

Certification and Compliance Reporting System (B2Gnow and/or LCPTracker) Contractor Training & Handouts

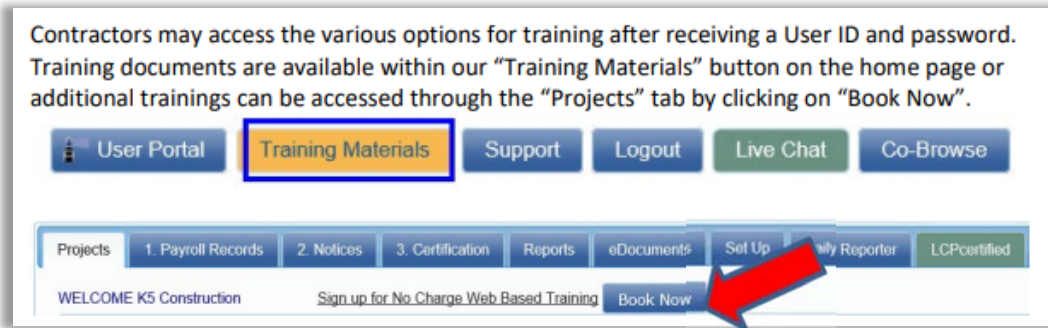
As City Hall is currently not open to visitors due to the Covid-19 pandemic, subcontractors should start by logging on to LCPTracker to sign up for a free online class and/or access training materials.

The Process: Once the General Contractor (or Developer) activates and assigns a subcontractor to a project, the subcontractor will receive a temporary password email and/or email informing them they have been assigned to a project and for them to start entering payrolls.

LCPTracker Training

"Free" online webinar – Go to www.lcptracker.net and log on to your account, then go to the **"Projects"** tab and click **"Book now"** Button.

- By the **"Red Arrow"** below is the location, you click to register for a "free" online webinar training:



LCPTracker Video Crash Course is also available:

1. Click Training Materials
2. Click Contractor Training Videos
3. Click and see the "3 minute crash course"



Training Materials are also available:

1. Click Training Materials
2. Click Contractor Support Documents and/or Manuals / **Quick Start Guide**
3. Click Quick Start Guide you are interested in for example, "Contractor Quick Start Guide"

City of Cleveland B2Gnow and LCPTracker Training Handouts can be found by clicking the hyperlink below or going to: <https://www.clevelandohio.gov/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity/PrevailingWageCompliance>

1. Go to and Click the **"LCPTracker Tab"**
2. Go to **bottom of the webpage** for a list of B2Gnow and LCPTracker Handouts as shown on page 2

B2Gnow Training

"Free" online training – Go to <https://cleveland.diversitycompliance.com> and click the **Training Button** for a list of upcoming training opportunities.



To see a video, Go to <https://cleveland.diversitycompliance.com> and (1) Log in to your account. In your main dashboard, under Key Actions, click the "Watch Training Video"

Dashboard Displaying records assigned to: only you

Contract

Total	3		
Open	3		

Contract Audits

	Total	< 90 days	> 90 days
Total Audits	132	2	131
Incomplete Audits	25	1	24
Audits Due Soon	1	1	0
Past Due Audits	24	0	24

Certifications

	Active	Pending	Renewing
Status	0	1	0

Key Actions

- Renew/Apply for Certification
- Take a Training Class
- Watch a Training Video

Alerts

No Activated Alerts. [View Pending Alerts](#).

Configure

- [Change Your Password](#)
- [Edit Your User Account Settings](#)
- [Linked Accounts](#)
- [View, Vote, & Post to the Wish List](#)
- [Business Info](#)
- [Profile Setup](#)
- [List/Add Users](#)
- [Main Contacts](#)
- [Commodity Codes](#)
- [FEO/Workforce Com.](#)

System News

Special Features for Vendors

Do you have success story to share related to our program? [Share your testimonial](#) so we can recognize your accomplishment!

[Check out the system Wish List](#) to submit ideas for system enhancements, vote on others' suggestions, and join the discussion by adding comments. We welcome your feedback to build a better system.

Logged on as: Michael Curry
OEO Test Vendor 1

Select a "video" to watch:

Video Library

Document Library **Video Library** Training Classes Wish List

Select a category: All Categories Search New Only

Core Training - Vendor

Contract Compliance Reporting	Complete step-by-step instructions for responding to Contract Audits and Discrepancy notices.
Hire Module	Overview of the Hire module for vendors.
Introduction to the System	System Navigation and Vendor Profile.
Online Certification Application	How to use the system to submit a paperless online certification application.
Sales Reporting	Complete step-by-step instructions for completing and submitting sales reports.
Utilization Plans - Vendor	Complete step-by-step instructions for completing and submitting utilization plans.
Vendor Registration/Prequalification	Learn how to access and complete Vendor Registration forms.

City of Cleveland B2Gnow and LCPtracker Training Handouts can be found at:
<https://www.clevelandohio.gov/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity/PrevailingWageCompliance>

1. Go to and Click the "LCPtracker Tab"
2. Go to **bottom of the webpage** for a list of B2Gnow and LCPtracker Handouts as shown on page 3

For additional training handouts and account information, see page 3



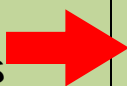
OEO B2Gnow and LCPtracker Training Handouts

can be found at:

<https://www.clevelandohio.gov/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity/PrevailingWageCompliance>

1. Click the "LCPtracker Tab"
2. Go to **bottom of the webpage** for a list of B2Gnow and LCPtracker Handouts

General Overview and Other Important Handouts



Handouts:

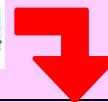
01. OEO, B2Gnow and LCPtracker Training Overview and Handouts
11. Prime or GC – OEO Project Closeout Checklist
12. Construction Cleveland Resident Low Income Job Order Form
13. Cleveland Resident Low Income Verification Application

B2Gnow



LCPtracker

Labor Compliance Software



Payments & Subcontractor Compliance

Monitors Cleveland Area Business Code (a.k.a. **Chapter 187**) Compliance:

- Subcontracting Goals for certified MBE / CSB / FBE

Workforce & Wage Compliance

Monitors Fannie M. Lewis Cleveland Resident Employment Code (a.k.a. **Chapter 188**) Compliance:

- Cleveland Resident Employment Requirement and
- Cleveland Low Income Resident Employment Goal

Handouts:

02. B2Gnow Subcontractor Training
03. Subcontractor Payments Confirmation Steps
04. Search for Certified Firms and Good Faith Efforts Narrative and Documentation

Handouts:

05. Subcontractors Training
06. How to add Users to your Contractor's Account or Reset passwords or edit users
07. Prime or GC – Prime Approver Training
08. Prime or GC – Subcontractor Activation and Assignment
09. Prime or GC – Monitoring Chapter 188 – Cleveland Status Report
10. Prime or GC – Prime Approver Guide

Please Record Your OEO Passwords Below

To get started, please go to website:

<https://cleveland.diversitycompliance.com/>

To get started, please click the **hyperlink button** while in your B2Gnow account or go to website:

<https://prod.lcptracker.net/>

Print your Company's Name Here: _____

Print the Project Name as listed in B2Gnow and/or LCPtracker: _____

1. **B2Gnow Account:**

User ID: _____ (email address)

Password: _____

Use this account to enter your:

1. To enter payments to your subs & vendors
2. To confirm payments

Functions below applies only to **Development Projects**:

3. to enter subcontractors
4. for the Prime or the General Contractor (GC) to enter monthly payments made to their company to fund the project's monthly expenses

2. **LCPtracker "Contractor Account" Account:**

User ID: _____ (B2G# or ###)

Password: _____

Use this account to enter payrolls for your construction workers working onsite.

3. **LCPtracker "Certification Esignature":**

User ID: _____

Password: _____

You create this account from **within your contractor's account**. Go to the "Set Up" tab.

*** Use this account to **certify** each payroll entered.***

4. **LCPtracker "Prime Approver" Account:**

*** Only Prime or GC have this account ***

User ID: _____ (email address)

Password: _____

Use this account to:

1. Activate & assign your subcontractors.
2. Approve your company's payrolls as well as the payrolls of all the on-site subcontractors.
3. Run Reports to monitor the project.

Do not forget to certify each payroll entered


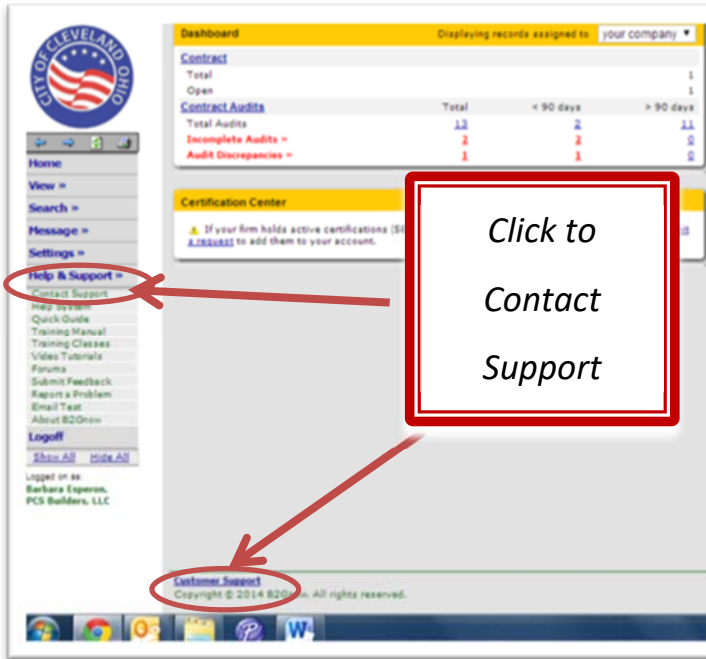

For **B2Gnow** and/or **LCPtracker** Helpdesk contact information, see page 4





Questions about **B2Gnow** and/or **LCPtracker** - If you attended **training** (online and/or in person) and have an issue you need to resolve with either systems, please contact any one of the following:

1. **B2Gnow** and/or **LCPtracker** directly,
2. your project's **Prime or General Contractor**, and/or
3. your project's **OEO Contract Compliance Officer**.

<div style="text-align: center;">  <p>https://cleveland.diversitycompliance.com</p> </div> <div style="margin-top: 20px;">  </div> <div style="margin-top: 20px;"> <p>For telephone support</p> <ul style="list-style-type: none"> • please call 602-490-0809 </div>	<div style="text-align: center;">  <p>https://prod.lcptracker.net</p> </div> <div style="margin-top: 20px;"> <p>For telephone support</p> <ul style="list-style-type: none"> • please call 714-669-0052 option 4 <p>For email help</p> <ul style="list-style-type: none"> • please email support@lcptracker.com <p>Once logged in, you access support by clicking one of the following buttons on the top of the screen:</p> <ul style="list-style-type: none"> • <i>Support</i> • <i>Live Chat</i> • <i>Co-Browse</i> <div style="text-align: center; margin-top: 10px;">  </div> </div>
--	---

Please let us know when you have **additional questions**:

For Economic Development Projects:
Barbara Esperon
 Contract Compliance Officer
 Office of Equal Opportunity, City of Cleveland
 216-664-4151
besperon@city.cleveland.oh.us

For Technical or Training Questions:
Michael Curry
 Interim Director / B2Gnow & LCPtracker Trainer
 Office of Equal Opportunity, City of Cleveland
 216-664-4156
mcurry@city.cleveland.oh.us

For Community Development Projects:
Jeremiah Triplett, Sr.
 Contract Compliance Officer
 Office of Equal Opportunity, City of Cleveland
 216-664-4178
jtriplett@city.cleveland.oh.us

For Airport Projects:
Jenn Wiman
 Contract Compliance Officer
 Office of Equal Opportunity, City of Cleveland
 216-664-2667
jwiman1@city.cleveland.oh.us

For Capital, Recreation Centers, Road Projects:
Andrew Bean
 Contract Compliance Officer
 Office of Equal Opportunity, City of Cleveland
 216-664-6287
abean@city.cleveland.oh.us

For Public Utilities & Water Projects:
Hank Swager
 Contract Compliance Officer
 Office of Equal Opportunity, City of Cleveland
 216-664-4153
hswager@city.cleveland.oh.us