Elation Systems

DASNY Vendor User Guide

for Prime Contractors, Subcontractors, and Sub-subcontractors

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12/23/2019

Rev. 3: Alyssa Bustop & Melissa Verga
5/1/2018

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Elation Systems Help

Elation Troubleshooting & Reporting Assistance Contacts

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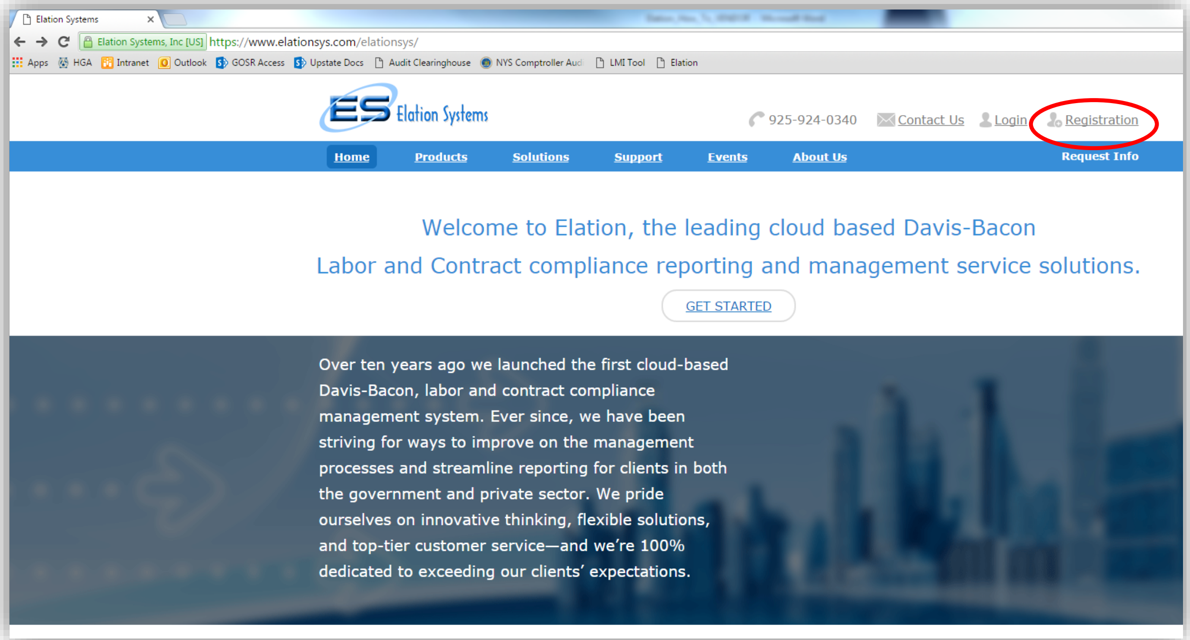
Initial Set-up

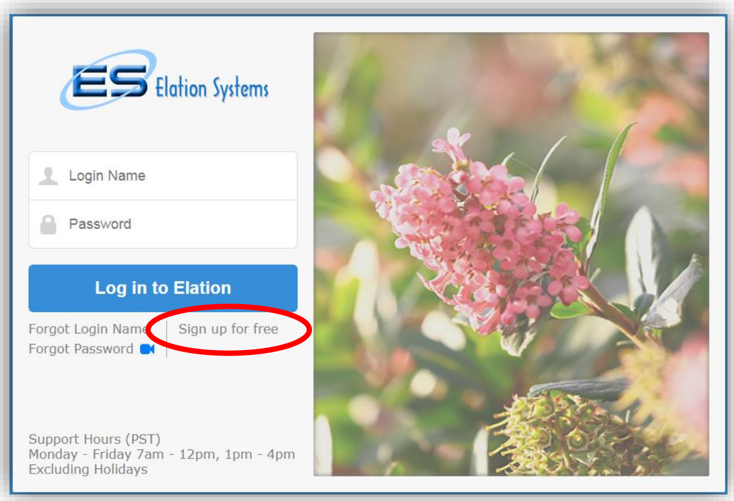
Registration

1) Go to https://www.elationsys.com/elationsys/

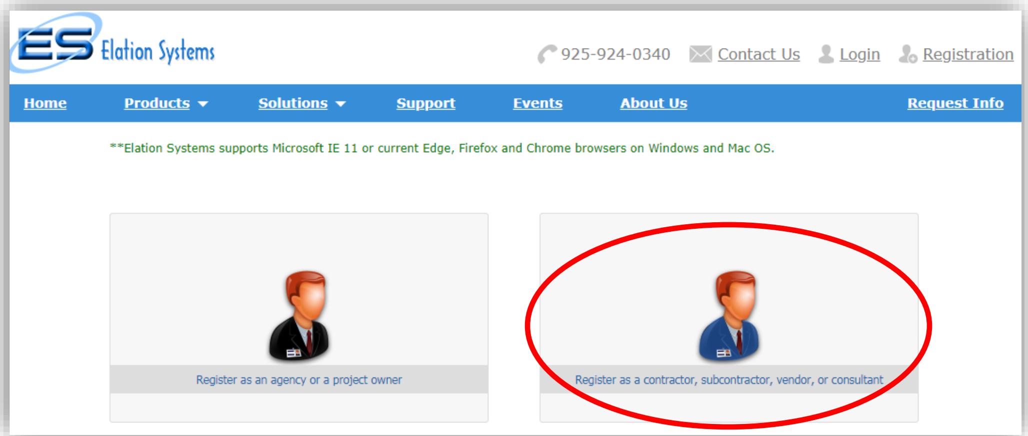
2) In the top right corner, click Registration.



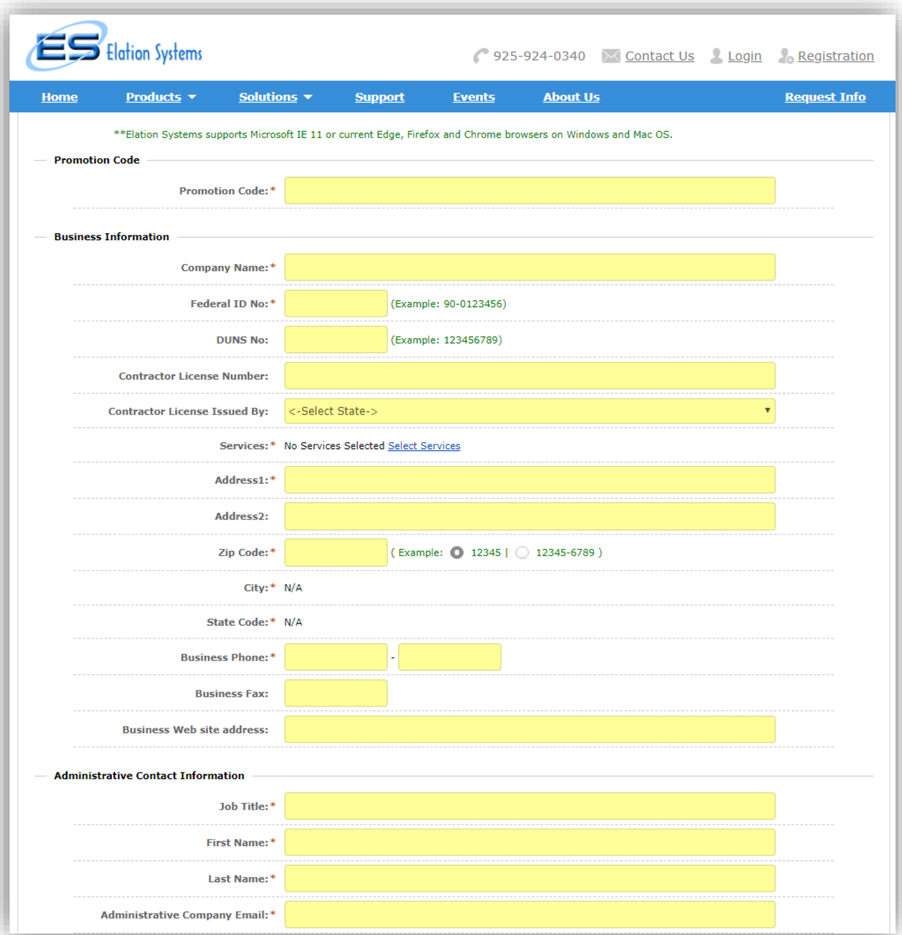
3) Or, if you hit Login, from this screen you can select Sign up for free.



3) Click Register as a contractor, subcontractor, vendor, or consultant.



4) The next screen to load will be a form to fill out.



5) Enter **NYGOSR-2020-A** in the Promotion Code box.

6) Fill in information as prompted:

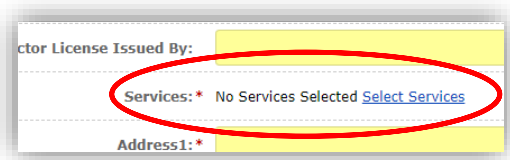
   a. Business Information: Company Name, Federal ID No., DUNS No.

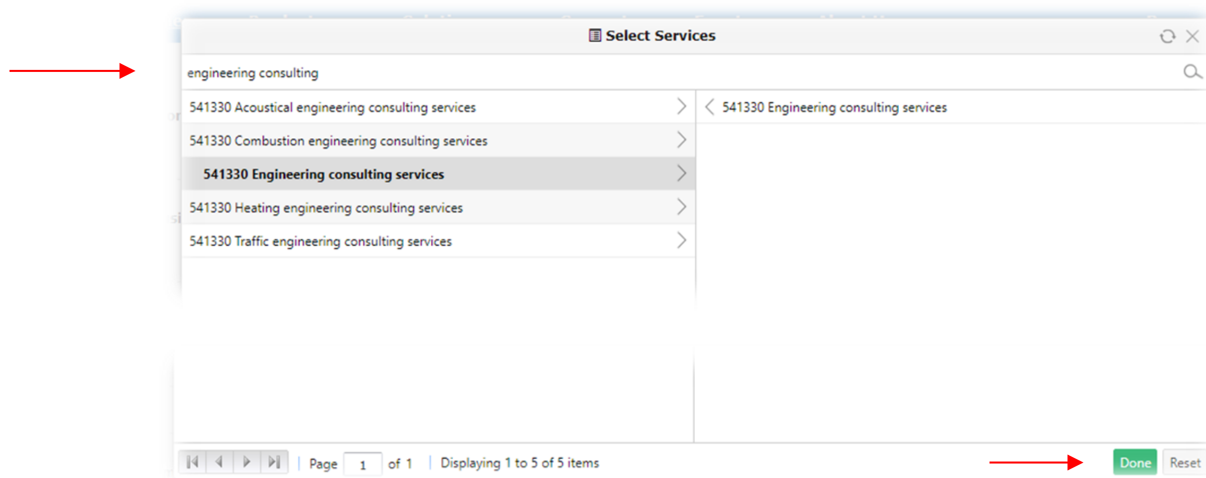
      i. DUNS No. – if your organization/firm does not currently have a Dun & Bradstreet (DUNS) Number, use this link to register for one: https://www.dandb.com/free-duns-number/

      ii. Once you have your DUNS number, you can proceed with your Elation Systems Registration. You MUST have a DUNS number prior to completing registration.

   b. In the Services line, click the blue link that says Select Services.

      i. Search for the service you are providing by using key words, or the NAICS Code. Select the appropriate services; when finished, click Done.

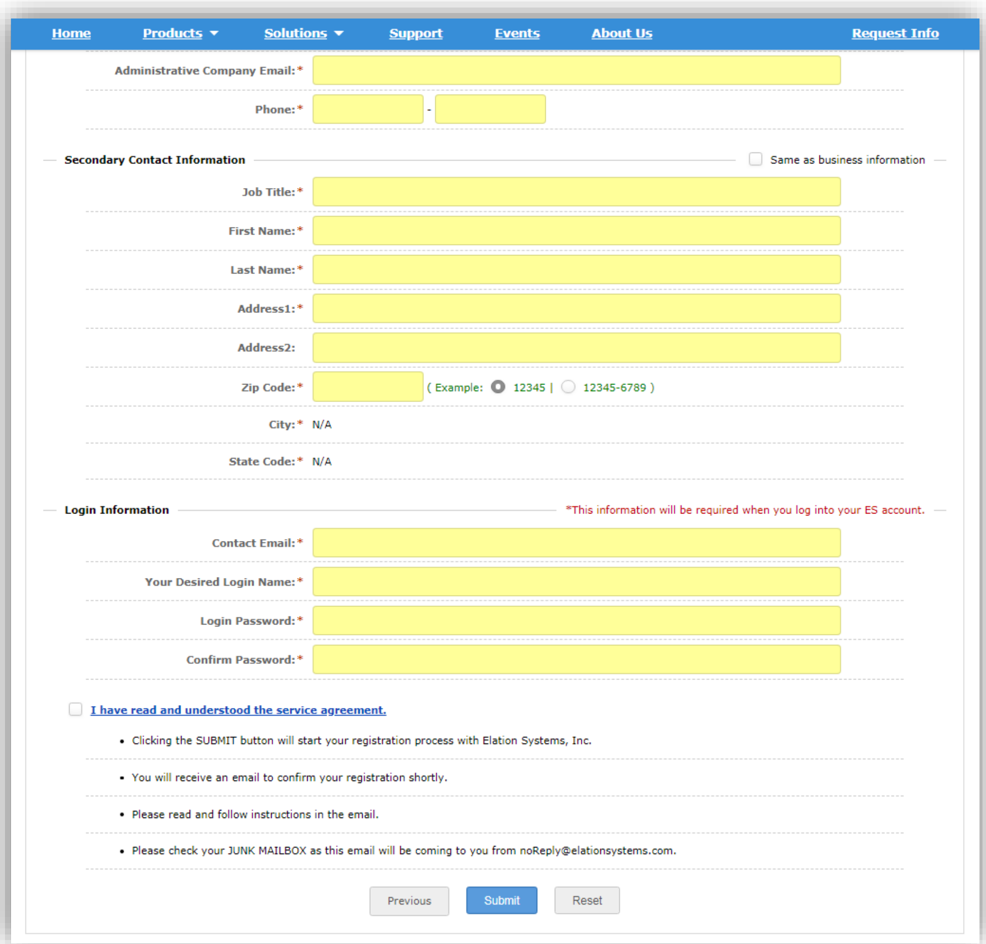




   c. Fill in the remaining Business Information sections.

   d. Complete the Administrative Contact Information fields:

      i. NOTE: for these types of projects—particularly construction projects—it is recommended that the “Administrative Contact” be familiar with wage compliance regulations and generating Certified Payroll Reports (e.g., Payroll Manager).



7) Continuing down the form, fill in the information for Secondary Contact Information, or check the box which reads "Same as business information."

8) Finally, create your login information with your Contact Email address, Desired Login Name, and your Login Password, which you will need to enter twice to confirm.

9) Check the box "I have read and understood the service agreement" at the bottom of the form, following review of that document, which is available if you click the blue hyperlink.

10) Click Submit.

12) Check your inbox for an email from noReply@elationsystems.com; this email could end up in your Spam/Junk folder.

11) Click on the link provided in the email to **complete your registration**; otherwise your account will not be activated.

****
Please keep this e-mail for your record.
****

Elation Systems has received your registration. Please click the following link:
https://www.elationsys.com/Registration/ConfirmRegistration.aspx?CN=CR-071204101225-5892 to complete your registration.

Registered For: ABC Construction, Inc.
Registration Number: CR-071204101225-5892 Registration Date: 8/12/2004 Registered By: John Dow

A subsequent account activation email will be sent once we confirmed your information.

****
Do not reply to this e-mail. This message was sent to you using an automated system. This e-mail alias is not monitored for replies. If you need help, please contact us through one of the methods described below.

If you have questions about your registration, contact Elation Systems through the Customer Assistance page at http://www.elationsys.com/contactus.htm, or call Elation Systems Customer Service, Monday through Friday between 8:00AM and 5:00PM PST at 1-925-924-0340, or email us at support@elationsystems.com.

12) Check your email to confirm receipt of an account activation email.

****
Please keep this e-mail for your record.
****

Elation Systems has reviewed your registration.

Registered For: ABC Construction, Inc.
Registration Number: CR-071204101225-5892 Registration Date: 8/12/2004 Registered By: John Dow

Your registration has completed and your account has been activated on 8/13/2004.

****
Do not reply to this e-mail. This message was sent to you using an automated system. This e-mail alias is not monitored for replies. If you need help, please contact us through one of the methods described below.

If you have questions about your registration, contact Elation Systems through the Customer Assistance page at http://www.elationsys.com/contactus.htm, or call Elation Systems Customer Service, Monday through Friday between 8:00AM and 5:30PM PST at 1-925-924-0340, or email us at support@elationsystems.com.

13) To complete the final steps and login to your new Elation account, go to https://www.elationsys.com/APP/

14) Login by inputting your established Login Name and Password, and click Log in to Elation.

15) A box titled “Usage Terms & Conditions” will pop up. Read the terms and click I Agree, and you will then be logged in to Elation.

Account Set-up

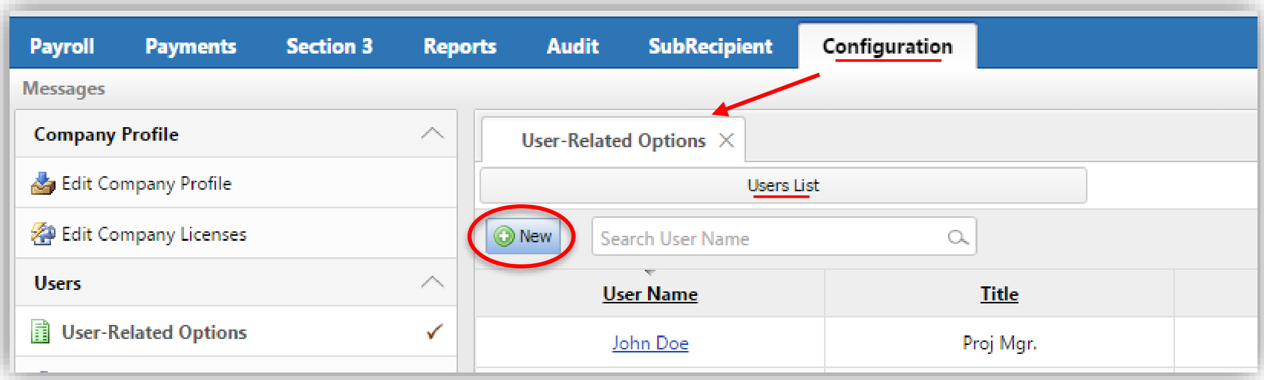
Following account activation, the user can add other members of their organization to the account. Users can be added, modified, and/or deleted from the Configuration tab as needed.

Add User(s)

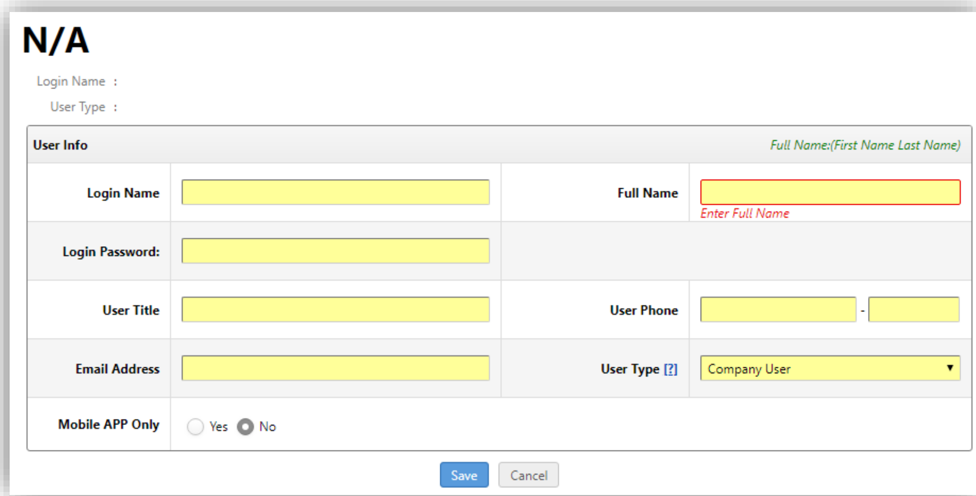
1) Log in to Elation.

2) Click on the Configuration Tab.

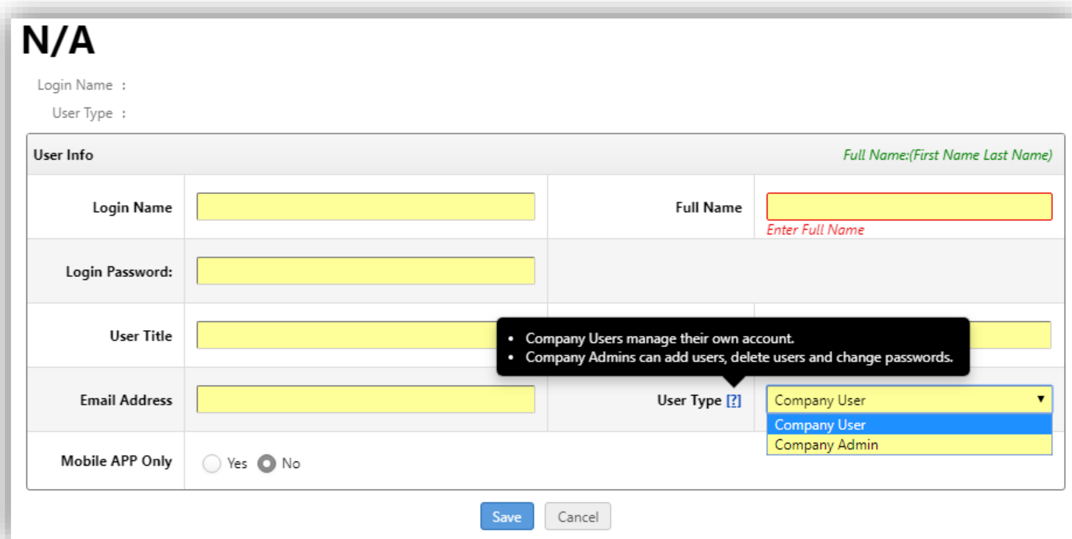
3) This should open to the User-Related Options tab, Users List sub-tab. Click on + New:



4) A new screen will open. Complete the info in the pop-up box:



5) Select the type of user you wish to set-up:

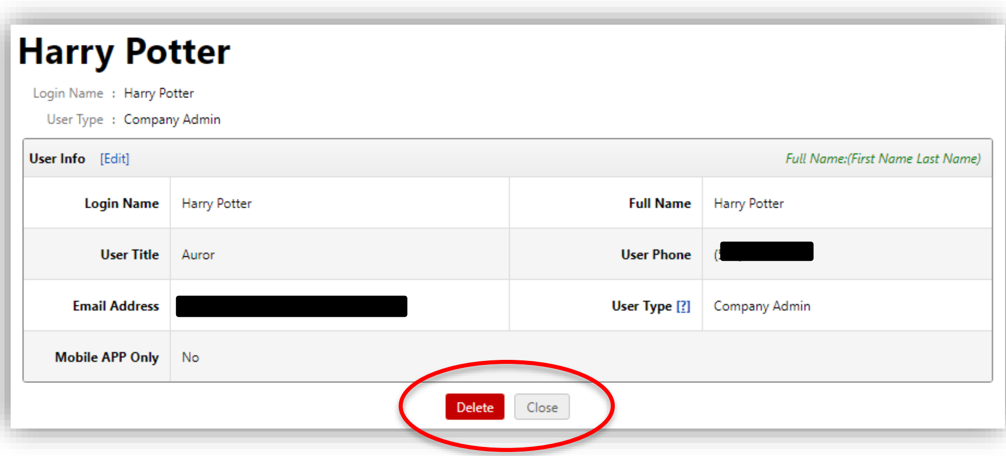


a. There are two types of Users:
   i. *Company User* – has access only to areas assigned; cannot set up other users or assign rights; can not complete reports.
   ii. *Company Admin* – has access to everything; can set up other users; can assign rights; can create reports.
      1. **We recommend creating at least two admin accounts.**

6) Once you have completed the form, click Save.

7) A green box will appear stating "Saved Successfully."

8) The pop-up box will turn into an info screen, which can be accessed at any time by clicking on the user name in the User List. (Users can also be deleted from this screen, seen here.)

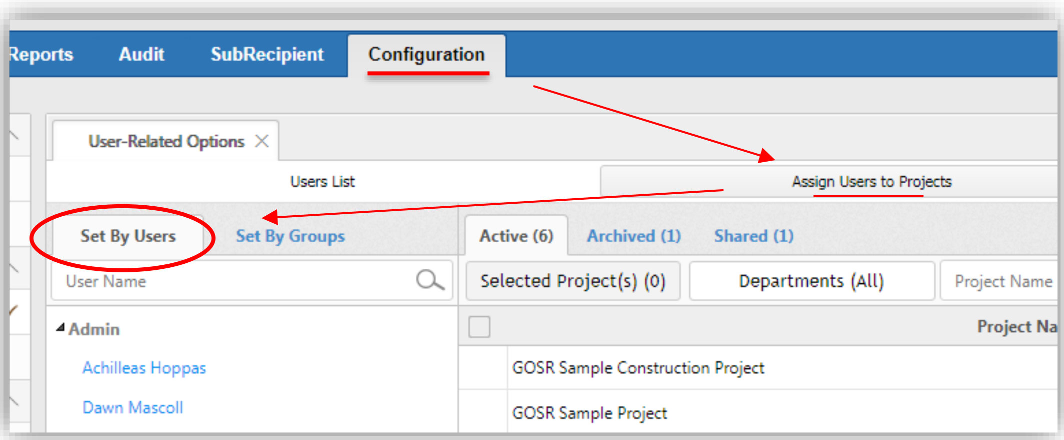


9) If you click Close from the info screen, Elation will take you back to the User-Related Options tab. **Create as many users as necessary, then progress to the next step**.

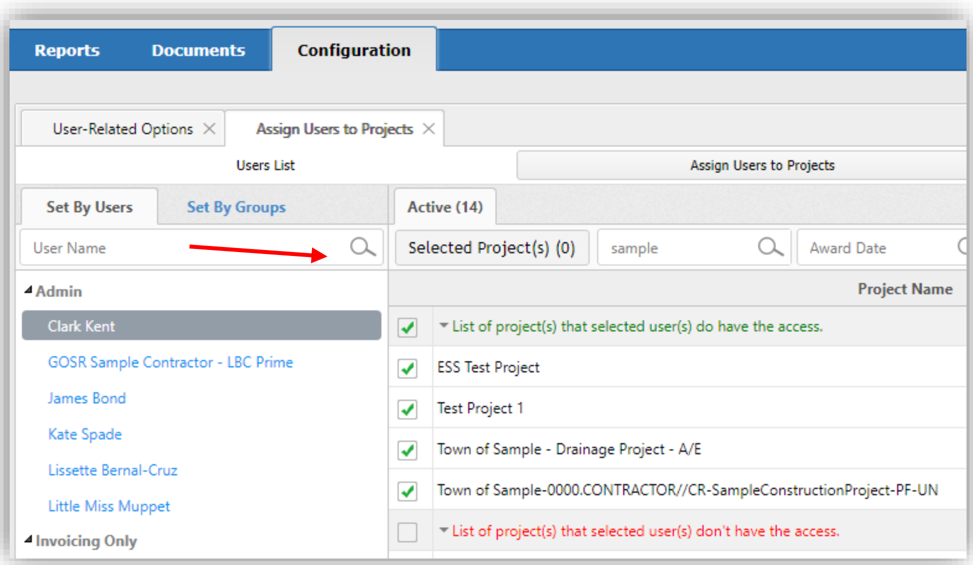
Assign User(s) to Projects

Assigning Users to projects is critical to allow Users rights to view and conduct activities in specific projects in Elation. There are multiple ways to accomplish this task; following is the set of instructions which will allow you to assign projects most simply, by the individual user. Reach out to your Elation contact if you would like direction on creating groups, setting group assignments of projects, batch assigning of projects, etc.

1) Select the Assign Users to Projects sub-tab:

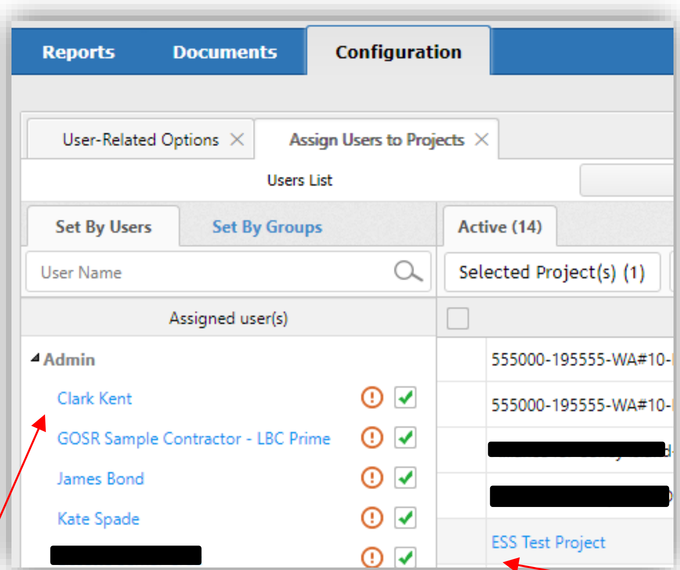


Under the Set By Users sub-tab, click on the User's Name you wish to assign to projects. **All users will need to be assigned to the project(s) to which they will need access**. Individual view here:



2) Make the assignment by checking off the box at the left of the project to which you wish to assign the User. **If you accidentally click a project name, your screen will jump to the project view, which will show you all users assigned to a given project. To return to the individual view (all projects assigned to a given individual), simply click a User name.**

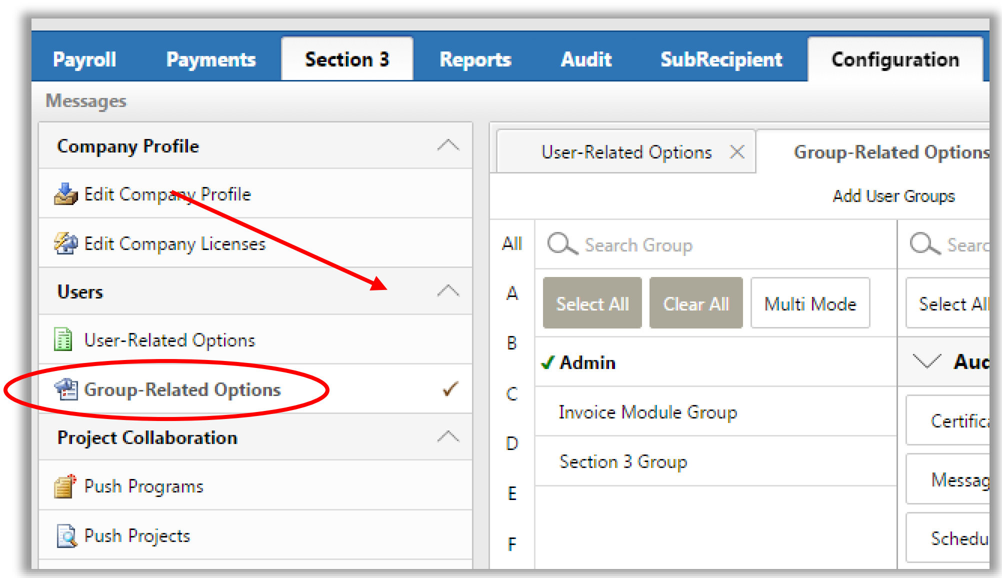
Project view here:



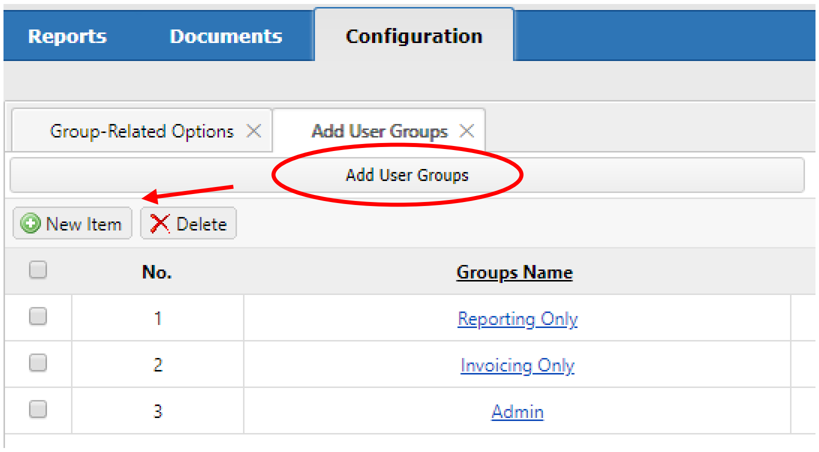
No checkboxes, static project list

Simply select name to return to view in previous screenshot

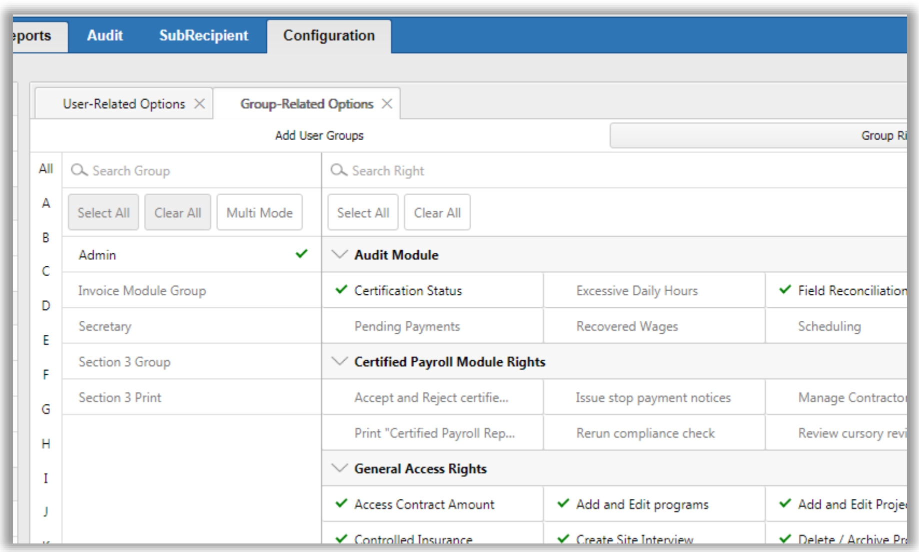
3) **You have completed assigning Users to Projects. Optional further steps:** To grant a batch of Users the same access rights in Elation, or to manage a large number of users, Groups can be created. To do this, click on the Group-Related Options tab in the left side menu:



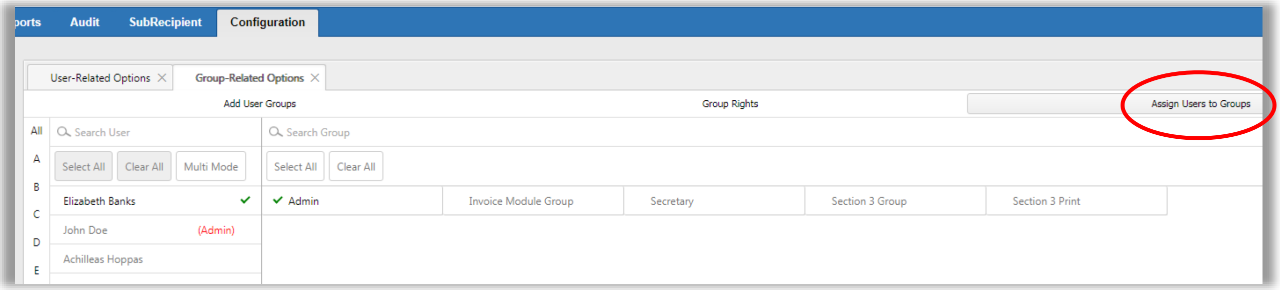
4) Group-Related Options will open automatically to the Group Rights sub-tab, but to begin, Select the Add User Groups sub-tab at the left. Click + New Item to add an Admin Group, Reporting Group, Payroll Group, and/or whatever group structure makes the most sense for your organization. Groups can be added and deleted from this screen.



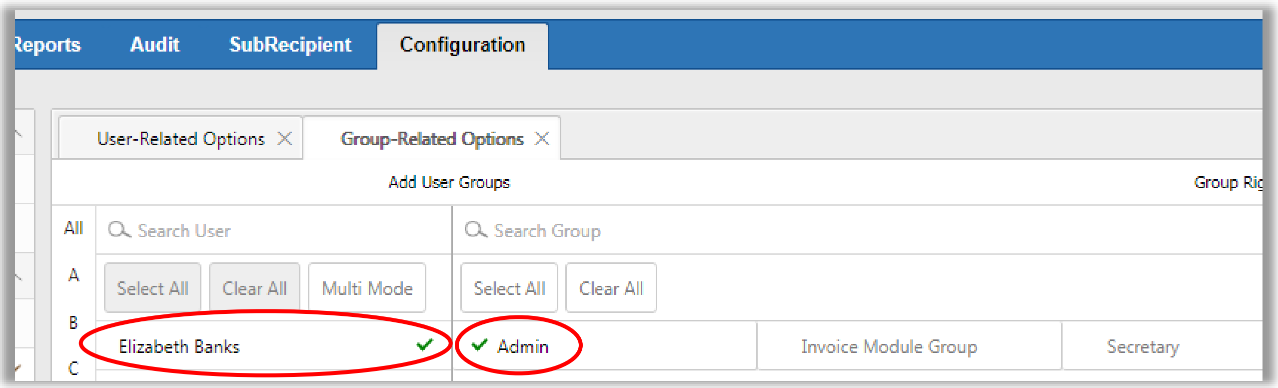
5) To set access rights for the groups you have created, navigate back to the Group Rights center sub-tab. (Work with your GOSR project contact to determine which rights are most appropriate for each group, if you have questions or concerns on this topic.) Elation offers several ways to limit or expand group access rights via this tab.



6) To assign Users to the groups you have created, select the Assign Users to Groups sub-tab to the far right:



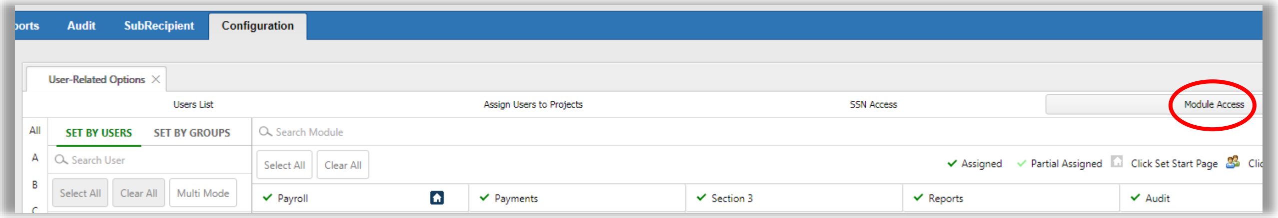
7) Select the User you wish to assign, and then select the Group to which you'd like them assigned. You will see a green check mark appear next to both of your selections, indicating this has been properly assigned.



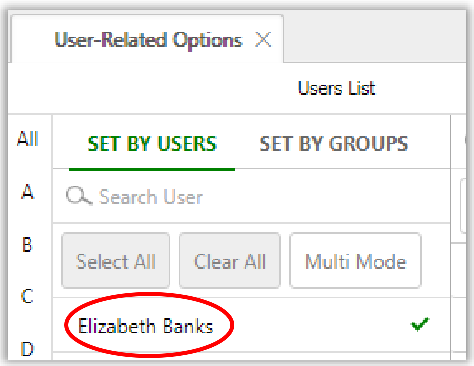
****If you would like information on setting up custom user groups (e.g. Read Only, Invoice Only), please reach out to the Elation contacts at the beginning of the Manual for assistance.*

Modules

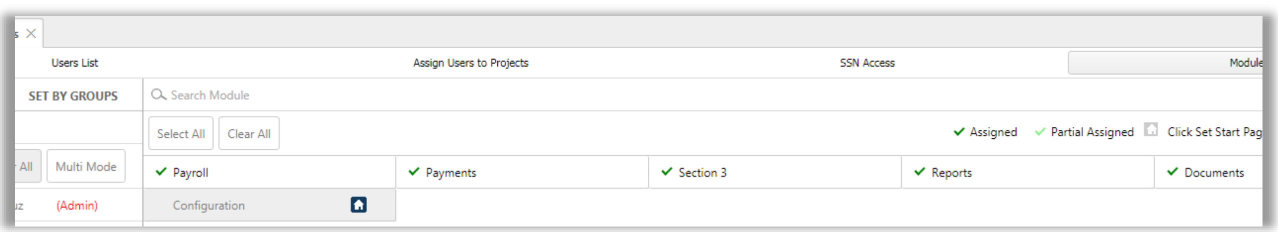
1) **Optional.** Once you have assigned all Users to the desired projects, go back to the User-Related Options tab and select the Module Access sub-tab at the far right:



2) Modules can be set either by User or by the Groups you've just created. You will see the Users List on the left side of the screen under the Set By Users tab, by default; if you choose, you can select to Set By Groups, instead, and your Groups will appear in the list below. Click on the User or Group to which you wish to assign Module Access:



3) Once you have clicked on the User or Group, you will see a set of Modules in the center of the screen. Click into each Module you wish to assign. A green checkmark will appear next to each selection, indicating the assignment has been made.



The Module descriptions are as follows:

a. *Payroll:* This is where construction payroll activities will take place.
b. *Payments:* This is where all payment activity and the majority of the quarterly HUD compliance forms for all project types will be recorded and filed.
c. *Section 3:* This is where all the Section 3 reports are found and filed.
d. *Reports* and *Documents*: At this time, these modules are not actively used.
e. *Configuration:* This is where you set up users and assign access – all users have access to this module by default, but depending on their level of access, their ability to modify other users might be limited.

4) Repeat these steps for each User or Group you wish to give Module Access in your account.

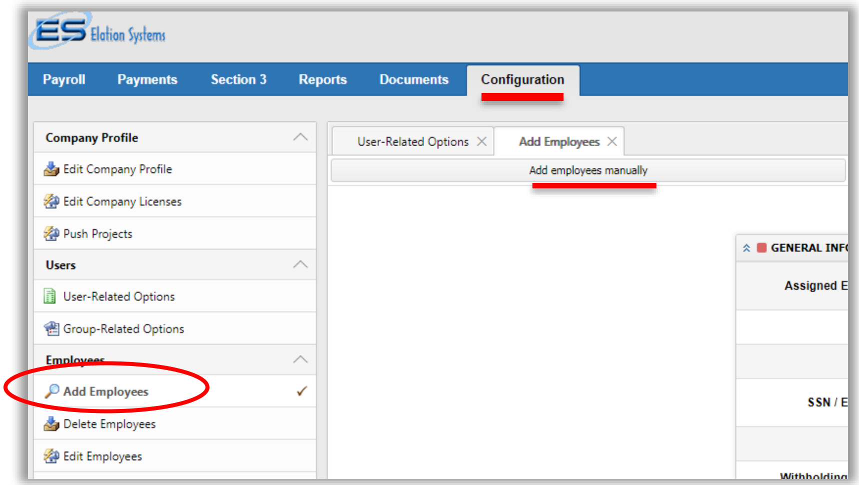
Adding Employees

*Adding employees in Elation is **required** for all vendors, as entering employee information will allow Certified Payroll Reporting and several of the quarterly reports to auto-populate. Manual entry is the default option, but other methods of entry are available. This is separate and distinct from adding Users.*

*Note that only those employees working on GOSR projects need to be considered for quarterly reporting. There is also one **conditional** quarterly report for which adding **new** employees only is mandatory; see Section 3 reporting (p.49) for additional details.*

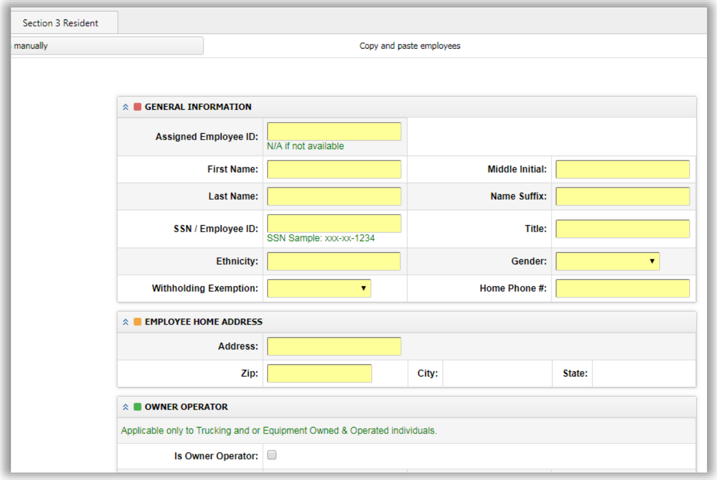
1) Go to the Configuration tab.

2) Click the Add Employees sub-tab at the left. This will auto-direct you to the Add Employees manually tab. (In the menu at left, you will see the Delete Employee and Edit Employee tabs. Utilize these as needed.)



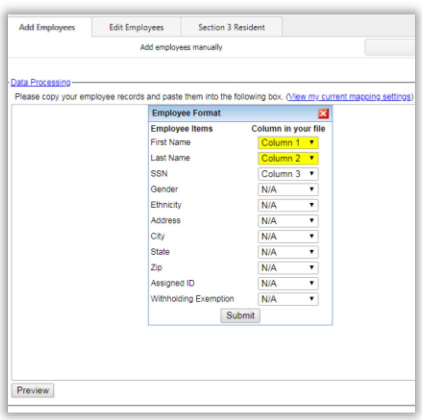
- Add employees manually is the default and recommended option for entering employees, shown below. Add an employee by filling out the information requested in the yellow boxes:
  - Fill in information for **Assigned Employee ID** (put N/A if not applicable), **First Name**, **Last Name**, **Middle Initial**, **Name Suffix**, **SSN/Employee ID**, and job **Title**
  - When you click on **Ethnicity** a pop-up box will appear with ethnicities to choose from. (Note: the first box you click on will be designated the employee's primary ethnicity.) Click **OK** when finished.
  - Select the **Gender**, **Withholding Exemption** and enter the **Home Phone #.**
  - Complete the **Employee Home Address** section.
  - The **Owner Operator** field is only applicable to Trucking and/or Equipment Owned & Operated Individuals; otherwise, leave blank.
  - Complete the **Miscellaneous Information** and **Hiring Source** sections
  - The **Worker's Certificate** section is only applicable to apprentice employees; if applicable, fill out and upload the appropriate file.
  - The same applies to the last section, **Veteran Certificate.**

▪ Click Submit.

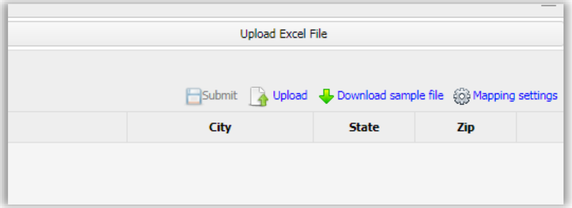


3) There are two other tabs that can be used to add employees: the Copy and paste employees tab and the Upload Excel File tab. These options are useful if you have many employees to upload; however, they require precise direction and can be difficult to set up independently. If you feel this would be a better option for your company, please reach out to your GOSR project contact to ensure this is done correctly.

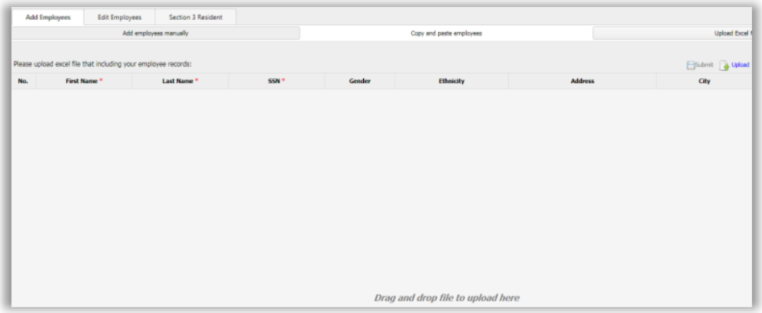
- Copy and paste employees
  - This is done by creating mapping settings. Click on the blue link that reads View my current mapping settings. From this menu, you can indicate which column(s) the information to be mapped (First/Last Name, SSN, Gender, Ethnicity, Address, City, State, Zip) is in. You then can copy and paste your records directly. You can click Preview at the bottom of the page to see the results.



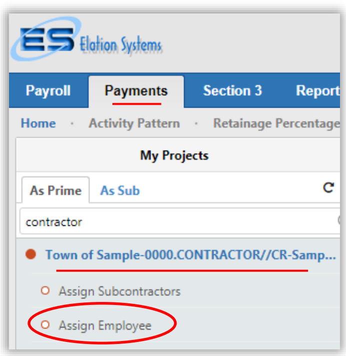
- Upload Excel File of employee records
  - Here you can also set up Mapping settings by clicking on the blue link at the right with the gear next to it; or you can Download a sample file to view one way of organizing your Excel information in preparation for upload.

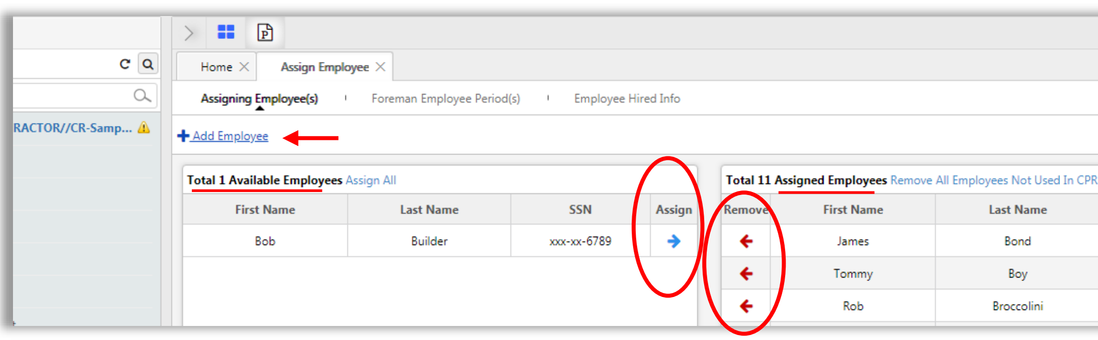


- To add the file, you can either press the Upload button or drag and drop the file into the center of the page. Both will generate previews which you can view and then press Submit.



4) Once entered, **employees need to be assigned to projects** to populate in workforce reports for those projects. Note that entering/assigning **Users** is separate and distinct from entering/assigning **employees. User information does not factor into reporting.**
   - Go to the Payments tab and select the project in question at right.
   - From the Project Menu that opens, select Assign Employee. Use the arrows to move employees into the 'Assigned' area as appropriate. Note that you can also add employees from this screen as needed.



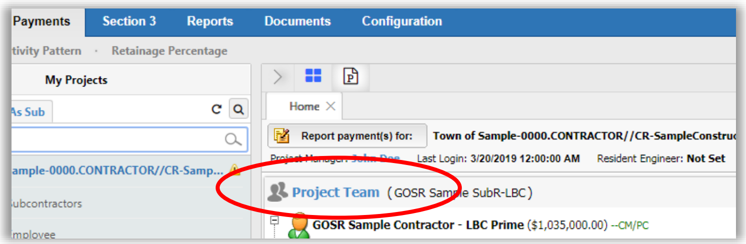


Project Set-up

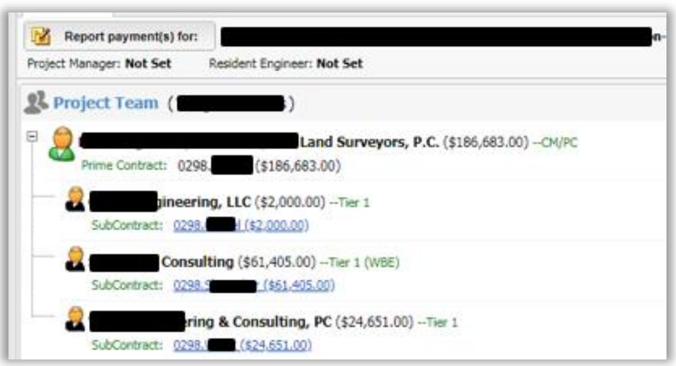
*This is completed by **DASNY & GOSR** once the Work Authorization is executed and loaded into the NYS Contract System. You may view the values and dates of the contract(s) and subcontracts using the guidance below:*

Quick Check for Dates:

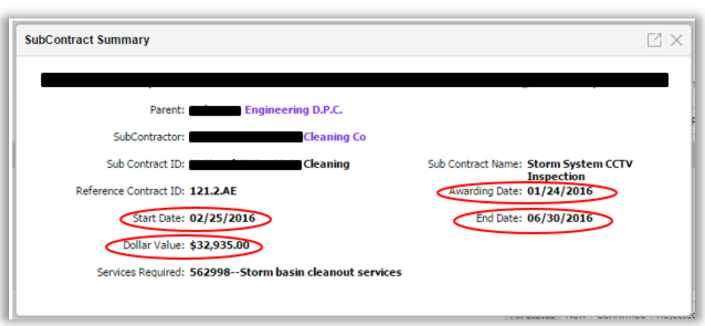
1) In the Payments tab, click on the project name for which you wish to view details. A list of items will expand alongside the home tab of your project, and here you will notice that the Project Team link appears.



2) Click on Project Team, and wait for the tree to expand.



3) The link will expand to list each sub-contractor on this project. You will see the M/WBE status of each sub-contractor, as well as the contract amount and any changes to the contract amount. Click on the blue hyperlink of the subcontract you wish to view. A pop-up box will show all the contract details in a quick-view format:



Compliance Reporting

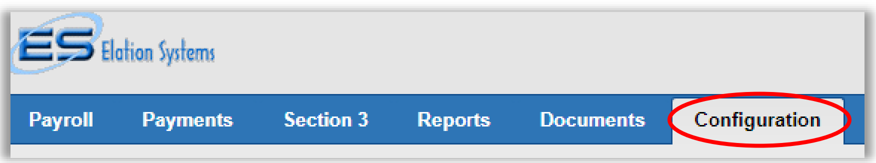
Each quarter, Vendors/Contractors are required to complete compliance reporting to stay compliant with CDBG program requirements. Reports must be submitted in Elation within in 5 calendar days of the close of each quarter (April 5th, July 5th, Oct 5th, Jan 5th). Failure to complete reports in a timely fashion may hold up payment requests.

Compliance forms are found in three locations: the Payments tab, the Payroll tab, and the Section 3 tab. To be able to submit compliance reporting, you must first set up a digital signature.

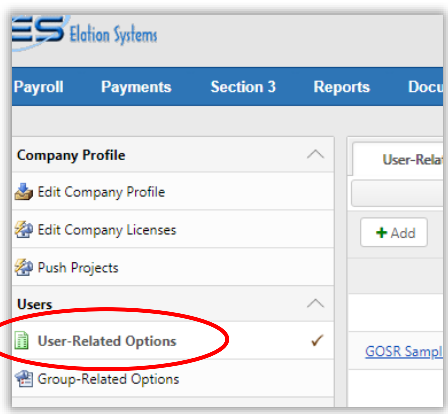
Digital Signature Request

This is the first step in being able to complete your compliance reporting. Once you have registered for your Elation Systems Account and completed the activation process, you will need to request a digital signature. Digital signatures are exclusive to the user requesting them and are not capable of being shared across accounts.

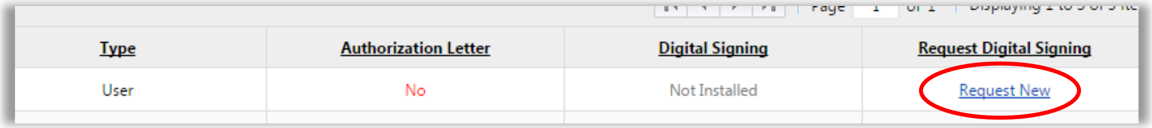
1) Click on the Configuration Tab.



2) You should automatically be directed to the User-Related Options sub-tab, where you will see a list of Users assigned to this account (if not automatically directed here, select User-Related Options under the Users menu on the left side of the screen).



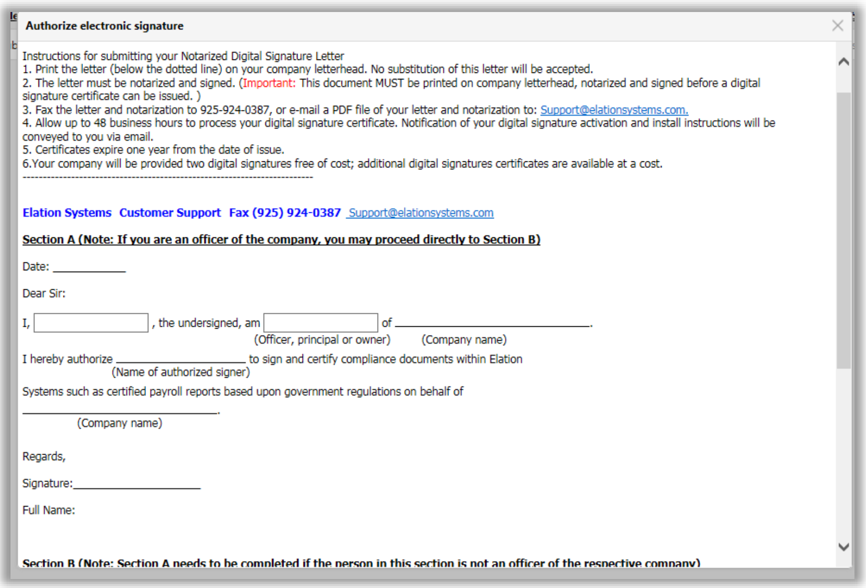
3) The Request Digital Signing column located at the right side of the screen contains a link showing the status of your digital signature. Click on “Request New” to request a new signature:



Type	Authorization Letter	Digital Signing	Request Digital Signing
User	No	Not Installed	Request New

4) A pop-up box titled “Authorize Electronic Signature” will appear with instructions on how to obtain your digital signature.

- Print the letter in the pop-up box on official letterhead (you may also copy and paste the letter onto official letterhead).
- Complete the form as directed and sign the form.
- Fax or Email completed form to Elation Systems at 925-924-0387 or support@elationsystems.com
- It takes about 48 hours to get an email response from Elation Systems containing the link to download and install your digital signature.



Authorize electronic signature

Instructions for submitting your Notarized Digital Signature Letter
1. Print the letter (below the dotted line) on your company letterhead. No substitution of this letter will be accepted.
2. The letter must be notarized and signed. (Important: This document MUST be printed on company letterhead, notarized and signed before a digital signature certificate can be issued.)
3. Fax the letter and notarization to 925-924-0387, or e-mail a PDF file of your letter and notarization to: Support@elationsystems.com.
4. Allow up to 48 business hours to process your digital signature certificate. Notification of your digital signature activation and install instructions will be conveyed to you via email.
5. Certificates expire one year from the date of issue.
6.Your company will be provided two digital signatures free of cost; additional digital signatures certificates are available at a cost.

Elation Systems Customer Support Fax (925) 924-0387 Support@elationsystems.com

Section A (Note: If you are an officer of the company, you may proceed directly to Section B)

Date: ___________

Dear Sir:

I, ________, the undersigned, am ________ of ______________________.
(Officer, principal or owner) (Company name)

I hereby authorize ____________________ to sign and certify compliance documents within Elation
(Name of authorized signer)

Systems such as certified payroll reports based upon government regulations on behalf of

______________________.
(Company name)

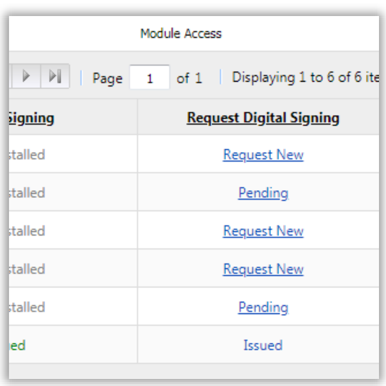
Regards,

Signature:____________________

Full Name:

Section B (Note: Section A needs to be completed if the person in this section is not an officer of the respective company)

5) The Request status will update based on where each user is in the request process:



Module Access

Page 1 of 1 Displaying 1 to 6 of 6 ite

‑igning	Request Digital Signing
‑talled	Request New
‑talled	Pending
‑talled	Request New
‑talled	Request New
‑talled	Pending
ed	Issued

After approximately 48 hours you should receive an email notification that your digital signature certificate is Issued and available for installation. **Before installation**, please see the following notes:

- *Digital signatures are stored locally, on the individual machine, and will not work if the person attempting to digitally sign is using a computer to which the signature certificate has not been installed. To digitally sign, you must be logged into a computer on which you have installed your signature.*

- *Elation will typically only allow you to digitally sign your compliance reports using the browser with which you installed your digital signature.*

- *When setting up a digital signature or attempting to digitally sign a report, please note that it is best to use either:*

    - Internet Explorer or Google Chrome

6) **When you receive the initial installation email, save this for your records**. Follow the instructions to download your digital signature.

From: do_not_reply@elationsystems.com [mailto:do_not_reply@elationsystems.com]
Sent: Tuesday, March 12, 2019 11:00 AM
[redacted]>
Subject: Digital Signature Certificate [redacted]

Dear [redacted]

Your request for a digital signature has been processed and it is ready for your download and installation.

Please login into your Elation Systems account by using your login ID ([redacted]and follow the steps below.

IMPORTANT:

First, setup your SIGNATURE PASSWORD which will be used to protect the usage of your signature.

1. Click your name in blue color on the upper right corner.
2. Click the checkbox next to SETUP/CHANGE SIGNATURE PASSWORD towards the bottom, then enter and confirm your signature password.
3. Click SAVE after successfully specified the password.

Second, INSTALL your digital signature.

1. Click on the "Download your certificate here" link at the bottom of the pop-up screen to download it.
2. Click on the "Proceed to Download" button at the small pop-up window to continue.
3. Click "Open" button at bottom of your browser, or double click on the downloaded certificate file to run the installation wizard.

Please Note: The certificate installation password (case sensitive) will be needed and it is [redacted] when prompted by the installation wizard.

If you are using a window 10 system, make sure to get the latest updates to use Microsoft Edge as your browser.

For installation instruction on **Firefox and Safari (Mac OS)** browsers, please click your name on the upper righthand corner, then click on the Instruction link towards the bottom of the pop-up window, then the Firefox and Safari tab respectively in the instruction window.

Best regards,
Elation Tech Support

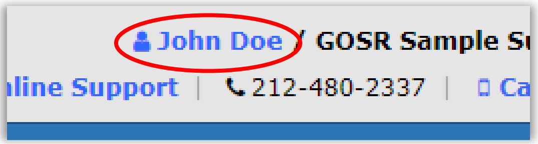
Elation Systems, Inc.

7) Please note that the download password **will remain the same** for all future necessary signature downloads, including signature renewals. The digital signature expires after one year, and renewal can be requested from the same place in the Configuration tab. Please note that **renewal is automatic** within 8 hours, and **there will be no new email** from Elation. The original signature download password is important to keep on file for this reason.

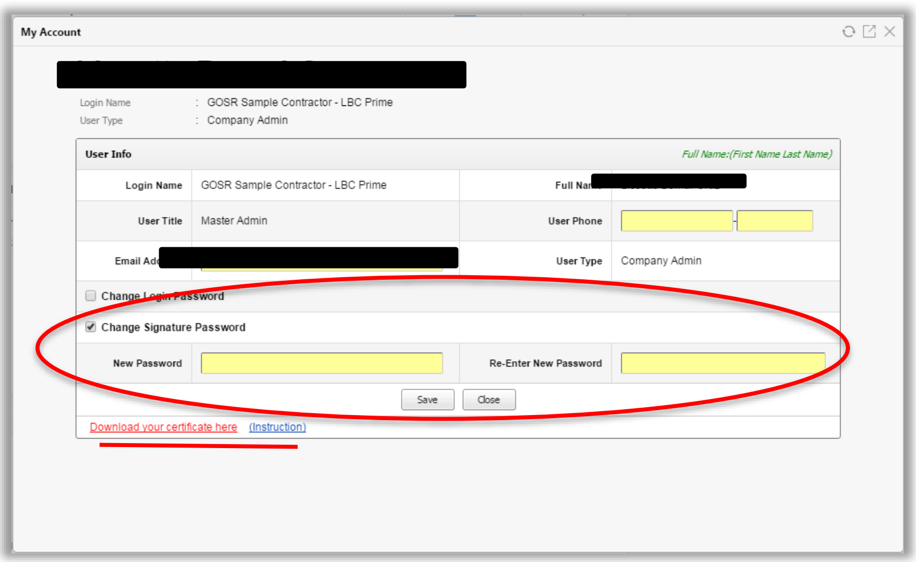
Digital Signature Installation

Download and install the signature upon receipt of the installation email from Elation Support.

1) Log in to Elation and click your user name, which appears as a blue hyperlink in the upper right corner:



2) The My Account pop-up box will appear. Click on the checkbox that says Change Signature Password. Once you check the box, two fields will appear for you to set and re-enter the password associated with use of your digital signature. Please note that the password here is for **use of the signature on reports** and **not** for signature download. These are two separate passwords: you can reset the password to use the signature, while the download password will not change. Click Save before moving forward.



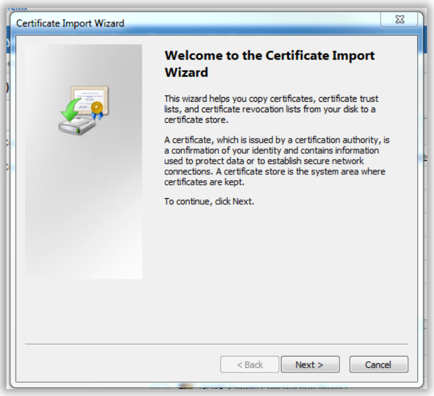
3) When ready, click the underlined red link that says Download your certificate here.

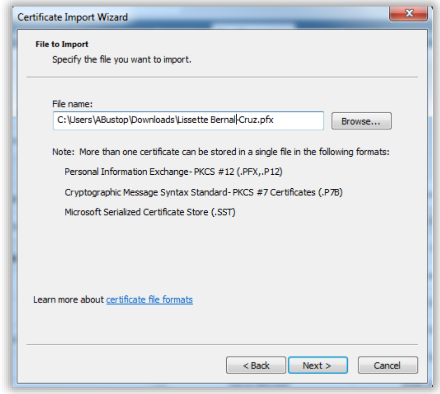
Note: Should you need any assistance at this point or encounter browser issues, click on the blue link next to this button, Instruction, for help, or reach out to your GOSR Elation contact with questions.

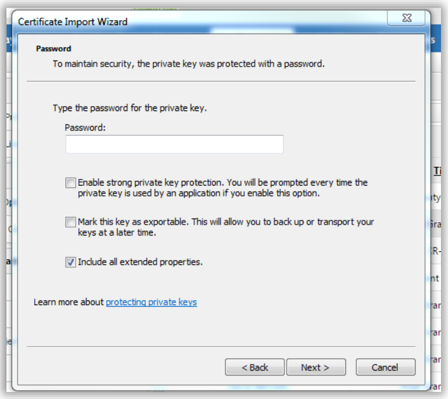
4) A notification box will open with your download; click to Open and the Certificate Import Wizard window will pop up. Click Next: it will auto-populate the signature file's saved location.

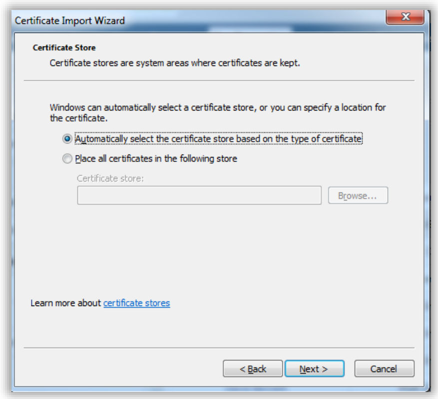
5) Make sure the "Include all extended properties" box is checked, and type in the Password that was provided in your Digital Signature Certification email. Then click Next.

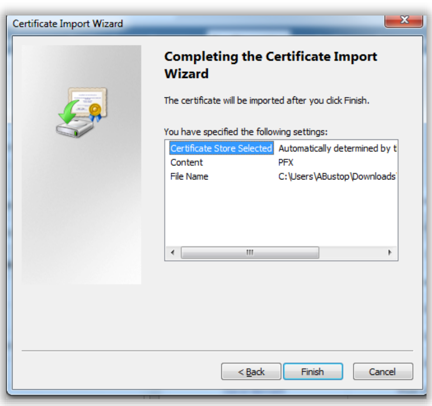
6) Check “Automatically select the certificate store based on the type of certificate,” and then click Next.

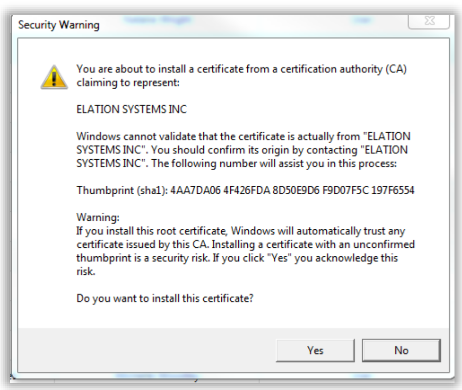










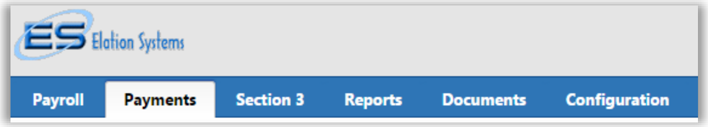


7) Click Next, and complete by clicking Finish. You will then be prompted to install the certificate with a Security Warning. Click Yes, and your certificate will be installed.

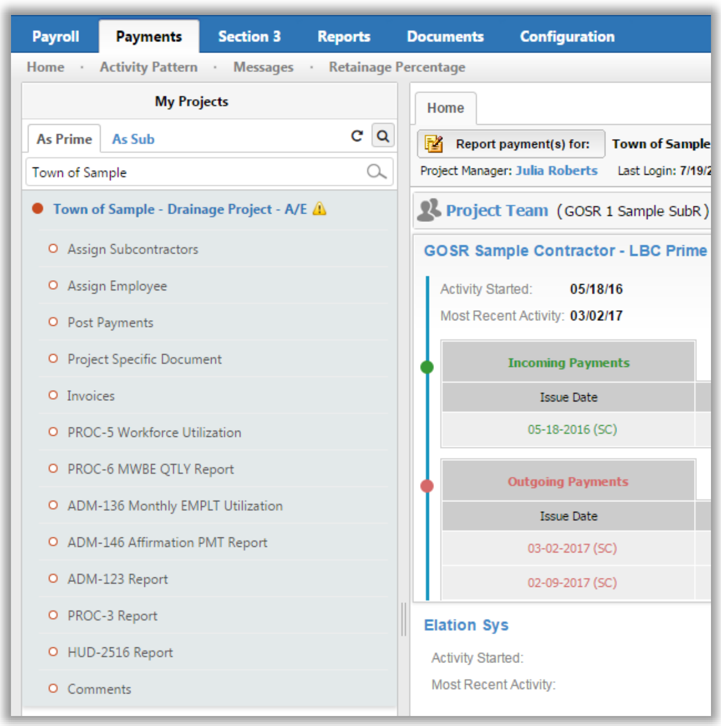
PROC-5: Workforce Employment Utilization Report

Submitted ***quarterly*** *by the Prime Contractor and Subcontractors.*

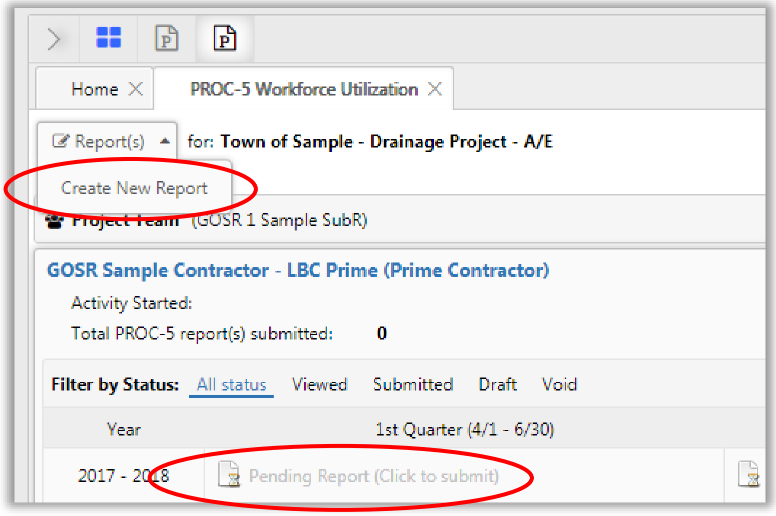
1) To complete the Proc-5 report, click on the Payments (for Term Consultants and JOCS Contractors) or Payroll (for Construction Contractors) tab.



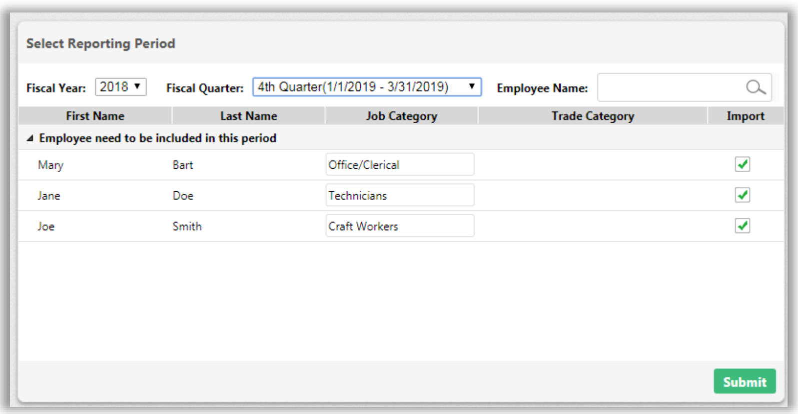
2) Click on the Project Name on the left side. A list of project-related items will appear alongside the project's home tab.



3) Select PROC-5 Workforce Utilization from the project menu. The Proc-5 report panel will appear. You can click into any quarter to submit that quarter's report, or hover your mouse over the Reports button and then click the Create New Report icon to create a new report for any quarter.



4) Make sure your browser will allow pop-ups, to ensure you will be able to view and complete this report. A new screen will open, with prompts regarding reporting period and employees. If not all of your employees display for inclusion in the report, you will need to go back and make sure they were all properly added in Elation and assigned to the project. *See pages 19-21 of the manual for reference on adding and assigning employees.*



5) First confirm that you are reporting for the correct time period. Note that the Fiscal Year may not reflect the current Calendar Year, as demontrated above.

6) Ensure that all of the appropriate employees are selected to the far right of their names, that their job category is correctly selected, and then click Submit.

7) With three employees entered as an example, the report would show as follows. The report will auto-populate **only** the employees you select for inclusion:

WORKFORCE EMPLOYMENT UTILIZATION

Contract No.: CR_Capital Region - Sample

Reporting Entity:
- ☑ Contractor
- ☐ Subcontractor

Reporting Period: Change
- ☑ January 1, 20 17 - March 31, 20 17
- ☐ April 1, 20 17 - June 30, 20 17
- ☐ July 1, 20 17 - September 30, 20 17
- ☐ October 1, 20 17 - December 31, 20 17

Contractor's Name: GOSR Sample Contractor - LBC Prime

Contractor's Address: 25 Beaver Street 2nd Floor, NEW YORK, NY 10001

Report includes:
- ☐ Work force to be utilized on this contract
- ☐ Contractor/Subcontractor's total work force

Enter the total number of employees in each classification in each of the EEO-Job Categories identified.

EEO-Job Category	Total Work force	Work force by Gender		Work force by Race/Ethnic Identification													
		Male	Female	White		Black		Hispanic		Asian		Native American		**Disabled**		**Veteran**	
		(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	**(M)**	**(F)**	**(M)**	**(F)**
Officials/Administrators	1		1						1								1
Professionals																	
Technicians	1	1				1											
Sales Workers																	
Office/Clerical																	
Craft Workers	1																
Laborers																	
Service Workers																	
Temporary/Apprentices																	
Totals	3	1	1			1			1								1

PREPARED BY (Signature): Sign

TELEPHONE NO.:

EMAIL ADDRESS:

DATE:

NAME AND TITLE OF PREPARER (Print or Type):

Submit completed form to:
NYS Homes & Community Renewal, Office of Fair Housing & Equal Opportunity,
641 Lexington Ave, 5th Floor, New York, NY 10022, or OFHEO@nyshcr.org

8) With no employees entered (if no work was done within the reporting quarter), the report will still need to be submitted, and will show as follows. The circled sections will always auto-populate. Please be sure to double check these for accuracy.

WORKFORCE EMPLOYMENT UTILIZATION

Contract No.: CR_Capital Region - Sample

Reporting Entity:
- ☑ Contractor
- ☐ Subcontractor

Reporting Period: Change
- ☑ January 1, 20 17 - March 31, 20 17
- ☐ April 1, 20 17 - June 30, 20 17
- ☐ July 1, 20 17 - September 30, 20 17
- ☐ October 1, 20 17 - December 31, 20 17

Contractor's Name: GOSR Sample Contractor - LBC Prime

Contractor's Address: 25 Beaver Street 2nd Floor, NEW YORK, NY 10001

Report includes:
- ☐ Work force to be utilized on this contract
- ☐ Contractor/Subcontractor's total work force

Enter the total number of employees in each classification in each of the EEO-Job Categories identified.

EEO-Job Category	Total Work force	Work force by Gender		Work force by Race/Ethnic Identification													
		Male	Female	White		Black		Hispanic		Asian		Native American		**Disabled**		**Veteran**	
		(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	**(M)**	**(F)**	**(M)**	**(F)**
Officials/Administrators																	
Professionals																	
Technicians																	
Sales Workers																	
Office/Clerical																	
Craft Workers																	
Laborers																	
Service Workers																	
Temporary/Apprentices																	
Totals																	

PREPARED BY (Signature): Sign

TELEPHONE NO.:

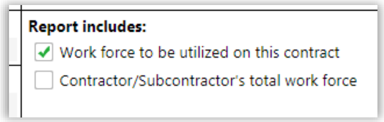
EMAIL ADDRESS:

DATE:

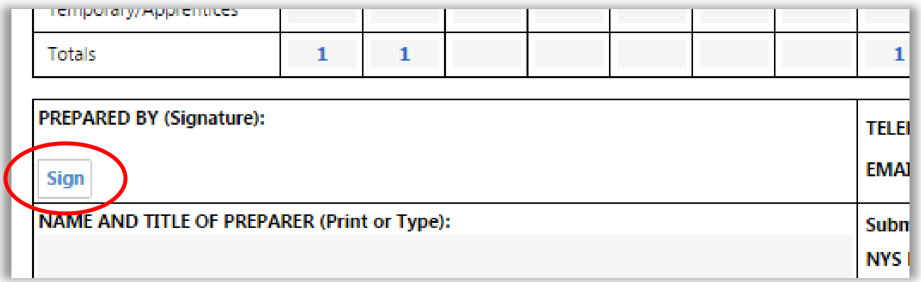
NAME AND TITLE OF PREPARER (Print or Type):

Submit completed form to:
NYS Homes & Community Renewal, Office of Fair Housing & Equal Opportunity,
641 Lexington Ave, 5th Floor, New York, NY 10022, or OFHEO@nyshcr.org

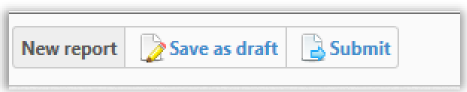
9) In the Report Includes section, be sure to check off ‘Work force to be utilized on this contract.’



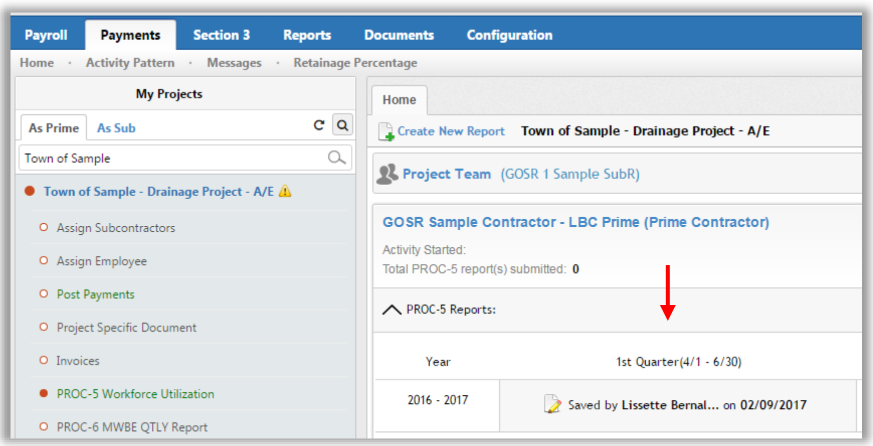
10) Once you have completed the form, hit the Sign button at the bottom to sign it digitally.



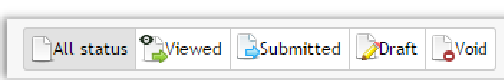
11) Upon signing the form, you can either opt to Save as Draft or Submit the form in the upper right corner of the screen.



12) Once you have saved or submitted your form, you will see it listed with all other PROC-5 reports on the report panel.



13) Use the legend at top right of the screen to identify the status of your reports. You can view past reports by clicking on the status icon beside each.



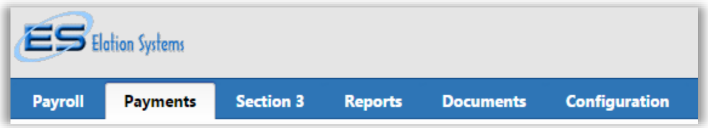
PROC-6: MWBE Quarterly Report

This is automatically pulled from B2G; you don't need to complete the Elation version.

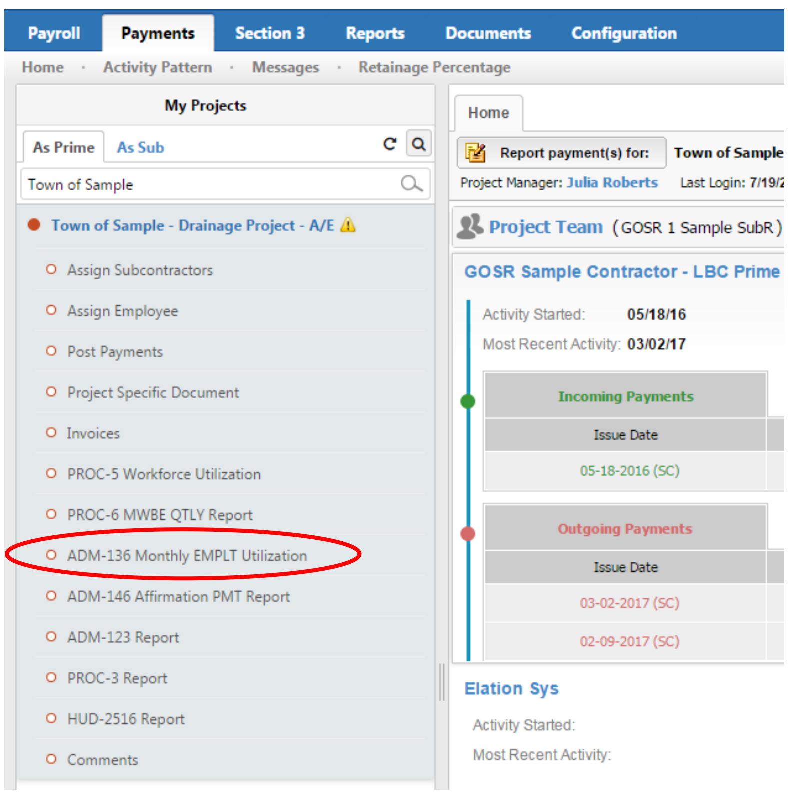
ADM-136: Monthly Employment Utilization Report

Monthly *reports submitted* ***quarterly*** *by the Prime Contractor and Subcontractors.*

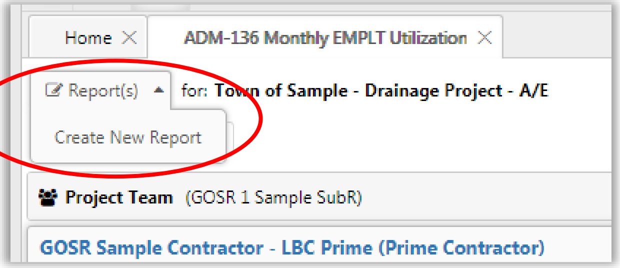
1) To complete the ADM-136 report, click on the Payments (Professional Services Projects) or Payroll (Construction Projects) tab.



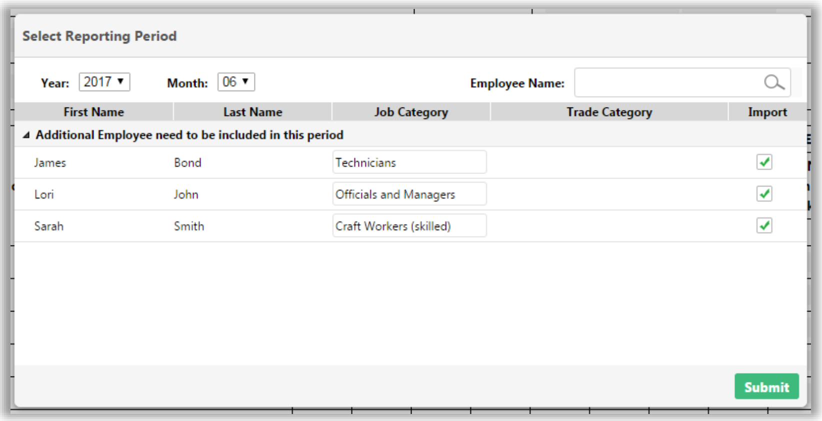
2) Click on the Project Name on the left side. A list of project-related items will appear alongside the project's home tab. From this list, select ADM-136 Monthly EMPLT Utilization.



3) The ADM-136 report panel will appear. To create a new report for any quarter, hover your mouse over the Reports button and then click the Create New Report icon.



4) A new screen will open with prompts. Note that this form will be quite similar to the PROC-5, with the exception that it is completed for **each month,** but is due **quarterly**. (You would submit all three reports for Quarter 1 together within five days of the close of that quarter, for example. You must complete an ADM-136 for each month of the quarter, regardless of how many hours were worked, beginning with the month in which you executed your contract.)



5) Confirm that you are reporting for the correct month, and then make sure that all appropriate employees are checked off for inclusion in the report. If not all of your employees display for inclusion in the report, you will need to go back and make sure they were all properly added in Elation and assigned to the project. *See pages 9-12 of the manual for reference on adding and assigning employees.*

6) With three employees entered as an example, the report would show as follows. The report will auto-populate **only** the employees you select for inclusion. You can modify this report or complete manually as needed. An empty report would still need to be submitted if no work was done on the project within the reporting quarter.

NEW YORK STATE
Homes & Community Renewal

New York State
Homes and Community Renewal
Office of Fair Housing and Equal Opportunity
Website: www.nyshcr.org

MONTHLY EMPLOYMENT UTILIZATION REPORT

Project Name:	Town of Sample - Drainage Project - A/E	Reporting Period:	From: 6/1/2017	To: 6/30/2017	
Contractor/ Firm Name:	GOSR Sample Contractor - LBC Prime	Address:	25 Beaver Street 2nd Floor NEW YORK , NY 10001		
Federal ID/SS#:	12-3456676	SHARS #:		Location of Work:	NY
Labor Amount:	$	Construction Start Date:		Percent of Job Complete:	44.26 %

Job or Trade Category	TOTAL NUMBER OF EMPLOYEES FOR THIS REPORTING PERIOD											
	Total Number of Employees		Black or African American		Hispanic or Latino		Native Hawaiian		Native American or Alaskan Native		Asian or Other Pacific Islander	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials and Managers	0	1	0	0	0	1	0	0	0	0	0	0
Professionals												
Technicians	1	0	1	0	0	0	0	0	0	0	0	0
Sales												
Office/Clerical												
Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0
Laborers												
Service Workers												
Temporary and Apprentices												
Construction Trade -- List Each												
Grand Totals	1	1	1	0	0	1	0	0	0	0	0	0

Company Official's Name: Lissette Bernal-Cruz Title: Master Admin
Company Official's Signature: Sign Date: 6/1/2017
Telephone Number: 212-480-4494 Fax Number:

7) If known, enter in the Labor Amount paid to *employees assigned to this project* for this reporting month, for the respective hours they worked on this project. The Percent of Job Complete should auto-populate.

MONTHLY EMPLOYMENT UTILIZATION REPORT

Project Name:	Town of Sample - Drainage Project - A/E	Reporting Period:	From: 6/1/2017	To: 6/30/2017	
Contractor/ Firm Name:	GOSR Sample Contractor - LBC Prime	Address:	25 Beaver Street 2nd Floor NEW YORK , NY 10001		
Federal ID/SS#:	12-3456676	SHARS #:		Location of Work:	NY
Labor Amount:	$	Construction Start Date:		Percent of Job Complete:	44.26 %

8) Once you have completed the form, and have confirmed it is accurate, Click Sign on the bottom left corner to place your digital signature on the form:

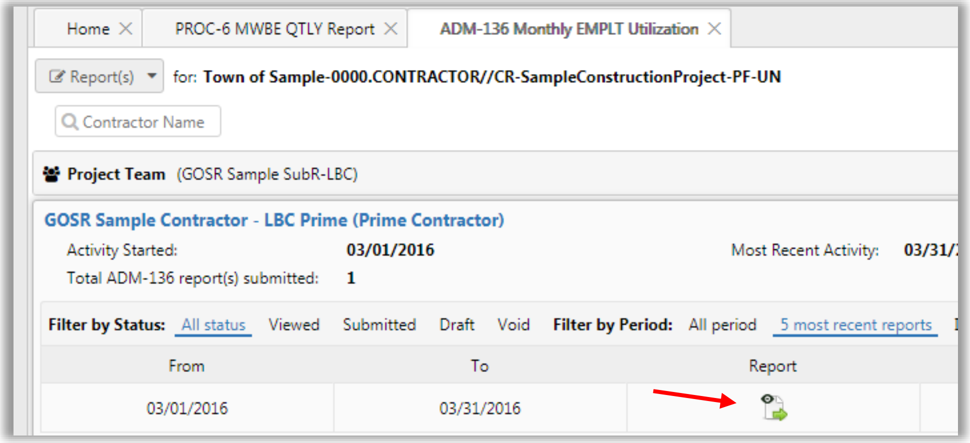
Grand Totals

Company Official's Name: Lissette Bernal-Cruz
Company Official's Signature: Sign

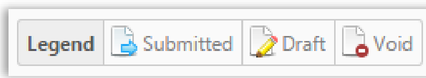
9) When ready, click Submit or Save as draft in the upper left-hand corner of the screen.

New report | Save as draft | Submit

10) Once you have saved or submitted your form, you will see it listed with all other ADM-136 reports on the report panel. View reports by clicking on the status icon in the Report column.



11) Use the legend at the top of the screen to identify the status of your reports.



ADM-146: Affirmation of Payment Report

This is automatically pulled from B2G; you don't need to complete the Elation version.

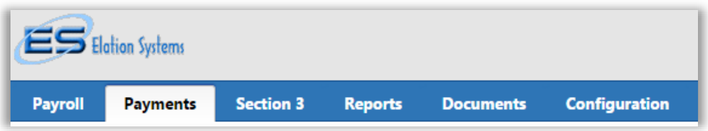
ADM-123: Cumulative Payment Report

This is automatically pulled from B2G; you don't need to complete the Elation version.

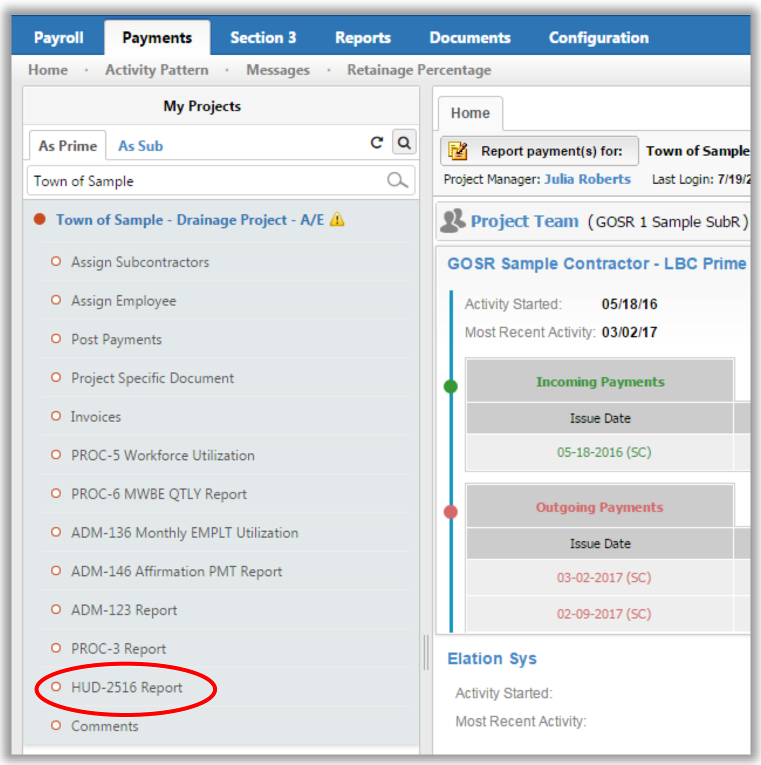
HUD-2516: Contract and Subcontract Activity Report

*Submitted **quarterly** by Prime Contractors **only**.*

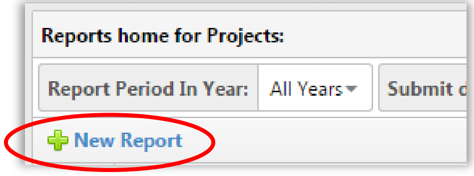
1) To complete the HUD-2516 report, click on the Payments tab.



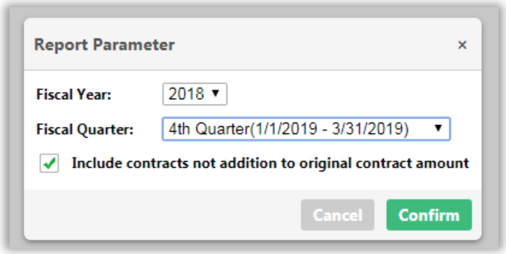
2) Click on the Project Name on the left side. A list of project-related items will appear alongside the project's home tab. From this list, select HUD-2516 Report.



3) The HUD-2516 report panel will appear. You can review past reports from this screen, or click the + New Report icon to create a new report.



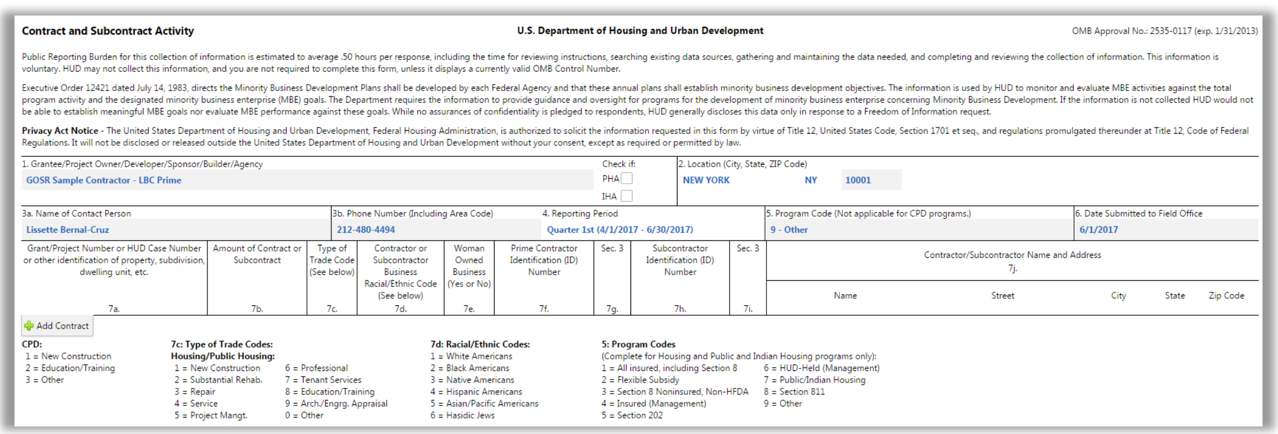
4) A pop-up box will appear:



5) Select the correct reporting quarter, and confirm that you are reporting for the correct Fiscal Year. Note that the Fiscal Year may not reflect the current Calendar Year.

6) **Always** check the box marked 'Include contracts not addition to original contract amount.' If you do not check this box and you have subcontractors, the report will not populate correctly. Click confirm.

7) The HUD-2516 Contract and Subcontract Activity form will open. The entire form should auto-populate, but be sure to double check this information for accuracy before submitting. The grey fields are editable and can be modified if needed. The correct program code is '9 – Other.'



Contract and Subcontract Activity **U.S. Department of Housing and Urban Development** OMB Approval No.: 2535-0117 (exp. 1/31/2013)

Public Reporting Burden for this collection of information is estimated to average .50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

Executive Order 12421 dated July 14, 1983, directs the Minority Business Development Plans shall be developed by each Federal Agency and that these annual plans shall establish minority business development objectives. The information is used by HUD to monitor and evaluate MBE activities against the total program activity and the designated minority business enterprise (MBE) goals. The Department requires the information to provide guidance and oversight for programs for the development of minority business enterprise concerning Minority Business Development. If the information is not collected HUD would not be able to establish meaningful MBE goals nor evaluate MBE performance against these goals. While no assurances of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

Privacy Act Notice - The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. It will not be disclosed or released outside the United States Department of Housing and Urban Development without your consent, except as required or permitted by law.

1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency	Check if: PHA ☐ IHA ☐	2. Location (City, State, ZIP Code)
GOSR Sample Contractor - LBC Prime		NEW YORK NY 10001

3a. Name of Contact Person	3b. Phone Number (Including Area Code)	4. Reporting Period	5. Program Code (Not applicable for CPD programs.)	6. Date Submitted to Field Office
Lissette Bernal-Cruz	212-480-4494	Quarter 1st (4/1/2017 - 6/30/2017)	9 - Other	6/1/2017

Grant/Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc. 7a.	Amount of Contract or Subcontract 7b.	Type of Trade Code (See below) 7c.	Contractor or Subcontractor Business Racial/Ethnic Code (See below) 7d.	Woman Owned Business (Yes or No) 7e.	Prime Contractor Identification (ID) Number 7f.	Sec. 3 7g.	Subcontractor Identification (ID) Number 7h.	Sec. 3 7i.	Contractor/Subcontractor Name and Address 7j. Name	Street	City	State	Zip Code

Add Contract

CPD:
1 = New Construction
2 = Education/Training
3 = Other

7c: Type of Trade Codes:
Housing/Public Housing:
1 = New Construction
2 = Substantial Rehab.
3 = Repair
4 = Service
5 = Project Mangt.
6 = Professional
7 = Tenant Services
8 = Education/Training
9 = Arch./Engrg. Appraisal
0 = Other

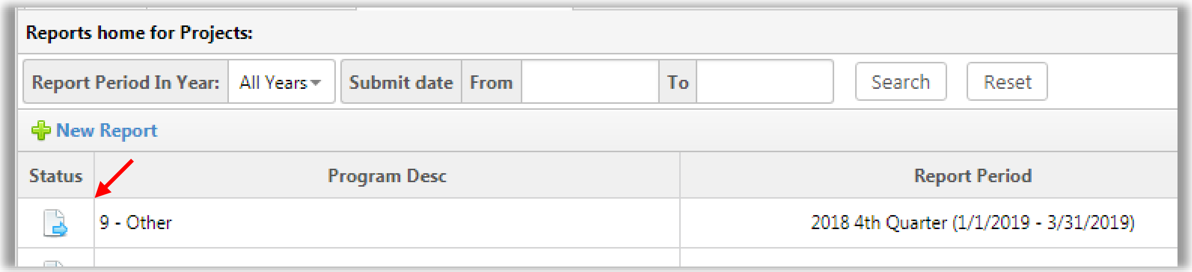
7d: Racial/Ethnic Codes:
1 = White Americans
2 = Black Americans
3 = Native Americans
4 = Hispanic Americans
5 = Asian/Pacific Americans
6 = Hasidic Jews

5: Program Codes
(Complete for Housing and Public and Indian Housing programs only):
1 = All insured, including Section 8
2 = Flexible Subsidy
3 = Section 8 Noninsured, Non-HFDA
4 = Insured (Management)
5 = Section 202
6 = HUD-Held (Management)
7 = Public/Indian Housing
8 = Section 811
9 = Other

8) The report should auto-populate with any new contracts for the reporting period. **If you have any reason to make edits to this form, this means that your subcontractors are not entered correctly in Elation. Reach out to your GOSR project contact for assistance if you do not see a correctly populated report.**

9) When you're ready, click on the Submit or Save as draft button in the upper left hand corner.

10) Once you have saved or submitted your form, you will see it listed with all other HUD-2516 reports on the report panel. View reports by clicking on the icon in the status column.



11) Use the legend at the top of the screen to identify the status of your reports.

Section 3 Reporting:

*Submitted **quarterly** by Prime Contractors and Subcontractors with **contracts equal to or exceeding $100,000 only**. Contracts less than $100,000 are not subject to these reports. Please note that this report concerns **hiring activity within the reporting period only.***

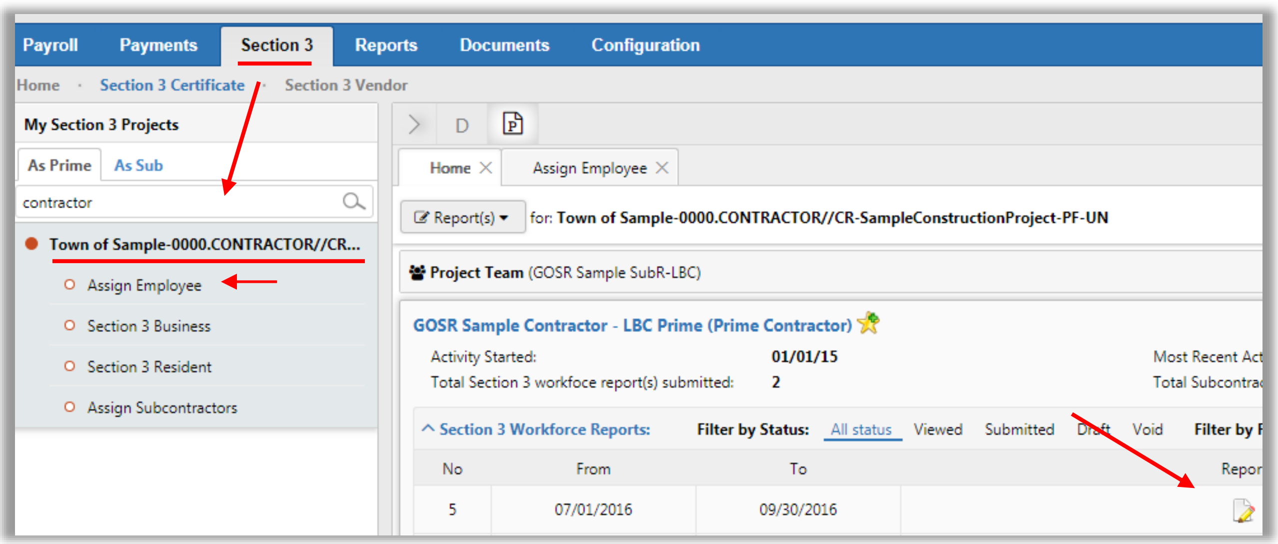
*The Prime Contractor subject to Section 3 reporting would submit one Section 3 Workforce Report **and** one Section 3 Subcontracting Report per quarter. The Subcontractor subject to Section 3 reporting would submit **only** one Section 3 Workforce Report per quarter, **unless they have second-tier subcontractors of their own**.*

Assigning Employees

*Please note that the Section 3 Workforce Report **does not** have the capability to be completed manually. If you hired **new** employees during the reporting period, these employees must be entered into Elation to be included in this report, and must also be assigned to the proper projects. See pages 9-12 of the manual for reference on adding and assigning employees.*

1) Note that employees can also be added and assigned from the Section 3 tab if needed.

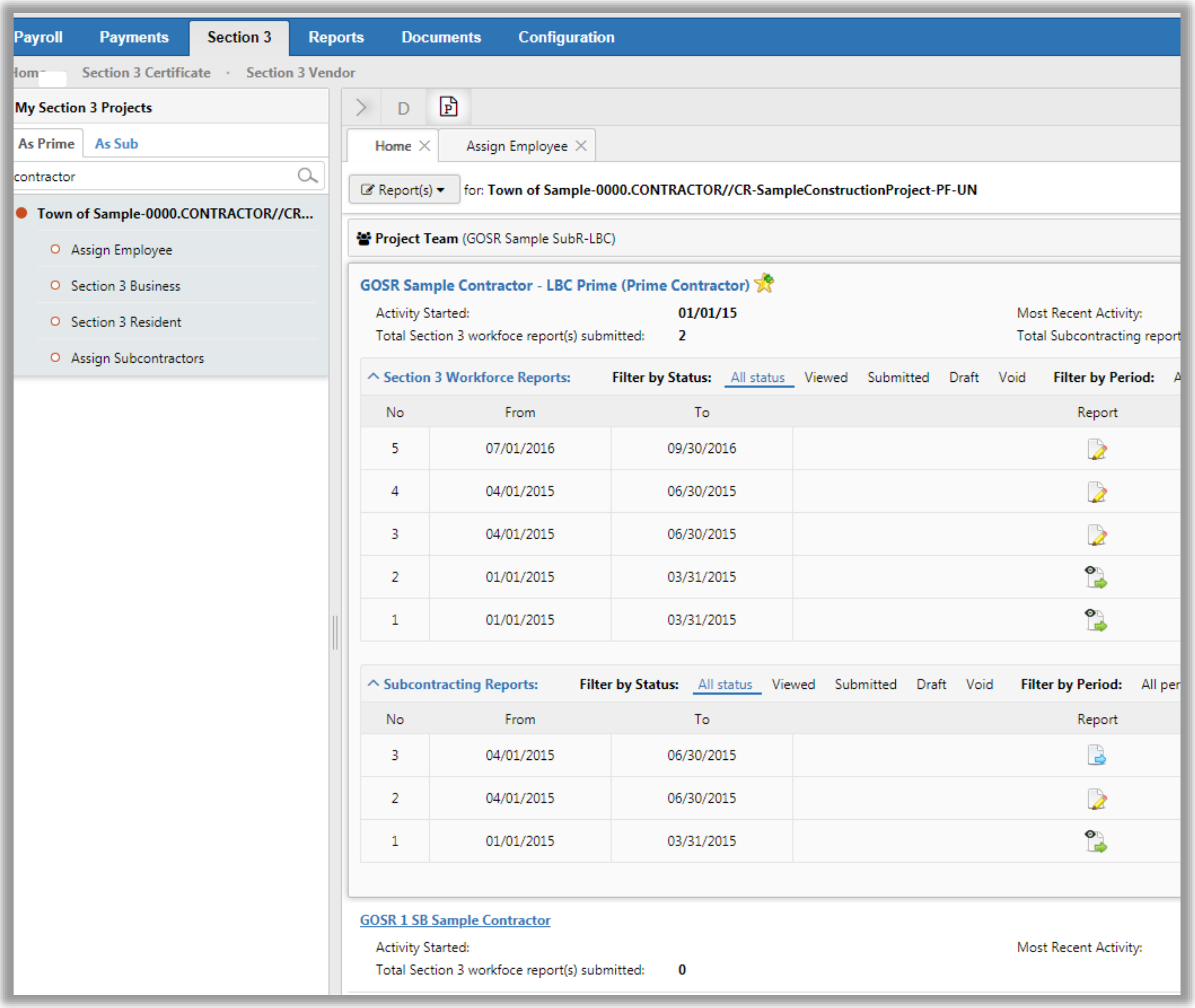
2) Click on the project name at left. A list of project-related items will appear, and the Section 3 reports 'home' screen will open. From this screen, you can view existing reports by clicking into the report status symbols at right. You can also double check assigned employees by clicking Assign Employee in the project menu at left.



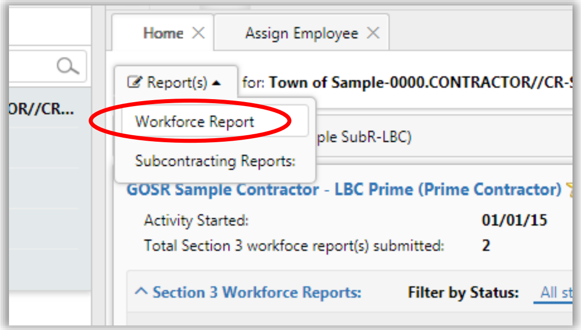
Section 3 Workforce Reports

1) If you are a Prime or Subcontractor with a contract over $100,000, you will need to complete this quarterly report. To complete the Section 3 Workforce Report, go to the Section 3 Tab.

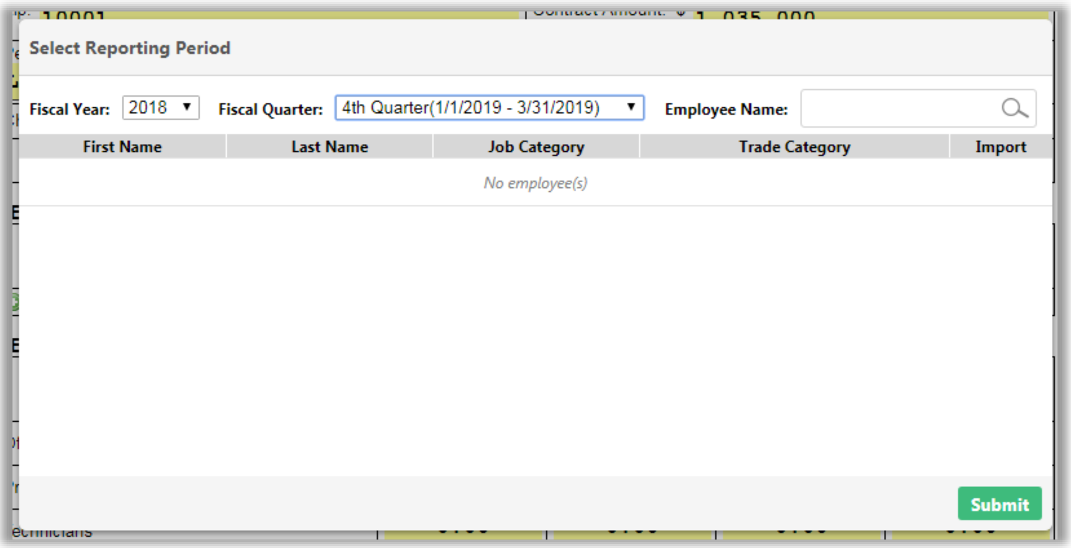
2) Click on the name of the project for which you wish to complete the Section 3 Workforce Report. The home tab of this page will display either the name and completed reports of the Prime and all Subcontractors, if the viewing firm is a Prime, or simply the Subcontractor name and reports, if the viewing firm is a Subcontractor. In this example, the viewing firm is a Prime.



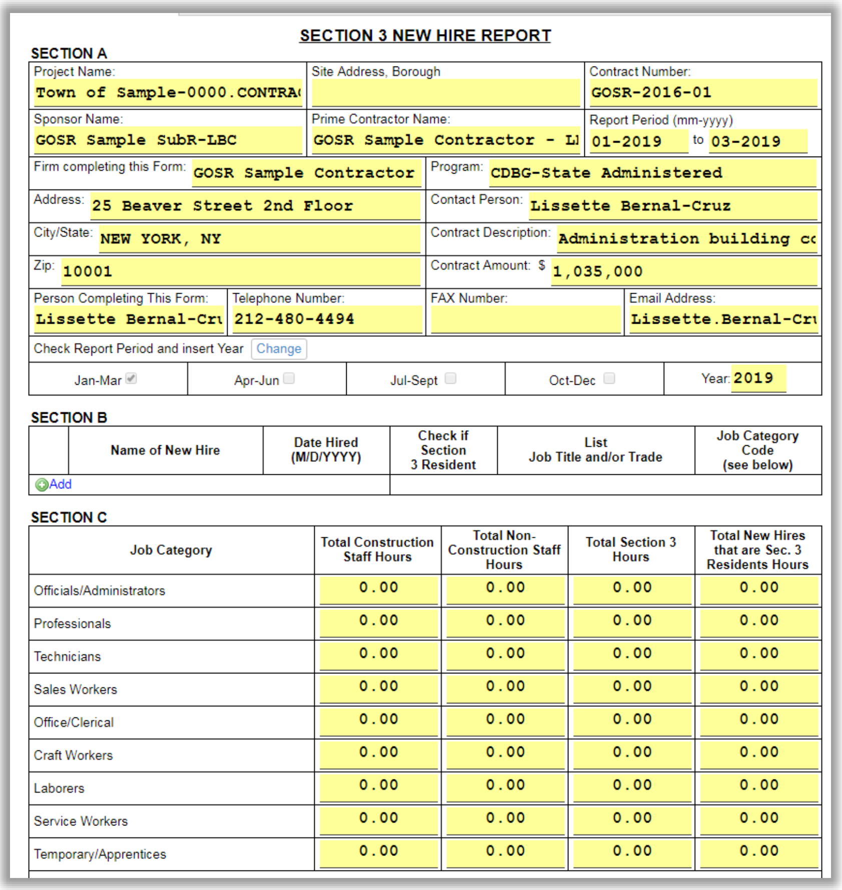
3) Click on Report(s) and select Workforce Report from the dropdown list.



4) A new screen will open, with prompts regarding reporting period and employees. Note that this will also be Fiscal Year and quarter. After selecting the date range and including any necessary employees for inclusion in the report, click Submit. In this example, no new employees were hired, and none pre-populated for inclusion.



5) The Section 3 New Hire Report will open. Section A will auto-fill with the applicable company information; please review to ensure accuracy.



SECTION 3 NEW HIRE REPORT

SECTION A

Project Name:	Site Address, Borough	Contract Number:
Town of Sample-0000.CONTRA(		GOSR-2016-01
Sponsor Name: GOSR Sample SubR-LBC	Prime Contractor Name: GOSR Sample Contractor - Li	Report Period (mm-yyyy) 01-2019 to 03-2019

Firm completing this Form: GOSR Sample Contractor	Program: CDBG-State Administered
Address: 25 Beaver Street 2nd Floor	Contact Person: Lissette Bernal-Cruz
City/State: NEW YORK, NY	Contract Description: Administration building cc
Zip: 10001	Contract Amount: $ 1,035,000

Person Completing This Form:	Telephone Number:	FAX Number:	Email Address:
Lissette Bernal-Cru	212-480-4494		Lissette.Bernal-Cru

Check Report Period and insert Year Change

Jan-Mar ☑	Apr-Jun ☐	Jul-Sept ☐	Oct-Dec ☐	Year: 2019

SECTION B

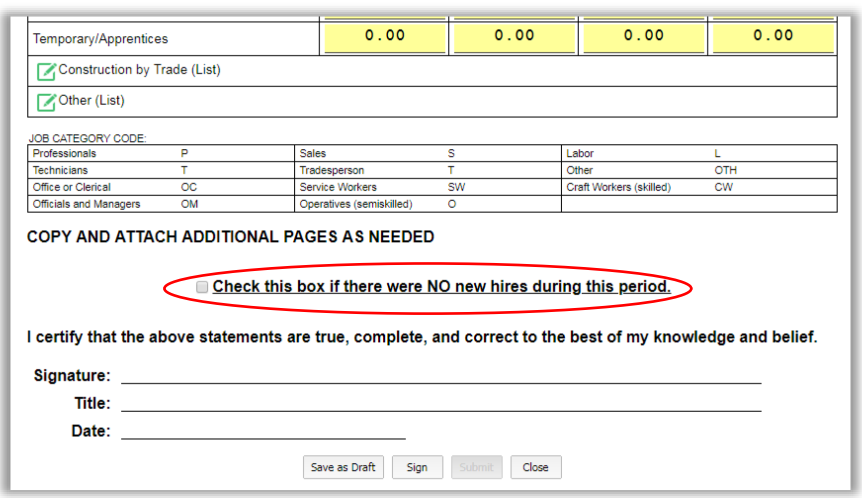
	Name of New Hire	Date Hired (M/D/YYYY)	Check if Section 3 Resident	List Job Title and/or Trade	Job Category Code (see below)
Add					

SECTION C

Job Category	Total Construction Staff Hours	Total Non-Construction Staff Hours	Total Section 3 Hours	Total New Hires that are Sec. 3 Residents Hours
Officials/Administrators	0.00	0.00	0.00	0.00
Professionals	0.00	0.00	0.00	0.00
Technicians	0.00	0.00	0.00	0.00
Sales Workers	0.00	0.00	0.00	0.00
Office/Clerical	0.00	0.00	0.00	0.00
Craft Workers	0.00	0.00	0.00	0.00
Laborers	0.00	0.00	0.00	0.00
Service Workers	0.00	0.00	0.00	0.00
Temporary/Apprentices	0.00	0.00	0.00	0.00

6) Add in the information for any new hires in Section B by clicking on the +Add button. You will be able to select the relevant new employees from a list, based on the employees you selected for inclusion in the report. See previous section on Assigning Employees to the project if you have not already done so.

7) In Section C, enter in the relevant hours worked per job category for each respective new hire. If there were no new hires for this reporting period, you would check the box indicating that there were no new hires.



Temporary/Apprentices	0.00	0.00	0.00	0.00
Construction by Trade (List)				
Other (List)				

JOB CATEGORY CODE:

Professionals	P	Sales	S	Labor	L
Technicians	T	Tradesperson	T	Other	OTH
Office or Clerical	OC	Service Workers	SW	Craft Workers (skilled)	CW
Officials and Managers	OM	Operatives (semiskilled)	O		

COPY AND ATTACH ADDITIONAL PAGES AS NEEDED

☐ Check this box if there were NO new hires during this period.

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Signature: ____________________

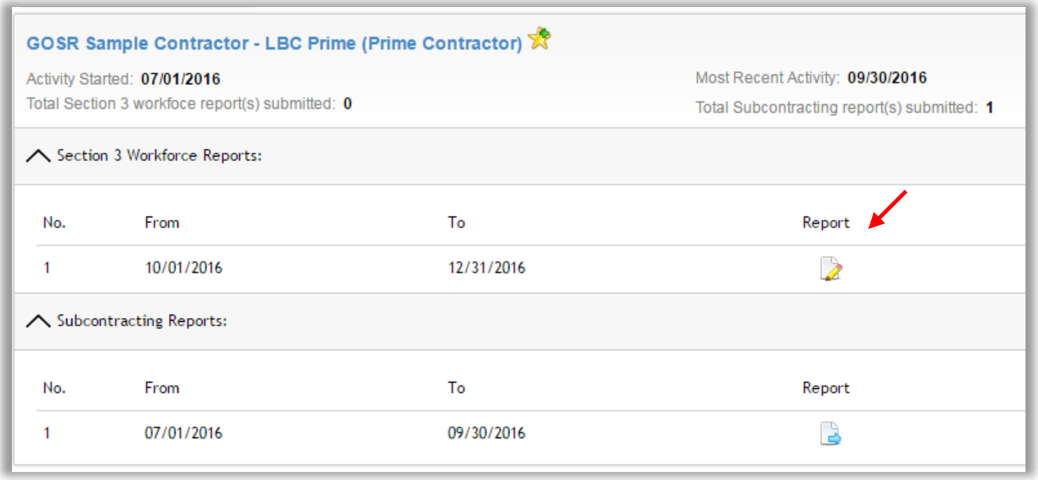
Title: ____________________

Date: ____________________

Save as Draft | Sign | Submit | Close

8) Once you have verified the information in Sections A-C, complete the certification statement at the bottom of the form by clicking Sign, and then, once the document is signed, click Submit.

9) Once you have saved or submitted your form, you will see it listed with all other Section 3 Workforce reports on the report panel. View reports by clicking on the icon in the report column.

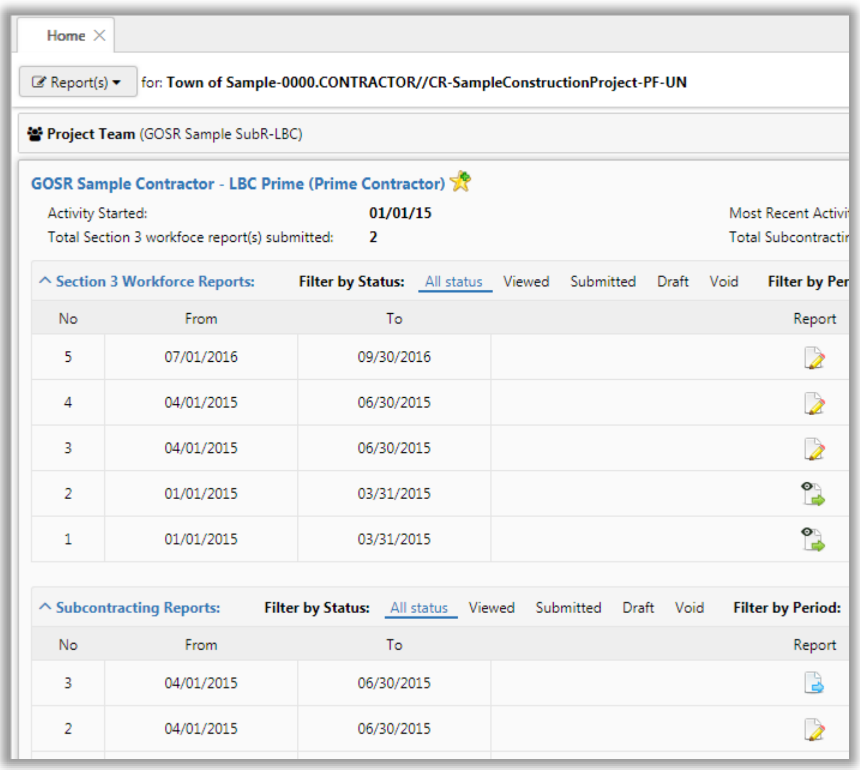


10) Use the legend at the top of the screen to identify the status of your reports.

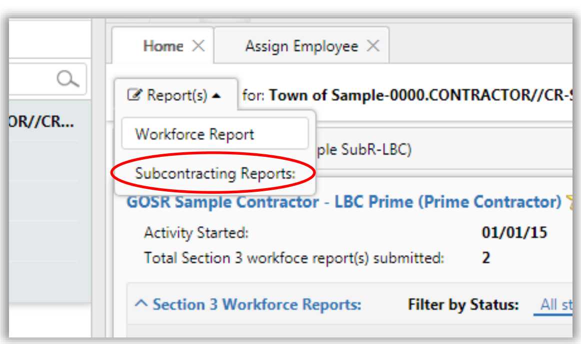
Section 3 Subcontracting Report

1) If you are a Prime with a contract over $100,000, you will need to complete this quarterly report. **Subcontractors are not subject to this report unless they have second-tier subcontractors of their own.** To complete the Section 3 Subcontracting Report, go to the Section 3 tab.

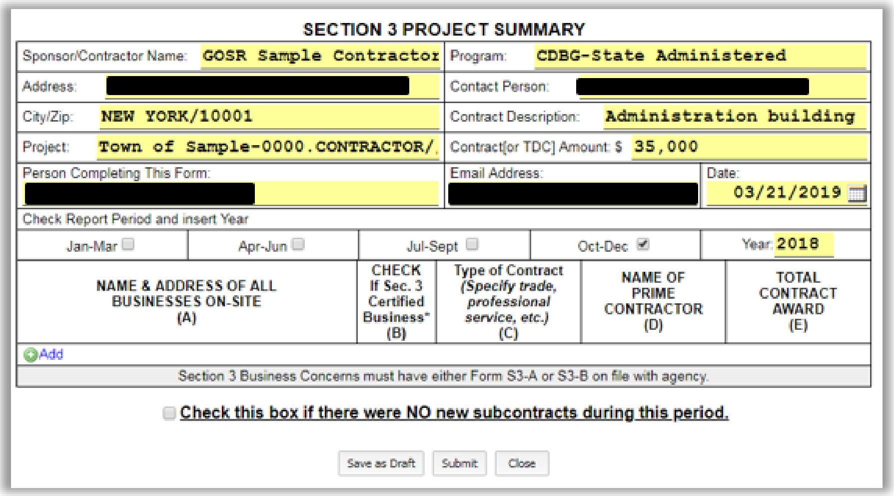
2) Click on the name of the project for which you wish to complete the report. The home tab of this page will display as described in the previous section.



3) Click on Report(s) and select Subcontracting Reports from the dropdown list.



4) The Section 3 Project Summary report will open, and the top section will auto-populate with the applicable firm information. Please verify this info for accuracy.



SECTION 3 PROJECT SUMMARY

Sponsor/Contractor Name: GOSR Sample Contractor	Program: CDBG-State Administered
Address: [redacted]	Contact Person: [redacted]
City/Zip: NEW YORK/10001	Contract Description: Administration building
Project: Town of Sample-0000.CONTRACTOR/	Contract[or TDC] Amount: $ 35,000
Person Completing This Form: [redacted]	Email Address: [redacted] Date: 03/21/2019

Check Report Period and insert Year

Jan-Mar ☐	Apr-Jun ☐	Jul-Sept ☐	Oct-Dec ☑	Year: 2018

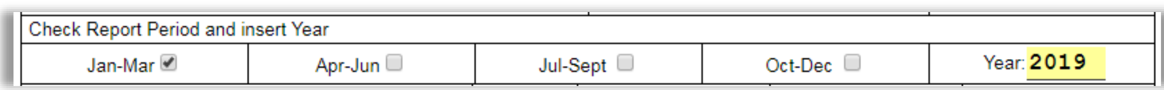
NAME & ADDRESS OF ALL BUSINESSES ON-SITE (A)	CHECK If Sec. 3 Certified Business* (B)	Type of Contract (Specify trade, professional service, etc.) (C)	NAME OF PRIME CONTRACTOR (D)	TOTAL CONTRACT AWARD (E)
Add				

Section 3 Business Concerns must have either Form S3-A or S3-B on file with agency.

☐ Check this box if there were NO new subcontracts during this period.

Save as Draft | Submit | Close

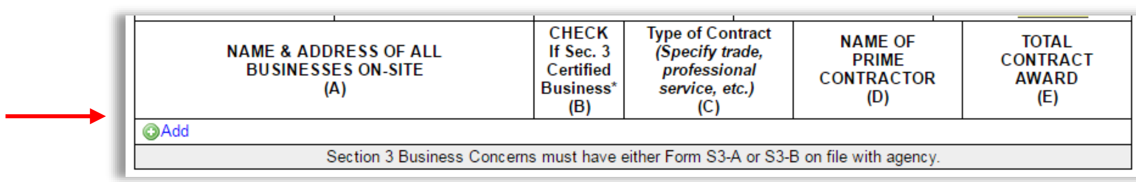
5) What auto-populated for the report period and year may not be accurate, so be sure to manually correct if needed



Check Report Period and insert Year

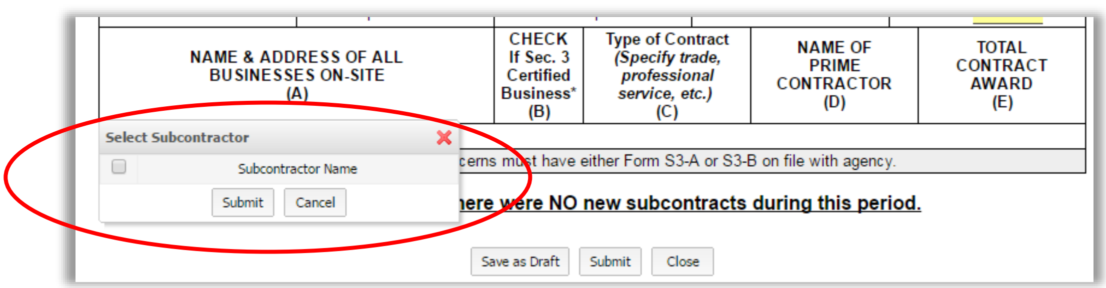
Jan-Mar ☑	Apr-Jun ☐	Jul-Sept ☐	Oct-Dec ☐	Year: 2019

6) Add in the information for any subcontractors in the middle section by clicking +Add. A pop-up will appear with contracts to add. **If the subcontractor(s) are not designated as Section 3 and properly connected with the project in Elation, they will not appear for entry into this report.**



NAME & ADDRESS OF ALL BUSINESSES ON-SITE (A)	CHECK If Sec. 3 Certified Business* (B)	Type of Contract (Specify trade, professional service, etc.) (C)	NAME OF PRIME CONTRACTOR (D)	TOTAL CONTRACT AWARD (E)
Add				

Section 3 Business Concerns must have either Form S3-A or S3-B on file with agency.



NAME & ADDRESS OF ALL BUSINESSES ON-SITE (A)	CHECK If Sec. 3 Certified Business* (B)	Type of Contract (Specify trade, professional service, etc.) (C)	NAME OF PRIME CONTRACTOR (D)	TOTAL CONTRACT AWARD (E)

Select Subcontractor

☐ Subcontractor Name

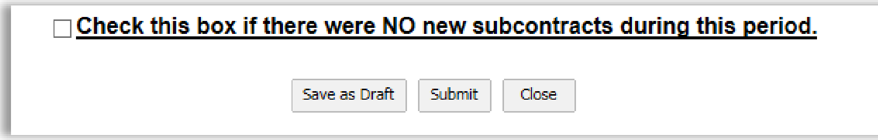
Submit | Cancel

cerns must have either Form S3-A or S3-B on file with agency.

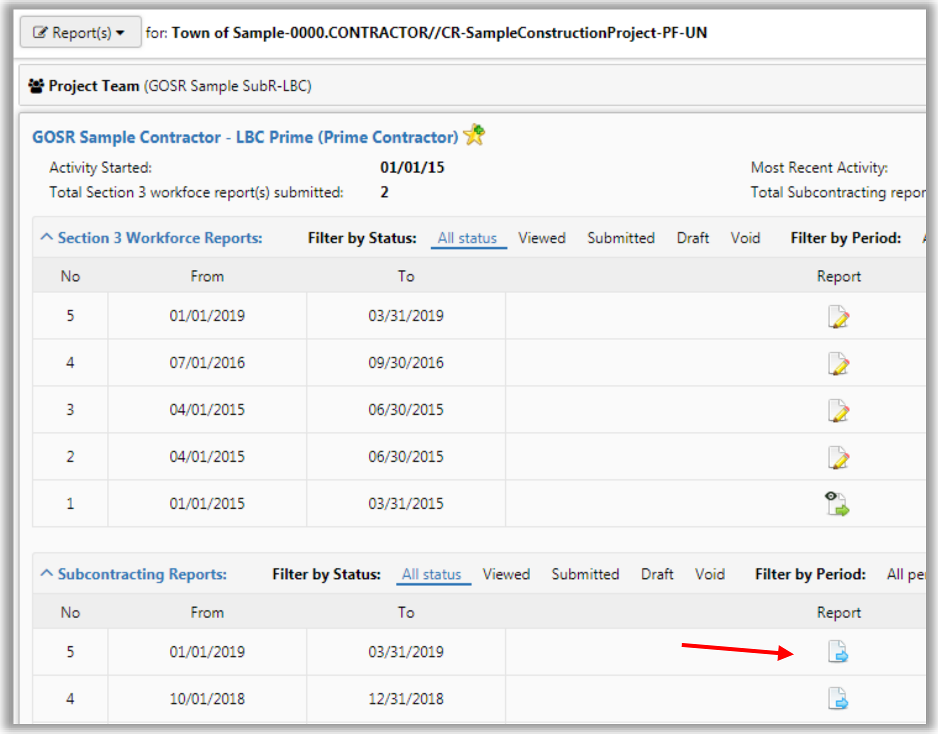
here were NO new subcontracts during this period.

Save as Draft | Submit | Close

7) If there were no new subcontracts for the reporting period, please check the box stating that there were no new subcontracts.



8) This report does not need to be signed. Once you have saved or submitted your form, you will see it listed with all other Section 3 Subcontracting reports on the report panel. View reports by clicking on the icon in the report column.



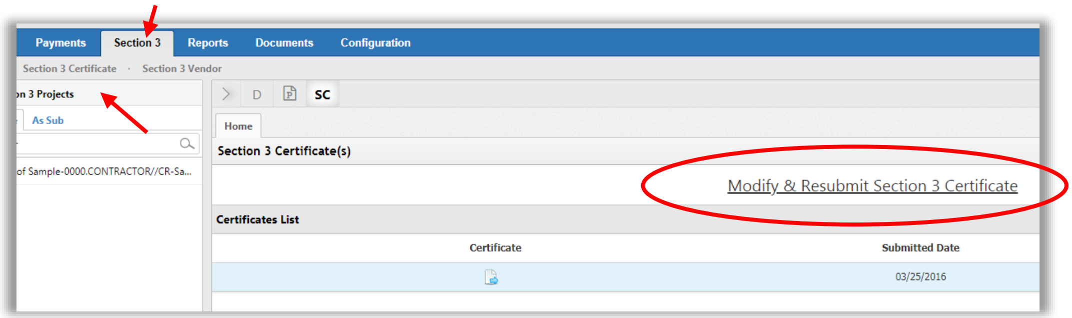
9) Use the legend at the top of the screen to identify the status of your reports.

Quarterly Compliance Reporting is Now Complete

Section 3 Certification Application

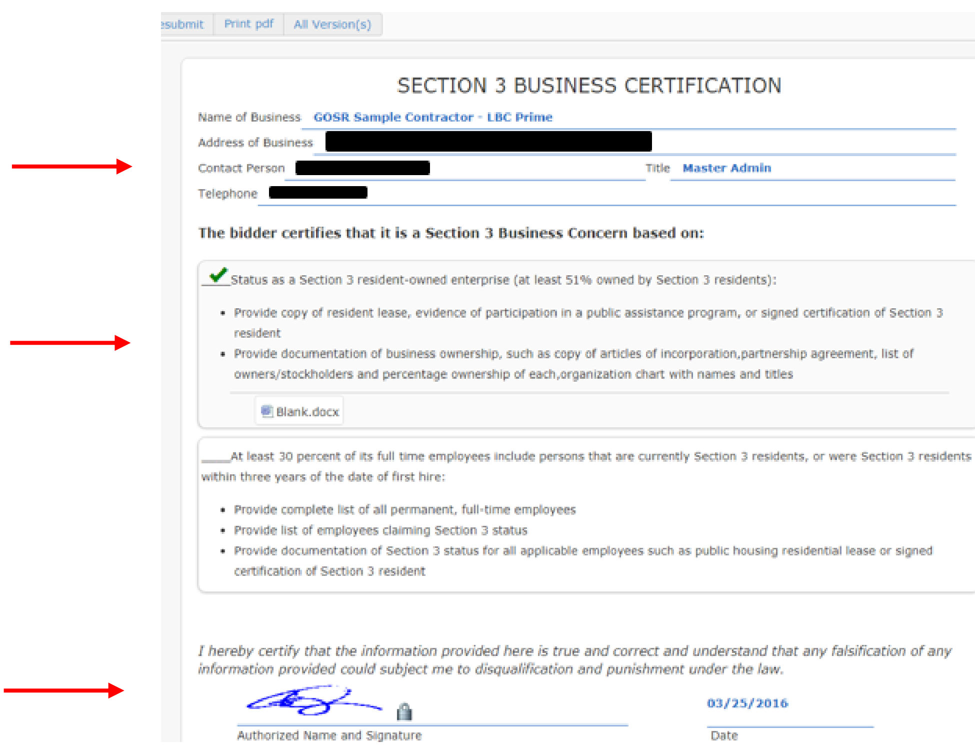
Vendors must complete a Section 3 Certification Application to be verified as a Section 3 Business in Elation.

1) Click on the Section 3 tab, then on the Section 3 Certificate sub-tab.



2) In the middle of the screen, click on the link that reads either "New Section 3 Certificate" or, in the case above for one that has already been submitted, "Modify & Resubmit Section 3 Certificate."

3) A Section 3 Business Certification form will appear. Check the line(s) of the appropriate box(es), and then click Upload to attach any required documentation for this certification.


esubmit | Print pdf | All Version(s)

SECTION 3 BUSINESS CERTIFICATION

Name of Business GOSR Sample Contractor - LBC Prime
Address of Business [redacted]
Contact Person [redacted] Title Master Admin
Telephone [redacted]

The bidder certifies that it is a Section 3 Business Concern based on:

✔ Status as a Section 3 resident-owned enterprise (at least 51% owned by Section 3 residents):

- Provide copy of resident lease, evidence of participation in a public assistance program, or signed certification of Section 3 resident
- Provide documentation of business ownership, such as copy of articles of incorporation,partnership agreement, list of owners/stockholders and percentage ownership of each,organization chart with names and titles

Blank.docx

___At least 30 percent of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire:

- Provide complete list of all permanent, full-time employees
- Provide list of employees claiming Section 3 status
- Provide documentation of Section 3 status for all applicable employees such as public housing residential lease or signed certification of Section 3 resident

I hereby certify that the information provided here is true and correct and understand that any falsification of any information provided could subject me to disqualification and punishment under the law.

Authorized Name and Signature — 03/25/2016 Date

4) Click the line over Authorized Name and Signature to digitally sign this form.

5) Click the Submit button at top left. The report will appear as a line item under the Certificate/Supporting Docs list in the Section 3 Business section under the project name at left.

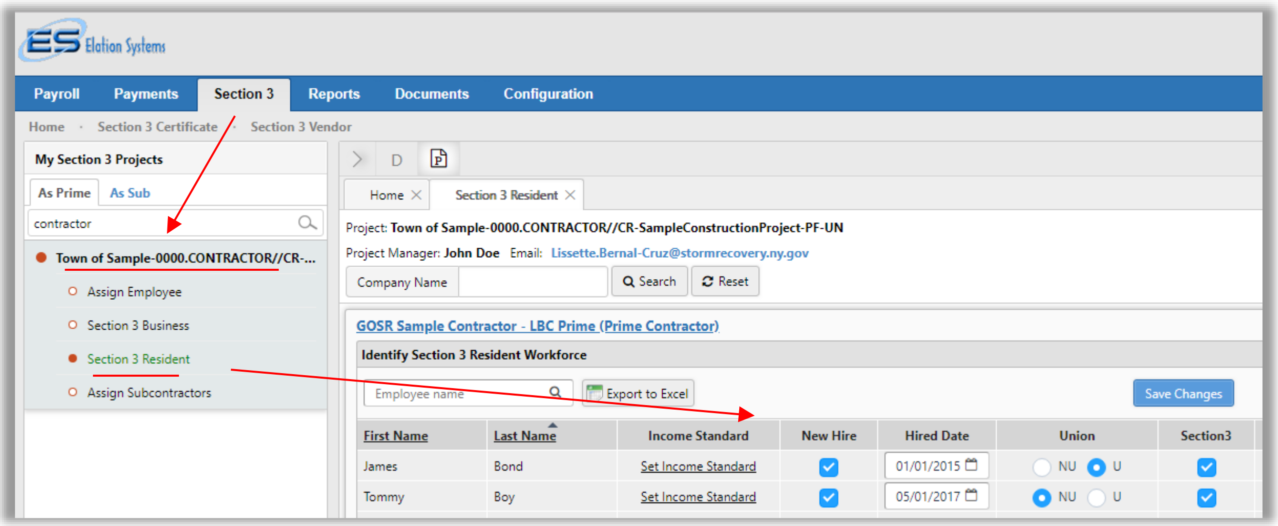
Section 3 Individual Affirmation

Individuals must affirm their Section 3 status via the self-affirmation form available from the GOSR website. Section 3 employees can then be identified in Elation for inclusion in Section 3 workforce reporting.

1) Navigate to: https://stormrecovery.ny.gov/doing-business-with-gosr/local-workforce-opportunities and find the 'Section 3 Employee Self Affirmation Form,' or request a copy of the form from your GOSR project contact.

2) Section 3 employees should complete the form, and this should be kept on file by the vendor whether prime or sub-contractor.

3) To complete the process in Elation, navigate to the Section 3 tab and find the project name for which this employee is doing work at left.



4) From the menu that opens, select 'Section 3 Resident.' All employees will display who are assigned to the project. If an employee was entered in Elation but does not appear in this list, see guidance beginning on p. 19 to assign the employee to the project.

5) Check the appropriate boxes to indicate which employees are 'New Hire' and/or 'Section 3' status. This will allow them to populate into your Section 3 report at the end of the quarter.

Elation Reporting Requirements

Report Name	Description	Reporting Requirement(s)	Quarterly Report Date Ranges
PROC-5 Workplace Employment Utilization	To report the *actual workforce utilized* in the performance of the Contract by the specified categories listed including ethnic background, gender, and Federal occupational categories. **Submitted by all vendors**.	Quarterly	1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)
PROC-6 M/WBE Quarterly Report	NOT REQUIRED TO BE COMPLETED IN ELATION	Quarterly	1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)
ADM-136 Monthly Employment Utilization Report	This report covers all hourly workers, including foremen, supervisors or crew chiefs, journey workers and apprentices or trainees working on the project, including professionals, technicians and office clerical field office staff. **Submitted by Prime contractors only**.	Quarterly (Submit Quarterly, Complete Monthly)	1st Quarter (01/01 - 03/31) 2nd Quarter (04/01 - 06/30) 3rd Quarter (07/01 - 09/30) 4th Quarter (10/01 - 12/31)
ADM-146 Affirmation of Income Payments to MBE/WBE	NOT REQUIRED TO BE COMPLETED IN ELATION	Quarterly	1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)
ADM-123 Cumulative Payment Statement	NOT REQUIRED TO BE COMPLETED IN ELATION	Quarterly	1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)
HUD 2516 Contract and Subcontract Activity	This report is to be completed by project owners for reporting contract and subcontract *activities of $10,000 or more*. **Submitted by Prime contractors only**.	Quarterly	1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)
Section 3 Workforce	If the contract is equal to or exceeding $100,000, the vendor or contractor will complete Section 3 reports to disclose new hire activity within the part quarter. **Submitted by all appropriate vendors/contractors.**	Quarterly	1st Quarter (01/01 - 03/31) 2nd Quarter (04/01 - 06/30) 3rd Quarter (07/01 - 09/30) 4th Quarter (10/01 - 12/31)
Section 3 Subcontracting	If the contract is equal to or exceeding $100,000, the vendor or contractor with subcontractors will complete Section 3 reports to disclose new Section 3 businesses contracted within the past quarter. **Submitted by all appropriate vendors/contractors.**	Quarterly	1st Quarter (01/01 - 03/31) 2nd Quarter (04/01 - 06/30) 3rd Quarter (07/01 - 09/30) 4th Quarter (10/01 - 12/31)

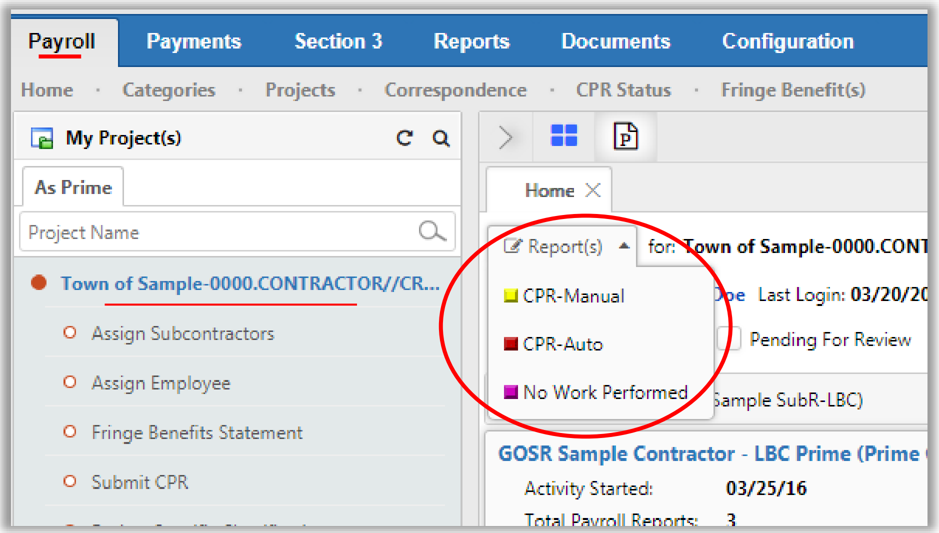
Certified Payroll Reports

Payroll File Upload

Please contact Achilleas Hoppas at Achilleas.Hoppas@stormrecovery.ny.gov or (917) 922-0612 with any questions.

1) Click on the Payroll tab.

2) Click on the project name at left, and under the Home tab, hover over Report(s) for. You will have three options: **CPR-Manual**, **CPR-Auto**, and **No Work Performed.**

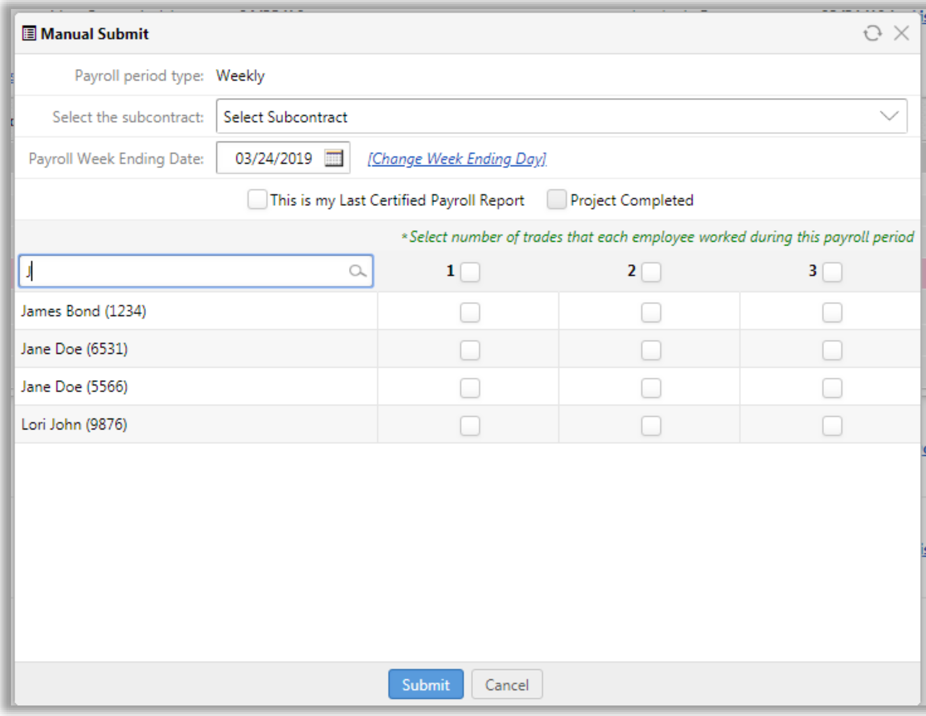


a. __CPR-Auto__ is a time-saving function if you have the initial time to set it up. This option will allow you to auto-submit your data by importing information from your accounting system. To use this function, you will need to report the name of your Accounting System and Version and upload an original sample file. Once this feature is set up, you can simply drag and drop your payroll reports into Elation.

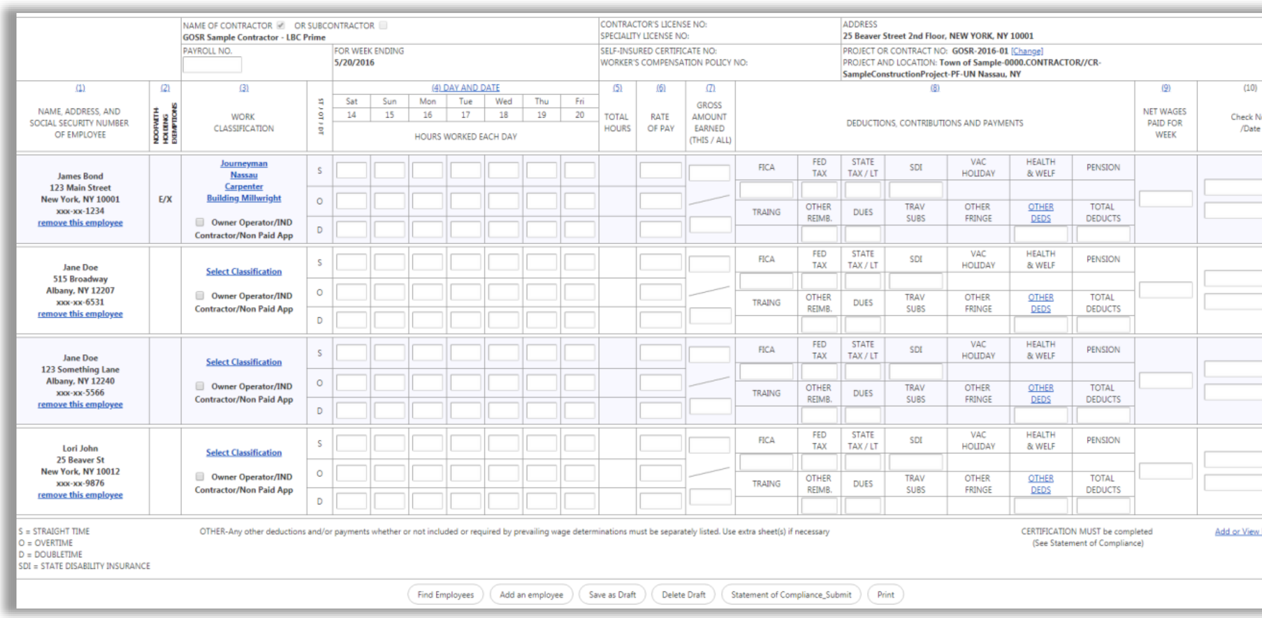
b. If you do not have the time to set this up you should instead opt for CPR-Manual.

c. No Work Performed allows you to input a payroll report for when no work was performed for the pay period.

3) Click on CPR-Manual. A pop-up window titled 'Manual Submit' will appear. Complete the requested information, including subcontract, payroll end date, and number of trades per employee, and click Submit. (*Please note that employees must be assigned to the project to be populated for this reporting. See guidance on adding and assigning employees on p. 9-12.*)

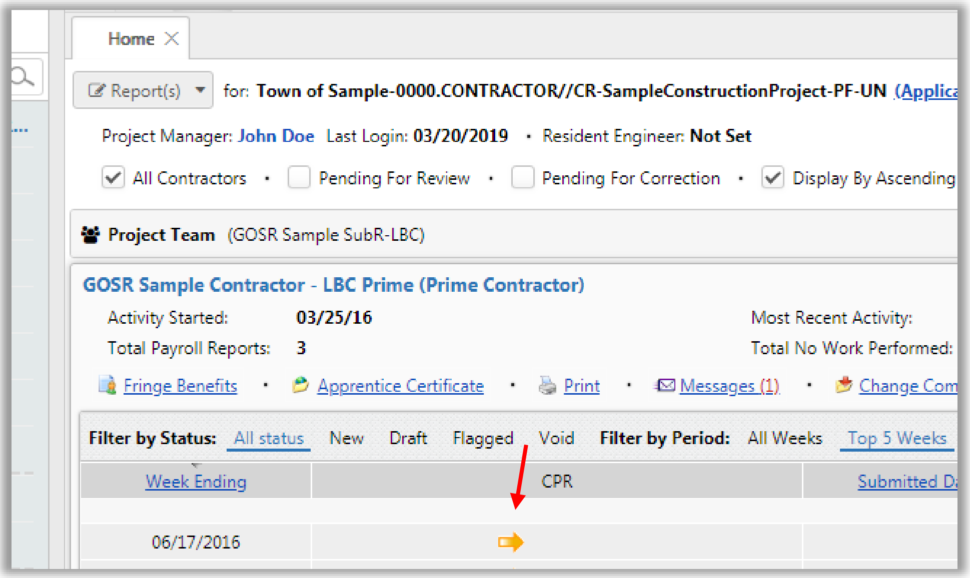


4) The Payroll Reporting Form window will open.

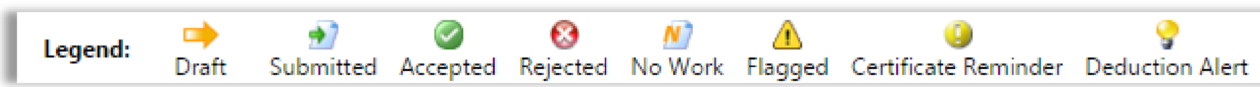


5) Fill in the appropriate information. If you did not select all the employees initially, click to Add an employee or to Find Employees at the bottom of the form. Once completed, you can Save as Draft, Print, or, to submit, click Statement of Compliance_Submit.

6) The report will appear as a line item under the home tab of the project, and you can click on the report icon in the CPR column to view it.



7) See the status bar at top right to identify the status of reports and any issues that might arise with reports.



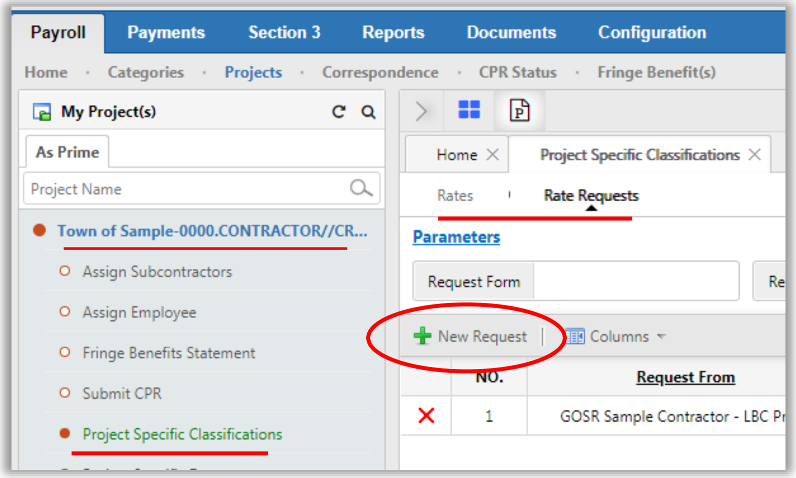
8) You can check your email to see if the Certified Payroll Report has been accepted or rejected. If rejected, a member of the Wage Compliance Unit will be in touch to assist with compliance.

Project Specific Classifications Request

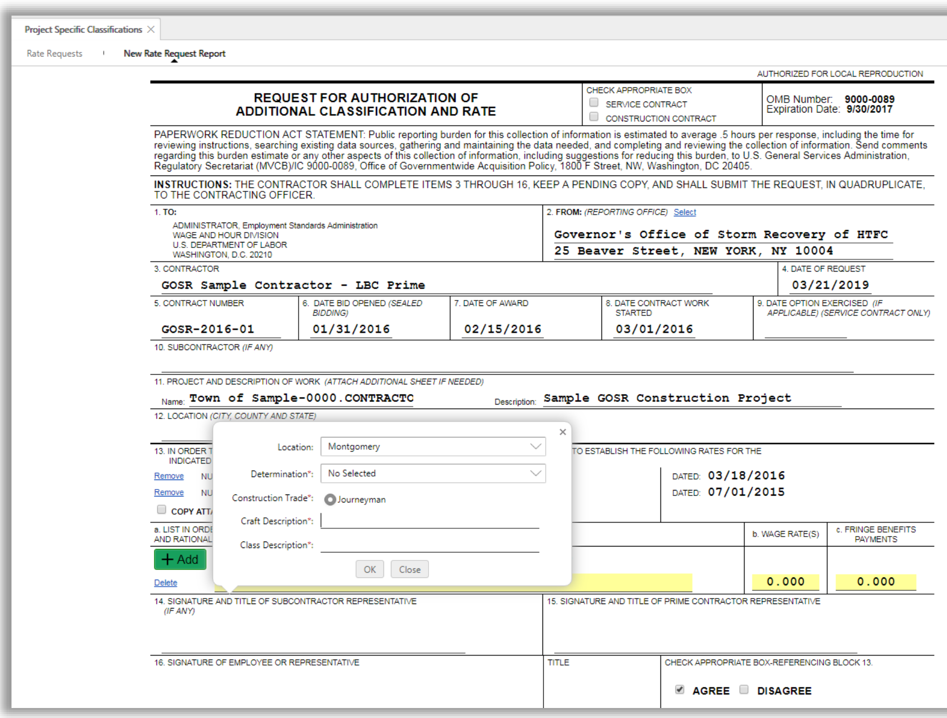
1) Click on the Payroll tab, and on the project name at left. A list of project-related items will appear. Select Project Specific Classifications.

2) Two new sub-tabs should appear, Rates and Rate Requests. If the screen does not default to Rate Requests, choose that sub-tab.

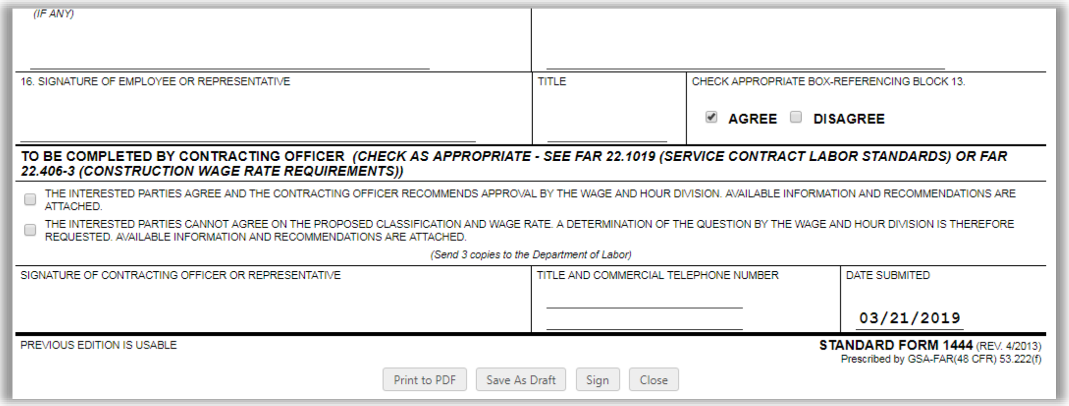
3) Click on +New Request.



4) A new tab will open, titled New Rate Request Report. Fill in the information for part 13 including the **Location**, **Construction Trade**, **Craft Description**, and **Class Description**, and click OK.



5) Review the form for completion, and when ready, click Sign.


(IF ANY)

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE | TITLE | CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.

AGREE DISAGREE

TO BE COMPLETED BY CONTRACTING OFFICER ***(CHECK AS APPROPRIATE - SEE FAR 22.1019 (SERVICE CONTRACT LABOR STANDARDS) OR FAR 22.406-3 (CONSTRUCTION WAGE RATE REQUIREMENTS))***

THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.

THE INTERESTED PARTIES CANNOT AGREE ON THE PROPOSED CLASSIFICATION AND WAGE RATE. A DETERMINATION OF THE QUESTION BY THE WAGE AND HOUR DIVISION IS THEREFORE REQUESTED. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.

(Send 3 copies to the Department of Labor)

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE | TITLE AND COMMERCIAL TELEPHONE NUMBER | DATE SUBMITED

03/21/2019

PREVIOUS EDITION IS USABLE

STANDARD FORM 1444 (REV. 4/2013)
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6) Upon signing the form, you can Save as draft for further review, or Submit.

Payment Reporting

This info is automatically imported from B2G; you do not need to report or confirm payments in Elation.

****PLEASE DO NOT ALTER ANY PAYMENT INFO IN ELATION****

If you see anything that is missing or needs edits, please reach out to Lynne Corina-Chernosky at DASNY:

Lynne Corina-Chernosky, MBA

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You have completed Elation reporting!