



# Texas Department of Housing and Community Affairs

## ARRA 1512 Reporting

Calculating, Entering, and Documenting Report Data

March 24, 2010

# The Purpose of this Training

- To guide users of the TDHCA contract system through the process of entering 1512 data.
- To provide guidance on calculating 1512 data and submitting a complete and accurate report.
- ★ This webinar will be posted on the TDHCA Recovery Act Reporting page.

<http://www.tdhca.state.tx.us/recovery/reporting.htm>

# Webinar Format

- The presentation will last about an hour.
- Audience members are muted.
- You may submit questions through the “questions” function in the GotoWebinar toolbar.
- An evaluation will be emailed to all participants after the webinar.

# Webinar Process

- Each section of the report will be covered in whole before we move to the next section.
  1. Jobs
  2. Vendors
  3. Salaries
- **We will answer questions after each of these sections.** We will not be able to address each question, but we will post an FAQ after the webinar.

# The Purpose of 1512 Reporting

- The American Recovery and Reinvestment Act (ARRA) of 2009 was enacted to create and save jobs and to spur economic activity.
- The quarterly 1512 report is designed to capture jobs created or saved as a result of the funding.
- ARRA information and progress updates can be found at <http://www.recovery.gov>.

# Reporting Timeline

- The 1512 Report is due to TDHCA five calendar days after the close of a quarter.
  - January 5<sup>th</sup>
  - **April 5<sup>th</sup>**
  - July 5<sup>th</sup>
  - October 5<sup>th</sup>
- You may submit the report anytime between the 1<sup>st</sup> and the 5<sup>th</sup>.
- You can enter data into the contract system before the 1<sup>st</sup> to reduce the amount of data entry required during the reporting period.

# Friendly Reminder

- Please remember this is a **quarterly** report and only requires **quarterly** data.
- For the April report, you will only enter data from the period of January 1, 2010 through March 31, 2010.
- ★ **You must respond to, or at least address, each section of the report.**

# Finding the 1512 Report

Navigating the TDHCA Contract System

# TDHCA Contract System

- After signing into the contract system, click on **ARRA General Info** in the top right corner.



## Inbox - Subrecipient

NO PENDING CONTRACTS ARE AWAITING APPROVAL

Contract Number	Program	Year	Subrecipient	Contract Amount
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ACTIVE CONTRACTS

Contract Number	Program	Year	Effective Date	Subrecipient	Contract Amount	Performance Report	Expenditure Report
HPRP_ARRA	HPRP_ARRA	2009	9/1/09			<a href="#">Ongoing</a>	<a href="#">Ongoing</a>

# Choose the Report

- Choose **3/31/2010** in the *Quarter End Date* field.
- Click **Submit Query**.

Logout | ARRA General Info | TDHCA Home

### TDHCA Community Affairs Contract System

Contract System | Housing Contract System

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SEARCH SUBRECIPIENT

Quarter End Date:

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SUBRECIPIENTS

Date	Last Modified Date	Created By	Contract	Organization
None				

# 1512 Landing Screen

- This is the main landing page. From here, you can navigate to the Jobs, Vendors, and Top 5 Salaries sections.

SEARCH SUBRECIPIENT

Quarter End Date

**Submit Query**

SUBRECIPIENTS

	Date	Last Modified Date	Created By	Contract	Organization
<a href="#">Jobs</a>   <a href="#">Vendors</a>   <a href="#">Top5</a>	3/31/10	3/12/10	bhull		



# Getting to the Landing Page

- To get back to the landing page after entering data into a section, click **ARRA 03/31/10** on the top left side of the screen.



ARRA 03/31/10 | Contract System | Housing Contract System

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SEARCH SUBRECIPIENT

Quarter End Date

[Submit Query](#)

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SUBRECIPIENTS

	Date	Last Modified Date	Created By
<a href="#">Jobs</a>   <a href="#">Vendors</a>   <a href="#">Top5</a>	3/31/10	3/12/10	bhull

# Reporting Jobs

Calculating and Entering Jobs Data

# Preparing to Enter Jobs Data

- Identify the positions entirely and partly funded by ARRA.
- Calculate the number of hours worked in these positions for the reporting quarter.
- Calculate the number of Full Time Equivalent (FTE) positions.

# Determining ARRA Jobs

- There are two types of jobs to consider:
  - A **job created** is a newly created position that is funded by ARRA.
  - A **job retained** is any existing position supported with ARRA funds.
- The number of jobs created and retained will be combined on the report.
- Include positions that will be *reimbursed* with ARRA funding.

# Calculating FTE

Organization Name			
Contract Number			
Number of Work Hours in a Quarter	520		
Period Ending	Total Number of Hours Worked During Quarter	Total Number of Work Hours in Quarter	Number of Full-Time Equivalent Positions
September 30, 2009		520	-
December 31, 2009		520	-
March 31, 2010		520	-
June 30, 2010		520	-
September 30, 2010		520	-
December 31, 2010		520	-
March 31, 2011		520	-
June 30, 2011		520	-
September 30, 2011		520	-
December 31, 2011		520	-
March 31, 2012		520	-
June 30, 2012		520	-
September 30, 2012		520	-
December 31, 2012		520	-

- Use the TDHCA **Jobs Reporting Template** for your FTE calculation.
- Send it to your 1512 reporting contact.
- **Your 1512 report will not be complete without this spreadsheet.**



[Recovery Act](#)

[Contracting Opportunities](#)

[Homelessness Prevention and Rapid Re-Housing Program](#)

[Weatherization Assistance Program](#)

[Community Services Block Grant](#)

[Tax Credit Assistance Program](#)

[Housing Tax Credit Exchange](#)

[Homebuyer Tax Credit](#)

[Neighborhood Stabilization Program](#)

[Recovery Act Reporting](#)

## Recovery Act Reporting

### Recovery Accountability and Transparency Board

- [ARRA General Info Reporting Instructions for Subrecipients \(PDF updated 3/12/10\)](#)
- Video demonstrations of the ARRA General Info Reporting Instructions for WAP subrecipients (*Windows Media Player is required - opens a new window*):
  - [Introduction](#)
  - [Section 1 - Jobs reporting template](#)
  - [Section 2 – ARRA General Info sys screen shots](#)
  - [Section 3 - Vendors](#)
  - [Section 4 - Salaries](#)
- Jobs Reporting Templates in Excel format
  - [CSBG](#)
  - [HPRP](#)
  - [TCAP](#)
  - [WAP](#)

### Submitted Reports

# Calculating Hours for the Jobs Reporting Template

- **Number of work hours in a quarter:** the total number of hours in a full-time schedule for the quarter.
  - For a standard 40 hr/wk schedule, the total work hours is 520.
  - 40 hours x 13 weeks = 520 hours
- **Number of ARRA hours worked during the quarter:** the actual number of ARRA-funded hours worked (including paid leave) in the quarter.

# Calculating ARRA Hours Worked

- We recommend you create a spreadsheet with ARRA position information to calculate ARRA hours.

Name	Title	Work Status	% funded by ARRA	ARRA Hours Worked
Gloria Gomez	Case Manager	Full-time	100%	520
Dave Mars	Case Manager	Full-time	100%	520
Abe Johns	Counselor	Part-time	100%	260
Kate Smith	Financial Officer	Full-time	25%	130
Total Hours Funded by ARRA				1,430

- HUD Job Counting Calculator  
<http://hud.gov/recovery>

# Calculating FTE Example

Employee	Funded by ARRA?	ARRA Hours Worked
<b>Gloria, full-time Case Manager</b>	Yes 100%	<b>520</b>
<b>Dave, full-time Case Manager</b>	Yes 100%	<b>520</b>
<b>Abe, part-time Counselor</b>	Yes 100%	<b>260</b>
<b>Kate, full-time Financial Officer</b>	Yes 25%	<b>130</b>
<b>Total Hours Funded by ARRA</b>		<b>1,430</b>

Number of Work Hours in a Quarter	520		
Period Ending	Total Number of Hours Worked During Quarter	Total Number of Work Hours in Quarter	Number of Full-Time Equivalent Positions
September 30, 2009		520	-
December 31, 2009		520	-
<b>March 31, 2010</b>	<b>1,430</b>	520	<b>2.75</b>
June 30, 2010		520	-
September 30, 2010		520	-
December 31, 2010		520	-
March 31, 2011		520	-
June 30, 2011		520	-
September 30, 2011		520	-
December 31, 2011		520	-
March 31, 2012		520	-
June 30, 2012		520	-
September 30, 2012		520	-
December 31, 2012		520	-

# Entering Jobs Data

- On the landing page, click **Jobs**.

	Date	
<a href="#">Jobs</a>   <a href="#">Vendors</a>   <a href="#">Top5</a>	3/31/10	

# Jobs Screen

- You will only enter data into the **Jobs Narrative** field and the **# of Jobs** field.

EDIT SUBRECIPIENT

Subcontract #	
Award ID	0
Org Name	
DUNS #	
Congress District	
Amt Disbursed	87.77
Contract Value	84297
SubAward Date	12/11/09
Primary Address1	
Primary Address2	
Primary City	
Primary State	TX
Primary Zipcode	
Primary Country	
Primary Congressional District	
Jobs Narrative	<input type="text"/>
# of FTEs	0
Effective Date	3/31/10

# Jobs Narrative

- In the **Jobs Narrative** field, briefly describe the positions created and retained using ARRA funds.
  - Enter position title, the number of each position, and a brief description of duties

Jobs Narrative	2 Case Managers to perform case management for ARRA clients, 1 Counselor to provide money management guidance to ARRA clients, 1 Fiscal Officer to administer ARRA financial records
# of FTEs	0
Effective Date	3/31/10

**Save**

# Number of Jobs

- In the **# of Jobs** field, enter the number of jobs expressed as “full time equivalents” (FTE).
- Click **Save**.

Jobs Narrative	2 Case Managers to perform case management for ARRA clients, 1 Counselor to provide money management guidance to ARRA clients, 1 Fiscal Officer to administer ARRA financial records
# of FTEs	2.75
Effective Date	3/31/10

**Save**

# Jobs Questions

- We will now take time to answer questions you have about reporting jobs.

# Reporting Vendors

Entering Vendor Information and Providing  
Back-up Documentation

# Who is a Vendor?

- A dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of an ARRA program.
- This includes landlords, utility companies, legal services, etc (an individual/entity paid with ARRA funds for a good or service).

## 2<sup>nd</sup> Tier Subrecipients

- An entity contracted by a subrecipient to make programmatic decisions, such as eligibility and service determinations.
- **Do not** report a 2<sup>nd</sup> tier subrecipient as a vendor.
- 2<sup>nd</sup> tier subrecipient information is **not** required for the 1512 report.
  - This information may be required for other reports.
- Please see OMB Circular A-133, Section §.210.

<http://www.whitehouse.gov/omb/rewrite/circulars/a133/a133.html#b>

# For Example

- The City of Dallas contracts with a non-profit who makes eligibility and assistance determinations. Does the City report the non-profit as a vendor?
  - No, in this case the non-profit is a subrecipient of the City of Dallas (or a 2<sup>nd</sup> tier subrecipient), so they would not be reported as a vendor.
- The City of Dallas also contracts with a local organization who provides job placement services. Does the City report the organization as a vendor?
  - Yes, the vendor and payments must be reported.

# Required Information

- Award ID (optional)
- Vendor DUNS number **OR** Vendor Name and Headquarters Zip
- Contract Number
- Product Service Description
- Number of Payments
- Payment greater than \$25,000?
- Payment Amount
- HUB (Historically Underutilized Business)

# Vendor Information

- On the landing page, click **Vendors**.



- A list of previously entered vendors will appear. You may edit, add, or delete vendors as needed.

						Create New Vendor
		Date	Last Modified Date	Created By	Vendor	Payment Amt
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	Best Budget Inn	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	Windsor Place Apartments	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	Pine Meadows Apartments	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	Southwest Telephone	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	Mary Lou Corpian	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	First Choice Power	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	Abilene Townhouses & Condos	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	Alton's Investments	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	Janie Garcia	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	Venita Christiansen	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	Las Brisas Apartments	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	Mt. Moriah Baptist Church	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	3/31/10	3/12/10	bhull	Wayford Young	\$0.00
					Total:	\$0.00

# Editing a Vendor

- If you see a vendor from the list that you paid in this reporting quarter, click **Edit**.

	Date	Last Modified Date	Created By	
<a href="#">Edit</a>   <a href="#">Delete</a>	3/31/10	3/12/10	bhull	Best Budget Inn
<a href="#">Edit</a>   <a href="#">Delete</a>	3/31/10	3/12/10	bhull	Windsor Place Apartments

# Editing a Vendor

- Enter the correct information for this vendor for the reporting quarter.
- Click **Save**.

Award ID	<input type="text"/>
DUNS #	<input type="text"/>
HQ Zipcode	<input type="text" value="79645"/>
Vendor Name	<input type="text" value="Best Budget Inn"/>
Contract Number	<input type="text" value="12090000000"/>
Product Service Desc	<input type="text" value="Rent"/>
# of Payments	<input type="text" value="6"/>
Single Payment > 25000	<input type="text" value="No"/>
Payment Amt	<input type="text" value="323.00"/>
Historically Underutilized Business	<input type="text" value="No"/>
Quarter	3/31/10

Save

# Adding a Vendor

- To add a new vendor, click **Create New Vendor**.
- This can be found above and below the *Payment Amt* column to the far right.



The screenshot shows a table with a header row containing the text "Payment Amt". Above the table, the text "Create New Vendor" is displayed with a mouse cursor pointing to it. Below the table, the text "Create New Vendor" is also displayed. The table has 14 rows, each containing the value "\$0.00".

Payment Amt
\$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

# Adding a Vendor

- Enter the new vendor information.
- Click **Save**.

## ADD VENDOR

Award ID	<input type="text"/>
DUNS #	<input type="text"/>
HQ Zipcode	<input type="text"/>
Vendor Name	<input type="text"/>
Contract Number	<input type="text"/>
Product Service Desc	<input type="text"/>
# of Payments	<input type="text"/>
Single Payment > 25000	<input type="text" value=""/>
Payment Amt	<input type="text"/>
Historically Underutilized Business	<input type="text" value=""/>
Quarter	3/31/10

Save



# Deleting a Vendor

- You do not have to delete a vendor from the list if you did not make payment to the vendor during the quarter. Leave the amount as “\$0.”
- If you want to delete a vendor, click **Delete**.

	Date	
<a href="#">Edit</a>   <a href="#">Delete</a>	3/31/10	
<a href="#">Edit</a>   <a href="#">Delete</a>	3/31/10	

- The next screen will ask you to confirm the delete. Click **Yes**.

## Confirm Delete

Are you sure you want to delete the Arra Subrecipient Vendor?

[NO](#) [YES](#)

# Determining HUB Status

- Visit the Texas Comptroller of Public Accounts website:  
<http://www.cpa.state.tx.us/>.
- Click the **State Purchasing** tab.
- Click the **Search for CMBL/Hub Vendors** button.

Window on State Government  
Susan Combs Texas Comptroller of Public Accounts

Web Site Survey Site Search

Quick Start for:

HOME ABOUT US TEXAS TAXES EDUCATION FINANCES & ECONOMY **STATE PURCHASING** FORMS e-

**State Purchasing**

I Want To...

- ▶ Register as a Texas vendor
- ▶ Learn more about HUB certification
- ▶ Find or post a bid
- ▶ Search for vendors
- ▶ View term contracts

**Programs**

- Statewide Purchasing Operations
- Centralized Master Bidders List (CMBL) Program
- Historically Underutilized Business (HUB) Program
- State of Texas CO-OP Purchasing
- Texas Multiple Award Schedules (TXMAS)
- Contract Management Office
- Statewide Contracting
- State Travel Management Program
- Charge Card Program

**Resources**

- Training & Events
- Purchasing Publications
- Statutes and Procedures
- Reverse Auctions

**Doing Business with the State of Texas**

Texas Procurement and Support Services (TPASS) awards and manages hundreds of statewide contracts on behalf of more than 200 state agencies and 1,800 cooperative purchasing members.

With a massive marketplace and billions of dollars in purchasing power, Texas offers abundant opportunities for vendors of a wide variety of goods and services, including minority- and women-owned businesses.

**Become a Vendor**

1. Get listed in the state vendor search engine — register for \$70 a year for the Centralized Master Bidders List (CMBL) and receive bids from state purchasers.
2. Certify your minority or woman-owned business through the Historically Underutilized Business (HUB) Program and increase your opportunities with state agencies.

Find out more about the CMBL vendor program Learn more about the free HUB four-year certification

**NEW:** Vendors can now access our upgraded registration system to get started in either the CMBL and/or HUB programs via the MyCPA Secure Login Portal.

**Apply for CMBL or HUB**

**Modify CMBL/HUB Account**

**Search for CMBL/HUB Vendors**

# Determining HUB Status

- **The vendor must be registered through the Comptroller to be considered a HUB on the 1512 report.**
- Corporate chains do not apply, since they operate outside of Texas.

# Reporting Multiple Payments to One Vendor

- If multiple payments were made to one vendor, enter the vendor (Office Depot) once and enter the total expenses (\$322).
- No back-up documentation is required.

# Reporting Multiple Vendors

- For payments made to multiple vendors for the same service, you may:
  - Enter each payment separately into the contract system,  
OR
  - Enter the name of the first vendor paid and “et al.”
    - For example: You made utility payments to 5 different utility companies. The first company paid was Austin Energy. Enter “Austin Energy, et al.”
    - The payment amount and number of payments equal the total for all the vendors.
    - **Back-up documentation is required.**

# Multiple Vendors Back-up Documentation

- For each vendor, include the following info:
  - Vendor information (name, activity, date, payment amount, HUB status)
  - A list of all payments made to the vendor
- The list must be sent in a manipulatable format (Excel, Word). No screen shots or pictures will be accepted.
- Send the back-up to your 1512 reporting contact. **Your report will not be complete without this back-up.**

# Payments Greater than \$25k

- Single payments greater than \$25,000 must be reported in the contract system.
- You may not aggregate this data.

# Friendly Reminders

- Regardless of the amount paid to a vendor, you must report the information.
- Only payments made in the reporting quarter should be counted. This does not include encumbered expenses.

# Vendors Questions

- We will now take time answer questions you have about reporting vendors.

# Reporting Top 5 Salaries

Determining Applicability and Entering Salaries  
Data

# Salaries Applicability

Reporting the Top 5 salaries only applies when:

- In the preceding fiscal year, the subrecipient received at least \$25,000,000 and 80% of its gross revenue from federal contracts, loans, grants, and cooperative agreements.
- The public does not have access to senior executive compensation information through reports filed under section 13(a) or 15(d) of the Securities Exchange Act or section 6104 of the Internal Revenue Code.

★ This will not apply to most subrecipients.

# Salaries Applicability

- Even if the Top 5 Salaries does not apply to your organization, you must enter information into the Salaries section of the 1512 report.
- You are responsible for reporting the inapplicability of this section.

# Reporting Salaries

- On the landing page, click **Top 5**.

<a href="#">Jobs</a>	<a href="#">Vendors</a>	<a href="#">Top5</a>	Date
			3/31/10

- Just as in Vendors, you may edit, add, or delete salaries as needed.

SUBRECIPIENT TOP 5

[Create New Subrecipient Salary](#)

	Date	Last Modified Date	Created By	Name
<a href="#">Edit</a>   <a href="#">Delete</a>	3/31/10	3/12/10	bhull	N/A

[Create New Subrecipient Salary](#)

SUBRECIPIENT TOP 5

[Create New Subrecipient Salary](#)

	Date	Last Modified Date	Created By	Name
<a href="#">Edit</a>   <a href="#">Delete</a>	3/31/10	3/12/10	bhull	N/A

[Create New Subrecipient Salary](#)

# Reporting Salaries

- To add a new salary or ***to report inapplicability***, click **Create New Subrecipient Salary**.
- This can be found above and below the *Name* column to the far right.



The screenshot shows a table with a single column labeled 'Name'. The cell contains 'N/A'. Below the table, the text 'Create New Subrecipient Salary' is underlined, and a mouse cursor is pointing at it.

Name
N/A

Create New Subrecipient Salary

# Creating New Salaries

- Enter the name and salary information for the executive.
- Choose **Yes** in the *Indication of Reporting Applicability* field and click **Save**.
- Add a new salary for each executive you are reporting.

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EDIT SUBRECIPIENT TOP 5

Name	John Miller
Total Compensation	\$78,000
Indication of Reporting Applicability	Yes ▾
Effective Date	3/31/10

Save

# Reporting Inapplicability

- Type **N/A** in the *Name* field.
- Type **0** (zero) in the *Total Compensation* field.
- Choose **No** in the *Indication of Reporting Applicability* field.

EDIT SUBRECIPIENT TOP 5

Name	N/A
Total Compensation	0
Indication of Reporting Applicability	No
Effective Date	3/31/10

Save

# Salaries Questions

- We will now take time to answer questions you have about reporting salaries.

# Friendly Reminders

- The next 1512 report is due on April 5<sup>th</sup>, 2010.
- You can submit the report as early as April 1<sup>st</sup>.
- **You must respond to, or at least address, each section of the report.**

# Reporting Contacts

- Remember to submit:
  - FTE spreadsheet
  - Back-up documentation for multiple vendors
- If you have questions, please contact Aurora or Selena **before** you submit your report.

1512 reporting contacts:

- HPRP/CSBG

Aurora Carvajal

512-475-1187

[aurora.carvajal@tdhca.state.tx.us](mailto:aurora.carvajal@tdhca.state.tx.us)

- WAP

Selena Hooper

512-936-7806

[selena.hooper@tdhca.state.tx.us](mailto:selena.hooper@tdhca.state.tx.us)