



ROADMAP TO COMPLIANCE

1 First Things First

(before boots on the ground)

- Submit the required pre-construction documents per directions provided.
- Notify the general contractor if a work classification needed for payroll reporting is not found on the wage decision.
- Workers must be paid weekly, regardless of current payment schedule.
- Establish an Elation Systems account and submit the Core Employee List.

What is a Core Employee?

Onsite construction workers on company payroll at the signing of the contract assigned to the project or not.

Submit only once. Do not include workers hired expressly for this project.



2 Once Onsite



- Make sure workers adhere to onsite sign in process.
- Submit weekly certified payrolls until work is complete. *Reminder: Every worker appearing on payroll must have a completed Section 3 Worker Certification Form submitted.*
- For apprentices, submit the active registration and the apprenticeship program standards showing ratios, wages, and fringes.
- For other deductions, a statement signed and dated by the employee listing the name and amount of each other deduction is required.
- When new opportunities arise, best efforts must be made to fill the openings with Section 3 workers. Submit an Available Job Opportunities Form to receive assistance with identifying qualified Section 3 candidates.

The contractor or worker may complete the Section 3 Worker Certification Form. Carefully review Section 3 Worker Certification Form instructions to accurately determine workers' Section 3 status.



Elation Systems

- All contractors, regardless of tier status, are required to submit weekly payrolls to Elation Systems.
- Learn how to navigate the platform by selecting the “?Get Started/Help” link located at the top right-hand corner of the homepage.
- From there, select the Webinar Session or How-To tab in the pop-up window to access concise, detailed instructional videos.

Oops!



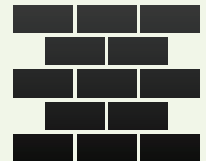
- **Certified payroll or Section 3 Worker Certification Form rejected?** Respond quickly. Contractor will receive Elation Systems email explaining rejection and how to correct.
- **Having trouble understanding the rejection message?** Technical assistance is available. The GC is your first contact for communication.



When responding to a rejected payroll, amend the payroll. Do not void the payroll.

3 Work Complete

- Congratulations and thank you for your hard work.
- Confirm all certified payrolls submitted are in compliance.
- Confirm all Section 3 Worker Certification Forms are accepted.
- Ensure last payroll is selected as final and project marked complete in Elation Systems.



CMHA construction projects are governed by federal regulations that include the Davis-Bacon Act, Davis-Bacon Related Acts, and HUD Section 3 requirements codified at 24 CFR Part 75.

The steps shown on the roadmap represent a brief overview of action items to comply with the project's labor standards and Section 3 requirements. Contractors may be requested to perform additional actions or submit other documents determined necessary to achieve compliance.