Elation Systems
Vendor User Guide - DASNY

for Prime Contractors, Subcontractors

Rev. 3

Verga, Melissa & Alyssa Bustop
10/30/2017

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Elation Systems Help

Elation Troubleshooting & Reporting Assistance Contacts

Contact Info

Governor's Office of Storm Recovery – Onsite Elation 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

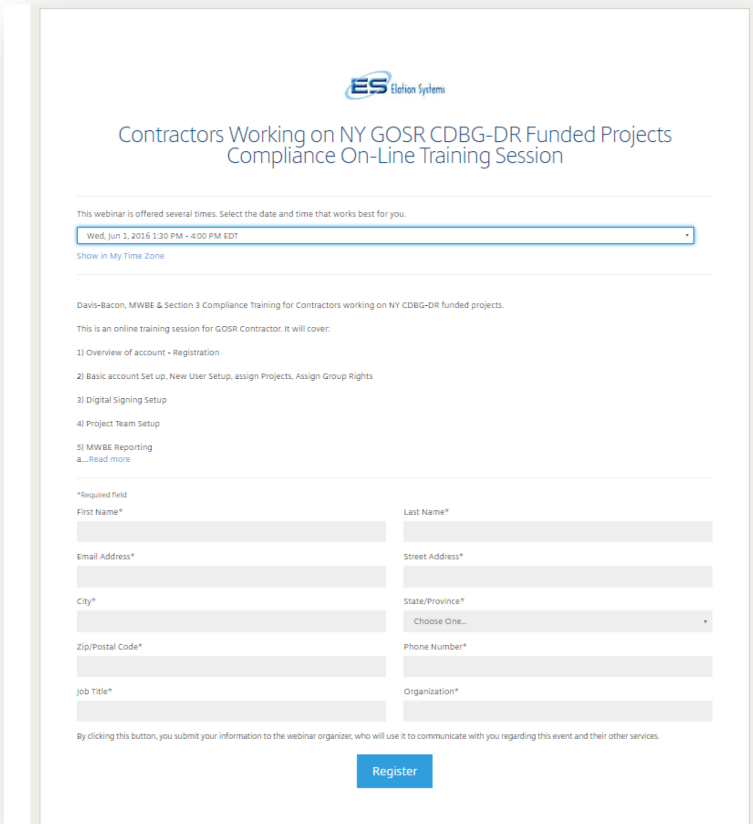
Achilleas.Hoppas@stormrecovery.ny.gov

(917) 922-0612

Training

A good way to get to know Elation Systems is to sign up for a training webinar.

1) Go to https://attendee.gotowebinar.com/rt/4366394149354402049

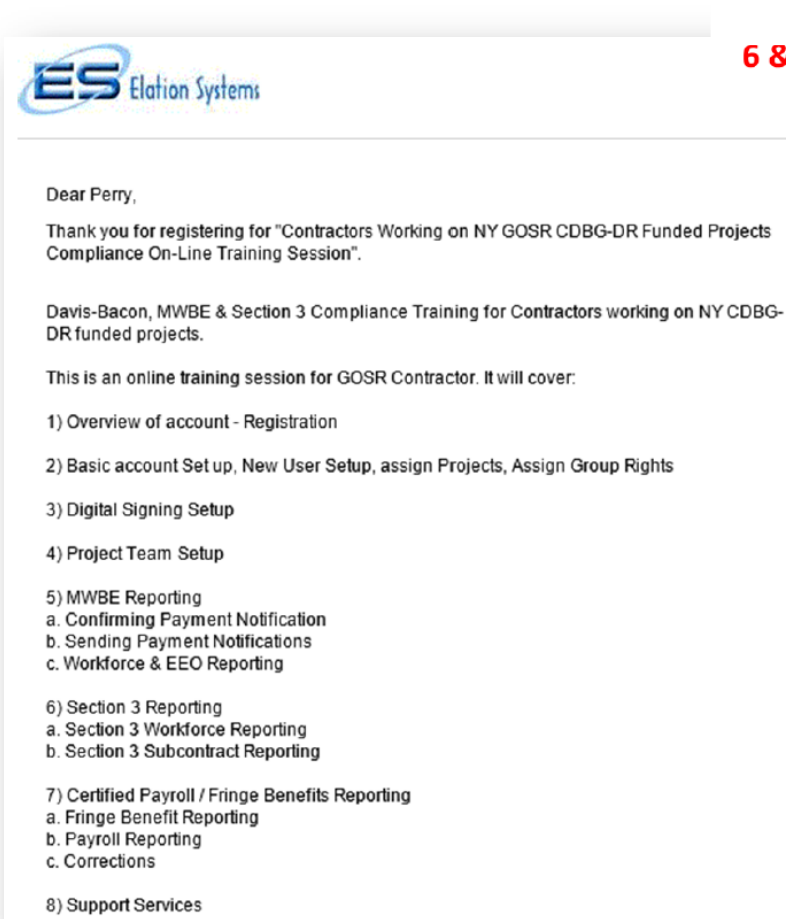


2) Select the date and time that works best for you from the **dropdown menu** and fill in information for:
   - First/Last Names, Email Address, Street Address, City, State/Province, Zip/Postal Code, Phone Number, Job Title and Organization.

3) Click Register.

4) After your information loads, you have the option to Add to Calendar.

5) You can then check your email to confirm receipt of a registration confirmation message. Directions for attending the training session are included in this email.



9) Questions / Answers **6 & 7**

Please send your questions, comments and feedback to: don@elationsystems.com

How To Join The Webinar

Wed, Apr 6, 2016 1:30 PM - 4:00 PM EDT

Add to Calendar: Outlook® Calendar | Google Calendar™ | iCal®

1. Click the link to join the webinar at the specified time and date:

https://global.gotowebinar.com/join/3462013999927992342/624701368

Note: This link should not be shared with others; it is unique to you.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.
United States: +1 (415) 930-5321
Access Code: 710-120-045
Audio PIN: Shown after joining the webinar

Webinar ID: 157-163-859

Please send your questions, comments and feedback to: don@elationsystems.com.

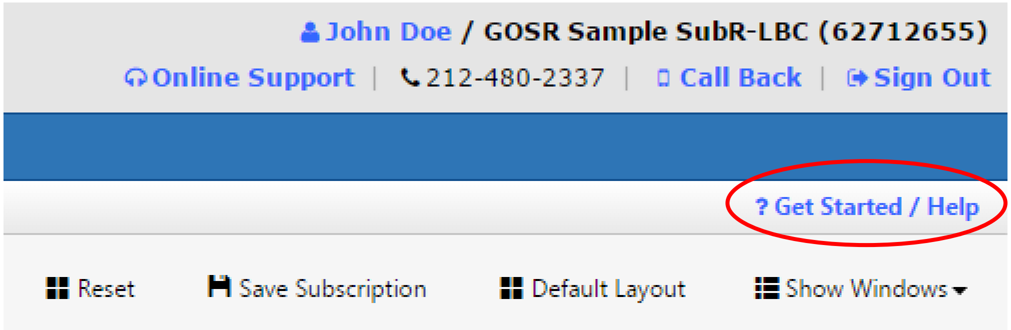
View System Requirements

To Cancel this Registration

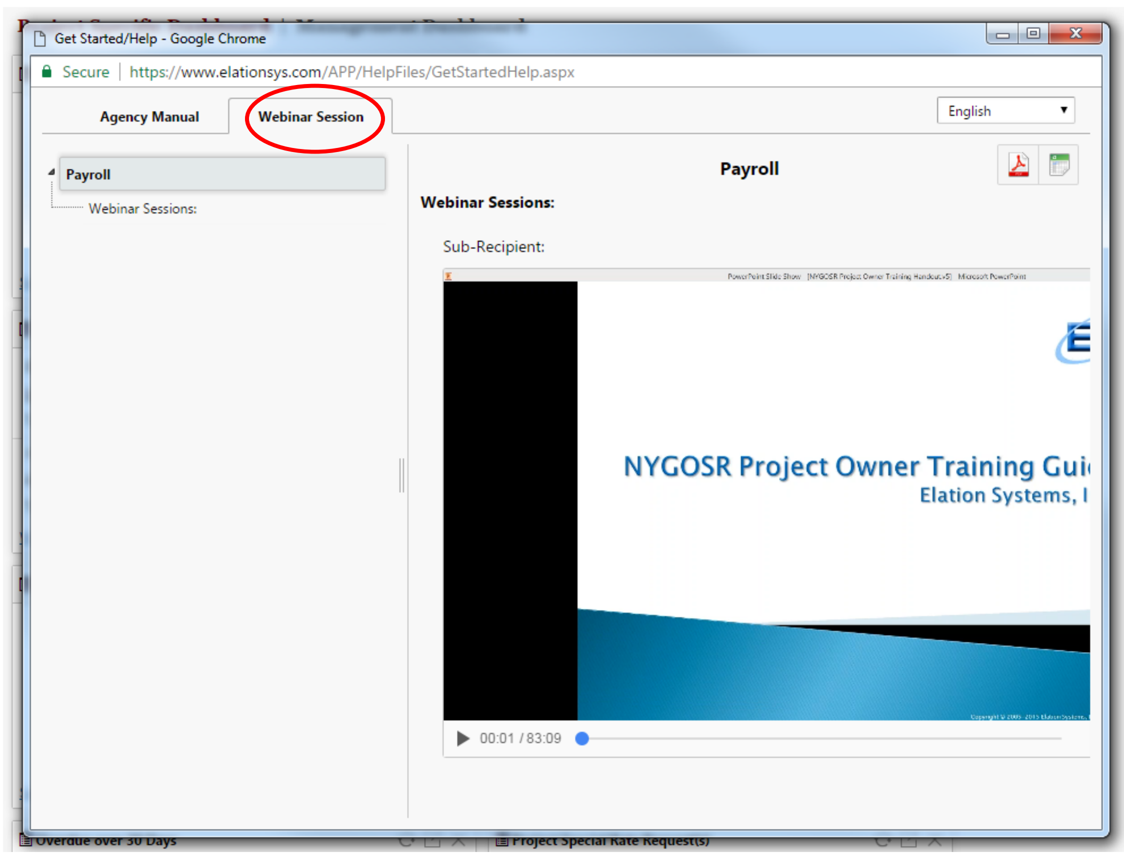
If you can't attend this webinar, you may cancel your registration at any time.

1) **<u>2018 Training Schedule Dates:</u>**
   - January 3rd
   - February 7th
   - March 7th
   - April 4th
   - May 2nd
   - June 6th
   - July 11th
   - August 1st
   - September 5th
   - October 3rd
   - November 7th

2) If you are not available to attend a training webinar, you can also watch previously recorded webinar sessions. Login to Elation and click Get Started/Help in the top right of the screen.



3) A pop-up will appear: click on the second tab, Webinar Session, and you will be able to watch a pre-recorded training session at your leisure.
   - **please note that you must be registered in Elation to be able to view recorded webinars*

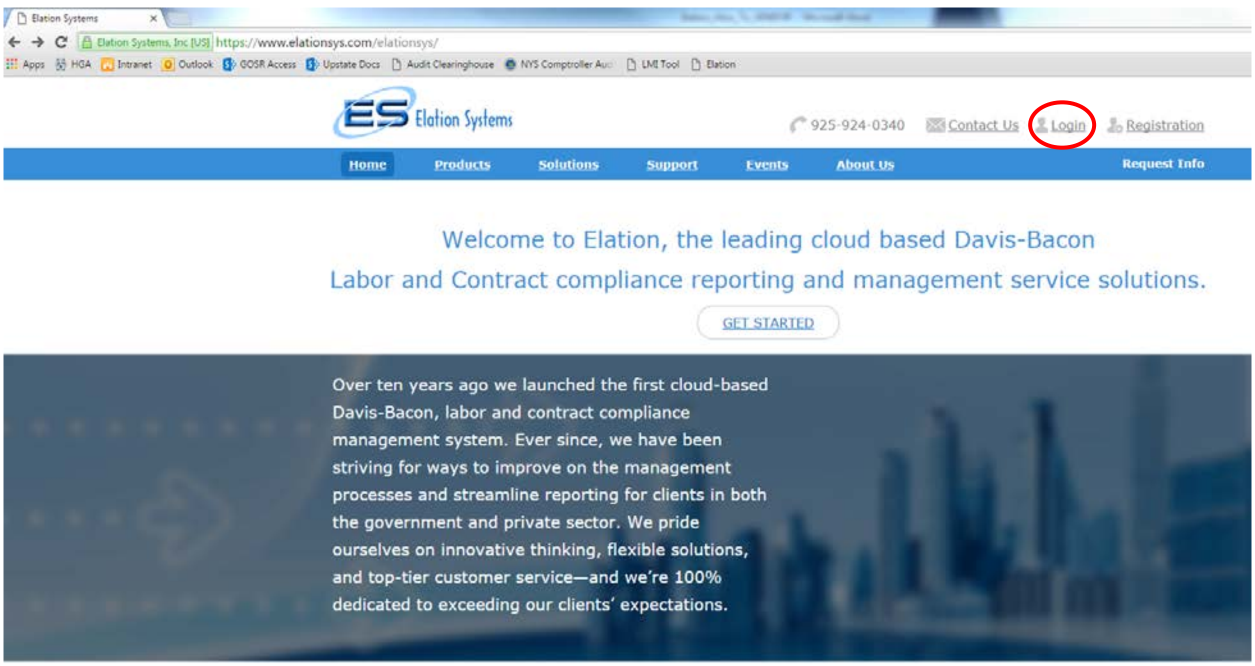


Initial Set-up

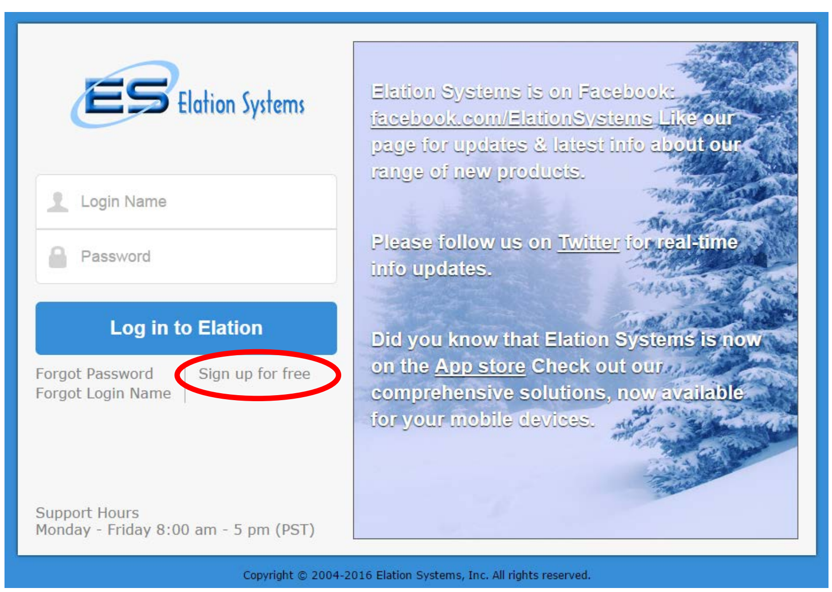
Registration

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

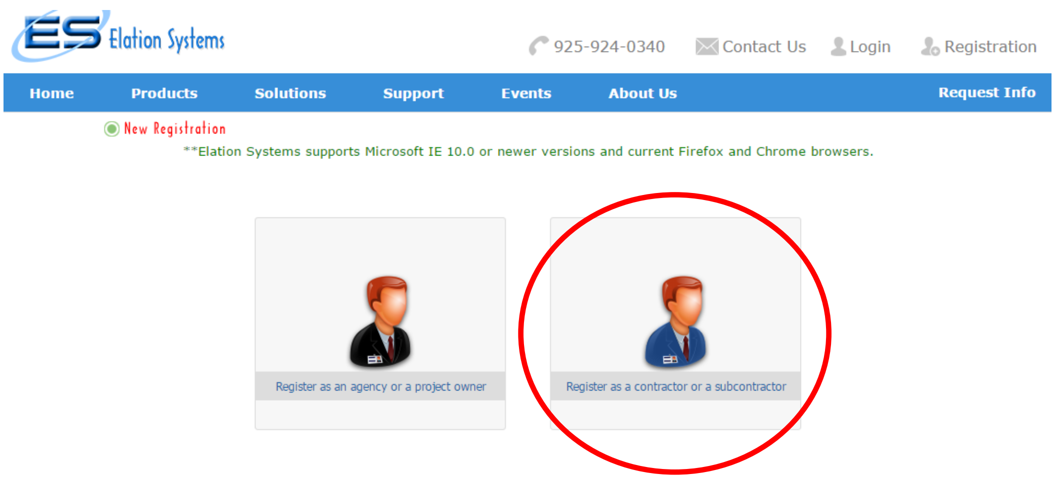
2) In the top right corner, click Login.



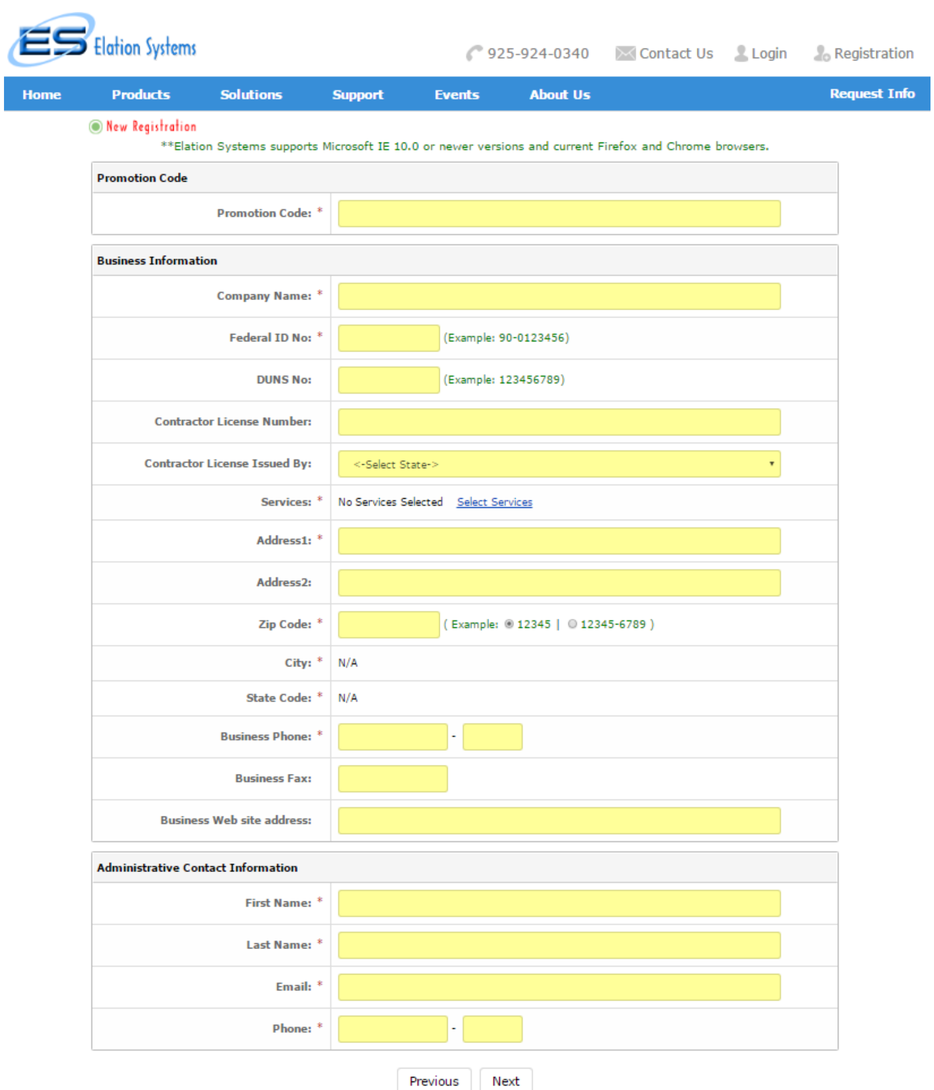
3) Click Sign up for free.



4) Click Register as a contractor.



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



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

7) Fill in information as prompted:

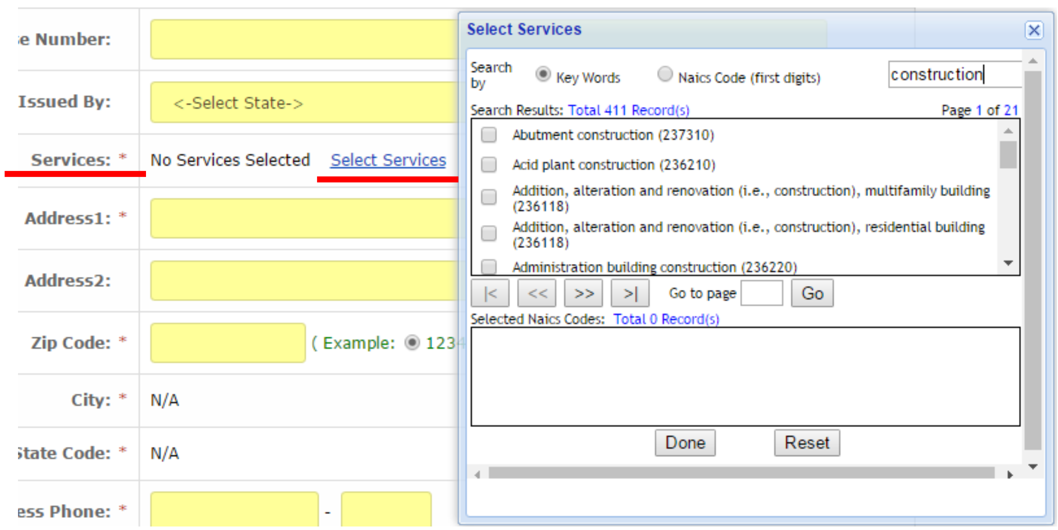
   a. Business Information: Company Name, Federal ID No., DUNS No.

      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.



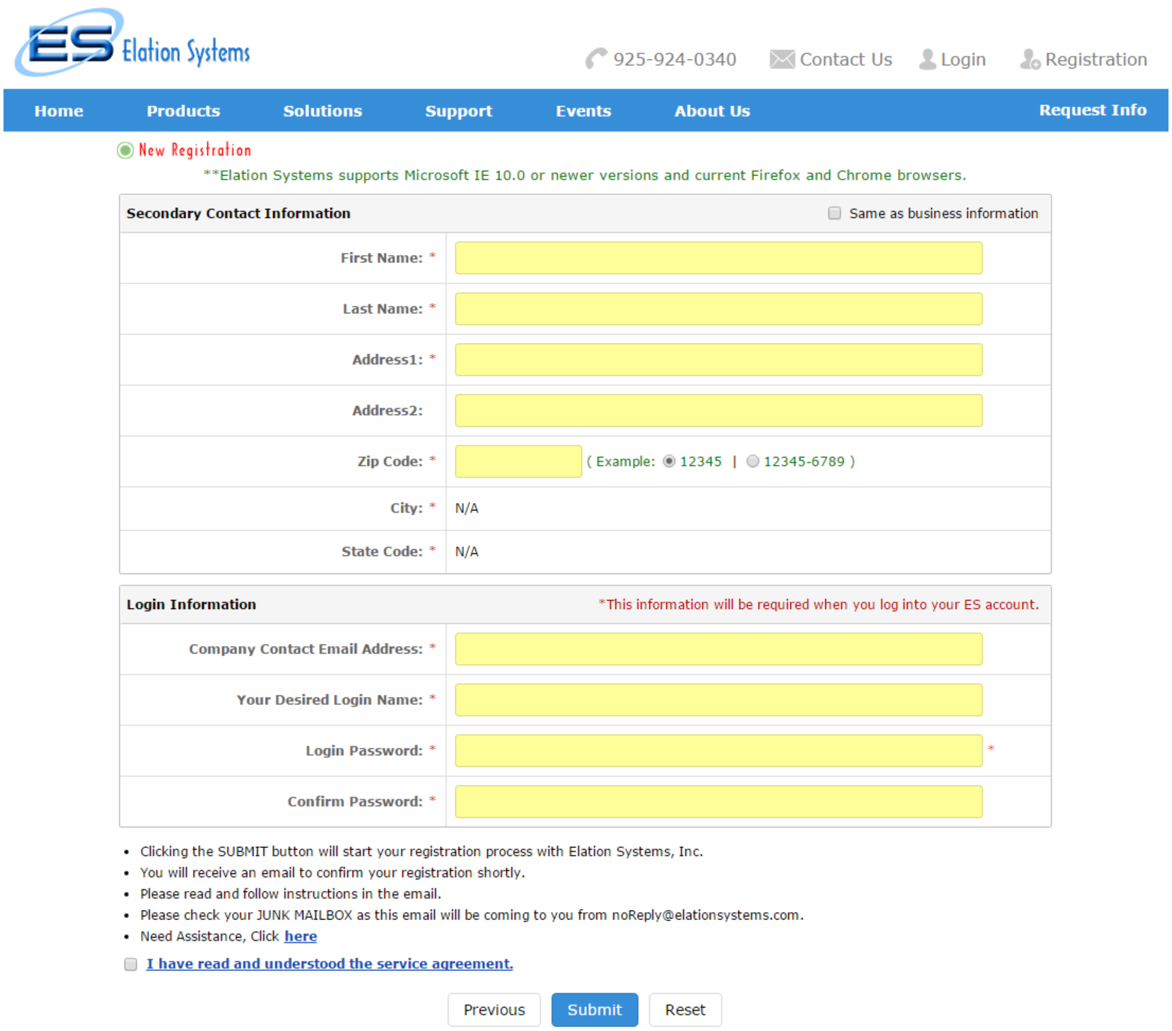
   c. Fill in the remaining Business Information sections for Address, Zip Code, and Business Phone.

   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.”



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)*

****
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.

15) 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.

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

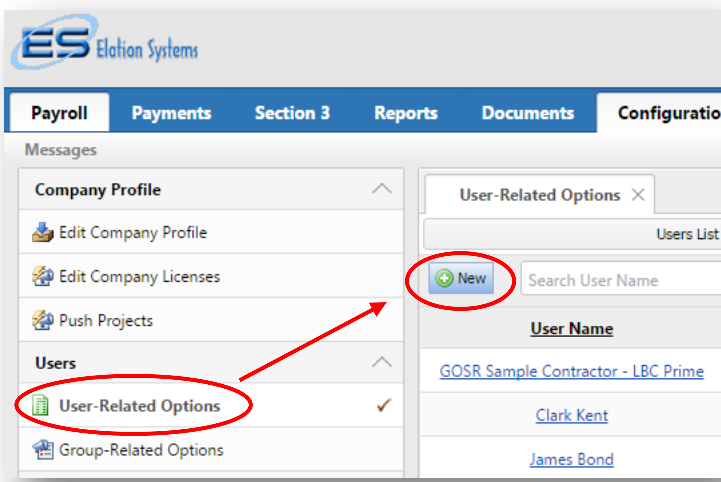
17) Login by inputting your established Login Name and Password, and click Log in to Elation.

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.

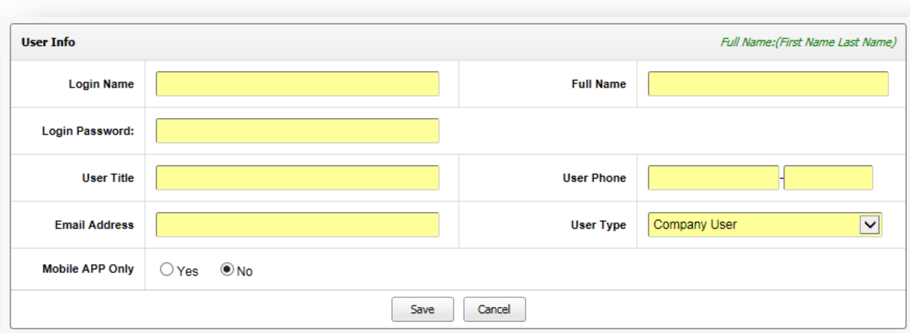
Company Account Set-up

Set-Up, Assign, and Add Users

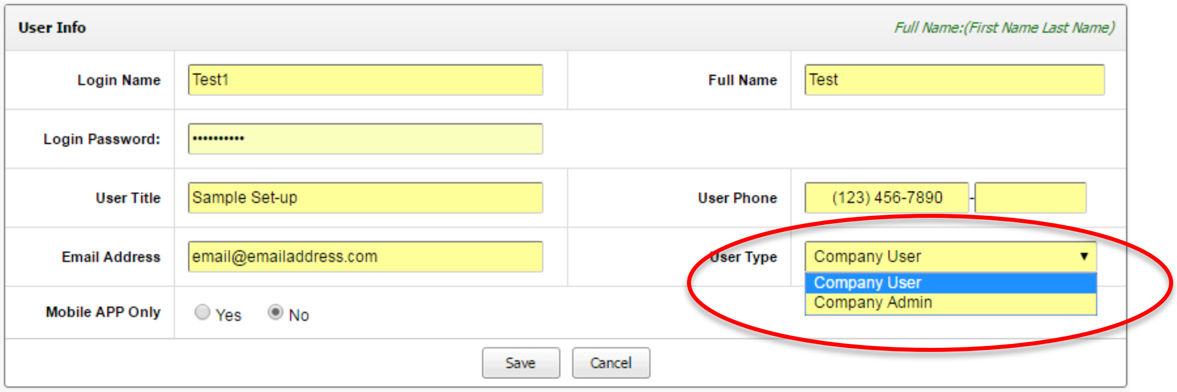
1) Login to Elation.
2) Click on Configuration Tab.
3) You screen should default to the User-Related Options sub-tab. If it does not, find this option in the menu at left. Click +New to add a new user. (As you can see in the example, users will list on this screen once added.)



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



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



a. There are two types of Users:

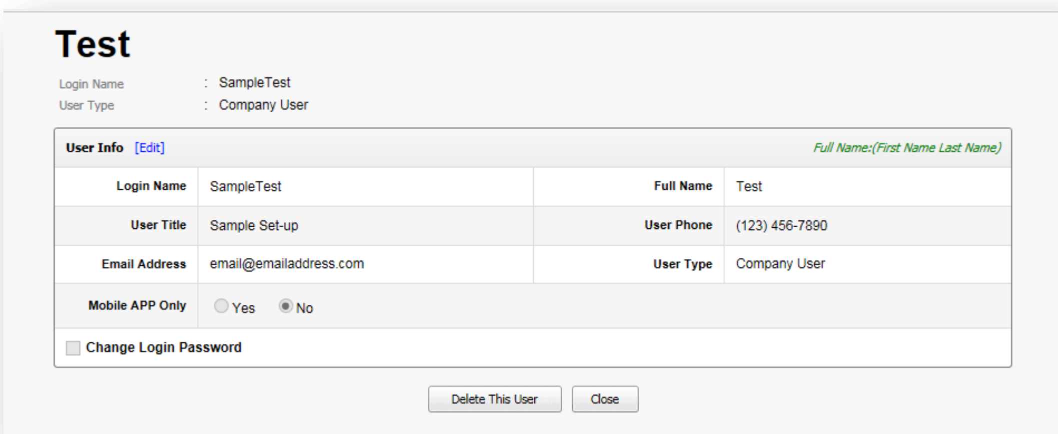
i. _Company User_ – has access only to areas assigned; cannot set up other users or assign rights, or create new reports.

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.

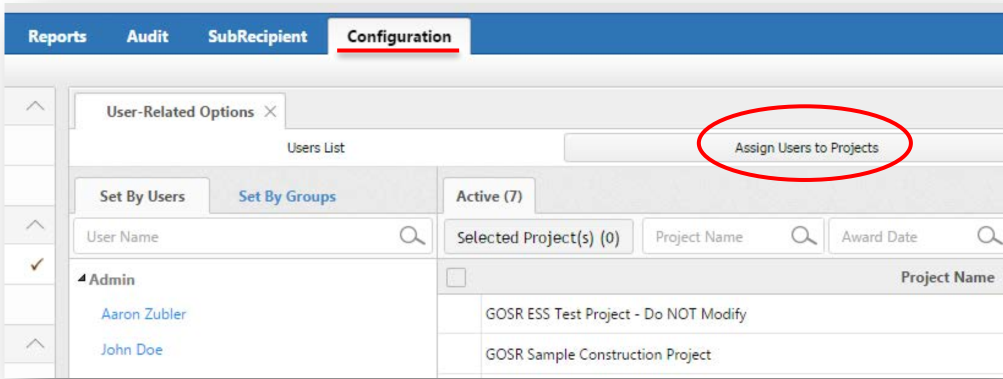
7) A green box will appear stating "Saved Successfully."

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

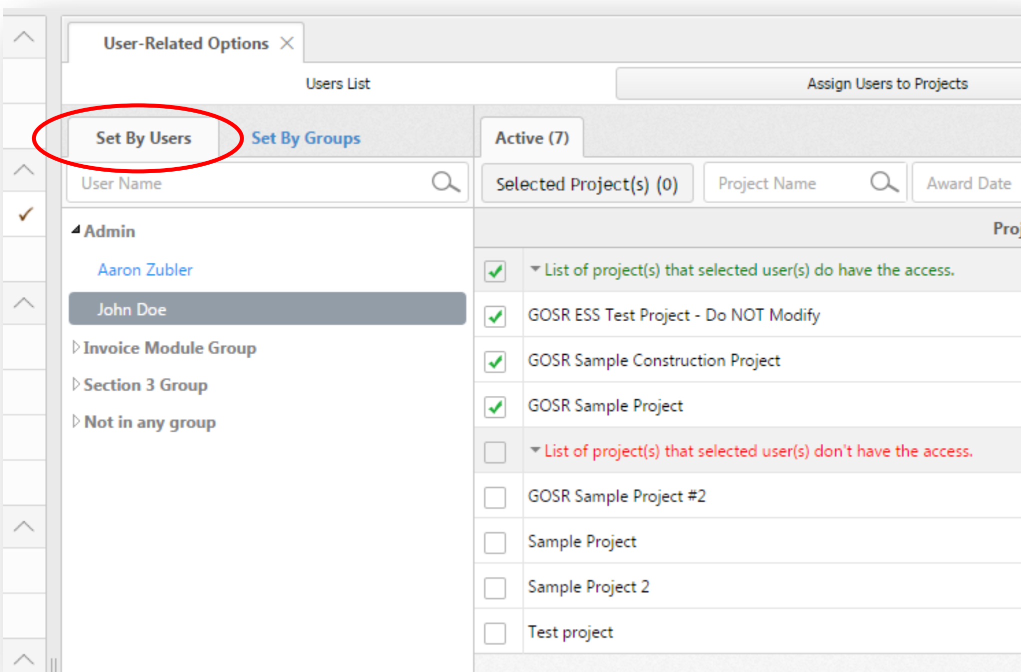


9) You may now close this box

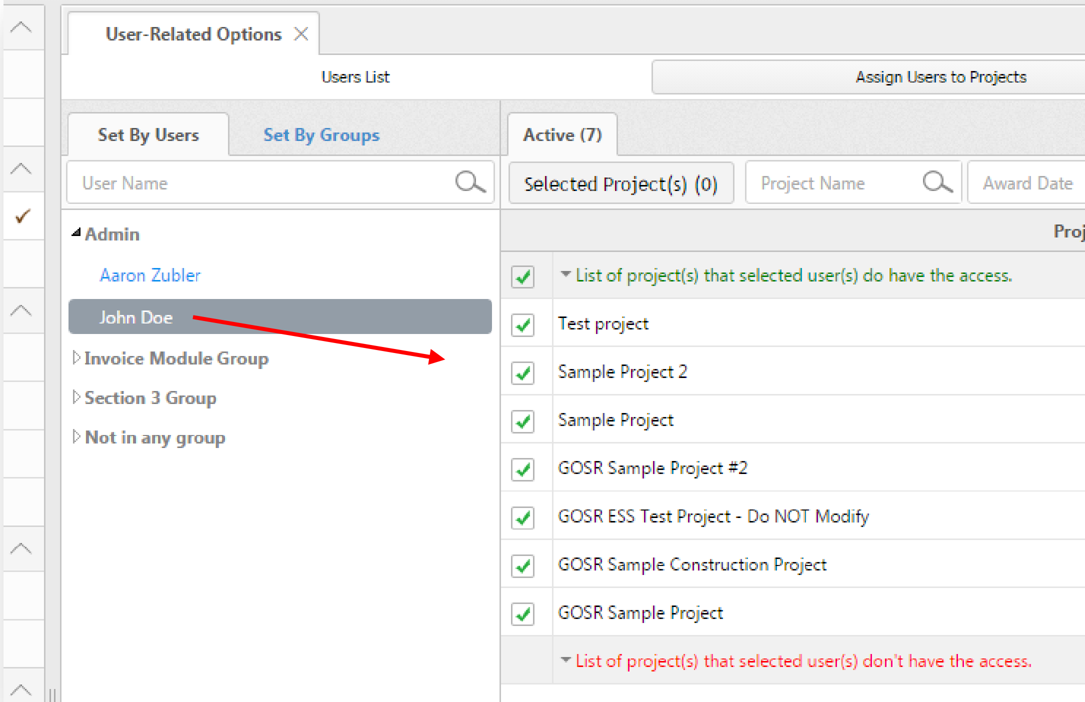
10) Now click on the Configuration tab again, and select the Assign Users to Projects sub-tab.



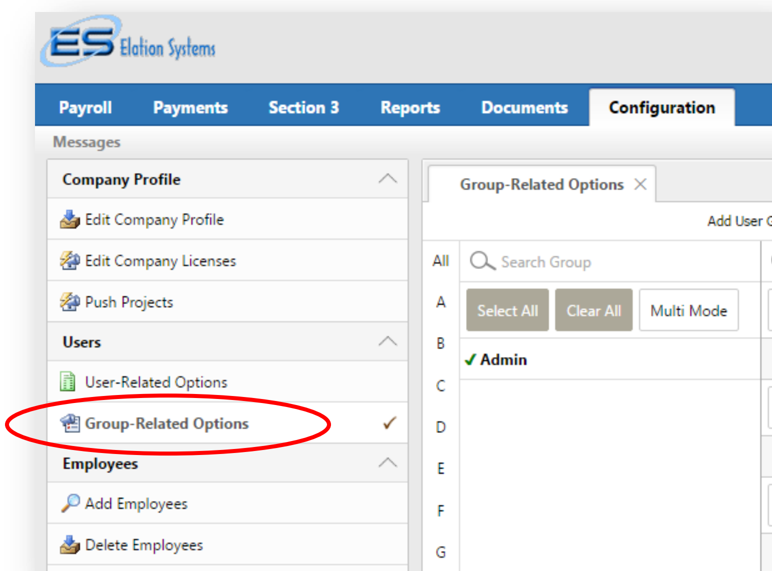
11) Under the Set By Users sub-tab, click on the User's Name you wish to assign to projects:



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

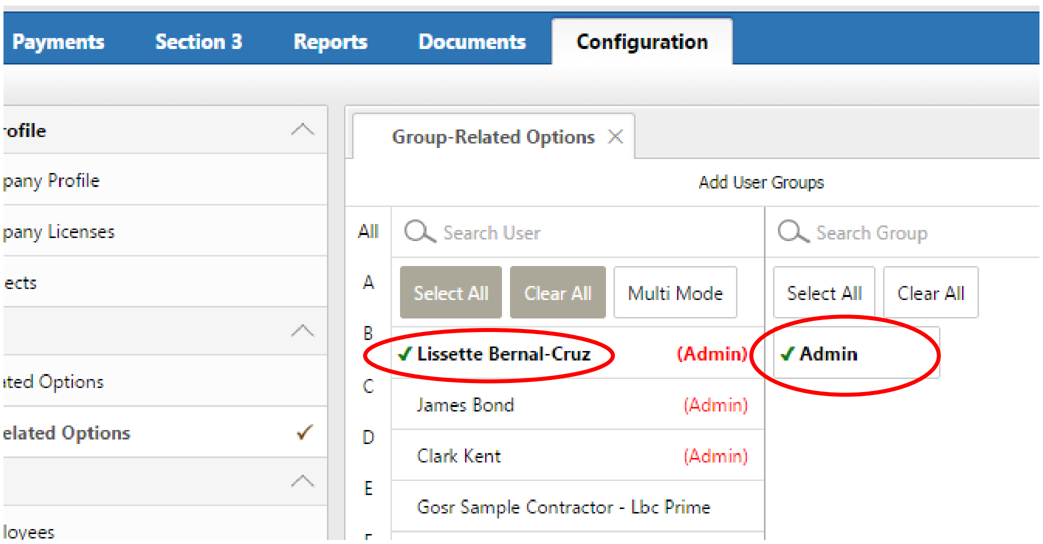


13) After the User is assigned to the appropriate projects you should also assign them to the Group. To do this, first, click on the Group-Related Options tab in the left hand menu:



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.

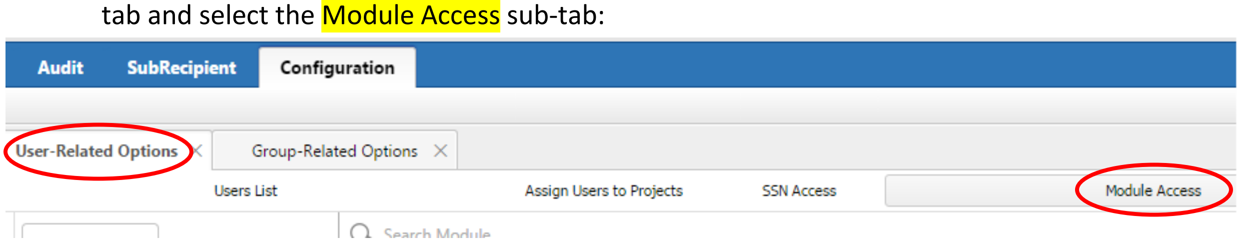


**Please note that, for continuity purposes, it would be beneficial to have more than one admin user per Vendor. This prevents you from losing administrative features if the only person with admin permissions loses their login info, moves on from the organization, etc.*

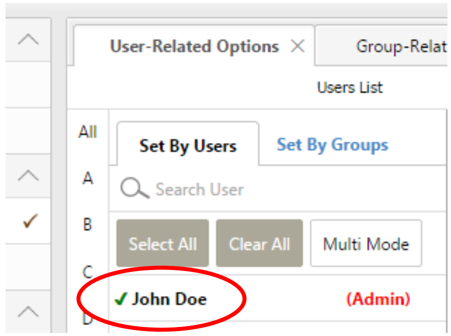
***If you would like information on setting up custom user groups (ex. Read Only, Invoice Only), please reach out to the contact list for assistance*

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]):*

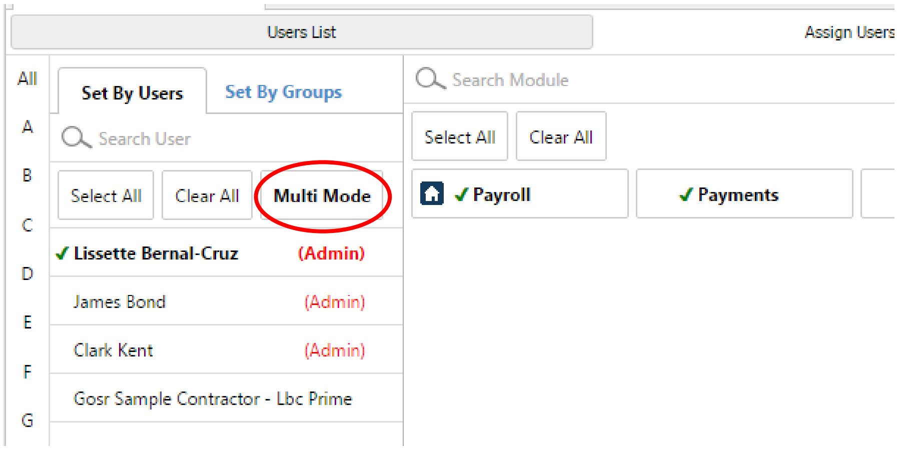


3) Once you have clicked on the User, you will see a set of Modules (these look like white boxes) in the center of the screen:

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.

   a. *Payroll:* This is where all construction activities will take place.
   b. *Payments:* This is where all professional service activities will take place (ex. A/E), and where you will find the majority of the HUD compliance forms to complete and file quarterly.
   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.

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.



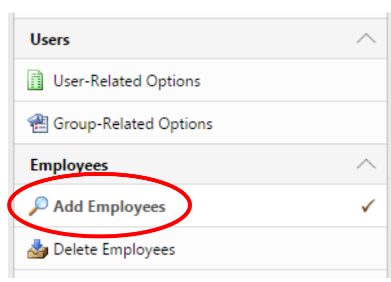
Add Employees

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.

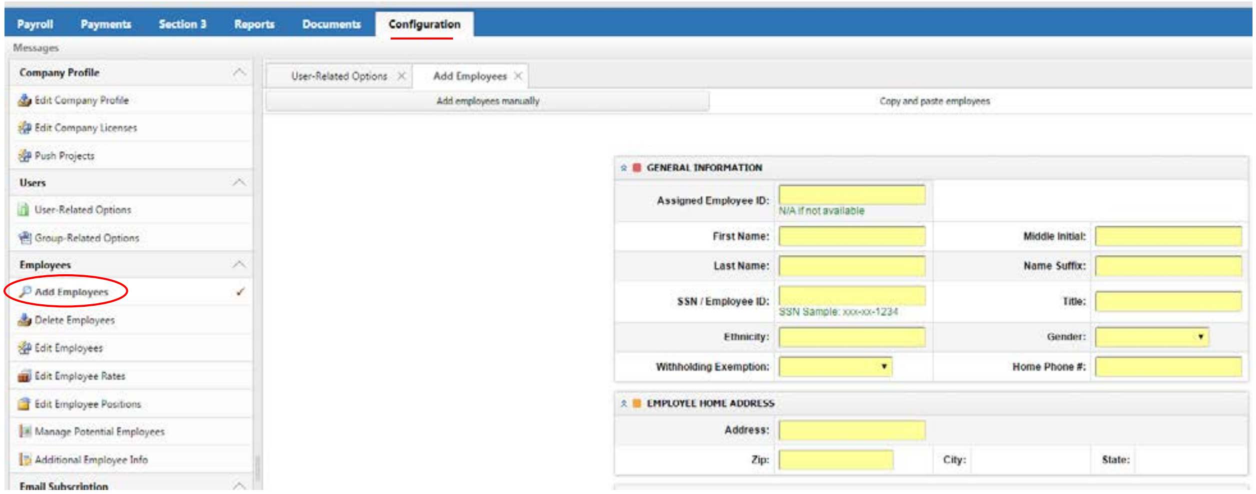
There is only one ***conditional*** *quarterly report for which adding* ***new*** *employees is mandatory; see Section 3 reporting (p.50) for additional details.*

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.

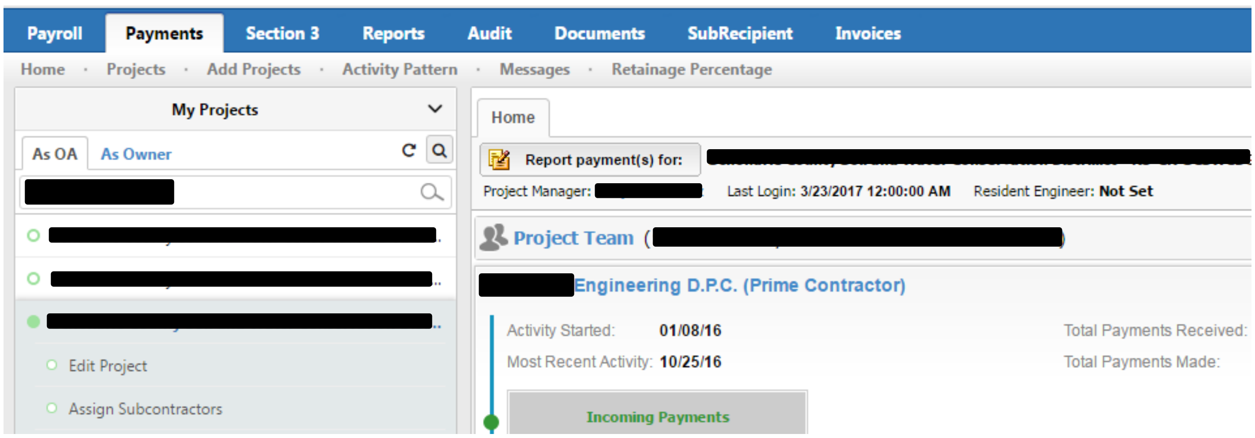
Project Set-up

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.

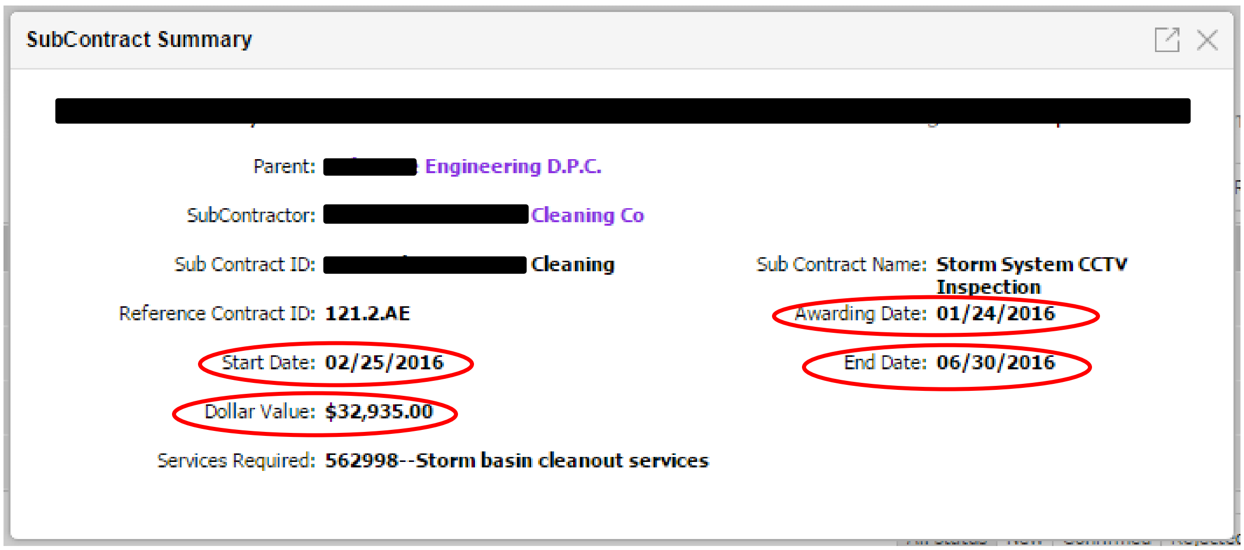
2) In the Payments tab, click on the project name for which you wish to view details. A list of items will expand alongside the 'home' tab of your project, and here you will notice that the Project Team link appears toward the top of the tab.



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:
   - The Award Date,
   - The Start and End Dates,
   - And the Dollar Value of the contract.


SubContract Summary

[redacted]

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

Compliance Reporting

Each quarter, 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:

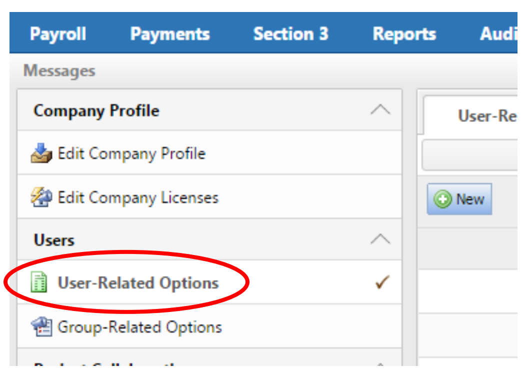
Payments Tab/Payroll Tab and Section 3 Tab

Digital Signature Set-Up:

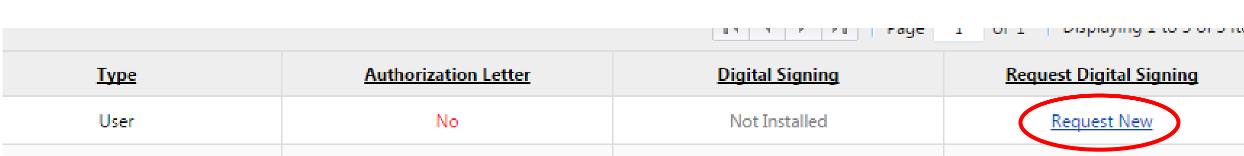
This is the first step in being able to complete your compliance reporting. Once you have registered for your Elation Systems Account and completed the activation process, you will need to request a digital signature. Digital signatures are exclusive to the user requesting them and are not capable of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

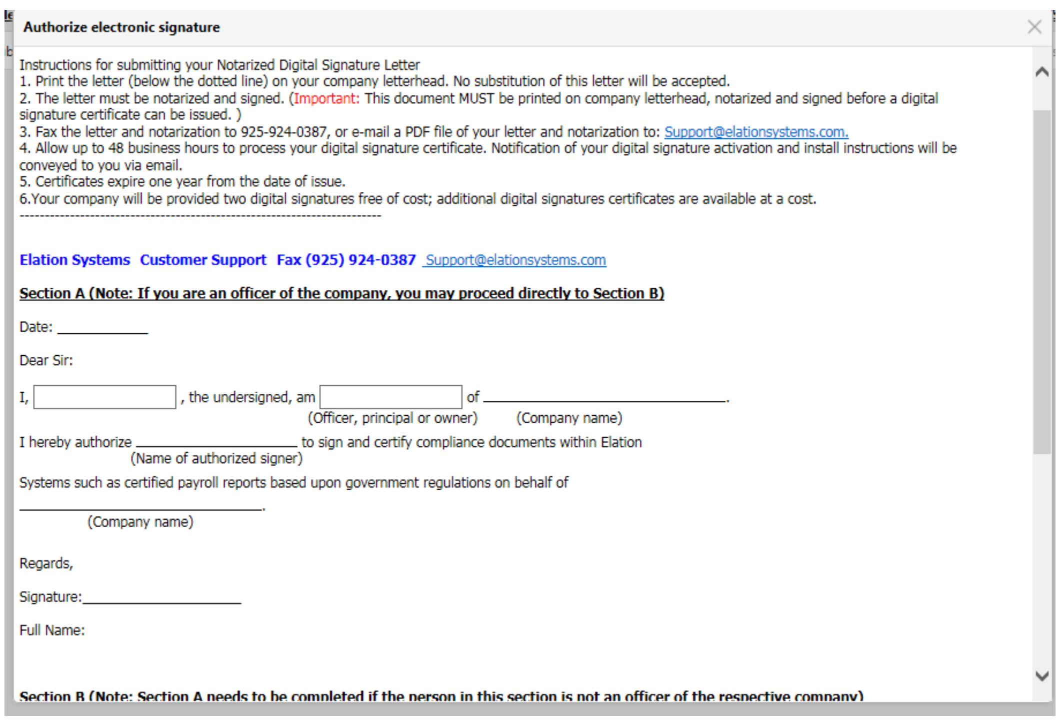


3) The Request Digital Signing column located at the right side of the screen contains a link showing the status of your digital signature. Click on “Request New” to request a new signature:



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)

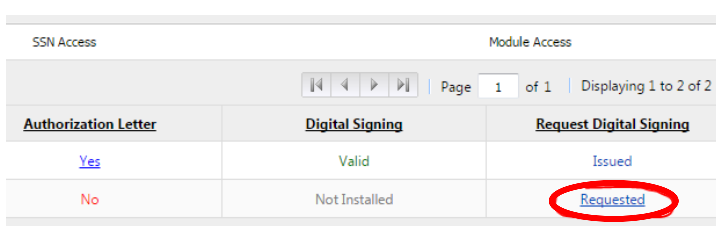
Regards,

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 **P8wlQbDA** when prompted.

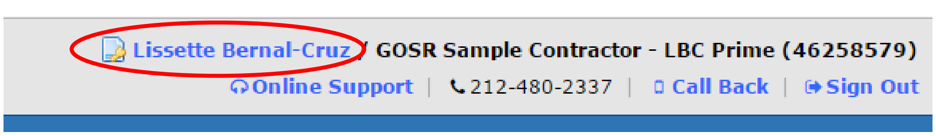
The detailed installation instructions for various browsers are also available in the same screen.

Best regards,
Elation Tech Support

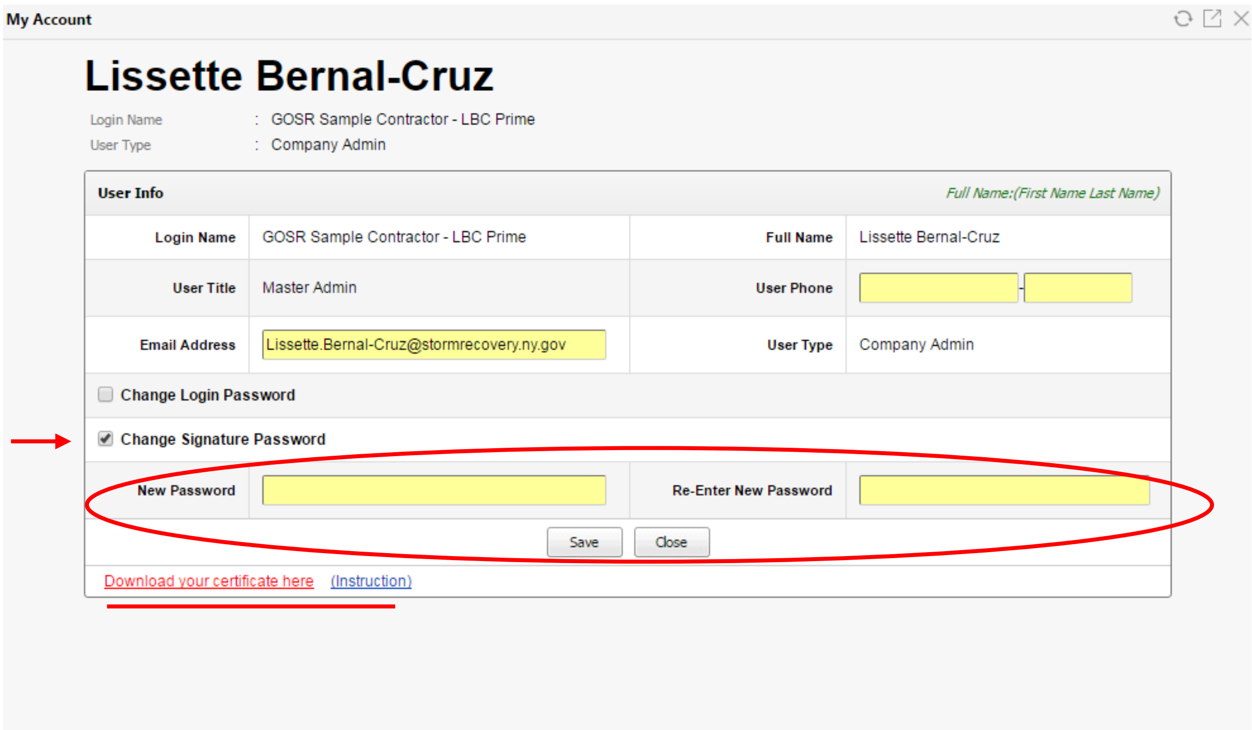
Elation Systems, Inc.

1) Login to Elation.

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



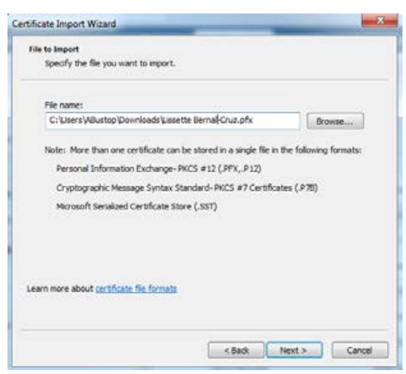
3) The “My Account” pop up box will appear. Click on the box that says “Change Signature Password” and enter the new password. Click Save before moving forward.

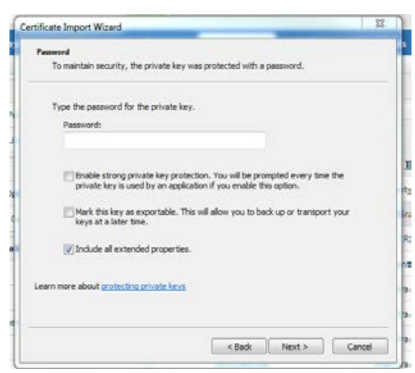


4) When ready, click the underlined red link that says “Download your certificate here.” You can also click on the blue ‘Instruction’ link for further guidance.

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.

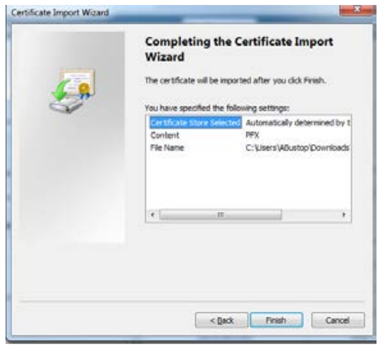


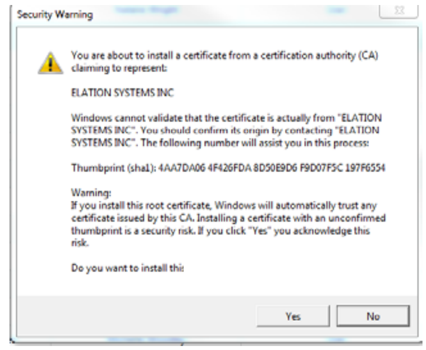


6) Click Next: it will auto-populate the signature file’s saved location.

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

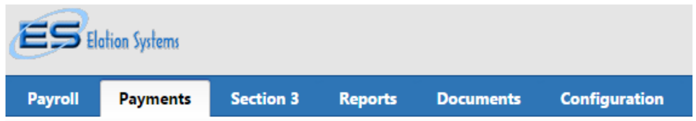
11) Renewing Your Digital Signature

- Please contact the team for assistance

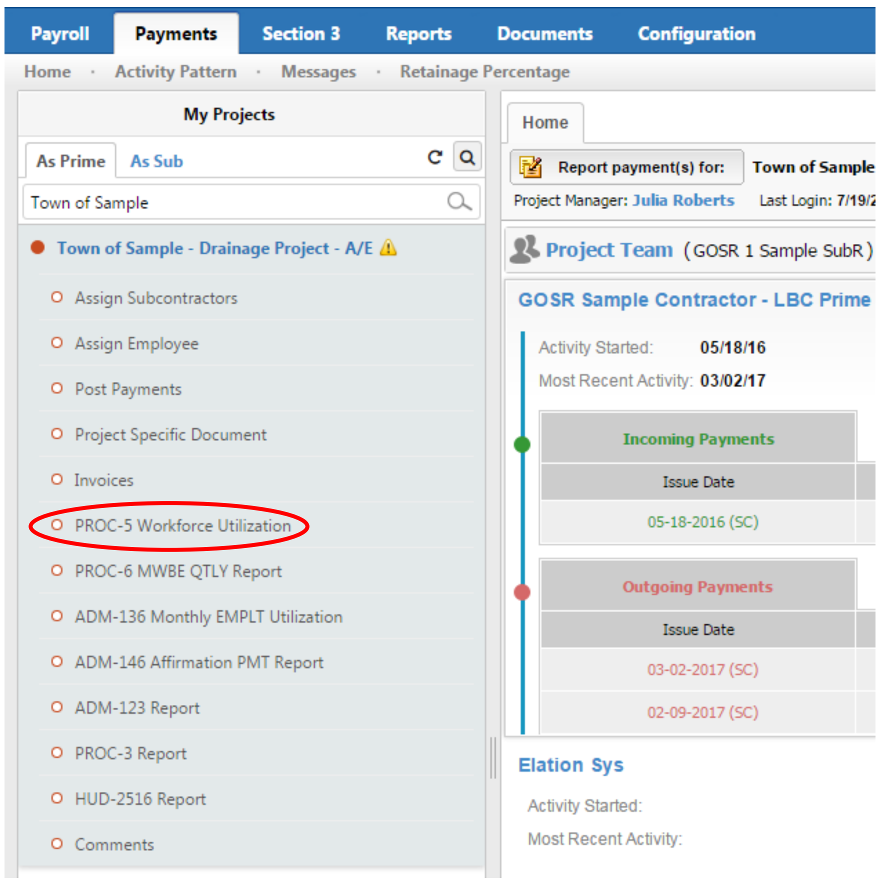
PROC-5: Workforce Employment Utilization Report

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

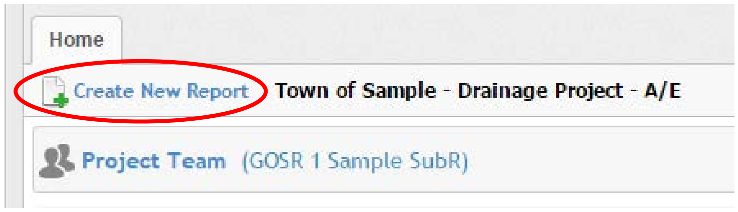
1) To complete the Proc-5 report, click on the Payments (Professional Services Projects) or Payroll (Construction Projects) tab.



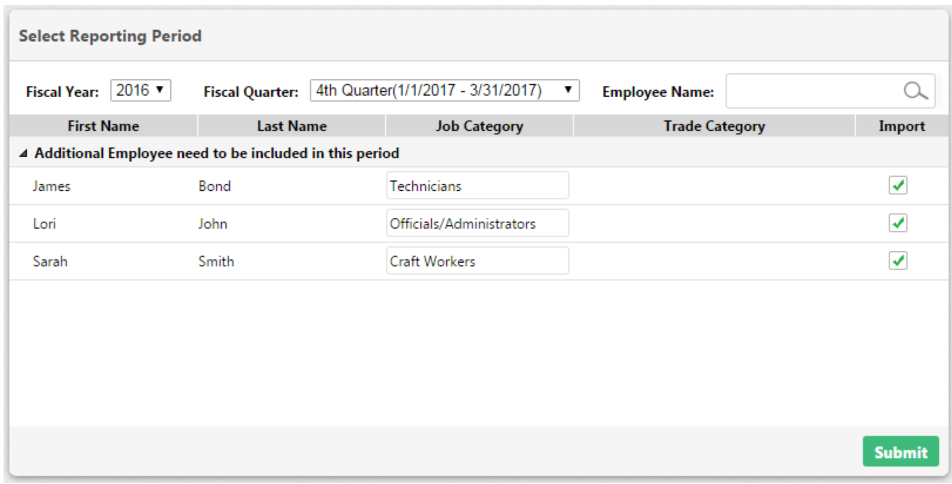
2) Click on the Project Name on the left side. A list of project-related items will appear alongside the project's home tab. From this list, select PROC-5 Workforce Utilization.
   a. This report is for all current employees assigned to this project.
   b. See guidance on assigning users to projects, p.11-13.



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*



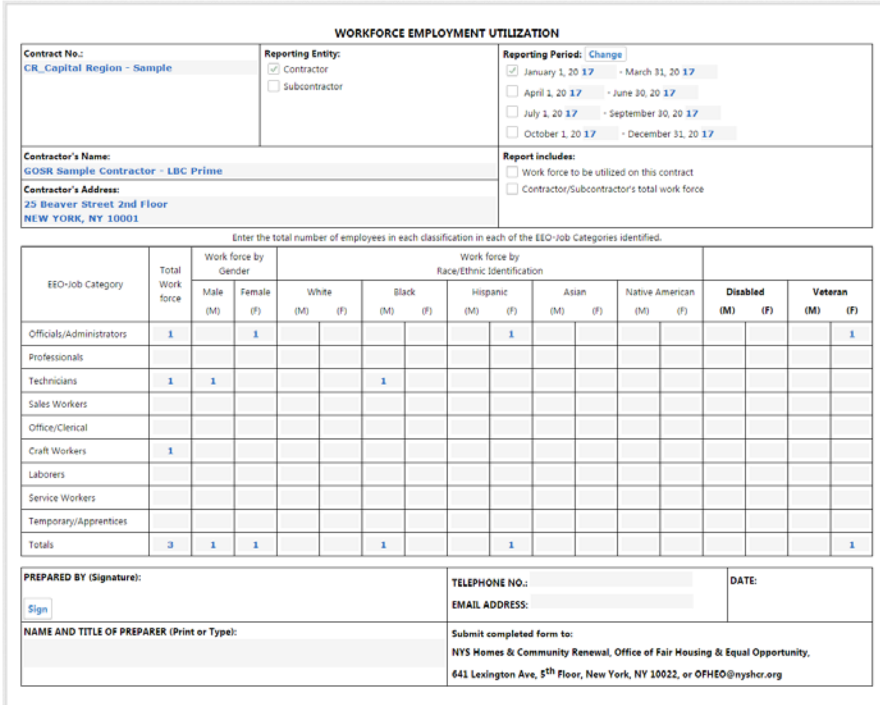
4) A new screen will open, with prompts regarding reporting period and employees, for the Workforce Employment Utilization Reprot (PROC-5):



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) 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, p. 7-9. 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													
		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.:

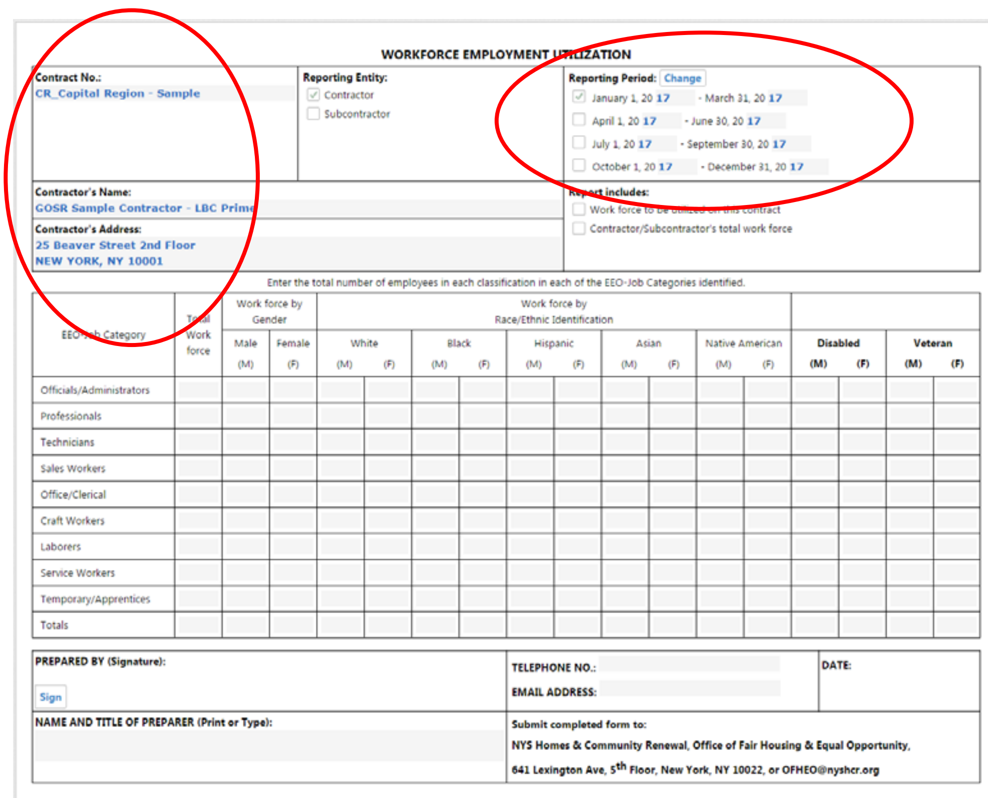
EMAIL ADDRESS:

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, 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													
		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:

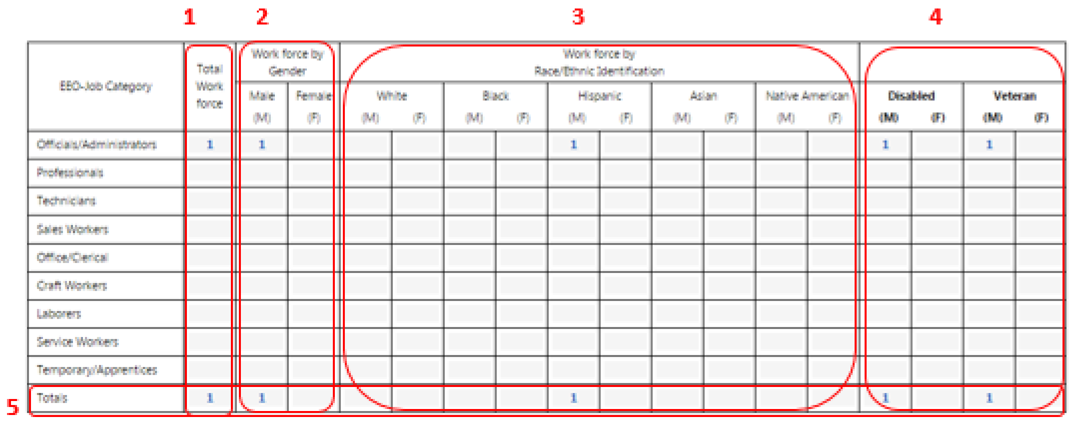
DATE:

NAME AND TITLE OF PREPARER (Print or Type):

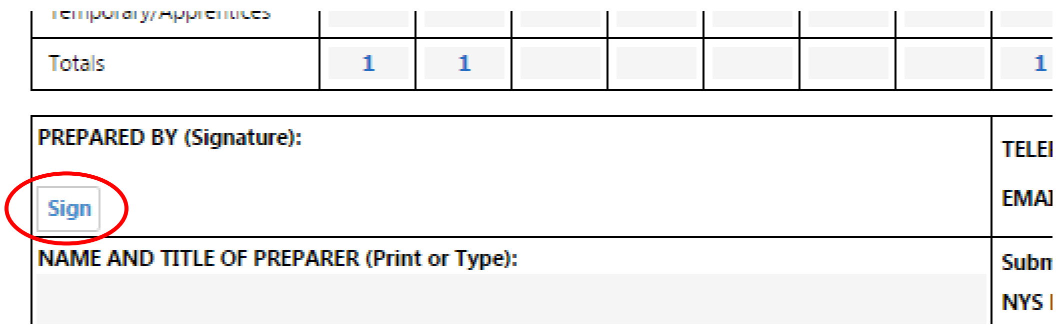
Submit completed form to:
NYS Homes & Community Renewal, Office of Fair Housing & Equal Opportunity,
641 Lexington Ave, 5th Floor, New York, NY 10022, or OFHEO@nyshcr.org

9) 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:

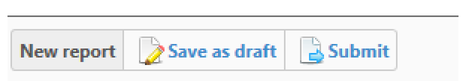
1. Enter the total number of workers for each category;
2. Enter the number of females/males that comprises the workforce listed in each category;
3. Enter the race/ethnic identification that comprises the workforce listed in each category;
4. Enter the number of Disabled and/or Veteran employees that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



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

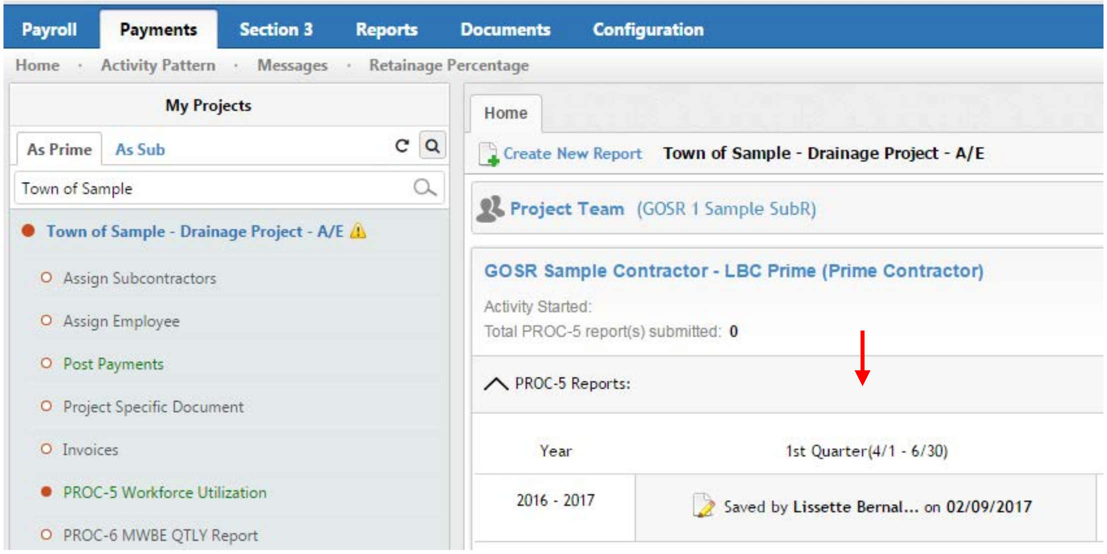


11) Upon signing the form, you can either opt to Save as Draft or Submit the form.



- If someone in your organization wishes to review the form prior to its submittal, click Save as Draft.
- 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.



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.

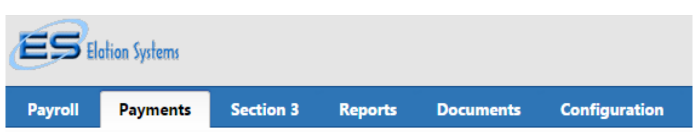
PROC-6: MWBE Quarterly Report

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

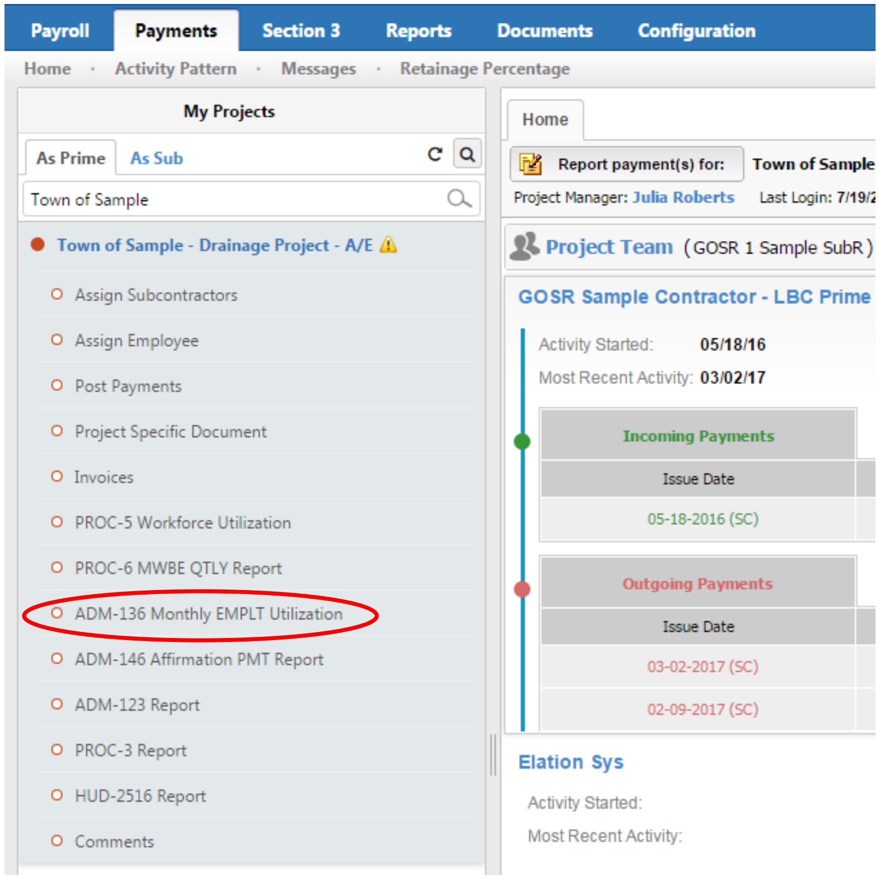
ADM-136: Monthly Employment Utilization Report

***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.

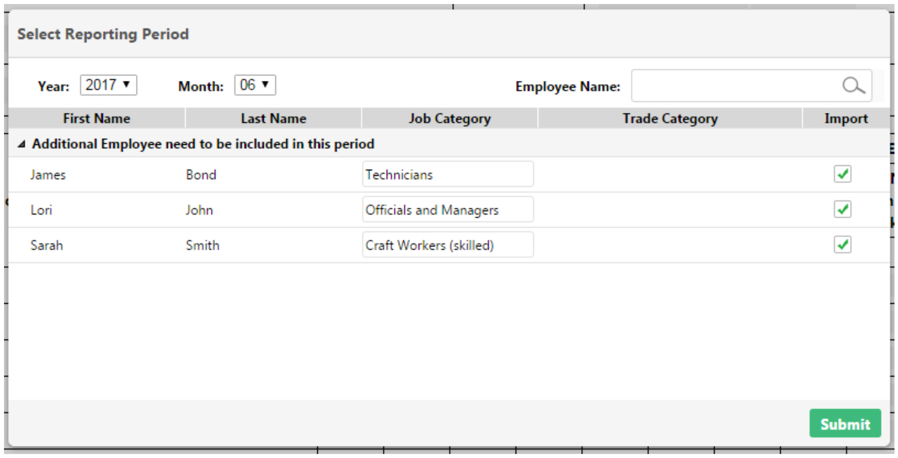


2) Click on the Project Name on the left side. A list of project-related items will appear alongside the project's home tab. From this list, select ADM-136 Monthly EMPLT Utilization.



3) The ADM-136 report panel will appear. 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.)



Select Reporting Period

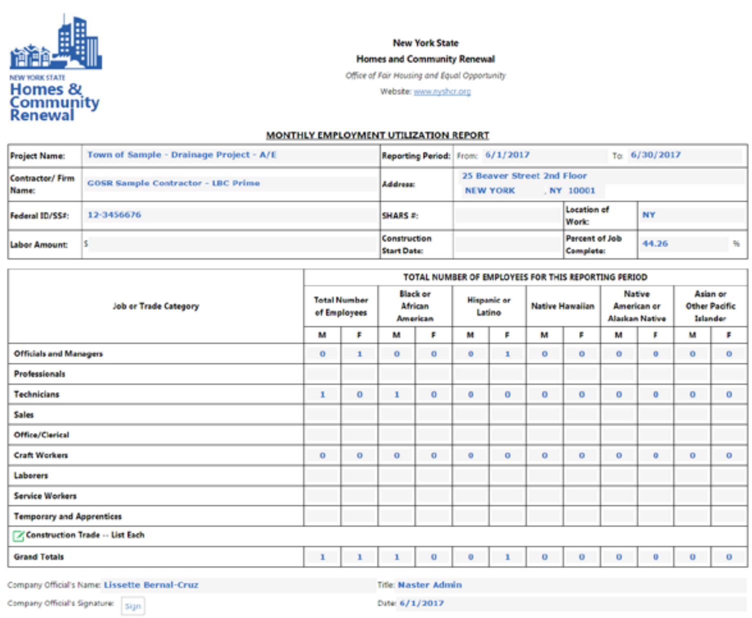
Year: 2017 Month: 06 Employee Name:

First Name	Last Name	Job Category	Trade Category	Import
Additional Employee need to be included in this period				
James	Bond	Technicians		✓
Lori	John	Officials and Managers		✓
Sarah	Smith	Craft Workers (skilled)		✓

Submit

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, p. 7-9. *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/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) 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												
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

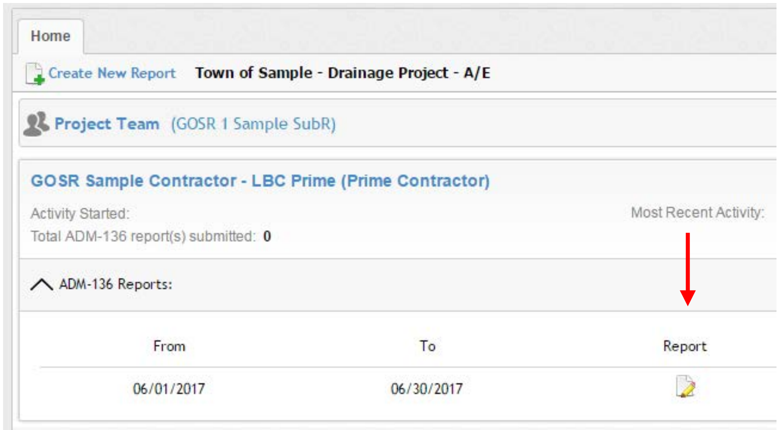
Company Official's Name: Lissette Bernal-Cruz

Company Official's Signature: Sign

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

New report | Save as draft | Submit

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.



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

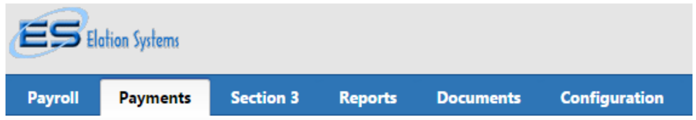
ADM-146: Affirmation of Payment Report

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

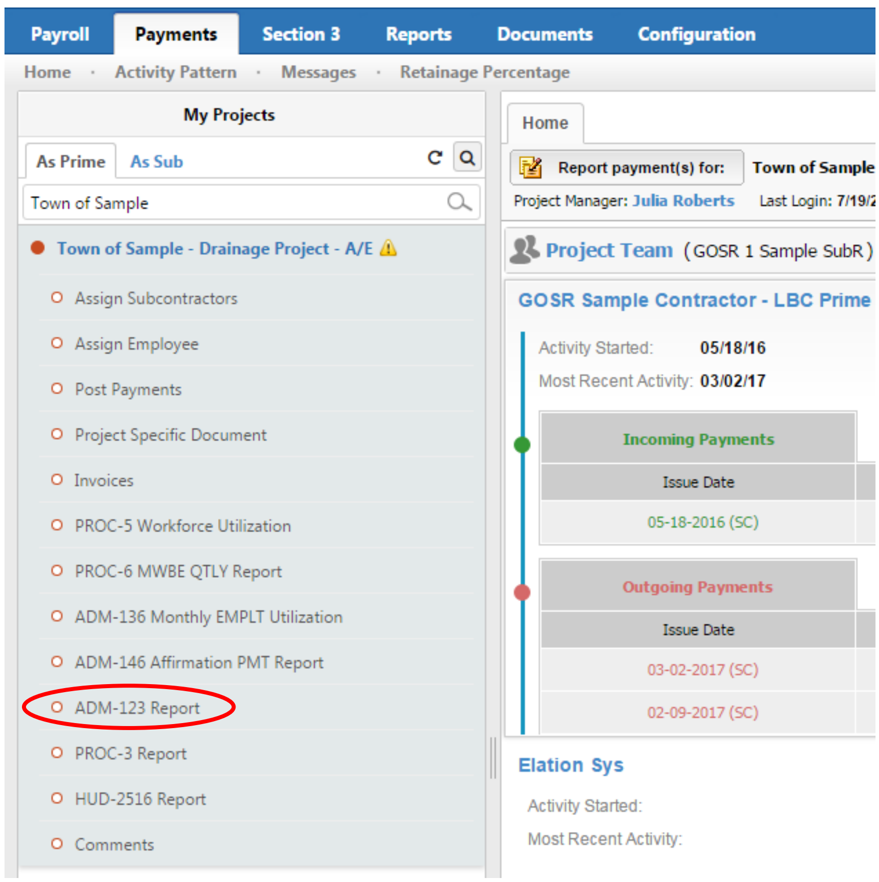
ADM-123: Cumulative Payment Report

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

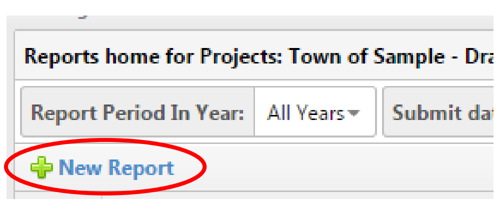
1) To complete the ADM-123 report, click on the Payments tab.



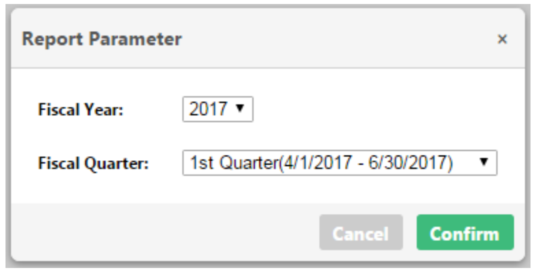
2) Click on the Project Name on the left side. A list of project-related items will appear alongside the project's home tab. From this list, select ADM-123 Report.



3) The ADM-123 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 with a prompt concerning the reporting period:



Report Parameter ×

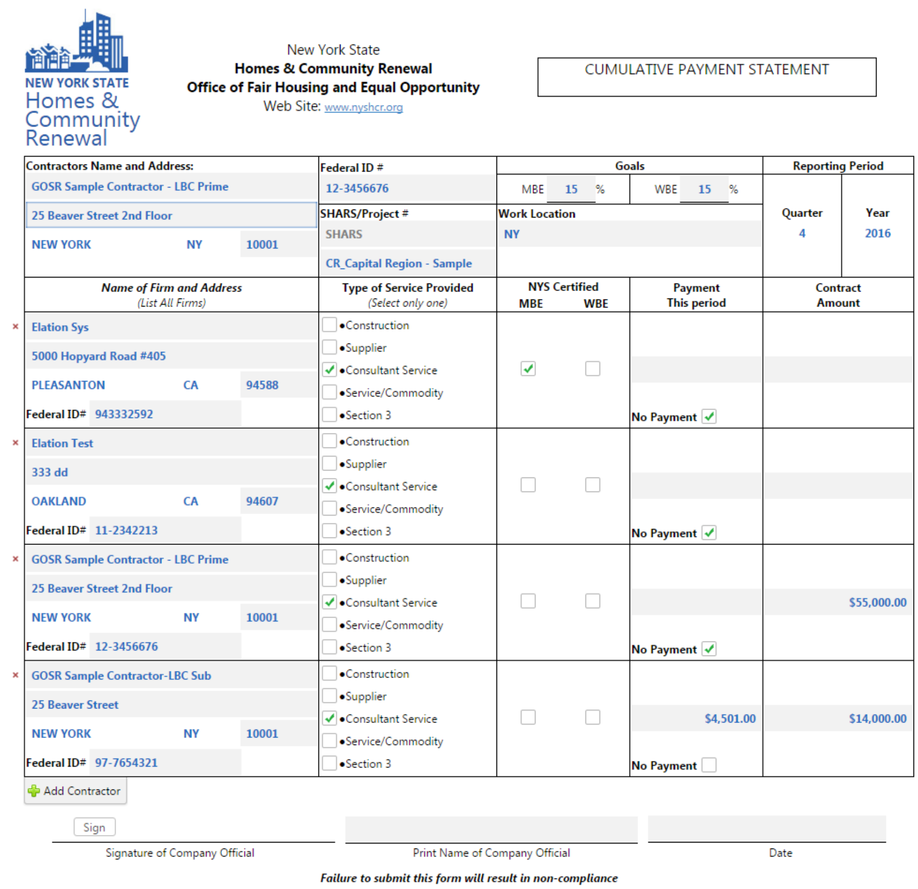
Fiscal Year: 2017

Fiscal Quarter: 1st Quarter(4/1/2017 - 6/30/2017)

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) The ADM-123 form will open up in a new window:



NEW YORK STATE Homes & Community Renewal

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

CUMULATIVE PAYMENT STATEMENT

Contractors Name and Address:	Federal ID #	Goals	Reporting Period
GOSR Sample Contractor - LBC Prime	12-3456676	MBE 15 % WBE 15 %	
25 Beaver Street 2nd Floor	SHARS/Project # SHARS	Work Location NY	Quarter 4, Year 2016
NEW YORK NY 10001	CR_Capital Region - Sample		

Name of Firm and Address (List All Firms)	Type of Service Provided (Select only one)	NYS Certified MBE	NYS Certified WBE	Payment This period	Contract Amount
Elation Sys 5000 Hopyard Road #405 PLEASANTON CA 94588 Federal ID# 943332592	Construction Supplier ✓ Consultant Service Service/Commodity Section 3	✓		No Payment ✓	
Elation Test 333 dd OAKLAND CA 94607 Federal ID# 11-2342213	Construction Supplier ✓ Consultant Service Service/Commodity Section 3			No Payment ✓	
GOSR Sample Contractor - LBC Prime 25 Beaver Street 2nd Floor NEW YORK NY 10001 Federal ID# 12-3456676	Construction Supplier ✓ Consultant Service Service/Commodity Section 3			No Payment ✓	$55,000.00
GOSR Sample Contractor-LBC Sub 25 Beaver Street NEW YORK NY 10001 Federal ID# 97-7654321	Construction Supplier ✓ Consultant Service Service/Commodity Section 3			$4,501.00 No Payment	$14,000.00

Add Contractor

Sign

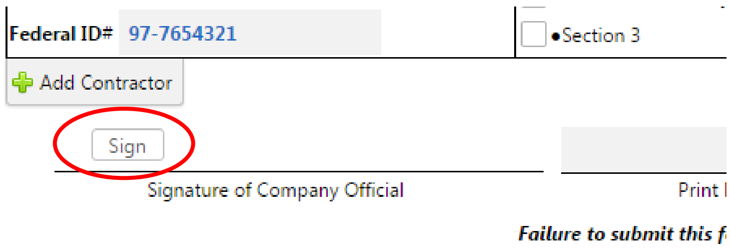
Signature of Company Official | Print Name of Company Official | Date

Failure to submit this form will result in non-compliance

7) The prime contractor's information will auto-populate in the top section of this form. Confirm that this information is correct before moving on.

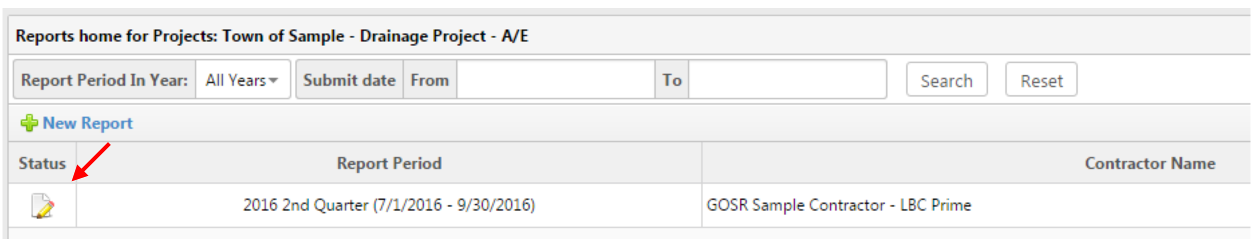
8) This form will auto populate with payments that have been reported in Elation. If you need to input other payments made to subcontractors, click on the Add Contractor button to enter in the relevant information, including payment amounts, contract amounts, and M/WBE status.

9) Once all the information is entered and verified as correct, complete the bottom of the form and click on the Sign button to place your digital signature.



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

11) Once you have saved or submitted your form, you will see it listed with all other ADM-123 reports on the report panel. View reports by clicking on the icon in the status column.

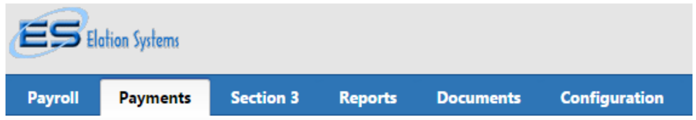


12) Use the legend at the top of the screen to identify the status of your reports.

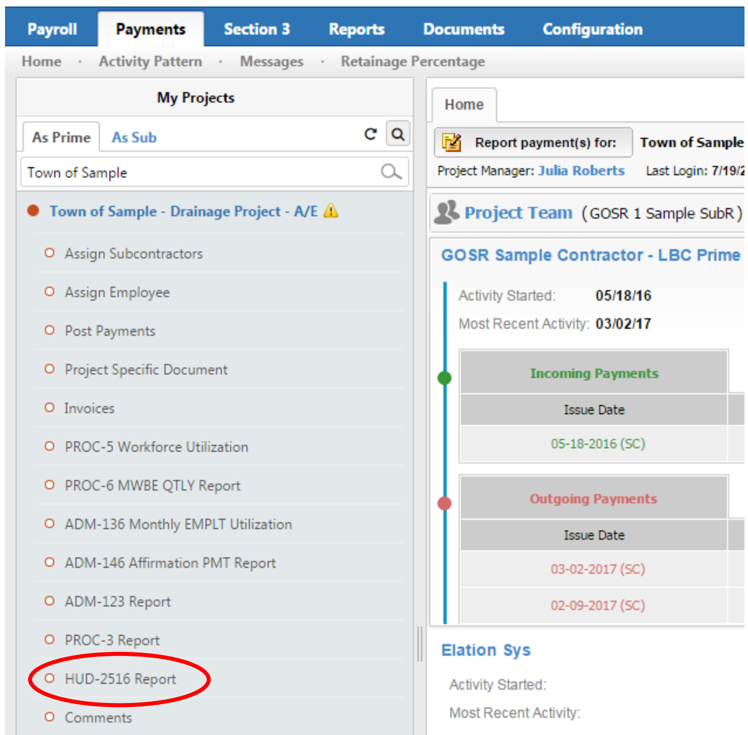
HUD-2516: Contract and Subcontract Activity Report

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

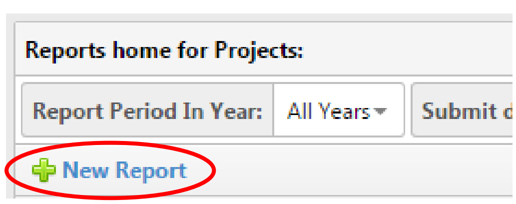
1) To complete the HUD-2516 report, click on the Payments tab.



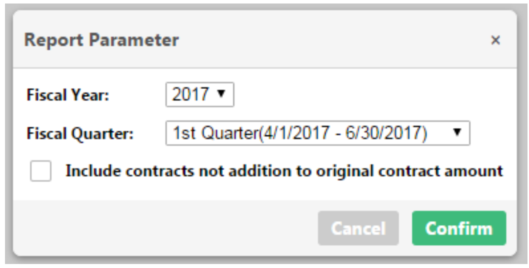
2) Click on the Project Name on the left side. A list of project-related items will appear alongside the project's home tab. From this list, select HUD-2516 Report.



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.



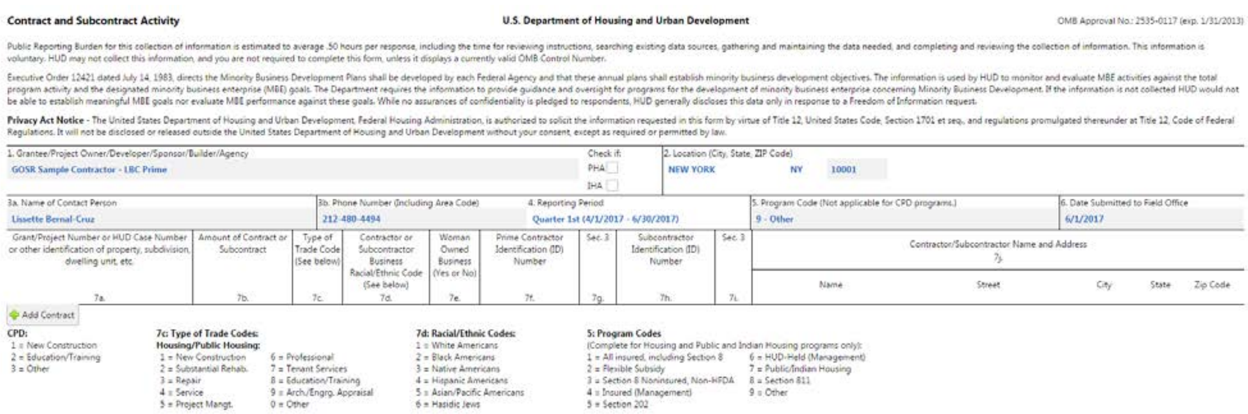
4) A pop-up box will appear:



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.



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 ☐ IHA ☐
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

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

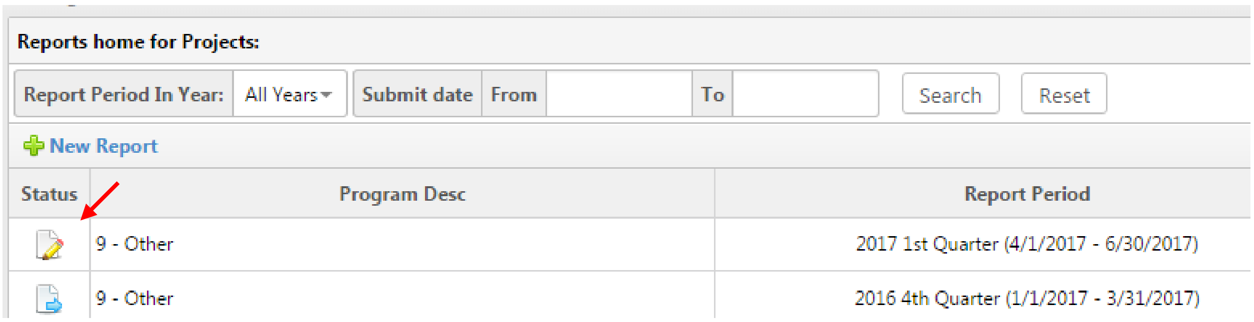
7d: Racial/Ethnic Codes:
1 = White Americans
2 = Black Americans
3 = Native Americans
4 = Hispanic Americans
5 = Asian/Pacific Americans
6 = Hasidic Jews

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 (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.



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 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.***

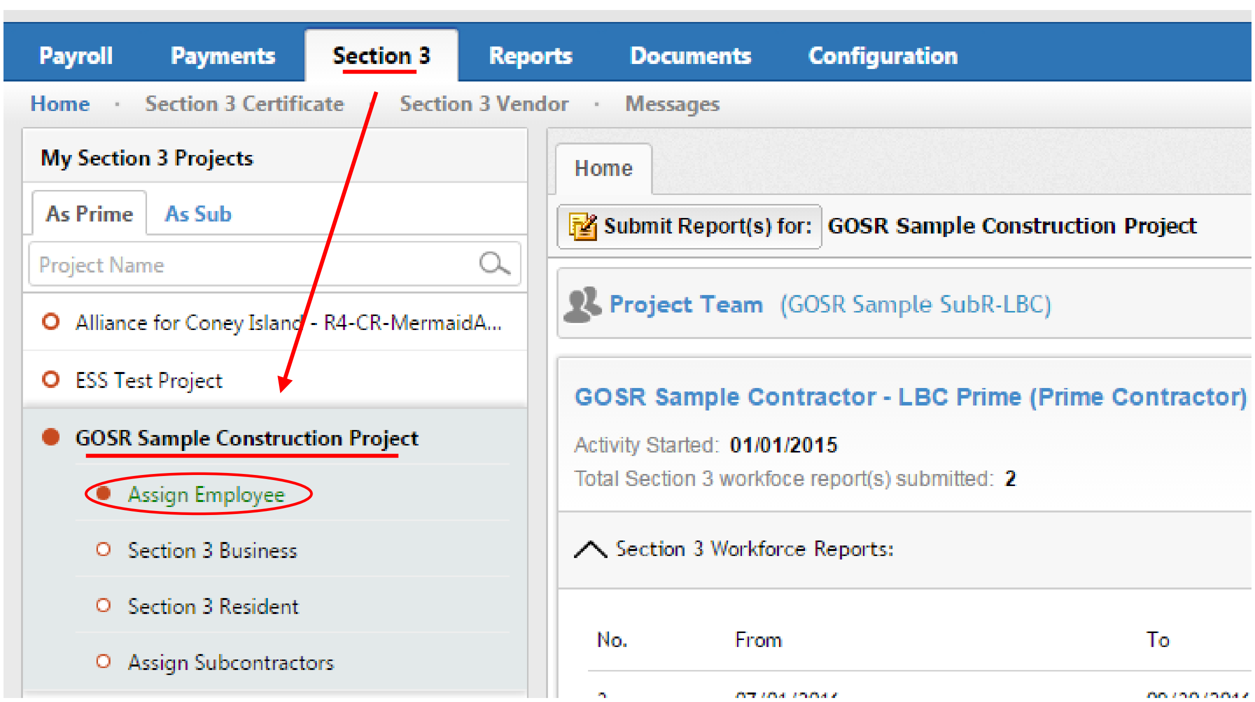
*The Prime Contractor subject to Section 3 reporting would submit one Section 3 Workforce Report **and** one Section 3 Subcontracting Report per quarter. The Subcontractor subject to Section 3 reporting would submit **only** one Section 3 Workforce Report per quarter.*

Assigning Employees

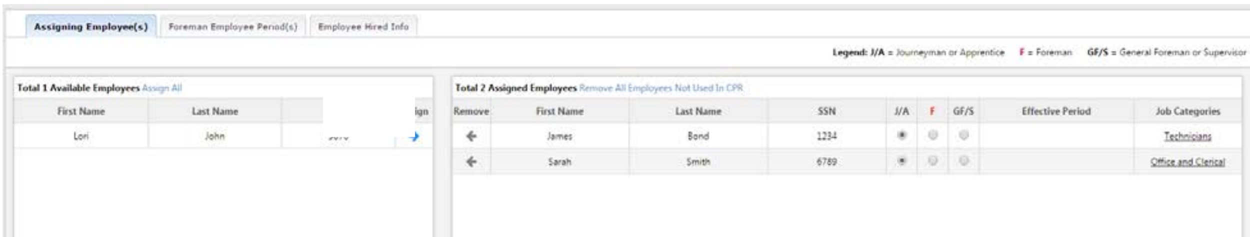
*Note: As mentioned earlier in this manual, adding your **current** employees in Elation is recommended but not required. If you did choose to add employees, you would want to make sure they were properly assigned to projects prior to completing Section 3 reporting, so the report(s) can auto-populate.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

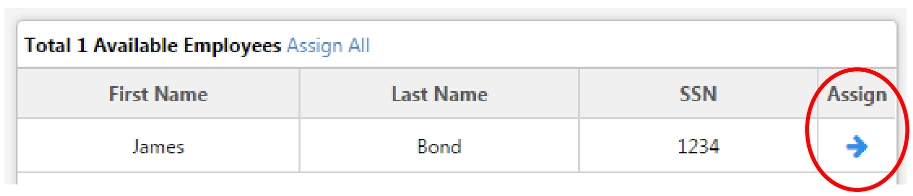
2) Click on the project name under the As Prime/As Sub tab of the project for which you wish to complete the Section 3 Workforce Form. A list of project-related items will appear. From this list, select Assign Employee.

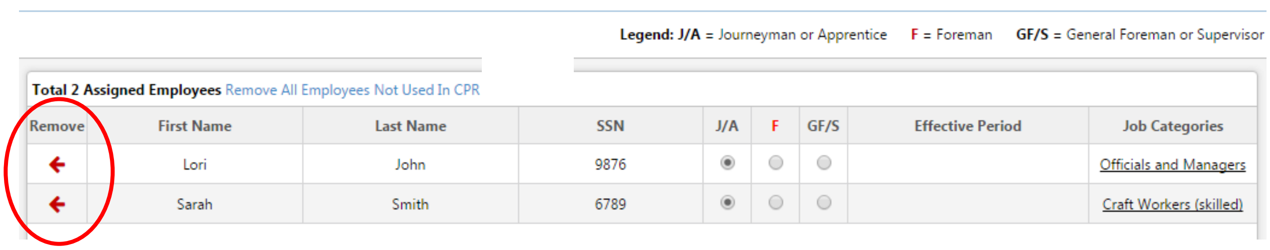


3) The Assigning Employee(s) screen will appear aside your project list. There are two panes to this screen: Available Employees, and Assigned Employees. For the report to auto-populate correctly, you will want to make sure that all appropriate available employees are assigned.



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.



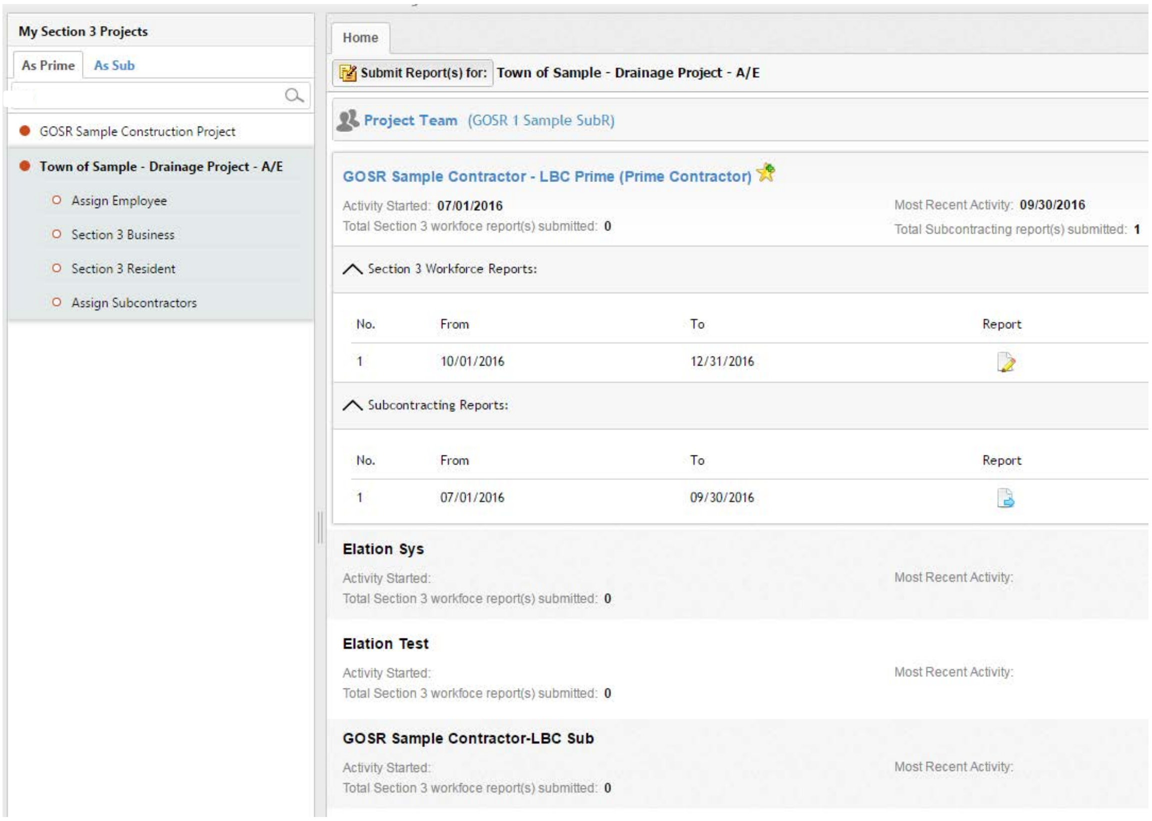


5) You will need to do this for each CDBG-DR project on which you are working.

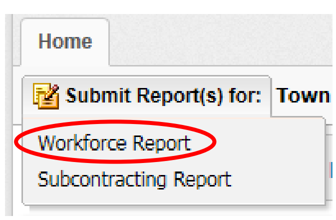
Section 3 Workforce Reports

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.

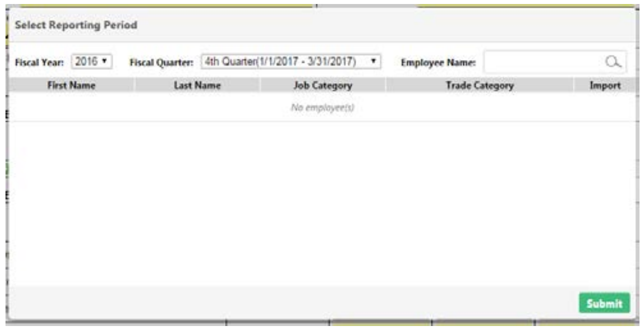
2) Click on the name of the project for which you wish to complete the Section 3 Workforce Report. The home tab of this page will display either the name and completed reports of the Prime and all Subcontractors, if the viewing firm is a Prime, or simply the Subcontractor name and reports, if the viewing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



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.



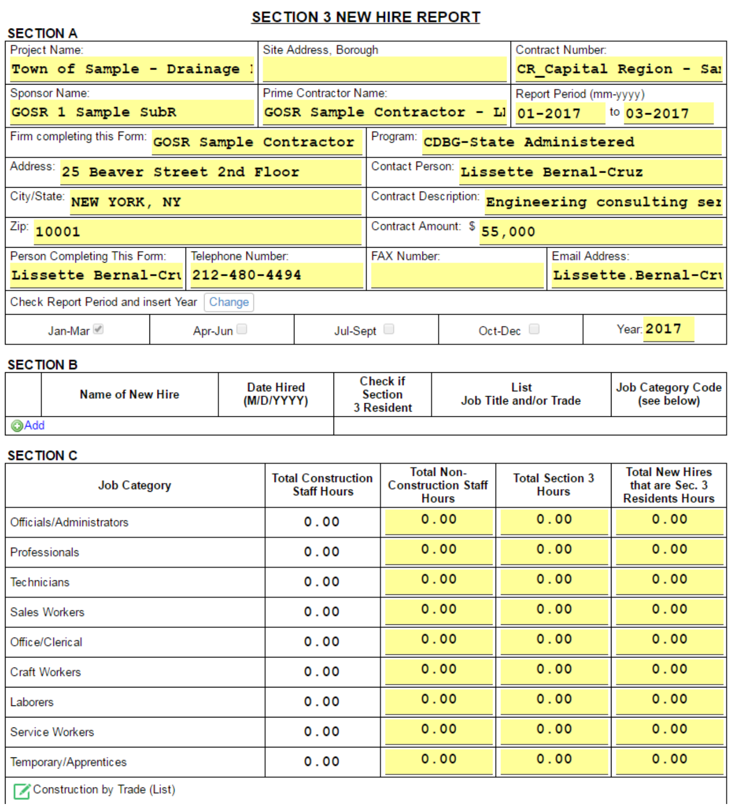
Select Reporting Period

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

First Name	Last Name	Job Category	Trade Category	Import
		No employee(s)		

Submit

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 - Drainage :		CR_Capital Region - Sa:
Sponsor Name: GOSR 1 Sample SubR	Prime Contractor Name: GOSR Sample Contractor - Ll	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 se:
Zip: 10001	Contract Amount: $ 55,000

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

Check Report Period and insert Year Change

Jan-Mar ☑	Apr-Jun ☐	Jul-Sept ☐	Oct-Dec ☐	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					

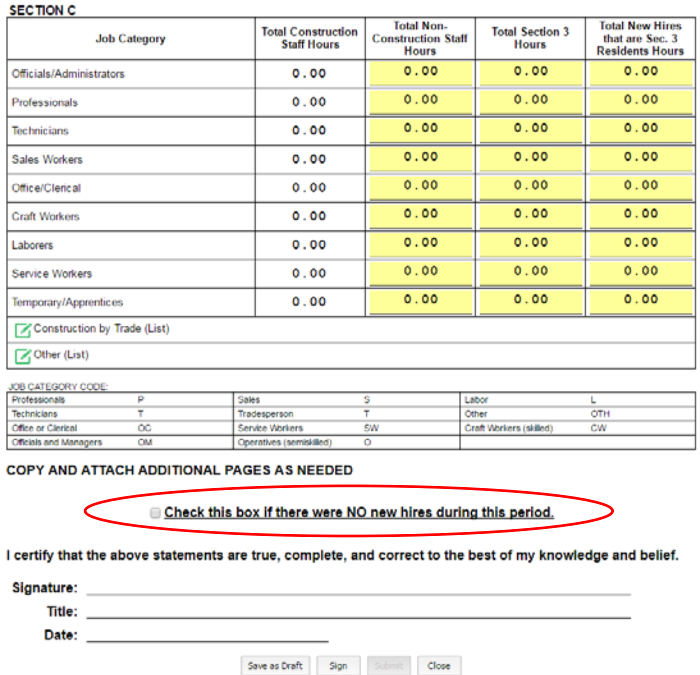
SECTION C

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)

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 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
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)				
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: ____

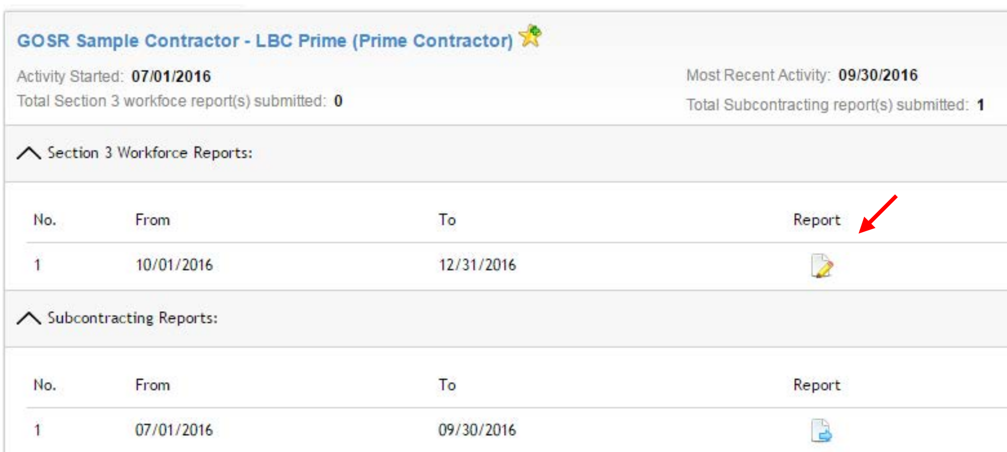
Title: ____

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.



GOSR Sample Contractor - LBC Prime (Prime Contractor)

Activity Started: 07/01/2016

Total Section 3 workfoce report(s) submitted: 0

Most Recent Activity: 09/30/2016

Total Subcontracting report(s) submitted: 1

Section 3 Workforce Reports:

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

Subcontracting Reports:

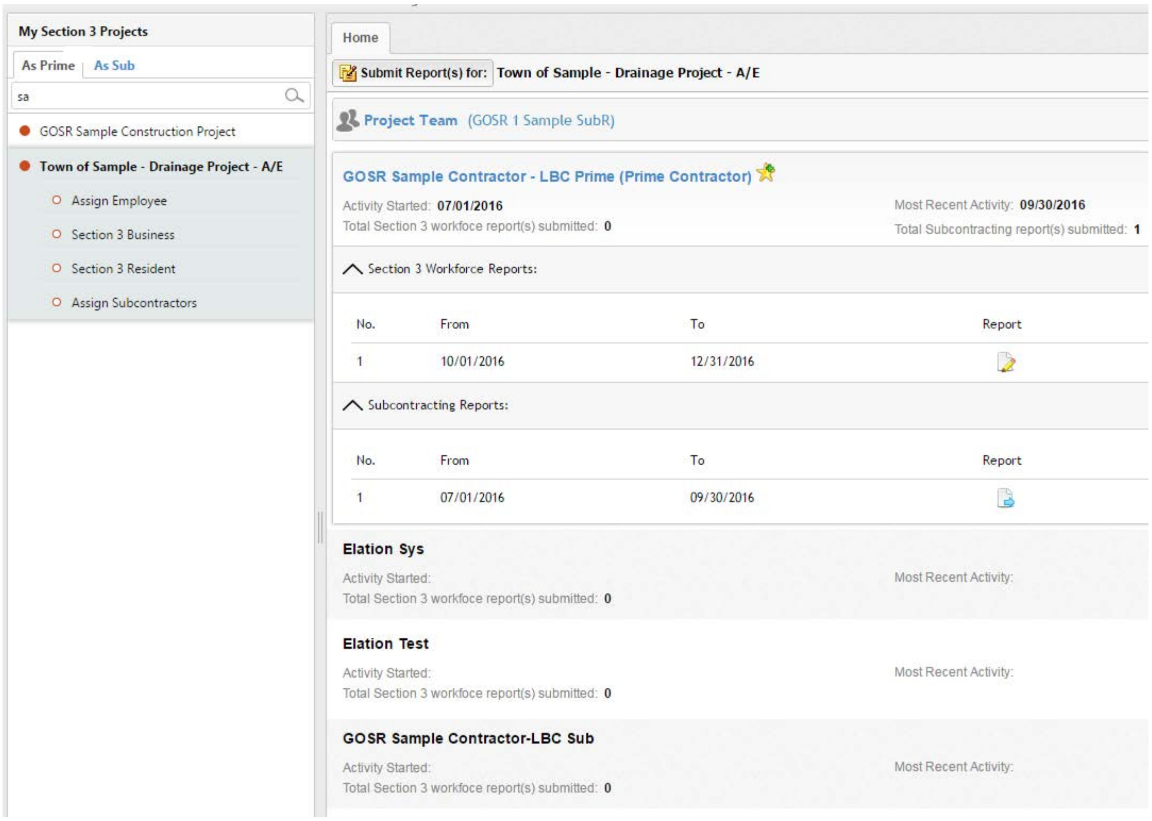
No.	From	To	Report
1	07/01/2016	09/30/2016	

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

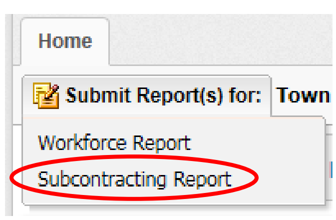
Section 3 Subcontracting Report

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.



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: Lissette Bernal-Cruz	
City/Zip: NEW YORK/10001		Contract Description: Engineering consulting s	
Project: Town of Sample - Drainage Projec		Contract[or TDC] Amount: $ 0	
Person Completing This Form: Lissette Bernal-Cruz		Email Address: Lissette.Bernal-Cruz@st	Date: 06/06/2017
Check Report Period and insert Year			

Jan-Mar ☐	Apr-Jun ☐	Jul-Sept ☐	Oct-Dec ☑	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 ☐	Apr-Jun ☐	Jul-Sept ☐	Oct-Dec ☑	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)

Select Subcontractor

☐	Subcontractor Name

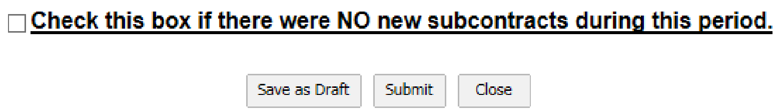
Submit | Cancel

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

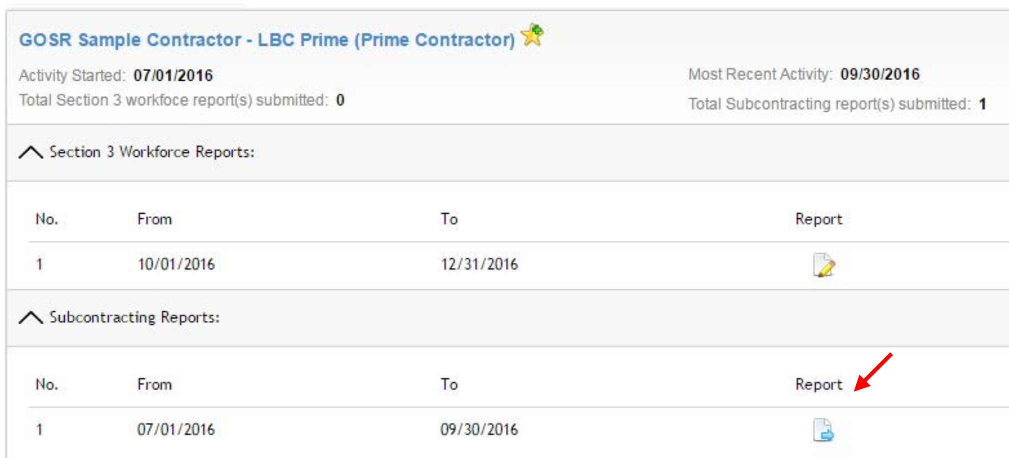
ere were NO new subcontracts during this period.

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) 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

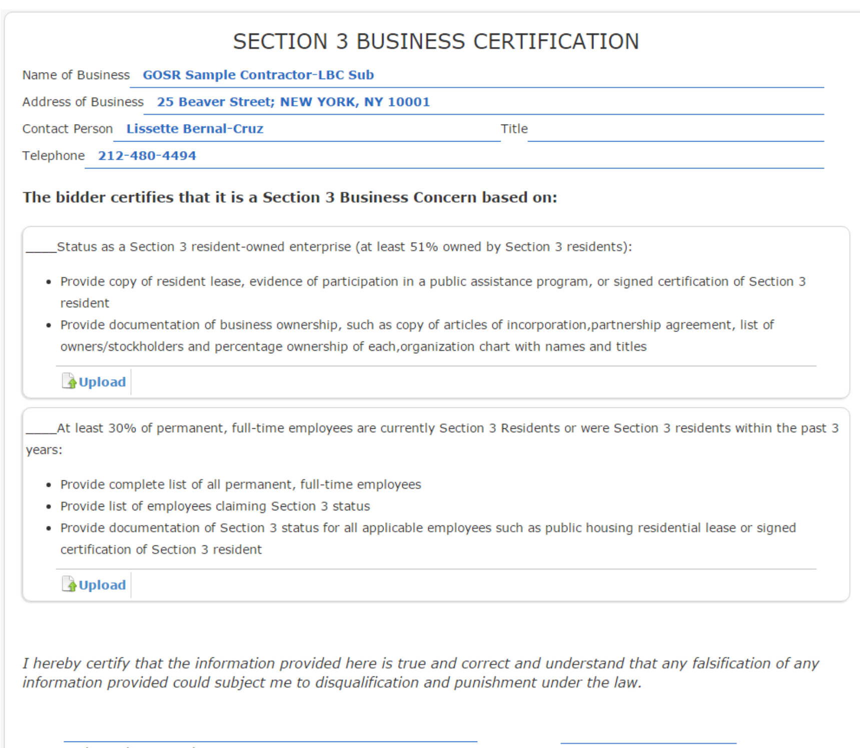
Vendors must complete a Section 3 Certification Application to be verified as a Section 3 Business in Elation.

1) Click on the Section 3 tab.

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.



SECTION 3 BUSINESS CERTIFICATION

Name of Business **GOSR Sample Contractor-LBC Sub**

Address of Business **25 Beaver Street; NEW YORK, NY 10001**

Contact Person **Lissette Bernal-Cruz** Title

Telephone **212-480-4494**

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

Upload

____At least 30% of permanent, full-time employees are currently Section 3 Residents or were Section 3 residents within the past 3 years:

- 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

Upload

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 Date

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.

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	Required information indicates the payment amounts made by the grantee/contractor to the NYS Certified M/WBE subcontractor on this project. **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)
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	Each MBE and WBE FIRM must sign and submit this form to the Contractor. The Contractor/Vendor must submit this form to the Office of Economic Opportunity and Partnership Development. ***Not required for Primes who are M/WBE. Prime certifies AFTER subcontractor completes and submits.***	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	The form is to be completed and signed by the Company Official and submitted by the 10th of each quarter. **The form must include ALL (e.g. MBE, WBE and non-M/WBE) subcontractors or suppliers assigned to this contract**. The Affirmation of Income Payments to MBE/WBE (ADM-146) must accompany this form for each MBE/WBE firm who has received payment. **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)
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*. 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 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 vendor's contract is under $100,000, the vendor does not need to complete Section 3 reports. **Submitted by all appropriate vendors.**	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 vendor's contract is under $100,000, the vendor does not need to complete Section 3 reports. **Submitted by the appropriate Prime contractor only.**	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)

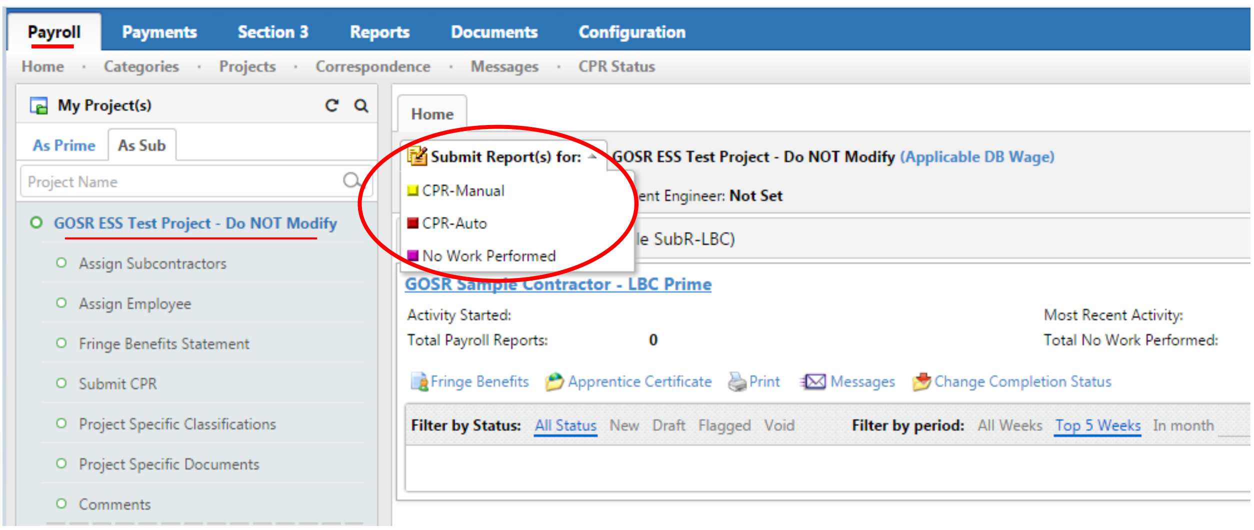
Certified Payroll Reports

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 Submit Report(s) for. You will have three options: **CPR-Manual**, **CPR-Auto**, and **No Work Performed.**

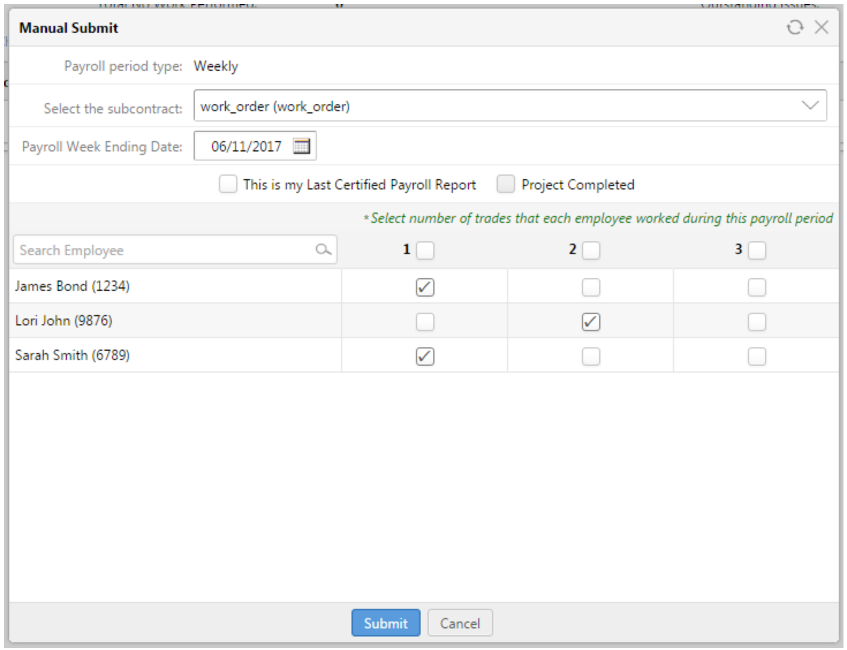


a. **CPR-Auto** is a time-saving function if you have the initial time to set it up. This option will allow you to auto-submit your data by importing information from your accounting system. To use this function, you will need to report the name of your Accounting System and Version and upload an original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

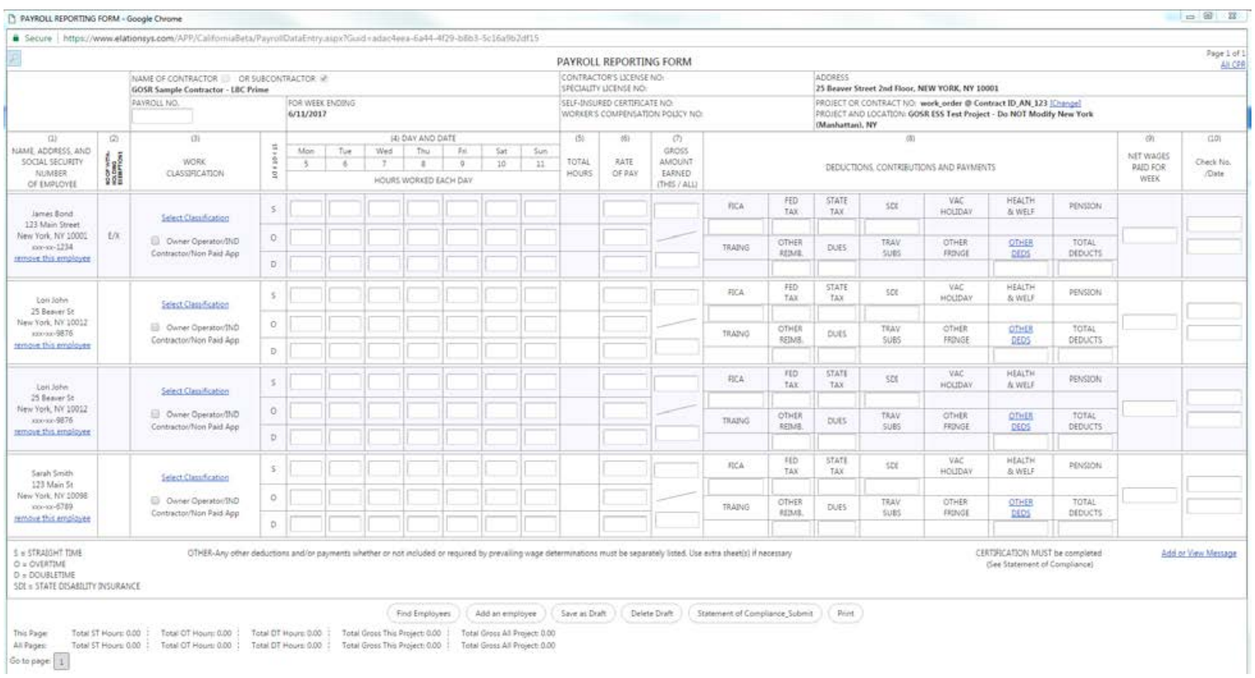
b. If you do not have the time to set this up you should instead opt for CPR-Manual.

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.*)

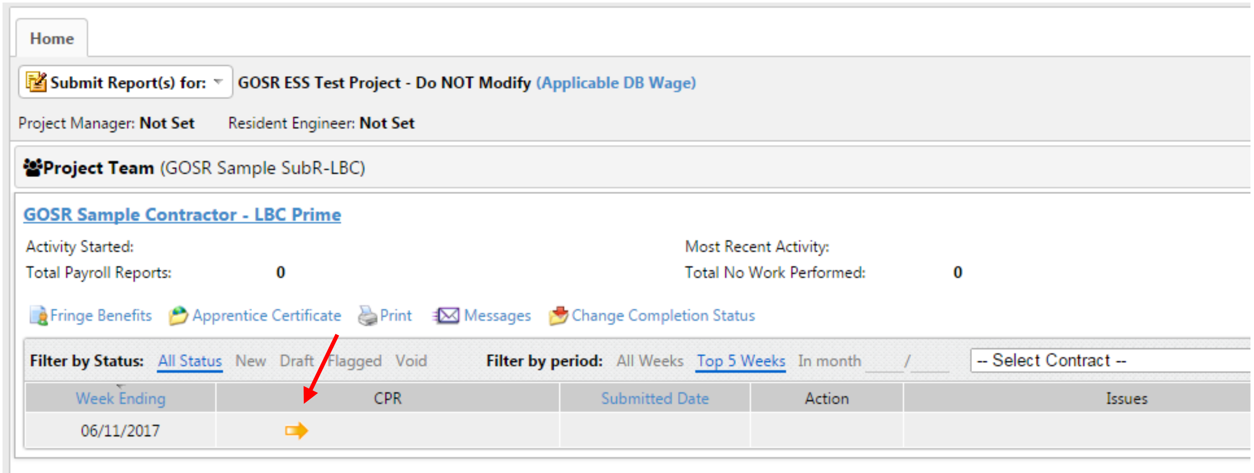


4) The Payroll Reporting Form window will open.



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.

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.

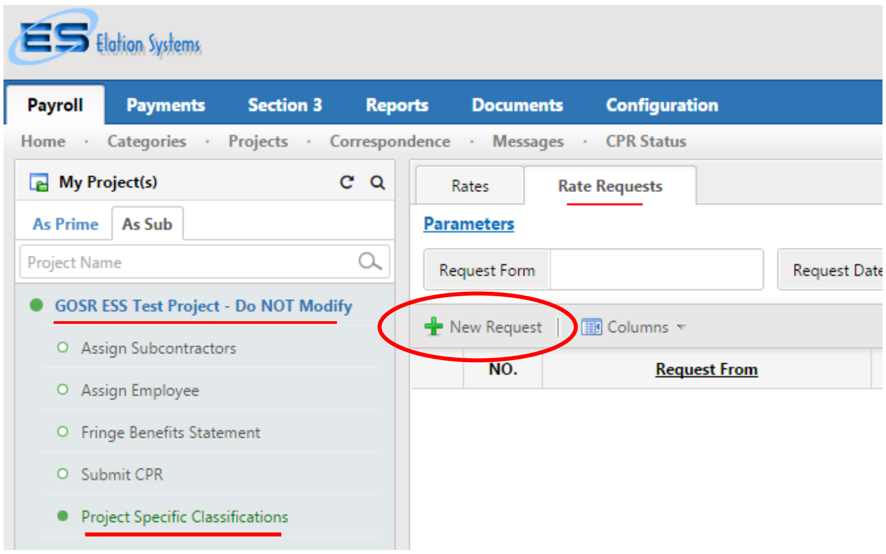
Project Specific Classifications

1) Click on the Payroll tab.

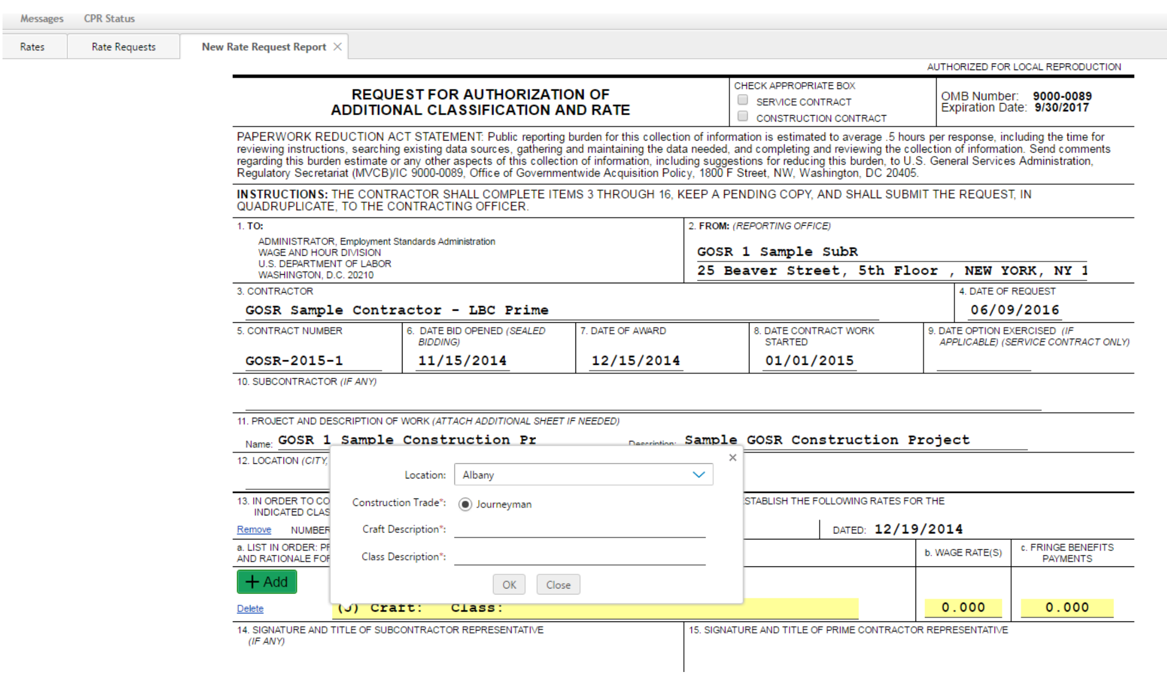
2) Click on the project name at left. A list of project-related items will appear. Select Project Specific Classifications.

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

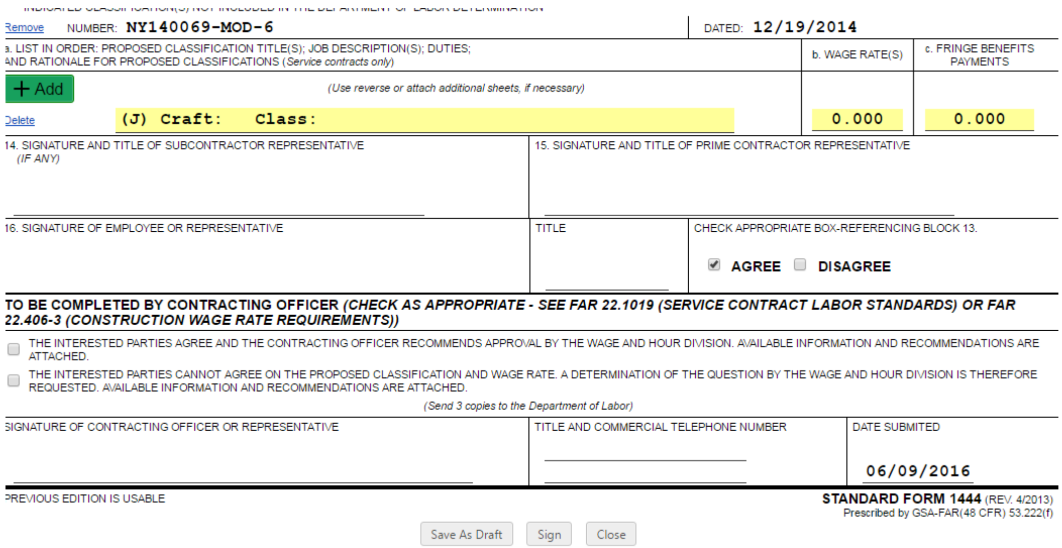
4) Click on +New Request.



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.



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



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 SUBMITED 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.