

ARRA Reporting: TCAP and 1602

Mick Nelson

Recovery Act Data Coordinator

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Quick Summary

- Reporting timeline for 1602 and TCAP
- TRAM Track Citizen Portal:
<https://reporting.tn.gov>
- HUD job count spreadsheet
- Questions

Section 1602

1. Contract is awarded.
2. Enter all information into spreadsheet provided.
3. Email it to mnelson@thda.org within one-week of contract execution.

Selected Fields in 1602 Spreadsheet

Please enter 1602 project information in row 13 and the contact details for project administrator below.
 Questions can be directed to Mick Nelson at (615) 815-2018 or mnelson@thda.org

Project Administrator: Contact Phone: Contact Email:	
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This spreadsheet is due to THDA within 7 days of closing.

Email completed form to Mick Nelson at: mnelson@thda.org

Project Information	Date of subaward	Amount of subaward	Name of recipient entity	Recipient entity EIN	Name of project	BIN	Brief description of project	Project completion status	Number of construction jobs to be created or retained	Number of non-construction jobs to be created or retained	Number of total housing units newly constructed	Number of total housing units rehabilitated	Number of low-income housing units newly constructed	Number of low-income housing units rehabilitated
Description	Date on which the state agency executed a legally binding written agreement with the entity receiving a subaward. [mm/dd/yyyy]	Dollar amount (rounded to the nearest dollar) of the subaward.	Name of subawardee.	Nine digit employee identification number of subawardee. Format: xx-xxxxxx. If subawardee does not have an EIN, do not enter a social security number.	Name by which the housing development is commonly known.	One or more building identification numbers. If the building has low income housing tax credits, use the same number or numbers.	Narrative summary of the project's characteristics, such as information about the building design, occupants, energy efficiency, location, amenities, purpose, any unique features.	Condition of the development at the time of subaward. Choose from: NB for not begun, ST for stalled, UC for under construction, CN for completed not occupied, CO for completed and occupied.	Estimated number of full-time equivalent jobs directly involved in constructing or rehabilitating the development. Direct jobs are those created or retained in the project, not by suppliers who make the materials used in the project. Do not include consultants, legal advisors, or similar in these counts.	Estimated number of full-time equivalent jobs directly involved in operating the housing. Direct jobs are those created or retained in the project, not by suppliers who make the materials used in the project. Do not include consultants, legal advisors, or similar in these counts.	Number of housing units to be built at the site as a result of the subaward.	Number of housing units to be rehabilitated at the site as a result of the subaward.	Of the housing units to be built at the site, the number to be occupied by qualified low-income families or individuals.	Of the housing units to be rehabilitated at the site, the number to be occupied by qualified low-income families or individuals.

TCAP

1. Contract is Awarded.
2. THDA enters sub-recipient information into TRAM Track.
3. Sub-recipient requests membership at reporting.tn.gov.
4. Sub-recipient enters vendor information for all contracts over \$25,000 on to reporting.tn.gov.
5. Sub-recipient calculates fulltime equivalent (FTE) positions and enters this on reporting.tn.gov **by the fourth calendar day after the end of the quarter.**
6. Repeat steps 4 and 5 every quarter for the life of the project.



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The American Recovery and Reinvestment Act is an unprecedented effort to jumpstart our economy, create or save millions of jobs, and put a down payment on addressing long-neglected challenges so our country can thrive in the 21st century. The Recovery and Reinvestment Act is an extraordinary response to a crisis unlike any since the Great Depression. With much at stake, the Act provides for unprecedented levels of transparency and accountability so that you will be able to know how, when, and where your tax dollars are being spent. Spearheaded by a new Recovery Board, this Act contains built-in measures to root out waste, inefficiency, and unnecessary spending. This website is designed to help our citizens understand the recovery package and locate information that helps local governments find the right place

to apply for funding. It also will serve as a "one-stop" location for accountability information so residents can see that the recovery money is being spent wisely.

Before creating your TRAM Track account...

- 1.** Please take a look at the required information fields and have that information ready before you begin entering information into the required fields.
- 2.** If you do not have all the information, please do not attempt to create your account; as it will not accept an incomplete submittal and will delay establishing your account.
- 3.** To successfully complete your account creation, it is mandatory that all provided company or organization information is correct and entered without errors (to include spelling, DUNS # and zip code information.) Keystroke errors will result in an incomplete attempt and will delay your account creation.

If you have any issues email our support team at TRAMTrack.Support@tn.gov or call 615-741-8416.



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JOBS REPORT

Submit Close Print View Powered by: InfoPath Forms Services

Report Data:

Project: [Dropdown menu]

Report Date: 10/16/2009

Type of Reporting Period: *

Employment Data:

Jobs Created (FTEs): 0

Description of Jobs Created: *

Recipient Certification:

Date Certified: *

Certifying Official: *

Title of Certifying Official: *

**** The section, below is only for reporting of Recovery data by TN Board of Regents and The Univ. Of Tennessee. ****

Total Amount Spent: 0

Submit Close Print View

- View All Site Content
- Documents
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- Sites
- People and Groups
- Recycle Bin

Stimulus 360 > Payments

Please Sign in before you fill this form..

Vendor Payment Form

Submit Save Save As... Close View Submit View Print View Powered by: InfoPath Forms Services

Vendor Payment:

Requestor eMail

Requestor

Project (CRM Lookup)

Vendor Information:

D-U-N-S Number

Corporation Name

Corporation Zip+4 Code

Invoice Information:

Invoice Number

Invoice Date

Invoice Amount

Payment Amount

Description of Services

(Limited to 200 characters)

QUESTIONS?