

Local Law 44 Reporting System

Wage Submissions User Guide

Version 2.0 – December 2019

Partner Analysis & Transparency Team
Division of Strategic Operations & Analytics
NYC Department of Housing Preservation and Development
LocalLaw44@hpd.nyc.gov

Introduction

Per [Local Law 44](#) of 2012 (LL44), HPD must make information about housing development projects that receive City financial assistance available on its website and [NYC Open Data](#). This information includes project and building information, city financial assistance, organization structures, unit rent and affordability, and if wage information was submitted to the agency. Information is updated until project completion or permanent closing, depending on the type of submission.

The Local Law 44 Reporting System facilitates the submissions of wage information. LL44 requires all entities performing project work to submit wage information on a quarterly basis.

“Project work” is defined as “construction, rehabilitation, alteration or demolition work performed in connection with a housing development project”. Professional services provided by architects, engineers, lawyers, accountants, or other individuals engaged solely in administrative, clerical, and/or office support services are not considered project work. In addition, individuals engaged solely in managing, directing, or supervising project work do not need to be included in LL44 wage reporting submissions.

The process is as follows:

1. The Borrower Legal Entity (BLE) or their designated representative lists all entities that performed project work on a specific project in a given quarter, or indicate that no construction took place.
2. Contractors and subcontractors that performed project work submit wage information required by LL44.

For more information on the wage submission deadlines, please refer to the [LL44 Reporting System User Guide Overview](#).

Please consult the section appropriate to your situation for wage submissions.

Borrower Legal Entity Functionality

Per LL44, the BLE is the designated party responsible for coordinating wage submissions. However, BLEs may delegate this responsibility to another organization, such as the general contractor (GC). This section covers the functionality available to the responsible entity that coordinates wage collection for a housing development project.

- Note: Prevailing wage projects are not required to make LL44 wage submissions. Submissions of CPRs to HPD’s Labor Monitoring Unit also meet LL44’s wage requirements and a secondary submission to the LL44 compliance team is not required. HPD will coordinate internally to determine if entities are in compliance with LL44 wage reporting requirements.

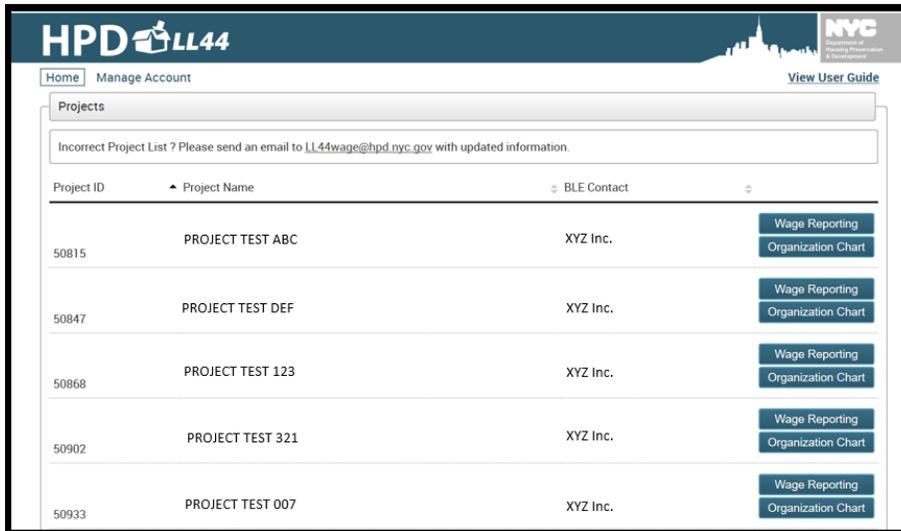
Notifications

When approved for access to the LL44 Reporting System, you will receive an email notification. Please click the link provided in the email notification to load the login page for the system. HPD recommends bookmarking the link in your internet browser.

- Link to the LL44 Reporting System: <https://webapps.hpdnyc.org/LL44/index.html#/login>

Project List

Upon logging in to the system, you are presented with the Project List. The Project List contains all projects for which you are responsible for coordinating LL44 wage reporting. If you believe the list should have projects added or removed, please contact the LL44 team at LocalLaw44@hpd.nyc.gov.



Project ID	Project Name	BLE Contact	
50815	PROJECT TEST ABC	XYZ Inc.	Wage Reporting Organization Chart
50847	PROJECT TEST DEF	XYZ Inc.	Wage Reporting Organization Chart
50868	PROJECT TEST 123	XYZ Inc.	Wage Reporting Organization Chart
50902	PROJECT TEST 321	XYZ Inc.	Wage Reporting Organization Chart
50933	PROJECT TEST 007	XYZ Inc.	Wage Reporting Organization Chart

Click the [Wage Reporting](#) button on the right-hand side of the desired project to begin the wage collection process.

Status Bar

Once you click on [Wage Reporting](#) for a desired project, you will notice the status bar at the top of the page. It contains three sections: the quarter and year (Q# YYYY), the project name, and the project status.



The quarter dropdown displays the selected quarter, which by default will be the most recently completed quarter. All wage information provided will be associated with the quarter displayed in the dropdown, so ensure that the correct quarter is selected. It is possible to provide wage information for a past quarter, but not for a future quarter.

The project name is listed in the status bar, as well. Please ensure that the appropriate project is displayed before providing wage information.

The project status is displayed in the far right side of the status bar. It will display “Not All Info Provided” if the system is expecting more wage information for the quarter, or “All Info Provided” if the system believes all wage information has been provided for the quarter. The status field may also be blank if the system cannot make a determination, as a result of insufficient information.

Construction

After selecting the project for which you wish to provide wage information, you will be prompted to indicate whether or not construction occurred during the selected quarter. Checking “No” indicates that no construction occurred during the selected quarter, and fulfills the wage reporting requirements for the quarter.

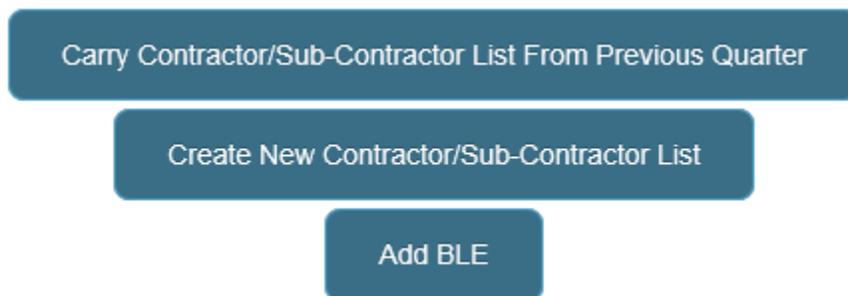
Does the project have any construction for this quarter (Q1 2017)? Yes No

If construction did occur, mark “Yes” to begin adding contractors for the quarter.

Adding Contractors

Pursuant to LL44, all contractors and subcontractors that performed “project work” during the selected quarter should be added to the system.

Contractors and subcontractors that are associated with the project but did not perform any project work during a quarter should not be added to the system for the given quarter.



The LL44 Reporting System provides three options for easily adding contractors and subcontractors.

- *“Carry” feature:* Clicking **Carry Contractor/Subcontractor List From Previous Quarter** will import the list of contractors and subcontractors from the previous quarter into the selected quarter. This feature allows quick updates from one quarter to the next. Contractors and subcontractors may still be added and removed as necessary.
- *New List:* Clicking **Create New Contractor/Subcontractor List** starts a new list of contractors and subcontractors from scratch. This button is useful when a project first becomes subject to LL44 wage collection, and a list of entities has not yet been added.
- *Add BLE:* If the BLE itself is conducting project work, click **Add BLE** to add the BLE to the list of contractors/subcontractors.

These three options are not mutually exclusive. For instance, you may click **Add BLE** and then later add new contractors and subcontractors to the list.

New Contractors

When clicking “Create New Contractor/Subcontractor List”, a form appears for inputting information on the contractor.

Add/Edit - Entity



Primary Information Clear Fields

Legal Name * TIN *

Type * Covered Contractor ? Yes | No Select Trade(s)

Address & Contact Information Clear Fields

Country * Address line 1 * Address line 2
Street address, P.O. box etc. Apt, Suite, Unit, Fl.(optional)

City * State Zip/Postal Code*

Phone * Company Email *

Primary Contact Clear Fields

First Name * Last Name * Primary Contact Email *

Cancel

Next

Fill in the **Legal Name** and **TIN** fields (Tax Identification Number), then click “Verify”. If the organization is present in HPD’s records, the remainder of the address and contact information will be filled in automatically. If not, you will be able to enter it manually.

- **Note:** Ensure that the Legal Name and TIN are entered exactly as registered with the IRS. You can request IRS Form W9 from the contractor, which will contain this information. The IRS may not accept “ABC Contracting, Inc.” if the organization is registered as “ABC Contracting LLC”. If the organization is entered incorrectly too many times, the system will give a “Duplicate TIN” error. In that case, the IRS will not permit further TIN checks for the organization for 24 hours.

In the **Type** dropdown, select whether the organization is a Contractor or Subcontractor.

In the **Covered Contractor** field, select “Yes” if the contractor is covered by LL44’s wage reporting requirements, and “No” if the organization is not covered by the law’s wage requirements. A contractor is covered by LL44 if their annual revenue meets or exceeds \$2.5 million. (See the [Reporting System F.A.Qs](#) for more details.) Organizations not covered by LL44’s wage reporting requirements are not required to provide wage information, but must still certify that their annual revenue is below the benchmark specified by law. Please see the “Non-covered Contractor Certification” section on page 24 of this guide for further information.

If the organization is a covered contractor, please indicate if the contractor is allowed to upload their wage information. In the **Permitted to Upload Wage Info?** dropdown, choose “Yes” if you want the organization to make their own payroll

submissions through the system, or choose “No” if your organization wishes to collect and upload payroll submission on behalf of the contractor. Please note that the field will only be visible if “Yes” is selected in the Covered Contractor field.

- **Note:** It is important to remember that the BLE Contact is representing the BLE, even if the person entering the data is not an employee of the BLE. If a GC employee is serving as the BLE Contact while GC employees are performing project work on the same project, be sure to select “No” in the **Permitted to Upload Wage Info?** dropdown. This will ensure that GC is able to easily upload their own information while serving as the BLE Contact.

Fill in all applicable information in the **Address & Contact Information** section. The **Phone** and **Company Email** fields may be general phone lines or email inboxes, as opposed to those associated with a specific employee.

In the **Primary Contact** section, please type the name and email address of the primary contact for the contractor associated with the selected project. This primary contact is the person who will receive email notifications advising them to enter LL44 wage information into the system, as necessary.

- **Note:** The Primary Contact will not receive notifications if the organization does have permission to upload wage information.

Once the primary contact information is complete, click **Next** to begin adding an owner or officer.

- **Note:** The email address input for the Primary Contact for one organization should not be the same as the email address used for the Primary Contact for a different organization.

Add Owner/Officer

HPD is also required to collect information on owners and officers associated with a contractor or subcontractor. On the “Add/Edit – Owner Officer” screen, please enter the name and address of the owner/officer of the contractor or subcontractor in question.

- **Note:** If the owner/officer has been added into the system for this organization previously, the system will provide an option to autofill the information as you begin typing the last name. If you see the name of the person, click their name for their automatically populate the fields.

Add/Edit - Owner/Officer ✕

First Name *	Last Name *	Role *	Title *	Officer Equivalent *
<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	Select ▾
Country *	Address line 1 *		Address line 2	
USA ▾	<input type="text"/> <small>Street address, P.O. box etc.</small>		<input type="text"/> <small>Apt, Suite, Unit, Fl.(optional)</small>	
City *	State	ZIP/Postal Code *		
<input type="text"/>	NY ▾	<input type="text"/>		

In this section’s **Role** dropdown, select if the individual is an owner, and officer, or both.

In the **Title** field, please type the title assigned to the individual by the contractor/subcontractor.

In the **Officer Equivalent** dropdown select the best general equivalent to the individual’s title. The options are “CEO”, “COO”, “CFO”, and “NA”. The **Officer Equivalent** field is only available when “Officer” or “Both” is selected in the **Role** dropdown.

Please click **Save** to save and close the window.

Contractors/subcontractors who are added to the list for the selected quarter and are permitted to upload their own wage information are automatically notified via email.

If the organization has multiple owners/officers, you may provide this information later. (See the “Contractor List” section of this guide.)

Contractor List

After adding a contractor/subcontractor, you are presented with the contractor/subcontractor list.

Add My Organization		Add Contractor/Sub-Contractor		Download Payroll Submission Form	
Contractor/Sub-contractor Name	Type	Covered Contractor	Payroll Upload	Provided	
LL44 Test Contractor	Sub-Contractor	Yes		No	View/Edit

Showing 10

Each row of the contractor/subcontractor list contains a **View/Edit** button. Clicking this button displays entity information that can be viewed or edited; this includes adding more owners/officers associated with an entity and modifying primary contacts.

[Back to list](#)

Contractor/Sub-contractor

[Edit](#) | [Remove](#)

Name LL44 Test Contractor

TIN 371667802 **Type** Sub-Contractor **Covered Contractor Stat** Yes

Phone 1234567890 **Email** test@test.com

Trade Concrete

Address 60 Columbus Circle, New York City, NY, 10023

Primary Contact

First Name Senior **Last Name** Related

Email 6202017test@mailinator.com

Owner/Officer

[Add New](#)

[Edit](#) | [Remove](#)

First Name This **Last Name** Guy

Role Owner **Title** president **Equivalent** NA

Address 123 park ave, new york, NY, 10001

In the “Contractor/Sub-contractor” section of the page, clicking **Edit** allows changes to be made to the information associated with a contractor/subcontractor.

Remove will delete contractor/subcontractor from the selected quarter. Contractors/subcontractors should be removed from the selected quarter if they did not perform project work in the selected quarter – even if they performed project work in previous quarters.

If there are multiple owners/officers, click **View/Edit** next to the contractor's/subcontractor's name, then **Add New** in the "Owner/Officer" section. Repeat as necessary until all owners/officers are entered. Clicking **Edit** in the Owner/Officer section of the page allows edits to be made to an existing owner/officer information, while **Remove** will delete the selected owner/officer.

The **Back to List** button takes you back to the project's Contractor/Subcontractor list for the quarter.

Uploading Payroll Reports

If "No" is selected in the **Permitted to Upload Wage Info?** dropdown, you (as the project's BLE Contact) must upload the payroll reports for the associated contractors/subcontractors for the selected quarter. If this is the case, an **Upload** button will be present in the "Payroll Upload" column. (If not, the column will be blank, and the contractor/subcontractor will be expected to upload their own payroll reports.) Click **Upload** and navigate to the location on your computer where the payroll report is saved. All common document formats are accepted (Excel, PDF, etc.).

Covered Contractor	Payroll Upload	Provided
r	<input type="text" value="Yes"/> <input type="button" value="Upload"/>	<input type="text" value="No"/> <input type="button" value="View/Edit"/>

[Download Payroll Submission Form](#)

You may use HPD's Payroll Submission Form to submit all required wage information for the quarter, or you have the option to use a report from an internal payroll system (like QuickBooks, ADP, etc.). If you decide to use a report from an internal system, the payroll report should contain all fields specified in HPD's Payroll Submission Form. Click **Download Payroll Submission Form** to download a copy of HPD's Payroll Submission Form, if needed. Please see the [Reporting System FAQs](#) for more details on the payroll submission specifications that should be included for each quarter.

After a file has been uploaded, you may click the **x** to delete the file, and **View File** to open the uploaded payroll submission document. If you need to update a file that has already been submitted, delete the file from the system and upload the updated version.

Once the wage information for all contractors/subcontractors has been added for the selected quarter, the project status changes from "Not All Info Provided" to "All Info Provided".

Contractor/Subcontractor Functionality for Covered Contractors

Contractors and subcontractors working on non-prevailing wage projects subject to LL44 may be asked to submit wage information via the LL44 reporting system. This section of the user guide covers the functionality available to such contractor and subcontractors.

- Note: Prevailing wage projects are not required to make LL44 wage submissions. HPD's LL44 Team will consult internally with the Labor Monitoring Unit to ensure prevailing wage submissions are being made for projects subject to LL44.

Notifications

When named the primary contact for an organization performing LL44 project work for the first time, you will receive an email notification from the system. Click the link in the email notification to be taken to the system. HPD recommends bookmarking the link in your internet browser.

- Link to the LL44 Reporting System: <https://webapps.hpdnyc.org/LL44/index.html#/login>

You will receive automated notifications as wage reporting deadlines approach. If you are not the person who coordinates wage submissions for the designated project(s), please contact the LL44 Team at LocalLaw44@hpd.nyc.gov.

Project List

Once logged into the system, you are presented with the Project List. The Project List contains all projects for which you must provide wage information.

If you believe the list should have projects added or removed, please contact the project's BLE contact listed on the page, or reach out to the LL44 team at LocalLaw44@hpd.nyc.gov.

Project ID	Project Name	BLE Contact	
50815	PROJECT TEST ABC	XYZ Inc.	Wage Reporting Organization Chart
50847	PROJECT TEST DEF	XYZ Inc.	Wage Reporting Organization Chart

Click the [Wage Reporting](#) button on the right-hand side of the desired project to begin the wage collection process.

Status Bar

Once you click on [Wage Reporting](#) for a desired project, you will notice the status bar at the top of the page. It contains three sections: the quarter and year (Q# YYYY), the project name, and the project status.



The quarter dropdown displays the selected quarter, which by default will be the most recently completed quarter. All wage information provided will be associated with quarter displayed in this dropdown, so be sure the correct quarter is selected. It is possible to provide wage information for a past quarter, but not for a future quarter.

The project name is listed in the status bar, as well. Ensure that the appropriate project is displayed before providing wage information.

The project status is displayed in the far right side of the status bar. It will display “Not All Info Provided” if the system is expecting more wage information for the quarter, or “All Info Provided” if the system believes all wage information has been provided for the quarter. The field may also be blank if there is not yet enough information for the system to make a determination.

Uploading Payroll Reports

If your organization is covered by LL44's wage requirements (\$2.5 million or more in annual revenue), you will be required to upload payroll reports for employees that performed project work during the selected quarter.

- “Project work” consists of construction work performed onsite, and excludes office, support, and management. (See the [Reporting System FAQs](#) for a fuller explanation of LL44 project work.)

After selecting a project, you will be prompted to upload the required payroll information.

Please upload the required payroll information for LL44 Test Contractor for the associated quarter. You may upload the information using HPD's [Payroll Submission Form](#), or using a report from an internal payroll system (provided the report contains all fields present in HPD's Payroll Submission Form).

[Browse](#)

Click **Browse**, and then navigate to the folder on your computer where the payroll report is saved. Once selected, click **Open** to upload the file.

You may use HPD's Payroll Submission Form to submit all required wage information for the quarter, or you may use a report from an internal payroll system. If using a report from an internal system, the report should contain all fields present in HPD's Payroll Submission Form. Click **Payroll Submission Form** to download a copy of HPD's Payroll Submission Form, if you need one. Please see the [Reporting System FAQs](#) for more details on the payroll submission specifications for each quarter.

Once the file has been successfully uploaded, a prompt will appear informing you as such. Click **Stay** to stay on the upload page, or **Project List** to return to the project list to add payroll information for other projects as necessary.

If you stay on the page, you may click the **x** to delete the file, or **View File** to view the uploaded payroll submission.

Non-covered Contractor Certification

If your organization has less than \$2.5 million in annual revenue, you are not required to submit payroll reports. You are however, required to certify that your annual revenue is below that amount.

Upon logging in and selecting the appropriate project, you will be presented with a brief certification form.

You are listed as a non covered contractor for this project for this current Q1 2017 quarter. Please complete the below section to proceed.

Non-covered Contractor Certification

A. Please select a principal officer:

Name:

[Name does not exist? Click Here to add new](#)

B. Please read the statement below, and then click I agree.

I hereby certify under oath that I am a principal officer as defined by §26-901(k) of the NYC Administrative Code for the entity listed above and that the entity listed above is not a covered contractor as defined by §26-901(c) of the NYC Administrative Code.

[I Agree](#)

An owner/officer for the organization must be chosen from the dropdown, and electronically sign the certification by clicking **I Agree**. If the name of the owner/officer is not present in the dropdown, click **Name does not exist? Click here to add new** to add another owner/officer.

This process must be completed for every quarter and for every project in which the organization performs project work.

Please contact our Local Law 44 team at locallaw44@hpd.nyc.gov if you have any questions not covered in the user guide.