



Elation Systems Vendor User Guide - DASNY

*for Prime Contractors, Term Consultants,
Subcontractors/Subconsultants*

Rev. 3.1
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Elation Systems Help

Elation Troubleshooting & Reporting Assistance Contacts

Contact Info

Governor's Office of Storm Recovery – Onsite Elation Technical Support Team

Elation@StormRecovery.ny.gov

(212) 480-2337

Questions Regarding Registration, Digital Signatures, Reporting Help:

Taylor Miller, Grant Administrator

Taylor.Miller@stormrecovery.ny.gov

(518) 473-0182

Tramone Miles, Grant Administrator

tramone.miles@stormrecovery.ny.gov

(212) 480-3395

Questions Regarding Certified Payrolls:

Achilleas Hoppas, Wage Compliance Unit

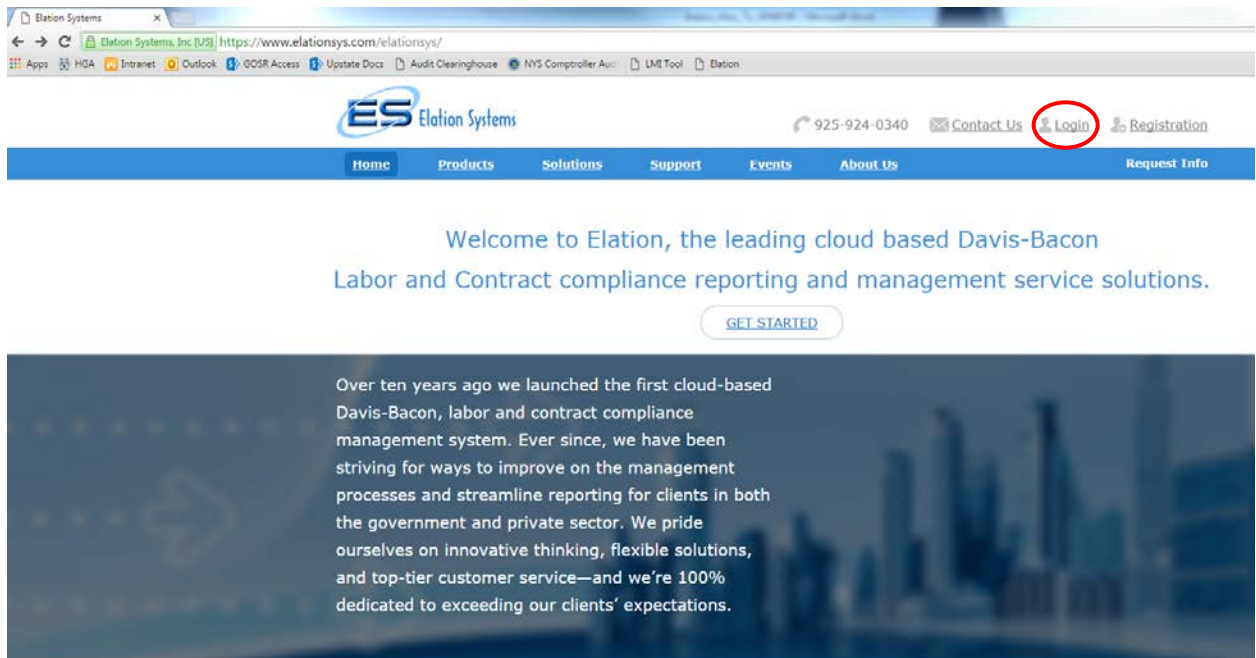
Achilleas.Hoppas@stormrecovery.ny.gov

(917) 922-0612

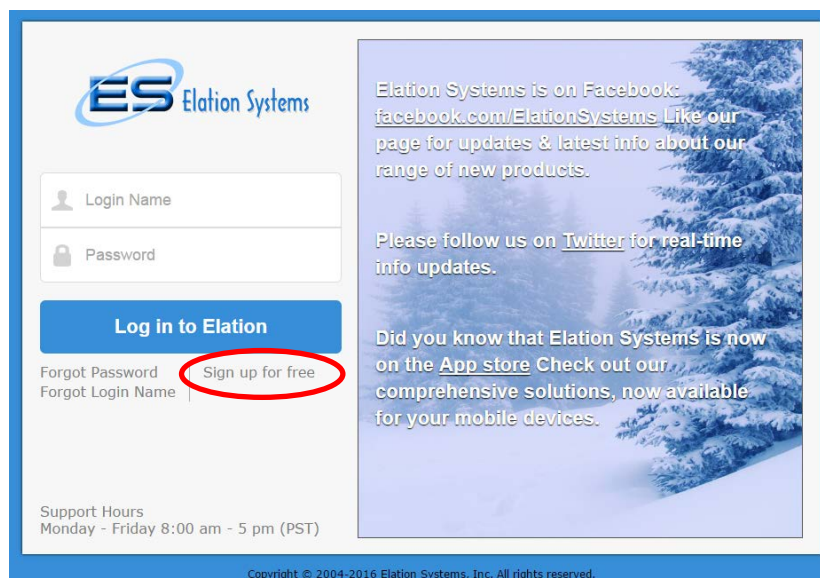
Initial Set-up

Registration

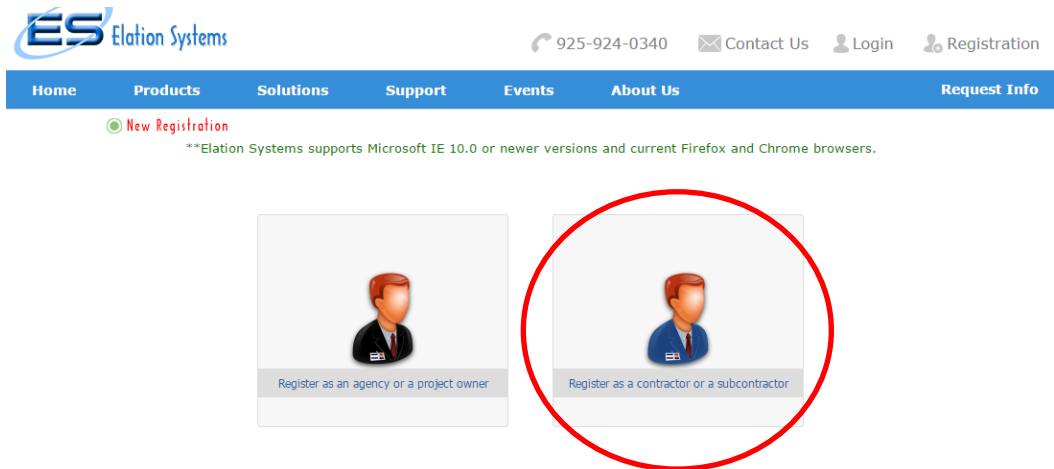
- 1) Go to <https://www.elationsys.com/elationsys/>
- 2) In the top right corner, click **Login**.



- 3) Click **Sign up for free**.



4) Click **Register as a contractor.**



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

ES Elation Systems 925-924-0340 Contact Us Login Registration

Home Products Solutions Support Events About Us Request Info

New Registration
**Elation Systems supports Microsoft IE 10.0 or newer versions and current Firefox and Chrome browsers.

Promotion Code

Promotion Code: *

Business Information

Company Name: *

Federal ID No: * (Example: 90-0123456)

DUNS No: (Example: 123456789)

Contractor License Number:

Contractor License Issued By: <-Select State-->

Services: * No Services Selected [Select Services](#)

Address1: *

Address2:

Zip Code: * (Example: 12345 | 12345-6789)

City: * N/A

State Code: * N/A

Business Phone: *

Business Fax:

Business Web site address:

Administrative Contact Information

First Name: *

Last Name: *

Email: *

Phone: *

Previous Next

- 6) Enter **NYGOSR-2018-A** in the **Promotion Code** box.
- 7) 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 box, 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**.

The image shows a registration form on the left and a 'Select Services' pop-up window on the right. The form has several fields, some highlighted in yellow: 'e Number', 'Issued By' (with a dropdown arrow), 'Services' (with a red underline and a blue 'Select Services' link), 'Address1', 'Address2', 'Zip Code' (with an example '123'), 'City' (N/A), 'State Code' (N/A), and 'Business Phone'. The 'Select Services' window has a search bar with 'construction' entered, radio buttons for 'Key Words' and 'Naics Code', and a list of search results. The 'Done' button at the bottom of the window is highlighted in yellow.

- c. Fill in the remaining Business Information sections for Address, Zip Code, and Business Phone.
 - d. Complete the Administrative Contact Information fields for First Name, Last Name, Email and Phone.
 - i. NOTE: for these types of projects—particularly construction projects—it is recommended that the “Administrative Contact” be someone who is familiar with generating Certified Payroll Reports and wage compliance regulations (e.g., Payroll Manager).
- 8) Click **Next** at the bottom of the form.

- 9) A second form will load. Fill in the information for Secondary Contact Information, or check the box “Same as business information.”

The screenshot shows the Elation Systems website header with the logo and navigation menu. The navigation menu includes Home, Products, Solutions, Support, Events, About Us, and Request Info. Below the navigation menu, there is a "New Registration" link and a note: "**Elation Systems supports Microsoft IE 10.0 or newer versions and current Firefox and Chrome browsers." The main form is divided into two sections: "Secondary Contact Information" and "Login Information".

Secondary Contact Information Same as business information

First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Address1: *	<input type="text"/>
Address2:	<input type="text"/>
Zip Code: *	<input type="text"/> (Example: <input type="radio"/> 12345 <input type="radio"/> 12345-6789)
City: *	N/A
State Code: *	N/A

Login Information *This information will be required when you log into your ES account.

Company Contact Email Address: *	<input type="text"/>
Your Desired Login Name: *	<input type="text"/>
Login Password: *	<input type="password"/>
Confirm Password: *	<input type="password"/>

- Clicking the SUBMIT button will start your registration process with Elation Systems, Inc.
- You will receive an email to confirm your registration shortly.
- Please read and follow instructions in the email.
- Please check your JUNK MAILBOX as this email will be coming to you from noReply@elationsystems.com.
- Need Assistance, Click [here](#)

[I have read and understood the service agreement.](#)

Previous Reset

- 10) Create your login information with your Company Contact Email Address, Desired Login Name, and your Login Password, which you will need to confirm.

- 11) Check the box “I have read and understood the service agreement” at the bottom of the form.

- 12) Click **Submit**.

- 13) Check your inbox for an email from noReply@elationsystems.com; this email could end up in your Spam/Junk folder.
- 14) Click on the link provided in the email to **complete your registration**, otherwise your account will not be activated. (*note: the link in the screenshot below is a sample and is not valid)



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

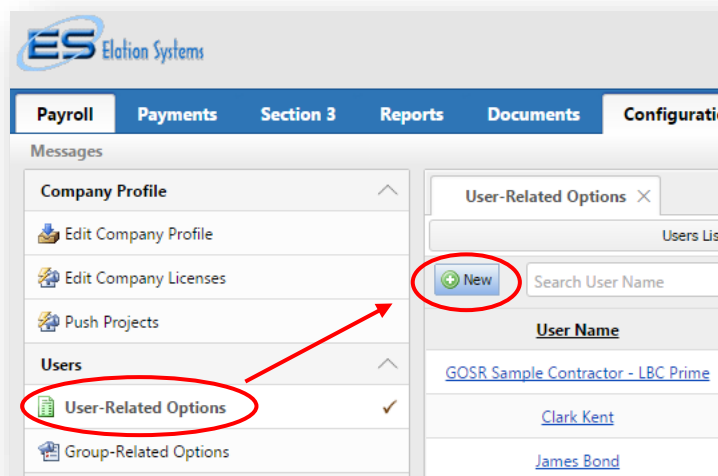


- 16) To complete the final steps and login to your new Elation account, go to <https://www.elationsys.com/APP/>
- 17) Login by inputting your established Login Name and Password, and click **Log in to Elation**.
- 18) A box titled "Usage Terms & Conditions" will pop up. Read the terms and click **I Agree**, and you will then be logged in to Elation.

Company Account Set-up

Set-Up, Assign, and Add Users

- 1) Login to Elation.
- 2) Click on **Configuration Tab**.
- 3) Your screen should default to the **User-Related Options** sub-tab. If it does not, find this option in the menu at left. Click **+New** to add a new user. (As you can see in the example, users will list on this screen once added.)



- 4) A new screen will appear with prompts for the new user information. Complete the info in the highlighted boxes. Unless the user intends **only** to utilize Elation Systems via the app on a mobile phone, leave the 'Mobile APP Only' checked 'No.'

 - a. NOTE: You select the Login Name and Password for each user; the user can easily change the password later

User Info		Full Name:(First Name Last Name)	
Login Name	<input type="text"/>	Full Name	<input type="text"/>
Login Password:	<input type="password"/>		
User Title	<input type="text"/>	User Phone	<input type="text"/>
Email Address	<input type="text"/>	User Type	<input type="text" value="Company User"/>
Mobile APP Only	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

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

The screenshot shows a 'User Info' form with the following fields: Login Name (Test1), Full Name (Test), Login Password (masked with dots), User Title (Sample Set-up), User Phone ((123) 456-7890), Email Address (email@emailaddress.com), and Mobile APP Only (radio buttons for Yes and No, with No selected). The 'User Type' dropdown menu is open, showing three options: 'Company User' (highlighted in blue), 'Company User', and 'Company Admin'. The dropdown menu is circled in red.

a. There are two types of Users:

- i. Company User – has access only to areas assigned; cannot set up other users or assign rights, or create new reports.
- ii. Company Admin – has access to everything; can set up other user; can assign rights; can modify projects

6) Once you have completed all the information, click **Save**.

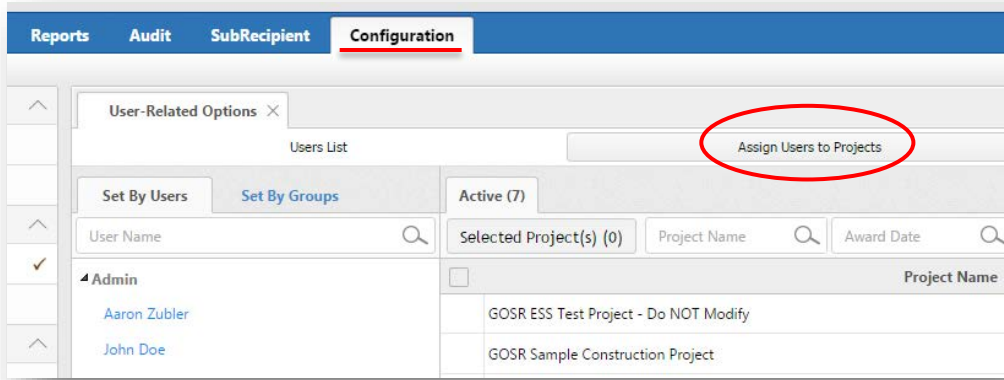
7) A green box will appear stating “Saved Successfully.”

8) The pop-up box will turn into an info screen:

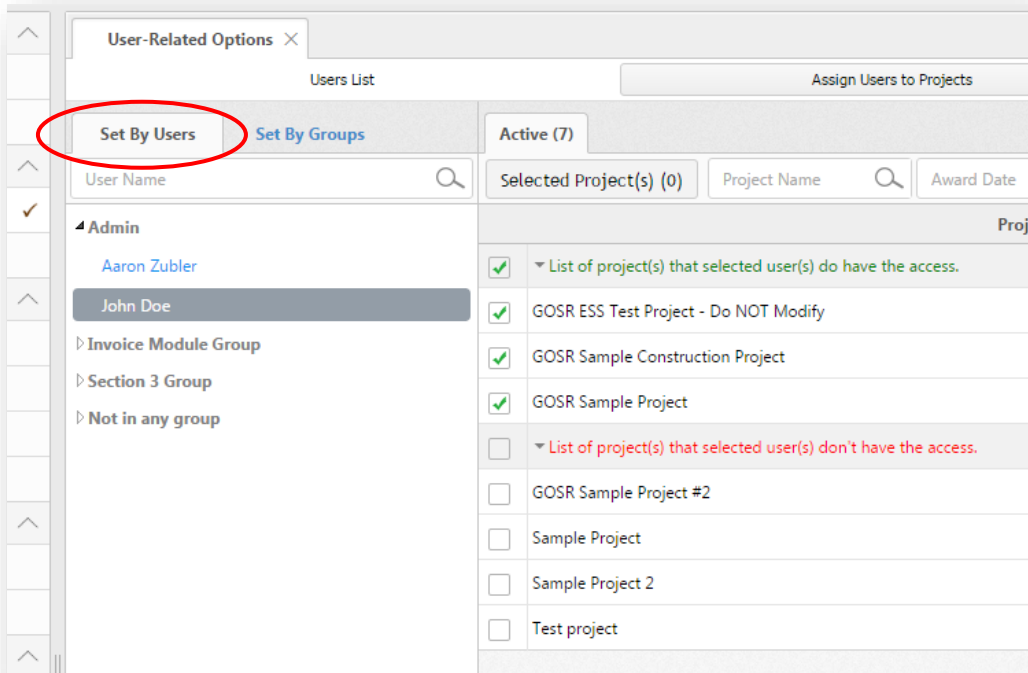
The screenshot shows the 'Test' user info screen. At the top, it displays 'Login Name : SampleTest' and 'User Type : Company User'. Below this is a 'User Info' table with the following data: Login Name (SampleTest), Full Name (Test), User Title (Sample Set-up), User Phone ((123) 456-7890), Email Address (email@emailaddress.com), and User Type (Company User). There is a 'Mobile APP Only' section with radio buttons for 'Yes' and 'No', where 'No' is selected. At the bottom, there is a checkbox for 'Change Login Password' and two buttons: 'Delete This User' and 'Close'.

9) You may now close this box

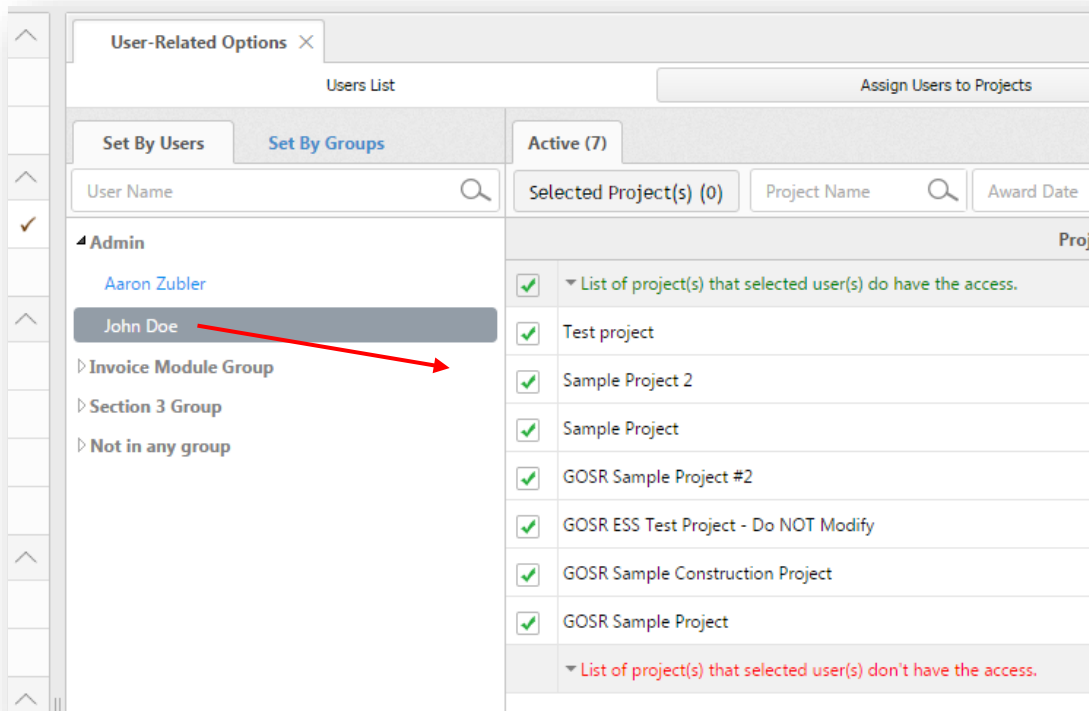
10) Now click on the **Configuration** tab again, and select the **Assign Users to Projects** sub-tab.



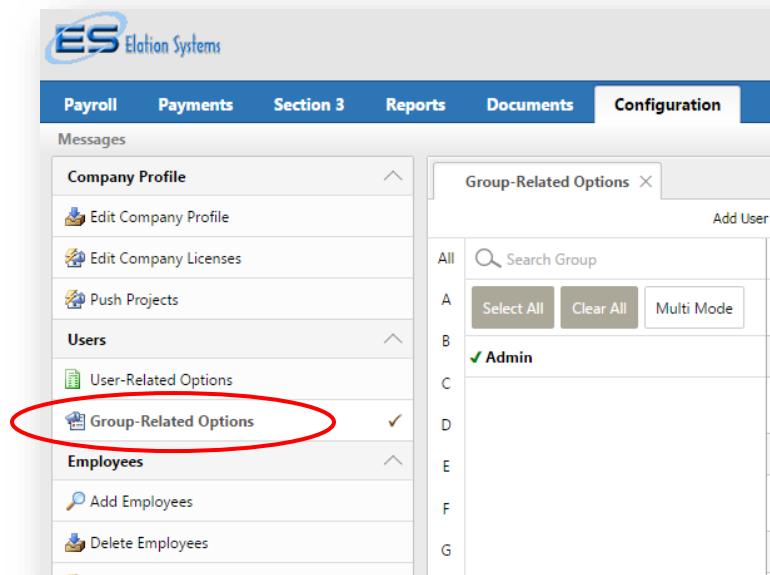
11) Under the **Set By Users** sub-tab, click on the User's Name you wish to assign to projects:



12) You will be able to check the box next to the projects you wish to assign this User to:



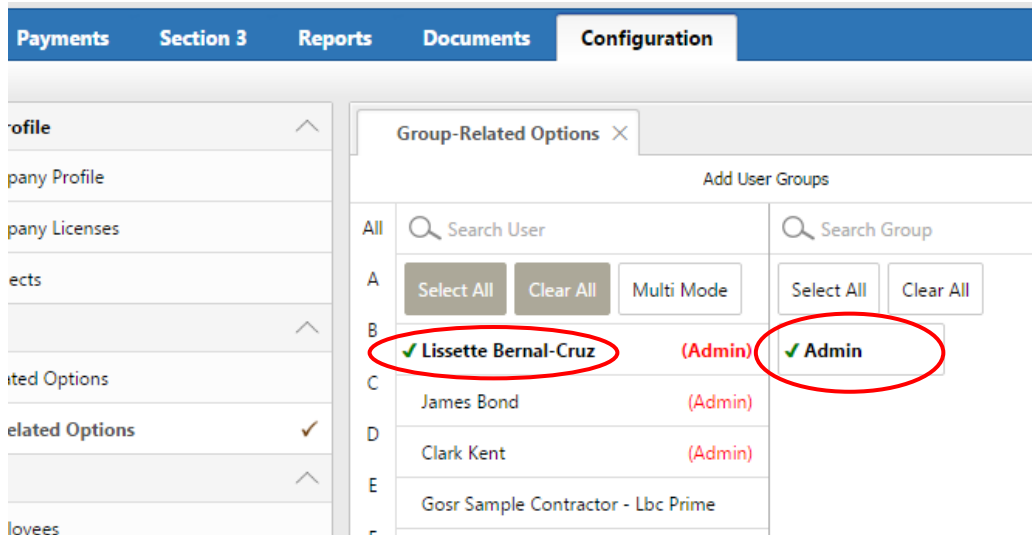
13) After the User is assigned to the appropriate projects you should also assign them to the Group. To do this, first, click on the **Group-Related Options** tab in the left hand menu:



14) Select **Assign Users to Groups** to the far right of the middle menu:



15) Select the User you wish to assign, and then select "Admin" to assign the User to the Admin Group. You will see a green check mark appear next to both of your selections, indicating this is properly assigned.

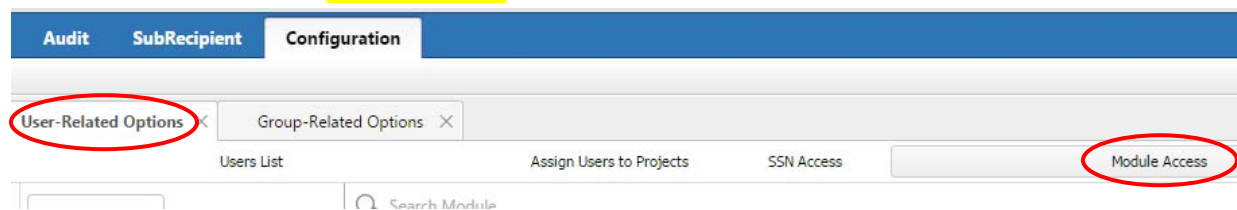


**Please note that, for continuity purposes, it would be beneficial to have more than one admin user per Vendor. This prevents you from losing administrative features if the only person with admin permissions loses their login info, moves on from the organization, etc.*

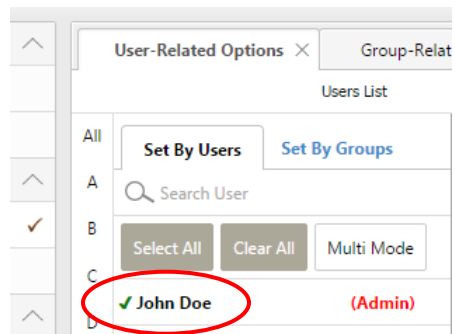
***If you would like information on setting up custom user groups (ex. Read Only, Invoice Only), please reach out to the contact list for assistance*

Module Access

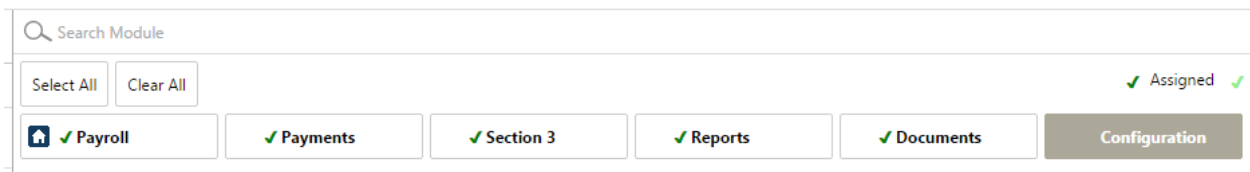
1) Once you have assigned the User to the desired projects, go back to the **User-Related Options** tab and select the **Module Access** sub-tab:



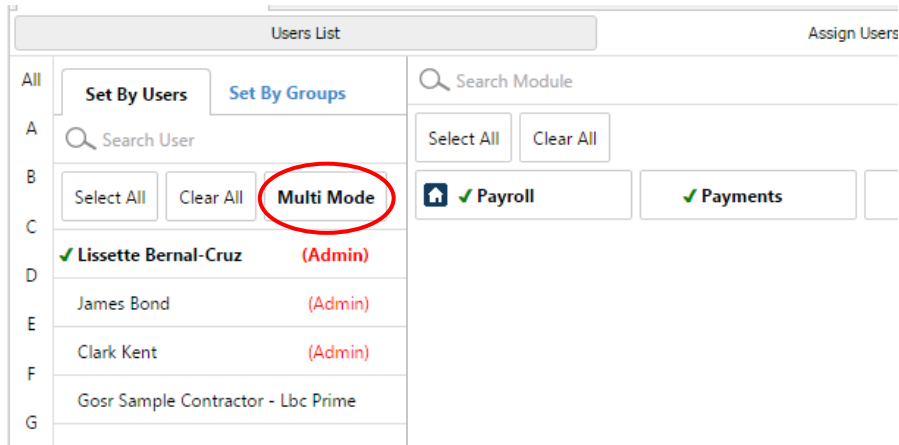
- 2) You will see the **Users List** on the left hand side of the screen. Click on the User you wish to assign Module Access to (**note that you must ensure that you “match” up the modules with those that are in the group – [ex. If Payments tab is part of the user group, check it off for module access on the user as well]*):



- 3) Once you have clicked on the User, you will see a set of Modules (these look like white boxes) in the center of the screen:



- 4) Click on each Module (Payroll, Payments, Section 3, Reports, etc.) you wish to assign to the User, or click **Select All**; if you wish to start over in your selection or de-select a previously assigned user, you can also click **Clear All**. You will see a green check mark appear next to each of your selections, indicating the User is assigned.
- Payroll: This is where all construction activities will take place.
 - Payments: This is where all professional service activities will take place (ex. A/E Term Contracts), and where you will find the majority of the HUD compliance forms to complete and file quarterly.
 - Section 3: This is where all the Section 3 reports are found and filed.
 - Reports and Documents: At this time, these modules are not actively used.
 - 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.
- 5) Repeat these steps for each User you wish to add to your account. If you have multiple Users to which you wish to assign the same Module Access, you can also choose to go into **Multi Mode** in the Set By Users tab), which allows you to choose multiple users and make module changes.

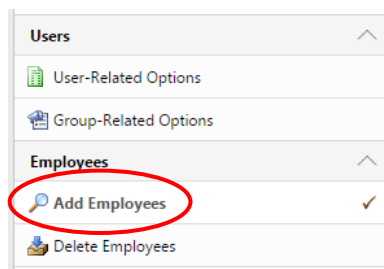


Add Employees

Note: Adding your current employees in Elation is highly recommended but not required, as entering their information here will allow some of your quarterly reports to auto-populate. If you choose not to add current employees, you will have to manually complete those reports each quarter. If you have too many employees to enter individually, see Step 3 below for alternate options.

*There is only one **conditional** quarterly report for which adding **new** employees is mandatory; see Section 3 reporting (p.50) for additional details.*

- 1) Go to the **Configuration** tab.
- 2) The left side menu contains an **Employees** submenu. Click on the **Add Employees** option.



- **Add employees manually** is the default and recommended option. 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** [optional to include entire SSN#, you may pick a unique random identifier instead if you wish], 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 their primary ethnicity. Click **OK** when finished.
- Select their **Gender**, **Withholding Exemption** and **Home Phone #**.
- Complete **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**.

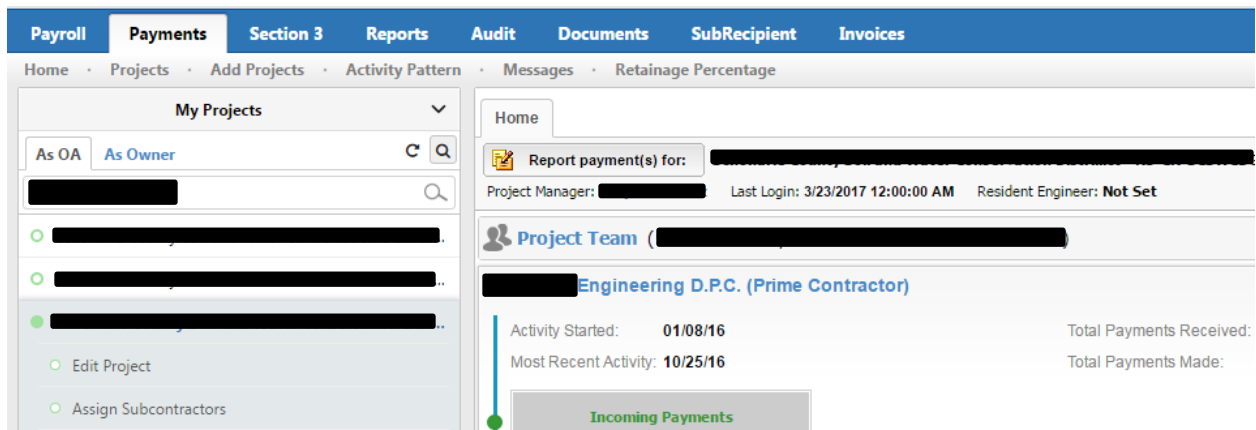
3) There are two other tabs to add employees, the “Copy and paste employees” tab and the “Upload Excel File” tab. These options are useful if you have many employees to upload making manual input difficult. However, they require precise direction and can be difficult to set up independently. If you feel this would be a better option for your company, please contact Elation Systems directly to ensure this is done correctly.

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) The **Project Team** tree is a quick way to see if your subcontractors are set up properly, and is also viewable from the project home screen.
- 2) 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 toward the top of the tab.



- 3) Click on the **Project Team** link in the home tab, and wait for the tree to expand.



- 4) 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, in the form of change orders.

- 5) Click on the blue hyperlink of the subcontract you wish to view. Outside of the editing panel, this will not yield editable results. A pop-up box will show all the contract details in a quick-view format. In addition to project and vendor details, you will see:
 - o The Award Date,
 - o The Start and End Dates,
 - o And the Dollar Value of the contract.

The screenshot shows a window titled "SubContract Summary" with a close button in the top right corner. The content is as follows:

Parent: [Redacted] **Engineering D.P.C.**

SubContractor: [Redacted] **Cleaning Co**

Sub Contract ID: [Redacted] **Cleaning**

Sub Contract Name: **Storm System CCTV Inspection**

Reference Contract ID: **121.2.AE**

Awarding Date: **01/24/2016**

Start Date: **02/25/2016**

End Date: **06/30/2016**

Dollar Value: **\$32,935.00**

Services Required: **562998--Storm basin cleanout services**

The dates and dollar value are circled in red in the original image.

Compliance Reporting

Each quarter, Term Vendors/Contractors are required to complete their reports to stay compliant with the CDBG program. Reports must be filed in Elation within in **5 calendar days** of the close of the quarter. Failure to complete the reports in a timely fashion may hold up payment requests.

Contractor compliance forms are found in three locations:
Payments Tab, Payroll Tab and Section 3 Tab

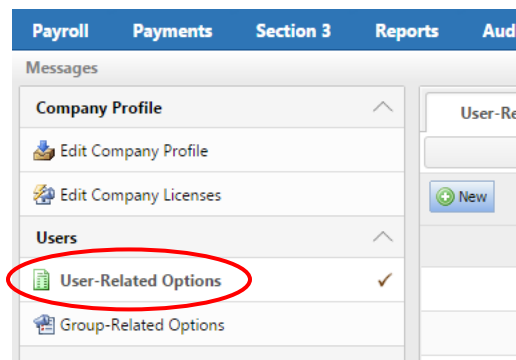
Digital Signature Set-Up:

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
 - **Please be sure to copy your GOSR Grant Administrator on your email to Elation Systems so that he/she can ensure prompt response from Elation**
 - It takes about 48 hours to get an email response from Elation Systems containing the link to download and install your digital signature.
 - **If you do not get the digital signature email from Elation Systems within 48 hours, please alert your GOSR Grant Administrator so that he/she can escalate the situation**

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) “Requested” will appear in the line item for the requested user under the Request Digital Signing column.

SSN Access	Module Access	
	Page 1 of 1 Displaying 1 to 2 of 2	
Authorization Letter	Digital Signing	Request Digital Signing
Yes	Valid	Issued
No	Not Installed	Requested

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

- *It is best to install your digital signature on the PC you normally use, rather than a shared computer; it is recommended that you wait to continue set up if you are not at your own PC. Digital signatures are stored locally, on the individual machine, and will not work if the person attempting to digitally sign is using a different computer. To digitally sign, you must be logged into the computer on which you installed your signature.*
- *Elation will 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 
 - **DO NOT** use Firefox , as Elation is not compatible with this browser.

2) When ready, follow the instructions in the installation email:

From: support@elationsystems.com [mailto:support@elationsystems.com]
Sent: Wednesday, March 23, 2016 9:56 AM
To: End-User
Subject: Digital Signature Certificate – User Account

Dear End-User

Your signature authorization letter has been processed and the digital signature certificate has been issued to you and is ready for download and installation. Please login into your Elation Systems account by using your login ID (User Account).

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 CHANGE SIGNATURE PASSWORD towards the bottom.
3. Click SAVE after successfully specified the password.

Second, install your digital signature certificate

1. Click on the "Download your certificate here" link and save certificate file to your desktop.
2. Double click on the downloaded certificate file to install it.

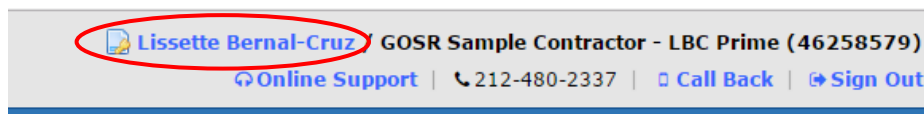
Please Note: The certificate installation password (case sensitive) will be needed and it is **PSwIQbDA** when prompted.

The detailed installation instructions for various browsers are also available in the same screen.

Best regards,
Elation Tech Support
Elation Systems, Inc.

1) Login to Elation.

2) Click your name, which appears as a blue hyperlink in the upper right corner:



- 3) The “My Account” pop up box will appear. Click on the box that says “**Change Signature Password**” and enter the new password. Click **Save** before moving forward.

My Account

Lissette Bernal-Cruz

Login Name : GOSR Sample Contractor - LBC Prime
User Type : Company Admin

User Info		Full Name:(First Name Last Name)	
Login Name	GOSR Sample Contractor - LBC Prime	Full Name	Lissette Bernal-Cruz
User Title	Master Admin	User Phone	<input type="text"/>
Email Address	<input type="text" value="Lissette.Bernal-Cruz@stormrecovery.ny.gov"/>	User Type	Company Admin

Change Login Password

Change Signature Password

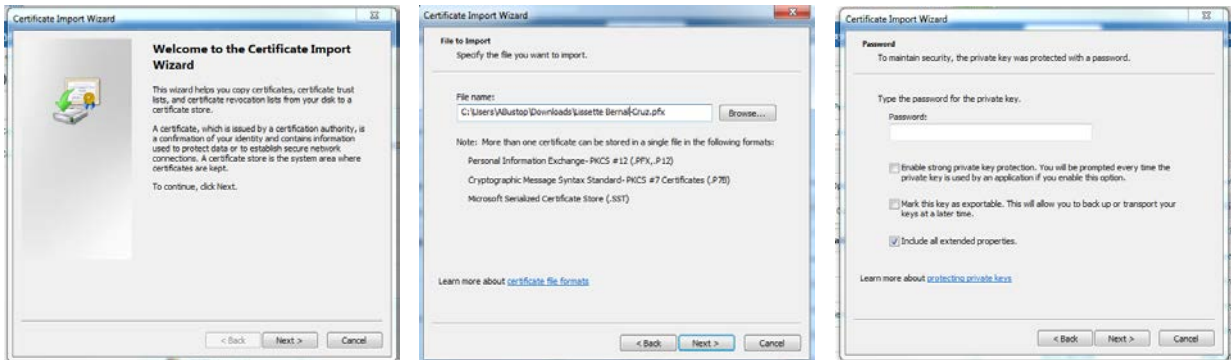
New Password Re-Enter New Password

[Download your certificate here](#) [\(Instruction\)](#)

- 4) When ready, click the underlined red link that says “**Download your certificate here.**” You can also click on the blue ‘Instruction’ link for further guidance.

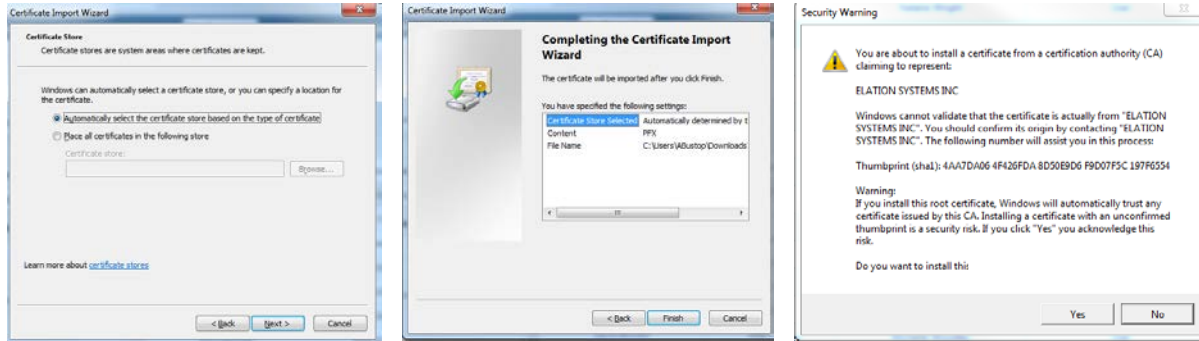
Note: Should you need any assistance at this point or encounter browser issues, click on the blue link next to this button, “Instruction,” for help.

- 5) A box will pop up at the bottom of your screen with your download; click to **Open** and the Certificate Import Wizard window will pop up.



- 6) Click **Next**: it will auto-populate the signature file’s saved location.

- 7) 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**.
- 8) Check “Automatically select the certificate store based on the type of certificate,” and then click **Next**.



- 9) 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.

10) Re-Installing Your Digital Signature

- Please contact the team for assistance

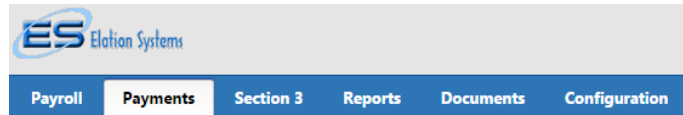
11) Renewing Your Digital Signature

- Please contact the team for assistance

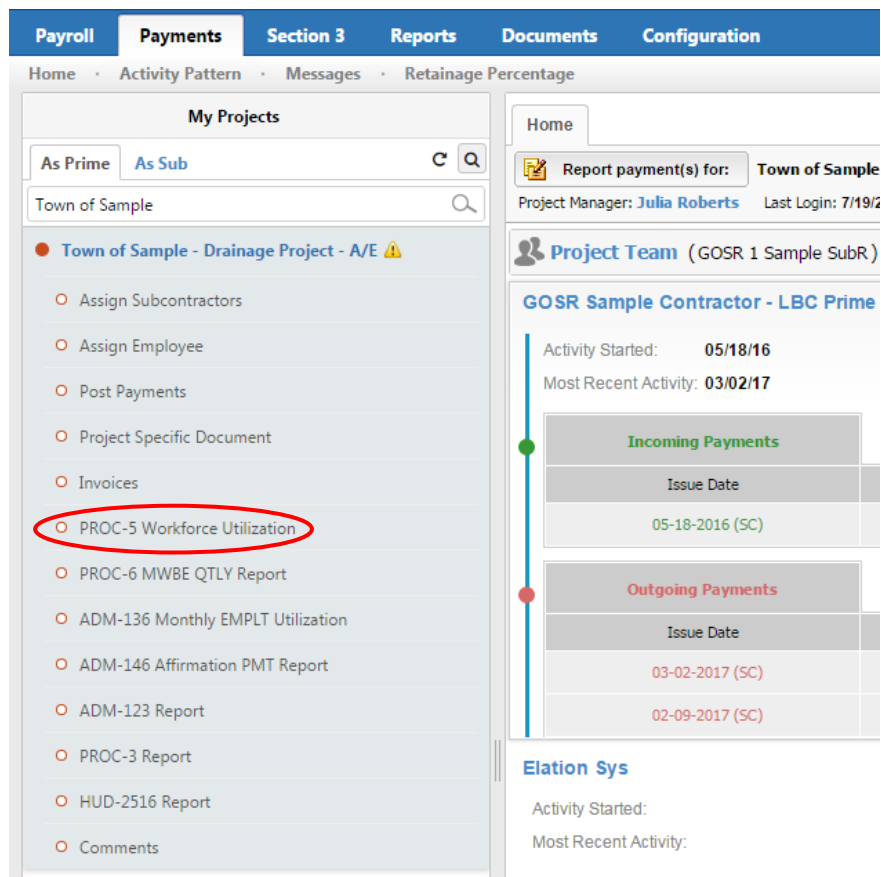
PROC-5: Workforce Employment Utilization Report

Submitted **quarterly** by the Prime Contractor, Term Consultant and Subcontractors/Subconsultants

- 1) To complete the Proc-5 report, click on the **Payments** (Term Consultants) 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 **PROC-5 Workforce Utilization**.
 - a. This report is for all current employees assigned to this project.
 - b. See guidance on assigning users to projects.



- 3) The Proc-5 report panel will appear. You can review past reports from this screen, or click the **Create New Report** icon/select from dropdown box to create a new report. **please note that you need to allow pop-ups for Elation in order for the report screen to open*



- 4) A new screen will open, with prompts regarding reporting period and employees, for the Workforce Employment Utilization Reprt (PROC-5):

Select Reporting Period

Fiscal Year: 2016 Fiscal Quarter: 4th Quarter(1/1/2017 - 3/31/2017) Employee Name:

First Name	Last Name	Job Category	Trade Category	Import
Additional Employee need to be included in this period				
James	Bond	Technicians		<input checked="" type="checkbox"/>
Lori	John	Officials/Administrators		<input checked="" type="checkbox"/>
Sarah	Smith	Craft Workers		<input checked="" type="checkbox"/>

[Submit](#)

- 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 demonstrated above.
- 6) If you added employees during your Elation account set-up, those names will appear in the “employees to be included” section, as shown above, so the report can auto-populate. 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**. (See guidance to add employees for this report. Note that it is recommended, but not required, to add employees.)
- 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								Disabled		Veteran		
		Male (M)	Female (F)	White (M) (F)	Black (M) (F)	Hispanic (M) (F)	Asian (M) (F)	Native American (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.: _____ **DATE:** _____

EMAIL ADDRESS: _____

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 OFHED@nyschr.org

8) With no employees entered, the report 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								Disabled		Veteran		
		Male (M)	Female (F)	White (M) (F)	Black (M) (F)	Hispanic (M) (F)	Asian (M) (F)	Native American (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.: _____ **DATE:** _____

EMAIL ADDRESS: _____

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 OFHED@nyschr.org

9) If you haven't listed your employees in your Elation account set up, you must manually enter the number of employees in each job category that are working on the respective project:

1. Enter the total number of workers for each category;
2. Enter the number of females/males that comprises the workforce listed in each category;
3. Enter the race/ethnic identification that comprises the workforce listed in each category;
4. Enter the number of Disabled and/or Veteran employees that comprises the workforce listed in each category;
5. The columns will total automatically.

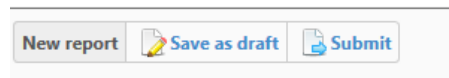
EEO-Job Category	Total Work force	Work force by Gender		Work force by Race/Ethnic Identification						Disabled		Veteran		
		Male (M)	Female (F)	White		Black		Hispanic		Asian		Native American		
				(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	
Officials/Administrators	1	1						1					1	
Professionals						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

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

Temporary/Apprentices									
Totals	1	1							1

PREPARED BY (Signature):	TELE
Sign	EMAI
NAME AND TITLE OF PREPARER (Print or Type):	Subn
	NYS I

11) Upon signing the form, you can either opt to **Save as Draft** or **Submit** the form.



- o If someone in your organization wishes to review the form prior to its submittal, click **Save as Draft**.
- o If the form is ready to submit, click on **Submit**.

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

Payroll Payments Section 3 Reports Documents Configuration

Home · Activity Pattern · Messages · Retainage Percentage

My Projects

As Prime As Sub

Town of Sample

- **Town of Sample - Drainage Project - A/E** ⚠
- Assign Subcontractors
- Assign Employee
- Post Payments
- Project Specific Document
- Invoices
- PROC-5 Workforce Utilization
- PROC-6 MWBE QTLY Report

Home

Create New Report Town of Sample - Drainage Project - A/E

Project Team (GOSR 1 Sample SubR)

GOSR Sample Contractor - LBC Prime (Prime Contractor)

Activity Started:
Total PROC-5 report(s) submitted: 0

PROC-5 Reports:

Year 1st Quarter(4/1 - 6/30)

2016 - 2017 Saved by Lissette Bernal... on 02/09/2017

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.



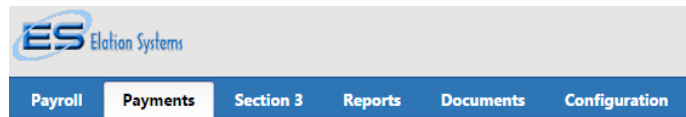
PROC-6: MWBE Quarterly Report

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

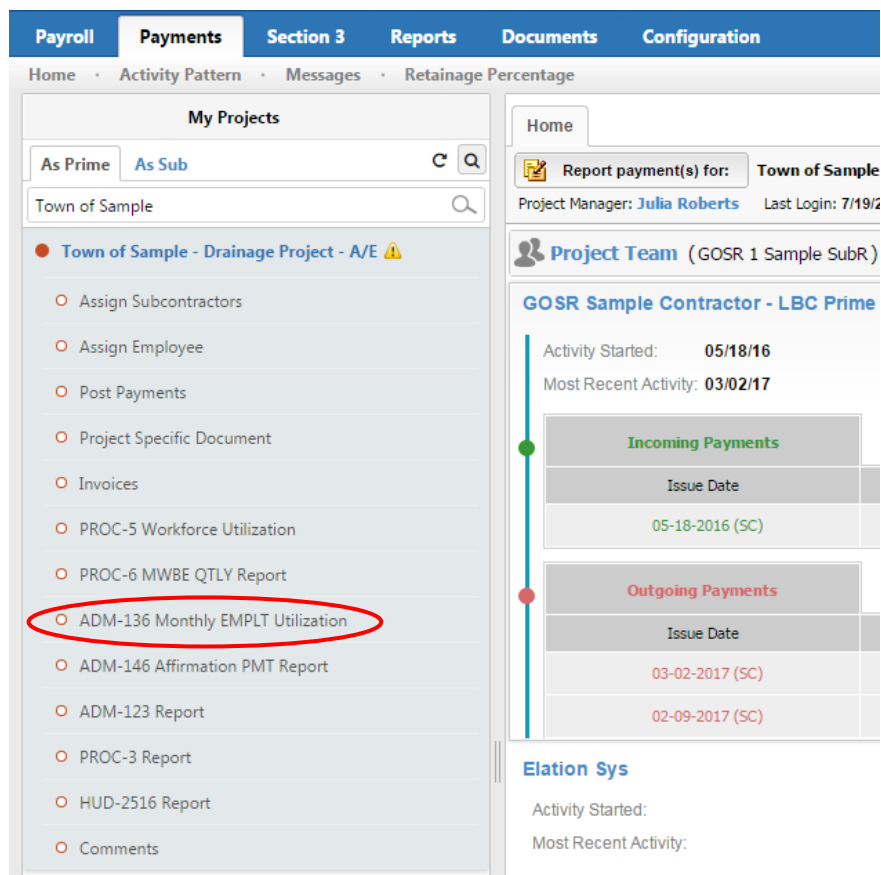
ADM-136: Monthly Employment Utilization Report

Monthly reports submitted quarterly by the Prime Contractor, Term Consultants, and Subcontractors/Subconsultants

- 1) To complete the ADM-136 report, click on the **Payments** (Term Consultants) 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. You can review past reports from this screen, or click the **Create New Report** icon/select from dropdown to create a new report.



- 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. (E.g., you would submit all three reports for Quarter 1 together within five days of the close of that quarter. You must complete an ADM-136 for each month of the quarter, regardless of how many hours were worked, commencing 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 you added employees during your Elation account set-up, those names will appear in the “employees to be included” section, as shown above, so the report can auto-populate. 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**. (See guidance to add employees for this report. *Note that it is recommended, but not required, to add employees in this way.*)
- 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.

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/SSN:	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	0	1	0	0	0	0	0	0
Professionals													
Technicians	1	0	1	0	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	0
Laborers													
Service Workers													
Temporary and Apprentices													
<input checked="" type="checkbox"/> Construction Trade - List Each													
Grand Totals	1	1	1	0	0	0	1	0	0	0	0	0	0

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

- 7) 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, but if it does not, that will need to be manually completed as well.

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) If completing this form manually, enter in the total number of employees for this reporting period in each column for each respective Job/Trade Category as appropriate. The form will auto-total all additions:

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												
<input checked="" type="checkbox"/> Construction Trade -- List Each												
Grand Totals	1	1	1	0	0	1	0	0	0	0	0	0

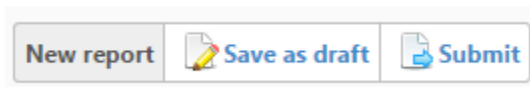
- 9) Once you have completed the form, and have confirmed it is accurate, Click **Sign** on the bottom left corner to place your digital signature on the form:

Grand Totals

Company Official's Name: **Lissette Bernal-Cruz**

Company Official's Signature: Sign

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



11) 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.

Home

Create New Report Town of Sample - Drainage Project - A/E

Project Team (GOSR 1 Sample SubR)

GOSR Sample Contractor - LBC Prime (Prime Contractor)

Activity Started: Total ADM-136 report(s) submitted: 0

Most Recent Activity:

ADM-136 Reports:

From	To	Report
06/01/2017	06/30/2017	

12) 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 do not need to complete this in Elation.

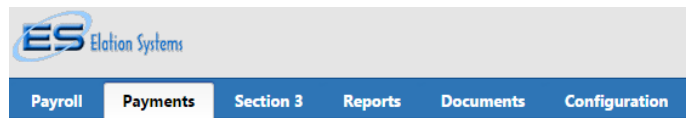
ADM-123: Cumulative Payment Report

This is automatically pulled from B2G; you do not need to complete this in Elation.

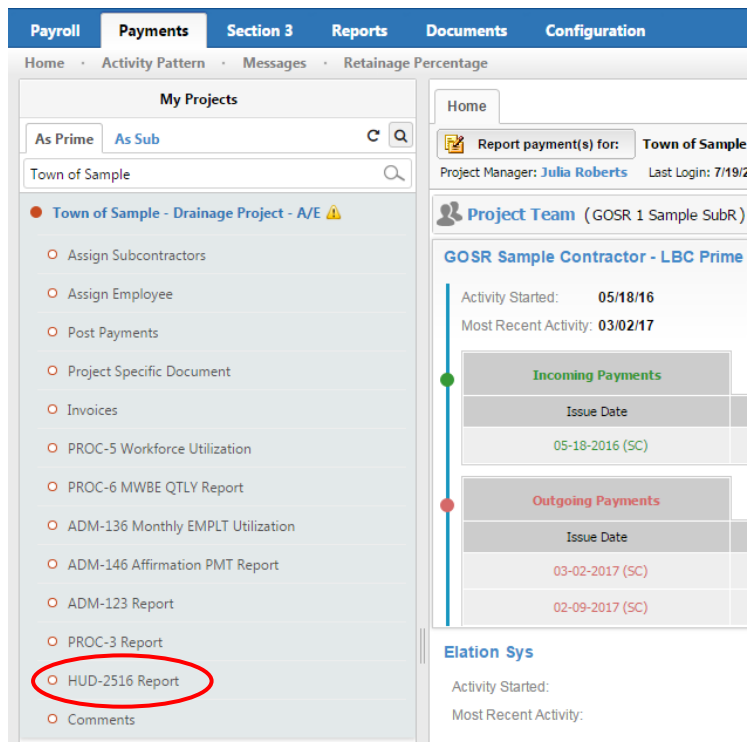
HUD-2516: Contract and Subcontract Activity Report

Submitted **quarterly** by Prime Contractors and Term Consultants **only**.

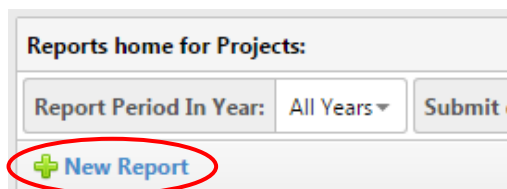
- 1) To complete the HUD-2516 report, click on the **Payments** tab.



- 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:

The dialog box is titled "Report Parameter" and contains the following fields:

- Fiscal Year: 2017
- Fiscal Quarter: 1st Quarter(4/1/2017 - 6/30/2017)
- Include contracts not addition to original contract amount
- Buttons: Cancel, Confirm

- 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.

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 GOSR Sample Contractor - LBC Prime		Check if: PHA <input type="checkbox"/> IHA <input type="checkbox"/>		2. Location (City, State, ZIP Code) NEW YORK NY 10001	
3a. Name of Contact Person Lissette Bernal-Cruz		3b. Phone Number (Including Area Code) 212-480-4494		4. Reporting Period Quarter 1st (4/1/2017 - 6/30/2017)	
5. Program Code (Not applicable for CPD programs.) 9 - Other		6. Date Submitted to Field Office 6/1/2017			
7a. Grant/Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc.	7b. Amount of Contract or Subcontract	7c. Type of Trade Code (See below)	7d. Contractor or Subcontractor Business Racial/Ethnic Code (See below)	7e. Woman Owned Business (Yes or No)	7f. Prime Contractor Identification (ID) Number
			7g. Subcontractor Identification (ID) Number	7h. Contractor/Subcontractor Name and Address	
			7i. Name	7j. Street	7k. City State Zip Code

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 = Rentable 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 (based on award date). If you notice any contracts which don't belong, you will have the option to delete them at the start of each contract line. If you notice any contracts are missing, you have the option to manually add them with the **+Add Contract** button. Keep in mind however that Elation should already have this information stored, and that this report is for *new contracts within the reporting period only*. A form with no contractor information, as shown above, is acceptable if there were no new contracts this reporting period.

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.

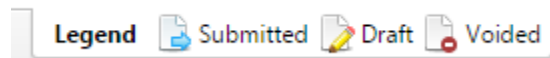
Reports home for Projects:

Report Period In Year: All Years ▾ Submit date From To Search Reset

+ New Report

Status	Program Desc	Report Period
 9 - Other		2017 1st Quarter (4/1/2017 - 6/30/2017)
 9 - Other		2016 4th Quarter (1/1/2017 - 3/31/2017)

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, Term Consultants and Subcontractors/Subconsultants with **contracts greater than \$100,000 only**. Firms with 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.

Assigning Employees

Note: As mentioned earlier in this manual, adding your **current** employees in Elation is recommended but not required. If you did choose to add employees, you would want to make sure they were properly assigned to projects prior to completing Section 3 reporting, so the report(s) can auto-populate. 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.

- 1) To assign employees, first go to the **Section 3** tab.
- 2) Click on the project name under the As Prime/As Sub tab of the project for which you wish to complete the Section 3 Workforce Form. A list of project-related items will appear. From this list, select **Assign Employee**.

The screenshot displays the Elation software interface for Section 3 reporting. The top navigation bar includes tabs for Payroll, Payments, Section 3, Reports, Documents, and Configuration. The 'Section 3' tab is active. Below the navigation bar, there are breadcrumb links: Home > Section 3 Certificate > Section 3 Vendor > Messages. The main content area is divided into two panes. The left pane, titled 'My Section 3 Projects', has two sub-tabs: 'As Prime' and 'As Sub'. A search box for 'Project Name' is present. A list of projects is shown, with 'GOSR Sample Construction Project' selected. Under this project, a list of actions is displayed, with 'Assign Employee' circled in red. A red arrow points from the 'Section 3' tab to this option. The right pane shows details for the selected project, including 'Submit Report(s) for: GOSR Sample Construction Project', 'Project Team (GOSR Sample SubR-LBC)', and 'GOSR Sample Contractor - LBC Prime (Prime Contractor)'. It also shows 'Activity Started: 01/01/2015' and 'Total Section 3 workforce report(s) submitted: 2'. At the bottom, there is a section for 'Section 3 Workforce Reports' with a table header showing 'No.', 'From', and 'To'.

- 3) The Assigning Employee(s) screen will appear aside your project list. There are two panes to this screen: Available Employees, and Assigned Employees. For the report to auto-populate correctly, you will want to make sure that all appropriate available employees are assigned.

Assigning Employee(s) Foreman Employee Period(s) Employee Hired Info

Legend: J/A = Journeyman or Apprentice F = Foreman GF/S = General Foreman or Supervisor

Total 1 Available Employees Assign All				Total 2 Assigned Employees Remove All Employees Not Used In CPR								
First Name	Last Name	SSN	Assign	Remove	First Name	Last Name	SSN	J/A	F	GF/S	Effective Period	Job Categories
Lori	John	9876	→	←	James	Bond	1234	●	○	○		Technicians
				←	Sarah	Smith	6789	●	○	○		Office and Clerical

- 4) Find the employee you want to assign under the Available Employees section and move that person over to the Assigned Employees section by clicking on the blue arrow under the Assign column. You can make that employee available again by clicking on the red arrow, which will move the employee back to the Available Employees section and effectively unassign the employee from the project.

Total 1 Available Employees Assign All			
First Name	Last Name	SSN	Assign
James	Bond	1234	→

Legend: J/A = Journeyman or Apprentice F = Foreman GF/S = General Foreman or Supervisor

Total 2 Assigned Employees Remove All Employees Not Used In CPR												
Remove	First Name	Last Name	SSN	J/A	F	GF/S	Effective Period	Job Categories				
←	Lori	John	9876	●	○	○		Officials and Managers				
←	Sarah	Smith	6789	●	○	○		Craft Workers (skilled)				

- 5) You will need to do this for each CDBG-DR project on which you are working.

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.

My Section 3 Projects

As Prime As Sub

GOSR Sample Construction Project

Town of Sample - Drainage Project - A/E

- Assign Employee
- Section 3 Business
- Section 3 Resident
- Assign Subcontractors

Home

Submit Report(s) for: Town of Sample - Drainage Project - A/E

Project Team (GOSR 1 Sample SubR)

GOSR Sample Contractor - LBC Prime (Prime Contractor)

Activity Started: 07/01/2016 Most Recent Activity: 09/30/2016

Total Section 3 workforce report(s) submitted: 0 Total Subcontracting report(s) submitted: 1

Section 3 Workforce Reports:

No.	From	To	Report
1	10/01/2016	12/31/2016	

Subcontracting Reports:

No.	From	To	Report
1	07/01/2016	09/30/2016	

Elation Sys

Activity Started: Most Recent Activity:

Total Section 3 workforce report(s) submitted: 0

Elation Test

Activity Started: Most Recent Activity:

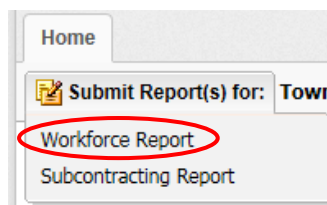
Total Section 3 workforce report(s) submitted: 0

GOSR Sample Contractor-LBC Sub

Activity Started: Most Recent Activity:

Total Section 3 workforce report(s) submitted: 0

- 3) Click on **Submit 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 the Fiscal Year and Quarter, and not the Calendar 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.

- 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: Town of Sample - Drainage		Site Address, Borough:		Contract Number: CR_Capital Region - Sa	
Sponsor Name: GOSR 1 Sample SubR		Prime Contractor Name: GOSR Sample Contractor - LI		Report Period (mm-yyyy) 01-2017 to 03-2017	
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: Engineering consulting ser			
Zip: 10001		Contract Amount: \$ 55,000			
Person Completing This Form: Lissette Bernal-Cru		Telephone Number: 212-480-4494		FAX Number: 	
				Email Address: Lissette.Bernal-Cru	
Check Report Period and insert Year Change					
Jan-Mar <input checked="" type="checkbox"/>		Apr-Jun <input type="checkbox"/>		Jul-Sept <input type="checkbox"/>	
				Oct-Dec <input type="checkbox"/>	
Year: 2017					

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

Construction by Trade (List)

- 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 employee information set up in your account. See previous section on Assigning Employees 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.

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
Labors	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

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 (semi-skilled)	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.


GOSR Sample Contractor - LBC Prime (Prime Contractor) 🌟

Activity Started: 07/01/2016 Most Recent Activity: 09/30/2016
 Total Section 3 workforce report(s) submitted: 0 Total Subcontracting report(s) submitted: 1

Section 3 Workforce Reports:

No.	From	To	Report
1	10/01/2016	12/31/2016	

Subcontracting Reports:

No.	From	To	Report
1	07/01/2016	09/30/2016	

- 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.** 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 Section 3 Subcontracting Report. The home tab of this page will display the name and completed reports of the Prime and all Subcontractors.

My Section 3 Projects

As Prime | As Sub

sa

- GOSR Sample Construction Project
- **Town of Sample - Drainage Project - A/E**
 - Assign Employee
 - Section 3 Business
 - Section 3 Resident
 - Assign Subcontractors

Home

Submit Report(s) for: **Town of Sample - Drainage Project - A/E**

Project Team (GOSR 1 Sample SubR)

GOSR Sample Contractor - LBC Prime (Prime Contractor) 🌟

Activity Started: **07/01/2016** Most Recent Activity: **09/30/2016**
Total Section 3 workforce report(s) submitted: **0** Total Subcontracting report(s) submitted: **1**

Section 3 Workforce Reports:

No.	From	To	Report
1	10/01/2016	12/31/2016	

Subcontracting Reports:

No.	From	To	Report
1	07/01/2016	09/30/2016	

Elation Sys

Activity Started: Most Recent Activity:
Total Section 3 workforce report(s) submitted: **0**

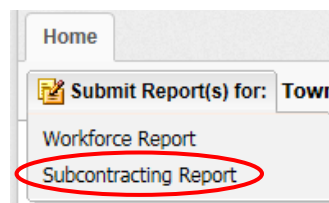
Elation Test

Activity Started: Most Recent Activity:
Total Section 3 workforce report(s) submitted: **0**

GOSR Sample Contractor-LBC Sub

Activity Started: Most Recent Activity:
Total Section 3 workforce report(s) submitted: **0**

- 3) Click on **Submit Report(s)**, and select **Subcontracting Report** 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: 25 Beaver Street 2nd Floor		Contact Person: Lisette Bernal-Cruz			
City/Zip: NEW YORK/10001		Contract Description: Engineering consulting s			
Project: Town of Sample - Drainage Project		Contract(or TDC) Amount: \$ 0			
Person Completing This Form: Lisette Bernal-Cruz		Email Address: Lisette.Bernal-Cruz@st		Date: 06/06/2017	
Check Report Period and insert Year					
Jan-Mar <input type="checkbox"/>	Apr-Jun <input type="checkbox"/>	Jul-Sept <input type="checkbox"/>	Oct-Dec <input checked="" type="checkbox"/>	Year: 2016	
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) Check off the report period and type in the year at the bottom of the first section:

Check Report Period and insert Year				
Jan-Mar <input type="checkbox"/>	Apr-Jun <input type="checkbox"/>	Jul-Sept <input type="checkbox"/>	Oct-Dec <input checked="" type="checkbox"/>	Year: 2016

- 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 is not set up 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)
Section 3 Business Concerns must have either Form S3-A or S3-B on file with agency.					
There were NO new subcontracts during this period.					
Save as Draft Submit Close					

Select Subcontractor ✖

Subcontractor Name





Submit Cancel

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

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

Save as Draft Submit Close

- 8) 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.

GOSR Sample Contractor - LBC Prime (Prime Contractor) 			
Activity Started: 07/01/2016		Most Recent Activity: 09/30/2016	
Total Section 3 workforce report(s) submitted: 0		Total Subcontracting report(s) submitted: 1	
^ Section 3 Workforce Reports:			
No.	From	To	Report
1	10/01/2016	12/31/2016	
^ Subcontracting Reports:			
No.	From	To	Report
1	07/01/2016	09/30/2016	 

- 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.
- 2) Click on the **Section 3 Certificate** tab next to the Home tab on the top left.
- 3) In the middle of the screen, click on the lightened blue link that reads “New Section 3 Certificate.”



- 4) 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.

A screenshot of the 'SECTION 3 BUSINESS CERTIFICATION' form. The form contains the following fields: 'Name of Business' (GOSR Sample Contractor-LBC Sub), 'Address of Business' (25 Beaver Street; NEW YORK, NY 10001), 'Contact Person' (Lissette Bernal-Cruz), and 'Telephone' (212-480-4494). Below these fields is a section titled 'The bidder certifies that it is a Section 3 Business Concern based on:'. This section contains two main areas, each with a checkbox and a list of requirements. The first area is for 'Status as a Section 3 resident-owned enterprise (at least 51% owned by Section 3 residents)'. The second area is for 'At least 30% of permanent, full-time employees are currently Section 3 Residents or were Section 3 residents within the past 3 years:'. Each area has an 'Upload' button. At the bottom of the form, there is a signature line labeled 'Authorized Name and Signature' and a date line labeled 'Date'. Three red arrows point to the first checkbox, the second checkbox, and the signature line.

- 5) Click the line over Authorized Name and Signature to digitally sign this form.
- 6) 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.

DASNY Vendors Elation Reporting Requirements

Report Name	Description	Reporting Requirement(s)	Quarterly Report Date Ranges
PROC-5 Workplace Employment Utilization	To report the <i>actual workforce utilized</i> in the performance of the Contract by the specified categories listed including ethnic background, gender, and Federal occupational categories. Submitted by all vendors.	Quarterly	1 st Quarter (04/01 - 06/30) 2 nd Quarter (07/01 - 09/30) 3 rd Quarter (10/01 - 12/31) 4 th 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, Term Consultants, and Subcontractors/Subconsultants.	Quarterly (Submit Quarterly, Complete Monthly)	1 st Quarter (01/01 - 03/31) 2 nd Quarter (04/01 - 06/30) 3 rd Quarter (07/01 - 09/30) 4 th Quarter (10/01 - 12/31)
HUD 2516 Contract and Subcontract Activity	This report is to be completed by project owners for reporting contract and subcontract <i>activities of \$10,000 or more</i> . Section 3 requires that the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. Recipients using this form to report Section 3 contract data must also use Part I of form HUD-60002 to report employment and training opportunities data. Submitted by Prime contractors or Term Consultants only.	Quarterly	1 st Quarter (04/01 - 06/30) 2 nd Quarter (07/01 - 09/30) 3 rd Quarter (10/01 - 12/31) 4 th Quarter (01/01 - 03/31)
Section 3 Workforce	If the vendor's contract is under \$100,000, the vendor does not need to complete Section 3 reports. Submitted by all appropriate vendors.	Quarterly	1 st Quarter (01/01 - 03/31) 2 nd Quarter (04/01 - 06/30) 3 rd Quarter (07/01 - 09/30) 4 th Quarter (10/01 - 12/31)
Section 3 Subcontracting	If the vendor's contract is under \$100,000, the vendor does not need to complete Section 3 reports. Submitted by the appropriate Prime contractor or Term Consultants only.	Quarterly	1 st Quarter (01/01 - 03/31) 2 nd Quarter (04/01 - 06/30) 3 rd Quarter (07/01 - 09/30) 4 th Quarter (10/01 - 12/31)

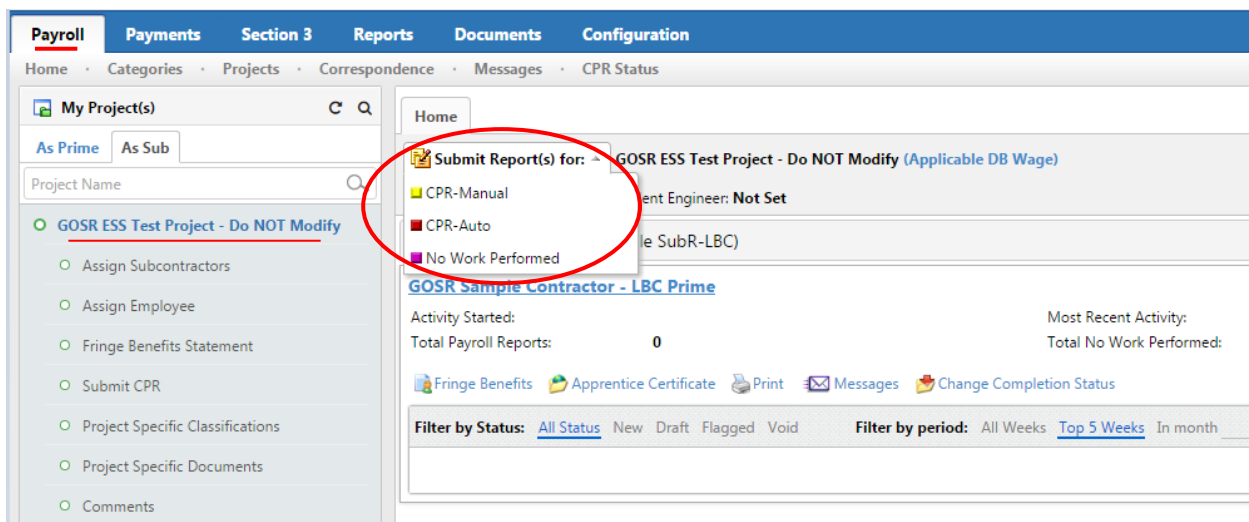
Certified Payroll Reports

Payroll File Upload

Submitted by Prime Contractors and their respective subcontractors

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 **Submit 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 assigning employees, p.50.)

Manual Submit

Payroll period type: Weekly

Select the subcontract: work_order (work_order)

Payroll Week Ending Date: 06/11/2017

This is my Last Certified Payroll Report Project Completed

*Select number of trades that each employee worked during this payroll period

Search Employee	1	2	3
James Bond (1234)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lori John (9876)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sarah Smith (6789)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4) The Payroll Reporting Form window will open.

PAYROLL REPORTING FORM - Google Chrome

Secure | https://www.e1ationsys.com/APP/CaliforniaBeta/PayrollDataEntry.aspx?Guid=adac4ee4-6a44-4029-bbb3-5c16a962df15

PAYROLL REPORTING FORM

NAME OF CONTRACTOR OR SUBCONTRACTOR: GOSR Sample Contractor - LBC Prime
 PAYROLL NO.: 6/11/2017
 FOR WEEK ENDING: 6/11/2017

CONTRACTOR'S LICENSE NO.:
 SPECIALTY LICENSE NO.:
 SELF-INSURED CERTIFICATE NO.:
 WORKER'S COMPENSATION POLICY NO.:

ADDRESS: 25 Beaver Street 2nd Floor, NEW YORK, NY 10001
 PROJECT OR CONTRACT NO: work_order @ Contract ID: AN_123 @Contract
 PROJECT AND LOCATION: GOSR ESS Test Project - Do Not Modify New York (Manhattan, NY)

(A) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(B) WORK CLASSIFICATION	(C) EMP STATUS	(D) DAY AND DATE							(E) TOTAL HOURS	(F) RATE OF PAY	(G) GROSS AMOUNT EARNED (THIS / ALL)	(H) DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS							(I) NET WAGES PAID FOR WEEK	(J) Check No. /Date	
			Mon	Tue	Wed	Thu	Fri	Sat	Sun				RCA	FED TAX	STATE TAX	SDE	VAC HOLIDAY	HEALTH & WELF	PENSION			
James Bond 123 Main Street New York, NY 10001 xxx-xx-1234 remove this employee	Select Classification <input type="checkbox"/> Owner Operator/ND <input type="checkbox"/> Contractor/Non Paid App	S O D																				
Lori John 25 Beaver St New York, NY 10012 xxx-xx-9876 remove this employee	Select Classification <input type="checkbox"/> Owner Operator/ND <input type="checkbox"/> Contractor/Non Paid App	S O D																				
Lori John 25 Beaver St New York, NY 10012 xxx-xx-9876 remove this employee	Select Classification <input type="checkbox"/> Owner Operator/ND <input type="checkbox"/> Contractor/Non Paid App	S O D																				
Sarah Smith 123 Main St New York, NY 10098 xxx-xx-6789 remove this employee	Select Classification <input type="checkbox"/> Owner Operator/ND <input type="checkbox"/> Contractor/Non Paid App	S O D																				

OTHER: Any other deductions and/or payments whether or not included or required by prevailing wage determinations must be separately listed. Use extra sheet(s) if necessary.

CERTIFICATION MUST be completed (See Statement of Compliance) [Add or View Message](#)

Find Employees Add an employee Save as Draft Delete Draft Statement of Compliance_Submit Print

This Page: Total ST Hours: 0:00 Total OT Hours: 0:00 Total Gross This Project: 0:00 Total Gross All Projects: 0:00
 All Pages: Total ST Hours: 0:00 Total OT Hours: 0:00 Total Gross This Project: 0:00 Total Gross All Projects: 0:00

Go to page: 1

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.

Home

Submit Report(s) for: GOSR ESS Test Project - Do NOT Modify (Applicable DB Wage)

Project Manager: Not Set Resident Engineer: Not Set


Project Team (GOSR Sample SubR-LBC)

GOSR Sample Contractor - LBC Prime









Activity Started: Most Recent Activity:
 Total Payroll Reports: 0 Total No Work Performed: 0

Fringe Benefits Apprentice Certificate Print Messages Change Completion Status

Filter by Status: All Status New Draft **Flagged** Void Filter by period: All Weeks Top 5 Weeks In month / -- Select Contract --

Week Ending	CPR	Submitted Date	Action	Issues
06/11/2017				

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

Legend:  Draft  Submitted  Accepted  Rejected  No Work  Flagged  Certificate Reminder  Deduction Alert

8) You can check your email to see if the Subrecipient has accepted or rejected the Certified Payroll Report.

Project Specific Classifications

- 1) Click on the **Payroll** tab.
- 2) Click on the project name at left. A list of project-related items will appear. Select **Project Specific Classifications**.
- 3) Two new tabs should appear, Rates and Rate Requests. If the screen does not default to Rate Requests, choose that tab.
- 4) Click on **+New Request**.

The screenshot shows the Elation Systems web application. The top navigation bar includes 'Payroll', 'Payments', 'Section 3', 'Reports', 'Documents', and 'Configuration'. Below this is a breadcrumb trail: 'Home > Categories > Projects > Correspondence > Messages > CPR Status'. The main content area is divided into two panes. The left pane, titled 'My Project(s)', has a search bar and a list of project-related actions for 'GOSR ESS Test Project - Do NOT Modify', including 'Assign Subcontractors', 'Assign Employee', 'Fringe Benefits Statement', 'Submit CPR', and 'Project Specific Classifications'. The right pane, titled 'Rate Requests', has a 'Parameters' section with a 'Request Form' dropdown and a 'Request Date' field. Below this is a table with columns 'NO.' and 'Request From'. A '+ New Request' button is circled in red.

- 5) 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.

The screenshot shows the 'New Rate Request Report' form. The form is titled 'REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE'. It contains various fields for contractor information, project details, and classification data. The '13. IN ORDER TO CO INDICATED CLASS' section is highlighted, showing 'Construction Trade' as 'Journeyman', 'Craft Description' as 'Class', and 'Class Description' as 'Class'. The 'b. WAGE RATE(S)' and 'c. FRINGE BENEFITS PAYMENTS' fields are both set to 0.000.

13. IN ORDER TO CO INDICATED CLASS		STABLISH THE FOLLOWING RATES FOR THE	
NUMBER	DESCRIPTION	DATE	FRINGE BENEFITS PAYMENTS
1	Class	12/19/2014	0.000

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

UNCLASSIFIED (GSA FAR(48 CFR) 53.222) NOT INCLUDED IN THE DETERMINATION OF CLASSIFICATION

Remove NUMBER: **NY140069-MOD-6** DATED: **12/19/2014**

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (Service contracts only)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
+ Add (Use reverse or attach additional sheets, if necessary)		
Delete (J) Craft: Class:	0.000	0.000

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

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 SUBMITTED

06/09/2016

PREVIOUS EDITION IS USABLE

STANDARD FORM 1444 (REV. 4/2013)
Prescribed by GSA-FAR(48 CFR) 53.222(f)

Save As Draft Sign Close

7) 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 at DASNY:

Lynne Corina-Chernosky, MBA

Sr. Opportunity Programs Analyst Professional Service Contracts | Opportunity Programs Group
515 Broadway, Albany, NY 12207
518.257.3336 (office)
518.257.3100 (fax)
lchernos@dasny.org