

Elation Required Reporting - Subrecipients / EFC Recipients, Prime Contractors, and Subcontractors (Rev. 11/02/16)

Report Name	Reporting Requirements	Subrecipient	Location in Elation	Prime Contractor	Prime Contractor: Professional Services Contract	Prime Contractor: Construction Contract	Subcontractor	Subcontractor: Professional Services Contract	Subcontractor: Construction Contract
PROCS-EEO Workforce Employment Utilization	Quarterly (ending 3/31, 6/30, 9/30 and 12/31) 1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)	Quarterly	SR Tab Click on SPA Amendment, then funding source	Quarterly	Payment Tab	Payroll Tab	Quarterly	Payment Tab	Payroll Tab
PROCS M/WBE Quarterly Report	Quarterly (ending 3/31, 6/30, 9/30 and 12/31) 1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)			Quarterly	Payment Tab	Payment Tab			
ADM-136 Monthly Employment Utilization Report (Cumulative Payment Statement)	Monthly reports to be submitted quarterly (ending 3/31, 6/30, 9/30 and 12/31) Quarterly (ending 3/31, 6/30, 9/30 and 12/31) (Not required for Primes who are M/WBE)			Monthly Reports Submitted Quarterly	Payment Tab	Payroll Tab	Monthly Reports Submitted Quarterly	Payment Tab	Payroll Tab
ADM-146 Affirmation of Income Payments to MBE/WBE	Quarterly (ending 3/31, 6/30, 9/30 and 12/31) 1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)			Quarterly Prime signs after subcontractor submits	Payment Tab	Payment Tab	Quarterly for MWBEs	Payment Tab	Payment Tab
ADM-123 Cumulative Payment Statement	Quarterly (ending 3/31, 6/30, 9/30 and 12/31) 1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)			Quarterly	Payment Tab	Payment Tab			
HUD 2516 Contract and Subcontract Activity	Quarterly (ending 3/31, 6/30, 9/30 and 12/31) 1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)	Quarterly	Payment Tab Click on Project Name	Quarterly	Payment Tab	Payment Tab			
Section 3 Reporting									
NEW HUD 60002 (Quarterly and Annually) Section 3 Summary Report (Economic Opportunities for Low- and Very Low-Income Persons)	***NEW*** The Section 3 Utilization Report is no longer required. The HUD 60002 is now required to be submitted both quarterly and annually at year end. • Create New Report • Select Program and Year. Submit • Select Additional Filter • Select your reporting period(s) • Confirm. • Submit.	Quarterly and Annually at year-end	Section 3 Tab (click on Section 3 sub-tab)						
Section 3 Workforce (Section 3 New Hire Report)	Quarterly (ending 3/31, 6/30, 9/30 and 12/31) 1st Quarter (01/01 - 03/31) 2nd Quarter (04/01 - 06/30) 3rd Quarter (07/01 - 09/30) 4th Quarter (10/01 - 12/31)			Quarterly (for contract amounts greater than \$100,000)	Section 3 Tab	Section 3 Tab	Quarterly (for contract amounts greater than \$100,000)	Section 3 Tab	Section 3 Tab
Section 3 Subcontracting (Section 3 Project Summary)	Quarterly (ending 3/31, 6/30, 9/30 and 12/31) 1st Quarter (01/01 - 03/31) 2nd Quarter (04/01 - 06/30) 3rd Quarter (07/01 - 09/30) 4th Quarter (10/01 - 12/31)			Quarterly (for contract amounts greater than \$100,000)	Section 3 Tab	Section 3 Tab			