San Diego
Solar Equity Program
County Pilot

LCPtracker Guide for SDSEP – County Pilot Eligible Solar Contractors

San Diego Solar Equity Program County Pilot

Create an Account

1. When you submit your **first** project under the San Diego Solar Equity Program – County Pilot (SDSEP – County Pilot), the Program Administrator (CSE) will send you an intake form to collect the information necessary to create a Contractor account for your organization in LCPtracker.
2. Upon submission and receipt of the intake form, CSE will set up a meeting with you for ID verification. To verify your identity, you will be required to provide forms of identification from either **List A** or **List B** below during this virtual meeting.

   LIST A
   The following documentation will be accepted as a primary form of identification and must contain a photograph.

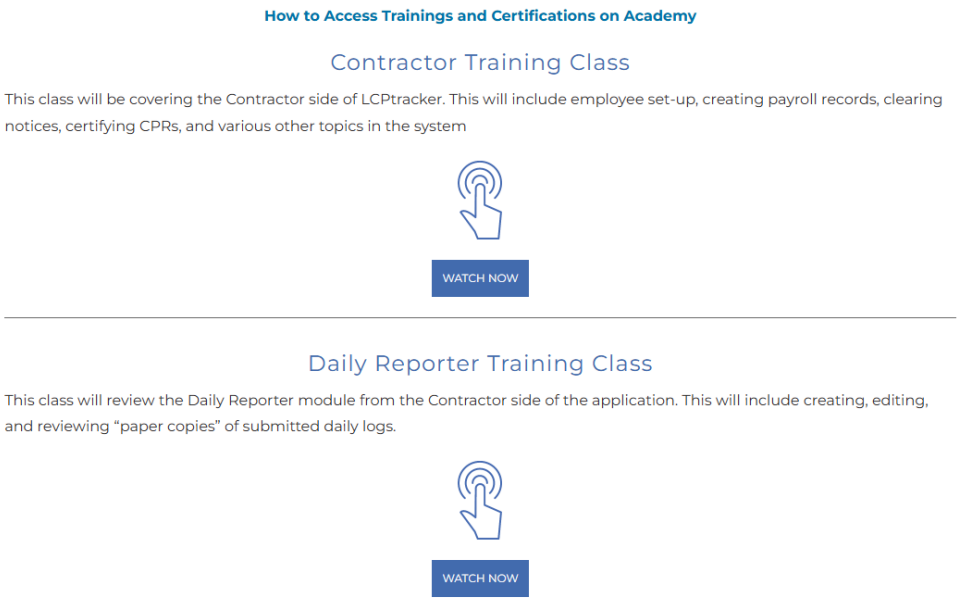
   - Federal Agency Identification Badge
   - HSPD-12 Badge

   LIST B
   These documents are accepted, but **2** are required, and at least 1 must contain a photograph.

   - U.S. Passport
   - Foreign passport with a temporary I-551 stamp
   - School ID card with a photograph
   - Native American tribal document
   - Driver's license or ID card issued by a state or outlying possession of the United States
   - ID card issued by federal, state or local government agencies or entities
   - Driver's license issued by a Canadian government authority
   - Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
   - Voter's registration card
   - Military dependent's ID card
   - U.S. Military card or draft record

- U.S. Coast Guard Merchant Mariner Card
- Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Foreign passport with an Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350
- Employment authorization document issued by DHS
- U.S. Citizen ID Card (Form I197)

3. After successful ID verification, CSE will create a Contractor Account in LCPtracker and assign you to your project in the DOE LCPtracker space for the program. You will receive a "Fortify Onboarding" email with the subject "Fortify Onboarding". Please check your spam folder if you don't see it.
4. Once you have access to your account, you are required to complete two on-demand training classes: Contractor Training Class (35m) and Daily Reporter Training Class (10m)



5. Once training is completed, submit the Prevailing Wage and LCPtracker Training Attestation Form to CSE.

Submitting Certified Payrolls (CPRs)

- A CPR must be submitted for the duration of on-site installation, from construction start date (i.e. when workers first perform labor on-site) to project completion. CPRs must be submitted for all continuous weeks. If there is a week without work after construction begins, a CPR will need to be submitted showing 0 hours.
- In LCPTracker, the "Project" will be DOE-S3-SCEP-40-EECBG-CA-San-Diego-County. The "Contract ID" will list the project number, such as SDSEPC-XXXX. If a contractor has multiple projects, all additional project numbers will be listed, such as "Contract ID: SDSEPC-XXXX, SDSEPC-YYYY, SDSEPC-ZZZZ."
- If the contractor performed work on a PV system and battery, the hours do not need to be split between PV system and battery installation.
- To review titles and rates per Davis Bacon Act, please refer to California Counties of San Diego Wage Determinations.
- Please review LCPTracker Contractor Quick Start Guide for step-by-step information.

Frequently Asked Questions

- What is LCPtracker Pro?
    - LCPtracker Pro is a cloud-based compliance management solution that streamlines certified payroll reporting and workforce tracking for construction projects. Since the County program uses federal funds for stand-alone projects, the program is required under federal contract to use LCPTracker.
- Does LCPtracker Pro integrate with other systems?
    - LCPtracker users can leverage options to facilitate the transfer of payroll data from various payroll providers, helping ensure a smooth data exchange and reducing manual input.
- When does payroll reporting start?
    - Payroll reporting begins when construction starts (i.e. when workers first perform labor on-site). Reporting should not start at the time of program

application or incentive reservation approval, only when on-site construction activity begins.

- What are the various roles within LCPtracker?

Role	**Entity**	**LCPtracker Role**	**Responsibilities**
Prime Recipient	San Diego County	Full Administrator	Configures wages and oversees compliance
Subrecipient	CSE	Prime Approver	Sets up Contractor accounts, reviews certified payroll records (CPRs) and verifies training
Contractors	Solar Contractors	Contractor	Submit weekly CPRs and Daily Logs per project site.