eComply for NYCHA Contractors:

A Complete Guide to CPR, CHR, and Section 3 Reporting

NEW YORK CITY HOUSING AUTHORITY

Welcome and Objectives

Today we will cover the following topics:

NEW YORK CITY HOUSING AUTHORITY

01

Background

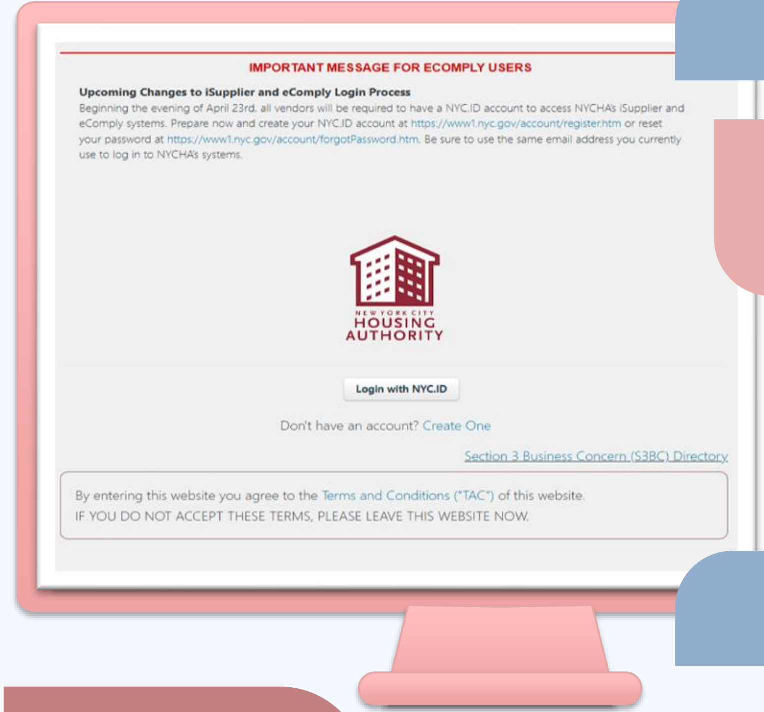
Understanding labor reporting requirements and eComply

What is eComply?

1. eComply is NYCHA's online labor compliance tool designed to enhance compliance and streamline payroll reporting for contractors and subcontractors on NYCHA contracts.

2. It is a portal that centralizes all required reporting for **Section 3, M/WBE, and labor compliance**. It is the sole submission method, serving as our single location for compliance documentation.

3. The platform also stores project documents and sign-in sheets, functioning as our project library.



Contractor Obligations for Certified Payrolls

The Certified Payroll Report (CPR) is required by federal regulations under the Davis-Bacon and Related Acts (DBRA) for all contracts where mechanics or laborers perform DBRA work and HUD adopts the DBRA federal standards for HUD Maintenance Wage Rate Decision (MWD) work.

CPRs must be submitted for all workers whose work is subject to the prevailing wage under the DBRA and the HUD MWD. All contractors performing work on our contracts must list their prevailing wage workers in their Certified Payroll Reports.

- **Pay Prevailing wages and benefits** - no less than the applicable prevailing wage and required benefits.
- **Submit accurate Certified Payrolls weekly**- Contractors must provide proof of compliance, including Certified Payrolls records.
- **Maintain payroll documentation** – and cooperate with NYCHA audits. Primes and subcontractors must keep copies of related agreements and payment records.

Meeting these obligations ensures smooth projects and protects both workers and contractors.

For questions, please email our prevailing wage team at : PrevailingWages@nycha.nyc.gov

NEW YORK CITY HOUSING AUTHORITY

Compliance (Certified Payrolls)

NYCHA's Prevailing Wage team is available to support contractors and ensure compliance on projects.

What to expect during oversight

- Contract Compliance Officers visit job sites to help ensure prevailing wage rules are being followed.
- They may interview workers, review payrolls, and examine inspection logs to confirm accuracy
- If issues are found, NYCHA will work with you to resolve them. Continued non-compliance can lead to penalties.

Learn more about NYCHA's Prevailing Wage Program : NYCHA's Prevailing Wage Initiative

For questions, please email our prevailing wage team at : PrevailingWages@nycha.nyc.gov

What is HUD Section 3?

(24 CFR Part 75 Subpart B).

What Is HUD Section 3
HUD Section 3 is intended to make sure that economic opportunities generated by HUD funded projects benefit low and very low-income individuals. Priority is given to residents who receive housing assistance.

NYCHA, its contractors, subcontractors, and development partners must make best efforts to

- provide employment and training opportunities to Section 3 workers.
- award subcontracts to business concerns that provide economic opportunities to Section 3 workers.

When Section 3 Applies

- ❑ **Section 3 applies to** HUD funded housing rehabilitation, housing construction, and other public construction projects.
- ❑ NYCHA **applies Section 3 requirements** to all qualifying contracts and projects and applies equivalent requirements to certain non-HUD funded projects.
- ❑ **Section 3 requirements apply to** NYCHA contracts covered under a Project Labor Agreement.

Section 3 does not apply to material supply only contracts.

Section 3 Benchmark: Contractors are considered to have complied with Section 3 requirements if they:

1. Certify that they have followed the prioritization of effort
2. And meet or exceed the applicable Section 3 benchmarks:

- 25% of total labor hours are performed by Section 3 Workers.
- 5% of total labor hours are performed by Targeted Section 3 Workers.

Please note that all hours performed by S3BCs count towards the Section 3 labor hour benchmark.

Professional Services
If a contract is entirely professional services, contractors may choose to project and report labor hours for Section 3 workers and or other economic opportunities.

If a contract includes both professional services and other types of work, and professional services hours are not reported, **labor hours for the other portions of work must still be reported.**

Professional Services from HUD Regulations (24 CFR Part 75 Subpart B) means non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

NEW YORK CITY HOUSING AUTHORITY

Additional Section 3 Compliance Guidance

NEW YORK CITY HOUSING AUTHORITY

For further guidance on NYCHA’s Section 3 requirements, please refer to the resource document links below.

- Section 3 Compliance Guidance for NYCHA DECAR and other Non–Professional Services Contracts
- Section 3 Compliance Guidance for NYCHA Professional Services Contracts
- Section 3 Resources

Compliance (Section 3)

NYCHA's Vendor Development and Support team oversees our **Section 3** program. They support contractors, track contractor's progress towards meeting the Section 3 benchmarks, and gather the Section 3 information needed for reporting to our oversight agencies.

What to expect for oversight

- Vendor Development and Support reviews Section 3 information in eComply.
- They also maintain NYCHA's Section 3 Business Concern Registry.
- Oversight is focused on reviewing documentation and reporting entered in eComply (CHRs, OEO outcome summaries and self-certifications).
- If issues are found, the Vendor Development team will work with you to resolve them. Continued non-compliance may lead to penalties.

Learn more: Doing Business with NYCHA– Section 3

Getting Started in eComply

02

Navigate with confidence

Signing into eComply

Instructions for First-Time Contractor Registration.

1	Create a NYCID account	• All contractors must have an **NYC ID** account. • Create one here: https://www1.nyc.gov/account. • Use the same email address for NYCID for all NYCHA Systems.
2	Register in iSupplier	• **New contractors**: Complete Prospective Supplier Registration form. • **Other contractors with no iSupplier account:** Complete iSupplier Account Request for Existing Vendors form . • For more information see iSupplier Portal Guide (isupplierguide.pdf)
3	Register in eComply	• To register, visit: https://nycha.ecomply.us/ and click "create one" • When prompted enter Agency Code: **NYCHA** -> Use your ***NYCID*** email as your username • Then submit profile request. If your registration is successful, you'll return to the login screen where you can use your NYC.ID email and password.

Questions ? Email NYCHA's SMP Vendor Development and Support team at:
eComply.support@nycha.nyc.gov

What is eComply Collecting?

Today we are covering these reports

Pre-Award (at Solicitation)

Program	Requirement	eComply Module
Section 3	Section 3 Plan at Solicitation	Section 3 REO/OEO Plans
Section 3	Identification of S3BCs for subcontracting	Section 3 business Concern (S3BC) Directory
M/WBE	Goal setting	M/WBE Utilization Plan

Post Award (after project start)

Program	Requirement	eComply Module
Section 3	Identification of Section 3 workers	Employee Profile
Labor	Reporting Labor hours subject to prevailing wage.	Certified Payroll Report (CPR).
Section 3	Reporting Labor hours NOT subject to prevailing wage	Certified Hourly Report (CHR) (submitted weekly or less frequently in some cases)
Section 3	Reporting OEO Information	Section 3 OEO Summary (submitted at minimum quarterly)

eComply Homepage Overview

Activities | Setup

Vendor Diversity

- Section 3 Self Registration
- S3BC Directory
- Section 3 REO and OEO Plans
- M/WBE Utilization Plan
- Section 3 OEO Summary

Documents

- Contractor Documents
- Employee Documents
- Sub's Employee Documents

Reports

- Standard Reports

Support

- Contact & User Guides
- Training Videos

Announcement Board

Unable to find Crafts and Classifications?? Please email eComply Tech support at support@ecomplysolutio ...read more

Vendors can reach out to the Prevailing Wage staff for AP help: Vendors can reach out to the following Prevailing Wage staf ...read more

Getting Started

Steps	Status	Description	Last Action
Step 1		Organization Profile Created	Completed: 05/11/22
Step 2		User Profile Completed	Completed: 05/11/22
Step 3		Signature Added	Completed: 05/11/22
Step 4		Crafts and Classifications Added (Click Here)	Completed: Pending
Step 5		Fringe Benefit Plans Added (Click Here)	Completed: Pending
Step 6		Fringe Benefit Package Added (Click Here)	Completed: Pending
Step 7		Fringe Benefit Statement Submitted (Click Here)	Completed: Pending
Step 8		Employees Added (Click Here)	Completed: Pending
Step 9		CPRs Submitted (Click Here)	Completed: Pending

eComply Homepage Overview

Activities | Setup

Welcome to NYCHA's eComply System

Certified Reports

- My Organization
- Manage Subcontractors
- Craft and Classification
- Fringe Benefit Plan / Program
- Fringe Benefits Package
- My Employees
- Payroll Upload Settings

Account Settings

- My Profile
- User Management
- Alerts

Action Items

CPR Package(s) rejected by Project Officer. To view the rejected CPR Package(s), please check the following project(s):

- 1524368-0059/PATTERSON/Fed/Federal
- 1925098-0438/WASHINGTON/City/City Mayoral
- 1925099-0139/KINGSBOROUGH/City, Fed, State/City Council, Federal, State
- 2331255-0002/RIIS I, RIIS II/Fed/Federal

Page 1 of 1

You need to submit CPR(s) for the following project(s):

- 2102315-1356/BAYVIEW-0670/Fed/GF01
- 1924847-0008/KINGSBOROUGH/Fed/Federal
- 2102315-1225/CASTLE HILL-0431/Fed/GF01
- 2102315-109/JOHN MITCHEL-0249/City/C021
- 1925098-0016/CONEY ISLAND I (SITE 8), O'DWYER GARDENS, SURFSIDE GARDENS/Fed/FEDERAL
- 2102315-163/BROWNSVILLE SC-S512/City/C021
- 1917786-0003/PINK/City/City Council
- 2102315-696/MORRISANIA AIR -0385/City/C021
- 1925099-0138/FIRST HOUSES/Fed/Federal
- 2015479-398/RED HOOK WEST-0230/Fed/GF01

Show all

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CPR Overview- Setup

03

- Add prevailing wage titles (CPR only)
- Create Fringe Benefits and Package (CPR only)
- Add employees (CPR and CHR)

1

Add Employee Titles

Add all <u>prevailing wage titles</u> you plan to use for your project before creating a CPR.

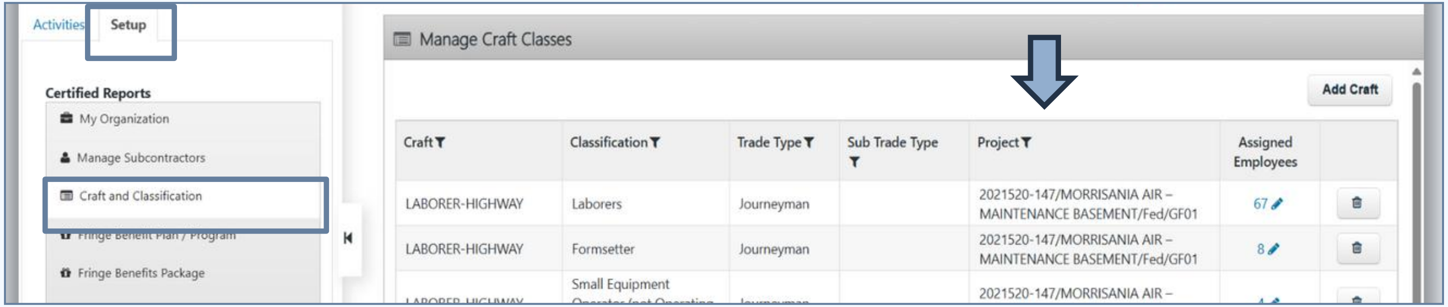
- Titles represent the work you plan to perform on your projects, such as Laborer, Operating Engineer, or Plumber. eComply understands titles as crafts and classifications.
- The **Craft and Classification** page, is where you can manage or add job titles for your projects. Check the titles created for <u>each project</u> to make sure they are correct.

2

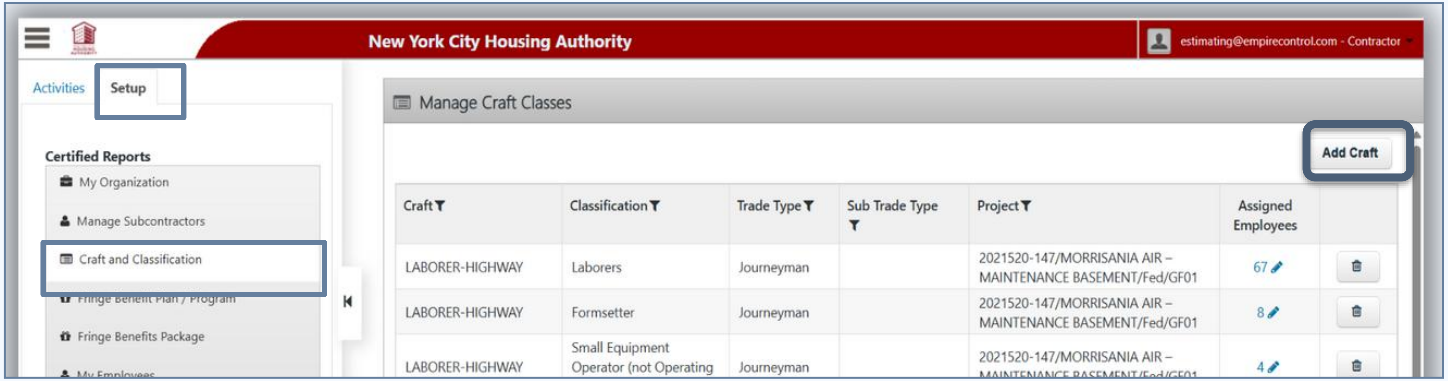
Important: Titles do not carry over between projects.
If a craft or classification already exists in eComply for another project, you must add it again to every new project where it will be used. If the title is not added to the specific project, it will not appear in your CPR and cause errors.

3

Check that your Craft and Classification is added to all relevant projects.



Add Employee Titles



ADD TITLES

- Click **Setup** in the upper-left corner to expand the menu options.
- Under Certified Reports, select **Crafts and Classifications**. This is where you manage titles for each project.

Check Project Association

- Seeing a craft/class on the manage craft classes page does <u>NOT</u> mean it is linked to your new project.
- You must check that each craft/class is associated with **THIS** specific project.
- If the title does not appear under the project, click Add Craft in the upper-right corner to associate it.

1

Add Employee Titles

- Find your project missing a title using its corresponding purchase order (PO) or contract number.
- Search for the **Crafts and Classifications** relevant to your project.
- Click the **Add** button on any titles that apply then **save changes**.

2

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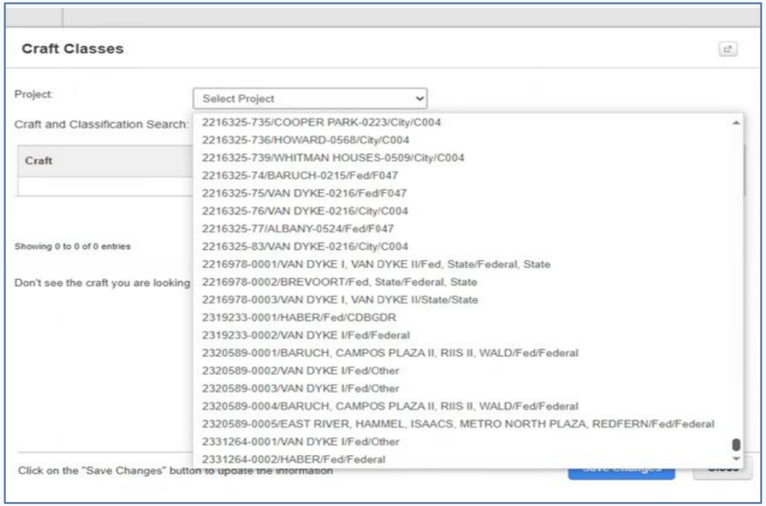
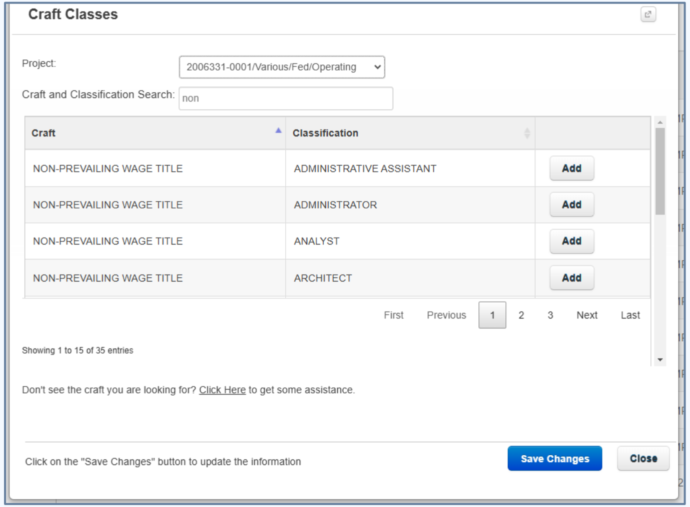


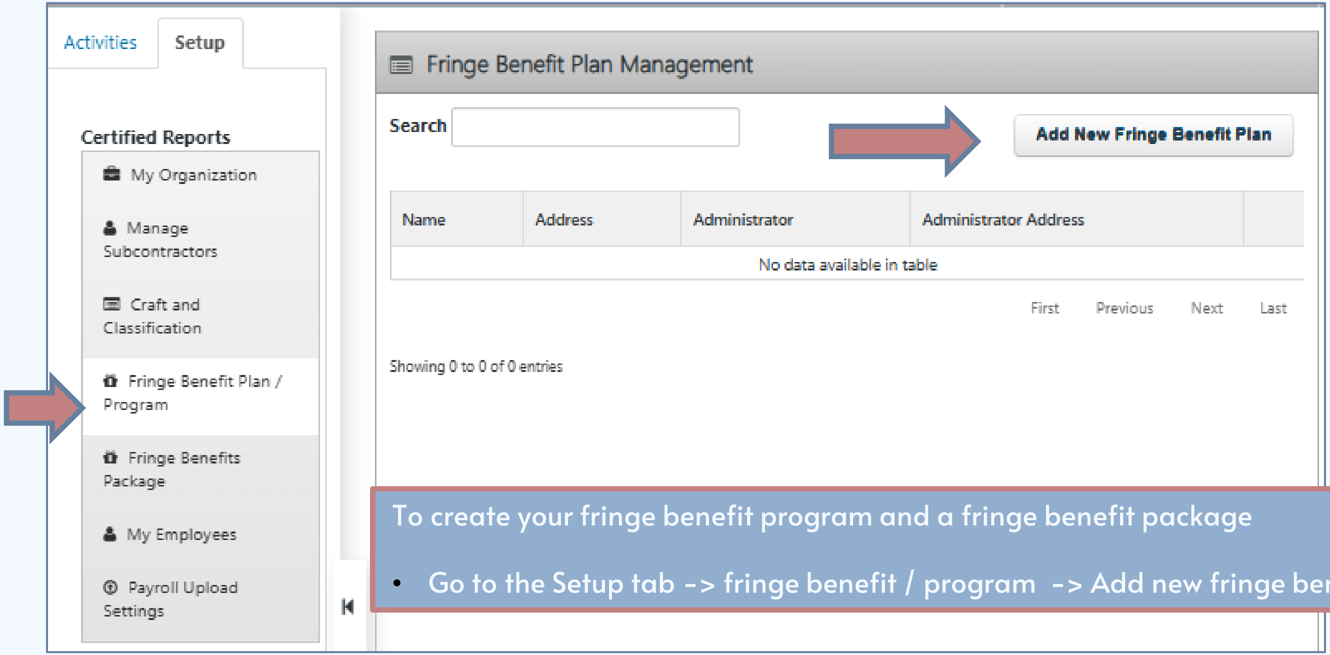


- Repeat until you added all titles needed for your project.

2 Adding Fringe Benefits

CPRs require fringe benefit details for employees. This step applies only to CPRs.
You are entering the plan or program information for the benefits that you are offering your employees.

3

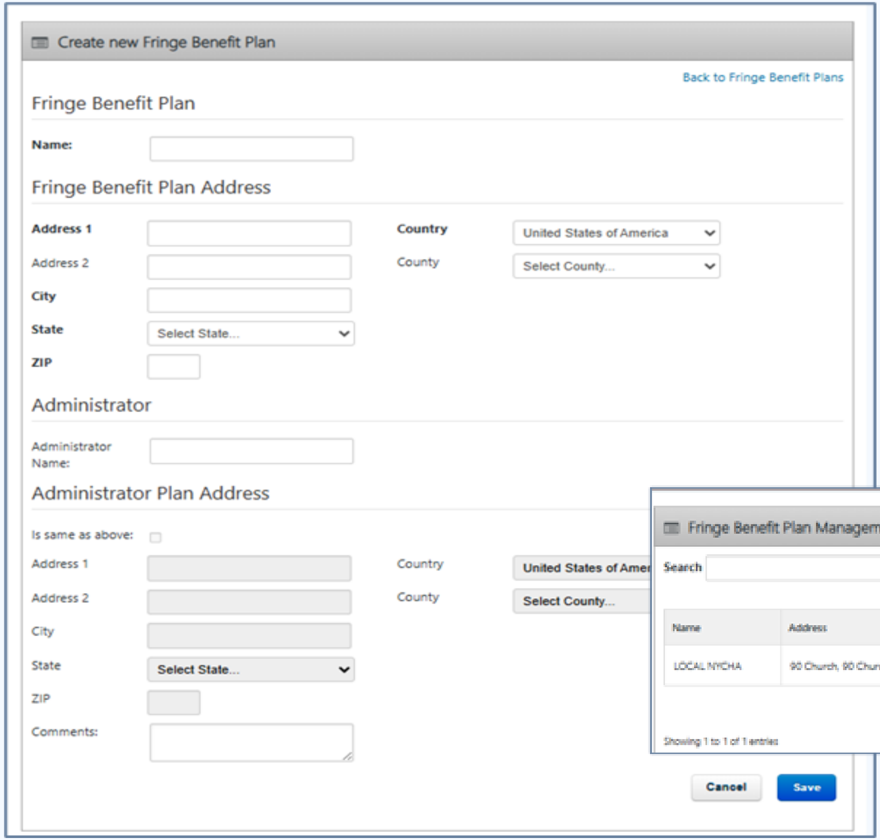


To create your fringe benefit program and a fringe benefit package

- Go to the Setup tab -> fringe benefit / program -> Add new fringe benefit plan button.

2 Adding Fringe Benefits

3

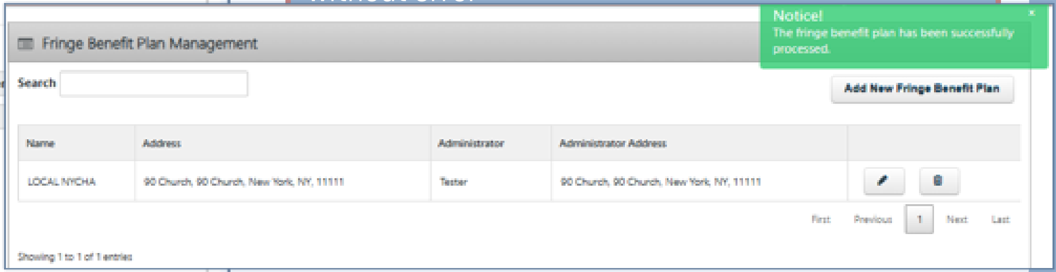


- Name your plan
- Add the address information (you do not need to add the administrator information.)
- Save

You'll return to the Plan Management screen where:

- The pencil icon allows you to edit
- The Trash icon allows you to delete

A green pop up means that your entry saved without error



2

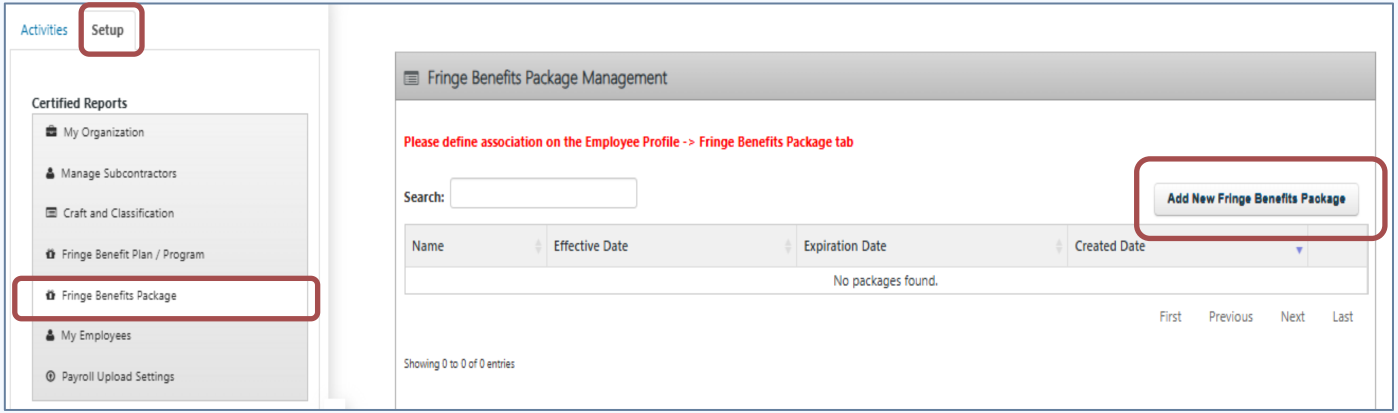
Adding Fringe Benefits Package

3

Use the **Fringe Benefits package** section to enter hourly fringe benefit rates for your employees. Create separate packages when different rates apply.

Create to create separate packages:

- Employees earn different hourly rates.
- Journeymen and apprentices have different benefits.
- Wage rates differ but benefit contributions are the same. Enter benefits only and leave the hourly rate blank.



To get started

- Go to Setup
- Select Fringe Benefits Package
- Click Add New Fringe Benefits Package

2 Adding Fringe Benefits

3

Add Fringe Benefits Package

Fringe Benefits Package Name:

Effective Date: Expiration Date:

Hourly Fringe Benefit	Fringe Benefit Plan	Regular	Swing	Graveyard	Overtime 1.5X	Overtime 2X	Overtime 3X	Overtime 4X	Paid Holiday
Hourly Rate		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Cash in lieu of Fringe Benefits		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Savings		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Travel/Subsistence		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Fund Admin		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Payments		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Dues		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Health & Welfare		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Pension/Retirement		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Vacation/Holiday		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Training		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Fringe Benefits		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

	Other Fringe Benefit Type								
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Save Cancel

Add a New Benefit Package

Enter:

- Package Name (required)
- Effective and Expiration Dates (optional)

Enter hourly rates for:

- Regular
- Swing/Split Shift
- Graveyard (Overnight)
- Overtime
- Cash in Lieu of Fringe Benefits (if applicable)

2 Adding Fringe Benefits

3

Enter the amounts for the benefits that apply to **your** employees.

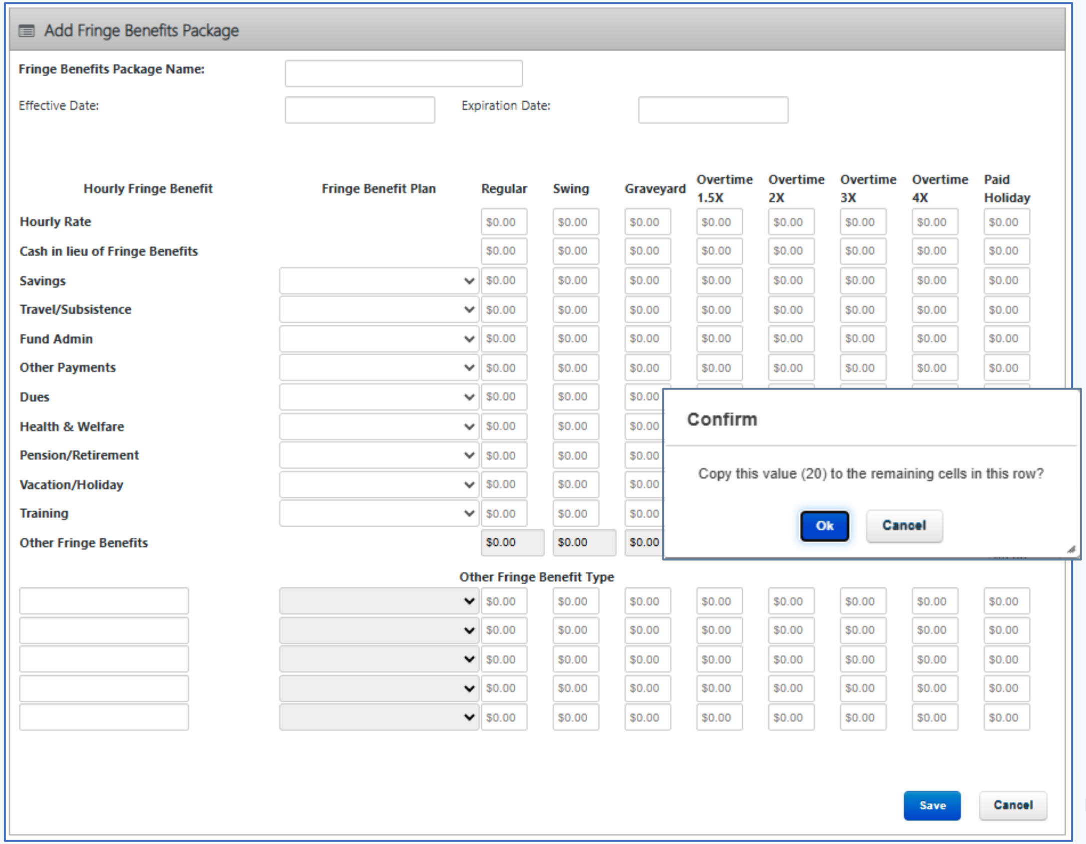
Additional fringe benefit boxes are available if you need to indicate additional fringe benefit types.

Enter the title.

Click "select a plan" to see the drop-down of available plans.

And then again, you'll receive this pop-up. Select "OK" if you want to fill the other fields.

And then once you've completed the package, you want to make sure you select the blue **Save** option.



2 Adding Fringe Benefits

3

Warning! ×
Reminder! After you create a Fringe Benefits Package, you can only use it after you associate it to an employee or classification. Click the 'Define Association' button for more information

Fringe Benefits Package Management

Search:

Add New Fringe Benefits Package

Name	Effective Date	Expiration Date	Created Date	
Asbestos Local 12A (JM)	07/04/2022	12/31/2022	07/10/2022	Define Association
Asbestos Local 12A (JM) -2023	01/01/2023	12/31/2023	10/14/2022	Define Association
Asbestos Local 78- Apprentice 1st Year	07/04/2022	01/01/2023	11/02/2022	Define Association
Bricklayer (JM)	07/01/2021	07/04/2022	08/24/2022	Define Association
Bricklayer Foreman	07/01/2023	06/30/2024	03/12/2024	Define Association
Bricklayer Foreman (Copy)	07/01/2024	06/30/2025	08/27/2024	Define Association
Bricklayers (JM)	07/04/2022	07/03/2023	07/10/2022	Define Association
Bricklayers (JM) 23-24	07/01/2023	06/30/2024	08/03/2023	Define Association
Building/Residential Carpenters (JM) (Copy)	07/01/2023	06/30/2024	10/17/2023	Define Association
Carpenters (JM)	07/04/2022	06/30/2023	07/10/2022	Define Association

After saving, you'll return to the **Package Management** screen and see an orange **warning message** to define associations.

Steps to Define Association

- Click **Define Association.**
- Select the **Crafts** linked to this package.
- Choose the **Trade Type** (Journeyman or Apprentice).
- If Apprentice, select the **Subtrade Type** (level or year).
- You can select multiple crafts.
- Click **Save.**

You'll see a green pop-up message confirming that the association was saved.

2 Adding Fringe Benefits

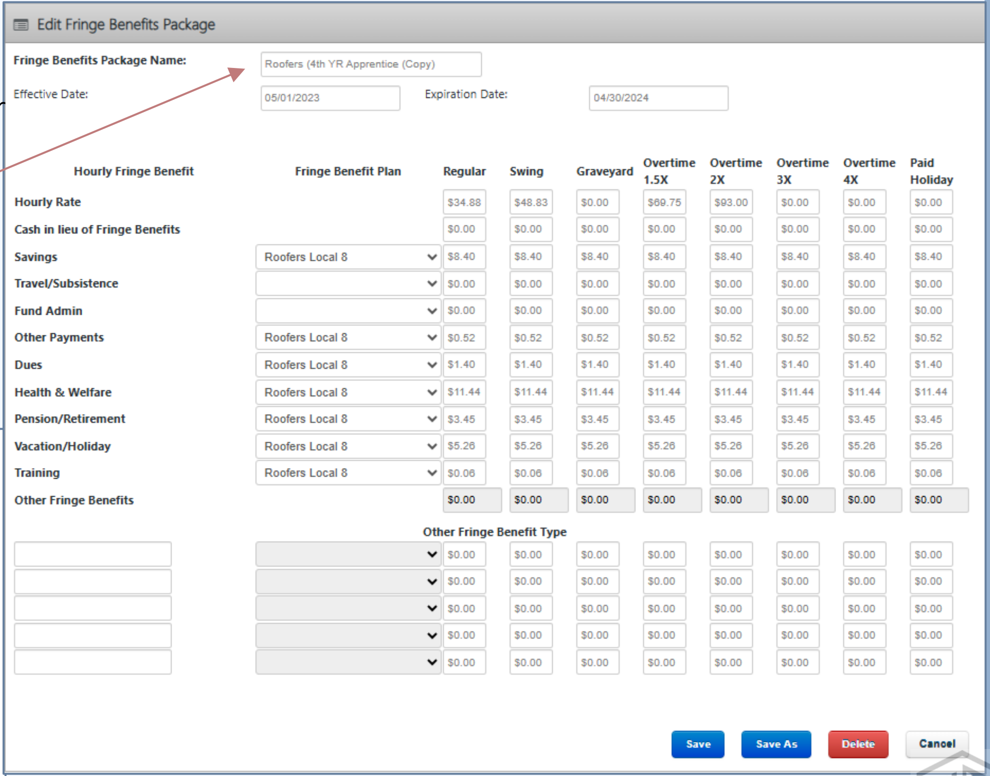
3

<u>Duplicate an Existing Package</u> (OPTIONAL)

If you want to use an existing package as a template, you have the option to create a duplicate and skip retyping your values. Here's how:

- Click the **Pencil icon** next to the package.
- Change the **Package Name** immediately.
- Make your edits.
- Click **Save As** to create a new version.

Don't forget to **define the association** for the new package. And **SAVE**



Edit Fringe Benefits Package

Fringe Benefits Package Name: Roofers (4th YR Apprentice (Copy)

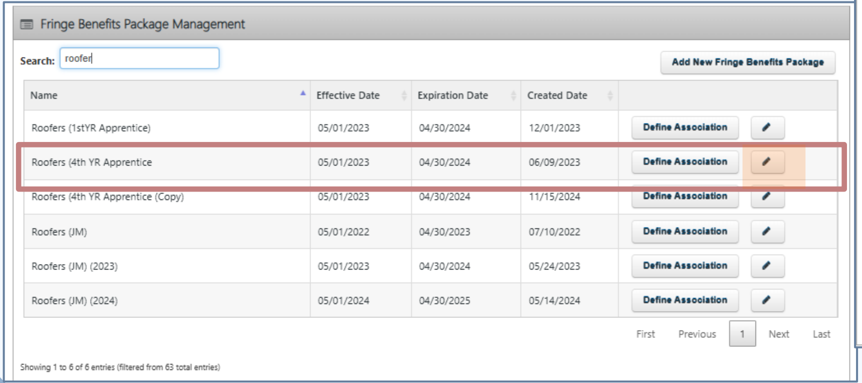
Effective Date: 05/01/2023 Expiration Date: 04/30/2024

Hourly Fringe Benefit	Fringe Benefit Plan	Regular	Swing	Graveyard	Overtime 1.5X	Overtime 2X	Overtime 3X	Overtime 4X	Paid Holiday
Hourly Rate		$34.88	$48.83	$0.00	$69.75	$93.00	$0.00	$0.00	$0.00
Cash in lieu of Fringe Benefits		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Savings	Roofers Local 8	$8.40	$8.40	$8.40	$8.40	$8.40	$8.40	$8.40	$8.40
Travel/Subsistence		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Fund Admin		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Payments	Roofers Local 8	$0.52	$0.52	$0.52	$0.52	$0.52	$0.52	$0.52	$0.52
Dues	Roofers Local 8	$1.40	$1.40	$1.40	$1.40	$1.40	$1.40	$1.40	$1.40
Health & Welfare	Roofers Local 8	$11.44	$11.44	$11.44	$11.44	$11.44	$11.44	$11.44	$11.44
Pension/Retirement	Roofers Local 8	$3.45	$3.45	$3.45	$3.45	$3.45	$3.45	$3.45	$3.45
Vacation/Holiday	Roofers Local 8	$5.26	$5.26	$5.26	$5.26	$5.26	$5.26	$5.26	$5.26
Training	Roofers Local 8	$0.06	$0.06	$0.06	$0.06	$0.06	$0.06	$0.06	$0.06
Other Fringe Benefits		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Other Fringe Benefit Type

		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Save | Save As | Delete | Cancel



Fringe Benefits Package Management

Search: roofer

Add New Fringe Benefits Package

Name	Effective Date	Expiration Date	Created Date		
Roofers (1stYR Apprentice)	05/01/2023	04/30/2024	12/01/2023	Define Association	
Roofers (4th YR Apprentice	05/01/2023	04/30/2024	06/09/2023	Define Association	
Roofers (4th YR Apprentice (Copy)	05/01/2023	04/30/2024	11/15/2024	Define Association	
Roofers (JM)	05/01/2022	04/30/2023	07/10/2022	Define Association	
Roofers (JM) (2023)	05/01/2023	04/30/2024	05/24/2023	Define Association	
Roofers (JM) (2024)	05/01/2024	04/30/2025	05/14/2024	Define Association	

First Previous 1 Next Last

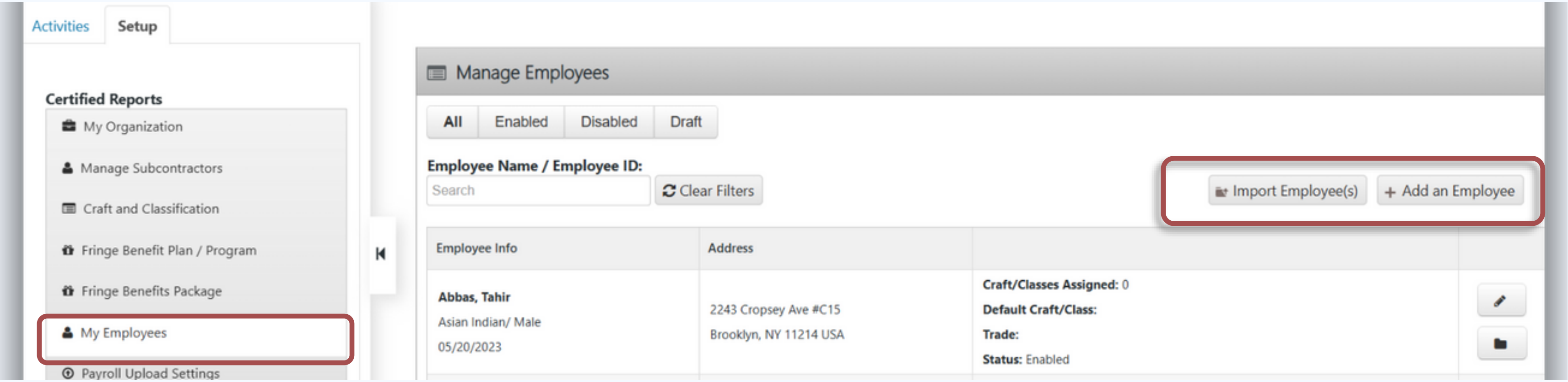
Showing 1 to 6 of 6 entries (filtered from 63 total entries)

3 Adding an Employee

The last setup step in setting up your Company for CPRs is adding your employees to your project. This is where you link your titles and fringe to each employee.

There are two methods available for adding employees:

- **Manually:** Employees are added individually by entering their details directly into the system.
- **By Import:** Multiple employees can be added by import. You can use the **eComply Core Employee Import Template**, which allows for bulk uploads.



3 Adding an Employee (by import)

Importing employees in e–Comply allows you to add multiple employees at once, rather than entering each one individually. This method is particularly beneficial when managing large batches of employees (e.g., 50+), as it saves significant time compared to manual entry.

When adding employees in e–Comply, specific fields (in red) are required to ensure accurate reporting and compliance. While only required fields are mandatory, we encourage you to provide as much additional information as possible, such as Hire Date, Legal Status, and detailed Supplemental Benefits.

This method requires that you are mindful of the information you are adding. Double check your entries before the upload. Comprehensive data ensures accuracy, improves reporting quality, and supports efficient employee management within e–Comply.

fx 1/4/2013

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
AlienNo	Assign EmpId	DOB	Gender	HireDate	IsNewHire	IsActive	MaritalStatus	LegalStatus	EADExpirationDate	SSN	Section3	TaxExemption	Suplemental BenefitsU	Suplemental BenefitsE	Suplemental BenefitsO	First Nam	Ethnicity	LastNam e
		1/1/1988	M	1/1/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Tom	01	Smith
		1/2/1988	F	2/2/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Lisa	01	Smith
		1/3/1988	M	3/5/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Tom	01	Smith
		1/4/1988	F	4/6/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Lisa	01	Smith
		1/5/1988	M	5/8/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Tom	01	Smith
		1/6/1988	F	6/9/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Lisa	01	Smith
		1/7/1988	M	1/1/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Tom	01	Smith
		1/8/1988	F	2/2/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Lisa	01	Smith
		1/9/1988	M	1/1/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Tom	01	Smith

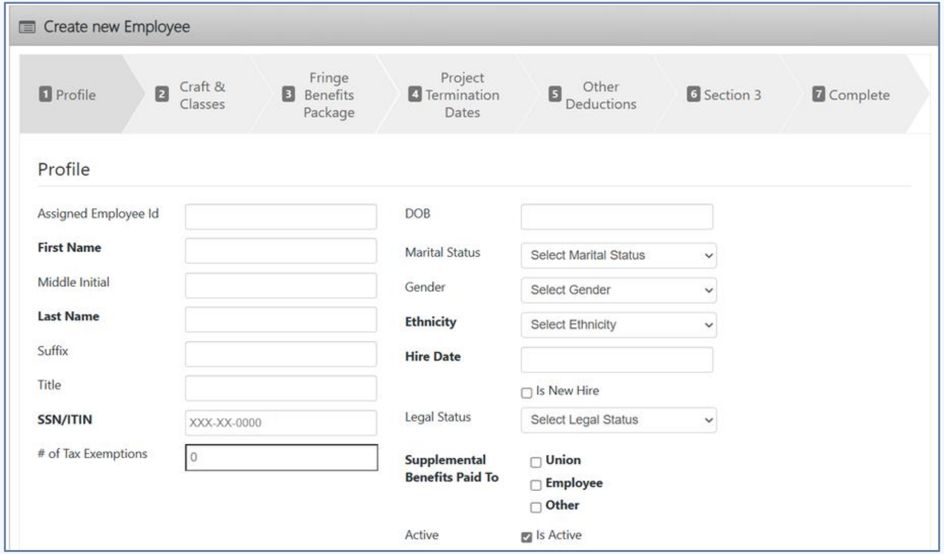
3 Adding an Employee (Manually)

Complete the "Create New Employee" Wizard

A step-by-step wizard will guide you through entering the employee's information.

Step 1: Profile

- Fill out all required fields (in bold).
- Optional fields should also be completed if applicable.
- Double-check all entered information before moving to the next step.



Section 3 New Hire:

A *new hire* refers to an employee that is hired after the contract is awarded.

To be considered a <u>Section 3 new hire</u>, an individual must meet the income criteria defined by HUD as a "low-income" resident, often including those living in public housing or receiving Section 8 housing assistance.

HUD publishes income guidelines here:

Employer responsibility:

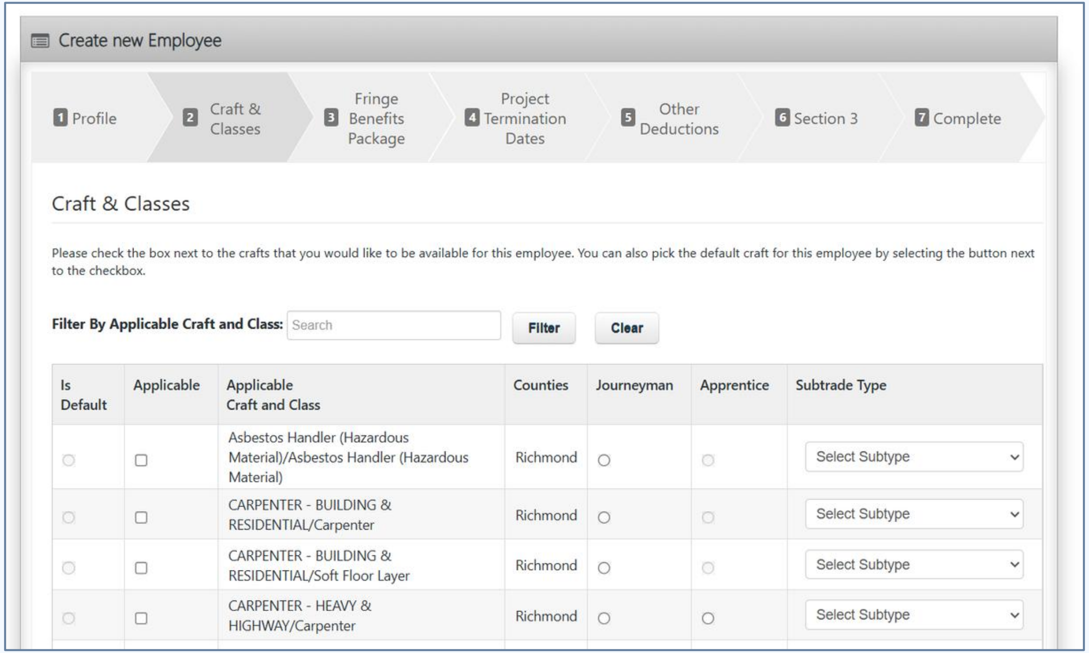
Companies receiving HUD funding for housing projects are required to actively seek and hire Section 3 residents when new positions open up.

Documentation:

Employers must document the Section 3 status of new hires by verifying their income and housing situation

3 Adding an Employee Manually

Step 2: Craft & Classes

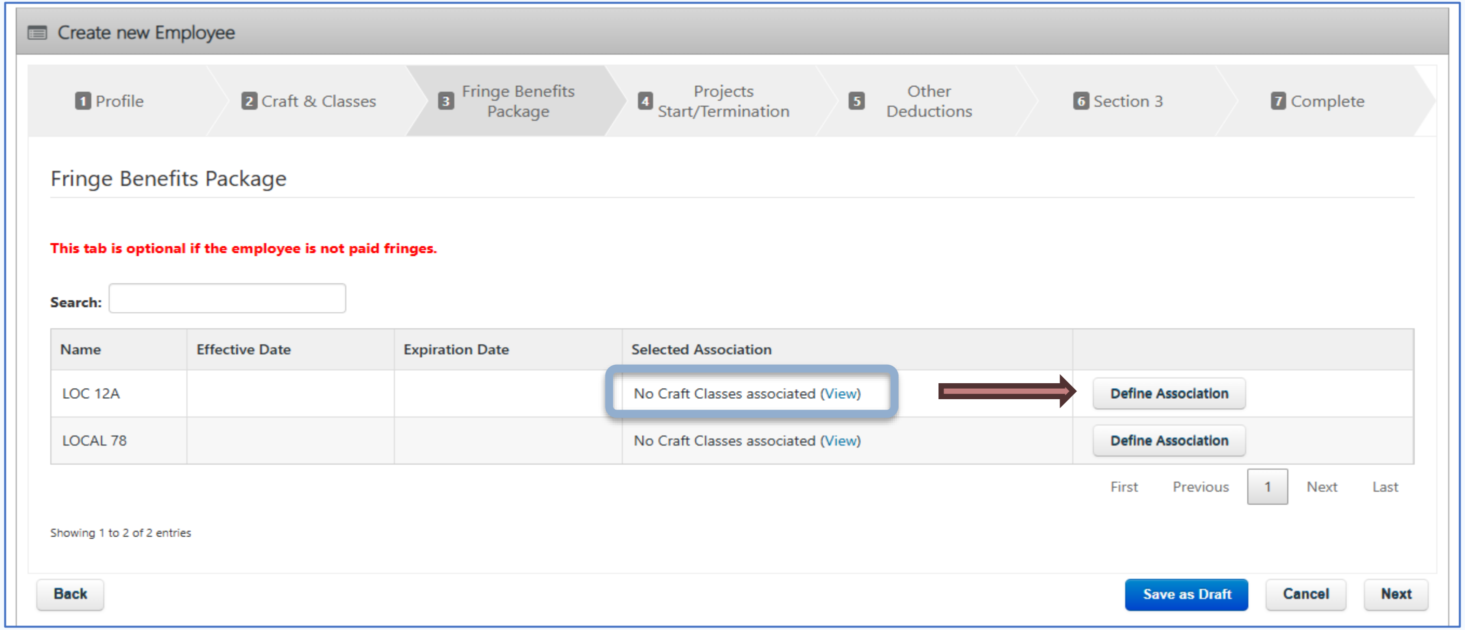


- Select the title or class that the employee is associated with.
- The trade type will default to journeyman.
- If you have apprentices, once you provide the apprentice information, you'll be able to select the apprentice trade type.
- If the employee is tied to multiple titles, you can associate them with more than one at this stage.

3 Adding an Employee Manually

Step 3: Fringe Benefits Package

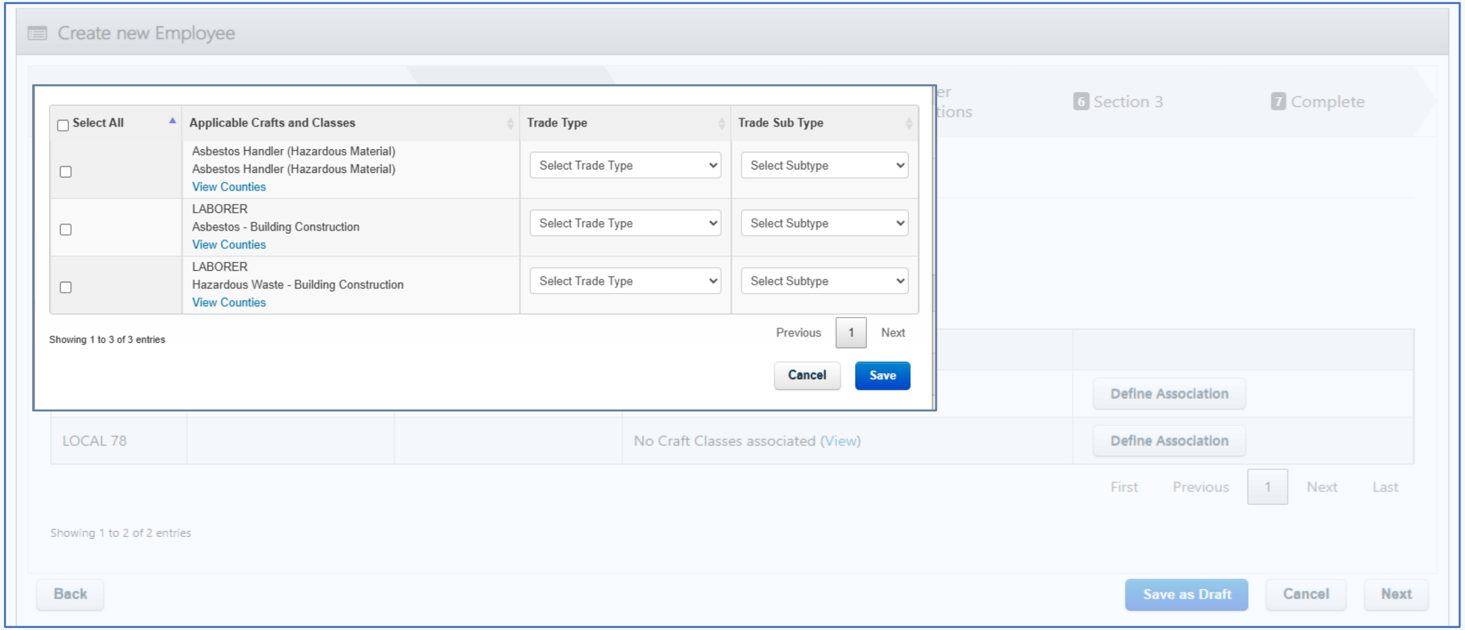
- If you did not define an association when creating packages, you can do it here.
- Click **Define Association** next to the applicable package.



3 Adding an Employee Manually

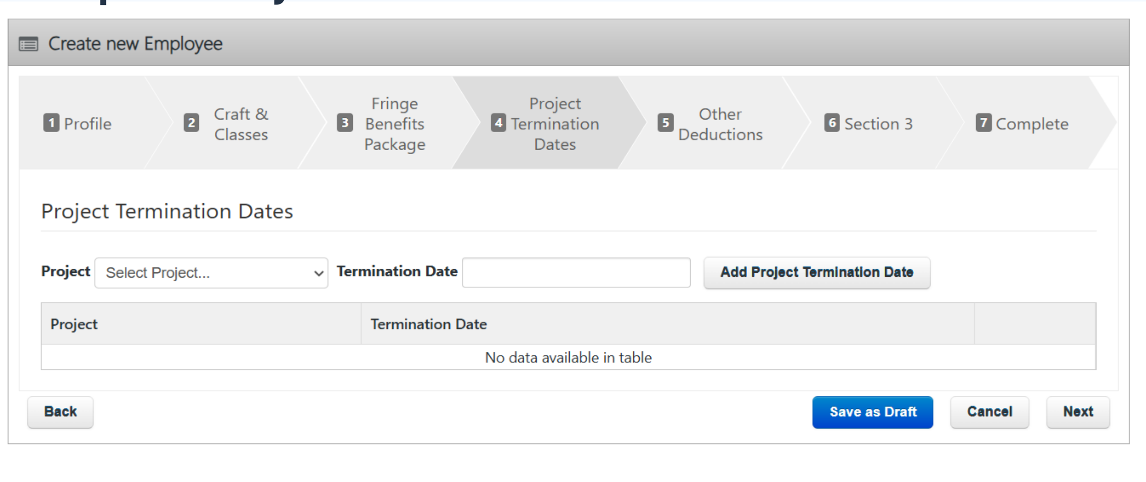
Step 3: Fringe Benefits Package… Continued

- Select the correct **craft and classes.**
- Click **Save** when finished.
- Then click **next.**



3 Adding an Employee Manually

Step 4: Project Termination Dates

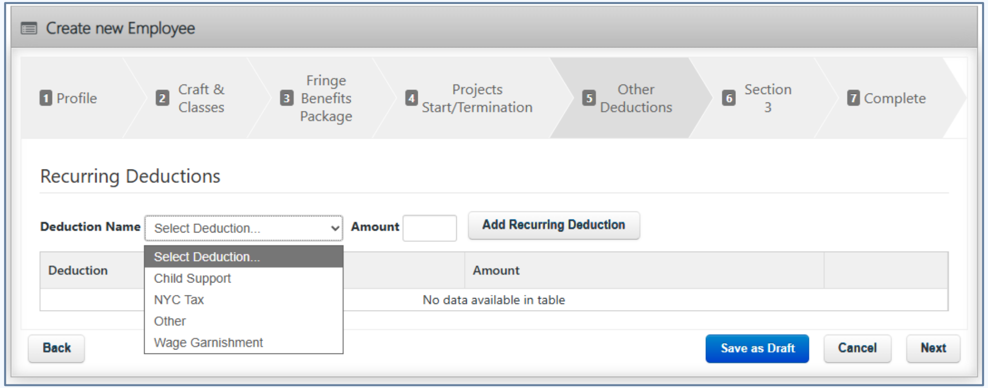


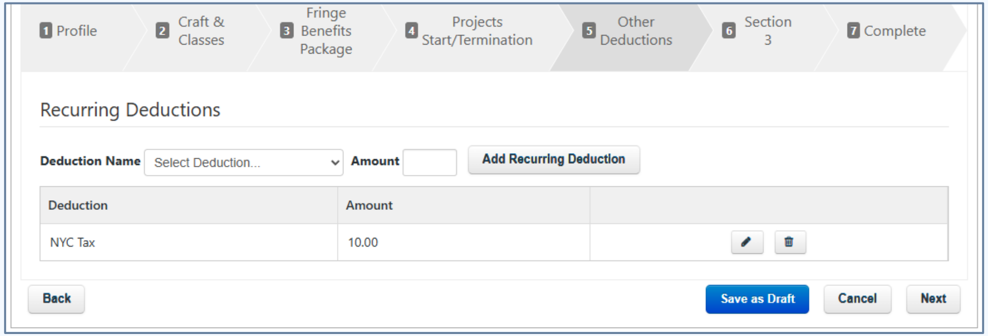
- Use this tab to set an end date for a specific project.
- Select the project from the **drop-down menu**.
- Enter the **termination date for the project**.

3 Adding an Employee Manually

Step 5: Other Deductions

- Enter recurring, fixed deductions (e.g., wage garnishments, child support).
- Select the **deduction type** from the drop-down.
- Enter the **dollar amount**.
- Click **Add Recurring Deduction**.
- After adding all deductions that apply for this employee, select **next**.





Who qualifies as a Section 3 worker?

A Section 3 worker is any worker who fits or when hired in the past 5 years fit at least one of the following:

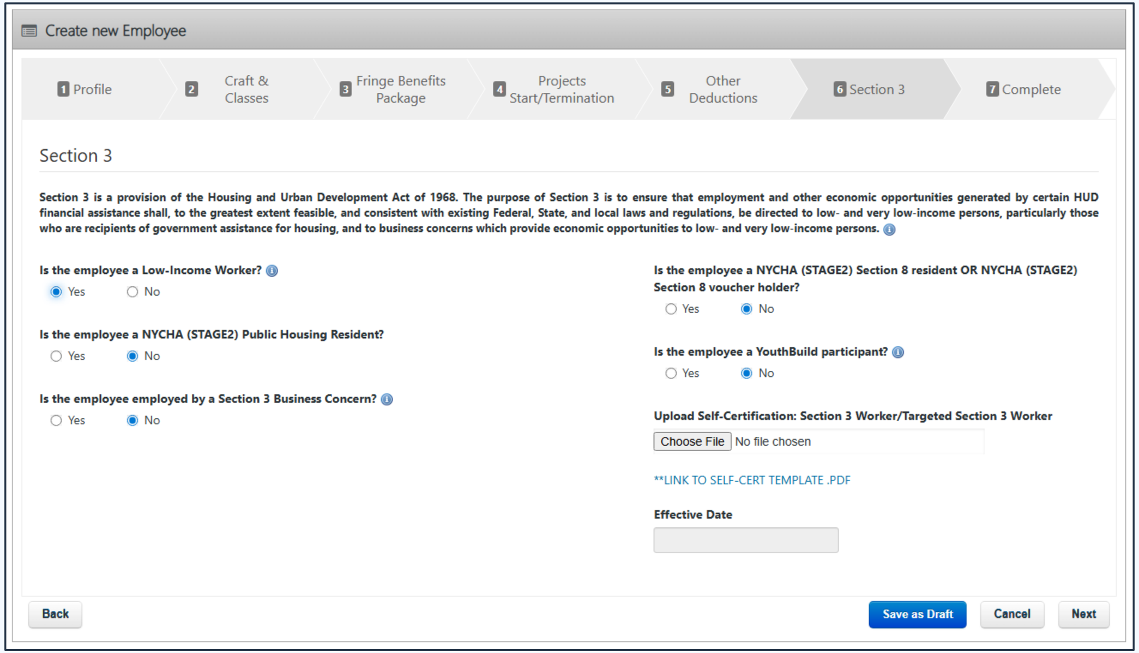
- Their household income is at or below HUD income limits
- They are employed by a Section 3 Business Concern
- They are a YouthBuild participant

Targeted Section 3 Worker for public housing financial assistance means a Section 3 worker who is:

- A worker employed by a Section 3 Business Concern; or
- A worker who fits or when hired within the past 5 years fit one of the following:
  - A resident of public housing or Section-8 assisted housing; or
  - A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance; or
  - A YouthBuild participant

HUD income limits are updated annually. Please visit the HUD Income limits website for most recent income limits established by HUD .

3 Adding an Employee Manually


Create new Employee

1 Profile | 2 Craft & Classes | 3 Fringe Benefits Package | 4 Projects Start/Termination | 5 Other Deductions | 6 Section 3 | 7 Complete

Section 3

Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

Is the employee a Low-Income Worker?
Yes No

Is the employee a NYCHA (STAGE2) Public Housing Resident?
Yes No

Is the employee employed by a Section 3 Business Concern?
Yes No

Is the employee a NYCHA (STAGE2) Section 8 resident OR NYCHA (STAGE2) Section 8 voucher holder?
Yes No

Is the employee a YouthBuild participant?
Yes No

Upload Self-Certification: Section 3 Worker/Targeted Section 3 Worker
Choose File No file chosen

**LINK TO SELF-CERT TEMPLATE .PDF

Effective Date

Back | Save as Draft | Cancel | Next

Step 6: Section 3

- You **must** answer the five questions regarding the employee's Section 3 status.
- If **Yes** is selected in response to any of the five questions, then the employee will be marked as a Section 3 worker, and you will be prompted to upload the Self-Certification form.

It is important to accurately reflect the employee's Section 3 status in their employee profile as it will be tied to the CPRs and CHRs submitted for the employee and will serve as the data used to track Section 3 compliance.

- At the end of the profile, click **Save Employee.**

See Appendix C for additional Section 3 policy detail: Go to Appendix C

How Section 3 self certification works

1. Workers complete the Section 3 self certification form.
2. Vendors collect the completed form.
3. Vendors upload the form to eComply.
4. NYCHA verifies residency status when applicable.

- Download NYCHA's Section 3 worker Self Certification Form : linked here
- The HUD changes eligible income limits every year by location. Check your local income limit here: HUD Area Median Income (AMI) Table.
- You can find more information on self certification and the HUD income limits in our appendix.

Reset

SELF-CERTIFICATION: SECTION 3 WORKER/ TARGETED SECTION 3 WORKER	NEW YORK CITY HOUSING AUTHORITY VENDOR INTEGRITY AND SUPPLIER DIVERSITY DEPARTMENT

The purpose of HUD's Section 3 program is to provide employment, training & contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. A Section 3 Worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor.

I, ______________________, a legal resident of ______________________

______________________ *(permanent address where you reside)* hereby certify that I qualify as a:

Section 3 Worker (*please select ONE of the following*):

☐ A low or very low-income resident *(the worker's individual income for the previous or annualized calendar year is below the income limit established by HUD as published on the HUD website, see link on page 2)*; **or**

☐ Employed by a Section 3 Business Concern *(as defined on page 2)*; **or**

☐ A YouthBuild participant

Targeted Section 3 Worker (*please answer the following questions*):

Do you reside in a NYCHA public housing development?
☐ **Yes** ☐ **No**

If Yes, please list the name of the NYCHA public housing development ______________________

____

Are you a NYCHA Section 8 resident or a NYCHA Section 8-assisted housing voucher holder?
☐ **Yes** ☐ **No**

EMPLOYEE STATEMENT OF CERTIFICATION

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

______________________ ______________________
Print Name *Date*

______________________ ______________________
Signature *Date Hired*

Employers must retain this form in their Section 3 Compliance file for five years for auditing review purposes.

NYCHA 136.139 (Rev. 9/30/21) v2

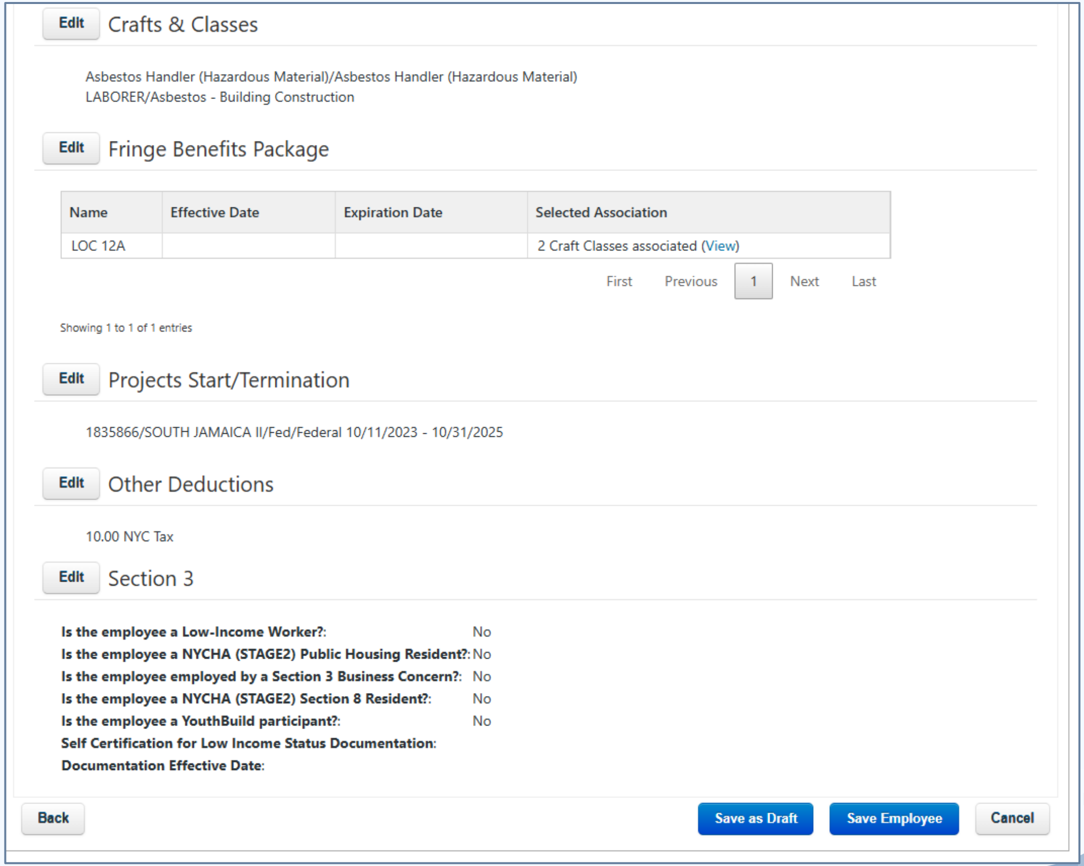
1 of 2

NEW YORK CITY HOUSING AUTHORITY

3 Adding an Employee Manually

Step 7: Review your employee details

Last and final step is to review what you entered, and you have the option to save the employee or save this entry as a draft.



Edit Crafts & Classes

Asbestos Handler (Hazardous Material)/Asbestos Handler (Hazardous Material)
LABORER/Asbestos - Building Construction

Edit Fringe Benefits Package

Name	Effective Date	Expiration Date	Selected Association
LOC 12A			2 Craft Classes associated (View)

First Previous 1 Next Last

Showing 1 to 1 of 1 entries

Edit Projects Start/Termination

1835866/SOUTH JAMAICA II/Fed/Federal 10/11/2023 - 10/31/2025

Edit Other Deductions

10.00 NYC Tax

Edit Section 3

Is the employee a Low-Income Worker?: No
Is the employee a NYCHA (STAGE2) Public Housing Resident?: No
Is the employee employed by a Section 3 Business Concern?: No
Is the employee a NYCHA (STAGE2) Section 8 Resident?: No
Is the employee a YouthBuild participant?: No
Self Certification for Low Income Status Documentation:
Documentation Effective Date:

Back Save as Draft Save Employee Cancel

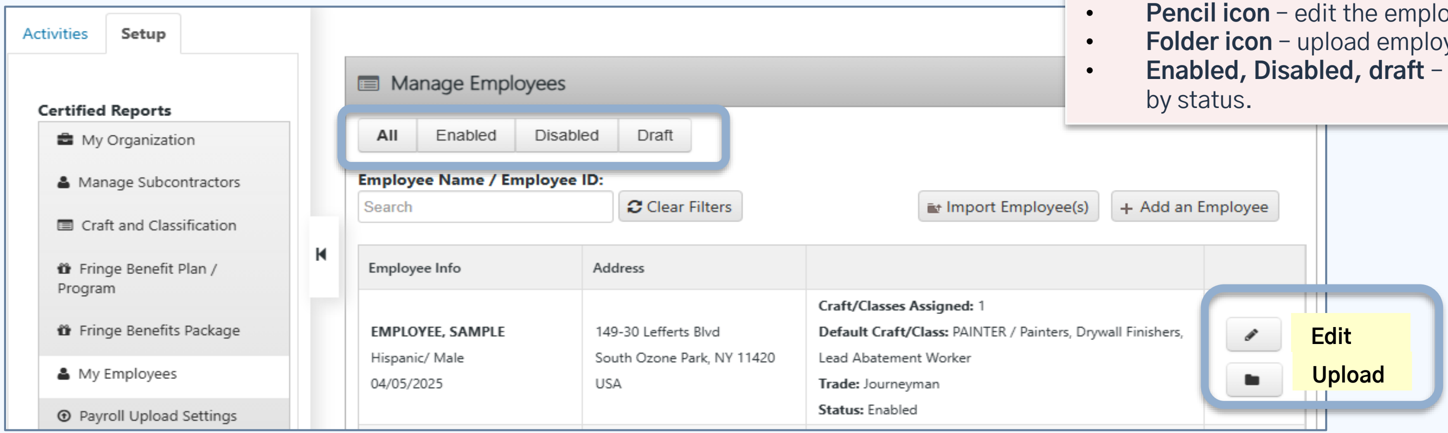
3 Managing Your Employee

After saving your employee, you will return to the **Manage Employees** screen where you can review and edit the information entered.

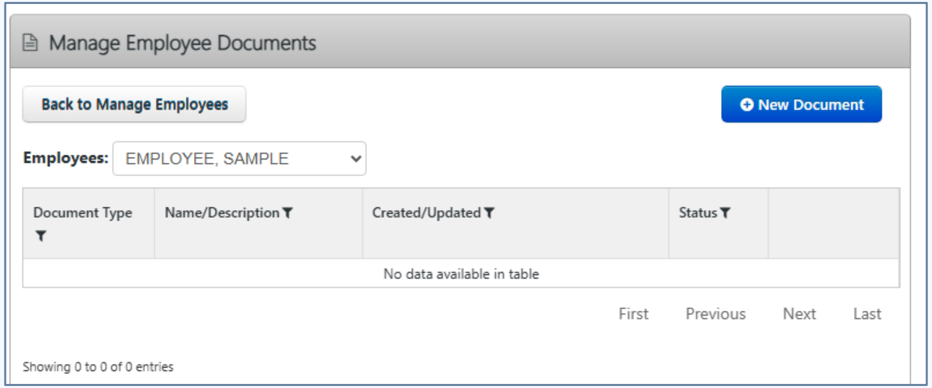
You can also upload employee specific documents using the folder icon.

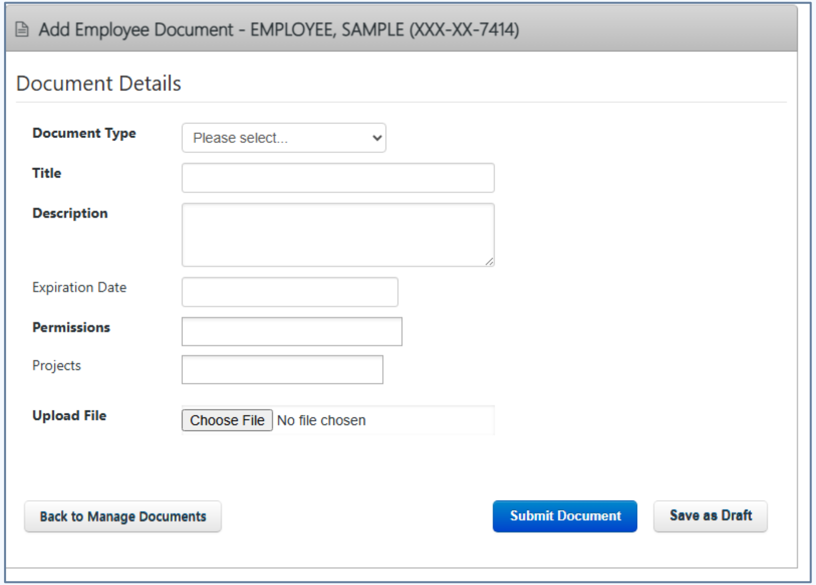
Key actions

- **Pencil icon** – edit the employee's entry.
- **Folder icon** – upload employee's documents.
- **Enabled, Disabled, draft** – filter employees by status.



3 Managing Your Employee





To add a document to the employee's profile, select the folder icon, and click the new document button.

Select the document type from the drop-down and enter the title and description. If what you are uploading has an expiration date, you can enter it here.

04

CPR Overview- Submissions

Instructions for NYCHA Vendors Submitting CPRs

Which Report Do I Submit for my Employees?

CPR vs CHR: Quick Reference

The type of work performs dictates where to report your employee's hours.

- For **Prevailing Wage Employees:** Submit a **CPR** (Certified **Payroll** Report) weekly.
- For **Non-Prevailing Wage Employees:** Submit a **CHR** (Certified **Hourly** Report) weekly.

It's expected that many employers will have employees working both types of work. For employees who perform both, employers should submit both reports weekly.

- Hours where the employee performs **Prevailing wage** work remain on the(**CPR**)
- Hours where the employee performs **Non-Prevailing wage** hours are reported on the **CHR**.

Key Difference:

- Section 3 requires us to report all labor hours (CHR) , and Davis Bacon prevailing wage laws requires us to include all wage details (CPR).
- **CPR** records wages, benefits and hours to confirm prevailing wage compliance.
- **CHR** records all hours worked which supports labor tracking and Section 3 compliance.

CPR+ CHR = Total Labor Hours

CPR Submissions

CPRs can be submitted in two ways. Select the option that best fits your reporting needs.

<u>**Spreadsheet Upload (Template)**</u>

Best for large teams or repeat reporting

- Prepare data of eComply using an approved template.
- Upload once and process all employee hours at one time.
- Get your template preapproved by contacting eComply support at: support@ecomplysolutions.com. The eComply team can verify if your hourly template works with the eComply portal.

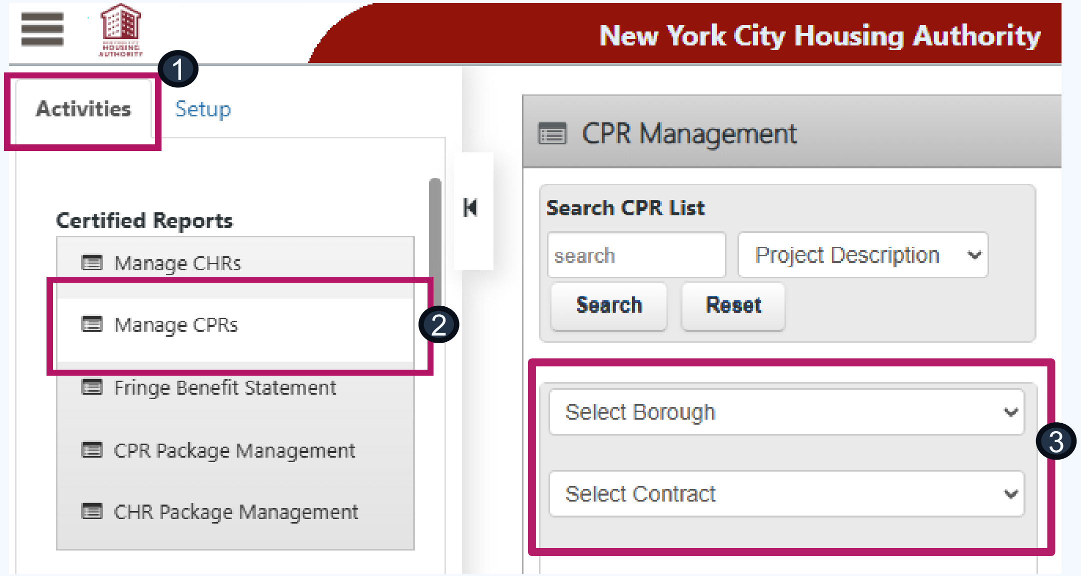
<u>**Guided Entry (Wizard)**</u>

Best for small teams or simple submissions

- Enter CPR data directly in eComply step-by-step
- Add employees individually.
- Real time checking helps catch issues as you go

4 Creating a CPR

Where to start.
For either method you must first open start your CPR In the CPR Management screen.



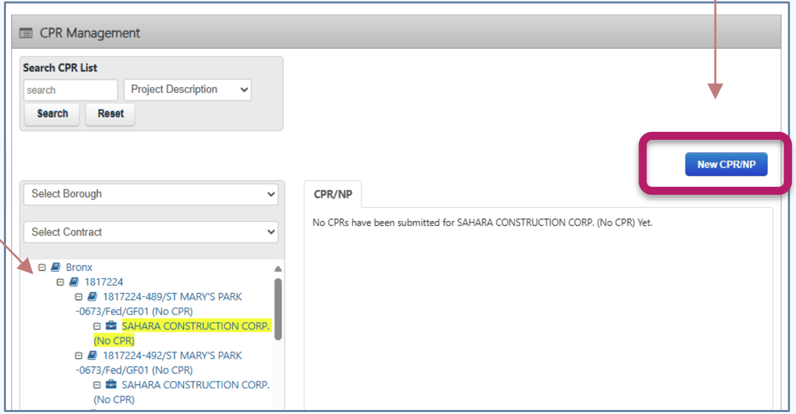
Go to **Activities** → **Certified Payroll** → **Manage CPRs**.

Select the borough and contract for your project.

Find your company name and click to open the CPR/ NP management table.

4 Creating a CPR

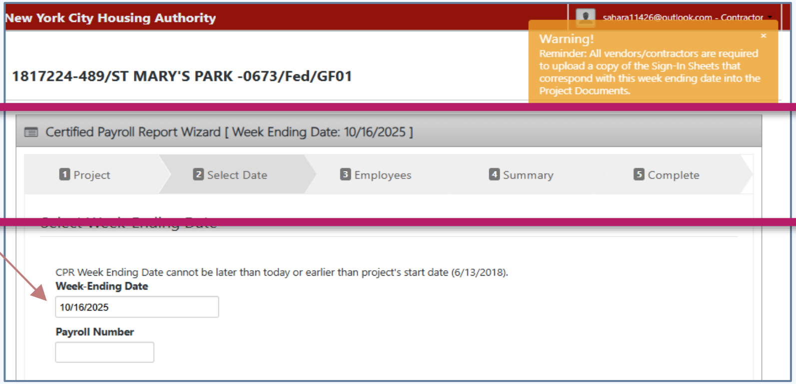
Then click **New CPR/NP** button.



Find your project then select your company name.

Step 2: Select Date tab

Enter the week ending date and payroll number.

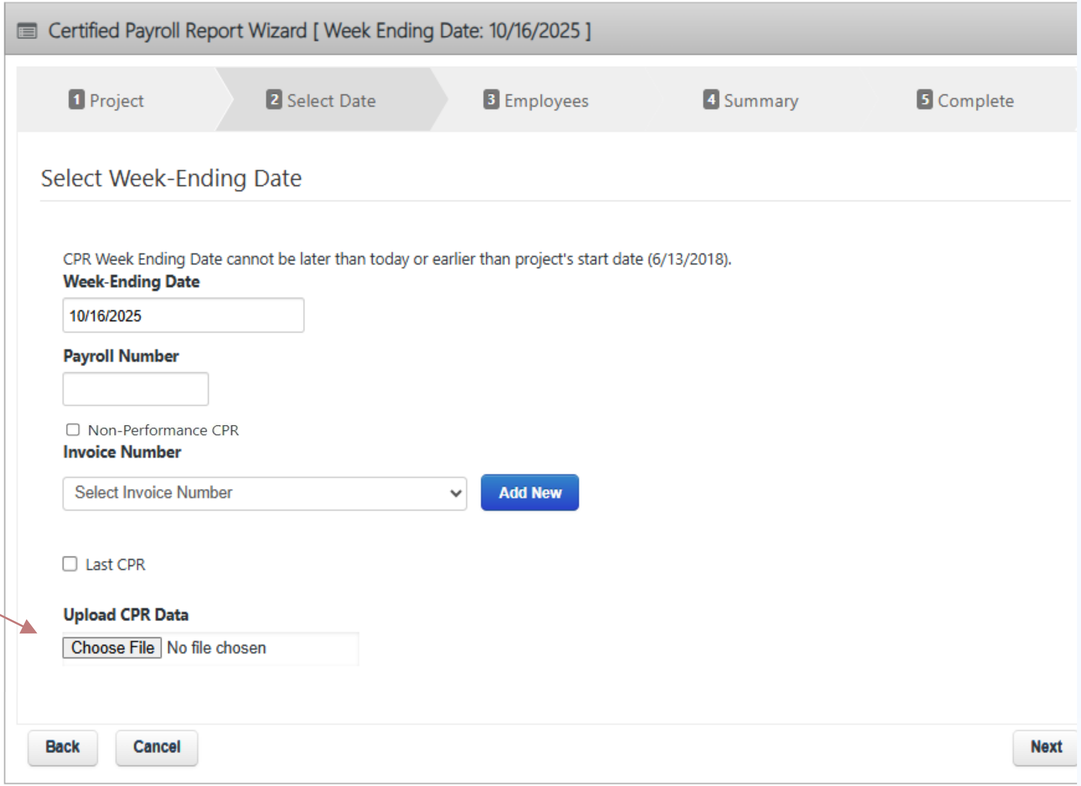


Your CHR Steps are here

4 Creating a CPR

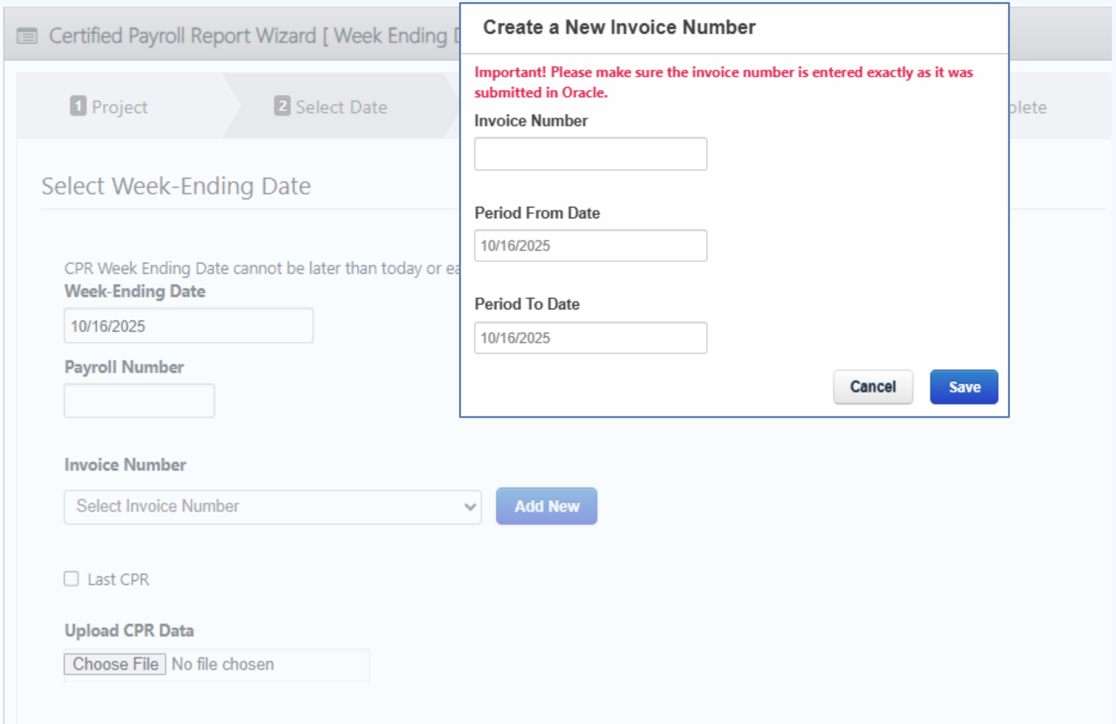
Step 2: Continued

- Check the **Non-performance CPR** or **Last CPR boxes** if applicable.
- Select invoice from dropdown. (or click **add new** to create a new one)
- *If you are using the bulk upload method, here is where you can select and upload your file.*
- *Bulk uploading will skip the next few steps and go right to end of the CPR process.*
- Click **Next.**



4 Creating a CPR

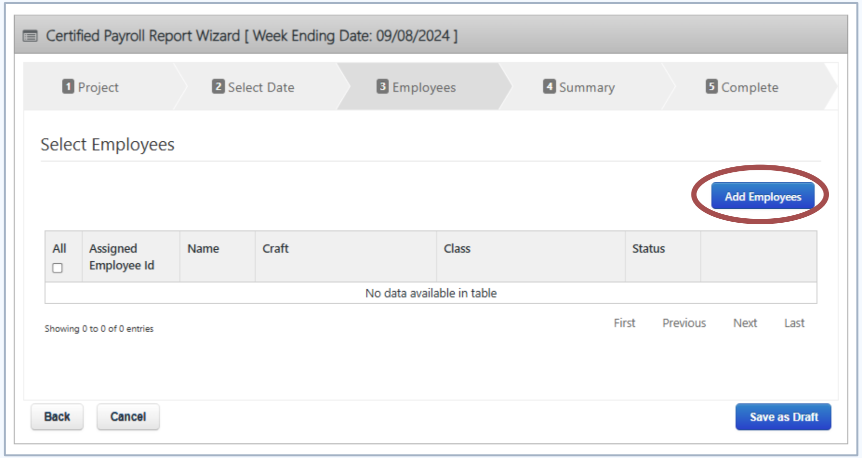
- Clicking add new invoice will bring a popup .
- To save your new invoice you will need to type the invoice number exactly as it is in oracle.
- *Note : For A&CM contracts that use eBuilder there are invoice numbers populated in the dropdown. Select the one that applies for the period you are reporting.*
- Add the period from and the period to. Save.
- Now you can select the invoice number you just created and save.
- Also remember to Upload required sign-in sheets under Project Documents.

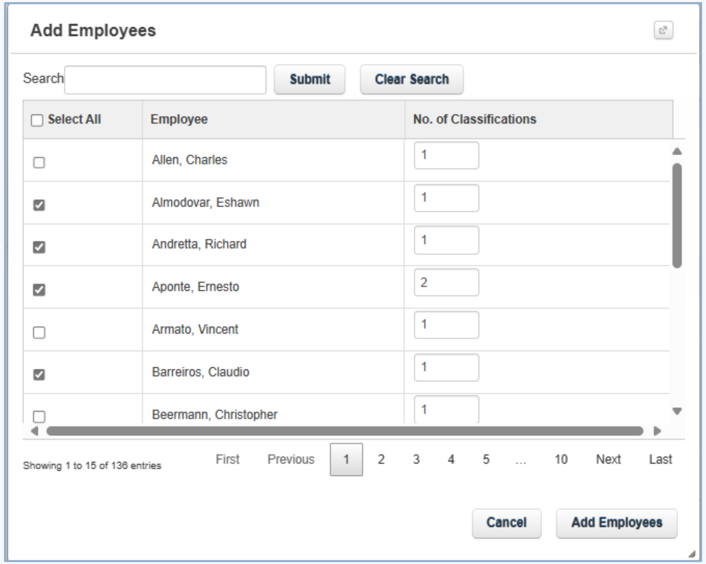


4 Creating a CPR

Step 3: Employees tab

- Click **Add Employees .** eComply automatically displays the employees you have already added to your project in a pop-up.
- and add all employees that worked this reporting week by clicking the checkboxes next to their names.
- **No. of Classifications** on this screen should show the number of classifications that each employee performs.
- After reviewing, click the **Add Employees** button to confirm your selections.





4 Creating a CPR

Certified Payroll Report Wizard [Week Ending Date: 09/08/2024]

1 Project | 2 Select Date | 3 Employees | 4 Summary | 5 Complete

Select Employees

Add Employees

All	Assigned Employee Id	Name	Craft	Class	Status	
☐		Almodovar, Eshawn	ELEVATOR MECHANIC	Elevator Constructor (Less than 5 years)	Not Ready	
☐		Andretta, Richard	ELEVATOR MECHANIC	Modernization and Repair (15 or more years)	Not Ready	
☐		Aponte, Ernesto	ELEVATOR MECHANIC	Elevator Constructor (Less than 5 years)	Not Ready	
☐		Aponte, Ernesto	ELEVATOR MECHANIC	Elevator Constructor (Less than 5 years)	Not Ready	
☐		Barreiros, Claudio	ELEVATOR MECHANIC	Modernization and Repair (15 or more years)	Not Ready	

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

- Employee status will display **Not Ready** until weekly hours entered.
- Use the pencil icon to edit CPR data for an employee.
- Entries will turn green as they are completed and all information is entered.
- Use the trash icon to delete any entries made in error.

4 Creating a CPR

- **Select the craft** and verify trade type.
- eComply automatically populates the **fringe benefit package**.
- Benefits can only be edited for the current week only.

Enter Payroll Information

Employee Information

Assigned Employee Id:
Full Name: Almodovar, Eshawn
Address: 731 East 161 Street, Apt 5C, Bronx, NY, 10456
SSN: XXX-XX-5065

Hire Date: 06/05/2023
Gender: M
Ethnicity: African American
Tax Exemption: 0

Edit Employee

Craft/Class: ELEVATOR MECHANIC/Elevator Constructor (Less than 5 years)

Trade/Trade Type

Sub Trade/Trade Type

Wage/Fringe Benefits

- Select Classification
- ELEVATOR MECHANIC/Modernization and Repair (Less than 5 years)
- ELEVATOR MECHANIC/Elevator Constructor (Less than 5 years)

Supplemental Benefits Paid To: ☑ Union ☐ Employee ☐ Other

Hourly and Fringe Benefit Rates

Fringe Benefits Package

Edit Package

Fringe Benefit	Regular	Swing	Graveyard	Overtime 1.5X	Overtime 2X	Overtime 3X	Overtime 4X	Paid Holiday
Hourly Basic Pay	34.4	0	0	51.67	68.9	0	0	0
Cash in lieu of Fringe Benefits	0	0	0	0	0	0	0	0
Savings	0	0	0	0	0	0	0	0
Fund Admin	0	0	0	0	0	0	0	0
Health & Welfare	0	0	0	0	0	0	0	0
Pension/Retirement	0	0	0	0	0	0	0	0
Vacation/Holiday	1.61	0	0	1.619	1.619	0	0	0
Training	0	0	0	0	0	0	0	0
Other Fringe Benefit								
NEIEP	0	0	0	0	0	0	0	0
NYEIF	0	0	0	0	0	0	0	0
Holidays	1.61	0	0	1.619	1.619	0	0	0

4 Creating a CPR

Hours Worked

Standard

☐ Allow Makeup Day

	Hourly Rate	Mon 9/02	Tue 9/03	Wed 9/04	Thu 9/05	Fri 9/06	Sat 9/07	Sun 9/08	TOTAL
Regular Shift	$34.4500	0	0	0	0	0	0	0	0.0000
Swing Shift	$0.0000	0	0	0	0	0	0	0	0.0000
Graveyard Shift	$0.0000	0	0	0	0	0	0	0	0.0000
Overtime 1.5X	$51.6750	0	0	0	0	0	0	0	0.0000

Overtime 2X, Overtime 3X, Overtime 4X, PH

	Hourly Rate	Mon 9/02	Tue 9/03	Wed 9/04	Thu 9/05	Fri 9/06	Sat 9/07	Sun 9/08	TOTAL
Overtime 2X	$68.9000	0	0	0	0	0	0	0	0.0000
Overtime 3X	$0.0000	0	0	0	0	0	0	0	0.0000
Overtime 4X	$0.0000	0	0	0	0	0	0	0	0.0000
Paid Holiday	$0.0000	0	0	0	0	0	0	0	0.0000

Other Project Hours

Regular Time 0

Overtime 0

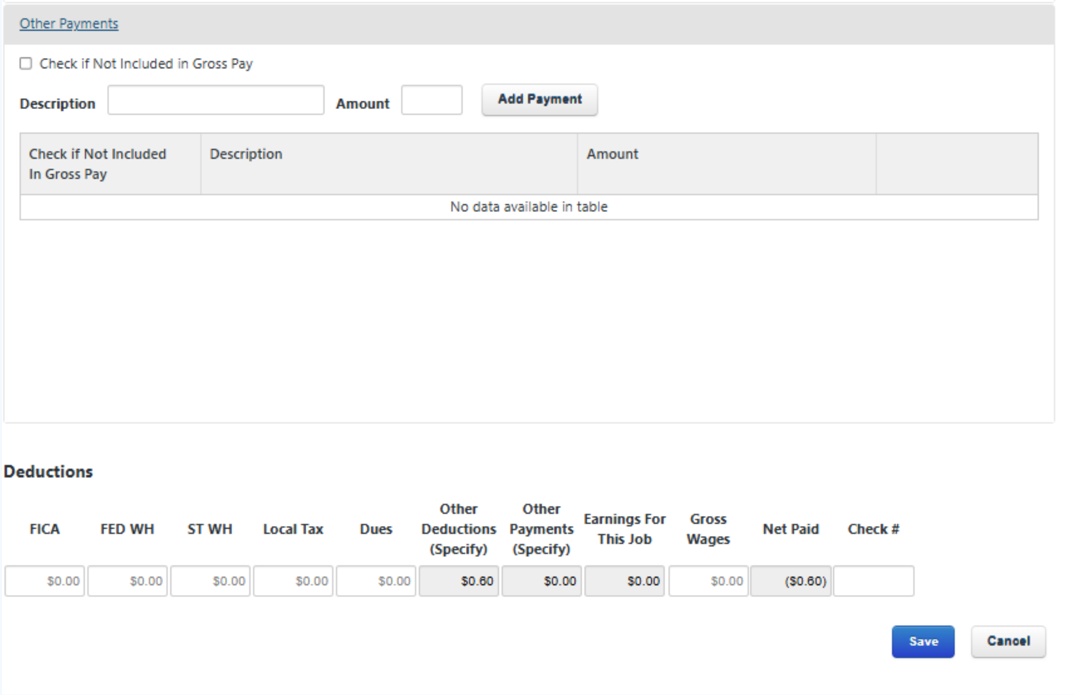
Other Deductions

Description: Select Deduction Type | Amount: | Add Deduction

Description	Amount	
Other	0.6	

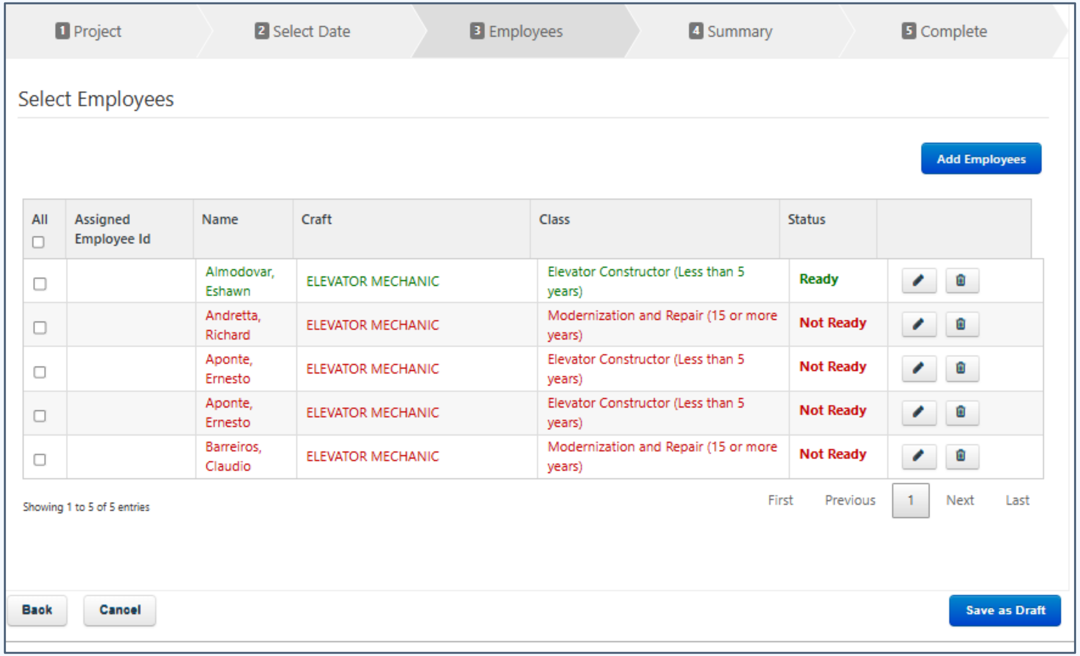
- Enter hours worked, overtime, and other project hours.
- Other Deductions: Select the deduction type, amount, and **click Add Deduction.**

4 Creating a CPR



- Other Payments: Enter items such as travel, lodging, or hazardous pay, then click Add Payment.
- Deductions: <u>All required fields and must be entered.</u> FICA, federal and state withholdings, local tax, union dues, gross wages, and check.
- **Save** to confirm and record the payroll data

4 Creating a CPR



1 Project | 2 Select Date | 3 Employees | 4 Summary | 5 Complete

Select Employees

Add Employees

All	Assigned Employee Id	Name	Craft	Class	Status	
☐		Almodovar, Eshawn	ELEVATOR MECHANIC	Elevator Constructor (Less than 5 years)	Ready	
☐		Andretta, Richard	ELEVATOR MECHANIC	Modernization and Repair (15 or more years)	Not Ready	
☐		Aponte, Ernesto	ELEVATOR MECHANIC	Elevator Constructor (Less than 5 years)	Not Ready	
☐		Aponte, Ernesto	ELEVATOR MECHANIC	Elevator Constructor (Less than 5 years)	Not Ready	
☐		Barreiros, Claudio	ELEVATOR MECHANIC	Modernization and Repair (15 or more years)	Not Ready	

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

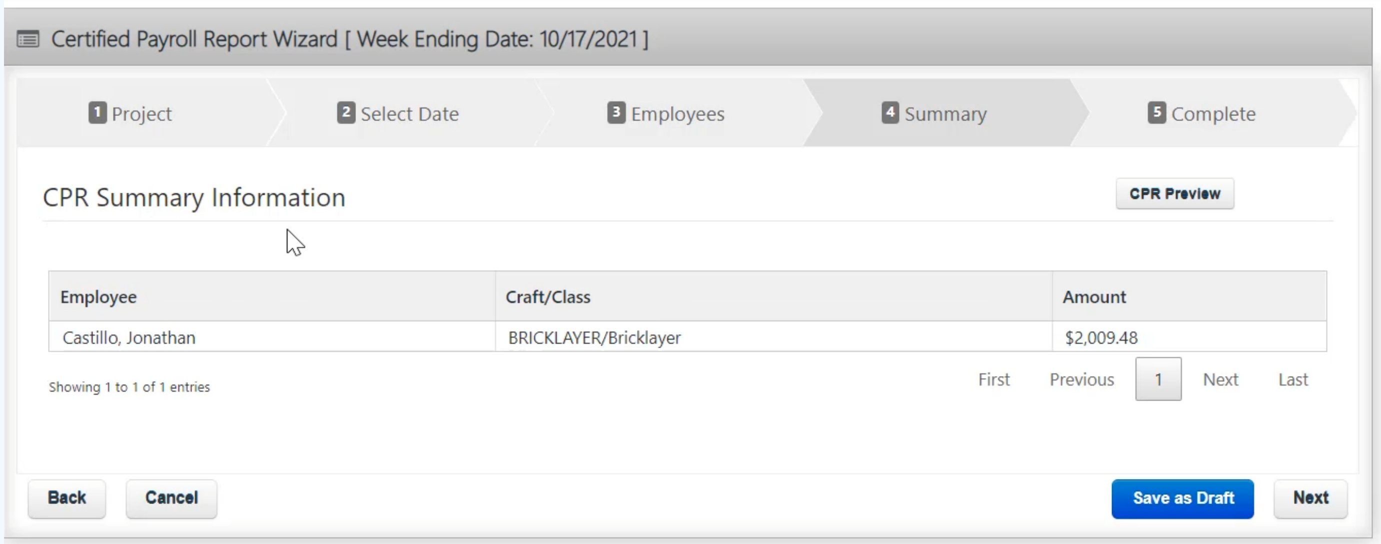
Back Cancel Save as Draft

When you saved, the employee's status changed from Not Ready (red) to Ready (green).

You can save as a draft until you finish all employee details, and their statuses show as Ready (green).

4 Creating a CPR

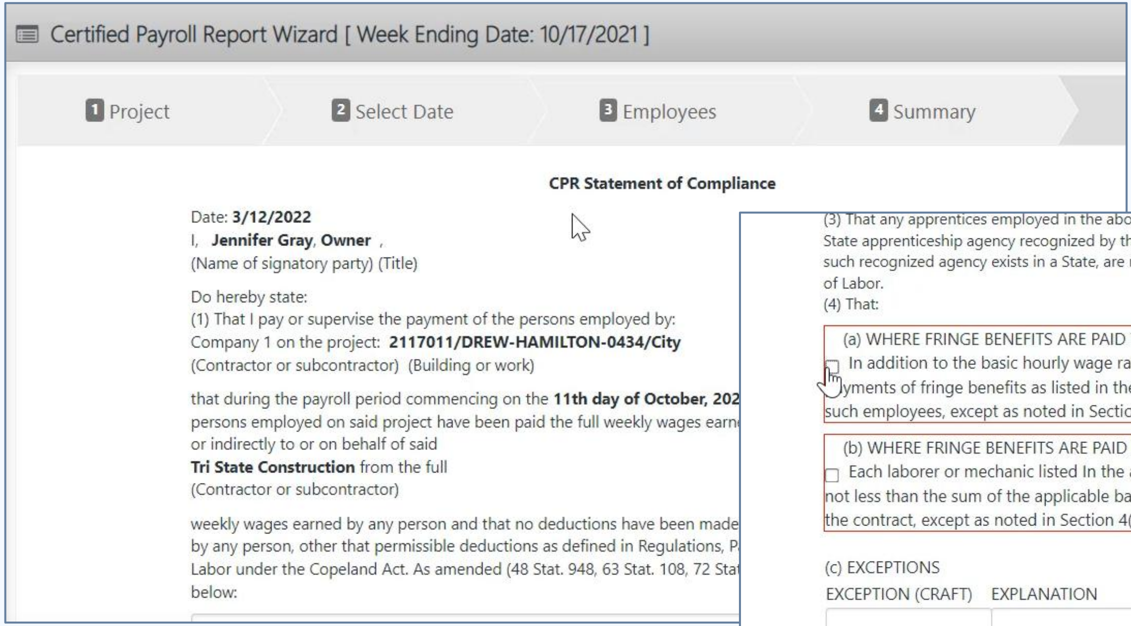
<u>Step 4: Summary</u> Click Next to view CPR summary: net pay per employee. Once all your employees are green you will see a next bottom appear. If everything looks correct, select next again



4 Creating a CPR

Step 5: Complete Review and complete the **Statement of Compliance.**

Sections 4A and 4B require a checkmark.


Certified Payroll Report Wizard [Week Ending Date: 10/17/2021]

1 Project 2 Select Date 3 Employees 4 Summary

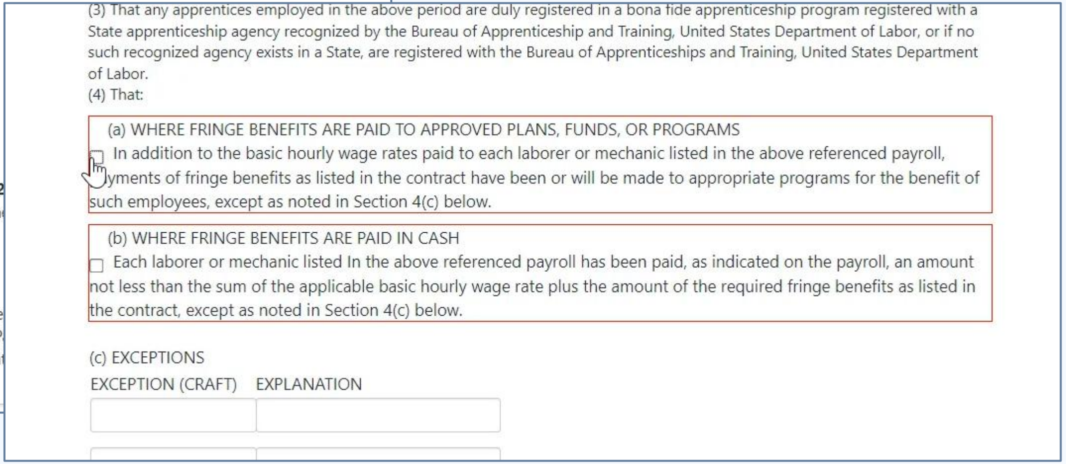
CPR Statement of Compliance

Date: **3/12/2022**
I, **Jennifer Gray**, **Owner** ,
(Name of signatory party) (Title)

Do hereby state:
(1) That I pay or supervise the payment of the persons employed by:
Company 1 on the project: **2117011/DREW-HAMILTON-0434/City**
(Contractor or subcontractor) (Building or work)

that during the payroll period commencing on the **11th day of October, 202**
persons employed on said project have been paid the full weekly wages earn
or indirectly to or on behalf of said
Tri State Construction from the full
(Contractor or subcontractor)

weekly wages earned by any person and that no deductions have been made
by any person, other that permissible deductions as defined in Regulations, P
Labor under the Copeland Act. As amended (48 Stat. 948, 63 Stat. 108, 72 Stat
below:


(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeships and Training, United States Department of Labor.
(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, yments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
Each laborer or mechanic listed In the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

4 Creating a CPR

1. Add remarks if necessary and click sign.

2. Type your name how it appears on the screen

3. Your signature will appear. When you're ready to submit, select the blue submit button.

05

CPR Overview-
Non-Performance CPRs

Non–performance weeks

5

Non-Performance Weeks

A **non-performance week** is when employee(s) do not perform any work on a specific project. For the week where no hours are performed, it is still required to submit a Non-Performance Certified Payroll Report (NP) to maintain compliance with reporting standards.

This ensures that there is a complete and accurate record for each reporting period, confirming that no labor was performed rather than leaving a reporting gap.

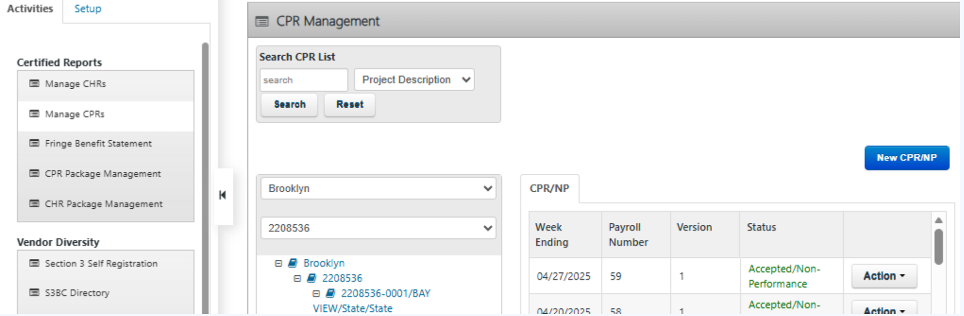
When creating your reports, you must include Non-Performance Certified Payroll Report (NP) for weeks with no hours worked in the project to ensure all hours are accounted for.

You can use eComply to submit reports for multiple weeks of Non-Performance at the same time. Just remember, you can only submit them after the reported time has passed.

A **single non-performance report can cover multiple weeks.** However, you will not be able to submit a NP CPR until after you submitted at least one CPR.

Remember, the eComply system will ask for either a CPR or NP weekly.

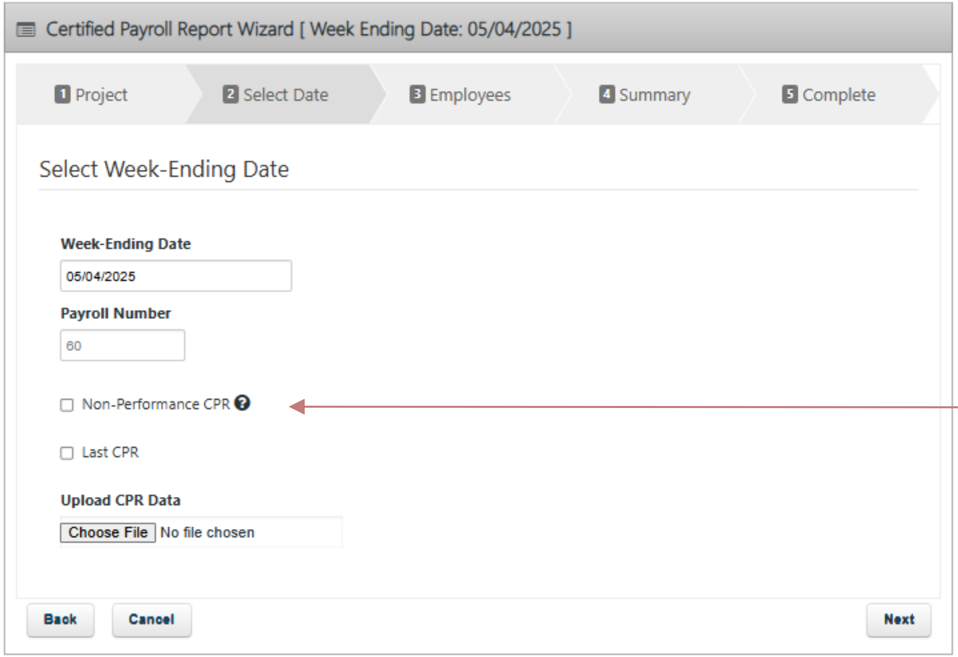
5 Creating a Non-Performance CPR



- Navigate to the Manage CPRs section on the left-hand side of the setup menu. Find your project.
- Select Add **New CPR/NP** in the upper right-hand corner.
- The Certified Hours Report Wizard will appear. It is the same wizard for a standard CHR.

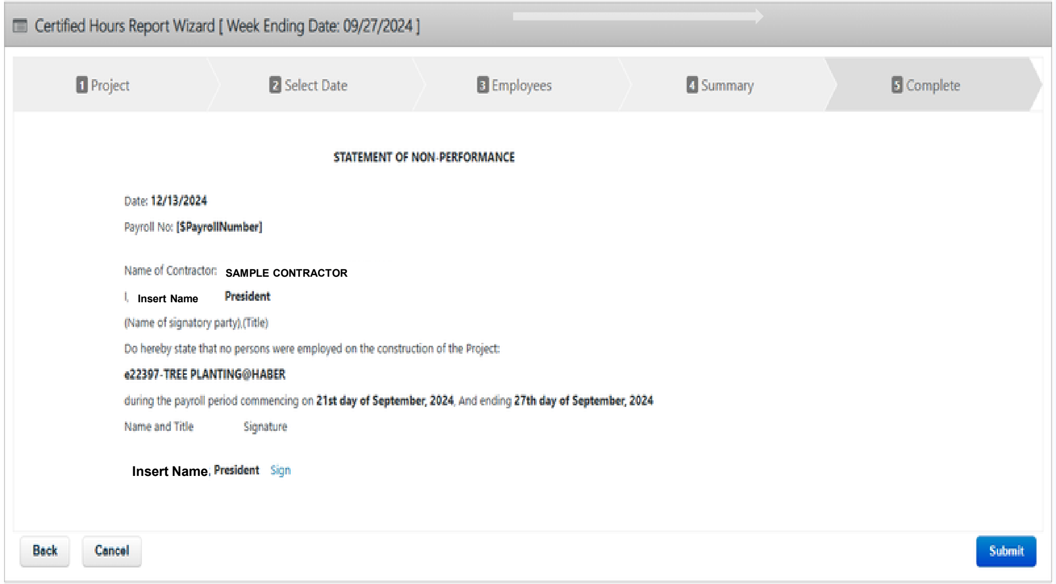
Submitting non-performance CPRs ensures compliance even when no work occurs.

3 Creating a Non-Performance CPR



- Enter the week-ending date and payroll number.
- This time check the box labeled **Non-Performance CPR** to indicate that this is a non-performance report.
- And add the <u>number</u> of Non-Performance weeks you would like to report. This is where you can indicate that you are submitting NP CPRs for multiple weeks.
- Click Next **to save your non-performance CPR.**

3 Creating a Non-Performance CPR



Unlike standard CPRs, the wizard skips intermediate steps and takes you directly to Step 5.

At Step 5, review the details, sign, and certify that the employee did not work any hours for the specified week-ending period.

After the signature is added, click **Submit** in the bottom-right corner to complete the process.

Congratulations! You successfully submitted:
-CPRs using the wizard,
-CPRs by import template, and
-Non-Performance CPRs.

06

Certified Hourly Reports

Submitting and CHRs successfully

Certified Hourly Reports (CHR)

The Certified Hourly Report (CHR) is a report submitted by vendors through eComply to log hours worked by employees in non-prevailing wage titles on NYCHA projects.

- This is a Section 3 requirement for non-prevailing wage titles.
- Section 3 data is collected from CPRs and CHRs so that NYCHA complies with the Section 3 requirement to collect total labor hours as required by HUD Section 3 regulations.
- Vendors must ensure CHRs are completed for all non-prevailing wage workers on NYCHA projects.

The CHR process in eComply follows the same steps as the CPR process, but wage and fringe data entry is skipped for CHRs.

- **Wage and fringe data entry is skipped** because CHRs do not require those details, while CPRs do. Therefore, eComply automatically skips wage specific steps for CHRs, but not for CPRs.
- The other steps are the same for both, meaning, you will still:
  - -Add titles/classifications
    - -Add employees
    - -Create weekly reports
    - -Submit non-performance weeks when needed

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CHR Overview

Initial Setup (One- Time Tasks)

Before beginning the CHR process for the first time, ensure that the following is completed:

1. All non-prevailing wage Titles/Classifications are added to your project.
2. All non-prevailing wage employees are added to your project.

Recurring tasks (Weekly)

3. Submit weekly CHR reports as work is performed.
4. Submit **Non-performance (NP) CHRs** for weeks with no work.

Note: NP-CHRs can be submitted for multiple weeks after the first CHR is submitted.

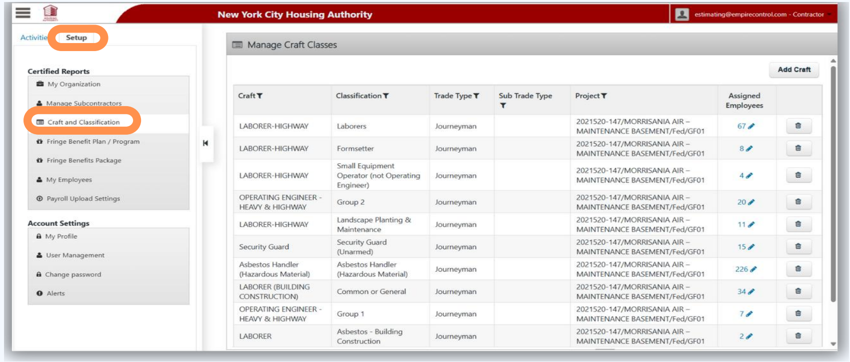
5. Continue to update and add employee titles as needed.

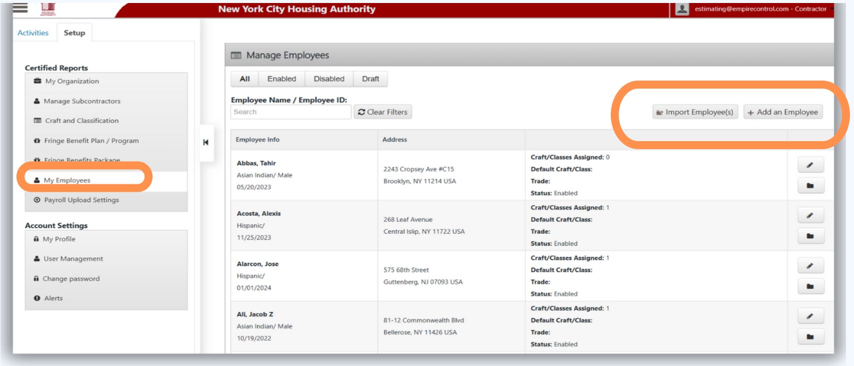
Adding Non-Prevailing Wage Titles

Adding Employees

1 Adding non-prevailing wage titles is similar to adding the prevailing wage ones. The steps are identical so you can refer to the previous section “Add Employee Titles “ (Slide 16) for a step by step walk through and accompanying visual aids.

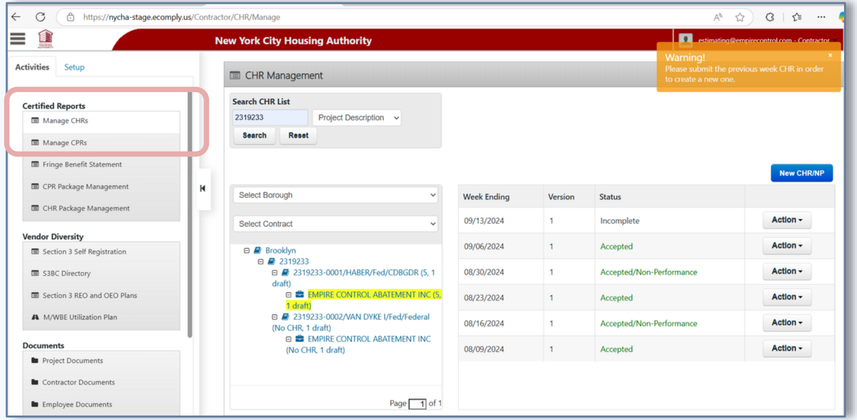
2 The process for adding employees for CPRs and CHRs is titles are identical so you can refer to the previous section “Adding an Employee “ (Slide 26) for a step by step walk through and accompanying visual aids.





Creating a CHR report

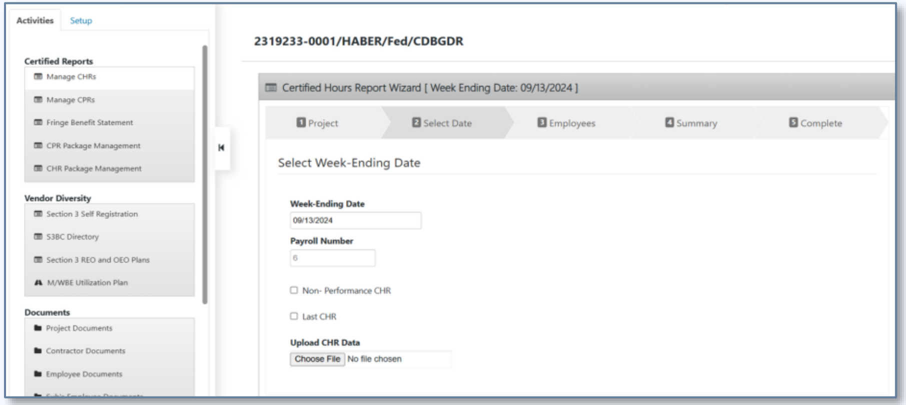
CHR follows the same step by step process shown in the CPR submission section. Screenshots and detailed visuals are covered earlier in this training. See "Section 4 CPR Submission" (slide 43) .



Note that the menu has the options **Manage CHR** and **Manage CPR.** Make sure you select the correct one.

Creating a CHR report

- Open Manage CHRs, Select your project and click New CHR/NP
- This opens the Certified Hourly Reports wizard.
- Enter week ending date and payroll number.
- Check the boxes for last CHR, if applicable.
- If you would like to upload a CHR you can do so from this screen or you can follow the wizard.
- Add employees and enter hours worked.
- Review summary, sign, and submit.

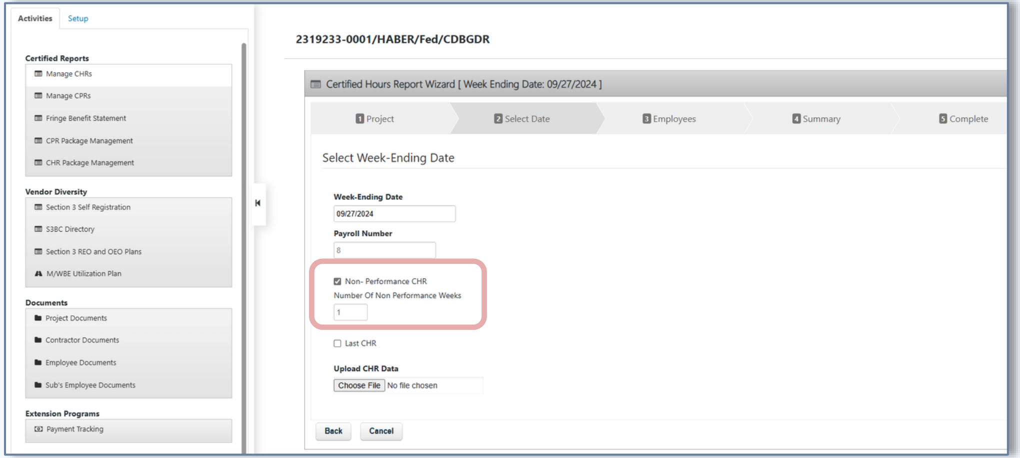


NOTE: When submitting both CHRs and CPRs for your project, make sure that your week-ending dates match.

Creating a Non-Performance CHR report

Used for weeks where <u>no hours</u> are worked.

- Open Manage CHRs, Select your project and click New CHR/NP
- Enter week ending date and payroll number.
- Check the Non- Performance CHR box
- Enter <u>the number of Non-Performance weeks you would like to report.</u>
- Review the details, sign, and certify that the employee did not work any hours for the specified week-ending period.
- Save



NOTE:
Remember that you can submit a single NP for multiple weeks at once.

07

Adding a Subcontractor

How to Submit a Subcontractor Request

All contractors (primes and subs) must upload required documentation in eComply before access to a project site is granted.
•Contractors assign **their own subcontractors**
•Subcontractors assign **their subcontractors**, if applicable

Project Type Requirements

1. Asset & Capital Management Projects
- Upload **Procurement Approval Letter**

or

2. Operations & All Other Department Projects
- Upload **Subcontractor Request Email**
- Upload **Reporting Form 036.013**

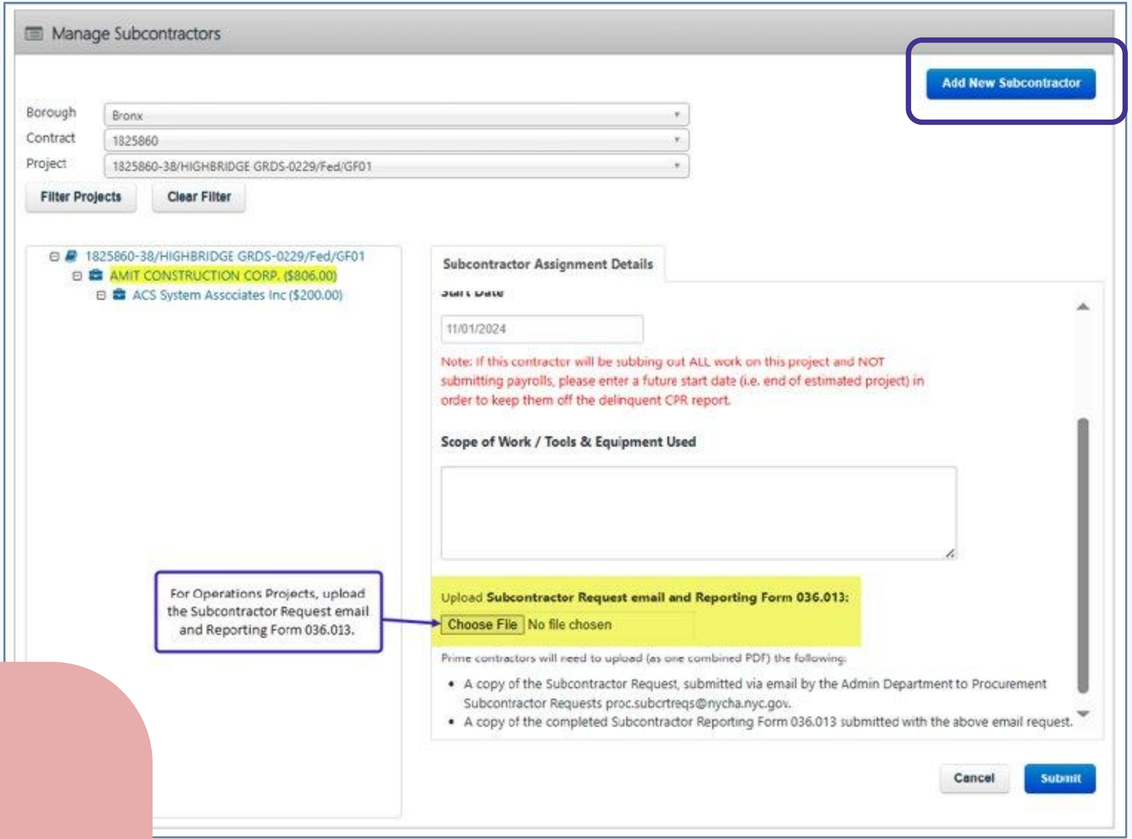
Prepare Subcontractor Request Package

(Prime Contractors – One Combined PDF)

•Subcontractor Debarment Certification **Form 022.015**
•Required **Licenses** (if applicable)
•Proof of registration with:
- **PASSPort**
- **NYS Department of State – Division of Corporations**

•**NY DOL 220-i Registration Certificate**
•Required approval documentation based on project type

Manage Subcontractors – Assignment Details



How to Add Subcontractors in eComply

Prime contractors will be asked to upload, in eComply, a copy of the entire Subcontractor Request, including all the required documents as one combined PDF.

1. In the setup tab, select **Manage Subcontractors**, and click **Add New Subcontractor** button

2. Navigate to the ‘Subcontractor Assignment Details’ section and click ‘Choose File’

3. Locate the combined PDF you created and upload, then click submit

08

Other Economic Opportunities

Section 3 Other Economic Opportunities (OEO) Outcome Summary

It is NYCHAs policy to supplement the Section 3 regulations by requiring **Professional Services contractors** (for contracts exceeding $250,000) to provide 'Other Economic Opportunities' (OEO) to NYCHA residents even if they are not projecting Labor Hours for Section 3 workers.

The Section 3 (OEO) Outcome Summary is where contractors report measurable progress in achieving the OEO initiatives proposed in the contractor's approved Section 3 OEO Plan *(sections 1-5)*. They are submitted **quarterly** within eComply.

Professional Service Contractors that projected other economic opportunities (OEO) in their approved OEO Plan must provide updates on their other economic opportunities initiatives through the OEO Outcome Summary module**.**

Professional services means non-construction services that require an **advanced degree or professional licensing**, including, but not limited to:

- contracts for legal services,
- financial consulting
- accounting services
- environmental assessment
- architectural services
- civil engineering services

Need help?
Additional user guides and videos are available in eComply to walk you through how to submit OEO summaries. You can also email NYCHA's SMP Vendor Development and Support team at:
eComply.support@nycha.nyc.gov

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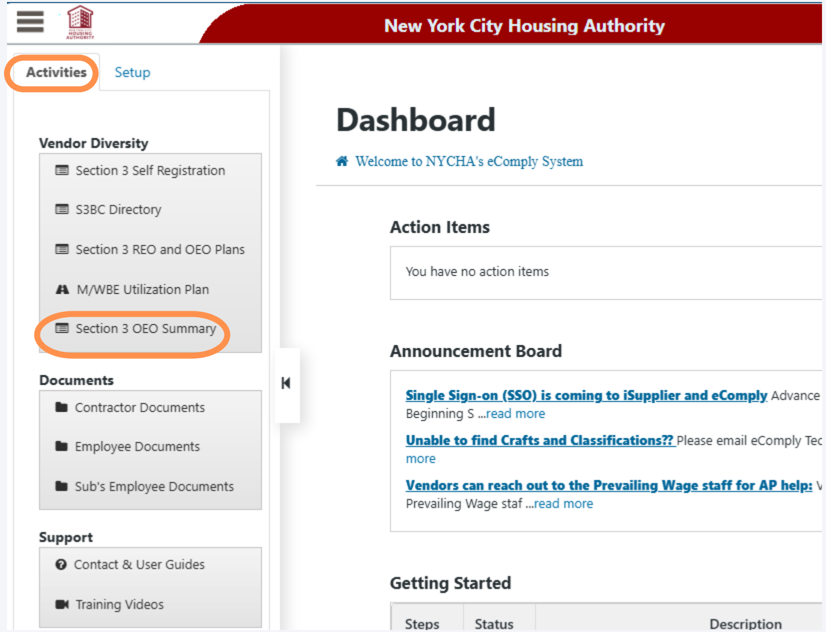
Submitting a Section 3 OEO Summary

Section 3 OEO summaries are submitted **quarterly** in eComply, if applicable.

- The OEO summary reports the contractor's progress in achieving the other economic opportunity initiatives proposed in the contractors Section 3 plan.



NAVIGATE TO SECTION 3 OEO

- After logging in, click **Activities** in the upper-left corner to expand the menu options.
- Under Vendor Diversity, click on **Section 3 OEO Summary.** This is where you'll manage your report for your project.

Submitting a Section 3 OEO Summary

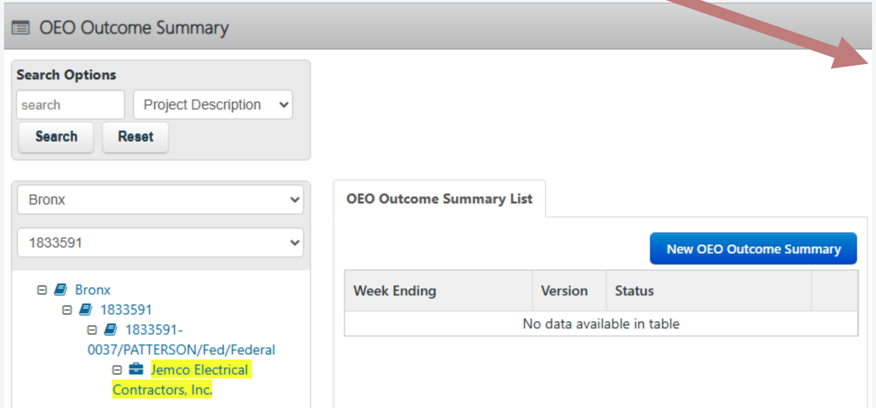
FIND YOUR PROJECT

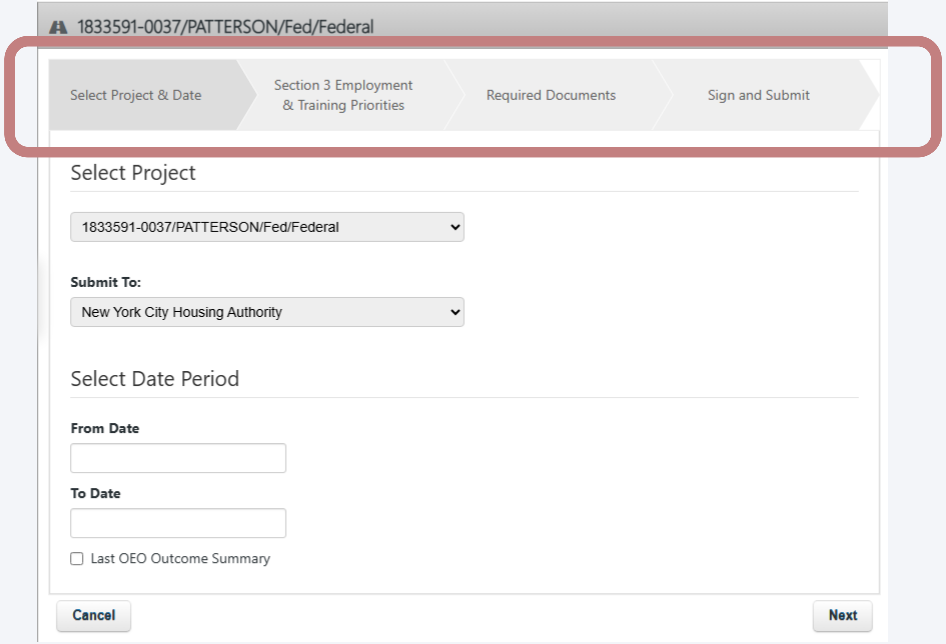
- Type your project number and click **search** or pick the borough and then select the contract.
- Your project should populate, select it to open your OEO module.

Submitting a Section 3 OEO Summary

START YOUR OEO SUMMARY

- Click **New OEO Outcome Summary**
- Select the date period and click **next**
- You will notice that the top of the module maps the **next steps** in the process

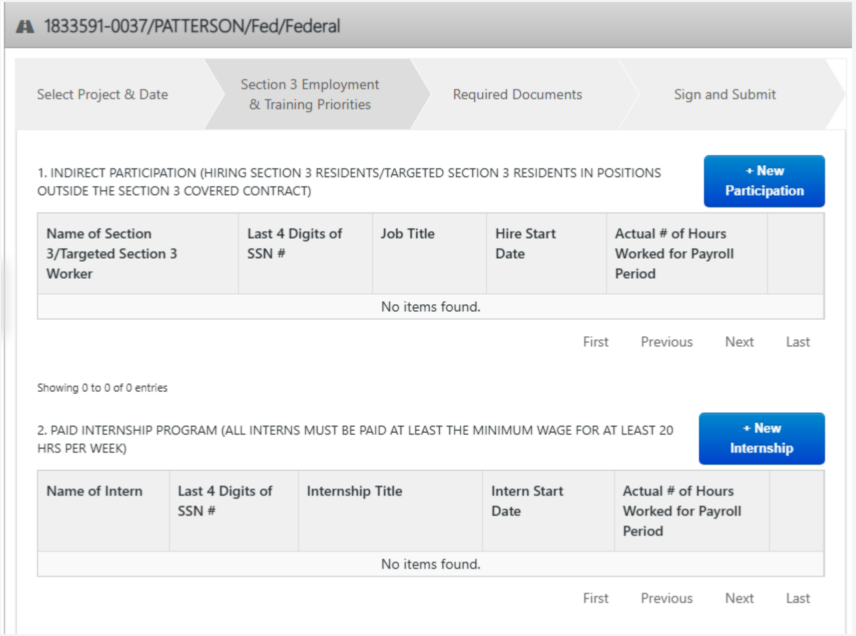


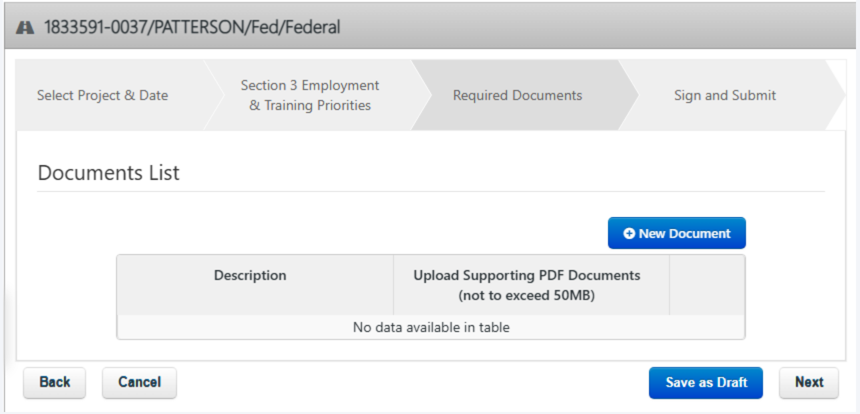


Submitting a Section 3 OEO Summary

ADD YOUR PARTICIPATION DETAILS

- Enter the project details in the module and click **next**
- Upload required documents by selecting **+New Document**
- Now you can save as a draft or select next to continue.

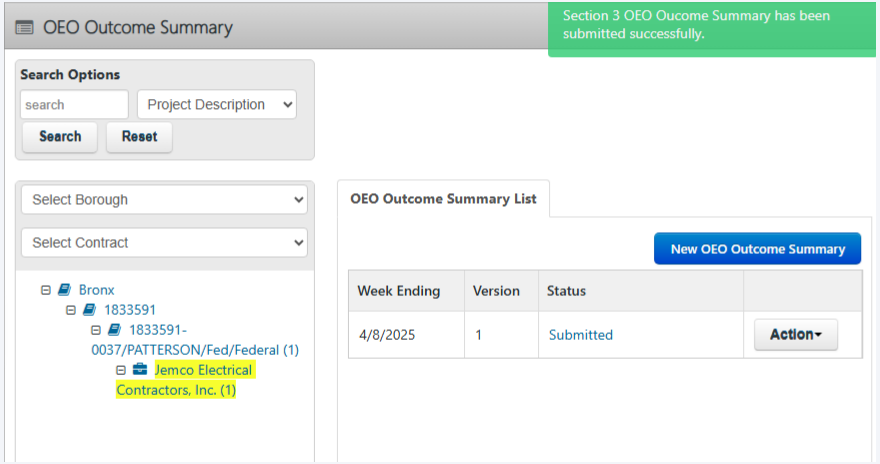




Submitting a Section 3 OEO Summary

SIGN AND SUBMIT

- Select the link labeled **Sign** to upload your saved signature.
- You can save as draft or select submit to finalize and send your OEO summary.
- After submitting, if all fields are complete, you will have a “success message in green pop up on the top right of your screen, otherwise you will see a message in red indicating what fields need revision.



Congratulations, you have successfully submitted your OEO summary.

09

Invoices and Payments

Submitting Invoices to NYCHA for payment processing for Operations Vendors

Submitting Invoices for Operations Contracts

NYCHA no longer accepts paper invoices and CPRs. We now use a new payment process that involves electronic CPR submissions in eComply and invoices emailed to Accounts Payable (AP) - **pw.invoice@nycha.nyc.gov.**

This change replaces a slow and paper-heavy process with one that is faster, clearer, and more reliable. Using eComply improves communication, shortens review time, and ensure compliance with local prevailing wage, Davis-Bacon.

What Has Changed
- Paper submissions are no longer required
- Original documents are no longer needed
- Accounts Payable will only keep copies of the invoices, and not any other documents, the Certified Payroll Report and payroll information and supplemental documents will be kept in eComply
- However, for contracts or purchase orders **from 2020 or earlier**, continue submitting invoices to Accounts Payable using the previous process

We are here to help you in this new process and to make sure you get paid as quickly as possible. But you **must** follow this new process in order to get paid!

For payment questions
- **NYCHA Accounts Payable :** eComplyAPsupport@nycha.nyc.gov

NEW YORK CITY HOUSING AUTHORITY

Submitting Invoices for Payment

Payment Process

Step 1: Email Invoice to NYCHA (as we transition to eInvoicing)

- ❑ **Current:** Submit invoices **ONLY** by email to PW.invoice@nycha.nyc.gov attachments.
- ❑ **Future:** Register for an account at connect.transcepta.com/NYCHA for electronic invoicing to avoid delay in manual processing.

NOTE: Acceptable file formats for emailing include PDF, JPEG, Excel, Word, TIF & BMP.

Step 2: Submit Supplemental Documentation to eComply

Documents will be matched to your supplemental records in eComply using the PO/Projects/Release number.

- ❑ In eComply, type the Invoice number for which you are submitting the Supplement Documentation. Remember, the invoice was emailed separately, and eComply needs to know where to attach these supplemental documents. The invoice number in eComply **MUST MATCH** the invoice number **EXACTLY** in order to link properly.

NOTE: Avoid using special characters in the Invoice number.

- ❑ Type payroll information directly into eComply.
- ❑ Enter certification information directly into eComply and select the appropriate boxes.
- ❑ In the **Project Documents** section in eComply, upload all supplemental documents:
  - Statement of Services,
  - Sign-in sheet,
  - Section 3 Hiring Summary and
  - Affidavits of General Contract into eComply

Payments for A&CM contracts – How to Submit CPR and CHR Packages

For A&CM contracts, the invoice number is not manually entered in eComply. It is generated automatically through eBuilder. **This is different from Operations contracts**.

A&CM payments are processed using eBuilder and eComply.

1. Contractors initiate the payment by ***submitting an invoice for approval in eBuilder through the eBuilder Invoice Process****.* This creates an invoice number and the Start /End Date in eComply.

Please note…

- The eBuilder invoice stays in an "eComply hold" step until contractors submit a CPR package in eComply. Contractors will be notified that their invoice is pending package submittal.
- CPRs and CHRs are to be submitted weekly.
- CPR packages cannot be submitted until all weekly CPRs within the invoice period are submitted and are in 'Approved' status.
- Only after the package is submitted in eComply does the eBuilder payment process move forward for NYCHA approval.

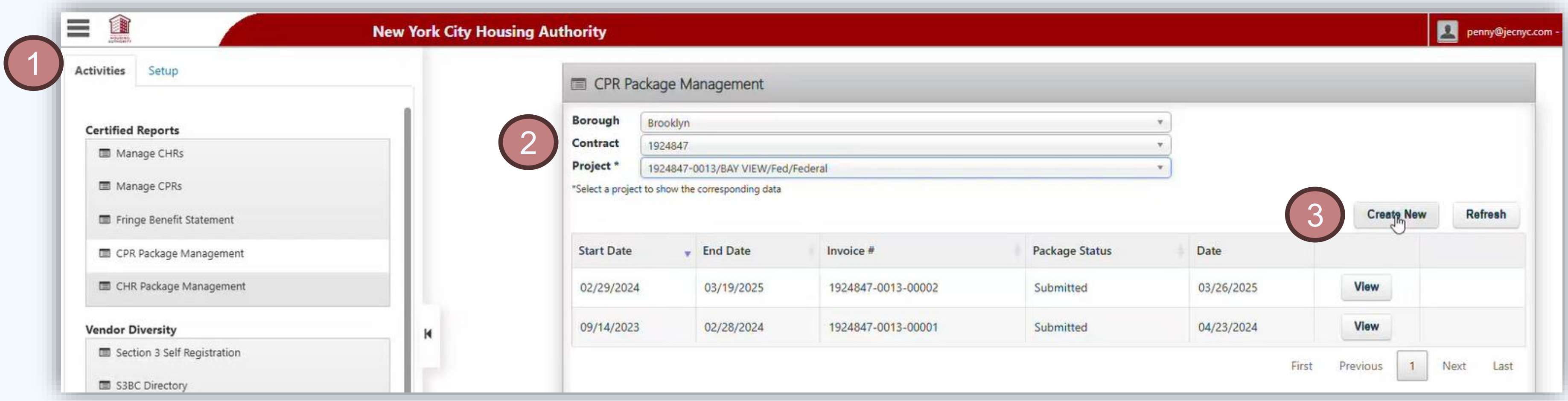
If the Contractor also has CHRs within that invoice period, then…

1. Contractors must submit a CHR package as well.
2. Best practice is to submit the CHR package **BEFORE** the CPR package. If the CPR package is submitted first without CHRs, the eBuilder process will move forward but flag the missing CHR. This will slow down the invoice approval process as both are needed for proper reporting.

Payments for A&CM contracts – Detail on Submitting a CPR Package

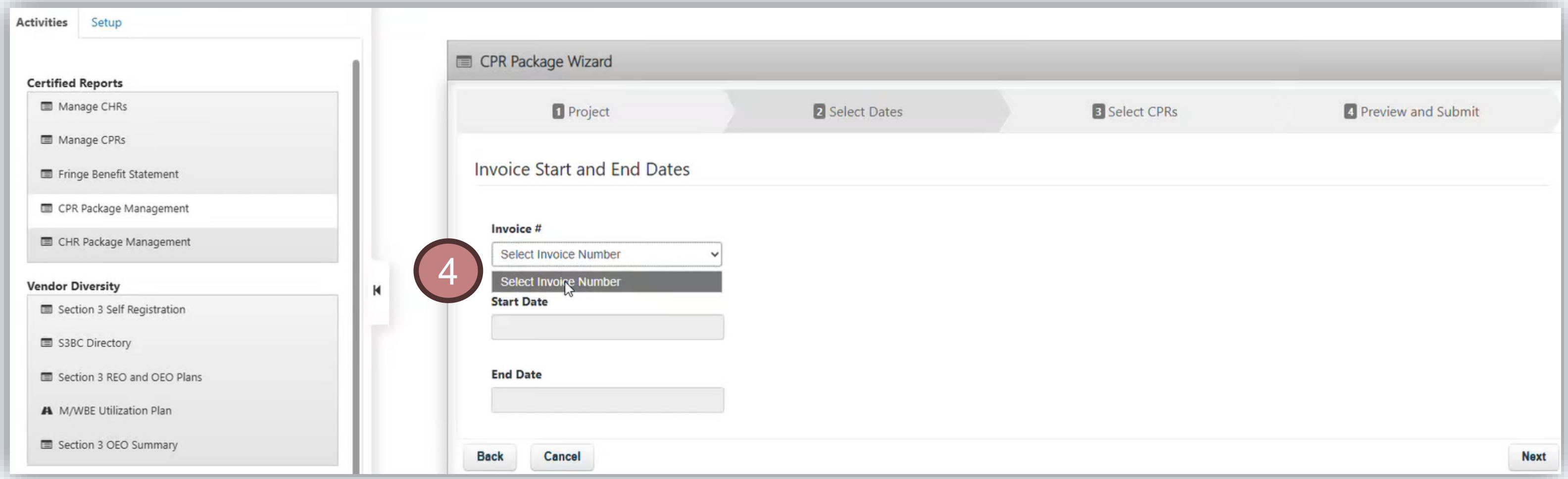
Steps for submitting a CPR Package

1. Contractor to select CPR Package Management under the ''Activities"
2. Contractor will select Borough, Contract, and Project.
3. Select 'Create New'.



Payments for A&CM contracts – Detail on Submitting a CPR Package (cont'd)

4. Select 'Invoice #', which was created by eBuilder; then Start and End date will automatically come up, based on the eBuilder invoice. Select CPRs within that invoice period. Then, select 'Preview' and 'Submit' to finalize.



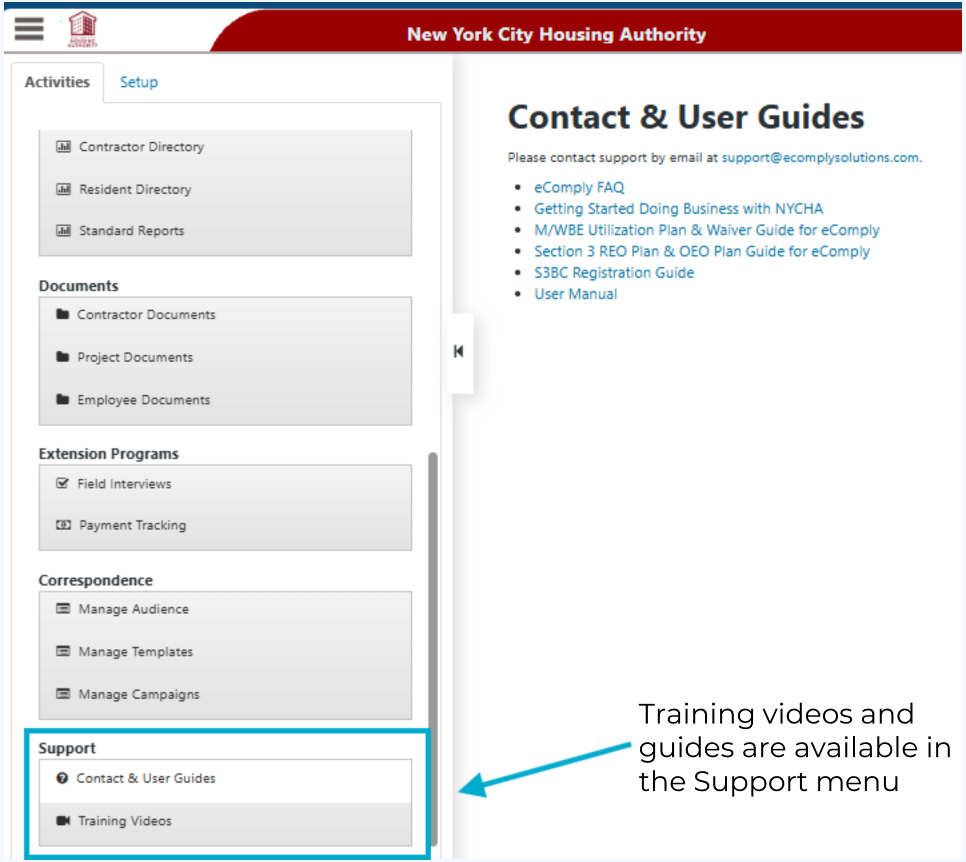
10

Resources and Support

Find resources and support when you need help

eComply – Help & Support Resources

Access eComply by visiting : https://nycha.ecomply.us/



Training videos and guides are available in the Support menu

eComply Support Contacts for Vendors

Topic	Contact Email
eComply technical issues (assisting contractor if they need help with steps for editing a rejected CPRs/CHRs, For initial setup/entering employees/creating/editing FB pkgs)	support@ecomplysolutions.com
CPR Upload document verification	support@ecomplysolutions.com
Contractor user access and accounts	eComply.support@nycha.nyc.gov
Section 3 reporting and compliance (e.g. pending residency verifications)	eComply.support@nycha.nyc.gov
Prevailing Wage/ Certified payroll and labor reporting (e.g. apprentice rate verifications)	PrevailingWages@nycha.nyc.gov
Accounts Payable questions	Ap.support@nycha.nyc.gov, or call the AP hotline at 212-306-6500
MarkView inbox for submitting A&CM invoice files only. **Not monitored for questions.**	acm.invoice@nycha.nyc.gov
A&CM - technical questions and troubleshooting and invoice clarifications	Contact your A&CM project manager
Subcontractors with questions	Please reach out to your prime contractor first!

Thank you

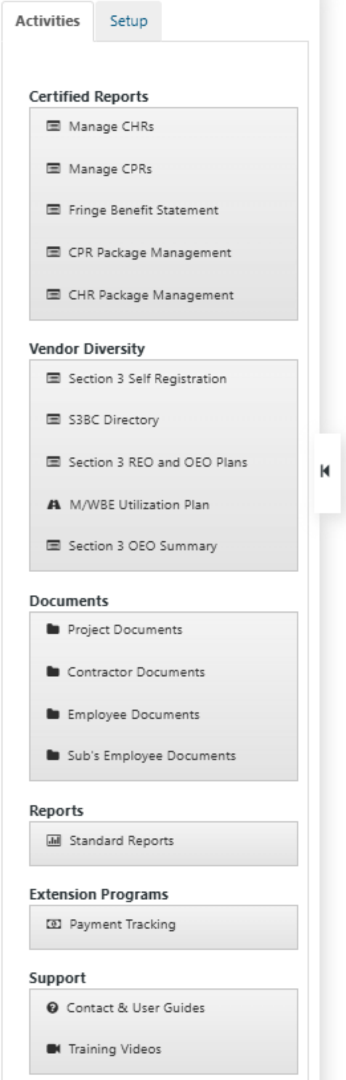
NEW YORK CITY HOUSING AUTHORITY

Appendix

APPENDIX

Table of Contents

Appendix A



Activities Tab

Appendix A

eComply Homepage Overview

Certified Payrolls
Add your Certified Payroll reports
A&CM contractors also submit packages here.

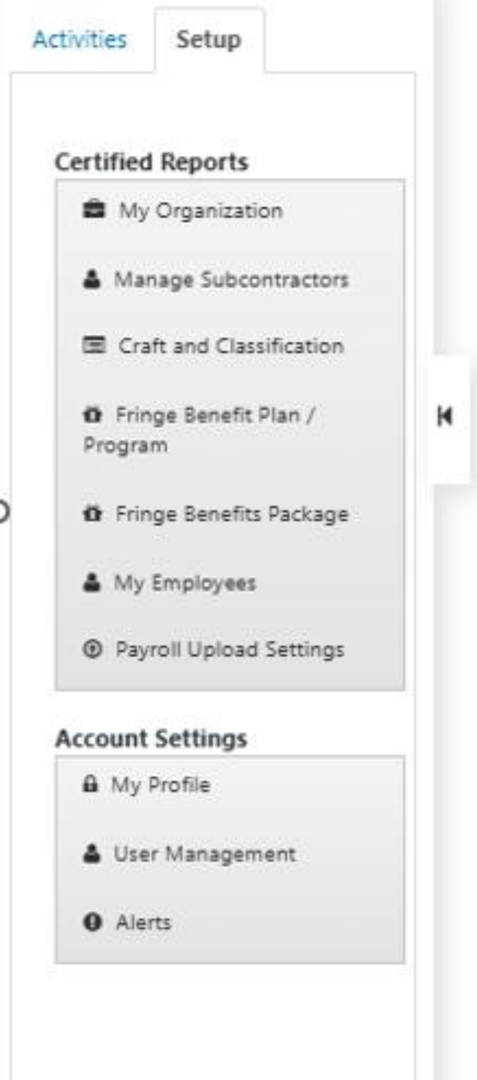
Vendor Diversity
Submit Section 3, REO, OEO, and MWBE plans
Access the Section 3 Business Directory to find subcontractors

Documents
Upload required or requested documents
Project Documents: project-specific uploads
Contractor Documents: company-level uploads
Upload employee documents (checks, apprentice info) under employee profiles

Support
Access training videos and help resources

eComply Homepage Overview

Setup Tab



Craft and Classification
Add the titles for your projects.

Fringe Benefit Plan / Program
Enter the plan or program information for the benefits you offer your employees.

Fringe Benefits Package
Enter hourly rates for the benefits you offer your employees
Define which crafts are linked each the package (define association).

User Management:

- Users get a system-generated password via email
- Update password or security question here
- Add new users and assign roles: *Company Admin, Submitter, Data Entry*

eComply Homepage Overview

Getting started	Steps to complete. The red tasks will earn a green as you complete them.
Announcement Board	Where NYCHA or eComply will post any announcements in this section.
Action Items	• first section will indicate if any CPRs require your review (if prime) • second section projects where CPRs are overdue, • third indicates any CPRs are were rejected.
Setup Panel	For completing your initial set up in our system for your projects. We have video tutorials that we have provided for any actions that you need to do in the system.
Activities Panel	Where you submit your CPRs reports, documents and other compliance plans. This section also houses the support training and materials

NEW YORK CITY HOUSING AUTHORITY

Key Features of eComply

Tracking Compliance

Ensures adherence to Section 3, MWBE, and applicable prevailing wage laws.

Simplifying Workflows

eComply enables electronic submissions and review of Certified Payroll Reports (CPRs).

Automates CPR submissions and reduces manual errors

Enhancing Accessibility

Accessible anytime on a secure, web-based platform.

Offers training materials and support are available to assist users.

Tracks compliance in real time and centralizes documentation.

System-generated notifications support transparency and timely action for all prevailing wage jobs.

Appendix B

What is a Certified Payroll Report (CPR)

A CPR is an eComply report contractors used to submit weekly payroll information for workers covered under the prevailing wage laws. It captures hours worked, job titles , and wages paid , allowing agencies to verify workers were paid correctly and that their project complies with prevailing wage requirements.

Purpose

- Enter Prevailing Wage hours in eComply for reporting.
- Supports transparency and streamlines compliance reporting for contractors and staff.

Key Features

- Designed for simplicity, efficiency, and alignment with HUD policies.
- Track prevailing wage hours electronically
- System notifications for overdue/ rejected CPRs

Policy Reason

- Transition to online submissions improves accuracy.
- Ensures data is systematically recorded in e-Comply.
- Secure online submission.

What is a Certified Hourly Report (CHR)

A Certified Hourly Report (CHR) is a report in eComply used to document the total labor hours worked on a project by employees not subject to prevailing wage requirements and record how a project is meeting workforce goals.

Purpose

- Enter Non-Prevailing Wage hours in eComply for reporting.
- Supports transparency and streamline compliance reporting for contractors and staff.

Key Features

- Includes worker names and labor hours but excludes wage details.
- Designed for simplicity, efficiency, and alignment with HUD policies.
- System notifications for overdue/ rejected CPRs

Policy Reason

- Transition to CHRs in eComply improves accuracy.
- Ensures data is systematically recorded in e-Comply.
- Secure online submission

Here's Your Quick Start Guide- CPR or CHR Submissions

- **Step 1:** Log in to eComply and open your project
- **Step 2:** Set up your project: Add job titles, fringe benefits(CPR only), and employees
- **Step 3:** Create **weekly** reports and for CPR, upload sign-in sheets
- **Step 4:** Submit **non-performance reports even when no work** occurs. Multiple weeks can be submitted at one time.

Questions? Email: eComply.support@nycha.nyc.gov

NEW YORK CITY HOUSING AUTHORITY

Appendix B

U.S. Department of Labor
Wage and Hour Division

Davis-Bacon and Related Acts Weekly Certified Payroll Form

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Unless otherwise noted, the information requested is specific to the named project below.

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

WHD U.S. Wage and Hour Division

Rev. January 2025
OMB No.: 1235-0008
Expires: 01/31/2028

☐ SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM ☐ PRIME CONTRACTOR ☐ SUBCONTRACTOR

PROJECT NAME	PROJECT NO. or CONTRACT NO.	CERTIFIED PAYROLL NO.	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME
PROJECT LOCATION	**WAGE DETERMINATION NO.**	**WEEK ENDING DATE**	**PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS**

(1A)	(1B)	(1C)	(1D)	(1E)	(2)	(3)		(4)							(5)	(6A)	(6B)	(6C)	(7A)	(7B)	(8)				(9)
WORKER ENTRY NO.	WORKER LAST NAME	WORKER FIRST NAME	WORKER MIDDLE INITIAL	WORKER IDENTIFYING NO.	(J) JOURNEYWORKER (RA) REGISTERD APPRENTICE	LABOR CLASSIFICATION	ST = STRAIGHT TIME OT = OVERTIME	(TOP) DAYS OF WORK WEEK (BOTTOM) DATES HOURS WORKED EACH DAY							TOTAL HOURS WORKED FOR WEEK	HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT	PAYMENT IN LIEU OF FRINGE BENEFITS	GROSS AMT EARNED	GROSS AMT EARNED FOR **ALL WORK**	DEDUCTIONS FOR **ALL WORK** TAX WITH-HOLDINGS	FICA	OTHER (MUST SPECIFY, SEE INSTRUCTIONS)	TOTAL DEDUCTIONS	NET PAY TO WORKER FOR **ALL WORK**
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While use of Form WH-347 itself is optional, covered contractors and subcontractors performing work on Federal or federally assisted construction contracts are required by the DBRA regulations and the contract clauses to submit payroll information on a weekly basis. The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federal or federally financed construction contracts to, on a weekly basis, "furnish a statement on the wages paid each employee during the prior week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors and subcontractors to submit weekly certified payrolls to the appropriate Federal agency if the agency is a party to the contract (or, if the agency is not such a party, to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the Federal agency). Each certified payroll must be accompanied by a signed "Statement of Compliance" (e.g., page 2 of the WH-347 or another document with identical wording) indicating that the certified payrolls are accurate and complete, and that each laborer or mechanic has been paid not less than the required Davis-Bacon prevailing wage rate(s) (including any fringe benefits) for the work performed. DOL and contracting agencies receiving this information review the information to determine whether workers have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

(over)

What is a Certified Payroll?

Documentation required under prevailing wage laws

NEW YORK CITY HOUSING AUTHORITY

Certified Payrolls must

- be signed by the contractor as true, under penalty of perjury (statement of compliance)
- show each worker's hours and days worked, the craft, trade or occupation, and the wages paid.
- include records of supplemental benefits received by them.

To search for current wage schedules, visit: https://flag.dol.gov/wage-data/wage-search

Instructions For Completing Davis-Bacon and Related Acts Weekly Certified Payroll Form, WH 347: https://www.dol.gov/agencies/whd/forms/wh347

Please email PrevailingWages@nycha.nyc.gov for contract specific wage schedules.

Why Certified Payrolls Matter

Certified payrolls are required by federal, state, and city laws to ensure **fair wages**. They also help collect **Section 3 data**, which tracks employment for low-income residents, especially those receiving government housing assistance. Compliance with both is required on all NYCHA contracts.

Key Laws establishing the foundation for Certified Payrolls

- Davis-Bacon and Related Acts- requires contractors pay workers the prevailing wage for their trade on federally funded projects.
- U.S. Housing Act of 1937-fair labor standards on public housing projects funded by HUD.
- Section 3, 24 CFR Part 75- requires us to report employment and labor hours to ensure economic opportunities are directed to low- and very low-income individuals. Certified payrolls allow us to collect and report those labor hours

NYCHA Operations Vendors — Prevailing Wage Payment Process

Step-by-Step Breakdown

Step 1 – Weekly Payroll & Compliance Submission

- **Complete Certified Payroll (PW-30):** Vendor documents all hours worked, job classifications, and prevailing wage rates.
- **Gather Sign-In Sheets:** Daily attendance records matching payroll data.
- **Upload to eComply:** Vendor submits both the certified payroll and sign-in sheets to NYCHA's eComply system.
- **NYCHA eComply Compliance Review:** eComply reinforces wage determination compliance, correct classifications, and completeness.

1

2

Step 2 – Compliance Check

- If **approved**, the vendor proceeds to invoicing. Approved status will be interfaced back to Oracle to release Oracle PW hold
- If **rejected**, the vendor must correct discrepancies (e.g., wage underpayments, overtime, missing signatures etc.) and resubmit in eComply before invoicing.

3

4

Step 3 – Invoice Submission

- **Prepare Invoice:** Vendor ensures the invoice references the correct NYCHA contract/PO Project number.
- **Email Invoice:** Sent to the dedicated address **pw.invoice@nycha.nyc.gov** or preferably process invoices in Transcepta for e-Invoicing.
- Invoice number that is entered in eComply MUST MATCH EXACTLY TO THE INVOICE NUMBER that's sent to NYCHA. **NOTE**: Avoid using special characters in the Invoice number.
- **MarkView Processing** – NYCHA's workflow system captures the invoice, processors retrieve, validate it against the contract, and enter them in Oracle AP module.

Step 4 – Payment Processing

- **Oracle AP System:** Approved invoices are entered into Oracle for accounts-payable processing.
- **Payment Issued:** Vendor receives payment via check or EFT.
- **Process Complete:** Cycle repeats for the next pay period.

Appendix C

Policy Overview: HUD Section 3 Compliance

- NYCHA, its contractors, subcontractors, and development partners, must make their best efforts to:
  - Provide employment and training opportunities to Section 3 workers.
  - Award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers.
- Professional services contractors may choose to project and report on labor hours for Section 3 workers and/or other economic opportunities (OEO) if the scope of the contract is entirely professional services.
- However, if a contract covers both professional services and other types of work, and the PHA, recipient, contractor, or subcontractor chooses not to report labor hours from professional services, **they are still required to report the other labor hours for other portion of work covered under the contract**.

Professional Services Definition

Professional Services from HUD Regulations (24 CFR Part 75 Subpart B):

- Professional services means non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

Policy Overview: HUD Section 3 Benchmark

Section 3 Benchmark: Contractors are considered to have complied with Section 3 requirements if they:

- Certify that they have followed the prioritization of effort (covered later); and
- Meet or exceed the applicable Section 3 benchmarks:
  - **25%** of total labor hours are performed by Section 3 Workers.
  - **5%** of total labor hours are performed by Targeted Section 3 Workers.

*** Please note that all hours performed by S3BCs count towards the Section 3 labor hour benchmark.**

Policy Overview: HUD Section 3 Applicability

What is the HUD Section 3 Policy?

- The purpose of HUD Section 3 is to ensure that economic opportunities generated by HUD federal assistance, are directed to low- and very low-income persons particularly those who are recipients of government assistance for housing.

Applicability:

- Section 3 requirements apply to HUD program assistance used for Housing rehabilitation, housing construction, and other public construction projects. (24 CFR Part 75 Subpart B)
- It is NYCHA's policy to apply the Section 3 requirements to contracts and projects that qualify for section 3 and to apply Section 3 equivalent requirements, based on the Section 3 requirements, to projects that receive other types of assistance.
- The Section 3 requirements apply to NYCHA contracts including projects covered under the Project Labor Agreement (PLA).
- Section 3 provisions do not apply to material supply contracts.

What is a Section 3 New Hire?

Definition :

A *Section 3 new hire* refers to an employee that is hired after the contract is awarded.

The new HUD rule does not require reporting new Section 3 hires; however, NYCHA is capturing new hire information for other stakeholders, such as the Mayor's Office, City Council, residents, etc.

New Hire Compliance Checklist

Eligibility:
To be considered a Section 3 new hire, an individual must meet the income criteria defined by HUD as a "low-income" resident, often including those living in public housing or receiving Section 8 housing assistance.

Employer responsibility:
Companies receiving HUD funding for housing projects are required to actively seek and hire Section 3 residents when new positions open up.

Documentation:
Employers must document the Section 3 status of new hires by verifying their income and housing situation

GET SELF-CERTIFIED for SECTION 3 A Quick Tutorial for Verification as a Section 3 Worker

NEW YORK CITY HOUSING AUTHORITY

Step 1: Determine if you qualify for Section 3

Any low- and very low-income workers may qualify for Section 3 status. Targeted Section 3 workers are NYCHA residents or Section 8 voucher holders.

The federal government changes eligible income limits every year by location – HUD Area Median Income (AMI) Table.

To qualify as a "Section 3 worker" based on income level, your household income must be at or below 80% of the median income of the area.

In 2025, that is $90,750 no matter the family size.

Qualified? → See Step 2

HUD 2025 Low Income Limits ($) at 80% of AMI ($103,000)

Family Size	1	2	3	4	5	6	7
Income Limit	$90,750	$103,700	$116,650	$129,600	$140,000	$150,350	$160,750

Step 2: Get the Self-Certification Form

a. Download the Self-Certification: Section 3 Worker/ Targeted Section 3 Worker Form on NYCHA's Website (see QR Code below).
b. Distribute to qualified workers.
c. Vendors upload the completed form to eComply.
d. For workers who are also residents, NYCHA's REES department will verify the individual is on the lease.

SCAN TO ACCESS FORMS & LEARN MORE

Section 3 Worker/ Targeted Section 3 Worker Form

Information for NYCHA Vendors on Section 3

What is a Section 3 Worker?

What is a Section 3 Worker?

Section 3 worker is any worker who fits at least one of the following categories, **(or met them when hired if within the past 5 yrs):**

- The worker's income for the previous or annualized calendar year is below the income limit established by HUD; or
- The worker is employed by a Section 3 business concern; or
- The worker is a YouthBuild participant*

What is a Targeted Section 3 Worker?

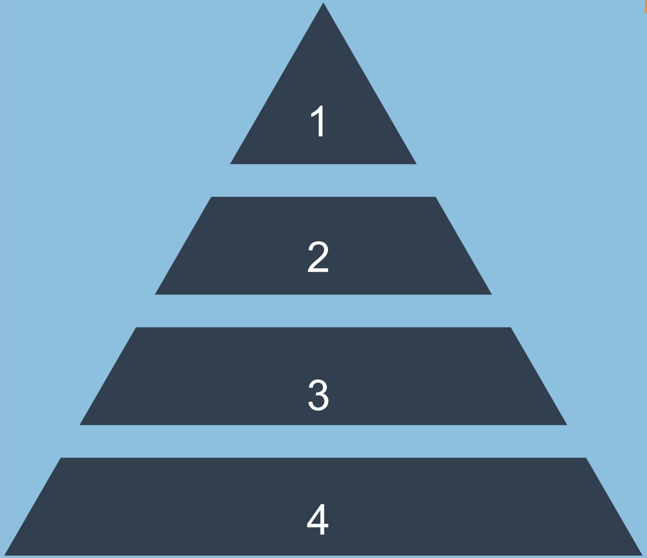
A Targeted Section 3 worker who is also:

- A worker employed by a Section 3 business concern; or
- A current YouthBuild participant
- A worker who is a resident of public housing project or Section 8-assisted housing, (or who was when hired by their employer) ; or
- A resident from other PHA-managed public housing receiving assistance

* For more information on YouthBuild visit: https://www.dol.gov/agencies/eta/youth/youthbuild

SECTION 3 Worker Categories and Prioritization

HUD defines four categories of Section 3 workers. Recipients and their contractors must prioritize **hiring and training in this order**—so understanding each category is essential



1 **Category 1:** Residents of the properties receiving HUD assistance.

2 **Category 2:** Residents of other public housing projects providing assistance or for section 8 assistance.

3 **Category 3:** Participants in HUD YouthBuild programs.[1]

4 **Category 4:** Low and very low-income residents within the metropolitan area.

NEW YORK CITY HOUSING AUTHORITY

NEW YORK CITY HOUSING AUTHORITY

A Section 3 Business Concern is

51%+ owned by low and very low-income persons.

75%+ of labor hours performed for the business over the prior 3-month period are performed by Section 3 workers.

51%+ owned by current residents of public housing or section 8 assisted housing.

Contractors' Section 3 Requirements

Best efforts to provide employment and training:

- In recruiting employees to meet Section 3 goals, partner with NYCHA's Office of Resident Economic Empowerment & Sustainability **(REES)** and receive referrals generated from REES's registry of interested residents.
- Prominently place notices of training opportunities at NYCHA developments.
- Meet with the recognized resident organization at the development where the work is being performed.
- Maintain a list of all Residents who apply on their own or by referral and the ultimate disposition of those applications.

Best efforts to award subcontracts to Section 3 business concerns:

- Specify a target number and value of subcontracts to be awarded Section 3 Business Concerns.
- Take specific steps to ensure that Section 3 Business Concerns are notified of pending contract opportunities.

Section 3 & Resident Economic Opportunity (REO) Plan:

- With its bid, complete and submit REO Plan through eComply, and if applicable, submit Other Economic Opportunity (OEO) Plan.

Contractors' Section 3 Requirements

Contractor eComply Requirements:

- Report through eComply, with each payment request, all * labor hours including all Section 3 labor hours, for the timeframe covered by the payment request.
- Complete and submit through eComply a Section 3 Worker/Targeted Section 3 Worker Self–Certification for each Section 3 resident hired .
- If applicable, the Contractor must at least quarterly submit updates on their OEO commitments through the OEO Outcome Summary module in eComply.

Other Contractor Requirements:

- Complete and submit Job Order Forms detailing job vacancy specifications to REES throughout the duration of the Contactor to receive appropriate resident referrals.
- Meet as needed with NYCHA residents and staff and provide the documentation and reports required to confirm compliance.

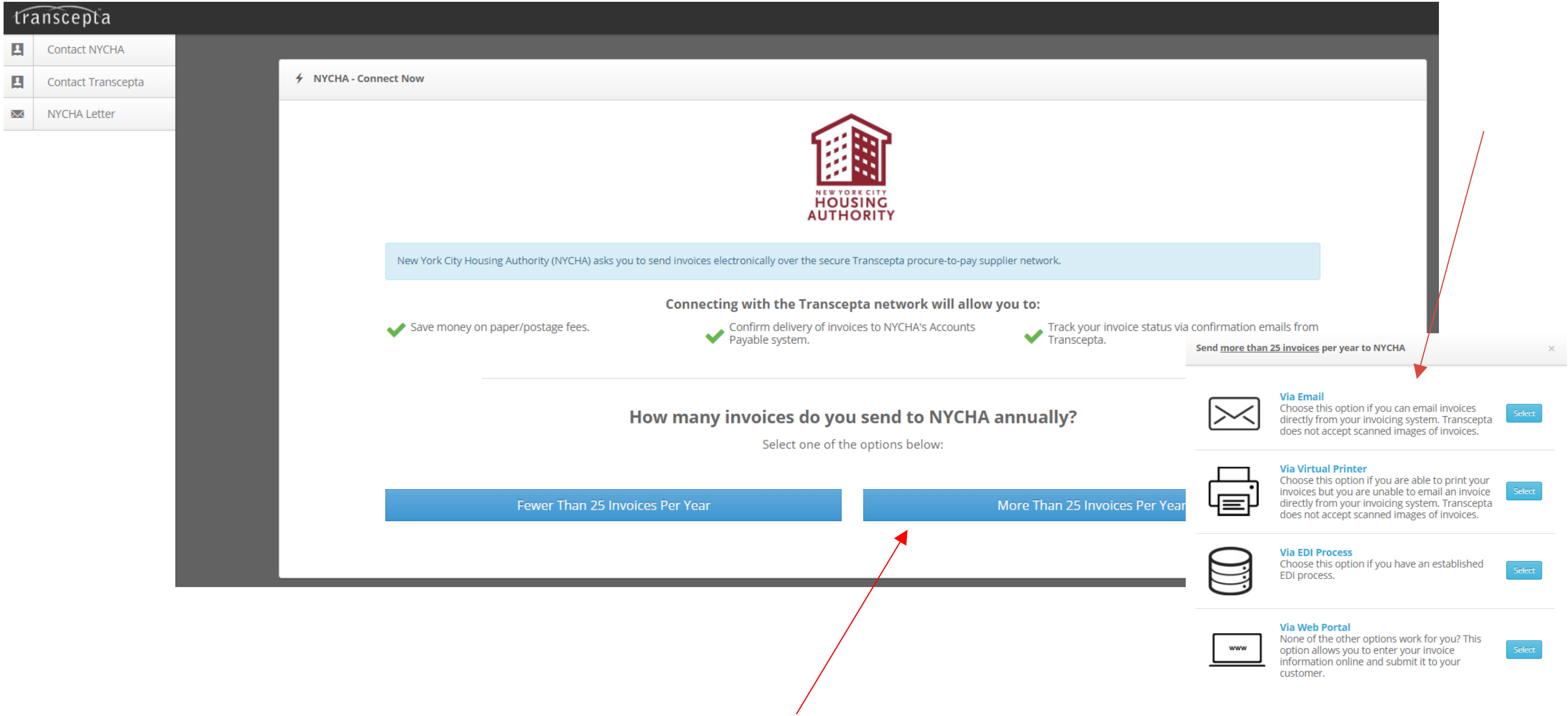
***Professional services vendors may report labor hours by Section 3 workers and Targeted Section 3 workers without including the total number of labor hours worked.**

Appendix D

FAQ

1) I am a new supplier needing to connect with Transcepta – follow link http://connect.transcepta.com/nycha
2) I am already connected with Transcepta and need assistance – Contact Support by emailing support@Transcepta.com or calling (949) 382-2842

Connection Page - http://connect.transcepta.com/NYCHA/



Step 1 Filling out company information

● 1) Connection 2) Terms of Service 3) Summary

Vendor Connection: New York City Housing Authority

Please tell us about you and your company to begin sending invoices electronically with Transcepta. Please contact Customer Service if you have questions or need assistance.

Company Information

Click here to review our privacy policy

Please enter your company's billing address:

Your Company's Name:	Enter Company Name Here
Address 1:	135 Columbia, Suite 202
Address 2:	
Address 3:	
City:	Aliso Viejo
State/Province/Region:	California
ZIP/Postal Code:	92656
Country:	United States of America
Main Telephone Number:	
Main Fax Number:	
DUNS:	

Your Contact Information

You will use your email address and password to log into our system in the future. Please select your password carefully and keep it secret.

First and Last Name:	Leo Tester
Title:	
Telephone Number:	(949) 382-2841

Your password must be at least 7 characters long and must contain characters from at least 3 of the following categories:

1. lower case characters a - z
2. upper case characters A - Z
3. numeric digits 0 - 9
4. special characters @#$%^&*()_+|~-=\`{}[]:";'<>/

Password:	••••••••••
Verify Password:	••••••••••
Email Address:	ldoamaral@transcepta.com

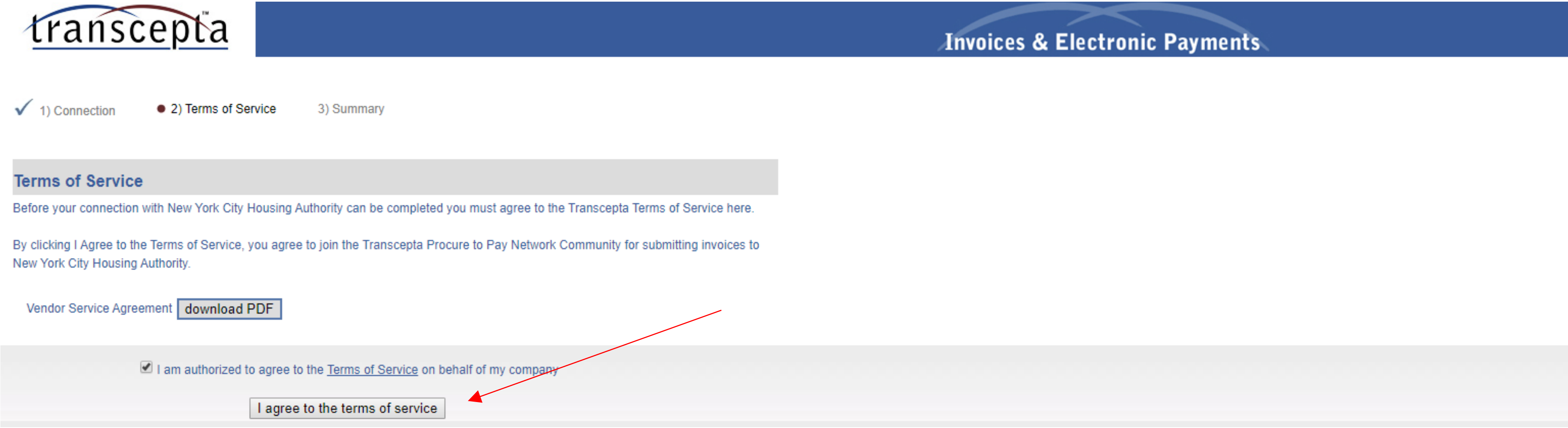
Currency Information

Should we expect all your invoices to be billed in the same currency?

- ◉ We only use one currency — USD - United States of America, Dollars
- ○ We bill in multiple currencies

Connect

Step 2 of connection page – Terms of Service



Step 3 Connection Complete Summary

✓ 1) Connection ✓ 2) Terms of Service ● 3) Summary

Connection Summary

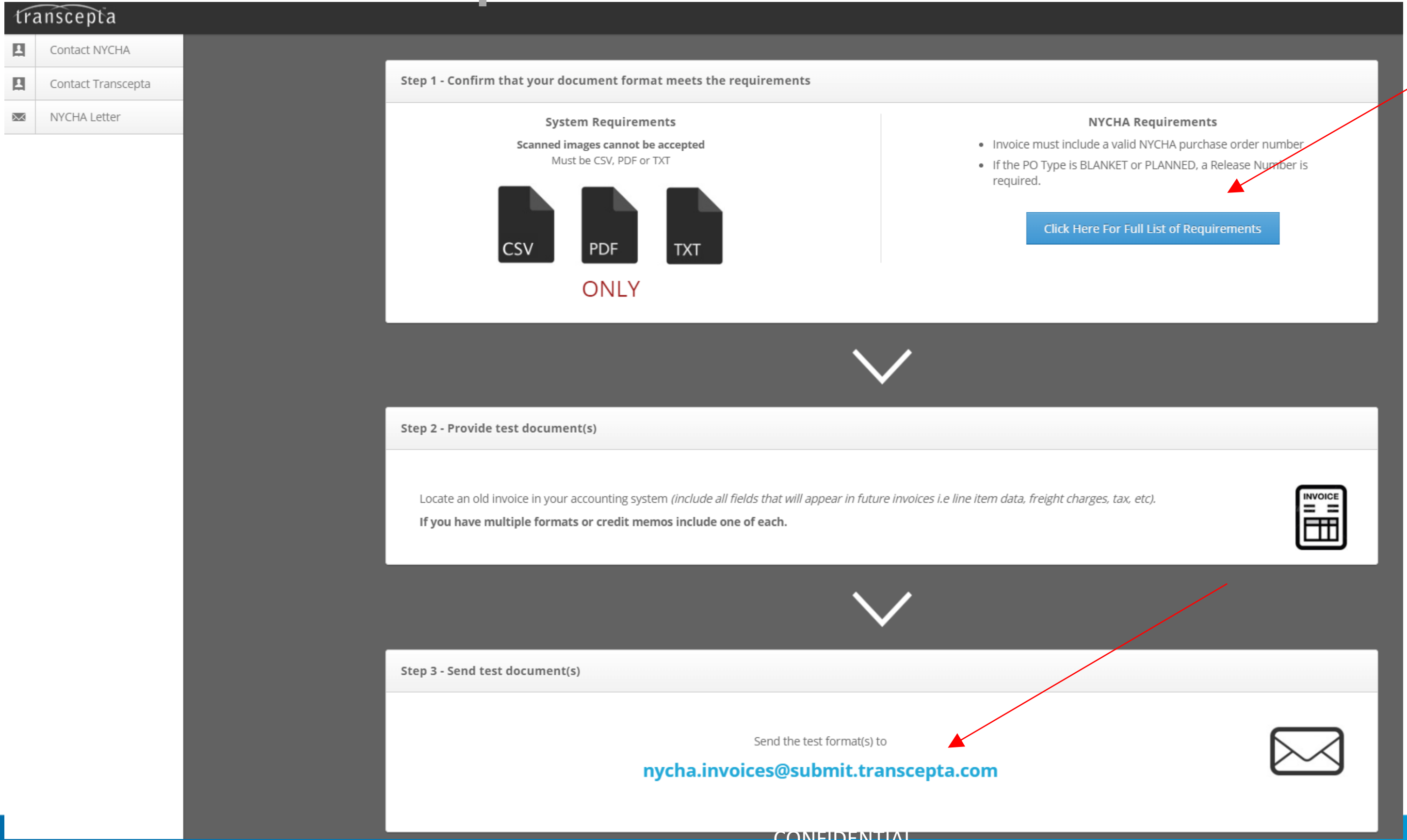
Congratulations! You are now part of the Transcepta Procure to Pay Network Community.

Please note that the vendor portal login below is the email address needed to login into the Transcepta Portal along with the password you created on the connection page. Please make sure to write down your email and password for future reference.

Company Name:	Enter Company Name Here
Your Vendor Portal Login:	ldoamaral@transcepta.com

continue

Invoice Sample Submission



Invoice Requirements Document

NEW YORK CITY HOUSING AUTHORITY

Electronic Invoicing Made Easy

Table of Contents

Submission Requirements

Requirements are subject to change and additional requirements may be added

- **Invoice must include a valid NYCHA purchase order number**
  - **PO is required at the header or line level**
  - **If reported at the line level, PO must be reported on every line**
  - **Only one PO number per invoice**
- **If the PO Type is BLANKET or PLANNED, a Release Number is required.**
- **$0 invoices are not allowed**
- **All amounts on the invoice must have the same sign as the invoice total**
  - **Credits should be submitted via a separate Credit Memo document**
- **If the document is a Credit Memo, the original invoice number is required**
- **Line item description is required**
- **At least one invoice line item is required with a non-zero total**
- **Ship-to address is required at either the invoice header or on every line**

Invoice(s)

All invoices must include the following fields:

☐ Invoice Number

☐ Invoice Date

☐ Bill To Name- New York City Housing Authority

☐ Bill To Address

☐ Invoice Total

☐ Purchase Order Number

☐ Ship-to Name

Invoice Sample Submission Cont.

Step 4 - Receipt of test document(s)

Once the test document(s) has been received, Transcepta will work to complete your connection.

During this time you will continue to submit to your customer using your current method.

Step 5 - Complete

Transcepta will notify you when your connection is complete.

Collect Sample Email

transcepta
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Sample Document Required

BAR-LO Carbon Products recently registered to submit documents electronically to **Diagraph** through Transcepta. At the time of registration, we requested that you submit the following sample document(s) to our system:

Invoice (INV)

Transcepta requires sample(s) in order to complete your connection to **Diagraph**.

How to Submit a Sample Document

Please select the submission method you chose at the time of registration for instructions on how to submit your sample document.

- I registered to submit documents via **Email**
- I registered to submit documents via **Virtual Printer**
- I registered to submit documents via **EDI X. 12**

How to Submit a Sample Document

Please select the submission method you chose at the time of registration for instructions on how to submit your sample document.

- I registered to submit documents via **Email**
- I registered to submit documents via **Virtual Printer**
- I registered to submit documents via **EDI X. 12**

If you are unsure of the submission method you chose at the time of registration, wish to change your submission method, or believe you already submitted a valid sample document, please contact our Customer Support department at support@transcepta.com or call 888-221-2026.

Thank you,
The Transcepta Support Team
support@transcepta.com

transcepta

Email Submission Instructions

transcepta
GLOBAL SUPPLIER NETWORK

Registration Complete

Caulktite corp, your Transcepta account setup is complete. You may now submit documents for **NYCHA.** Submit the following document types for processing:

Invoice (INV)

How to send my documents by email

Submit all NYCHA documents for processing in your configured account format to nycha.invoices@submit.transcepta.com

Note: Only Transcepta registered email addresses are able to submit documents for processing.

The Transcepta Account Administrator can add additional users by following the below steps:

1. Login to the Supplier Portal by clicking here
2. Click **Settings** in the right corner and click **Manage Users**
3. Click on an existing user to make edits or click **Create New User**

For a visual tutorial on how to add new users, click here.

For instructions on how to add additional documentation, click here.

If you have any questions about submitting your documents to Transcepta, please contact our Support Team at support@transcepta.com or call 888-221-2026.

Thank you,
The Transcepta Support Team
support@transcepta.com
888-221-2026

Web Portal Instructions

GLOBAL SUPPLIER NETWORK

Registration Complete

Caulktite corp, your Transcepta account is complete. You may now submit documents for **NYCHA.**

How to Submit a Document in the Supplier Portal

For a visual tutorial on how to submit your document, click here.
You can also follow the steps below:

- Visit http://www.transcepta.com and click **Supplier Login**
- Enter your email address and password
- Once you are in the Supplier Portal, click on the **Invoices** tab
- Click **New Invoice** then select **Create New Invoice**
- Select your customer (not applicable to suppliers with only one customer)
- Input the invoice information
- Click **Save and Preview**
- Verify that all the information is correct and click **Send**

The Transcepta Account Administrator can add additional users by following the steps below:

1. Login to the Supplier Portal by clicking here
2. Click **Settings** in the right corner and click **Manage Users**
3. Click on an existing user to make edits or click **Create New User**

Thank you,
The Transcepta Support Team
support@transcepta.com
888-221-2026

- Contact Details for registration questions:

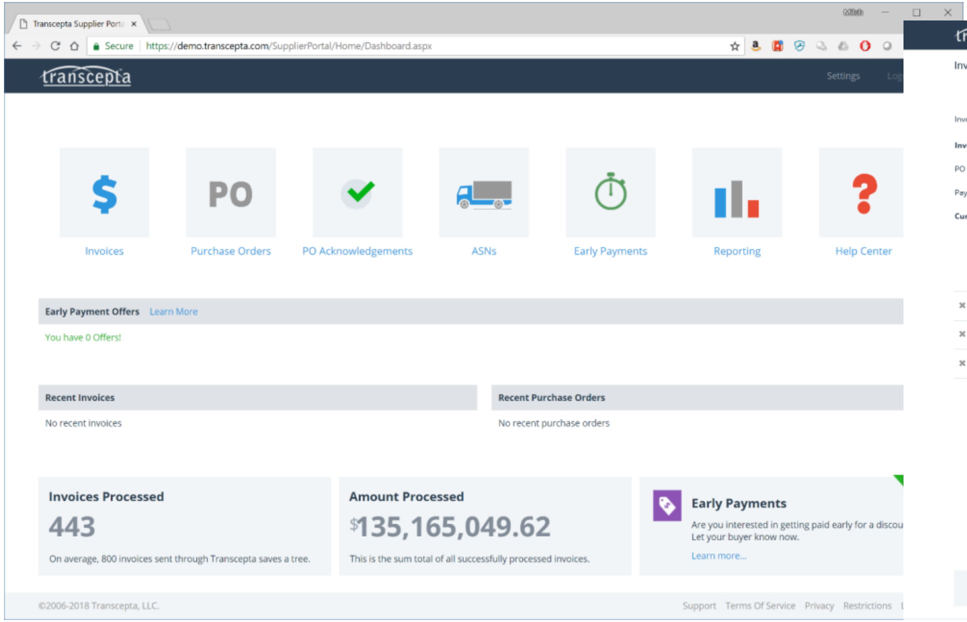
Registration@Transcepta.com
(949) 382-2841

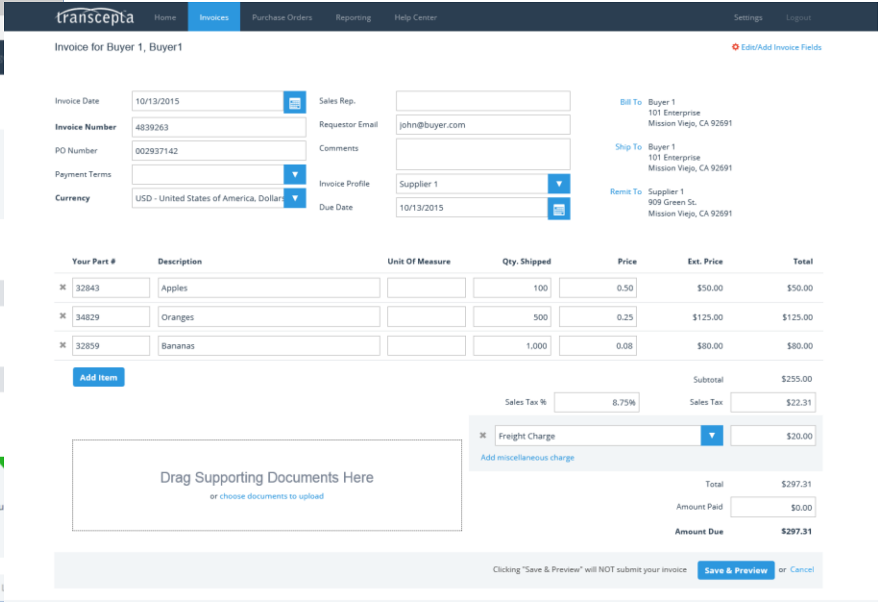
transcepta

Demo Supplier Portal

Transcepta Supplier Portal

Transcepta has an intuitive supplier portal that any supplier can use to submit invoices, check status, run reports, and more.

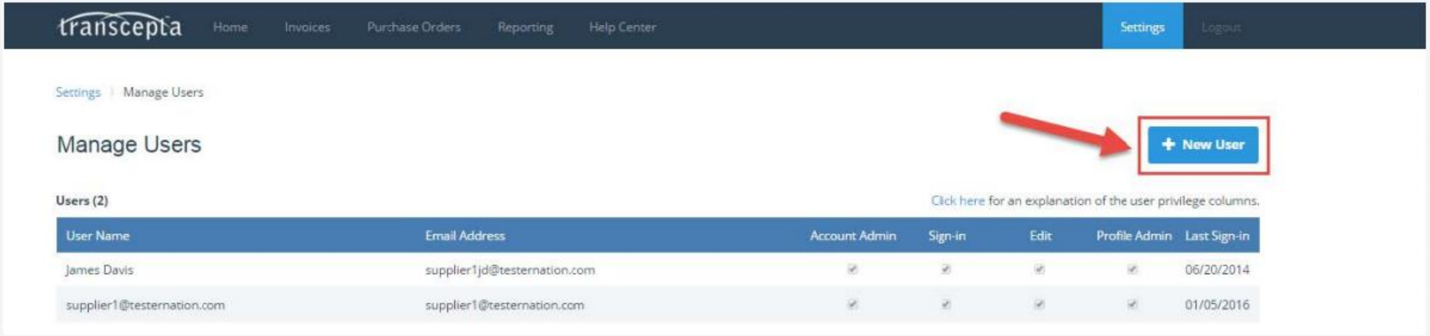




How to Add New Users

1 Under Account Administration in the Settings tab, click "Manage Users".

2 Click the "+ New User" button.



How to Add New Users Continued

3 Enter the new user's information. Then select the rights you would like enabled for the user. Then click "Save".