edward
216.431.7899

UCIP-ASAP
3515 Prospect Ave.
Cleveland, Ohio 44115-2619
Contact: Yvette Hassan
216.432.7037

Max Hayes Adult Job Training Program
4600 Detroit Ave.
Cleveland, Ohio
Contact: Jacqelyn Comeaux, Coordinator
216.634.2159
Karen Cunningham-Frank, Job Developer
216.634.2158

AFSCME Local 100 Union
1603 East 27th St
Cleveland, Ohio 44114
Contact: Derek Pollard
216.781.0408

UNION BUILDING & CONSTRUCTION APPRENTICESHIP PROGRAMS

Abestos Workers (4 year program)

1617 E. 30th St.
Cleveland, Oh. 44114
Contact: Scott Sullivan, Business Mgr.
Edward Price III, Apprenticeship Coordinator
216.621.3522

Boilermaker (4 year Program)

1435 E.13 St
Cleveland, Oh. 44114
Contact: Patric Gallagher
216.241.2085

Bricklayer (3 year program)

4205 Chester Ave.
Cleveland, Oh 44103
Contact: Anthony McClough
216.361.9341

Iron Worker (3 year program)

1542 E. 23
Cleveland, Oh. 44114
Contact: Rich Jordan
216.685.1781

Operating Engineer (4 year program)

4675 Newton Rd.
Richfield Oh 44286
330.659.4115

Plasterer (6000 hours)

1651 E. 24 St.
Cleveland, Oh. 44114
Contact: Carl Carcioppolo
216.771.5399

Residential Wireman (2 year program)

9333 Sweet Valley Dr.
Valley View, Oh. 44125
Contact: Dennis Meany
216.621.3090

Sheet Metal Worker (5 year program)

12525 Corporate
Parma Oh 44130
Contact: John Nesta
216.267.0151

Electrician (5 year program)

9333 Sweet Valley
Valley View, Oh. 44125
Contact: Eugene Stepanik, Director
216.573.0400

Cement Mason (3 year program)

1417 E. 25 Street
Cleveland, Oh. 44114
Contact: Dan Owens, Business Mgr.
216.573.0400

Glazier (4 year program)

216.771.4896

Laborer (3 year program)

3250 Euclid Av.
Cleveland, Oh. 44115
Contact: John Kilbane, Coordinator
216.881.5901

Pipefitter (5 year program)

6305 Hally Dr.
Cleveland, Oh. 44125
Contact: Terry Urbanek
216.771.5399

Plumbers (5 year program)

980 Keynote Circle
Brooklyn Heights, Oh. 44131
Contact: Sean Geller
216.459.2900

Roofer & Water Proofers (3 year program)

1651 E. 24 st.
Cleveland, Oh. 44114
Contact: Sandra Mazeli
216.391.4215

Tile Layer (3 year program)

4205 Chester Ave.
Cleveland, Oh. 44103
Contact: Dan Zavagno
216.426.8552



City of Cleveland
Frank G. Jackson, Mayor

Office of Equal Opportunity
Dr. Melissa Burrows, Director
601 Lakeside Avenue, Room 335
Cleveland, Ohio 44114-1015
216/664-4150 Fax: 216/664-3870
www.cleveland-oh.gov

Office of Equal Opportunity 2017 Submission Schedule

Monthly Subcontractor Payment Reports Certified Payroll Reports

All required Office of Equal Opportunity (OEO) monthly reporting shall be submitted via the B2Gnow Contract Compliance Monitoring System (Cleveland.DiversityCompliance.com) and the LCPtracker Certified Payroll Tracking System (www.LCPtracker.net – for Construction Contracts over \$100,000) according to the following schedule:

<u>REPORTING MONTH</u>	<u>DATE DUE</u>
DECEMBER 2016	JANUARY 24, 2017
JANUARY 2017	FEBRUARY 21, 2017
FEBRUARY 2017	MARCH 21, 2017
MARCH 2017	APRIL 25, 2017
APRIL 2017	MAY 23, 2017
MAY 2017	JUNE 21, 2017
JUNE 2017	JULY 21, 2017
JULY 2017	AUGUST 22, 2017
AUGUST 2017	SEPTEMBER 21, 2017
SEPTEMBER 2017	OCTOBER 24, 2017
OCTOBER 2017	NOVEMBER 21, 2017
NOVEMBER 2017	DECEMBER 21, 2017
DECEMBER 2017	JANUARY 23, 2018