

# eComply and Section 3 Reporting

New York City Public Housing Authority (NYCHA)

# Today's Training Checklist

## Background

- HUD Section 3 Overview
- Definitions
- Compliance
- eComply

## eComply Reports

- Creating an Account and Logging In
- Certified Hourly Report (CHR)
- Invoicing and CHR Package Submission and Management
- Other Economic Opportunity (OEO) Summary

## Resources and Support

- Support contact information





# HUD Section 3 Policy Overview

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# Policy Overview: HUD Section 3



## 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.

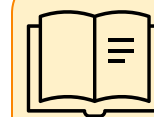
## Applicability:

- Section 3 requirements (24 CFR Part 75 Subpart B) apply to HUD program assistance used for Housing rehabilitation, housing construction, and other public construction projects.
- 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.

# 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, and
  - Award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers.
- If the scope of the contract is entirely, professional services, those professional services contractors may choose to project and report on labor hours for Section 3 workers and/or other economic opportunities (OEO).



If you have any questions on applicability, please email NYCHA's SMP Vendor Development and Support team at: [eComply.support@nycha.nyc.gov](mailto:eComply.support@nycha.nyc.gov)

# 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.

**\*Please note:** Professional services contractors may project and report on labor hours for Section 3 workers and/or other economic opportunities if the scope of the contract is entirely professional services, as defined above. However, if the scope of the contract covers **both** professional services and other work (a mixed contract) the labor hours under the contract that are not from professional services are subject to the Section 3 requirements. Professional services labor hours performed by Section 3 workers are a bonus.

# Policy Overview: HUD Section 3

**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 Section the 3 labor hour benchmark.**

# 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 when hired 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



# Section 3 Worker Prioritization

Recipients receiving public housing financial assistance, and their contractors and subcontractors, must make their best efforts to provide employment and training opportunities generated by the public housing financial assistance to Section 3 workers, prioritizing such efforts in the following order of priority:

**Priority 1:**

- To residents of the public housing projects for which the public housing financial assistance is expended;

**Priority 2:**

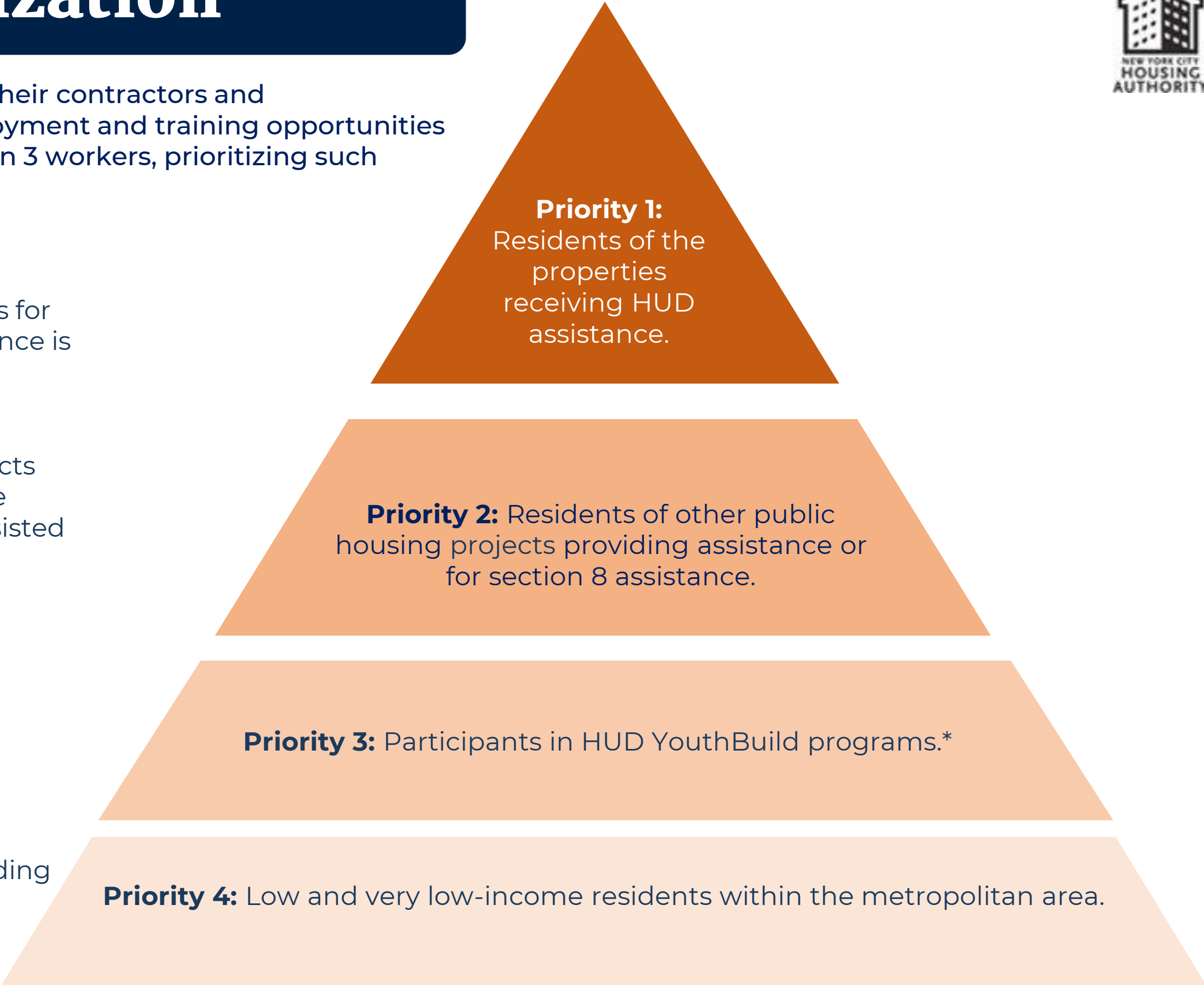
- To residents of other public housing projects managed by the PHA that is providing the assistance or for residents of Section 8-assisted housing managed by the PHA;

**Priority 3:**

- To participants in YouthBuild programs. YouthBuild provides job training and education for young people while they contribute to community improvement projects.

**Priority 4:**

- To low- and very low-income persons residing within the metropolitan area in which the assistance is expended



- For more information on YouthBuild visit: <https://www.dol.gov/agencies/eta/youth/youthbuild>
- For more information on prioritization requirements, find the regulations here : [https://www.ecfr.gov/current/title-24/subtitle-A/part-75#p-75.9\(a\)\(2\)](https://www.ecfr.gov/current/title-24/subtitle-A/part-75#p-75.9(a)(2))

# 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. For non-professional, DECAR and mixed contracts, this includes all worker hours.
- 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 Contact to receive appropriate resident referrals.
- Meet as needed with NYCHA residents and staff and provide the documentation and reports required to confirm compliance.

**\* If the contract includes any work that is not professional services, all labor hours for that work must be reported. For contracts whose scope is entirely professional services, vendors may report only Section 3 and Targeted Section 3 worker hours without reporting total hours.**

# Section 3 Compliance Monitoring



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.

# Additional HUD Section 3 Compliance Guidance

For further guidance on NYCHA's Section 3 requirements, refer to the resource documents below.

## NON-PROFESSIONAL SERVICES

### [Section 3 Compliance Guidance for NYCHA DECAR and other Non-Professional Services Contracts](#)

Covers Section 3 obligations for contractors on DECAR and general non-professional service contracts under NYCHA. Includes reporting requirements, good faith effort documentation, and compliance benchmarks.

## PROFESSIONAL SERVICES

### [Section 3 Compliance Guidance for NYCHA Professional Services Contracts](#)

Tailored guidance for professional services contractors working on NYCHA projects. Covers applicability, provides links to user guides and how Section 3 equivalent requirements apply to professional service agreements.

## GENERAL RESOURCES

### [Section 3 Resources](#)

A collection of reference materials to support Section 3 compliance. Useful for both contractors navigating requirements and staff overseeing compliance programs.

## FEDERAL REGULATION

### eCFR — [Code of Federal Regulations](#).

The full text of Section 3 regulations as published in the Code of Federal Regulations (24 CFR Part 75). The authoritative source for all Section 3 requirements referenced throughout this training.

# What is eComply?

**eComply** is NYCHA's online labor compliance software tool, designed to enhance compliance and streamline payroll and hourly reporting for contractors and subcontractors on NYCHA Contracts

# What is eComply Collecting?

## 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)

And this!

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). (submitted with each payment)
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)

Today we are covering these reports



# Creating an eComply Account and Logging On

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# How to Create an eComply Account

Instructions for First-Time Contractor Registration:

<p><b>1</b></p> <p><u>Create a NYCID account</u></p>	<ul style="list-style-type: none"> <li>• All contractors must have an <b>NYC ID</b> account.</li> <li>• Create one here: <a href="https://www1.nyc.gov/account">https://www1.nyc.gov/account</a>.</li> <li>• Use the same email address for NYCID for all NYCHA Systems.</li> </ul>
<p><b>2</b></p> <p><u>Register in iSupplier</u></p>	<ul style="list-style-type: none"> <li>• <b>New contractors</b> -&gt; &gt; Complete <a href="#">Prospective Supplier Registration form</a>.</li> <li>• <b>Other contractors with no iSupplier account</b>- &gt;&gt; Complete <a href="#">iSupplier Account Request for Existing Vendors form</a> .</li> <li>• For more information see <a href="#">iSupplier Portal Guide (isupplerguide.pdf)</a></li> </ul>
<p><b>3</b></p> <p><u>Register in eComply</u></p>	<ul style="list-style-type: none"> <li>• To register, visit: <a href="https://nycha.ecomply.us/">https://nycha.ecomply.us/</a> and click “create one”</li> <li>• When prompted enter Agency Code: NYCHA -&gt; Use your <b>NYCID</b> email as your username</li> <li>• Then submit profile request.</li> </ul> <p>If your registration is successful, you’ll return to the login screen where you can use your NYC.ID email and password.</p>

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



# CHR Reporting Requirements

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# What is a Certified Hourly Report (CHR)?

## Definition:

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

It documents total labor hours worked by non prevailing wage employees on a project.

## REQUIREMENTS

- 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.

# Who Needs to Complete the CHR?



Except for professional services hours, vendors must report all labor hours via CPR or CHR, not just section 3 labor hours. Professional Service vendors are strongly encouraged to report all professional service hours worked by Section 3 workers.

If an employee performs both prevailing wage and non prevailing wage work their hours must be separated and each type is reported on the appropriate report. Labor hours funded under the NYCHA contract and directly attributable to the NYCHA project must be reported regardless of whether the employee worked onsite or offsite.

## Prevailing Wage Hours

SUBMIT  
CPR

- Contractors employing prevailing wage laborers on NYCHA projects are required to submit CPRs through eComply.
- CPRs capture wage detail in addition to hours worked, as required under Davis-Bacon prevailing wage laws.
- An employee who performs some prevailing wage work will have those specific hours reported here, even if their remaining hours appear on a CHR.

## Non-Prevailing Wage Hours

SUBMIT  
CHR

- Contractors employing non-prevailing wage workers on NYCHA projects are required to submit CHRs through eComply.
- CHRs must be completed for all Non-prevailing wage workers involved in the project. CHRs track labor hours for section 3 compliance.
- An employee who performs some non-prevailing wage work will have those specific hours reported here, even if their remaining hours appear on a CPR.

## Professional Services

SUBMIT  
CHR

- Professional services hours performed by Section 3 workers and directly attributable to NYCHA can be reported via CHR.
- Under HUD regulations (24 CFR Part 75), professional services means non-construction services that require an advanced degree or professional certification such as legal, financial, or engineering services.
- If you believe your contract qualifies as professional services only, review the full HUD definition and reach out for assistance.

## One-time Setup

Do this before your first CHR

Before beginning the CHR process, ensure 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.

\*For certain A&CM professional services only projects, this cadence may be quarterly. Please consult you're A&CM project manager.

## Recurring Weekly\*

Ongoing throughout the project

**3.** Submit weekly *CHR reports* as work is performed.

**4.** Submit *Non-performance (NP) CHR*s 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.

### **6. A&CM projects only**

Package multiple weeks of CHRs into a CHR package in eComply. This package is required as part of the payment process and must be prepared before payment can be processed



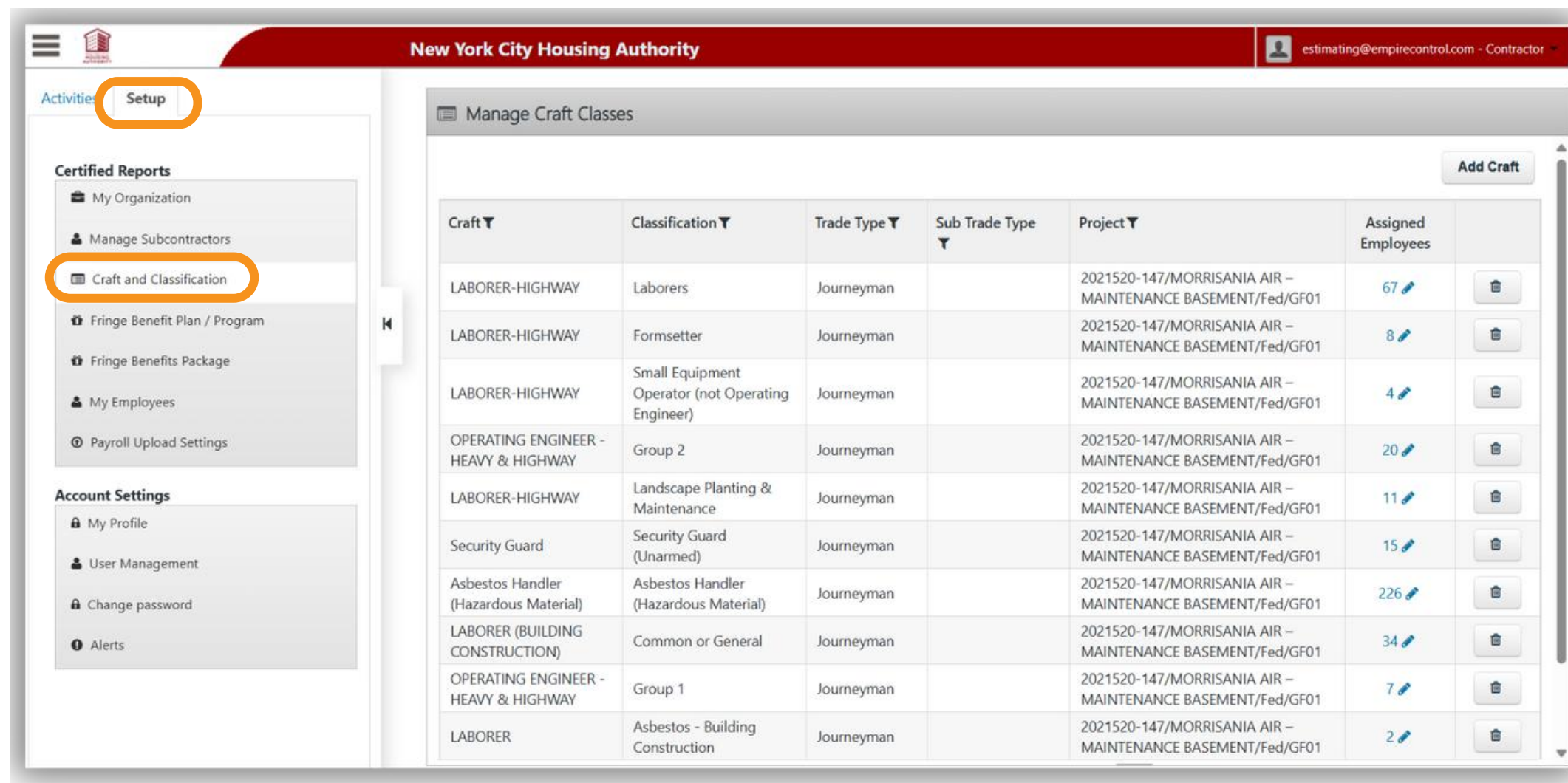
# Adding Non-Prevailing Wage Titles

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# Adding Non-Prevailing Wage Titles to Your Project

To ensure a smooth process, make sure that all titles for your employees are listed within your project. This is the first step in the CHR process.

- Titles define an employee's role in the project—such as Technician, Project Manager, or Administrative Assistant.
- Assigning titles ensures accurate hours tracking, which makes compliance and reporting a lot smoother for everyone.



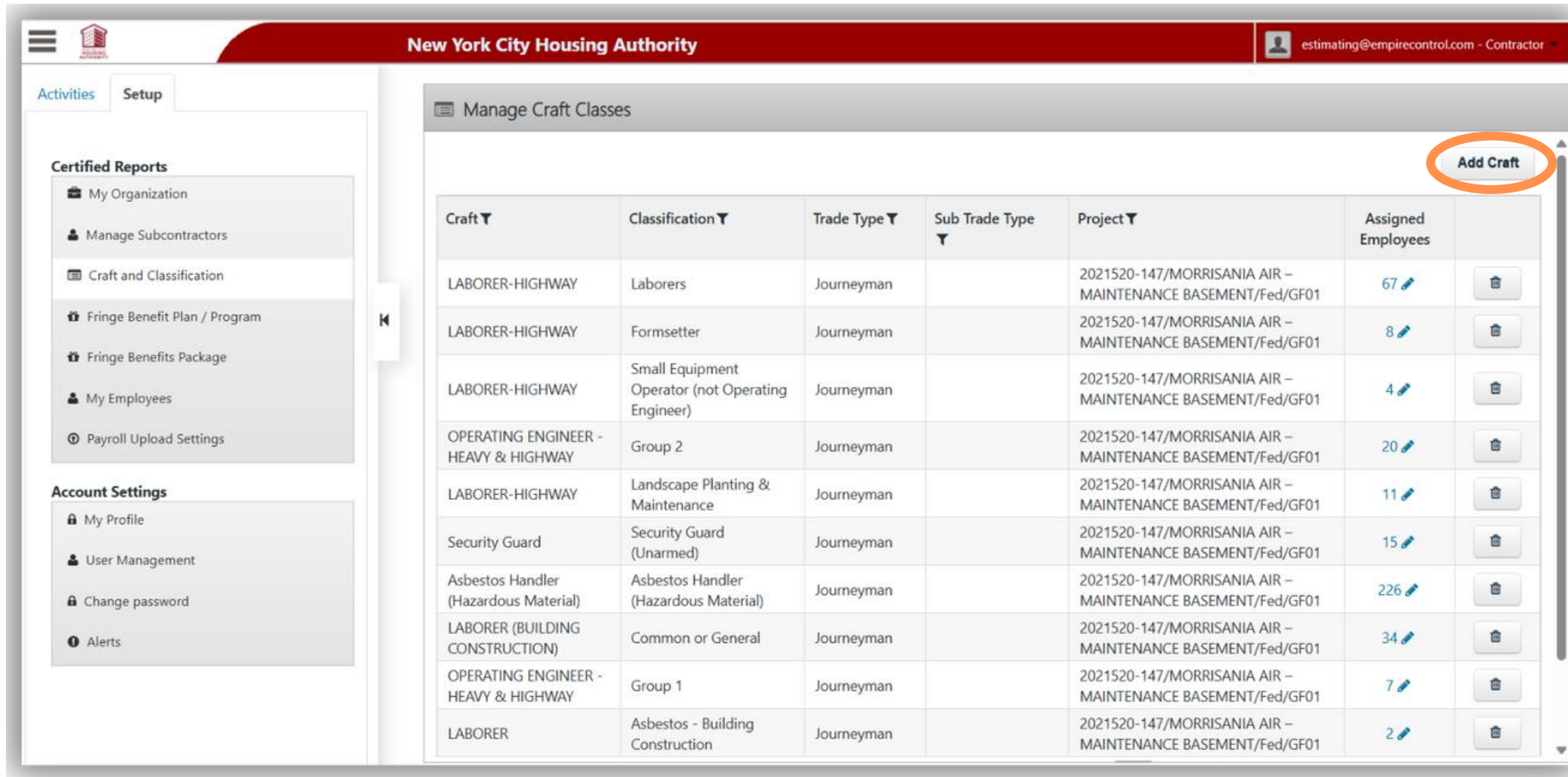
Craft	Classification	Trade Type	Sub Trade Type	Project	Assigned Employees
LABORER-HIGHWAY	Laborers	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	67
LABORER-HIGHWAY	Formsetter	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	8
LABORER-HIGHWAY	Small Equipment Operator (not Operating Engineer)	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	4
OPERATING ENGINEER - HEAVY & HIGHWAY	Group 2	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	20
LABORER-HIGHWAY	Landscape Planting & Maintenance	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	11
Security Guard	Security Guard (Unarmed)	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	15
Asbestos Handler (Hazardous Material)	Asbestos Handler (Hazardous Material)	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	226
LABORER (BUILDING CONSTRUCTION)	Common or General	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	34
OPERATING ENGINEER - HEAVY & HIGHWAY	Group 1	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	7
LABORER	Asbestos - Building Construction	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	2

## To ADD titles to your project

### NAVIGATE TO TITLE A CLASSIFICATIONS

- link **Setup** in the upper-left corner to expand the menu options (next to Activities).
- Under the Certified Reports section, click on **Crafts and Classifications**. This is where you'll manage or add titles for your project.

# Adding Non-Prevailing Wage Titles to Your Project



New York City Housing Authority

estimating@empirecontrol.com - Contractor

Activities Setup

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
- Change password
- Alerts

Manage Craft Classes

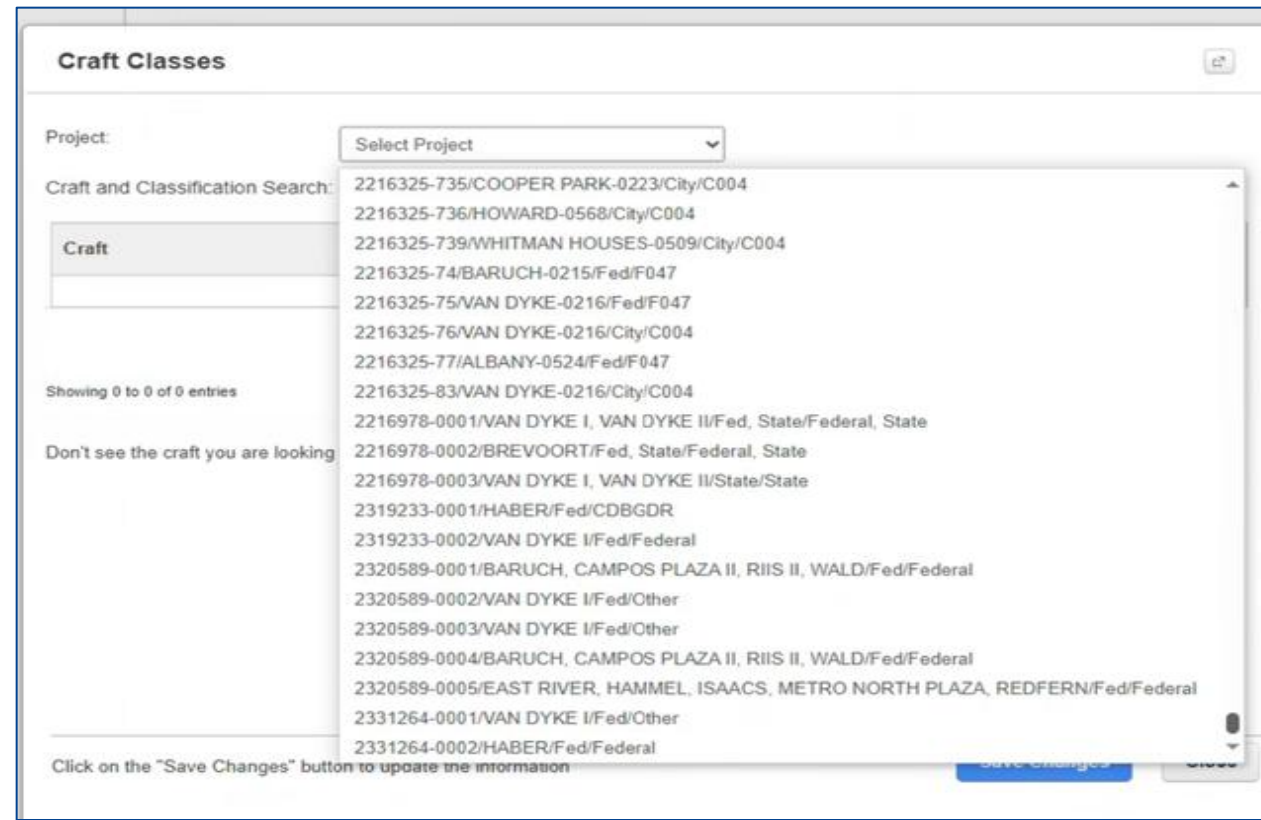
Add Craft

Craft	Classification	Trade Type	Sub Trade Type	Project	Assigned Employees	
LABORER-HIGHWAY	Laborers	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	67	
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## ACCESS TITLES AND CLASSIFICATIONS

- A list of existing titles will appear. If searching for non-prevailing wage titles, filter for NON under craft.
- Review the list of titles to ensure that the titles needed for each of your employees are in the system.
- If a title you need is not listed, click **Add Craft** in the upper-right corner of the screen.

# Adding Non-Prevailing Wage Titles to Your Project



**Craft Classes**

Project:

Craft and Classification Search:

**Craft**

- 2216325-736/HOWARD-0568/City/C004
- 2216325-739/WHITMAN HOUSES-0509/City/C004
- 2216325-74/BARUCH-0215/Fed/F047
- 2216325-75/VAN DYKE-0216/Fed/F047
- 2216325-76/VAN DYKE-0216/City/C004
- 2216325-77/ALBANY-0524/Fed/F047
- 2216325-83/VAN DYKE-0216/City/C004
- 2216978-0001/VAN DYKE I, VAN DYKE II/Fed, State/Federal, State
- 2216978-0002/BREVOORT/Fed, State/Federal, State
- 2216978-0003/VAN DYKE I, VAN DYKE II/State/State
- 2319233-0001/HABER/Fed/CDBGDR
- 2319233-0002/VAN DYKE I/Fed/Federal
- 2320589-0001/BARUCH, CAMPOS PLAZA II, RIIS II, WALD/Fed/Federal
- 2320589-0002/VAN DYKE I/Fed/Other
- 2320589-0003/VAN DYKE I/Fed/Other
- 2320589-0004/BARUCH, CAMPOS PLAZA II, RIIS II, WALD/Fed/Federal
- 2320589-0005/EAST RIVER, HAMMEL, ISAACS, METRO NORTH PLAZA, REDFERN/Fed/Federal
- 2331264-0001/VAN DYKE I/Fed/Other
- 2331264-0002/HABER/Fed/Federal

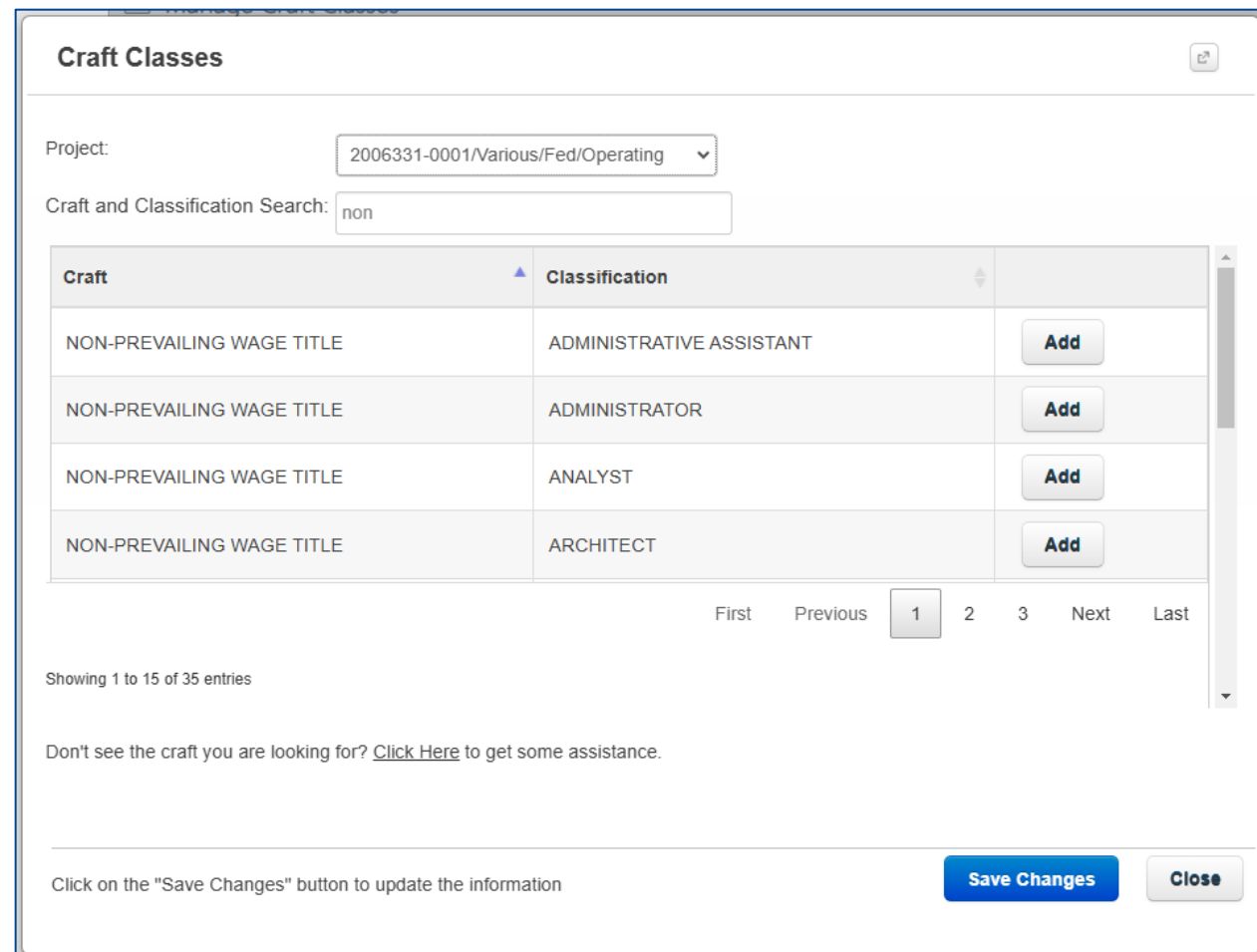
Showing 0 to 0 of 0 entries

Don't see the craft you are looking for?

Click on the "Save Changes" button to update the information

## ADD A NEW TITLE (IF NEEDED)

- Find your project with its corresponding purchase order (PO) or contract number.
- Search for the Crafts and Classifications relevant to your project and click **Add**
- Use “*NON*” in the search to find non-prevailing wage titles.
- Click the **Add** button on any titles that apply.



**Craft Classes**

Project:

Craft and Classification Search:

Craft	Classification	
NON-PREVAILING WAGE TITLE	ADMINISTRATIVE ASSISTANT	<input type="button" value="Add"/>
NON-PREVAILING WAGE TITLE	ADMINISTRATOR	<input type="button" value="Add"/>
NON-PREVAILING WAGE TITLE	ANALYST	<input type="button" value="Add"/>
NON-PREVAILING WAGE TITLE	ARCHITECT	<input type="button" value="Add"/>

Showing 1 to 15 of 35 entries

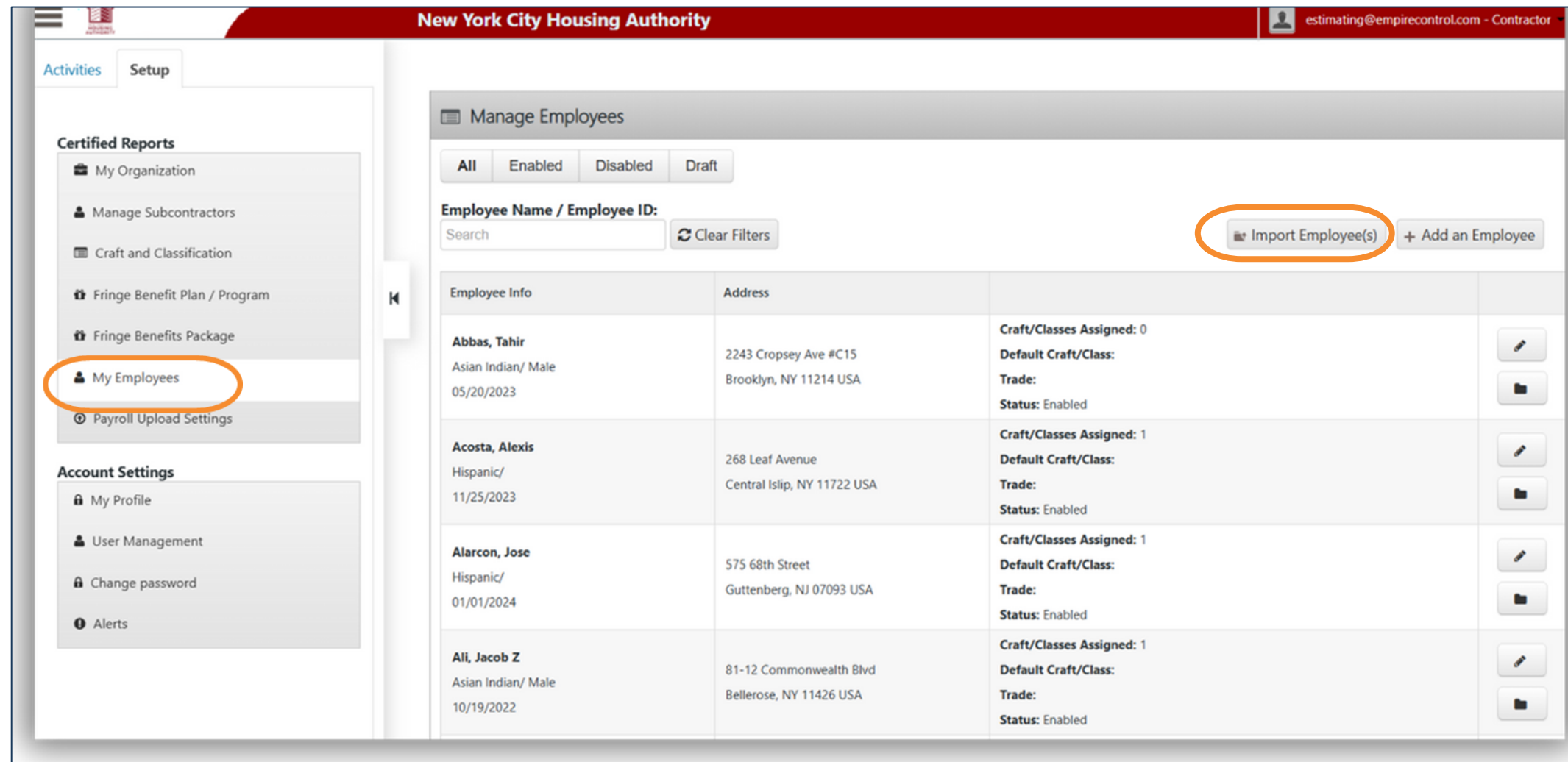
Don't see the craft you are looking for? [Click Here](#) to get some assistance.

Click on the "Save Changes" button to update the information

## Notes:

- Even for non-prevailing wage titles, you still need to include a trade type **Journeyman** during this step—it's just part of the system setup.
- For all titles, a trade type only needs to be added initially. This is a one-time setup, and it will not be required in the future for this project.
- After initial set up, you'll only need to update or add new titles as needed.

# Adding Employees by Import



New York City Housing Authority

estimating@empirecontrol.com - Contractor

Activities Setup

**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
- Change password
- Alerts

Manage Employees

All Enabled Disabled Draft

Employee Name / Employee ID: Search Clear Filters

Import Employee(s) + Add an Employee

Employee Info	Address	
<b>Abbas, Tahir</b> Asian Indian/ Male 05/20/2023	2243 Cropsy Ave #C15 Brooklyn, NY 11214 USA	Craft/Classes Assigned: 0 Default Craft/Class: Trade: Status: Enabled
<b>Acosta, Alexis</b> Hispanic/ 11/25/2023	268 Leaf Avenue Central Islip, NY 11722 USA	Craft/Classes Assigned: 1 Default Craft/Class: Trade: Status: Enabled
<b>Alarcon, Jose</b> Hispanic/ 01/01/2024	575 68th Street Guttenberg, NJ 07093 USA	Craft/Classes Assigned: 1 Default Craft/Class: Trade: Status: Enabled
<b>All, Jacob Z</b> Asian Indian/ Male 10/19/2022	81-12 Commonwealth Blvd Bellerose, NY 11426 USA	Craft/Classes Assigned: 1 Default Craft/Class: Trade: Status: Enabled

## Navigate to Employee Management:

- Go to the Setup tab.
- Under Certified Reports, click on the **My Employees** tab.
- The Manage Employees window will pop

## Begin the Import Process:

- Click on **Import Employee(s)** (located in the upper-right corner) instead of “+Add an Employee”.

## Upload the Import File:

- Use the Core Employee Import Template to prepare your file with all required employee details. This is an excel spreadsheet listing all your employee details with their titles.
- Click **Choose File** to upload your completed template.

## Review the Employee List:

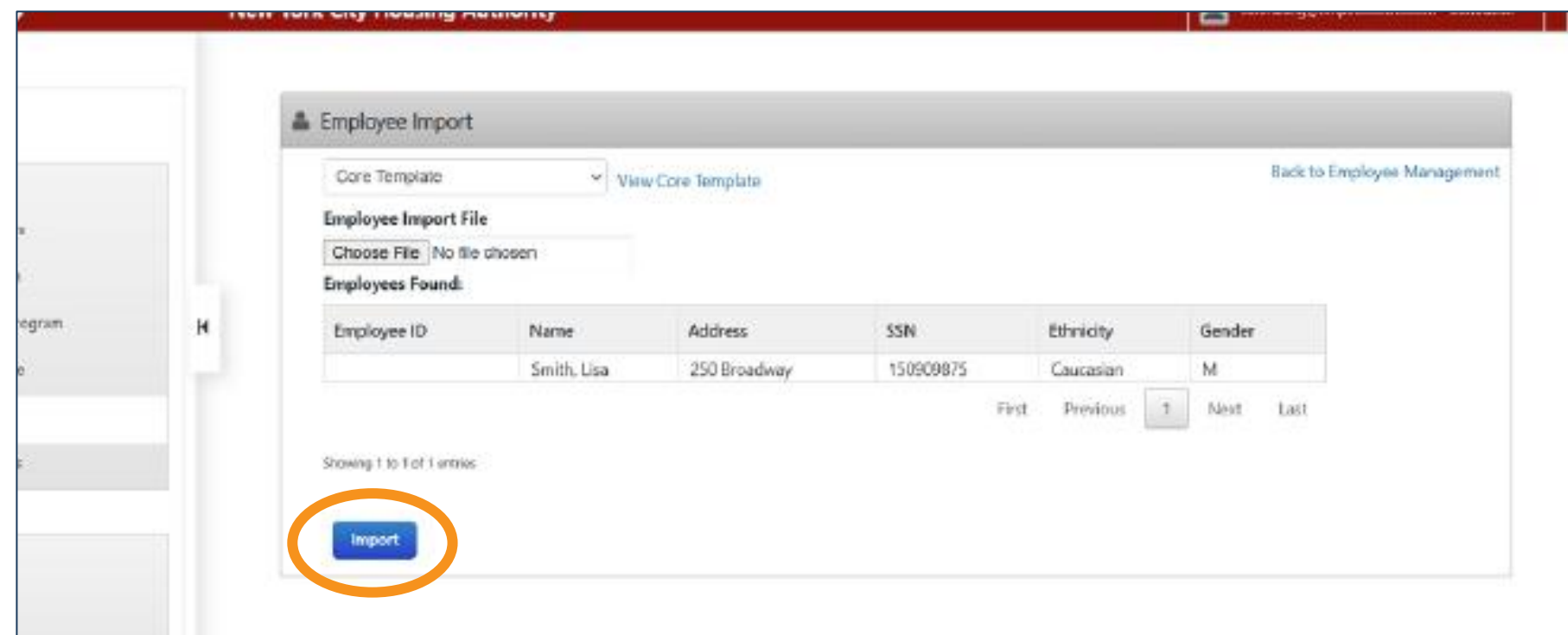
- After uploading, a preview list of the employees being imported will display below

## Complete the Import:

- Click the blue **Import** button to finalize the process.

## Confirmation:

- A green confirmation message will appear, indicating that the employees were successfully imported..



Employee Import

Core Template View Core Template Back to Employee Management

Employee Import File

Choose File No file chosen

Employees Found:

Employee ID	Name	Address	SSN	Ethnicity	Gender
	Smith, Lisa	250 Broadway	150909875	Caucasian	M

Showing 1 to 1 of 1 entries

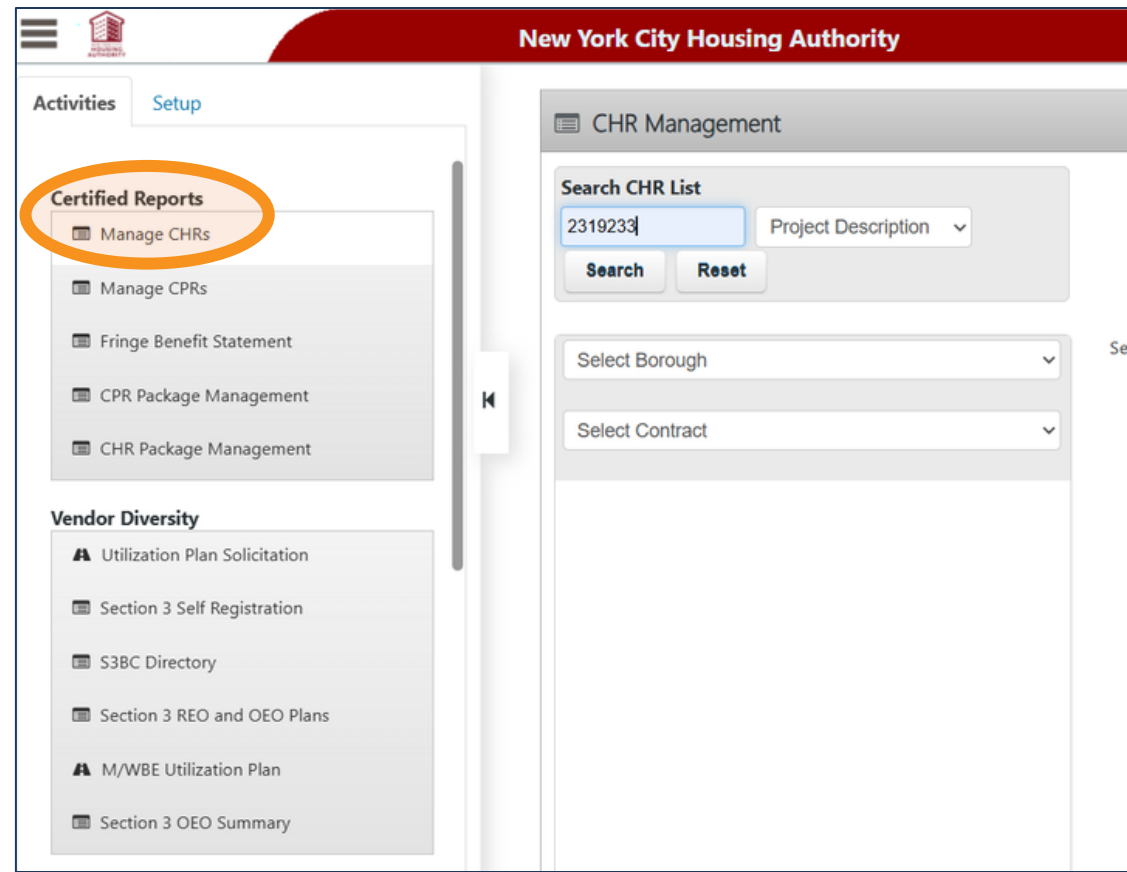
Import



# Creating a CHR Report (Manage CHR)

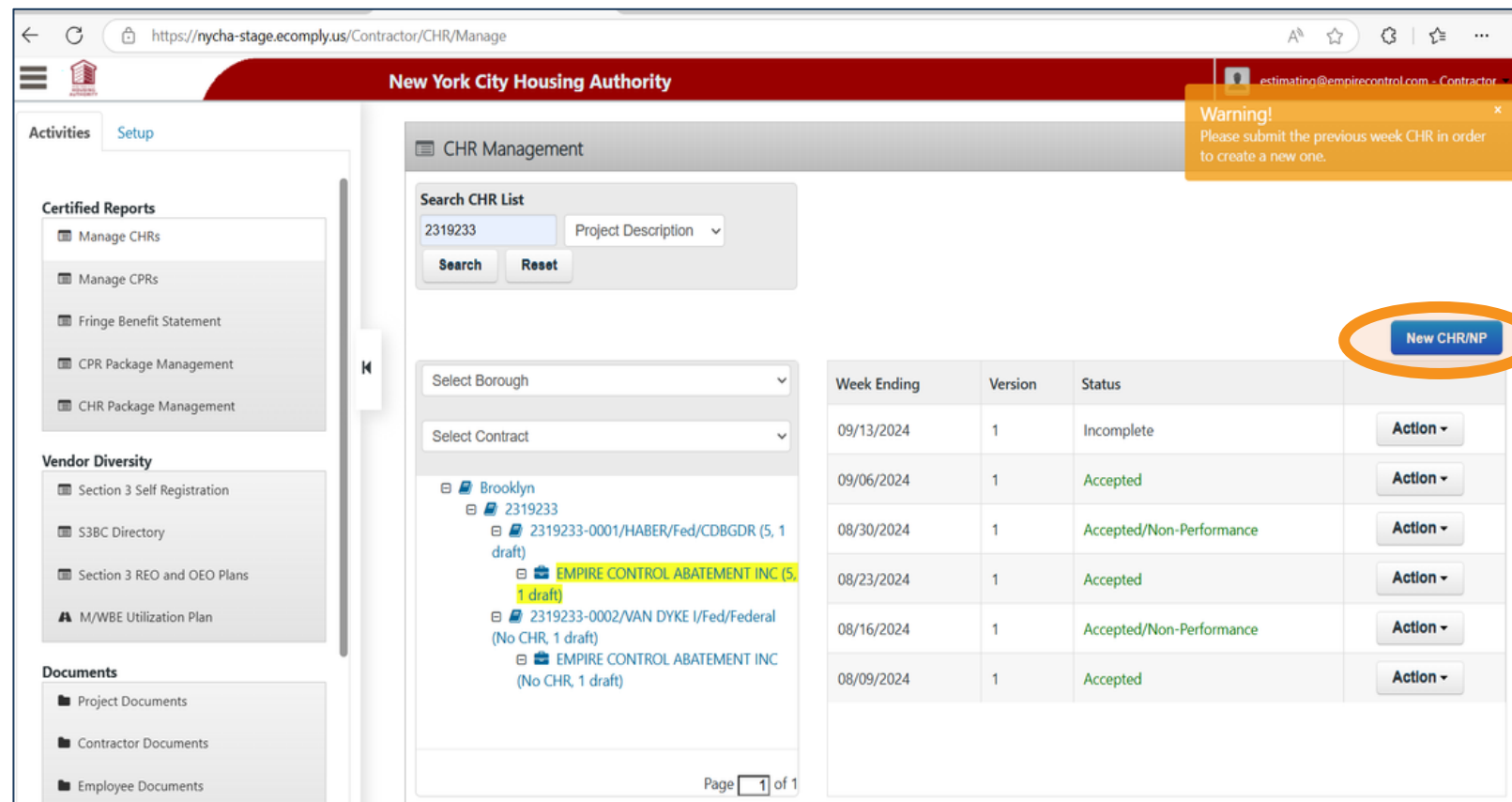
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# Adding a New CHR



## ACCESSING CHR MANAGEMENT

- Navigate to the Activities menu on the left and Select **MANAGE CHR'S** from the list.
- Once selected, the search CHR list screen will appear.
- Enter the PO number (CONTRACT NUMBER) in the search bar to locate the relevant CHR's.
- From the list of associated released and projects, select the one you wish to create a CHR for.
- Ensure that any pending CHR's are submitted before proceeding. If there are pending CHR's, a message will appear stating, "PLEASE SUBMIT THE PREVIOUS WEEK'S CHR TO CREATE A NEW ONE."



## CREATING A NEW CHR/NP

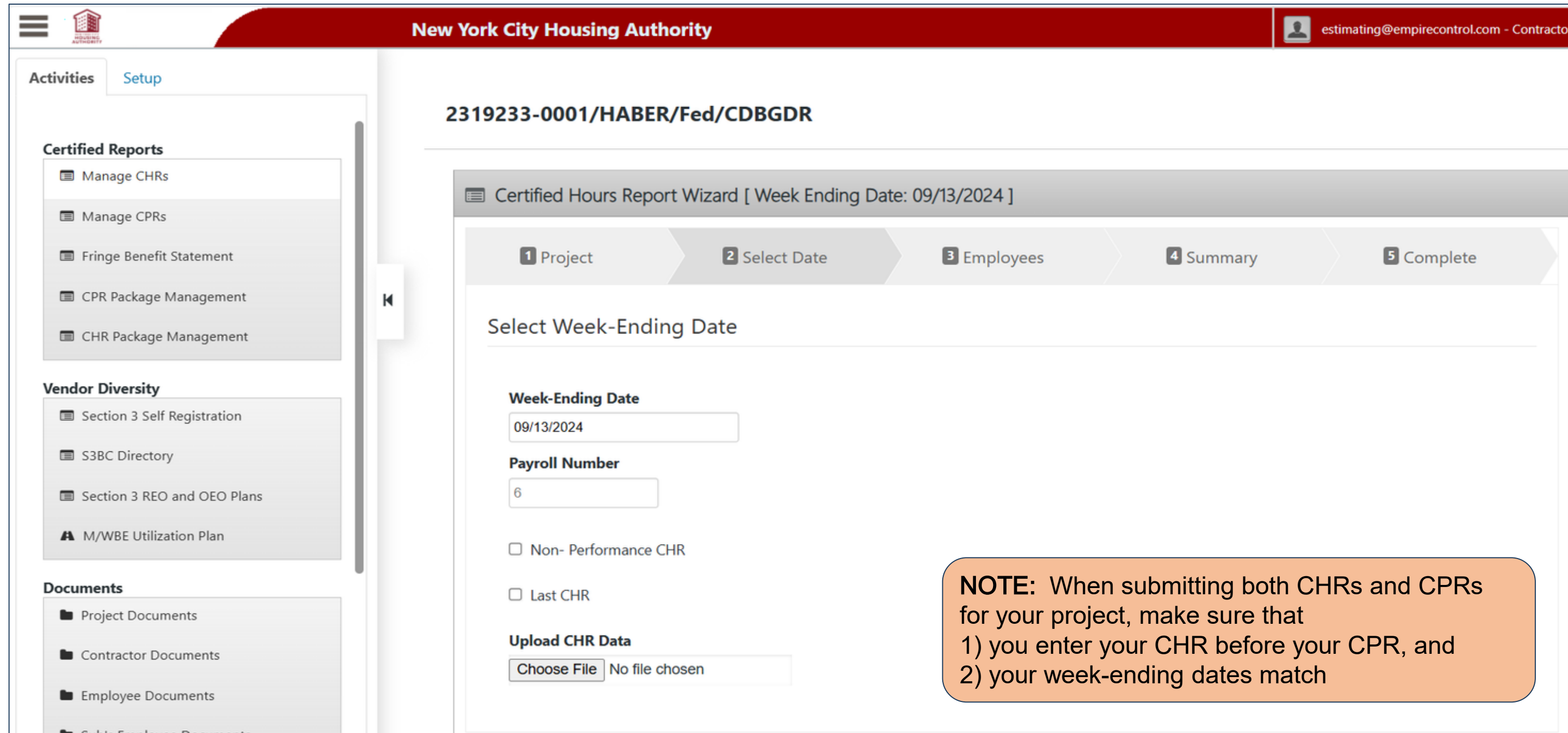
- Once ready, click new **CHR/NP** ( for non-performance) on the upper right corner.
- Remember that a CHR does not require payroll information. Just hours worked by section 3 employees.
- An entry/report is required for every week. If no hours were worked during the week, submit a NON-PERFORMANCE CHR.

# Adding a New CHR

## FILLING OUT THE CHR WIZARD

Select the week ending date and payroll number for the CHR.

Check "NON-PERFORMANCE CHR" if no hours were worked this week or "LAST CHR" if this is your last CHR submission.



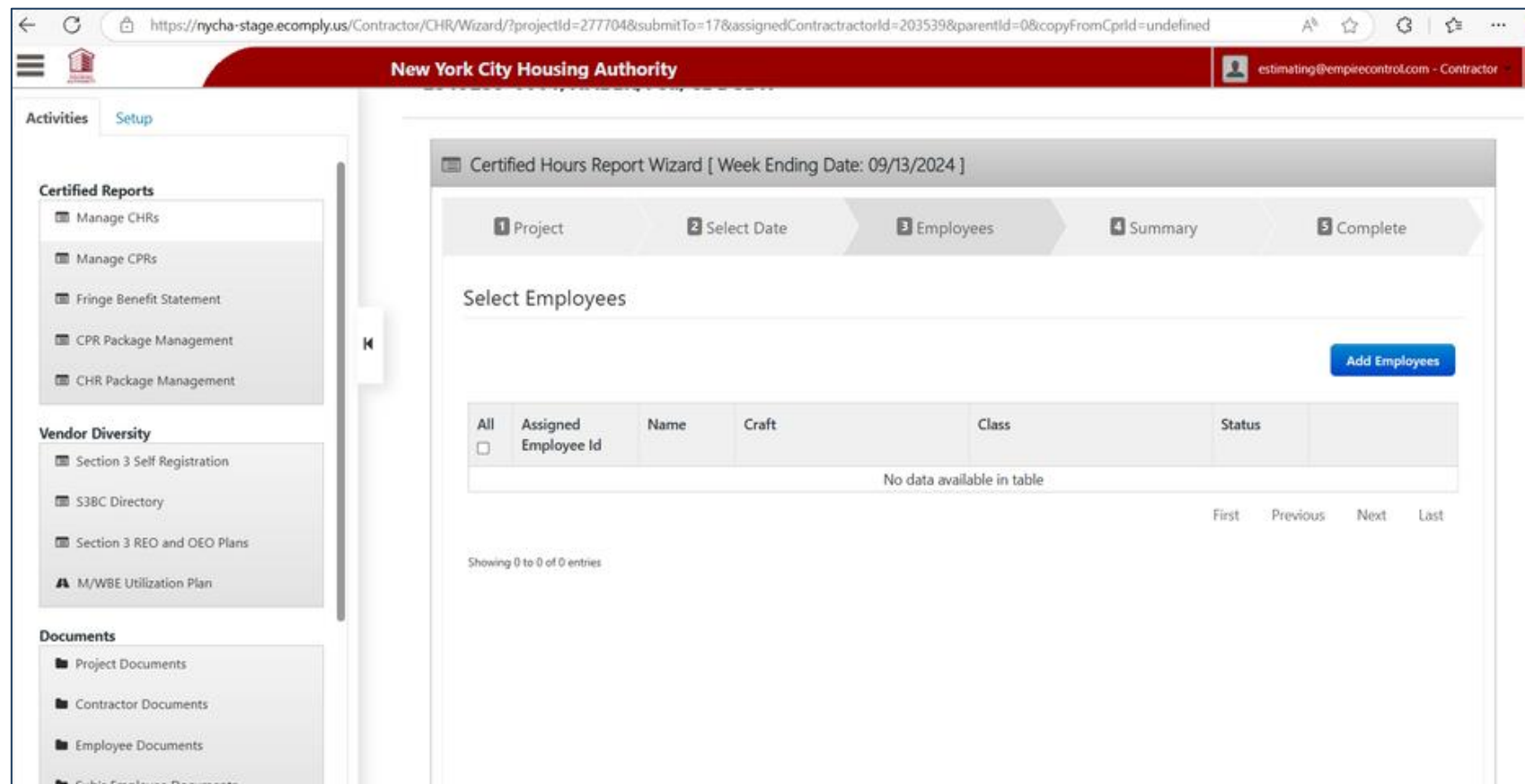
The screenshot shows the 'Certified Hours Report Wizard' interface for project '2319233-0001/HABER/Fed/CDBGDR'. The wizard is currently at the 'Select Date' step. The 'Week-Ending Date' is set to 09/13/2024 and the 'Payroll Number' is 6. There are checkboxes for 'Non-Performance CHR' and 'Last CHR', both of which are currently unchecked. An 'Upload CHR Data' section includes a 'Choose File' button and the text 'No file chosen'. A progress bar at the top indicates the steps: 1 Project, 2 Select Date (current), 3 Employees, 4 Summary, and 5 Complete. A sidebar on the left contains navigation options for Certified Reports, Vendor Diversity, and Documents. A user profile for 'estimating@empirecontrol.com - Contractor' is visible in the top right corner.

**NOTE:** When submitting both CHRs and CPRs for your project, make sure that  
1) you enter your CHR before your CPR, and  
2) your week-ending dates match

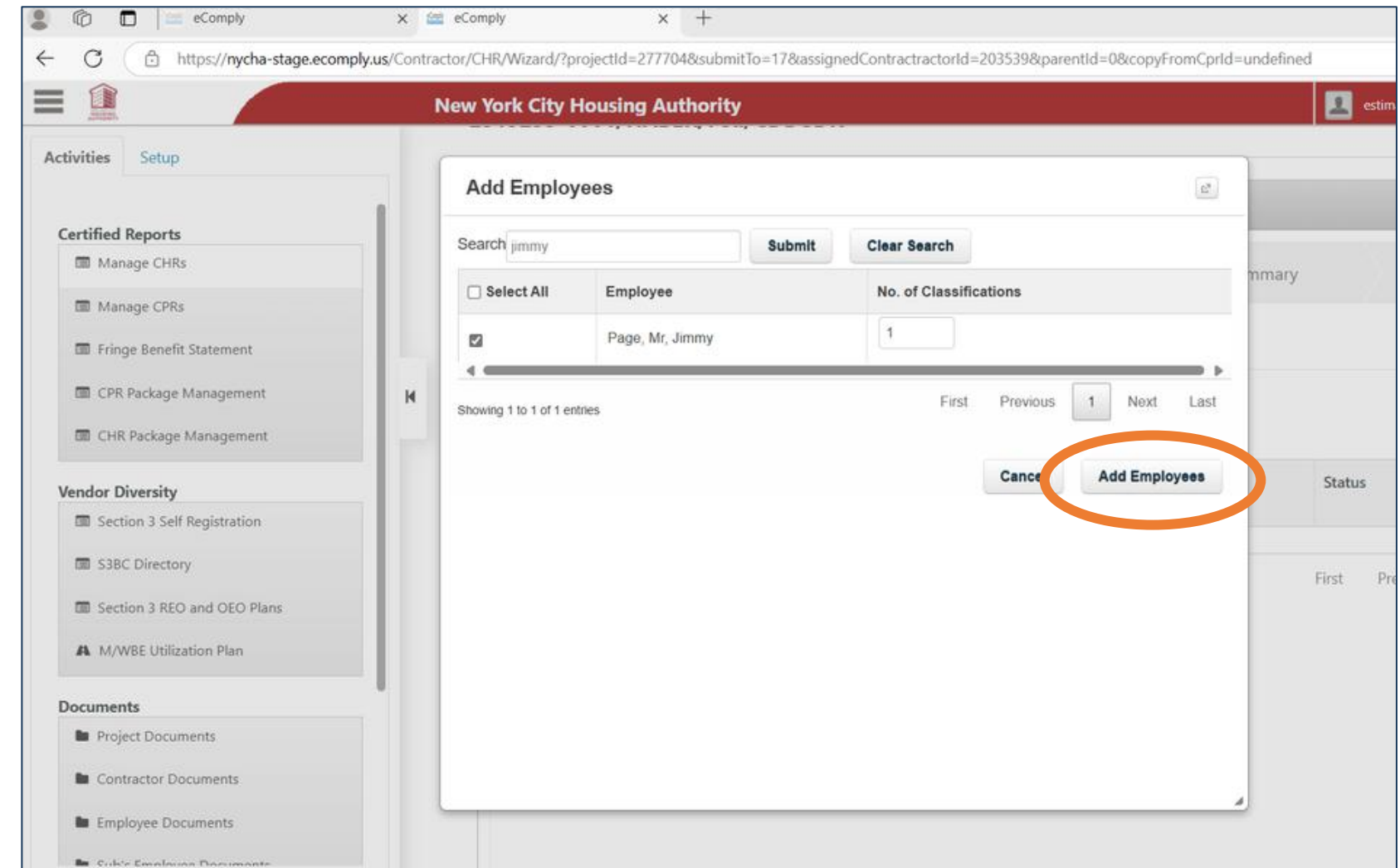
# Adding a New CHR

## Adding Employees to the CHR

- In step three of the wizard, click **Add Employee** in the upper-right corner.
- A list of employees will appear in alphabetical order.
- Use the search filter to find the specific employee by entering their name.
- Check the box next to the employee's name and click Add Employee at the bottom-right corner.



The screenshot shows the 'Certified Hours Report Wizard' at the 'Employees' step. The wizard progress bar indicates steps: 1 Project, 2 Select Date, 3 Employees (current), 4 Summary, and 5 Complete. A search bar contains 'jimmy'. Below the search bar is a table with columns: All, Assigned Employee Id, Name, Craft, Class, and Status. The table is currently empty, displaying 'No data available in table'. A blue 'Add Employees' button is located in the top right corner of the main content area.



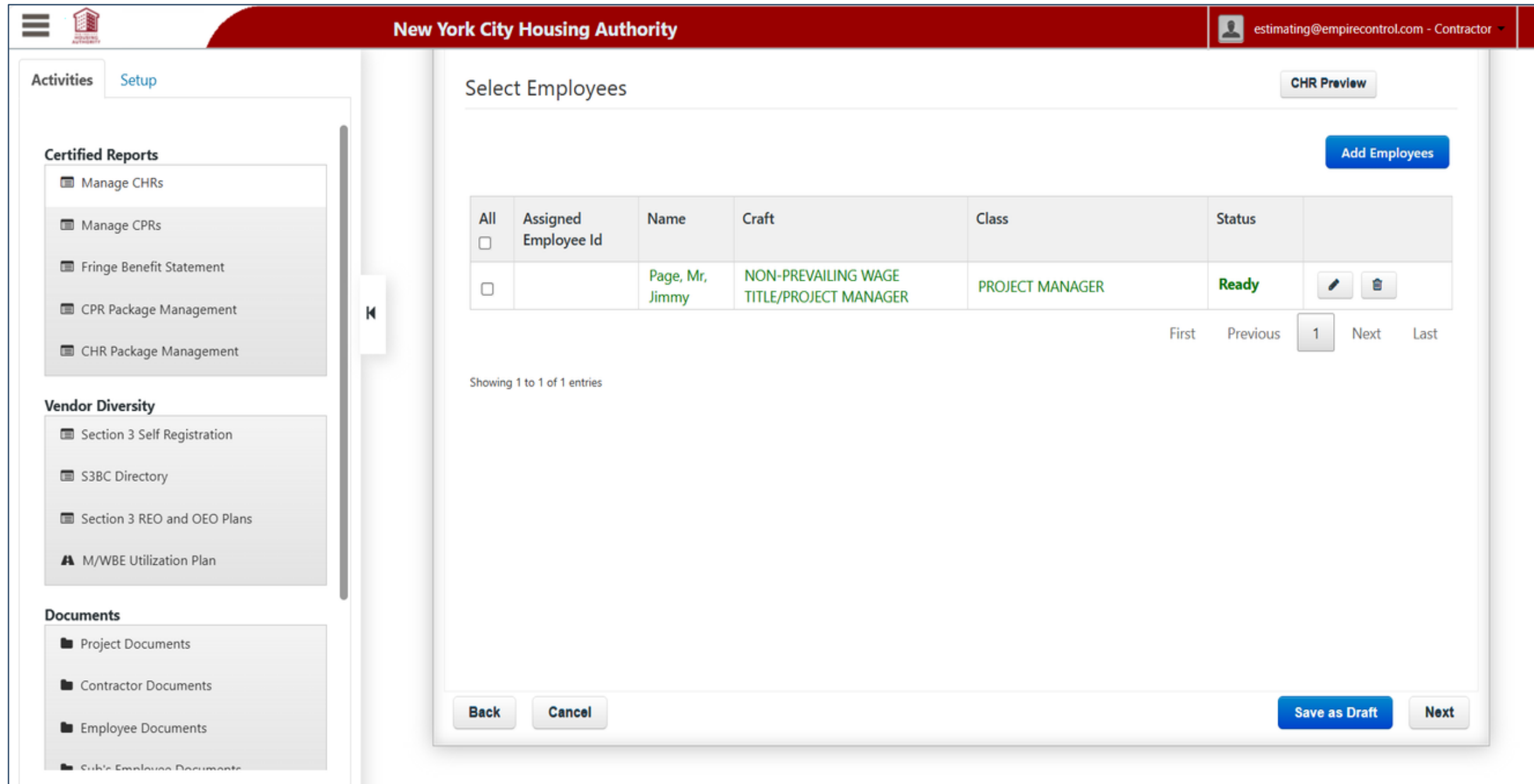
The screenshot shows the 'Add Employees' dialog box. The search bar contains 'jimmy'. Below the search bar is a table with columns: Select All, Employee, and No. of Classifications. The table contains one entry:  Page, Mr, Jimmy | 1. Below the table is a pagination control showing 'Showing 1 to 1 of 1 entries' with 'First', 'Previous', '1', 'Next', and 'Last' buttons. At the bottom right of the dialog box, there are 'Cancel' and 'Add Employees' buttons. The 'Add Employees' button is circled in orange.



# Adding a New CHR

## Verifying the Update

- You will now see that the employee's name appears in green, and their status has changed to Ready.



The screenshot shows the 'Select Employees' interface in the New York City Housing Authority system. The header includes the organization name and the user 'estimating@empirecontrol.com - Contractor'. The left sidebar contains navigation options under 'Activities' and 'Setup', including 'Certified Reports' (Manage CHR, Manage CPR, Fringe Benefit Statement, CPR Package Management, CHR Package Management), 'Vendor Diversity' (Section 3 Self Registration, S3BC Directory, Section 3 REO and OEO Plans, M/WBE Utilization Plan), and 'Documents' (Project Documents, Contractor Documents, Employee Documents, Sub's Employee Documents). The main area displays a table with one entry:

All	Assigned Employee Id	Name	Craft	Class	Status	
<input type="checkbox"/>		Page, Mr, Jimmy	NON-PREVAILING WAGE TITLE/PROJECT MANAGER	PROJECT MANAGER	Ready	<input type="checkbox"/>

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation links: First, Previous, 1, Next, Last. At the bottom, there are buttons for 'Back', 'Cancel', 'Save as Draft', and 'Next'.

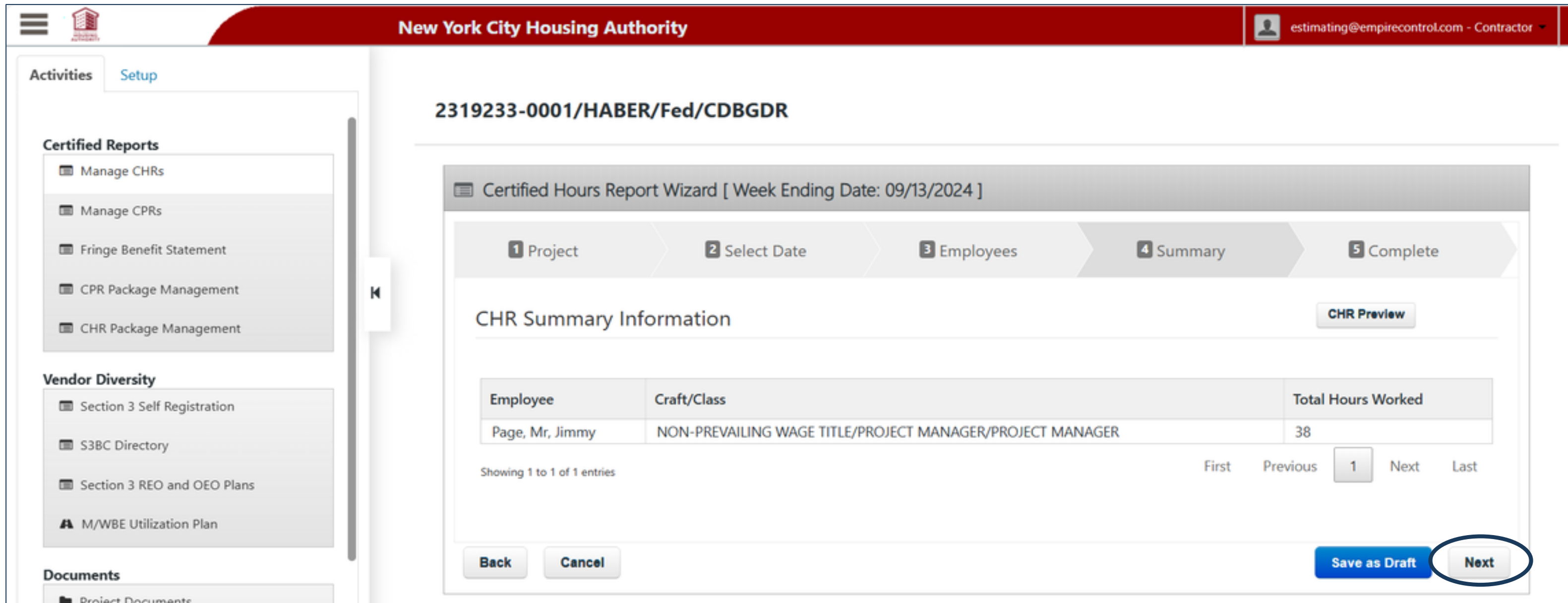
## Proceed to Step 4: Summary

- Once all employee information has been updated and the status is Ready, click **Next** at the bottom of the screen.

# Adding a New CHR

## Reviewing the Summary

- Carefully review the displayed information, ensuring accuracy.
- The summary includes details such as the employee's name, or class, and total hours worked.
- Declaration and Signing
- If everything is correct, click **Next** again at the bottom of the screen.



New York City Housing Authority

estimating@empirecontrol.com - Contractor

Activities Setup

2319233-0001/HABER/Fed/CDBGDR

Certiified Hours Report Wizard [ Week Ending Date: 09/13/2024 ]

1 Project 2 Select Date 3 Employees 4 Summary 5 Complete

CHR Summary Information

CHR Preview

Employee	Craft/Class	Total Hours Worked
Page, Mr, Jimmy	NON-PREVAILING WAGE TITLE/PROJECT MANAGER/PROJECT MANAGER	38

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Back Cancel Save as Draft **Next**

# Adding a New CHR



## Declaration and Signing

- If everything is correct, click **Next** again at the bottom of the screen.
- A declaration will appear, confirming that the information provided is true and correct and that you are legally authorized to attest to it.

The screenshot shows the eComply web application interface for the New York City Housing Authority. The browser address bar displays the URL: <https://nycha-stage.ecomply.us/Contractor/CHR/Wizard/?projectId=277704&submitTo=17&assignedContractorId=203539&parentId=0&copyFromCprId=undefined>. The user is logged in as `estimating@empirecontrol.com - Contractor`.

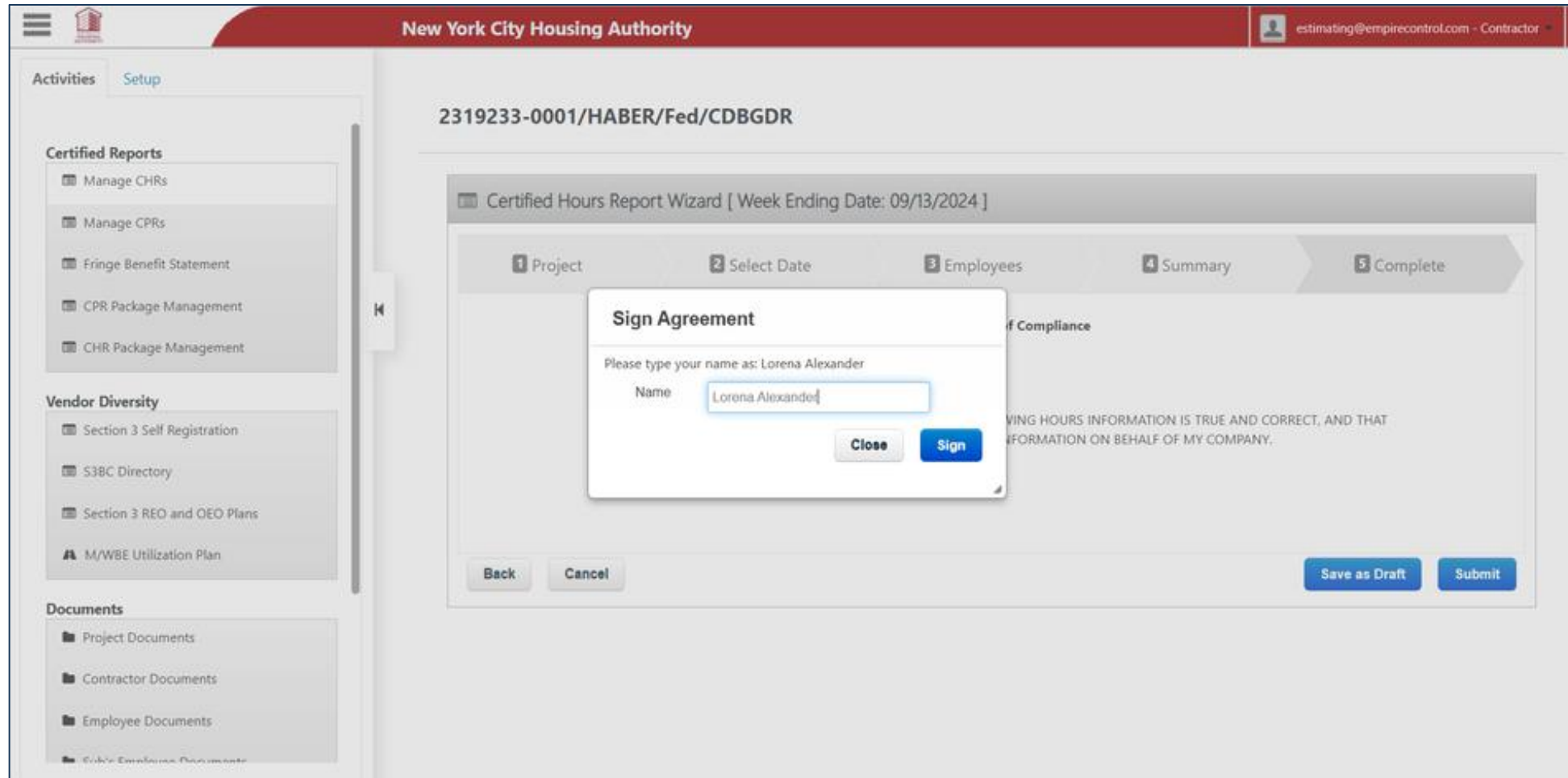
The main content area displays the project ID `2319233-0001/HABER/Fed/CDBGDR` and the wizard title `Certiified Hours Report Wizard [ Week Ending Date: 09/13/2024 ]`. The wizard progress bar shows five steps: **1 Project**, **2 Select Date**, **3 Employees**, **4 Summary**, and **5 Complete**.

The **CHR Statement of Compliance** form contains the following text:

Date: **12/13/2024**  
I, **Lorena Alexander, President**,  
(Name of signatory party) (Title)  
I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE FOLLOWING HOURS INFORMATION IS TRUE AND CORRECT, AND THAT I AM LEGALLY AUTHORIZED UNDER LAW TO ATTEST TO THIS CHR INFORMATION ON BEHALF OF MY COMPANY.  
Name and Title Signature  
**Lorena Alexander, President** [Sign](#)

At the bottom of the form, there are four buttons: **Back**, **Cancel**, **Save as Draft**, and **Submit**.

# Adding a New CHR



New York City Housing Authority

2319233-0001/HABER/Fed/CDBGDR

Certified Hours Report Wizard [ Week Ending Date: 09/13/2024 ]

1 Project 2 Select Date 3 Employees 4 Summary 5 Complete

**Sign Agreement**

Please type your name as: Lorena Alexander

Name

Close Sign

Back Cancel Save as Draft Submit

Select **Sign**, and your name will populate in the signature field. Type your name as it appears

Confirm the signature by selecting Sign again, and your signature graphic will appear.



New York City Housing Authority

1 Project 2 Select Date 3 Employees 4 Summary 5 Complete

**CHR Statement of Compliance**

Date: 12/13/2024

I, **Lorena Alexander, President**,  
(Name of signatory party) (Title)

I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE FOLLOWING HOURS INFORMATION IS TRUE AND CORRECT, AND THAT I AM LEGALLY AUTHORIZED UNDER LAW TO ATTEST TO THIS CHR INFORMATION ON BEHALF OF MY COMPANY.

Name and Title Signature  
**Lorena Alexander, President**



Back Cancel Save as Draft Submit

## Submitting the CHR

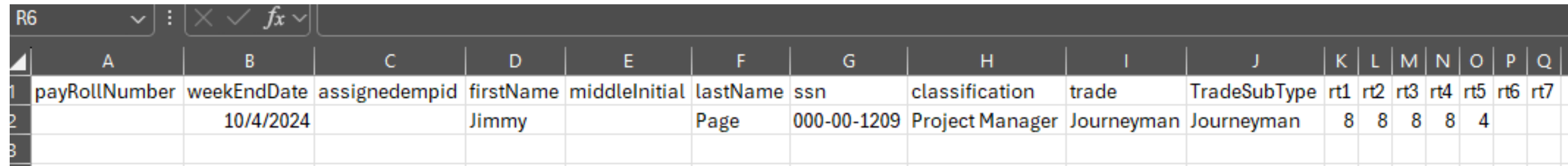
After the signature is added, click **Submit** in the bottom-right corner to complete the process.

# Adding CHR Hours by Import

Certified Hourly (CHR) hours can be uploaded in bulk using the CHR Hours Import Template, just like employee imports.

## Filling Out the CHR Hours Import Template Notes

- All fields in the template must be completed except for the Middle Initial, which is optional.
- Refer to the screenshot for an example of properly filled-out fields.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	payRollNumber	weekEndDate	assignedempid	firstName	middleInitial	lastName	ssn	classification	trade	TradeSubType	rt1	rt2	rt3	rt4	rt5	rt6	rt7
2		10/4/2024		Jimmy		Page	000-00-1209	Project Manager	Journeyman	Journeyman	8	8	8	8	4		
3																	

- A **Trade** and **TradeSubType** is required, use “Journeyman” here.

### **Week ending Date - Important:**

When filling out the template, you must enter the **correct week ending date**, also known by eComply as **RT 7 (reporting time 7)**. This represents the last day of the reporting week. Once you enter RT 7, eComply will **automatically calculate the rest of the week for you**.

For example, if you enter the week ending date (RT 7) as December 21st, the system will calculate Report Time (RT) fields as follows:

- RT 1 = December 15th
- RT 2 = December 16th
- RT 3 = December 17th

Under each RT header (e.g., RT1, RT2, RT3), input the hours worked for that specific day.



# Non-Performance Weeks



# 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 Hours 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 (NP) Certified Hours Report (CHR) for weeks with no hours worked in the project to ensure all hours are accounted for.

You can use eComply to submit a **single** Non-Performance Reports **for multiple weeks** at a time. Just remember, you can only submit them after the reported time has passed.

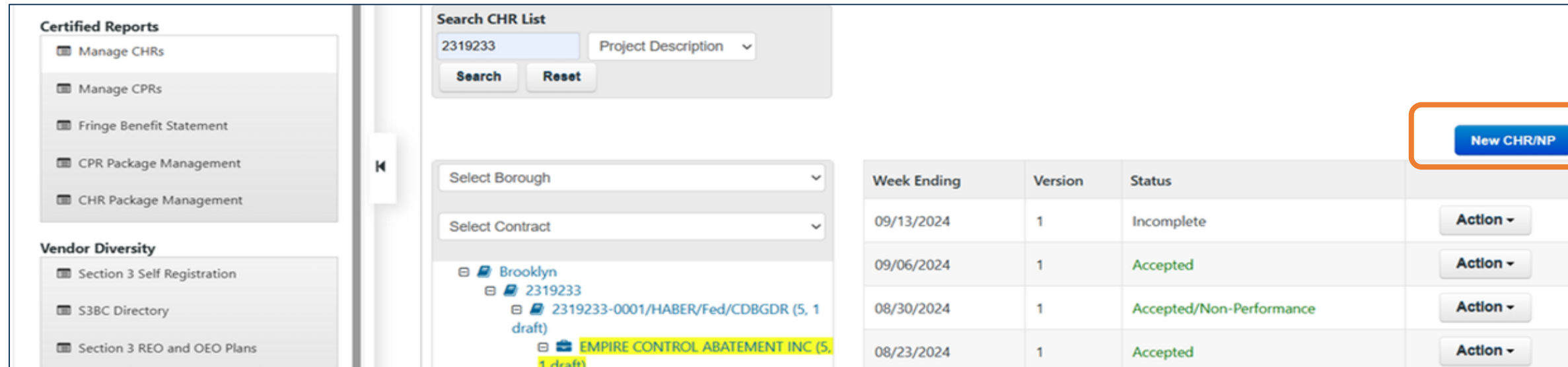
Another thing to note is that the eComply system will ask for either a CHR or NP weekly.



# Non-Performance Weeks

## Adding Employee Non-Performance CHR:

- Navigate to the Manage CHRs section on the left-hand side of the setup menu. Find your project.
- Select Add **New CHR/NP** in the upper right-hand corner.
- The Certified Hours Report Wizard will appear. It is the same wizard for a standard CHR.
- Enter the week-ending date and payroll number.
- This time check the box labeled **Non-Performance CHR** to indicate that this is a non-performance report. And add the number of Non-Performance weeks you would like to report.
- Click **Next**.



**Search CHR List**

2319233 Project Description

Search Reset

Select Borough

Select Contract

Brooklyn

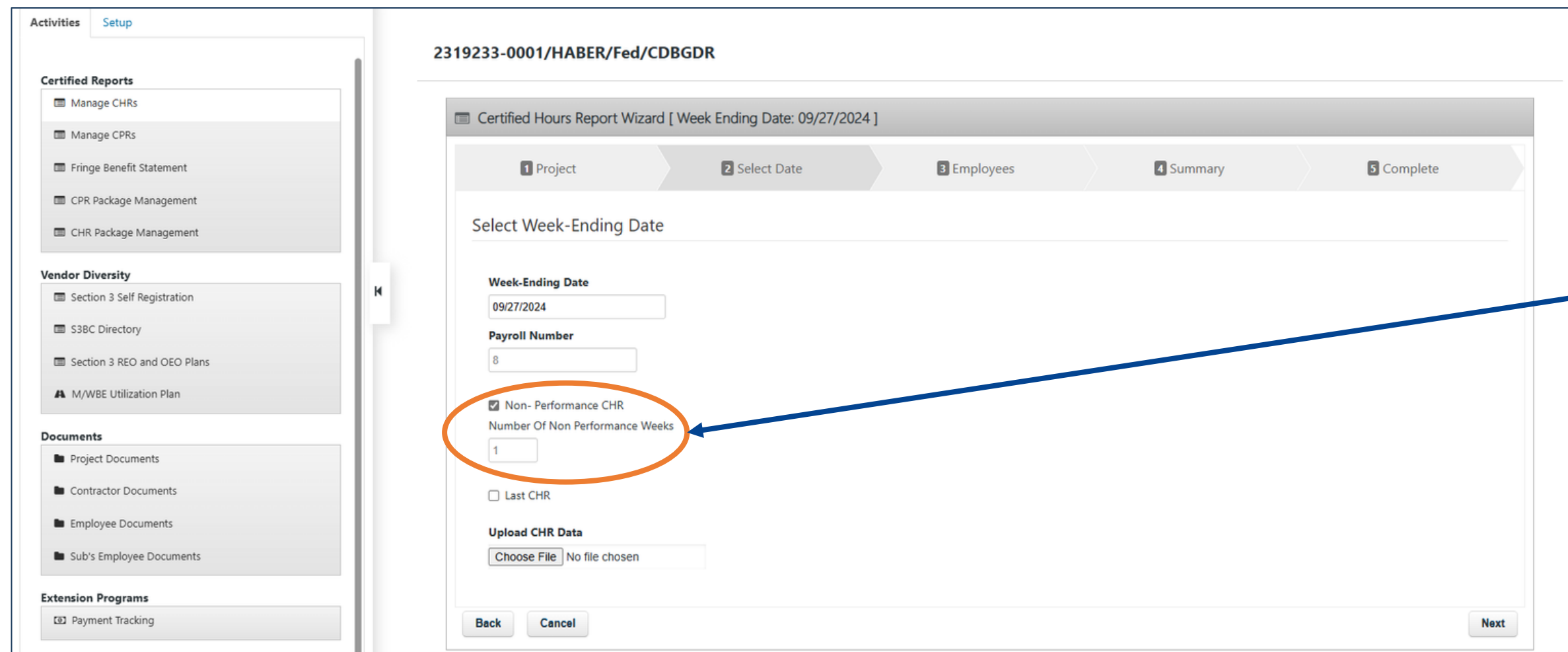
2319233

2319233-0001/HABER/Fed/CDBGDR (5, 1 draft)

EMPIRE CONTROL ABATEMENT INC (5, 1 draft)

Week Ending	Version	Status	Action
09/13/2024	1	Incomplete	Action
09/06/2024	1	Accepted	Action
08/30/2024	1	Accepted/Non-Performance	Action
08/23/2024	1	Accepted	Action

**New CHR/NP**



Activities Setup

**2319233-0001/HABER/Fed/CDBGDR**

Certified Hours Report Wizard [ Week Ending Date: 09/27/2024 ]

1 Project 2 Select Date 3 Employees 4 Summary 5 Complete

Select Week-Ending Date

Week-Ending Date: 09/27/2024

Payroll Number: 8

Non-Performance CHR

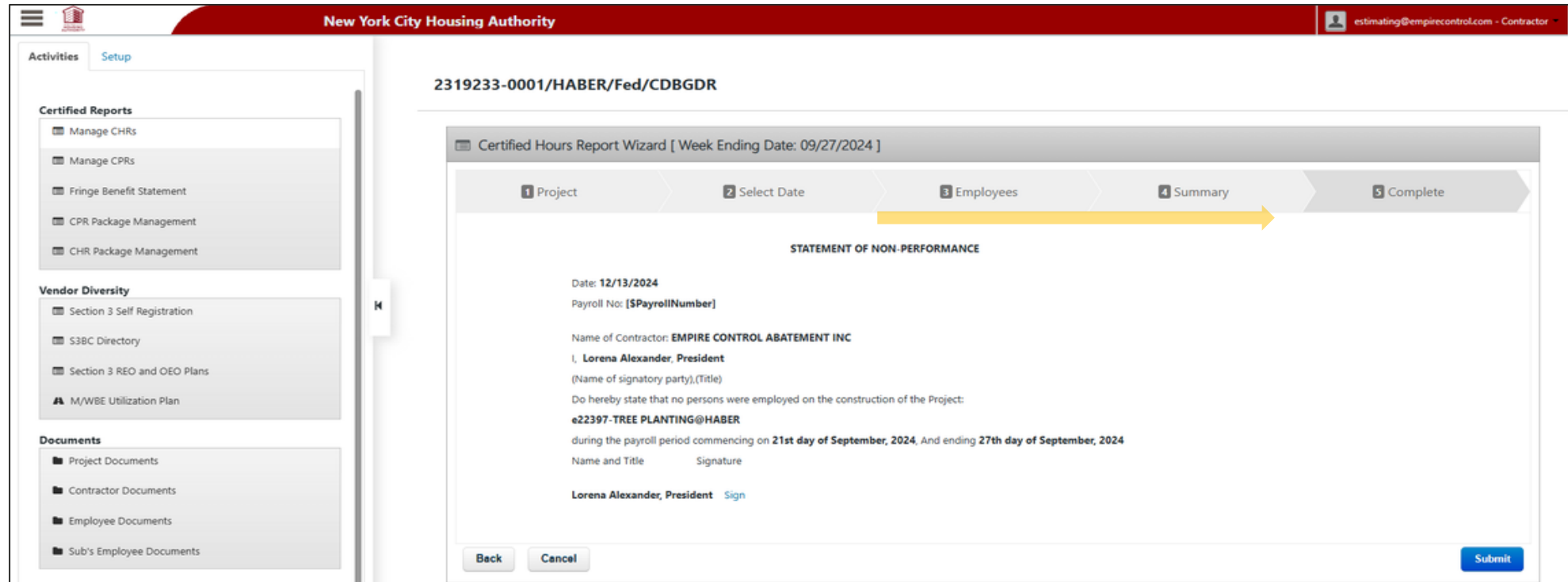
Number Of Non Performance Weeks: 1

Last CHR

Upload CHR Data: Choose File No file chosen

Back Cancel Next

# Non-Performance Weeks



New York City Housing Authority

2319233-0001/HABER/Fed/CDBGDR

Certified Hours Report Wizard [ Week Ending Date: 09/27/2024 ]

1 Project 2 Select Date 3 Employees 4 Summary 5 Complete

STATEMENT OF NON-PERFORMANCE

Date: 12/13/2024  
Payroll No: [\$PayrollNumber]

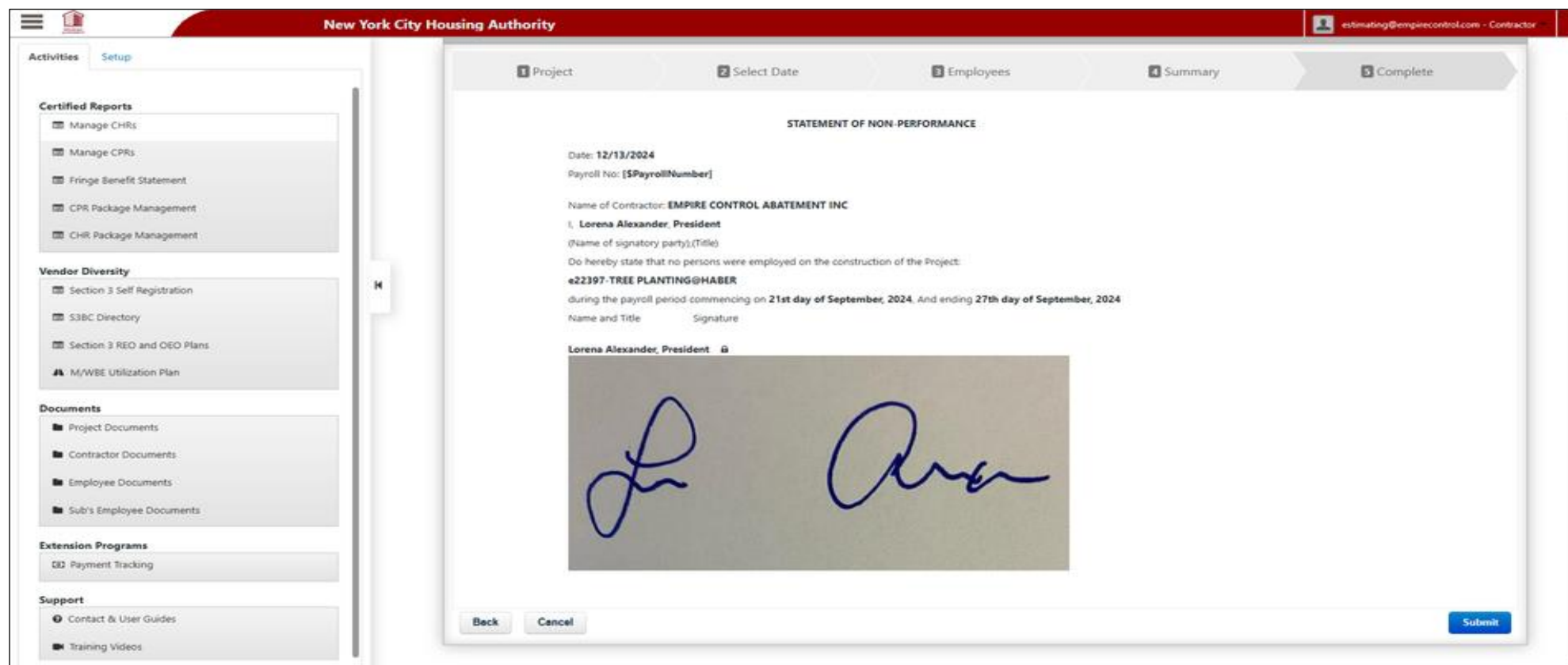
Name of Contractor: EMPIRE CONTROL ABATEMENT INC  
I, Lorena Alexander, President  
(Name of signatory party),(Title)  
Do hereby state that no persons were employed on the construction of the Project:  
e22397-TREE PLANTING@HABER  
during the payroll period commencing on 21st day of September, 2024, And ending 27th day of September, 2024

Name and Title Signature  
Lorena Alexander, President Sign

Back Cancel Submit

Unlike standard CHRs, the wizard skips intermediate steps for non-performance CHRs 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.



New York City Housing Authority

2319233-0001/HABER/Fed/CDBGDR

Certified Hours Report Wizard [ Week Ending Date: 09/27/2024 ]

1 Project 2 Select Date 3 Employees 4 Summary 5 Complete

STATEMENT OF NON-PERFORMANCE

Date: 12/13/2024  
Payroll No: [\$PayrollNumber]

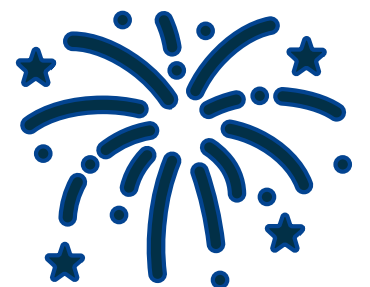
Name of Contractor: EMPIRE CONTROL ABATEMENT INC  
I, Lorena Alexander, President  
(Name of signatory party),(Title)  
Do hereby state that no persons were employed on the construction of the Project:  
e22397-TREE PLANTING@HABER  
during the payroll period commencing on 21st day of September, 2024, And ending 27th day of September, 2024

Name and Title Signature  
Lorena Alexander, President Sign

Back Cancel Submit

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

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





# Invoicing and CHR Package Submission and Management

---

# CHR Package submissions

**CHR package groups your completed CHR reports for a defined invoice period.**

All CHRs must be in “approved” status before a package can be created. An incomplete or missing CHR will delay your payment.

## CHR Package Process

1. Submit all weekly CHRs in eComply.
2. Confirm all CHRs are in approved status. Packages cannot be created until this is complete.
3. Go to CHR Package Management in eComply.  
Group your completed CHRs for the relevant period, then submit.

## What happens if it is missing?

- An incomplete or missing CHR package will delay payment.
- eBuilder invoices remain in “eComply hold” until you submit both your CHR and CPR package.
- You will receive a notification that your invoice is pending package submittal, this is your signal to complete and submit your CHR package in eComply before payment can move forward.

# Submitting Invoices for Operations Contracts

Applies to: Operations contracts only. If you have an A&CM contract, see the next slide

## NYCHA no longer accepts paper invoices.

We now use a new payment process that involves electronic CHR submissions in eComply and invoices emailed to Accounts Payable (AP) : [pw.invoice@nycha.nyc.gov](mailto:pw.invoice@nycha.nyc.gov) | Or register at [connect.transcepta.com/NYCHA](https://connect.transcepta.com/NYCHA) for electronic invoicing.

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

### 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 contact NYCHA Accounts Payable** : [eComplyAPsupport@nycha.nyc.gov](mailto:eComplyAPsupport@nycha.nyc.gov)



# Payments for A&CM Contracts and CHR Packages

Applies to: A&CM Division contractors submitting payments through eBuilder only

## **A&CM Payments are processed using both eComply and eBuilder.**

Contractors initiate 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. The invoice number is generated automatically through eBuilder and it is not manually entered in eComply. This is different from Operations contracts.

### **CHR Package Requirements**

- If you have CHR's within the invoice period, you must submit a CHR package in eComply.
- Submit the CHR package BEFORE the CPR package. If the CPR package is submitted first, eBuilder will flag the missing CHR and slow down your approval.
- Your CHR package must be submitted in eComply before your payment can be processed through eBuilder.

### **Please Note:**

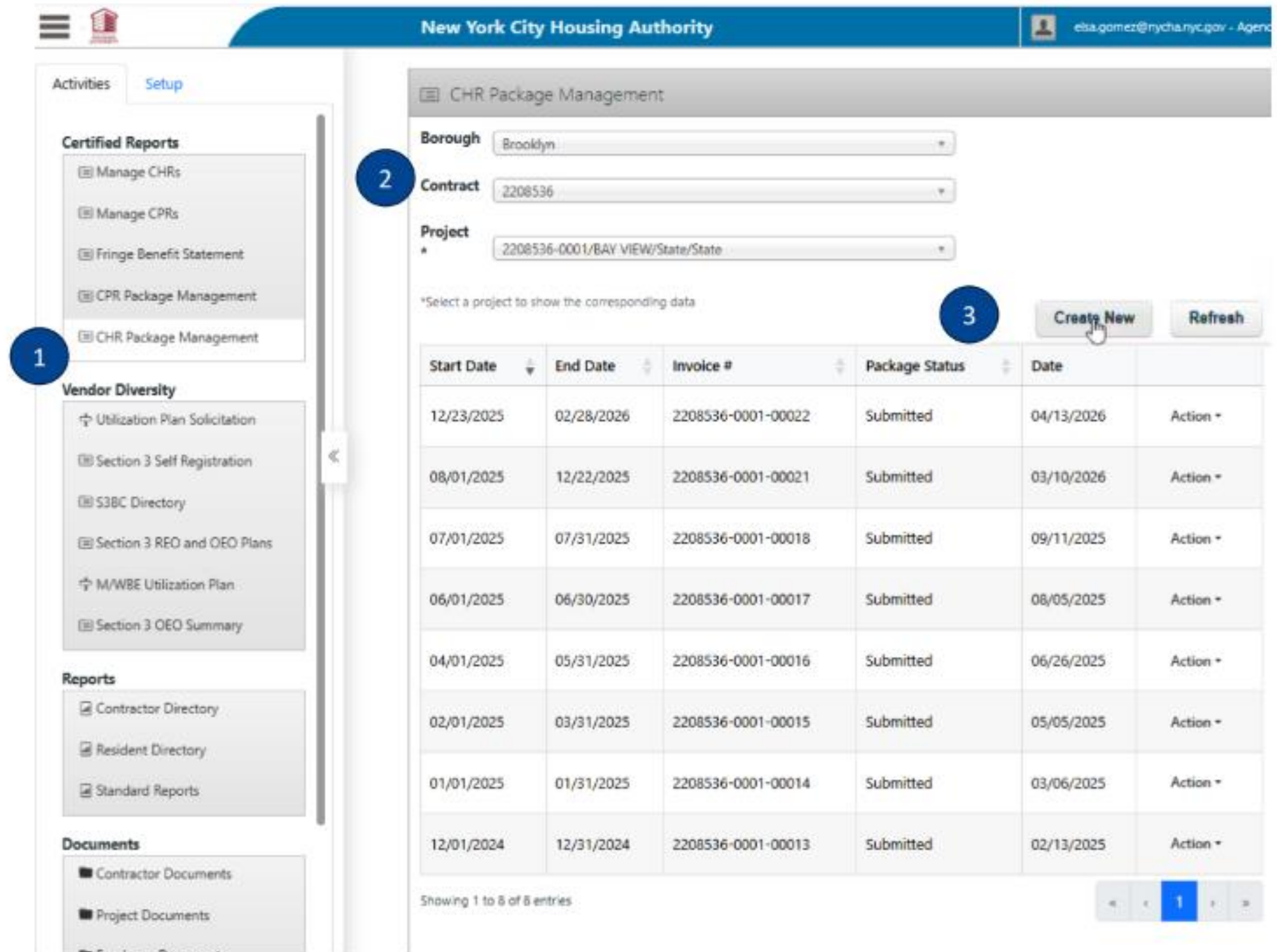
- The eBuilder invoice stays in an "eComply hold" until you submit a CPR package in eComply. You will be notified when your invoice is pending.
- CPRs and CHR's must be submitted weekly.
- CPR packages cannot be submitted until all weekly CPRs within the invoice period are in "Approved" status.
- Only after the package is submitted in eComply does the eBuilder payment process move forward for NYCHA approval.

# A&CM Contracts: Submitting a CHR Package

Steps 1-3

## 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'.



New York City Housing Authority

elsa.gomez@nycha.nyc.gov - Agency

Activities Setup

**Certified Reports**

- Manage CHRs
- Manage CPRs
- Fringe Benefit Statement
- CPR Package Management
- CHR Package Management

**Vendor Diversity**

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

**Reports**

- Contractor Directory
- Resident Directory
- Standard Reports

**Documents**

- Contractor Documents
- Project Documents

**CHR Package Management**

Borough: Brooklyn

Contract: 2208536

Project: 2208536-0001/BAY VIEW/State/State

\*Select a project to show the corresponding data

Create New Refresh

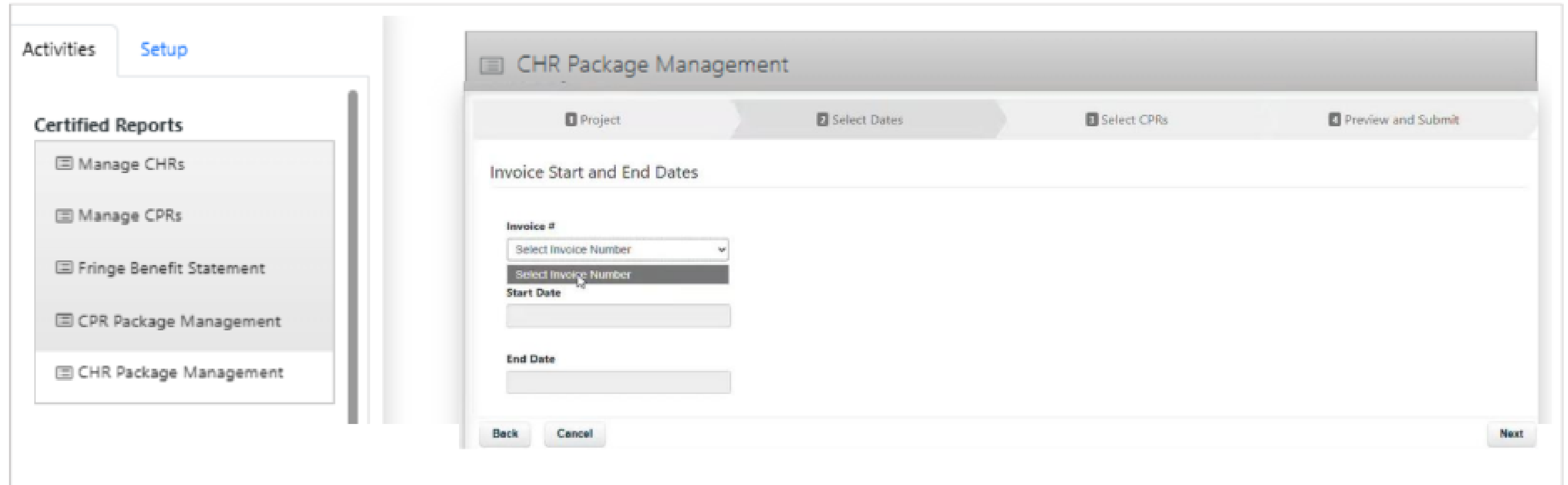
Start Date	End Date	Invoice #	Package Status	Date	Action
12/23/2025	02/28/2026	2208536-0001-00022	Submitted	04/13/2026	Action
08/01/2025	12/22/2025	2208536-0001-00021	Submitted	03/10/2026	Action
07/01/2025	07/31/2025	2208536-0001-00018	Submitted	09/11/2025	Action
06/01/2025	06/30/2025	2208536-0001-00017	Submitted	08/05/2025	Action
04/01/2025	05/31/2025	2208536-0001-00016	Submitted	06/26/2025	Action
02/01/2025	03/31/2025	2208536-0001-00015	Submitted	05/05/2025	Action
01/01/2025	01/31/2025	2208536-0001-00014	Submitted	03/06/2025	Action
12/01/2024	12/31/2024	2208536-0001-00013	Submitted	02/13/2025	Action

Showing 1 to 8 of 8 entries

# A&CM Contracts: Submitting a CHR Package

## Steps 4-6

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



The screenshot displays the 'CHR Package Management' web application interface. On the left, a sidebar menu under the 'Setup' tab includes 'Certified Reports' with options: 'Manage CHRs', 'Manage CPRs', 'Fringe Benefit Statement', 'CPR Package Management', and 'CHR Package Management'. The main content area is titled 'CHR Package Management' and features a progress bar with four steps: 'Project', 'Select Dates', 'Select CPRs', and 'Preview and Submit'. The 'Select Dates' step is currently active. Below the progress bar, the 'Invoice Start and End Dates' section contains an 'Invoice #' dropdown menu with 'Select Invoice Number' as the current selection. Below this are two empty text input fields for 'Start Date' and 'End Date'. At the bottom of the form, there are 'Back', 'Cancel', and 'Next' buttons.



# Other Economic Opportunity (OEO) Outcome Summary

---

# Section 3 Other Economic Opportunities (OEO) Outcome Summary



It is NYCHA's 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?

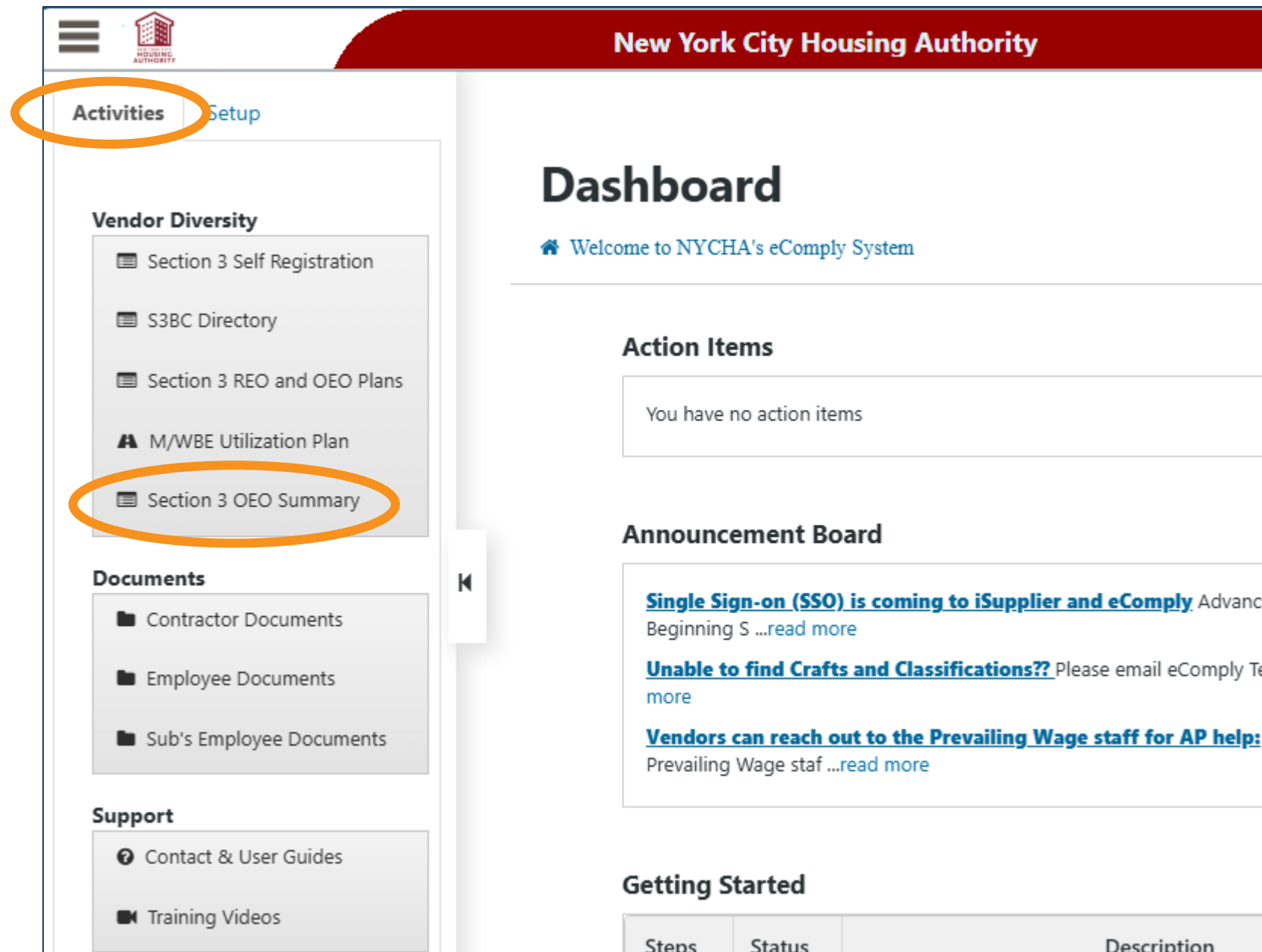
Additional user guides and videos are available in eComply to walk you through how to submit OEO summaries.

You can also email NYCHA's SMP Vendor Development and Support team at: [eComply.support@nycha.nyc.gov](mailto:eComply.support@nycha.nyc.gov)

# 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.



New York City Housing Authority

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

**Support**

- Contact & User Guides
- Training Videos

**Dashboard**

Welcome to NYCHA's eComply System

**Action Items**

You have no action items

**Announcement Board**

- [Single Sign-on \(SSO\) is coming to iSupplier and eComply](#) Advance Beginning S ...read more
- [Unable to find Crafts and Classifications??](#) Please email eComply Tec more
- [Vendors can reach out to the Prevailing Wage staff for AP help:](#) V Prevailing Wage staf ...read more

**Getting Started**

Steps	Status	Description
-------	--------	-------------

## 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 Outcome Summary.

New York City Housing Authority

Activities Setup

OEO Outcome Summary

Search Options

1319109 Project Description

Search Reset

Select Borough

Select Contract

OEO Outcon

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

New York City Housing Authority

Activities Setup

OEO Outcome Summary

Search Options

search Project Description

Search Reset

Bronx

1833591

Bronx

- 1833591
- 1833591-0037/PATTERSON/Fed/Federal
- Jemco Electrical Contractors, Inc.

OEO Outcome Summary List

Certified Reports

- Manage CHRs
- Manage CPRs
- Fringe Benefit Statement
- CPR Package Management
- CHR Package Management

Vendor Diversity

- Section 3 Self Registration
- S3BC Directory

# 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

OEO Outcome Summary

**Search Options**

search  Project Description ▼

**Search** **Reset**

Bronx ▼

1833591 ▼

- [-] Bronx
  - [-] 1833591
    - [-] 1833591-0037/PATTERSON/Fed/Federal
      - [-] Jemco Electrical Contractors, Inc.

**OEO Outcome Summary List**

**New OEO Outcome Summary**

Week Ending	Version	Status
No data available in table		

1833591-0037/PATTERSON/Fed/Federal

Select Project & Date    Section 3 Employment & Training Priorities    Required Documents    Sign and Submit

**Select Project**

1833591-0037/PATTERSON/Fed/Federal ▼

**Submit To:**

New York City Housing Authority ▼

**Select Date Period**

**From Date**

**To Date**

Last OEO Outcome Summary

**Cancel** **Next**

# 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.

1833591-0037/PATTERSON/Fed/Federal

Select Project & Date   Section 3 Employment & Training Priorities   Required Documents   Sign and Submit

1. INDIRECT PARTICIPATION (HIRING SECTION 3 RESIDENTS/TARGETED SECTION 3 RESIDENTS IN POSITIONS OUTSIDE THE SECTION 3 COVERED CONTRACT) [+ New Participation](#)

Name of Section 3/Targeted Section 3 Worker	Last 4 Digits of SSN #	Job Title	Hire Start Date	Actual # of Hours Worked for Payroll Period	
No items found.					

Showing 0 to 0 of 0 entries

2. PAID INTERNSHIP PROGRAM (ALL INTERNS MUST BE PAID AT LEAST THE MINIMUM WAGE FOR AT LEAST 20 HRS PER WEEK) [+ New Internship](#)

Name of Intern	Last 4 Digits of SSN #	Internship Title	Intern Start Date	Actual # of Hours Worked for Payroll Period	
No items found.					

1833591-0037/PATTERSON/Fed/Federal

Select Project & Date   Section 3 Employment & Training Priorities   Required Documents   Sign and Submit

Documents List [+ New Document](#)

Description	Upload Supporting PDF Documents (not to exceed 50MB)	
No data available in table		

[Back](#) [Cancel](#) [Save as Draft](#) [Next](#)

# 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.

1833591-0037/PATTERSON/Fed/Federal

Select Project & Date    Section 3 Employment & Training Priorities    Required Documents    **Sign and Submit**

### Sign & Submit

I, the undersigned, affirm that our company will comply with the Section 3 regulations. I understand that failure to comply may be deemed to be a material breach of the terms of the contract and may result in sanctions, termination and/or unsatisfactory performance evaluations, cautions reported and affect award of future contracts.

Name and Title Signature  
**Caleb Sacarello, Billing Specialist** [Sign](#)

[Back](#)    [Cancel](#)    [Save as Draft](#)    [Submit](#)

OEO Outcome Summary

Section 3 OEO Outcome Summary has been submitted successfully.

**Search Options**

search    Project Description ▾

[Search](#)    [Reset](#)

Select Borough ▾

Select Contract ▾

**OEO Outcome Summary List**

[New OEO Outcome Summary](#)

Week Ending	Version	Status	Action ▾
4/8/2025	1	Submitted	<a href="#">Action ▾</a>

☰ [Bronx](#)

☰ [1833591](#)

☰ [1833591-0037/PATTERSON/Fed/Federal \(1\)](#)

☰ [Jemco Electrical Contractors, Inc. \(1\)](#)

Congratulations, you have successfully submitted your OEO summary!





# Resources and Support

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# eComply Support Resources

## HOW TO ACCESS RESOURCES

Log in to eComply and look for the Support section in the left navigation menu. Two resources are available:

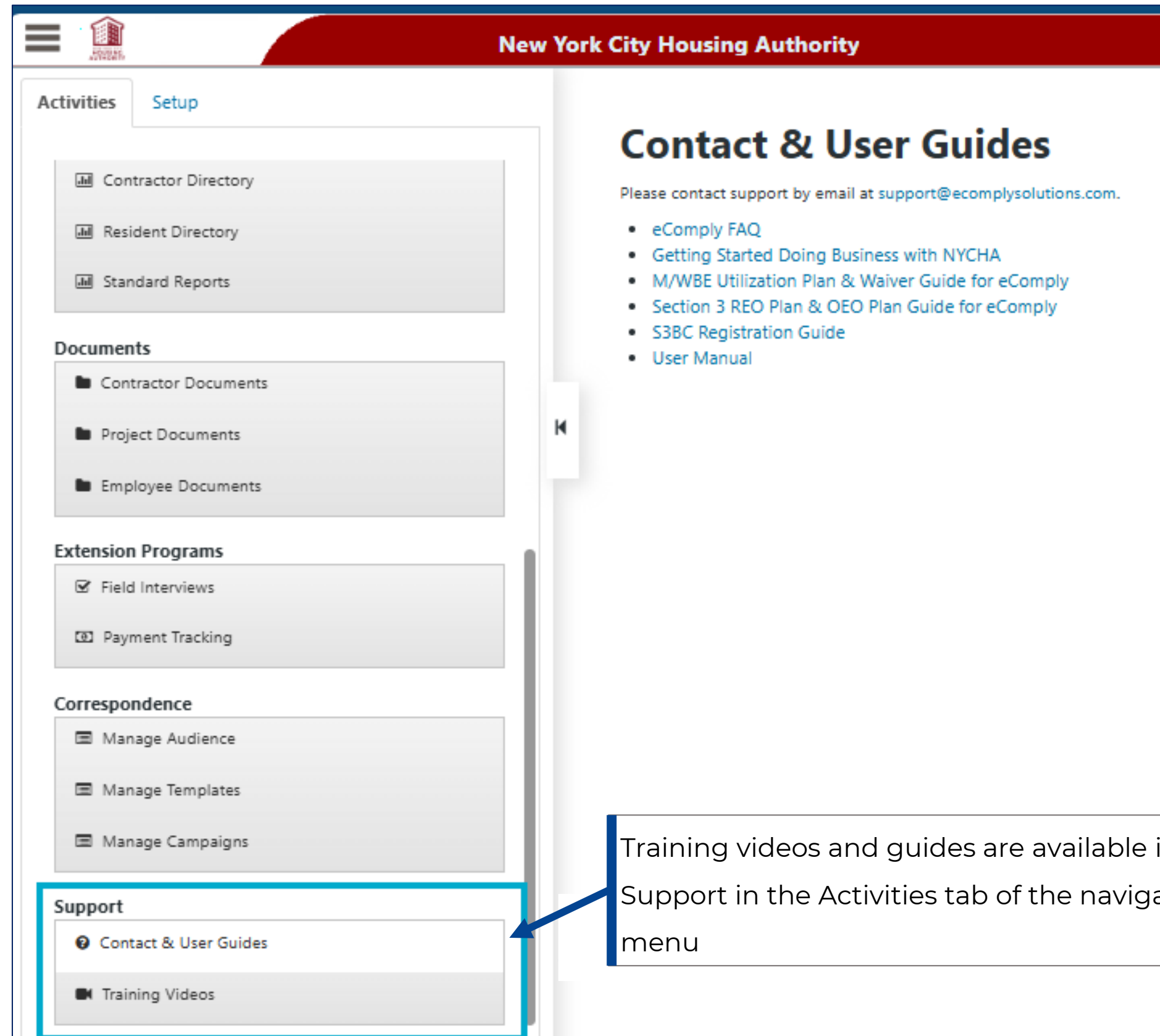
### Contact & User Guides

FAQs, setup guides, S3BC registration & the full user manual

### Training Videos

Step-by-step walkthroughs you can follow at your own pace

Access eComply at:  
<https://nycha.ecomply.us/>



The screenshot displays the eComply web application interface. At the top, there is a red header with the New York City Housing Authority logo and the text "New York City Housing Authority". Below the header, the navigation menu is visible, with "Activities" and "Setup" tabs. The "Activities" tab is selected, and the menu items are listed in a sidebar:

- Contractor Directory
- Resident Directory
- Standard Reports
- Documents
  - Contractor Documents
  - Project Documents
  - Employee Documents
- Extension Programs
  - Field Interviews
  - Payment Tracking
- Correspondence
  - Manage Audience
  - Manage Templates
  - Manage Campaigns
- Support** (highlighted with a blue box)
  - Contact & User Guides
  - Training Videos

The main content area on the right shows the "Contact & User Guides" page. It includes a contact email address: [support@ecomplysolutions.com](mailto:support@ecomplysolutions.com). Below this, there is a list of links:

- eComply FAQ
- Getting Started Doing Business with NYCHA
- M/WBE Utilization Plan & Waiver Guide for eComply
- Section 3 REO Plan & OEO Plan Guide for eComply
- S3BC Registration Guide
- User Manual

An arrow points from a text box to the "Support" section in the navigation menu.

Training videos and guides are available in the Support in the Activities tab of the navigation menu

# eComply Support Contacts

## Technical Issues

Setup, editing a rejected CPRs/CHRs. For initial setup/entering employees/creating/editing fringe packages

[support@ecomplysolutions.com](mailto:support@ecomplysolutions.com)

## Section 3 Reporting and Compliance

Pending residency verifications and Section 3 compliance questions

[eComply.support@nycha.nyc.gov](mailto:eComply.support@nycha.nyc.gov)

## MarkView- A&CM invoice files only

Submitting A&CM invoice files only — not monitored for questions

[acm.invoice@nycha.nyc.gov](mailto:acm.invoice@nycha.nyc.gov)

## Contractor user access and accounts

Contractor login issues and account management

[eComply.support@nycha.nyc.gov](mailto:eComply.support@nycha.nyc.gov)

## Accounts Payable

Payment questions and AP hotline

[ap.support@nycha.nyc.gov](mailto:ap.support@nycha.nyc.gov)

or call 212-306-6500

## A&CM – Technical questions and troubleshooting invoice clarifications

Contact your A&CM project manager

### Note for Subcontractors:

Please reach out to your prime contractor first before contacting NYCHA directly.



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# Thank You