

# Elation Systems DASNY Vendor User Guide

*for Prime Contractors, Subcontractors, and Sub-subcontractors*

Rev. 4-6: T. Miller, 5/31/2022

Rev. 1-3: A. Bustop, M. Verga, 5/1/2018

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# Elation Systems Help

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## Elation Troubleshooting & Reporting Assistance Contacts

*Questions Regarding Registration, Digital Signatures, Reporting Help:*

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(929) 285-0013

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

[Elation@StormRecovery.ny.gov](mailto:Elation@StormRecovery.ny.gov)

(212) 480-2337

*Questions Regarding Certified Payrolls:*

**Achilleas Hoppas, Wage Compliance Unit**

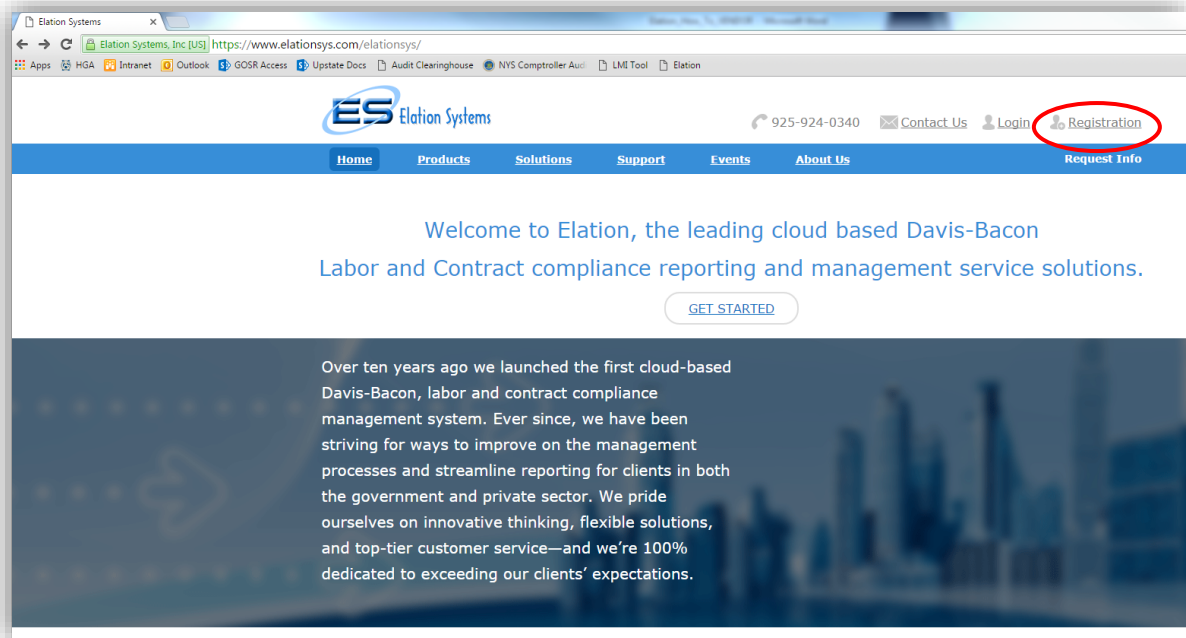
[Achilleas.Hoppas@stormrecovery.ny.gov](mailto:Achilleas.Hoppas@stormrecovery.ny.gov)

(917) 922-0612

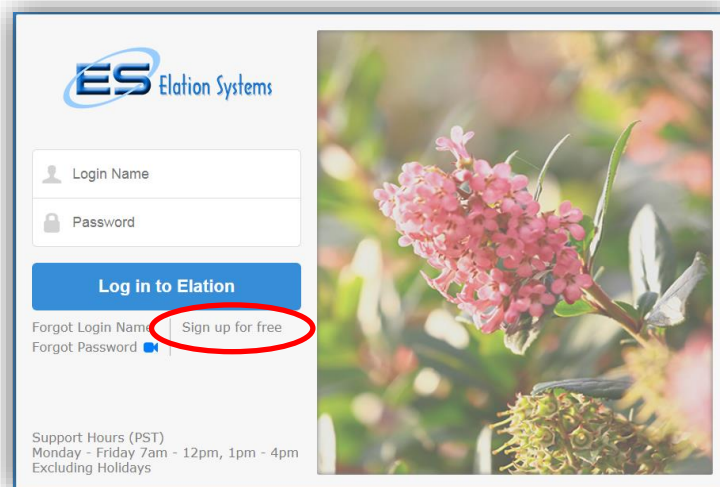
# Initial Set-up

## Registration

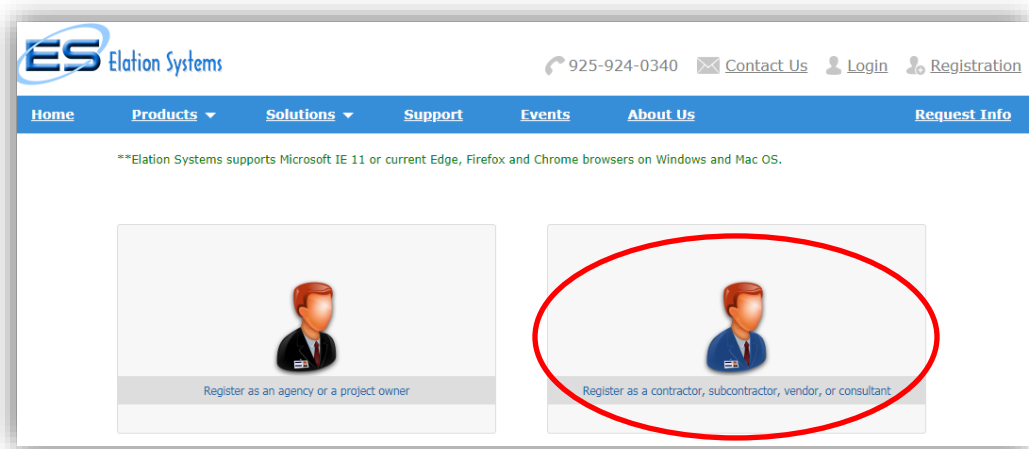
- 1) Go to <https://www.elationsys.com/elationsys/>
- 2) In the top right corner, click **Registration**.



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



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



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

The registration form is structured as follows:

- Promotion Code:** A single text input field.
- Business Information:**
  - Company Name:\*
  - Federal ID No:\*
  - DUNS No:\*
  - Contractor License Number:\*
  - Contractor License Issued By: (Dropdown menu)
  - Services:\*
  - Address1:\*
  - Address2:\*
  - Zip Code:\*
  - City:\*
  - State Code:\*
  - Business Phone:\*
  - Business Fax:\*
  - Business Web site address:\*
- Administrative Contact Information:**
  - Job Title:\*
  - First Name:\*
  - Last Name:\*
  - Administrative Company Email:\*

5) Enter **NYGOSR-2022-A** in the **Promotion Code** box.

6) Fill in information as prompted:

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

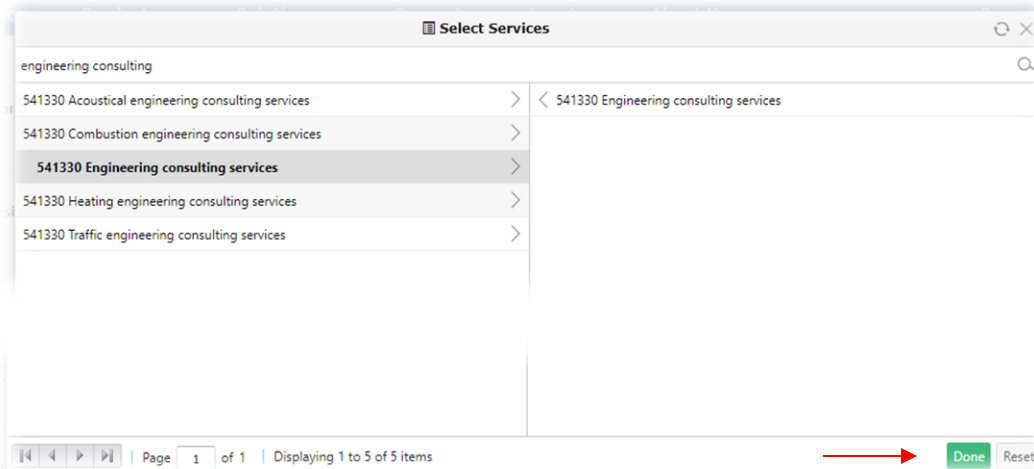
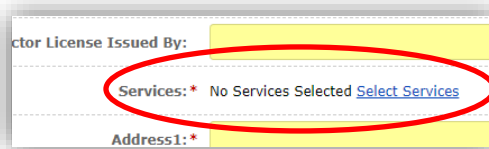
i. DUNS No. – if your organization/firm does not currently have a Dun & Bradstreet (DUNS) Number, use this link to register for one:

<https://www.dandb.com/free-duns-number/>

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

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

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



c. Fill in the remaining Business Information sections.

d. Complete the Administrative Contact Information fields:

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

The screenshot shows a registration form with a blue navigation bar at the top containing links for Home, Products, Solutions, Support, Events, About Us, and Request Info. The form is divided into three main sections:

- Administrative Company Email:** A single text input field.
- Phone:** Two text input fields separated by a hyphen.
- Secondary Contact Information:** A section with a checkbox labeled "Same as business information". Below it are input fields for Job Title, First Name, Last Name, Address1, Address2, Zip Code (with an example: 12345 or 12345-6789), City (N/A), and State Code (N/A).
- Login Information:** A section with a red asterisk note: "\*This information will be required when you log into your ES account." It contains input fields for Contact Email, Your Desired Login Name, Login Password, and Confirm Password.

At the bottom of the form, there is a checkbox for "I have read and understood the service agreement." followed by four bullet points:

- 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.

At the very bottom, there are three buttons: "Previous" (disabled), "Submit" (active), and "Reset" (disabled).

- 7) Continuing down the form, fill in the information for Secondary Contact Information, or check the box which reads "Same as business information."
- 8) Finally, create your login information with your Contact Email address, Desired Login Name, and your Login Password, which you will need to enter twice to confirm.
- 9) Check the box "I have read and understood the service agreement" at the bottom of the form, following review of that document, which is available if you click the blue hyperlink.
- 10) Click **Submit**.
- 12) Check your inbox for an email from [noReply@elationsystems.com](mailto:noReply@elationsystems.com); this email could end up in your Spam/Junk folder.
- 11) Click on the link provided in the email to **complete your registration**; otherwise your account will not be activated.



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



13) To complete the final steps and login to your new Elation account, go to

<https://www.elationsys.com/APP/>

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

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

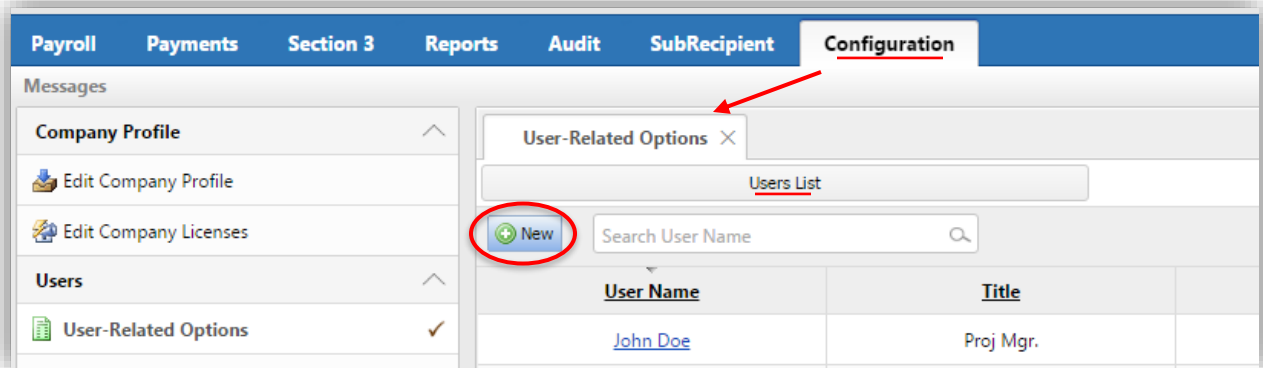


# Account Set-up

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

## Add User(s)

- 1) Log in to Elation.
- 2) Click on the **Configuration Tab**.
- 3) This should open to the **User-Related Options** tab, **Users List** sub-tab. Click on **+ New**:



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

The screenshot shows a form for creating a new user. The form is titled 'N/A' and contains the following fields:

- Login Name : [ ]
- User Type : [ ]
- User Info (Full Name: First Name Last Name)
- Login Name : [ ]
- Full Name : [ ] (Enter Full Name)
- Login Password: [ ]
- User Title : [ ]
- User Phone : [ ] - [ ]
- Email Address : [ ]
- User Type [?] : Company User
- Mobile APP Only :  Yes  No

Buttons: Save, Cancel

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

**N/A**

Login Name :  
User Type :

User Info		Full Name:(First Name Last Name)	
Login Name	<input type="text"/>	Full Name	<input type="text"/> <i>Enter Full Name</i>
Login Password:	<input type="password"/>		
User Title	<input type="text"/>		
Email Address	<input type="text"/>	User Type [?]	<ul style="list-style-type: none"> <li>Company User</li> <li>Company User</li> <li>Company Admin</li> </ul>
Mobile APP Only	<input type="radio"/> Yes <input checked="" type="radio"/> No		

- Company Users manage their own account.
- Company Admins can add users, delete users and change passwords.

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

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

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

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

**Harry Potter**

Login Name : Harry Potter  
User Type : Company Admin

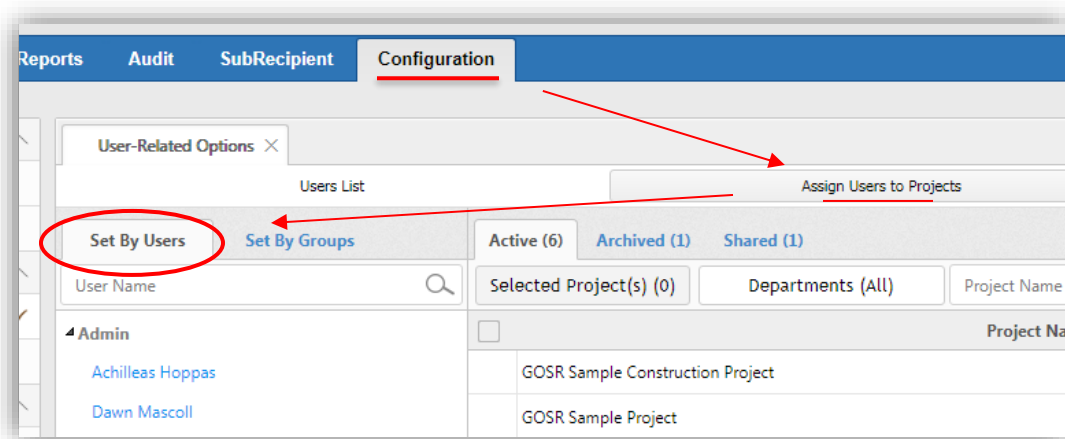
User Info [Edit]		Full Name:(First Name Last Name)	
Login Name	Harry Potter	Full Name	Harry Potter
User Title	Auror	User Phone	[REDACTED]
Email Address	[REDACTED]	User Type [?]	Company Admin
Mobile APP Only	No		

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

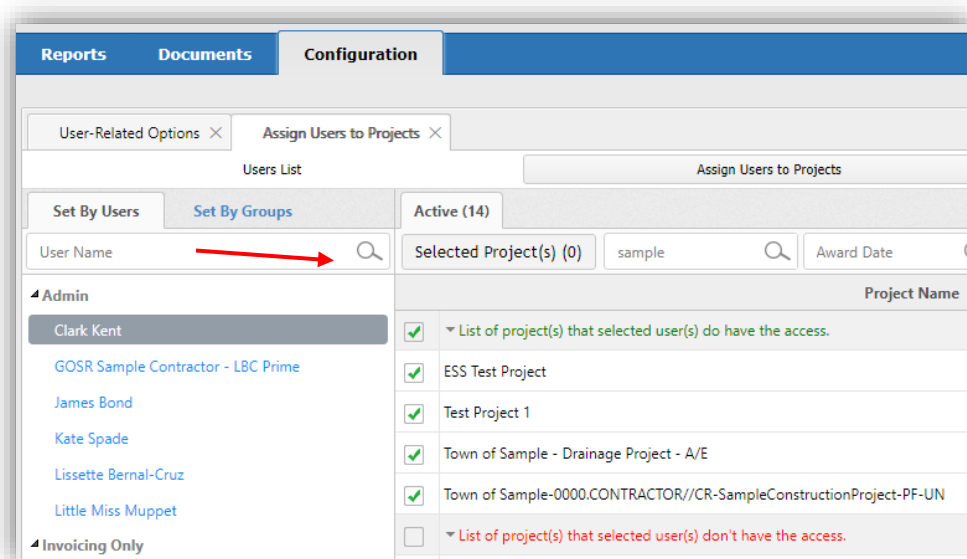
## Assign User(s) to Projects

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

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

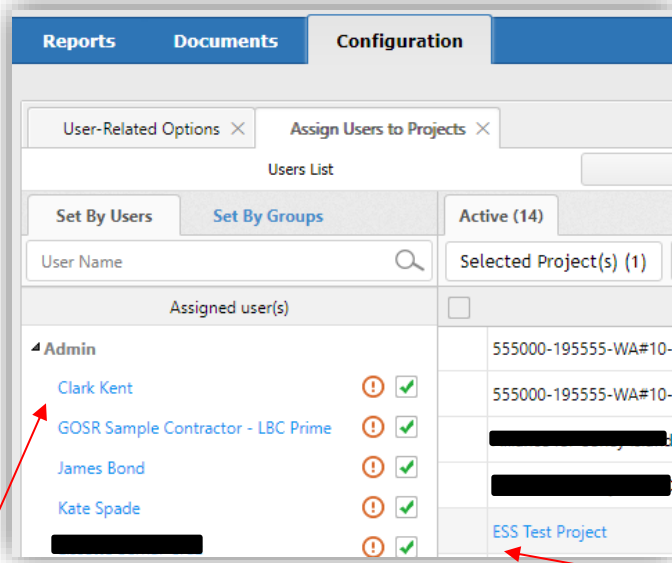


Under the **Set By Users** sub-tab, click on the User's Name you wish to assign to projects. **All users will need to be assigned to the project(s) to which they will need access.** Individual view here:



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

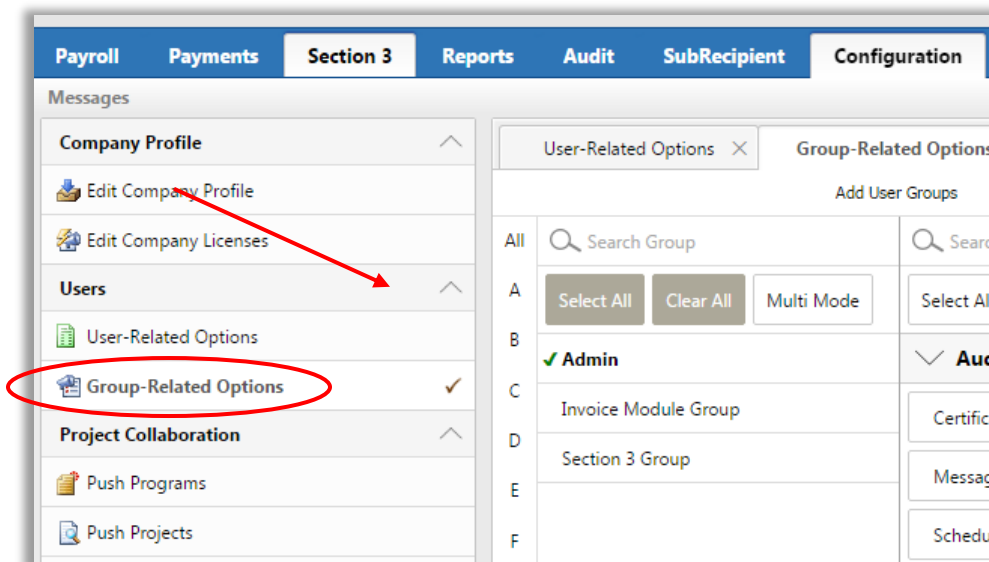
Project view here:



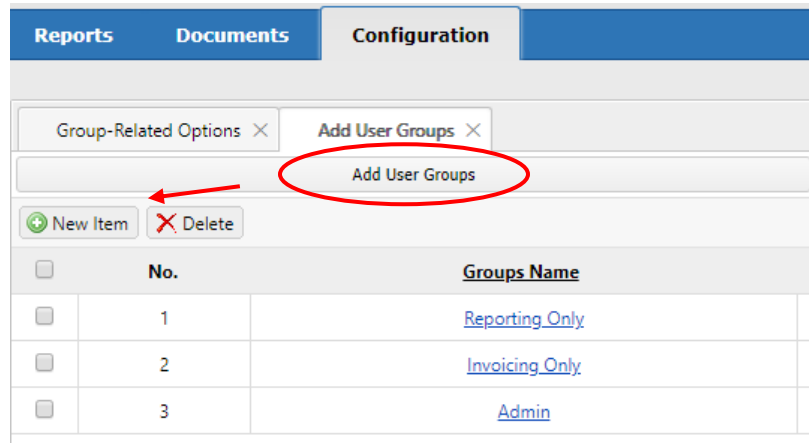
No checkboxes, static project list

Simply select name to return to view in previous screenshot

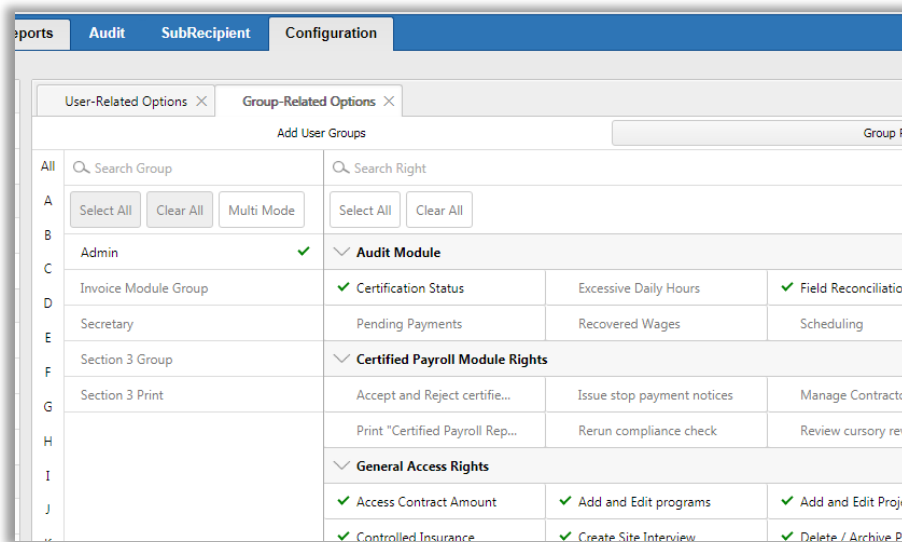
- 3) **You have completed assigning Users to Projects. Optional further steps:** To grant a batch of Users the same access rights in Elation, or to manage a large number of users, Groups can be created. To do this, click on the **Group-Related Options** tab in the left side menu:



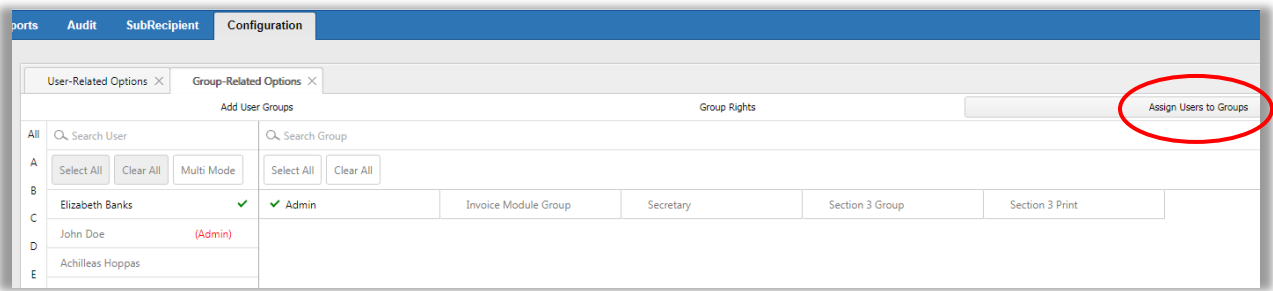
- 4) Group-Related Options will open automatically to the Group Rights sub-tab, but to begin, Select the **Add User Groups** sub-tab at the left. Click **+ New Item** to add an Admin Group, Reporting Group, Payroll Group, and/or whatever group structure makes the most sense for your organization. Groups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



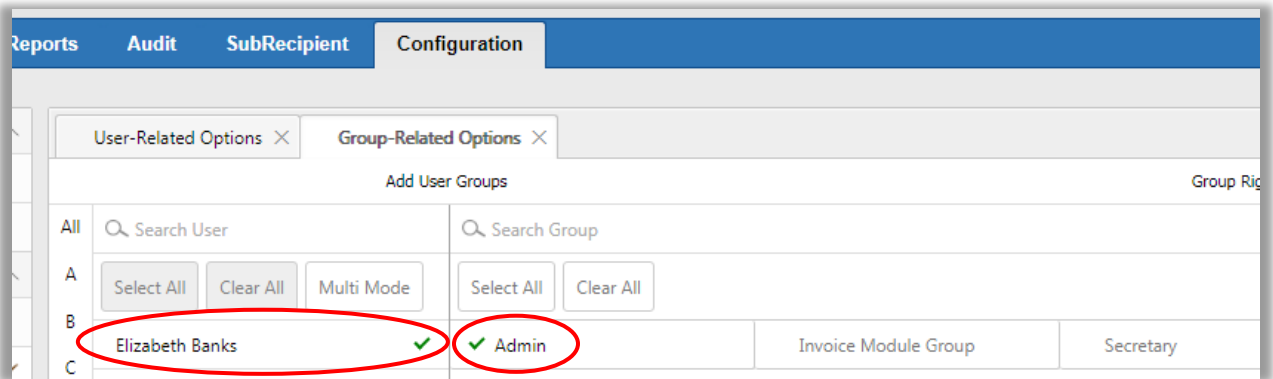
- 5) To set access rights for the groups you have created, navigate back to the **Group Rights** center sub-tab. (Work with your GOSR project contact to determine which rights are most appropriate for each group, if you have questions or concerns on this topic.) Elation offers several ways to limit or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



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



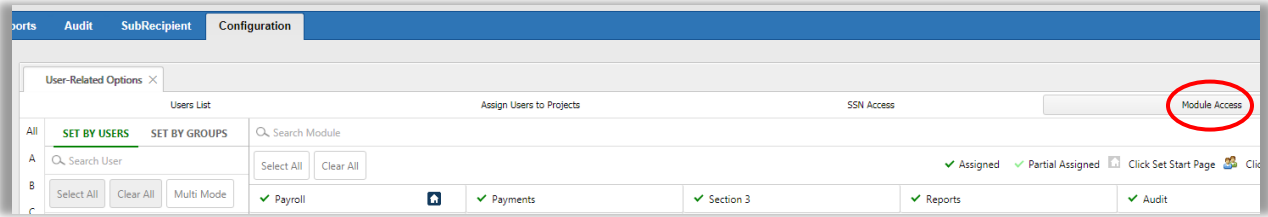
- 7) Select the User you wish to assign, and then select the Group to which you'd like them assigned. You will see a green check mark appear next to both of your selections, indicating this has been properly assigned.



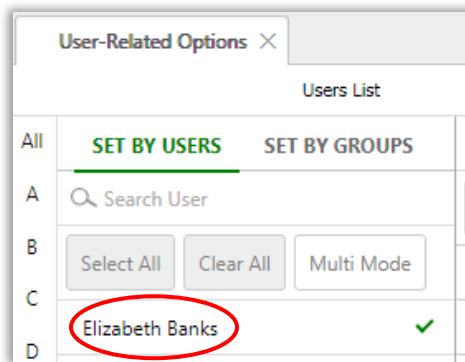
*\*\*If you would like information on setting up custom user groups (e.g. Read Only, Invoice Only), please reach out to the Elation contacts at the beginning of the Manual for assistance.*

## Modules

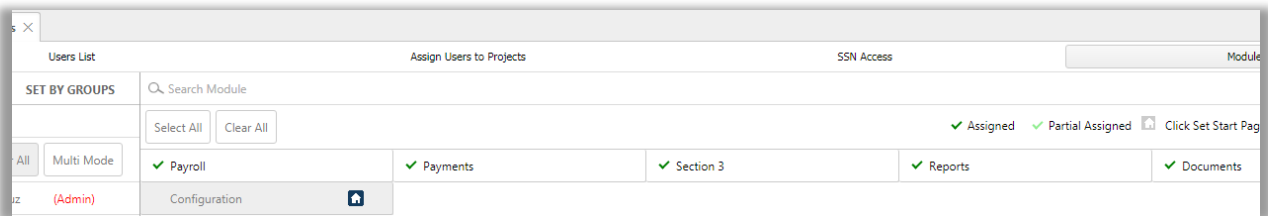
- 1) **Optional.** Once you have assigned all Users to the desired projects, go back to the **User-Related Options** tab and select the **Module Access** sub-tab at the far right:



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



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



The Module descriptions are as follows:

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

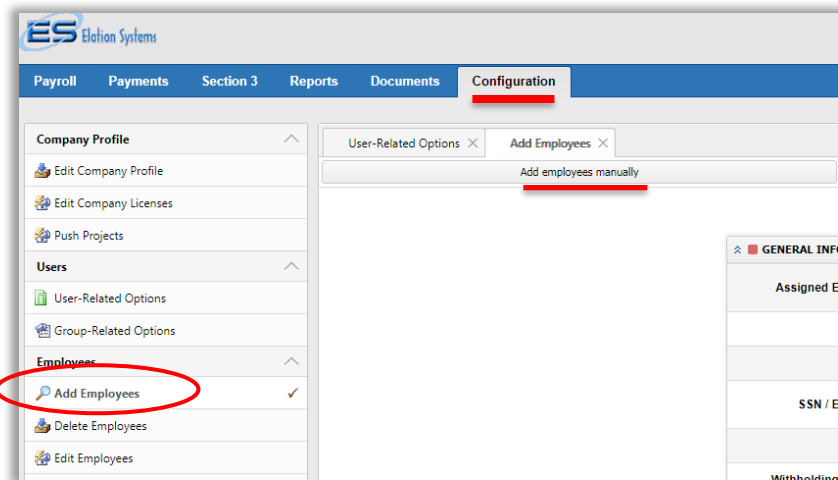


## Adding Employees

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

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

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



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

- Click **Submit**.

The screenshot shows a web form titled 'Section 3 Resident' with a sub-tab 'manually' and a button 'Copy and paste employees'. The 'GENERAL INFORMATION' section contains the following fields:

- Assigned Employee ID: [Text Field] (N/A if not available)
- First Name: [Text Field]
- Last Name: [Text Field]
- SSN / Employee ID: [Text Field] (SSN Sample: xxx-xx-1234)
- Ethnicity: [Text Field]
- Withholding Exemption: [Dropdown Menu]
- Middle Initial: [Text Field]
- Name Suffix: [Text Field]
- Title: [Text Field]
- Gender: [Dropdown Menu]
- Home Phone #: [Text Field]

The 'EMPLOYEE HOME ADDRESS' section includes:

- Address: [Text Field]
- Zip: [Text Field]
- City: [Text Field]
- State: [Text Field]

The 'OWNER OPERATOR' section includes:

- Applicable only to Trucking and or Equipment Owned & Operated individuals.
- Is Owner Operator:

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

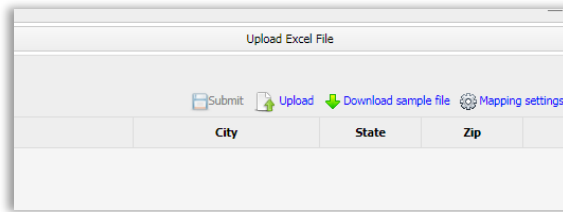
- **Copy and paste employees**
  - This is done by creating mapping settings. Click on the blue link that reads [View my current mapping settings](#). From this menu, you can indicate which column(s) the information to be mapped (First/Last Name, SSN, Gender, Ethnicity, Address, City, State, Zip) is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

The screenshot shows the 'Add Employees' form with the 'Employee Format' section. It includes a table for mapping employee items to columns in an Excel file:

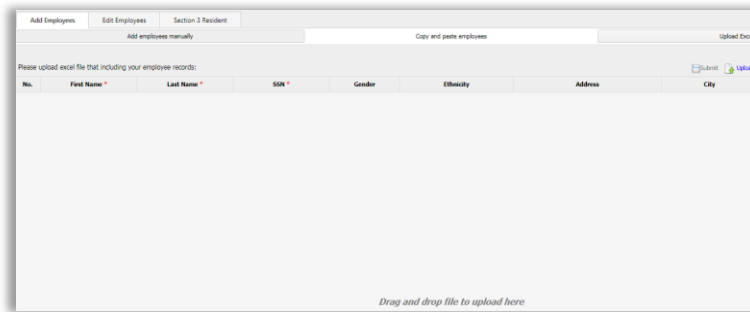
Employee Items	Column in your file
First Name	Column 1
Last Name	Column 2
SSN	Column 3
Gender	N/A
Ethnicity	N/A
Address	N/A
City	N/A
State	N/A
Zip	N/A
Assigned ID	N/A
Withholding Exemption	N/A

Below the table is a 'Submit' button. At the bottom of the form is a 'Preview' button.

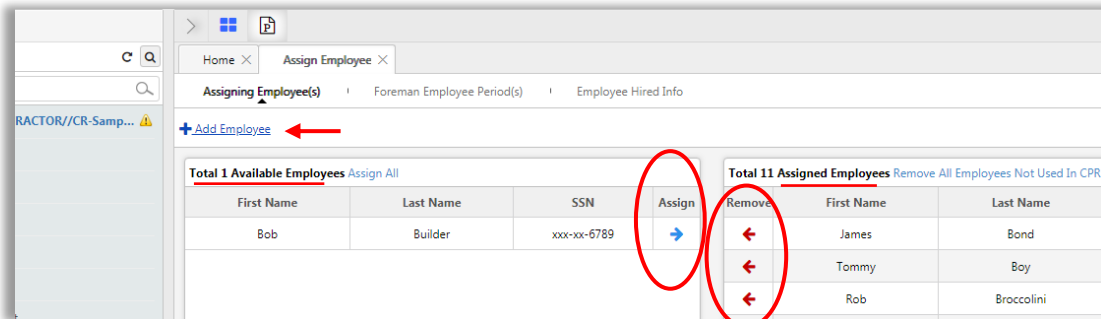
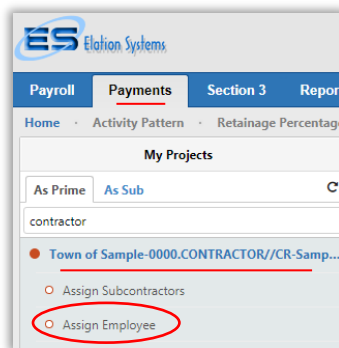
- **Upload Excel File** of employee records
  - Here you can also set up [Mapping settings](#) by clicking on the blue link at the right with the gear next to it; or you can [Download a sample file](#) to view one way of organizing your Excel information in preparation for upload.



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



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

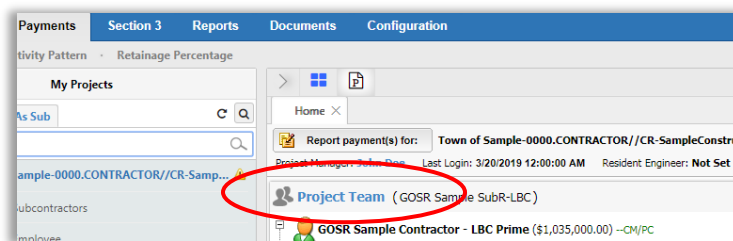


# Project Set-up

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

## Quick Check for Dates:

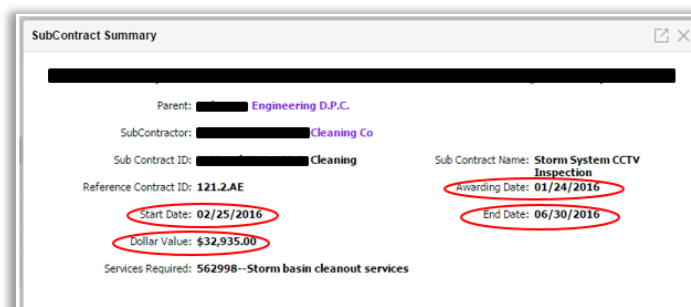
- 1) In the **Payments** tab, click on the project name for which you wish to view details. A list of items will expand alongside the home tab of your project, and here you will notice that the **Project Team** link appears.



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



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



# Compliance Reporting

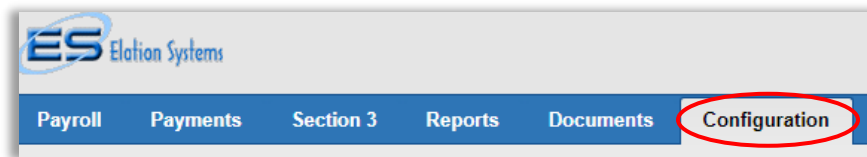
*Each quarter, Vendors/Contractors are required to complete compliance reporting to stay compliant with CDBG program requirements. Reports must be submitted in Elation within in **5 calendar days** of the close of each quarter (April 5<sup>th</sup>, July 5<sup>th</sup>, Oct 5<sup>th</sup>, Jan 5<sup>th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

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

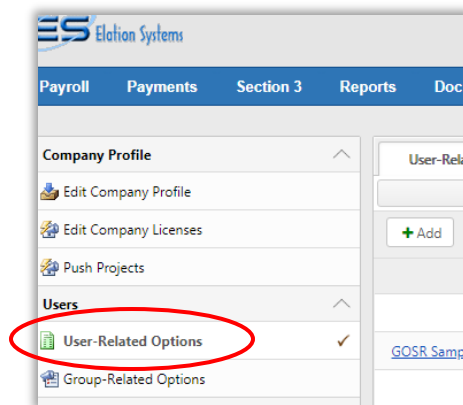
## Digital Signature Request

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

- 1) Click on the **Configuration Tab**.



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



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

Type	Authorization Letter	Digital Signing	Request Digital Signing
User	No	Not Installed	<a href="#">Request New</a>

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](mailto:support@elationsystems.com)
- It takes about 48 hours to get an email response from Elation Systems containing the link to download and install your digital signature.

**Authorize electronic signature**

Instructions for submitting your Notarized Digital Signature Letter

1. Print the letter (below the dotted line) on your company letterhead. No substitution of this letter will be accepted.
2. The letter must be notarized and signed. (**Important:** This document **MUST** be printed on company letterhead, notarized and signed before a digital signature certificate can be issued.)
3. Fax the letter and notarization to 925-924-0387, or e-mail a PDF file of your letter and notarization to: [Support@elationsystems.com](mailto: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](mailto:Support@elationsystems.com)

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

Date: \_\_\_\_\_

Dear Sir:

I, \_\_\_\_\_, the undersigned, am \_\_\_\_\_ of \_\_\_\_\_  
(Officer, principal or owner) (Company name)

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

Systems such as certified payroll reports based upon government regulations on behalf of  
 \_\_\_\_\_  
(Company name)

Regards,  
 Signature: \_\_\_\_\_  
 Full Name: \_\_\_\_\_

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

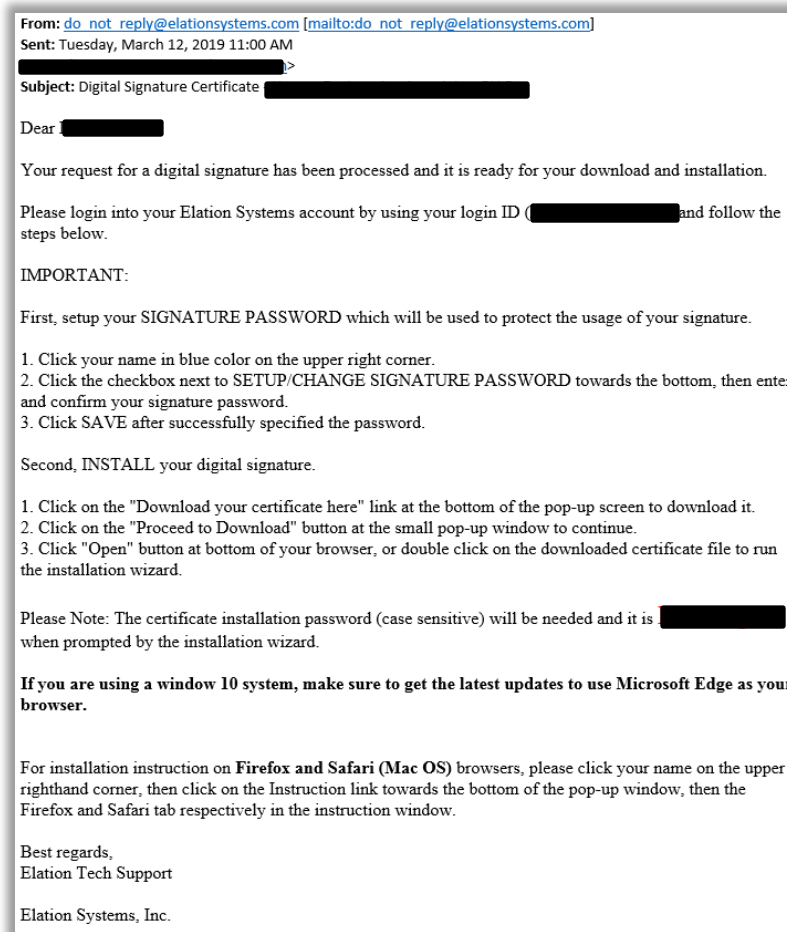
5) The Request status will update based on where each user is in the request process:

Signing	Request Digital Signing
stalled	<a href="#">Request New</a>
stalled	<a href="#">Pending</a>
stalled	<a href="#">Request New</a>
stalled	<a href="#">Request New</a>
stalled	<a href="#">Pending</a>
ed	Issued

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

- *Digital signatures are stored locally, on the individual machine, and will not work if the person attempting to digitally sign is using a computer on which the signature certificate has not been installed. To digitally sign, you must be logged into a computer on which you have installed your signature.*
- *Elation may only allow you to digitally sign your compliance reports using the browser with which you installed your digital signature. If you run into issues utilizing the signature following installation, please first try rebooting the machine and re-attempting from the same browser. If you still have issues, please try using a different browser. If you still have issues, please reach out for assistance.*

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

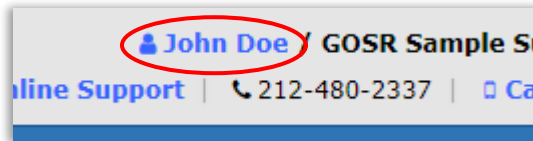


7) Please note that the download password **will remain the same** for all future necessary signature downloads, including signature renewals. The digital signature expires after one year, and renewal can be requested from the same place in the Configuration tab. Please note that **renewal is automatic**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

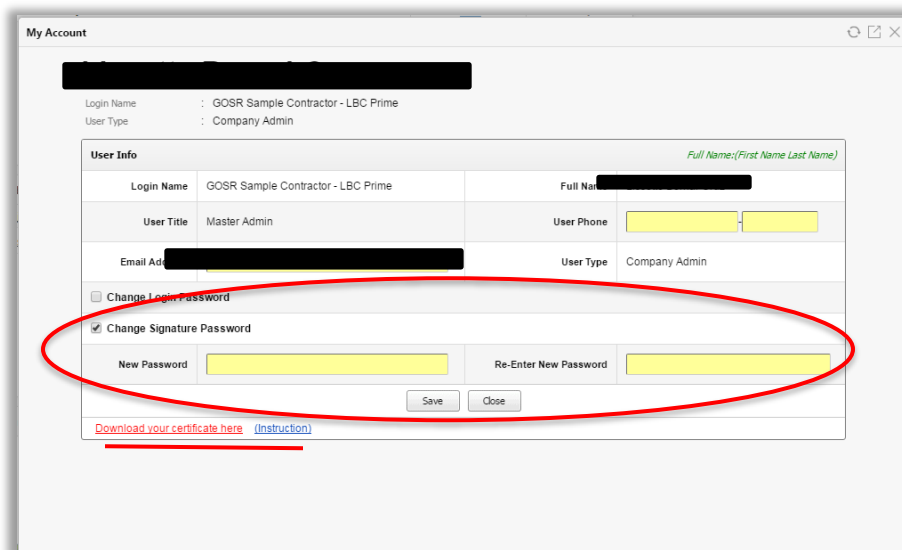
## Digital Signature Installation

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

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



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

A screenshot of the 'My Account' pop-up box. The 'Change Signature Password' checkbox is checked and circled in red. Below it are two password input fields: 'New Password' and 'Re-Enter New Password'. At the bottom, there is a red underlined link 'Download your certificate here' and a blue link '(Instruction)'. There are also 'Save' and 'Close' buttons.

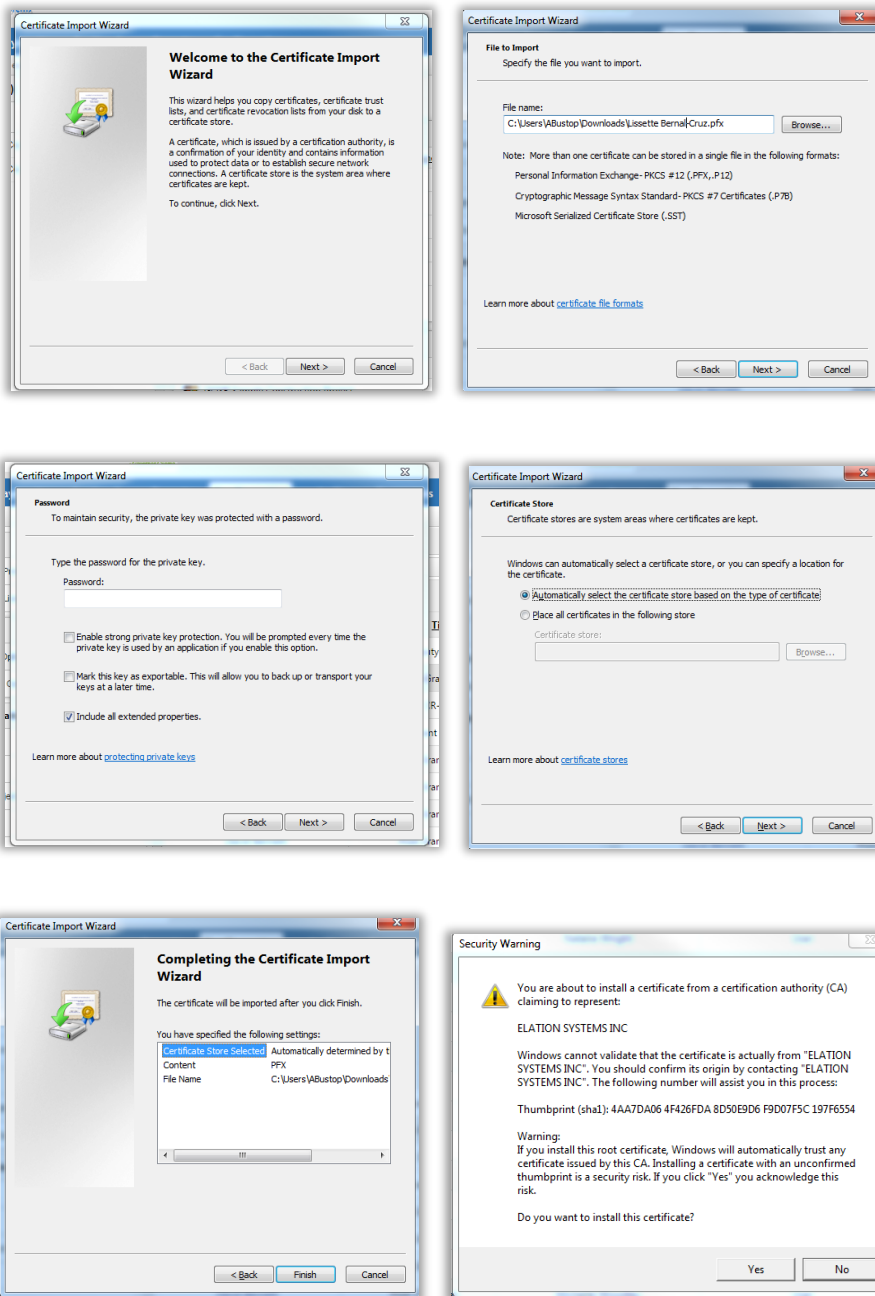
- 3) When ready, click the underlined red link that says **Download your certificate here**.

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

- 4) A notification box will open with your download; click to **Open** and the **Certificate Import Wizard** window will pop up. Click **Next**: it will auto-populate the signature file's saved location.
- 5) Make sure the "Include all extended properties" box is checked, and type in the Password that was provided in your Digital Signature Certification email. Then click **Next**.



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



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

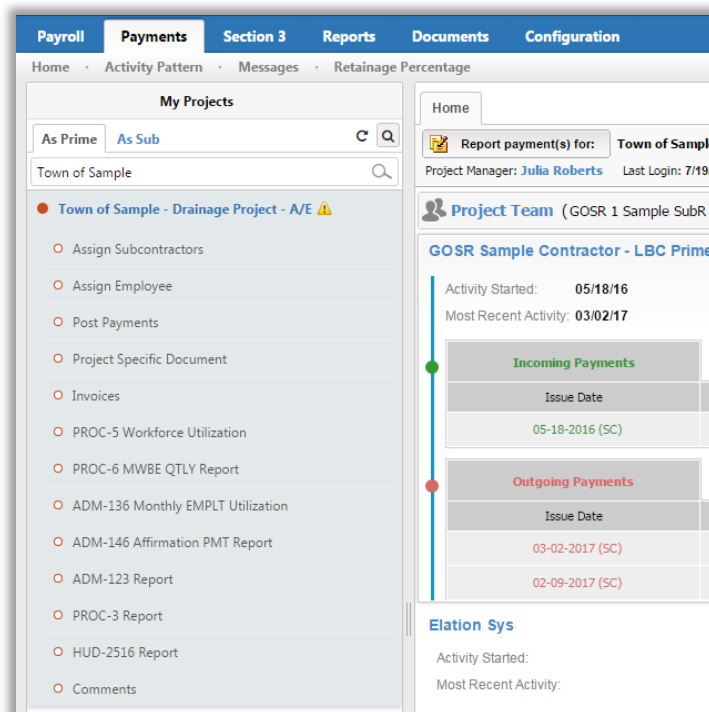
## PROC-5: Workforce Employment Utilization Report

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

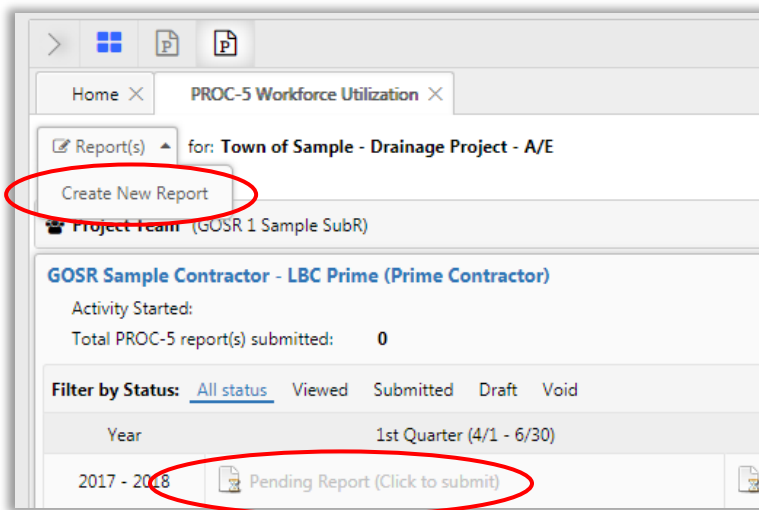
- 1) To complete the Proc-5 report, click on the **Payments** (for Term Consultants and JOCS Contractors) or **Payroll** (for Construction Contractors) tab.



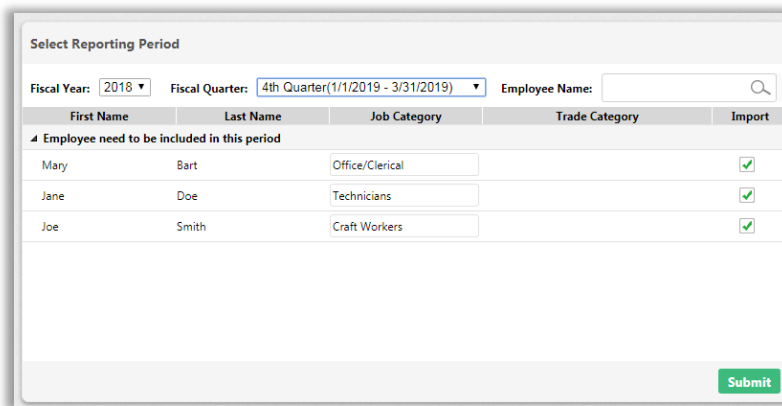
- 2) Click on the **Project Name** on the left side. A list of project-related items will appear alongside the project's home tab.



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



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



- 5) First confirm that you are reporting for the correct time period. Note that the Fiscal Year may not reflect the current Calendar Year, as demonstrated above.
- 6) Ensure that all of the appropriate employees are selected to the far right of their names, that their job category is correctly selected, and then click **Submit**.
- 7) With three employees entered as an example, the report would show as follows. The report will auto-populate **only** the employees you select for inclusion:

**WORKFORCE EMPLOYMENT UTILIZATION**

<b>Contract No.:</b> CR_Capital Region - Sample	<b>Reporting Entity:</b> <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor	<b>Reporting Period:</b> <a href="#">Change</a> <input checked="" type="checkbox"/> January 1, 20 17 - March 31, 20 17 <input type="checkbox"/> April 1, 20 17 - June 30, 20 17 <input type="checkbox"/> July 1, 20 17 - September 30, 20 17 <input type="checkbox"/> October 1, 20 17 - December 31, 20 17
<b>Contractor's Name:</b> GOSR Sample Contractor - LBC Prime		<b>Report includes:</b> <input type="checkbox"/> Work force to be utilized on this contract <input type="checkbox"/> Contractor/Subcontractor's total work force
<b>Contractor's Address:</b> 25 Beaver Street 2nd Floor NEW YORK, NY 10001		

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														
<b>Totals</b>	<b>3</b>	<b>1</b>	<b>1</b>		<b>1</b>			<b>1</b>						<b>1</b>

<b>PREPARED BY (Signature):</b> <input type="text"/>	<b>TELEPHONE NO.:</b> <input type="text"/> <b>EMAIL ADDRESS:</b> <input type="text"/>	<b>DATE:</b> <input type="text"/>
<input type="button" value="Sign"/>	<b>NAME AND TITLE OF PREPARER (Print or Type):</b> <input type="text"/> <input type="text"/>	
<b>Submit completed form to:</b> NYS Homes & Community Renewal, Office of Fair Housing & Equal Opportunity, 641 Lexington Ave, 5 <sup>th</sup> Floor, New York, NY 10022, or OFHEO@nyshcr.org		

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

**WORKFORCE EMPLOYMENT UTILIZATION**

<b>Contract No.:</b> CR_Capital Region - Sample	<b>Reporting Entity:</b> <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor	<b>Reporting Period:</b> <a href="#">Change</a> <input checked="" type="checkbox"/> January 1, 20 17 - March 31, 20 17 <input type="checkbox"/> April 1, 20 17 - June 30, 20 17 <input type="checkbox"/> July 1, 20 17 - September 30, 20 17 <input type="checkbox"/> October 1, 20 17 - December 31, 20 17
<b>Contractor's Name:</b> GOSR Sample Contractor - LBC Prime		<b>Report includes:</b> <input type="checkbox"/> Work force to be utilized on this contract <input type="checkbox"/> Contractor/Subcontractor's total work force
<b>Contractor's Address:</b> 25 Beaver Street 2nd Floor NEW YORK, NY 10001		

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														
<b>Totals</b>														

<b>PREPARED BY (Signature):</b> <input type="text"/>	<b>TELEPHONE NO.:</b> <input type="text"/> <b>EMAIL ADDRESS:</b> <input type="text"/>	<b>DATE:</b> <input type="text"/>
<input type="button" value="Sign"/>	<b>NAME AND TITLE OF PREPARER (Print or Type):</b> <input type="text"/> <input type="text"/>	
<b>Submit completed form to:</b> NYS Homes & Community Renewal, Office of Fair Housing & Equal Opportunity, 641 Lexington Ave, 5 <sup>th</sup> Floor, New York, NY 10022, or OFHEO@nyshcr.org		

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

<b>Report includes:</b>	
<input checked="" type="checkbox"/>	Work force to be utilized on this contract
<input type="checkbox"/>	Contractor/Subcontractor's total work force

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

Temporary/Apprentices								
Totals	1	1						1
<b>PREPARED BY (Signature):</b>								TELE
<b>Sign</b>								EMAI
<b>NAME AND TITLE OF PREPARER (Print or Type):</b>								Subm
								NYS

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

New report	Save as draft	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.

All status	Viewed	Submitted	Draft	Void
------------	--------	-----------	-------	------

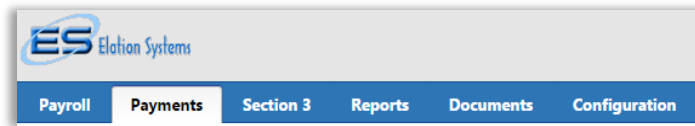
## PROC-6: MWBE Quarterly Report

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

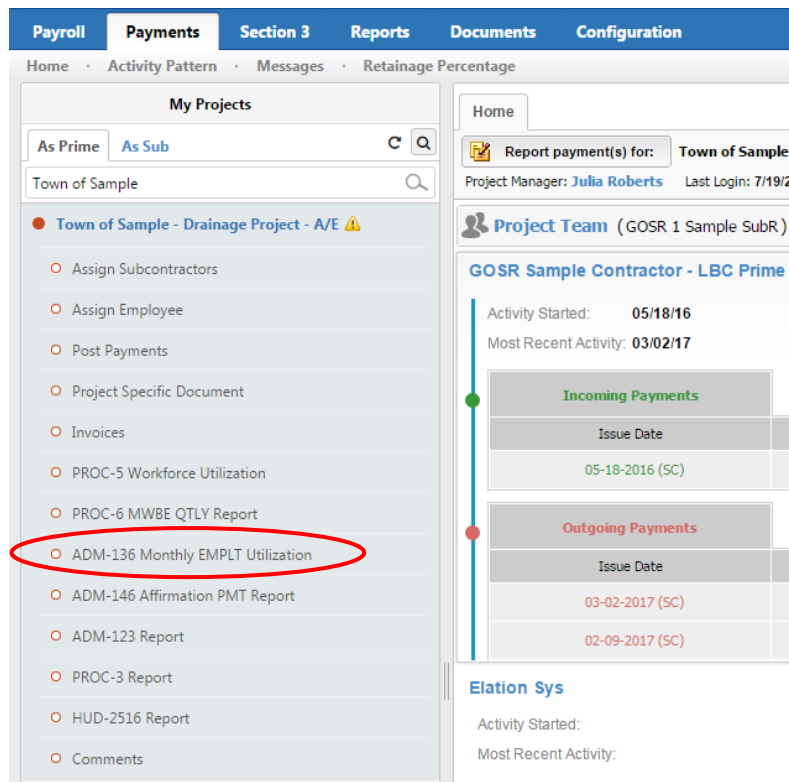
## ADM-136: Monthly Employment Utilization Report

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

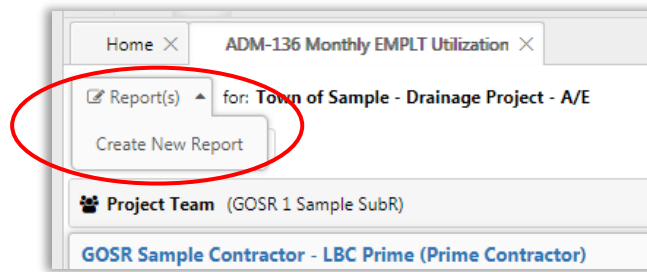
- 1) To complete the ADM-136 report, click on the **Payments** (Professional Services Projects) or **Payroll** (Construction Projects) tab.



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



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



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

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 and Managers		<input checked="" type="checkbox"/>
Sarah	Smith	Craft Workers (skilled)		<input checked="" type="checkbox"/>

- 5) Confirm that you are reporting for the correct month, and then make sure that all appropriate employees are checked off for inclusion in the report. If not all of your employees display for inclusion in the report, you will need to go back and make sure they were all properly added in Elation and assigned to the project. *See pages 9-12 of the manual for reference on adding and assigning employees.*
- 6) With three employees entered as an example, the report would show as follows. The report will auto-populate **only** the employees you select for inclusion. You can modify this report or complete manually as needed. An empty report would still need to be submitted if no work was done on the project within the reporting quarter.

New York State  
Homes and Community Renewal  
Office of Fair Housing and Equal Opportunity  
Website: [www.nyhcr.org](http://www.nyhcr.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												
<input checked="" type="checkbox"/> Construction Trade - List Each												
<b>Grand Totals</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

**MONTHLY EMPLOYMENT UTILIZATION REPORT**

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

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

**Grand Totals**

Company Official's Name: Lissette Bernal-Cruz

Company Official's Signature:  **Sign**

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

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



Home × PROC-6 MWBE QTLY Report × ADM-136 Monthly EMPLT Utilization ×

Report(s) for: Town of Sample-0000.CONTRACTOR//CR-SampleConstructionProject-PF-UN

Contractor Name


**Project Team** (GOSR Sample SubR-LBC)

**GOSR Sample Contractor - LBC Prime (Prime Contractor)**




Activity Started: 03/01/2016 Most Recent Activity: 03/31/2016

Total ADM-136 report(s) submitted: 1

Filter by Status: All status Viewed Submitted Draft Void Filter by Period: All period 5 most recent reports

From	To	Report
03/01/2016	03/31/2016	

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

Legend  Submitted  Draft  Void

## ADM-146: Affirmation of Payment Report

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

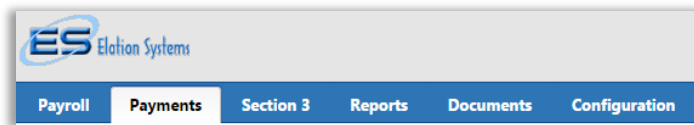
## ADM-123: Cumulative Payment Report

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

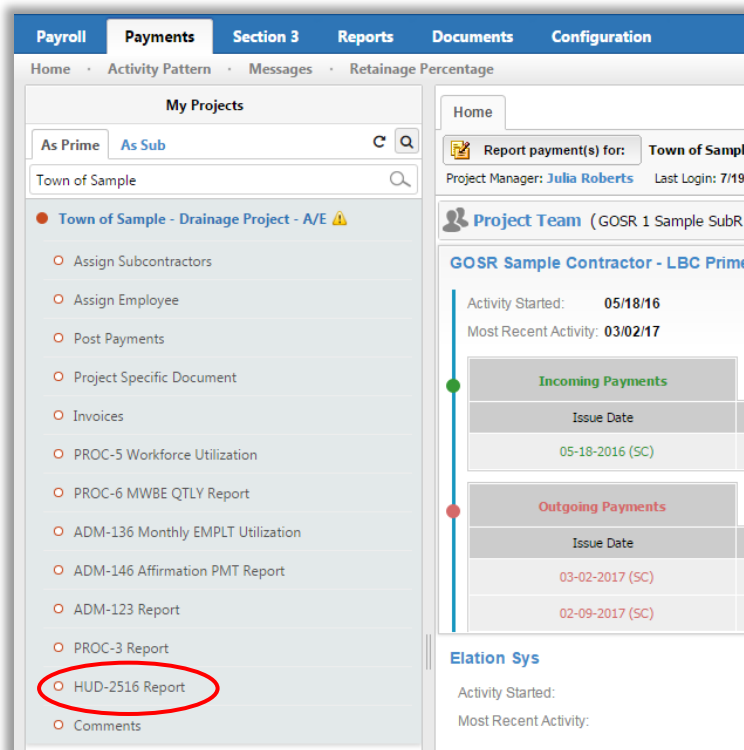
## HUD-2516: Contract and Subcontract Activity Report

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

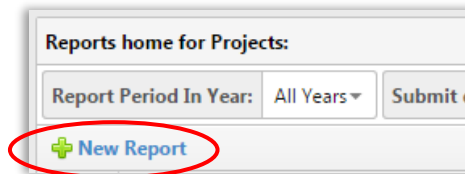
- 1) To complete the HUD-2516 report, click on the **Payments** tab.



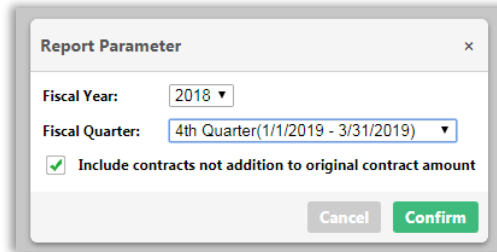
- 2) Click on the **Project Name** on the left side. A list of project-related items will appear alongside the project's home tab. From this list, select **HUD-2516 Report**.



- 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.



- A pop-up box will appear:

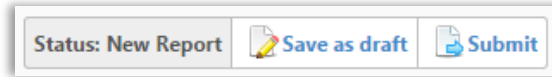


- Select the correct reporting quarter, and confirm that you are reporting for the correct Fiscal Year. Note that the Fiscal Year may not reflect the current Calendar Year.
- Always** check the box marked 'Include contracts not addition to original contract amount.' If you do not check this box and you have subcontractors, the report will not populate correctly. Click **confirm**.
- The HUD-2516 Contract and Subcontract Activity form will open. The entire form should auto-populate, but be sure to double check this information for accuracy before submitting. The grey fields are editable and can be modified if needed. The correct program code is '9 – Other.'

Contract and Subcontract Activity													
U.S. Department of Housing and Urban Development													
OMB Approval No.: 2535-0117 (exp. 1/31/2013)													
Public Reporting Burden for this collection of information is estimated to average 50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.													
Executive Order 12421 dated July 14, 1983, directs the Minority Business Development Plans shall be developed by each Federal Agency and that these annual plans shall establish minority business development objectives. The information is used by HUD to monitor and evaluate MBE activities against the total program activity and the designated minority business enterprise (MBE) goals. The Department requires the information to provide guidance and oversight for programs for the development of minority business enterprise concerning Minority Business Development. If the information is not collected HUD would not be able to establish meaningful MBE goals nor evaluate MBE performance against these goals. While no assurances of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.													
<b>Privacy Act Notice</b> - 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. Sec. 3	7h. Subcontractor Identification (ID) Number	7i. Sec. 3	7j. Contractor/Subcontractor Name and Address				
									Name	Street	City	State	Zip Code
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p><b>CPD:</b></p> <ul style="list-style-type: none"> <li>1 = New Construction</li> <li>2 = Education/Training</li> <li>3 = Other</li> </ul> </div> <div style="width: 20%;"> <p><b>7c Type of Trade Codes:</b></p> <ul style="list-style-type: none"> <li>1 = New Construction</li> <li>2 = Substantial Rehab.</li> <li>3 = Repair</li> <li>4 = Service</li> <li>5 = Project Managt.</li> <li>6 = Professional</li> <li>7 = Tenant Services</li> <li>8 = Education/Training</li> <li>9 = Arch/Engrg. Appraisal</li> <li>0 = Other</li> </ul> </div> <div style="width: 20%;"> <p><b>7d: Racial/Ethnic Codes:</b></p> <ul style="list-style-type: none"> <li>1 = White Americans</li> <li>2 = Black Americans</li> <li>3 = Native Americans</li> <li>4 = Hispanic Americans</li> <li>5 = Asian/Pacific Americans</li> <li>6 = Hasidic Jews</li> </ul> </div> <div style="width: 20%;"> <p><b>5: Program Codes</b> (Complete for Housing and Public and Indian Housing programs only):</p> <ul style="list-style-type: none"> <li>1 = All Insured, including Section 8</li> <li>2 = Flexible Subsidy</li> <li>3 = Section 8 Noninsured, Non-HFDA</li> <li>4 = Insured (Management)</li> <li>5 = Section 202</li> <li>6 = HUD-Field (Management)</li> <li>7 = Public/Indian Housing</li> <li>8 = Section 811</li> <li>9 = Other</li> </ul> </div> </div>													

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

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




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

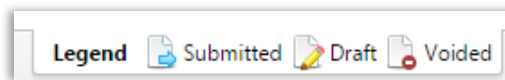
Reports home for Projects:

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

+ New Report

Status	Program Desc	Report Period
 9 - Other		2018 4th Quarter (1/1/2019 - 3/31/2019)

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



# Section 3 Reporting:

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

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

## Assigning Employees

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

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

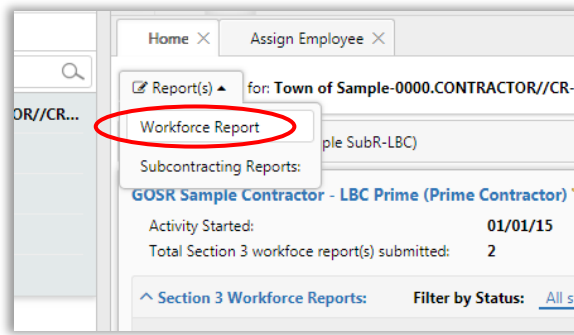
The screenshot displays the Elation software interface for Section 3 reporting. The top navigation bar includes tabs for Payroll, Payments, Section 3, Reports, Documents, and Configuration. The main interface is split into a left sidebar and a right main panel. The sidebar, titled 'My Section 3 Projects', contains a search bar with the text 'contractor' and a list of project items. The first item is 'Town of Sample-0000.CONTRACTOR//CR...', which has a red circle next to it and a red arrow pointing to the 'Assign Employee' option. Other options in the list include 'Section 3 Business', 'Section 3 Resident', and 'Assign Subcontractors'. The main panel shows a report for 'Town of Sample-0000.CONTRACTOR//CR-SampleConstructionProject-PF-UN'. It includes a 'Project Team' section for 'GOSR Sample Contractor - LBC Prime (Prime Contractor)' with a star icon. Below this, there are statistics: 'Activity Started: 01/01/15' and 'Total Section 3 workforce report(s) submitted: 2'. A table titled 'Section 3 Workforce Reports' is visible, with columns for 'No', 'From', 'To', and 'Report'. The first row shows '5' in the 'No' column, '07/01/2016' in the 'From' column, and '09/30/2016' in the 'To' column. A red arrow points to the 'Draft' status in the table's header row. The 'Filter by Status' dropdown is set to 'All status', and other options like 'Viewed', 'Submitted', 'Draft', and 'Void' are visible.

## Section 3 Workforce Reports

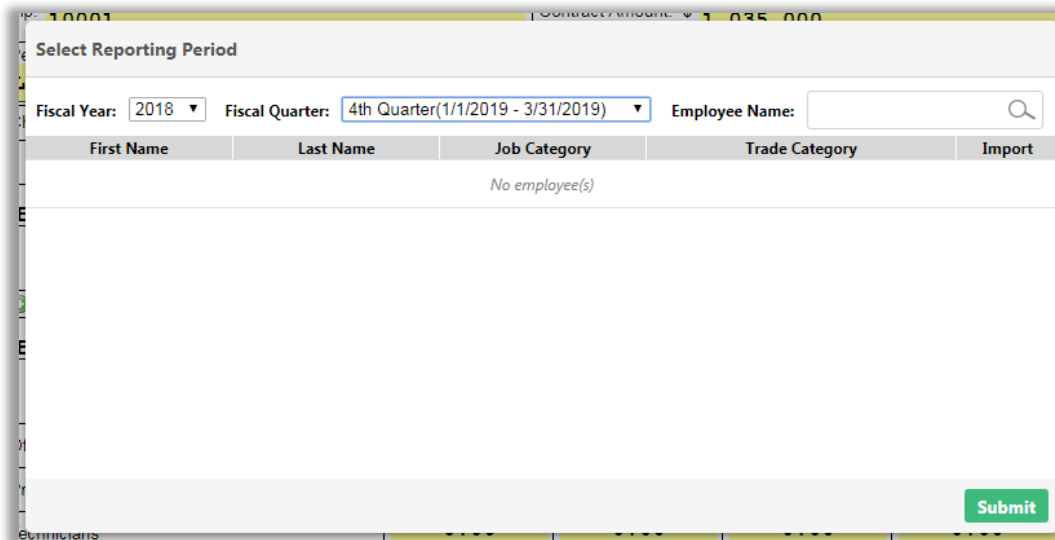
- 1) If you are a Prime or Subcontractor with a contract over \$100,000, you will need to complete this quarterly report. To complete the Section 3 Workforce Report, go to the **Section 3 Tab**.
- 2) Click on the name of the project for which you wish to complete the Section 3 Workforce Report. The home 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.

The screenshot displays the 'Section 3' tab in a software application. The left sidebar shows 'My Section 3 Projects' with a search bar and a list of projects, including 'Town of Sample-0000.CONTRACTOR//CR...'. The main content area shows the 'Home' tab for a project, displaying 'GOSR Sample Contractor - LBC Prime (Prime Contractor)'. It includes activity statistics such as 'Activity Started: 01/01/15' and 'Total Section 3 workforce report(s) submitted: 2'. Below this, there are two tables: 'Section 3 Workforce Reports' and 'Subcontracting Reports', both with columns for 'No', 'From', 'To', and 'Report'. The 'Section 3 Workforce Reports' table lists five reports with dates ranging from 01/01/2015 to 09/30/2016. The 'Subcontracting Reports' table lists three reports with dates from 01/01/2015 to 06/30/2015. At the bottom, there is a section for 'GOSR 1 SB Sample Contractor' with 'Total Section 3 workforce report(s) submitted: 0'.

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



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



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

**SECTION 3 NEW HIRE REPORT**

<b>SECTION A</b>		Project Name: <b>Town of Sample-0000.CONTRA</b>		Site Address, Borough		Contract Number: <b>GOSR-2016-01</b>	
Sponsor Name: <b>GOSR Sample SubR-LBC</b>		Prime Contractor Name: <b>GOSR Sample Contractor - LI</b>		Report Period (mm-yyyy) <b>01-2019</b> to <b>03-2019</b>			
Firm completing this Form: <b>GOSR Sample Contractor</b>		Program: <b>CDBG-State Administered</b>					
Address: <b>25 Beaver Street 2nd Floor</b>		Contact Person: <b>Lisette Bernal-Cruz</b>					
City/State: <b>NEW YORK, NY</b>		Contract Description: <b>Administration building co</b>					
Zip: <b>10001</b>		Contract Amount: \$ <b>1,035,000</b>					
Person Completing This Form: <b>Lisette Bernal-Cru</b>		Telephone Number: <b>212-480-4494</b>		FAX Number:		Email Address: <b>Lisette.Bernal-Cru</b>	
Check Report Period and insert Year <a href="#">Change</a>							
Jan-Mar <input checked="" type="checkbox"/>		Apr-Jun <input type="checkbox"/>		Jul-Sept <input type="checkbox"/>		Oct-Dec <input type="checkbox"/>	
Year: <b>2019</b>							

**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)
<a href="#">+Add</a>				

**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

- Add in the information for any new hires in Section B by clicking on the **+Add** button. You will be able to select the relevant new employees from a list, based on the employees you selected for inclusion in the report. See previous section on Assigning Employees to the project if you have not already done so.
- In Section C, enter in the relevant hours worked per job category for each respective new hire. If there were no new hires for this reporting period, you would check the box indicating that there were no new hires.

Temporary/Apprentices	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> Construction by Trade (List)				
<input checked="" type="checkbox"/> 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: \_\_\_\_\_




- 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 unless they have second-tier subcontractors of their own.** To complete the Section 3 Subcontracting Report, go to the **Section 3** tab.
- 2) Click on the name of the project for which you wish to complete the report. The home tab of this page will display as described in the previous section.

Home ×

Report(s) for: Town of Sample-0000.CONTRACTOR//CR-SampleConstructionProject-PF-UN

Project Team (GOSR Sample SubR-LBC)

**GOSR Sample Contractor - LBC Prime (Prime Contractor)** ★

Activity Started: **01/01/15** Most Recent Activity  
Total Section 3 workfoce report(s) submitted: **2** Total Subcontracting Reports: **2**

^ Section 3 Workforce Reports: Filter by Status: All status Viewed Submitted Draft Void Filter by Period

No	From	To	Report
5	07/01/2016	09/30/2016	
4	04/01/2015	06/30/2015	
3	04/01/2015	06/30/2015	
2	01/01/2015	03/31/2015	
1	01/01/2015	03/31/2015	

^ Subcontracting Reports: Filter by Status: All status Viewed Submitted Draft Void Filter by Period:

No	From	To	Report
3	04/01/2015	06/30/2015	
2	04/01/2015	06/30/2015	

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

Home × Assign Employee ×

Report(s) for: Town of Sample-0000.CONTRACTOR//CR-SampleConstructionProject-PF-UN

Project Team (GOSR Sample SubR-LBC)

**GOSR Sample Contractor - LBC Prime (Prime Contractor)** ★

Activity Started: **01/01/15**  
Total Section 3 workfoce report(s) submitted: **2**

^ Section 3 Workforce Reports: Filter by Status: All status

Report(s) dropdown menu:

- Workforce Report
- Subcontracting Reports** (circled in red)

- 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: <b>GOSR Sample Contractor</b>		Program: <b>CDBG-State Administered</b>		
Address: [REDACTED]		Contact Person: [REDACTED]		
City/Zip: <b>NEW YORK/10001</b>		Contract Description: <b>Administration building</b>		
Project: <b>Town of Sample-0000.CONTRACTOR/</b>		Contract(for TDC) Amount \$ <b>35,000</b>		
Person Completing This Form: [REDACTED]		Email Address: [REDACTED]		Date: <b>03/21/2019</b>
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: <b>2018</b>
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)
<input type="button" value="+Add"/>				
Section 3 Business Concerns must have either Form S3-A or S3-B on file with agency.				
<input type="checkbox"/> <b>Check this box if there were NO new subcontracts during this period.</b>				
<input type="button" value="Save as Draft"/> <input type="button" value="Submit"/> <input type="button" value="Close"/>				

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

Check Report Period and insert Year				
Jan-Mar <input checked="" type="checkbox"/>	Apr-Jun <input type="checkbox"/>	Jul-Sept <input type="checkbox"/>	Oct-Dec <input type="checkbox"/>	Year: <b>2019</b>

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

NAME & ADDRESS OF ALL BUSINESSES ON-SITE (A)	CHECK If Sec. 3 Certified Business* (B)	Type of Contract (Specify trade, professional service, etc.) (C)	NAME OF PRIME CONTRACTOR (D)	TOTAL CONTRACT AWARD (E)
<input type="button" value="+Add"/>				
Section 3 Business Concerns must have either Form S3-A or S3-B on file with agency.				
<input type="checkbox"/> <b>Check this box if there were NO new subcontracts during this period.</b>				
<input type="button" value="Save as Draft"/> <input type="button" value="Submit"/> <input type="button" value="Close"/>				

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)
<input type="button" value="+Add"/>				
Section 3 Business Concerns must have either Form S3-A or S3-B on file with agency.				
<input type="checkbox"/> <b>Check this box if there were NO new subcontracts during this period.</b>				
<input type="button" value="Save as Draft"/> <input type="button" value="Submit"/> <input type="button" value="Close"/>				

Select Subcontractor ✕

Subcontractor Name

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

Report(s) for: **Town of Sample-0000.CONTRACTOR//CR-SampleConstructionProject-PF-UN**






**Project Team** (GOSR Sample SubR-LBC)

**GOSR Sample Contractor - LBC Prime (Prime Contractor)**



Activity Started: **01/01/15**      Most Recent Activity:

Total Section 3 workforce report(s) submitted: **2**      Total Subcontracting reports:

**Section 3 Workforce Reports:**      Filter by Status: All status    Viewed   Submitted   Draft   Void      Filter by Period:

No	From	To	Report
5	01/01/2019	03/31/2019	
4	07/01/2016	09/30/2016	
3	04/01/2015	06/30/2015	
2	04/01/2015	06/30/2015	
1	01/01/2015	03/31/2015	

**Subcontracting Reports:**      Filter by Status: All status    Viewed   Submitted   Draft   Void      Filter by Period: All pe

No	From	To	Report
5	01/01/2019	03/31/2019	 <span style="color: red; font-size: 2em;">→</span>
4	10/01/2018	12/31/2018	

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

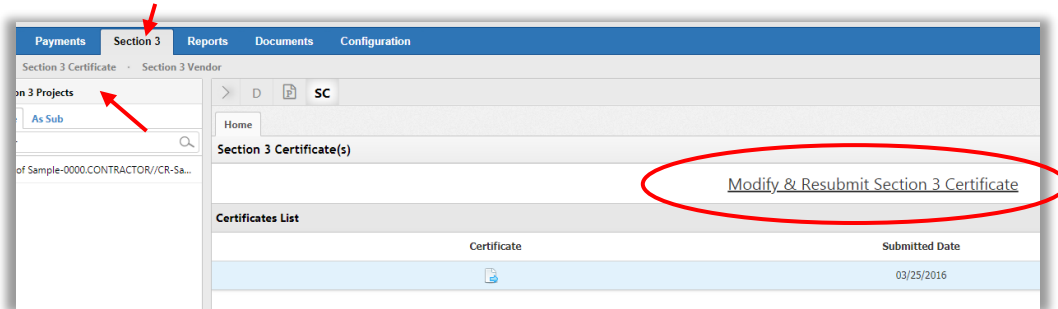


**\*\*Quarterly Compliance Reporting is Now Complete\*\***

## Section 3 Certification Application

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

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



- 2) In the middle of the screen, click on the link that reads either “New Section 3 Certificate” or, in the case above for one that has already been submitted, “Modify & Resubmit Section 3 Certificate.”
- 3) A Section 3 Business Certification form will appear. Check the line(s) of the appropriate box(es), and then click **Upload** to attach any required documentation for this certification.

The screenshot shows the 'SECTION 3 BUSINESS CERTIFICATION' form. At the top, there are buttons: 'Resubmit', 'Print pdf', and 'All Version(s)'. The form fields are: Name of Business (GOSR Sample Contractor - LBC Prime), Address of Business (redacted), Contact Person (redacted), Title (Master Admin), and Telephone (redacted). Below the fields is a section titled 'The bidder certifies that it is a Section 3 Business Concern based on:'. There are two options, each with a checkbox and a list of requirements. The first option is checked and has a green checkmark icon. The second option is unchecked. Below the options is a 'Blank.docx' button. At the bottom of the form, there is a signature line and a date field. The signature line is labeled 'Authorized Name and Signature' and the date field is labeled 'Date' and contains the value '03/25/2016'. A red arrow points to the signature line.

- 4) Click the line over Authorized Name and Signature to digitally sign this form.
- 5) Click the **Submit** button at top left. The report will appear as a line item under the Certificate/Supporting Docs list in the **Section 3 Business** section under the project name at left.

## Section 3 Individual Affirmation

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

- 1) Navigate to: <https://stormrecovery.ny.gov/doing-business-with-gosr/local-workforce-opportunities> and find the 'Section 3 Employee Self Affirmation Form,' or request a copy of the form from your GOSR project contact.
- 2) Section 3 employees should complete the form, and this should be kept on file by the vendor whether prime or sub-contractor.
- 3) To complete the process in Elation, navigate to the Section 3 tab and find the project name for which this employee is doing work at left.

The screenshot shows the Elation Systems interface. The top navigation bar includes 'Payroll', 'Payments', 'Section 3', 'Reports', 'Documents', and 'Configuration'. The 'Section 3' tab is active. On the left, under 'My Section 3 Projects', there is a search bar with 'contractor' entered. Below it, a list of projects is shown, with 'Town of Sample-0000.CONTRACTOR//CR-...' selected. The main content area shows project details for 'Town of Sample-0000.CONTRACTOR//CR-SampleConstructionProject-PF-UN'. Below this, there is a section titled 'GOSR Sample Contractor - LBC Prime (Prime Contractor)' and a sub-section 'Identify Section 3 Resident Workforce'. This section contains a search bar for 'Employee name' and an 'Export to Excel' button. Below the search bar is a table with the following data:

First Name	Last Name	Income Standard	New Hire	Hired Date	Union	Section 3
James	Bond	<a href="#">Set Income Standard</a>	<input checked="" type="checkbox"/>	01/01/2015	<input type="radio"/> NU <input checked="" type="radio"/> U	<input checked="" type="checkbox"/>
Tommy	Boy	<a href="#">Set Income Standard</a>	<input checked="" type="checkbox"/>	05/01/2017	<input checked="" type="radio"/> NU <input type="radio"/> U	<input checked="" type="checkbox"/>

- 4) From the menu that opens, select 'Section 3 Resident.' All employees will display who are assigned to the project. If an employee was entered in Elation but does not appear in this list, see guidance beginning on p. 19 to assign the employee to the project.
- 5) Check the appropriate boxes to indicate which employees are 'New Hire' and/or 'Section 3' status. This will allow them to populate into your Section 3 report at the end of the quarter.

# Elation Reporting Requirements

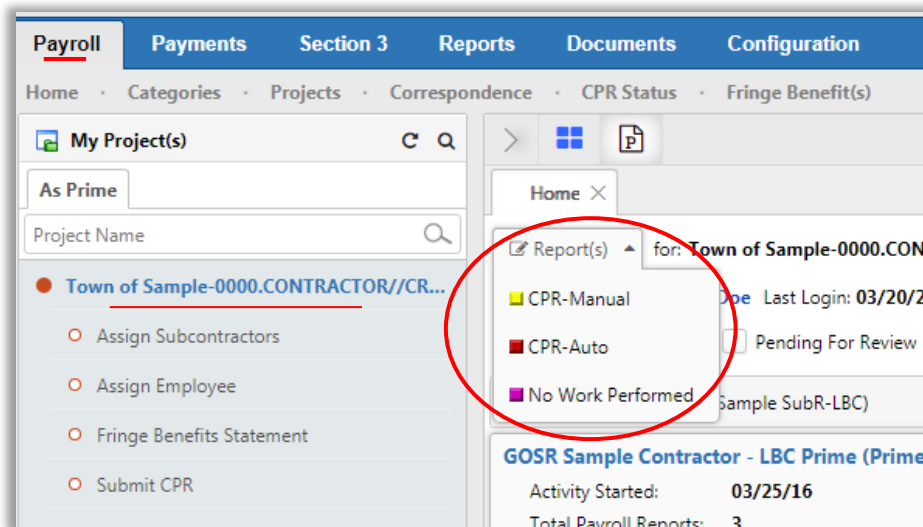
Report Name	Description	Reporting Requirement(s)	Quarterly Report Date Ranges
PROC-5 Workplace Employment Utilization	To report the <i>actual workforce utilized</i> in the performance of the Contract by the specified categories listed including ethnic background, gender, and Federal occupational categories. <b>Submitted by all vendors.</b>	Quarterly	1 <sup>st</sup> Quarter (04/01 - 06/30) 2 <sup>nd</sup> Quarter (07/01 - 09/30) 3 <sup>rd</sup> Quarter (10/01 - 12/31) 4 <sup>th</sup> Quarter (01/01 - 03/31)
PROC-6 M/WBE Quarterly Report	NOT REQUIRED TO BE COMPLETED IN ELATION	Quarterly	1 <sup>st</sup> Quarter (04/01 - 06/30) 2 <sup>nd</sup> Quarter (07/01 - 09/30) 3 <sup>rd</sup> Quarter (10/01 - 12/31) 4 <sup>th</sup> 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. <b>Submitted by Prime contractors only.</b>	Quarterly (Submit Quarterly, Complete Monthly)	1 <sup>st</sup> Quarter (01/01 - 03/31) 2 <sup>nd</sup> Quarter (04/01 - 06/30) 3 <sup>rd</sup> Quarter (07/01 - 09/30) 4 <sup>th</sup> Quarter (10/01 - 12/31)
ADM-146 Affirmation of Income Payments to MBE/WBE	NOT REQUIRED TO BE COMPLETED IN ELATION	Quarterly	1 <sup>st</sup> Quarter (04/01 - 06/30) 2 <sup>nd</sup> Quarter (07/01 - 09/30) 3 <sup>rd</sup> Quarter (10/01 - 12/31) 4 <sup>th</sup> Quarter (01/01 - 03/31)
ADM-123 Cumulative Payment Statement	NOT REQUIRED TO BE COMPLETED IN ELATION	Quarterly	1 <sup>st</sup> Quarter (04/01 - 06/30) 2 <sup>nd</sup> Quarter (07/01 - 09/30) 3 <sup>rd</sup> Quarter (10/01 - 12/31) 4 <sup>th</sup> 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 <i>activities of \$10,000 or more.</i> <b>Submitted by Prime contractors only.</b>	Quarterly	1 <sup>st</sup> Quarter (04/01 - 06/30) 2 <sup>nd</sup> Quarter (07/01 - 09/30) 3 <sup>rd</sup> Quarter (10/01 - 12/31) 4 <sup>th</sup> Quarter (01/01 - 03/31)
Section 3 Workforce	If the contract is <i>equal to or exceeding \$100,000</i> , the vendor or contractor will complete Section 3 reports to disclose new hire activity within the part quarter. <b>Submitted by all appropriate vendors/contractors.</b>	Quarterly	1 <sup>st</sup> Quarter (01/01 - 03/31) 2 <sup>nd</sup> Quarter (04/01 - 06/30) 3 <sup>rd</sup> Quarter (07/01 - 09/30) 4 <sup>th</sup> Quarter (10/01 - 12/31)
Section 3 Subcontracting	If the contract is <i>equal to or exceeding \$100,000</i> , the vendor or contractor with subcontractors will complete Section 3 reports to disclose new Section 3 businesses contracted within the past quarter. <b>Submitted by all appropriate vendors/contractors.</b>	Quarterly	1 <sup>st</sup> Quarter (01/01 - 03/31) 2 <sup>nd</sup> Quarter (04/01 - 06/30) 3 <sup>rd</sup> Quarter (07/01 - 09/30) 4 <sup>th</sup> Quarter (10/01 - 12/31)

# Certified Payroll Reports

## Payroll File Upload

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

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



- a. **CPR-Auto** is a time-saving function if you have the initial time to set it up. This option will allow you to auto-submit your data by importing information from your accounting system. To use this function, you will need to report the name of your Accounting System and Version and upload an original sample file. Once this feature is set up, you can simply drag and drop your payroll reports into Elation.
  - b. If you do not have the time to set this up you should instead opt for CPR-Manual.
  - c. No Work Performed allows you to input a payroll report for when no work was performed for the pay period.
- 3) Click on **CPR-Manual**. A pop-up window titled 'Manual Submit' will appear. Complete the requested information, including subcontract, payroll end date, and number of trades per employee, and click **Submit**. (Please note that employees must be assigned to the project to be populated for this reporting. See guidance on adding and assigning employees on p. 9-12.)



**Manual Submit**

Payroll period type: Weekly

Select the subcontract:

Payroll Week Ending Date:  [\(Change Week Ending Day\)](#)

This is my Last Certified Payroll Report  Project Completed

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

	1	2	3
<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Bond (1234)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jane Doe (6531)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jane Doe (5566)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lori John (9876)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4) The Payroll Reporting Form window will open.

(1)		(2)	(3)	(4) (5) AND DATE							(6)	(7)	(8)							(9)	(10)	
NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE		WORK CLASSIFICATION	HOURS WORKED EACH DAY	Sat	Sun	Mon	Tue	Wed	Thu	Fri	TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (THIS / ALL)	DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS							NET WAGES PAID FOR WEEK	Check No /Date
				14	15	16	17	18	19	20				FICA	FED TAX	STATE TAX / LT	SDI	VAC HOLIDAY	HEALTH & WELF	PENSION		
James Bond 123 Main Street New York, NY 10001 xxx-xx-1234 <a href="#">remove this employee</a>		Journeyman Nassau Carpenter Building Millwright <input type="checkbox"/> Owner Operator/IND Contractor/Non Paid App	S											FICA	FED TAX	STATE TAX / LT	SDI	VAC HOLIDAY	HEALTH & WELF	PENSION		
Jane Doe 515 Broadway Albany, NY 12207 xxx-xx-6531 <a href="#">remove this employee</a>		Select Classification <input type="checkbox"/> Owner Operator/IND Contractor/Non Paid App	S											FICA	FED TAX	STATE TAX / LT	SDI	VAC HOLIDAY	HEALTH & WELF	PENSION		
Jane Doe 123 Something Lane Albany, NY 12240 xxx-xx-5566 <a href="#">remove this employee</a>		Select Classification <input type="checkbox"/> Owner Operator/IND Contractor/Non Paid App	S											FICA	FED TAX	STATE TAX / LT	SDI	VAC HOLIDAY	HEALTH & WELF	PENSION		
Lori John 25 Beaver St New York, NY 10012 xxx-xx-9876 <a href="#">remove this employee</a>		Select Classification <input type="checkbox"/> Owner Operator/IND Contractor/Non Paid App	S											FICA	FED TAX	STATE TAX / LT	SDI	VAC HOLIDAY	HEALTH & WELF	PENSION		

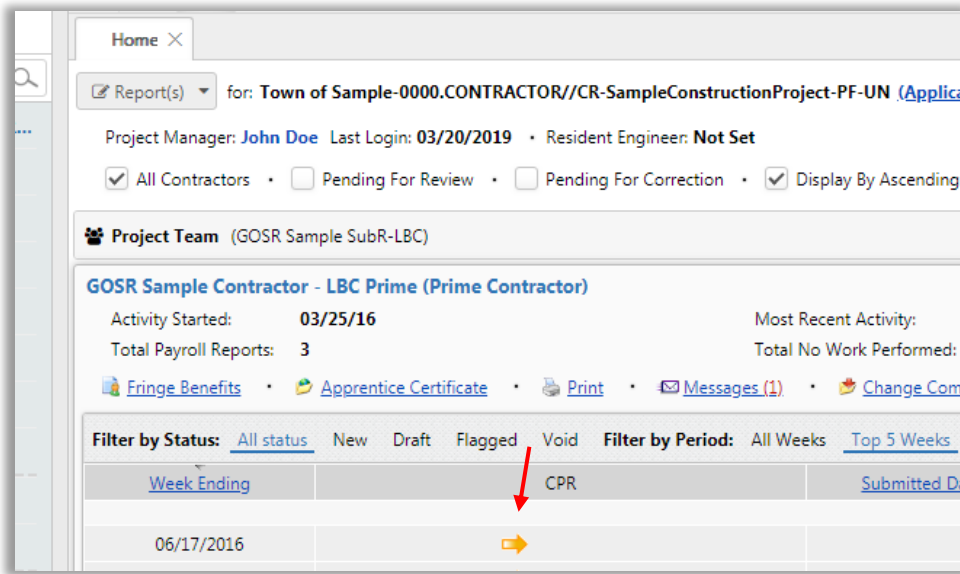
S = STRAIGHT TIME  
O = OVERTIME  
D = DOUBLETIME  
SDI = STATE DISABILITY INSURANCE

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

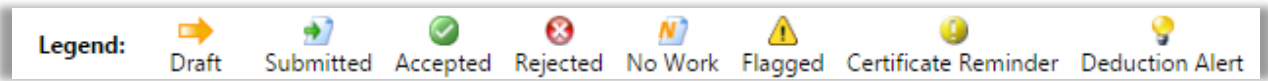
CERTIFICATION MUST be completed (See Statement of Compliance) [Add or View](#)

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

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



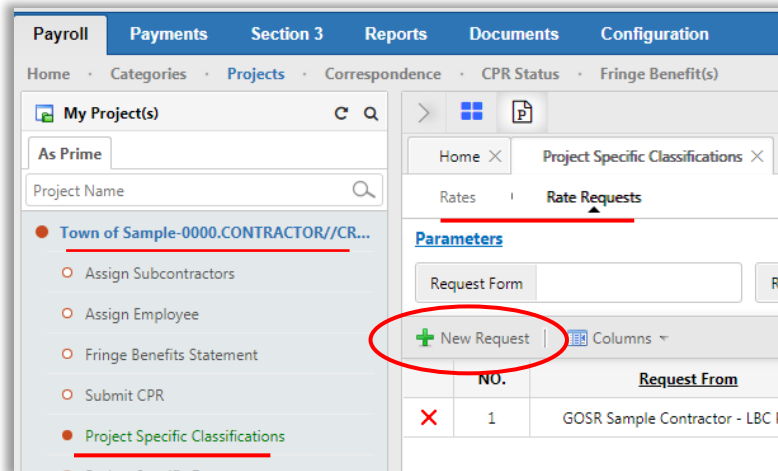
- 7) See the status bar at top right to identify the status of reports and any issues that might arise with reports.



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

## Project Specific Classifications Request

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



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

The screenshot shows a 'New Rate Request Report' form. The form is titled 'REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE' and contains various fields for contractor information, dates, and rates. A pop-up window is open for entering details for 'IN ORDER TO ESTABLISH THE FOLLOWING RATES FOR THE'. The pop-up window has fields for 'Location' (Montgomery), 'Determination' (No Selected), 'Construction Trade' (Journeyman), and 'Craft Description'. The main form has fields for 'TO: ADMINISTRATOR, Employment Standards Administration, WAGE AND HOUR DIVISION, U.S. DEPARTMENT OF LABOR, WASHINGTON, D.C. 20210', 'FROM: (REPORTING OFFICE) Governor's Office of Storm Recovery of HTFC, 25 Beaver Street, NEW YORK, NY 10004', 'CONTRACTOR: GOSR Sample Contractor - LBC Prime', 'DATE OF REQUEST: 03/21/2019', 'CONTRACT NUMBER: GOSR-2016-01', 'DATE BID OPENED (SEALED BIDDING): 01/31/2016', 'DATE OF AWARD: 02/15/2016', 'DATE CONTRACT WORK STARTED: 03/01/2016', 'DATE OPTION EXERCISED (IF APPLICABLE) (SERVICE CONTRACT ONLY):', 'PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED): Name: Town of Sample-0000.CONTRACTC, Description: Sample GOSR Construction Project', 'LOCATION (CITY, COUNTY AND STATE):', 'IN ORDER TO ESTABLISH THE FOLLOWING RATES FOR THE: DATED 03/18/2016, DATED 07/01/2015', 'WAGE RATE(S): 0.000, FRINGE BENEFITS PAYMENTS: 0.000', and 'SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)', 'SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE', 'SIGNATURE OF EMPLOYEE OR REPRESENTATIVE', 'TITLE', and 'CHECK APPROPRIATE BOX-REFERENCING BLOCK 13: AGREE, DISAGREE'.

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

<i>(IF ANY)</i>		
16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE		TITLE
		CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input checked="" type="checkbox"/> <b>AGREE</b> <input type="checkbox"/> <b>DISAGREE</b>
<b>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))</b>		
<input type="checkbox"/> THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.		
<input type="checkbox"/> 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.		
<i>(Send 3 copies to the Department of Labor)</i>		
SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NUMBER	DATE SUBMITTED
		<b>03/21/2019</b>
PREVIOUS EDITION IS USABLE		<b>STANDARD FORM 1444</b> (REV. 4/2013) Prescribed by GSA-FAR(48 CFR) 53.222(f)
<input type="button" value="Print to PDF"/> <input type="button" value="Save As Draft"/> <input type="button" value="Sign"/> <input type="button" value="Close"/>		

6) Upon signing the form, you can **Save as draft** for further review, or **Submit**.

# Payment Reporting

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

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

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

## **Lynne Corina-Chernosky, MBA**

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**\*You have completed Elation reporting!\***