



## **ARRA General Info Reporting Instructions**

Subrecipients of American Recovery and Reinvestment Act (Recovery Act or ARRA) funds with active TDHCA contracts must submit quarterly *ARRA General Info* reports. The quarterly *ARRA General Info* report is due five (5) calendar days after the close of the calendar quarter following execution of the TDHCA Recovery Act contract.<sup>1</sup> The following elements are included in the *ARRA General Info* report: job creation and retention, vendor information, and information on the five most highly compensated individuals in the organization.<sup>2</sup>

- Job creation/retention:
  - Subrecipients are required to report jobs directly created or retained. Subrecipients should report only jobs funded or reimbursed by an award under the Recovery Act.
  - A job created is a new position created and filled, or an existing unfilled position that is filled, that is funded by the Recovery Act. A job retained is an existing position that is now funded by the Recovery Act. A job cannot be counted as both created and retained.
  - The number of jobs reported should be expressed as “full-time equivalents” (FTE).
  - For FTE reporting, add together hours from jobs retained and jobs created.
  - To calculate FTE, divide the total number of all hours worked in a quarter for all jobs created and retained by the number of work hours in a full-time schedule for the quarter. Please note that the total FTE’s should be reported for the reporting quarter only. Note the change from earlier guidance; total FTE’s is not reported cumulatively.
  - A narrative must also be provided. The narrative should include a brief description of the types of jobs created or retained. The description may rely on job titles, broader labor categories, or the subrecipient’s existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.
  - Instructions for the Jobs Reporting Template in Excel provided by TDHCA:
    - Fill in the yellow highlighted fields including Organization Name and Contract Number.
    - Number of Work Hours in a Quarter is the total number of full-time hours for your organization. The default number of work hours in a

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<sup>1</sup> Consistent violation of the requirement to submit timely and accurate reporting may result in termination of the contract or suspension and debarment proceedings. Further, in some cases, intentional reporting of false information can result in civil and/or criminal penalties.

<sup>2</sup> See OMB Circular M-09-21 at [http://www.whitehouse.gov/omb/recovery\\_default/](http://www.whitehouse.gov/omb/recovery_default/).

quarter is 520 based on a 40 hour work week and an annual total number of work hours of 2080.

- (TCAP only) Total Development Costs is the total amount of development costs from the most recent TDHCA underwriting report.
- (TCAP only) Recovery Act Award Amount is the TCAP award amount.
- Reporting Period Ending indicates the reporting period.
- Total Number of Hours Worked During Quarter is the total number of hours worked by all staff funded by a Recovery Act award.
  - WAP subrecipients must include hours worked by office staff, subcontractors and crew.
  - TCAP subrecipients must include all hours worked by office staff and subcontractors, not only those funded by Recovery Act funds. The spreadsheet will calculate a pro-rata share of the total hours based on the percentage of total development costs represented by the TCAP award.
- Total Number of Work Hours in Quarter is a field displaying the total number of work hours during the reporting period.
- Number of Full Time Equivalent Positions is a calculated field dividing the total number of hours worked by the total number of work hours.
- (TCAP only) Number of Full-Time Equivalent Positions Funded by Recovery Act (Report this Number) is a calculated field based on the percentage of total development costs represented by the TCAP award. This field is highlighted in blue, report this number.
- Vendor information:
  - A vendor is defined as a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a Recovery Act program. See the following examples for guidance on reporting payments.
  - Subrecipients must report payments to vendors of \$25,000 or more. Payments to vendors of less than \$25,000 are not reported. Report each payment of \$25,000 or greater separately. You may aggregate payments of \$25,000 or greater for one vendor.
  - Example 1: Subrecipient A pays tuition for program participants. Does this need to be reported as payments to vendors?
    - Yes, payments for tuition or other types of assistance (grocery cards, etc) must be reported as payments to vendors. Note that payments to landlords and utility companies are not considered payments to vendors and are not reported.
  - Example 2: Subrecipient B contracts with a local non-profit to provide job placement services for program participants. Subrecipient B determines eligibility and refers individuals to the non-profit. Does this need to be reported as a vendor?
    - Yes, in this case the Subrecipient determines eligibility and makes programmatic decisions and these payments must be reported.

- Example 3: Subrecipient C contracts with a local entity and the local entity determines eligibility and decides of the types of assistance available to program participants. Does this need to be reported as a payment to a vendor?
  - No, in this case the local entity is a subrecipient of Subrecipient C and this does not need to be reported as payments to a vendor.
- Example 4: Subrecipient D contracts with a local company to provide weatherization services to households. Does this need to be reported as a payment to a vendor?
  - Yes, Subrecipient D determines eligibility for program participation and also determines the types of assistance to be provided to the household. This must be reported as a payment to a vendor.
- Either the Vendor DUNS number or the Vendor Name and Vendor Headquarters Zip are required. Award ID is optional. All other fields are required.
- Historically Underutilized Businesses (HUB) is defined as any entity defined as a historically underutilized business with its principal place of business in the State of Texas in accordance with Chapter 2161, Texas Government Code, see data dictionary of this document.
- Salaries of the five most highly compensated individuals:
  - Names and salaries of each of the five most highly compensated officers of the sub recipient for the calendar year in which the award is awarded if
    - (i) In the sub recipient’s preceding fiscal year, the sub recipient received
      - (A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
      - (B) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
    - (ii) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.
  - If you select “No” for Indication of Reporting Applicability then you must input “N/A” in the Name field and “0” for the Total Compensation.

The following pages provide more information on the reporting data elements and include screen shots and instructions for the *ARRA General Info* reporting system.

Data Element	Definition	Example	Comments	Validation and Business Rule(s)
Number Of Jobs	<p>Jobs created and retained expressed as Full Time Equivalent (FTEs). The number of jobs created and jobs retained in the United States and outlying areas.</p> <p>At a minimum, this estimate shall include any new positions created and any existing filled positions that were retained to support or carry out Recovery Act projects, activities, or federally awarded contracts managed directly by the recipient or federal contractor. For grants and loans, the number shall include the number of jobs created and retained by sub recipients and vendor. The number shall be expressed as "full-time equivalent" (FTE), calculated as all hours worked divided by the total number of hours in a full-time schedule, as defined by the recipient or federal contractor.</p> <p>For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE. A job cannot be reported as both created and retained.</p> <p>Note that On the Job Training is not counted as a job created/retained.</p>	100		This is a mandatory field.
Description of Jobs Created	<p>A narrative description of the employment impact of the Recovery Act funded work. This narrative is cumulative for each calendar quarter and at a minimum, will address the impact on the subrecipient's workforce.</p> <p>At a minimum, provide a brief description of the types of jobs created and jobs retained in the United States and outlying areas. "Jobs or positions created" means those new positions created and filled, or previously existing unfilled positions that are filled, as a result of Recovery Act funding. "Jobs or positions retained" means those previously existing filled positions that are retained as a result of Recovery Act funding. This description may rely on job titles, broader labor categories, or the recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.</p>			This is a mandatory field

Data Element	Definition	Example	Comments	Validation and Business Rule(s)
Sub Recipient indication of reporting applicability	<p>Names and total compensation of each of the five most highly compensated officers of the sub recipient for the calendar year in which the awarded is awarded if—</p> <p>(i) In the sub recipient's preceding fiscal year, the sub recipient received—</p> <p>(A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and</p> <p>(B) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and</p> <p>(ii) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.</p>	Yes	This is a Yes or No field.	If all of the conditions in the definition apply, the recipient or delegated sub recipient must report in the highly compensated fields. If the conditions to not apply, indicate 'N/A' for Sub Recipient Highly Compensated Name and '0' for Sub Recipient Highly Compensated Compensation.
Sub Recipient Highly Compensated Name(5)	<p>Names of each of the five most highly compensated officers of the sub recipient for the calendar year in which the award is awarded if—</p> <p>(i) In the sub recipient's preceding fiscal year, the sub recipient received—</p> <p>(A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and</p> <p>(B) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and</p> <p>(ii) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.</p>	Tom Jones John Doe Mary Smith Ivana B. Rich Amanda King	This is a conditional field based on the sub recipient indication of reporting applicability data element	<p>This is a conditional field based on the "Sub Recipient indication of reporting applicability" data element</p> <p>If all of the conditions in the definition apply the recipient or delegated sub recipient must report in the highly compensated fields</p> <p>If 'No' for Sub Recipient Indication of Reporting Applicability, indicate 'N/A' for Sub Recipient Highly Compensated Name and '0' for Sub Recipient Highly Compensated Compensation</p>

Data Element	Definition	Example	Comments	Validation and Business Rule(s)
Sub Recipient Highly Compensated Compensation(5) (Conditional)	<p>For the five most highly compensated officers of the sub recipient: total compensation</p> <p>“Total compensation” means the cash and noncash dollar value earned by the executive during the sub recipient’s past fiscal year of the following (for more information see 17 CFR 229.402(c)(2)):</p> <ul style="list-style-type: none"> <li>(i). Salary and bonus.</li> <li>(ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R.</li> <li>(iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.</li> <li>(iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.</li> <li>(v). Above-market earnings on deferred compensation which are not tax-qualified.</li> <li>(vi). Other compensation. For example, severance, termination payments, value of insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000.</li> </ul>	<p>100000.01 500000.01 400000.01 350000.01 700000.01</p>	<p>This is a conditional field based on the sub recipient indication of reporting applicability data element.</p>	<p>This is a conditional field based on the “Sub Recipient applicability” data element</p> <p>If all of the conditions in the definition apply the recipient must report in the highly compensated fields</p> <p>If ‘No’ for Sub Recipient Indication of Reporting Applicability, indicate ‘N/A’ for Sub Recipient Highly Compensated Name and ‘0’ for Sub Recipient Highly Compensated Compensation</p>
Award ID	<p>TDHCA Award Number. Use the following codes.</p> <ul style="list-style-type: none"> <li>• CSBG: 1</li> <li>• HPRP: 2</li> <li>• WAP: 3</li> <li>• TCAP: 4</li> </ul>	<p>1</p>		
Contract Number	<p>Contract Number</p>	<p>The TDHCA contract number.</p>	<p>Complete this field if submitting Sub Recipient vendor information.</p>	<p>This is a mandatory field.</p>

Data Element	Definition	Example	Comments	Validation and Business Rule(s)
Vendor DUNS Number	Vendor DUNS Number. The vendor's 9 digit Data Universal Numbering System (DUNS) number	123456789	DUNS # 9 digit is preferred. See comments for Vendor HQ Zip Code and Vendor Name data elements	This is a conditional field. Vendor HQ Zip Code and Vendor Name are required if Vendor DUNS # is not available.
Vendor HQ Zip Code + 4	The zipcode of the vendor's headquarters.	220334902	Vendor HQ Zip Code and Vendor Name are required if DUNS# is not available	This is a conditional field. Vendor HQ Zip Code and Vendor Name are required if Vendor DUNS # is not available.
Vendor Name	The name of the vendor.	ROOFING RESOURCES INC	Vendor HQ Zip Code and Vendor Name are required if DUNS# is not available	This is a conditional field. Vendor HQ Zip Code and Vendor Name are required if Vendor DUNS # is not available.
Product and Service Description	A description of the product and/or service provided by the vendor	Runway repair	Short description of product and/or service	This is a mandatory field. Maximum 255 characters.
Number of Payments	Indicate the total number of payments included in the payment amount. Report only payments of \$25,000 or greater. Aggregate payments of \$25,000 or greater to the same vendor.	5		This is a mandatory field. Enter 1 or greater.
Single Payment Greater than \$25,000	Indicate if the payment amount represents a single payment or multiple aggregated payments of greater than \$25,000. This field should be Yes.	Yes		This is a mandatory field.
Payment Amount	The total amount paid to the vendor with ARRA funds. Report only payments of \$25,000 or greater.	50000.01		This is a mandatory field.

Data Element	Definition	Example	Comments	Validation and Business Rule(s)
Historically Underutilized Business	<p>According to Sec. 2161 of the Texas Government Code, historically underutilized business means an entity with its principal place of business in this state that is:</p> <ul style="list-style-type: none"> <li>• a corporation formed for the purpose of making a profit in which 51 percent or more of all classes of the shares of stock or other equitable securities are owned by one or more economically disadvantaged persons (a person who is economically disadvantaged because of the person's identification as a member of a certain group, including Black Americans, Hispanic Americans, women, Asian Pacific Americans, and Native Americans, and who has suffered the effects of discriminatory practices or other similar insidious circumstances over which the person has no control) who have a proportionate interest and actively participate in the corporation's control, operation, and management;</li> <li>• a sole proprietorship created for the purpose of making a profit that is completely owned, operated, and controlled by an economically disadvantaged person;</li> <li>• a partnership formed for the purpose of making a profit in which 51 percent or more of the assets and interest in the partnership are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the partnership's control, operation, and management;</li> <li>• a joint venture in which each entity in the venture is a historically underutilized business, as determined under another paragraph of this subdivision; or</li> <li>• a supplier contract between a historically underutilized business as determined under another paragraph of this subdivision and a prime contractor under which the historically underutilized business is directly involved in the manufacture or distribution of the goods or otherwise warehouses and ships the goods.</li> </ul>	Yes	Yes or No	This is a required field

**ARRA General Info System**

**NOTE: your screens may vary slightly from those represented here; please use these instructions as general guidance.**

1. Enter the *ARRA General Info* system from the Contract System

The screenshot shows the top navigation bar with the text "b hull: Change Password | Logout | ARRA General Info | My TDHCA | TDHCA Home". Below this is a blue header with "TDHCA Community Affairs Contract System". A secondary navigation bar contains links: "Contract | Subrecipient Reporting | Internal Reports | Subrecipient | Program". The main content area is titled "Contract Search" and contains a form with the following fields: "Program", "Year", "Subrecipient Name", and "Contract Number". A "Search" button is located below the form. At the bottom of the page, there is a link: "Texas Department of Housing and Community Affairs (TDHCA)".

2. Select the quarter end date for the reporting period and press *Submit Query*

The screenshot shows the top navigation bar with the text "b hull: Change Password | Logout | ARRA General Info | My TDHCA | TDHCA Home". Below this is a blue header with "TDHCA Community Affairs Contract System". A secondary navigation bar contains links: "Contract | Subrecipient Reporting | Internal Reports | Subrecipient | Program". The main content area is titled "SEARCH RECIPIENT" and contains a form with a "Quarter End Date" dropdown menu. The dropdown menu is open, showing options: "12/31/2009", "12/31/2009", and "09/30/2009". A "Submit" button is located below the dropdown menu. Below the form is a table titled "RECIPIENTS" with the following columns: "Date", "Last Modified Date", "Created By", "Project Name", and "Quarters". The table contains one row with the value "None" in the "Date" column. At the bottom of the page, there is a link: "Texas Department of Housing and Community Affairs (TDHCA)".

3. For Jobs Reporting, select *Jobs*. Note: if your Jobs link is not working, you may submit the Jobs Reporting Template to your TDHCA reporting contact as your jobs report.

The screenshot shows the TDHCA Community Affairs Contract System interface. At the top, there is a blue header with the text "TDHCA Community Affairs Contract System". Below the header, there are navigation tabs for "RRA 9/30/10", "CA Contract System", and "Housing Contract System". The main content area is titled "SEARCH SUBRECIPIENT" and contains a search input field, a "Quarter End Date" dropdown menu, and a "Submit Query" button. Below the search area, there is a section titled "SUBRECIPIENTS" containing a table with two rows of data. The table has columns for "Complete?", "Vendors", "Top5", "Complete?", "Date", and a numerical value. The first row shows "Jobs" as the subrecipient, "N" for complete, "Vendors" for vendors, "Top5" for top5, "9/30/10" for date, and "16090000" for the numerical value. The second row is identical but with a mouse cursor hovering over the "Jobs" link.

	Complete?	Vendors	Complete?	Top5	Complete?	Date	
<a href="#">Jobs</a>	N	<a href="#">Vendors</a>	N	<a href="#">Top5</a>	N	9/30/10	16090000
<a href="#">Jobs</a>	N	<a href="#">Vendors</a>	N	<a href="#">Top5</a>	N	9/30/10	16090000

4. Enter jobs data in the *Jobs Narrative* and *# of Jobs* fields. If there are no jobs to report, enter “N/A” in *Jobs Narrative* and “0” in *# of Jobs*. Press *Save* to save the information.

ZZHINVERO Logout | Back | General Info | TDHCA Home

**TDHCA Community Affairs Contract System**

RA 09/30/10 | CA Contract System | Housing Contract System

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EDIT SUBRECIPIENT

Subcontract #	16090000649
Award ID	0
Org Name	Alamo Area Council of Governments
DUNS #	
Congress District	
Amt Disbursed	0
Contract Value	14519918
SubAward Date	10/5/09
Primary Address1	8700 Tesoro Ste. 700
Primary Address2	
Primary City	SAN ANTONIO
Primary State	TX
Primary Zipcode	78217
Primary Country	
Primary Congressional District	
Last Modified Date	12/8/10
Last Modified By	bhull
Jobs Narrative	<div style="border: 1px solid gray; padding: 2px;">                     -Housing Director,1: Oversees all Housing &amp; WAP programs and reporting to state and federal entities.                      -Housing Intake Assistants,4: Process weatherisation applications to determine income eligibility for WAP, provide information and                 </div>
# of FTEs	7
Effective Date	9/30/10
Subrecipient Complete?	Complete
Vendor Complete?	Incomplete
Top 5 Complete?	Complete

[Change Status to Complete](#)  
[Change Status to Incomplete](#)

5. Change status to complete by selecting *Change Status to Complete* in the lower right hand corner of the screen.

Subcontract #	16090000649
Award ID	0
Org Name	Alamo Area Council of Governments
DUNS #	
Congress District	
Amount Disbursed	0
Contract Value	14519918
Start Award Date	10/5/09
Primary Address1	8700 Tesoro Ste. 700
Primary Address2	
Primary City	SAN ANTONIO
Primary State	TX
Primary Zipcode	78217
Primary Country	
Congressional District	
Modified Date	12/8/10
Last Modified By	bhull
Jobs Narrative	<div style="border: 1px solid black; padding: 2px;">                     -Housing Director,1: Oversees all Housing &amp; WAP programs and reporting to state and federal entities.                      -Housing Intake Assistants,4: Process weatherization applications to determine income eligibility for WAP, provide information and                 </div>
# of FTEs	7
Effective Date	9/30/10
Contract Complete?	Complete
Program Complete?	Incomplete
Financial Complete?	Complete

[Change Status to Complete](#)  
[Change Status to Incomplete](#)

**Save**

6. Note the change on the Subrecipient page to reflect updated Jobs status as Y for 'yes, status complete.'

TDHCA Community Affairs Contr

ARRA 9/30/10	CA Contract System	Housing Contract System
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SEARCH SUBRECIPIENT

Quarter End Date:

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SUBRECIPIENTS

	Complete?		Complete?		Complete?	Date	
<a href="#">Jobs</a>	Y	<a href="#">Vendors</a>	N	<a href="#">Top5</a>	N	9/30/10	<a href="#">16090000</a>
<a href="#">Jobs</a>	Y	<a href="#">Vendors</a>	N	<a href="#">Top5</a>	N	9/30/10	<a href="#">16090000</a>

7. Click on *ARRA XX/XX/XX* in the upper left-hand corner to return and repeat steps 3 and 4 above to report Jobs for each contract.

TDHCA Community Affairs C

<a href="#">ARRA 12/31/09</a>	
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EDIT SUBRECIPIENT

Project Name	Homelessness Prevention and Rapid Re-Housing Program
Subcontract #	12090000645
Org Name	Abilene Regional MHMR Center
Award ID	0
DUNS #	625999326
Congress District	19
Amt Disbursed	<input type="text" value="0"/>
Contract Value	<input type="text" value="84297"/>
SubAward Date	<input type="text" value="10/06/2009"/>

8. To enter Vendor information, click on *Vendors*

**TDHCA Community Affairs Cont**

ARRA 9/30/10 | CA Contract System | Housing Contract System

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SEARCH SUBRECIPIENT

Quarter End Date  **Submit Query**

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SUBRECIPIENTS

	Complete?		Complete?		Complete?	Date	
<a href="#">Jobs</a>	Y	<a href="#">Vendors</a>	N	<a href="#">Top5</a>	N	9/30/10	<a href="#">1609000</a>
<a href="#">Jobs</a>	Y	<a href="#">Vendors</a>	N	<a href="#">Top5</a>	N	9/30/10	<a href="#">1609000</a>

9. Select *Create New Vendor*

**TDHCA Community Affairs Contract System**

RRA 09/30/10 | Vendors | Top 5 | CA Contract System | Housing Contract System

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Quarter End Date 9/30/10

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VENDORS

	Date	Last Modified Date	Modified By	Vendor	Payment Amt
<a href="#">Edit</a>   <a href="#">Delete</a>	9/30/10	10/29/10	djohnson	N/A	\$0.00
				Total:	\$0.00

[Create New Vendor](#)  
[Change Status to Complete](#)  
[Change Status to Incomplete](#)

10. Enter the vendor data and select *Save*. Award ID: CSBG – 1; HPRP – 2; WAP – 3; TCAP – 4.

**TDHCA Community Affairs Contract System**

ARRA 12/31/09 | Contract System | Housing Contract System

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EDIT 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"/>
Payment Amt	<input type="text"/>
Historically Underutilized Business	<input type="text"/>
Quarter	12/31/09

11. Use back button to return to vendor screen. Confirm that the vendor appears on the list. Select *Create New Vendor* to add additional vendors.

12. Change status to complete by selecting *Change Status to Complete* in the lower right hand corner of the screen.

zzmivero; Logout | ARRA General Info | TDHCA Home

**TDHCA Community Affairs Contract System**

ARRA 09/30/10 | Vendors | Top 5 | CA Contract System | Housing Contract System

Quarter End Date 9/30/10

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VENDORS

	Date	Last Modified Date	Modified By	Vendor	Payment Amt
<a href="#">Edit</a>   <a href="#">Delete</a>	9/30/10	10/29/10	djohnson	N/A	\$0.00
				Total:	\$0.00

[Create New Vendor](#)  
[Change Status to Complete](#)  
[Change Status to Incomplete](#)

13. To enter data on Salaries, return to the main subrecipient screen. Select *Top 5*

**TDHCA Community Affairs Cont**

ARRA 9/30/10 | CA Contract System | Housing Contract System

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SEARCH SUBRECIPIENT

Quarter End Date ▼

**Submit Query**

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SUBRECIPIENTS

	Complete?		Complete?		Complete?	Date	
<a href="#">Jobs</a>	Y	<a href="#">Vendors</a>	Y	<a href="#">Top5</a>	N	9/30/10	1609000
<a href="#">Jobs</a>	Y	<a href="#">Vendors</a>	Y	<a href="#">Top5</a>	N	9/30/10	1609000

14. Select *Create New Subrecipient Salary*

ZZMIVERO Logout | ARRA Generation | TDHCA Home

**TDHCA Community Affairs Contract System**

ARRA 09/30/10 | Vendors | Top 5 | CA Contract System | Housing Contract System

Quarter End Date 9/30/10

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SUBRECIPIENT TOP 5

Date	Last Modified Date	Modified By	Name
None			

[Create New Subrecipient Salary](#)  
[Change Status to Complete](#)  
[Change Status to Incomplete](#)

15a. If you are not required to report this information (see page 5 of this document), enter “N/A” in *Name*, “0” in *Total Compensation*, and select “No” for *Indication of Reporting Applicability*. Press *Save*.

TDHCA Community Affairs Contract System	
ARRA 12/31/09	
ADD SUBRECIPIENT SALARY	
Name	N/A
Total Compensation	0
Indication of Reporting Applicability	No
Effective Date	12/31/09
<input type="button" value="Save"/>	

15b. If you are required to report this information (see this document), enter the *Name* and *Total Compensation* fields and select “Yes” for *Indication of Reporting Applicability*. Press *Save*. Repeat to enter in each of the 5 names and salaries.

TDHCA Community Affairs Contract System	
ARRA 12/31/09	
ADD SUBRECIPIENT SALARY	
Name	John Doe
Total Compensation	65000
Indication of Reporting Applicability	Yes
Effective Date	12/31/09
<input type="button" value="Save"/>	

16. Change status to complete by selecting *Change Status to Complete* in the lower right hand corner of the screen.

**TDHCA Community Affairs Contract System**

RRA 09/30/10 | Vendors | Top 5 | CA Contract System | Housing Contract System | Quarter End Date 9/30/10

SUBRECIPIENT TOP 5

Date	Last Modified Date	Modified By	Name
None			

[Create New Subrecipient Salary](#)  
[Change Status to Complete](#)  
[Change Status to Incomplete](#)

17. The Subrecipient page must state *Y* for ‘yes, status complete’ for Jobs, Vendors and Top 5 in order for reporting to be complete.

**TDHCA Community Affairs Contract System**

ARRA 9/30/10 | CA Contract System | Housing Contract System | Quarter End Date [Dropdown]

SEARCH SUBRECIPIENT

**Submit Query**

SUBRECIPIENTS

	Complete?		Complete?		Complete?	Date	
<a href="#">Jobs</a>	Y	<a href="#">Vendors</a>	Y	<a href="#">Top5</a>	Y	9/30/10	16090000
<a href="#">Jobs</a>	Y	<a href="#">Vendors</a>	Y	<a href="#">Top5</a>	Y	9/30/10	16090000

**If you have any questions, please contact the following TDHCA staff responsible for your program:**

- HPRP and CSBG – Aurora Carvajal at [aurora.carvajal@tdhca.state.tx.us](mailto:aurora.carvajal@tdhca.state.tx.us) or 512-475-1187
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