

Texas Department of Housing and Community Affairs
Tax Credit Assistance Program (TCAP)

ARRA Reporting - Frequently Asked Questions (FAQ)

- 9/21/2010 1. **Q: Our TCAP deal has not yet closed on its loan; do we still have to report?**
A: Yes. All TCAP deals with a fully executed Written Agreement must report. This includes all Round I, Round II, Round III, and Round IV applicants.
- 9/28/2010 2. **Q: Who are the TCAP “subrecipients”?**
A: The TCAP subrecipients are the Development Owners (i.e., the TCAP recipients).
- 9/28/2010 3. **Q: The TCAP recipient is an LP with no employees; how do I report in the Top5 field?**
A: If the TCAP recipient is an LP with no employees, the recipient will report the Top 5 salaried employees of the GP if the GP meets all of the applicable conditions*. TCAP recipients may need to ask their Legal Counsel about whether this reporting field applies; TCAP staff will not be able to assist recipients in determining whether a report must be submitted for Top5.
- *The conditions that determine whether the TCAP recipient must report the five most highly compensated officers of the Development Owner or GP for the calendar year of the TCAP award are:
A) Eighty percent (80%) or more of the TCAP recipient’s gross annual revenues are from Federal contracts, loans, grants, and cooperative agreements;
B) \$25,000,000 or more in annual gross revenues are received from Federal contracts, loans, grants, and cooperative agreements; and,
C) 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 or Section 6104 of the Internal Revenue Code of 1986.
- 9/28/2010 4. **Q: We haven’t received a TCAP disbursement yet. Do I need to enter anything in Jobs or Top5 or is it all not applicable?**
A: Yes. If the development has a fully executed Written Agreement and has not yet received a disbursement of TCAP funds, reporting must still be submitted under Jobs and Top5 fields. TCAP recipients will report all jobs worked for the benefit of the development during the quarter (this includes jobs data such as any general labor hours from contractors and subcontractors as well as any consulting and/or admin hours. Per ARRA guidelines, the Department is trying to capture all new and existing jobs created or retained that support or carry out Recovery Act projects – for loans specifically, this includes all jobs created or retained by TCAP recipients and their vendors. TCAP recipients also must report in the Top5 field even if it is not applicable after reviewing the reporting conditions. Where Top5 reporting is not applicable, the recipient must enter “N/A” in name, “0” in Total Compensation, and select “No” in Indication of Reporting Applicability. The “SAVE” button at the bottom of the screen must be pressed to submit and certify to the report. NOTE: Even if the report appears to reflect the correct information, the recipient must still press “SAVE” to submit the report each quarter.
- 9/28/2010 5. **Q: We haven’t received a TCAP disbursement yet. Do I need to report in the Vendors field?**
A: No. At this time, if a TCAP disbursement has not been received (i.e., if the loan has not closed or a disbursement request has not been entered to the Department), recipients do not need to submit anything in the vendor section of the report.

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- 9/28/2010 6. **Q: We received our first TCAP disbursement this quarter. Do I list all vendors paid during the quarter?**
A: Vendor reporting should always be consistent with TCAP Disbursement Requests made during the quarter. For example, if ICM Construction is the Vendor listed in the disbursement request for a 25% draw of \$1,500,000, then ICM Construction is the Vendor you will enter in the Vendor screen, the number of payments will be "1", and the payment amount will be \$1,500,000.
- 9/28/2010 7. **Q: We employ consultants that will be paid after closing but we have not yet closed our TCAP loan – do we report these jobs hours in the quarter they were worked?**
A: Yes. Report all jobs hours worked in the quarter for the overall benefit of the development, whether or not you have closed your loan or received a TCAP disbursement.
- 9/28/2010 8. **Q: Where can I find the Jobs Reporting Template?**
A: The Jobs Reporting Template can be found on the Recovery Act Reporting main page, see the fifth bullet down under "Jobs Reporting Templates in Excel Format". The template is labeled "TCAP (Jobs Reporting Template and Owner Reporting Certification form)".
- 9/28/2010 9. **Q: Which number should be used from the Jobs Reporting Template to complete the number of FTEs in the Jobs section of the ARRA Report?**
A: The number that auto-calculates in the final column "Number of Full Time Equivalent Positions Funded by Recovery Act (Report this Number)" should be used. NOTE: Depending on the amount of the TCAP funding in your overall development budget, the number of FTEs may be small. To ensure that the number is correctly calculated, please ensure that 1) the total development cost (overall budget) is correctly entered, 2) the Recovery Act Award Amount (TCAP award amount) is correctly entered, and that 3) the total hours worked during the quarter (including any and all subcontractor, contractor, and admin/consulting hours) are entered. Developments that track information for Davis Bacon should be able to use Davis Bacon data to help capture total job hours worked.
- 9/28/2010 10. **Q: What kind of information should be included in the Jobs Narrative?**
A: Recent guidance released from OMB is requiring more detail in the Jobs Narrative page. The description should include job titles, broad labor categories, and/or descriptions of the general nature of the work. In general, descriptions comprised of one sentence are not sufficient.
- 9/28/2010 11. **Q: Will we submit an ARRA report for our Exchange and/or HOME deals?**
A: Please contact the Exchange Administrator or your HOME Performance Specialist to review any reporting requirements for those programs. ARRA 1512 guidance provided in this FAQ is only intended to relate to TCAP program requirements.
- 9/29/2010 12. **Q: I have misplaced my Housing Contract System log in and password. How do I get it re-set?**
A: TCAP staff can reset your password. Please allow 1-2 days for processing. NOTE: Only staff listed on the Contract System Access form will be given Contract Administrator access. If you are not listed on the Access form, a User ID and Password cannot be released to you to complete the ARRA report. Contact TCAP staff if a new Access form needs to be completed. These forms were generally submitted as Item I.E. of the due diligence and loan closing packet.

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- 9/29/2010 13. **Q: How do I know my report has been submitted?**
A: Pressing "Save" will submit the report. A green message will appear that states the record has been saved. NOTE: In order for Jobs Reporting to be complete, a Jobs Reporting template must be attached in the main page of the Housing Contract System. If you have requested a disbursement during the quarter, you must also fill out and attach the Owner Reporting Certification (which is a secondary tab in the Jobs Reporting template Excel sheet) to complete your vendor reporting.
- 9/29/2010 14. **Q: If a development was 100% complete at the time of closing and submitted one draw for 100% of the TCAP funds, how does this affect ARRA reporting requirements each quarter?**
A: If a development was 100% complete at closing and submitted one disbursement request for 100% of TCAP funds, ARRA reporting will only be completed through the quarter in which the TCAP funds were disbursed. Please save the quarterly Jobs Template as the "Final ARRA Reporting Template" if no further ARRA reporting templates are required.
- 9/29/2010 15. **Q: If the TCAP development is complete, what hours should be reported for Jobs?**
A: If the development's construction is already complete, hours should still be reported for consulting, admin, and any hours spent collecting due diligence and closing the TCAP loan. Make sure to keep back up onsite as directed in the TCAP Written Agreement (Section 9.4) to support all ARRA reporting numbers.
- 9/29/2010 16. **Q: How can errors in previous reporting quarters be corrected?**
A: In general, errors on previous reporting quarters cannot be corrected since TDHCA submits final numbers to HUD each quarter. However, Owners should note any errors discovered in later quarters on the back up reporting documentation kept onsite, along with corrected numbers so there is a clear audit trail for the reported numbers.
- 10/4/2010 17. **Q: Do I have to enter a DUNS number for the Vendor?**
A: Vendor Zipcodes can be entered if a DUNS number is not provided or known for the Vendor entity. One or the other must be entered in order for the report to be submitted without errors.
- 10/4/2010 18. **Q: Why do I need to ensure the Ownership's DUNS number is up to date before quarterly ARRA reports are due?**
A: ARRA Reporting staff sending data to HUD must enter the DUNS number for the Ownership to report data each quarter; if a DUNS number is rejected due to an expired or invalid status, the ARRA report for the TCAP development will not be submitted with TDHCA's report. Please ensure that your DUNS number is still valid each quarter at the time ARRA is due.
- 12/1/2010 19. **Q: Our TCAP development has completed construction. When can I stop reporting for ARRA?**
A: ARRA Reporting must be completed until the end of the reporting quarter in which 100% of funds were disbursed. For example, all TCAP funds were disbursed in December. ARRA reporting will be completed by January 5th for October – December. The ARRA report submitted by January 5th will be the last ARRA report due; templates uploaded for back up documentation should be labeled "Final ARRA Reporting Template".