

**Prime Recipient Field Definitions for Public Housing Capital Fund  
Office of Public Housing**

**\*PHAs do not need to enter data into the Sub Recipient fields or tab as they do not have Sub Recipients. PHAs need only fill in the Prime Recipient data and vendor data as applicable.**

Cell Reference	Cell Name	Data Type	Sample Data	Guidance
<b>Reporting Information</b>				
B6	Award Type	Text Field	Grant	All PHAs will select Grant for this Field
D6	Award Number	Text Field	PA28S00750109	Enter the 13 Digit CFP Grant Number
F6	Final Report	Yes/No	No	Enter "No" in this field unless this is the final report and all funds are expended.
B10	Recipient DUNS Number	Number	123456789	Enter the PHA 9 Digit DUNS Number
D10	Recipient Account Number	Number		Optional Field Not Used in PIH
F10	Recipient Congressional District	2 Digit Code	14	Use the 2 digit code for Congressional District. Enter the congressional district corresponding to the Recipient's DUNS address. (You may search for your Congressional District by visiting <a href="http://www.house.gov/">http://www.house.gov/</a> . Enter the zip code where the Recipient is located in the search box in the top left corner and the congressional district will be displayed.)
<b>Award Information</b>				
B14	Funding Agency Code	4 Digit Code	8600	Always use HUD Code which is 8600
D14	Awarding Agency Code	4 Digit Code	8600	Always use HUD Code which is 8600
F14	Award Date	Date	03/18/09	The date the PIH HUD Field Office Director or designee executed the ACC Amendments. This should be March 18, 2009 for most PHAs. Refer to executed ACC amendment for date of HUD execution.
B16	Amount of Award	\$\$	\$14,500,300	Enter the ACC ARRA Funding Amount
D16	CFDA Number	5 Digit No	14.885	Enter the CFDA Number for the type of grant. ARRA formula = 14.885. ARRA competitive = 14.884
B18	Program Source (TAS)	Number	86-0305	Always use HUD Code which is 86-0305 – Public Housing Capital Fund – Recovery Act
D18	Sub Account Number for Program Source (TAS)	Number	N/A	Not Used

D20	Total Amount of Sub Awards to Individuals	\$\$	0	Sub Awards are not made to individuals, therefore, enter 0 in this field.
B22	Total Number of Payments to Vendors less than \$25,000/award	Number	3	<p>Count all vendors who received awards of less than \$25,000. PHAs need only to report the aggregate number, not names of the vendors.</p> <p><u>Please note:</u> Vendors that received awards greater than \$25,000 will need to be reported on the “Vendors” tab of the Federal Reporting template (or on the “Vendors” page for federalreporting.gov. Reporting on these vendors will require additional information.</p> <p>This guidance is from Section 2.2 of the OMB Recovery Reporting Guidance issued June 22, 2009. Additional guidance for making determinations if a party is a vendor, is found at A-133, section.210(a)-(f). A PHA is a prime recipient and the parties that the PHA procures goods and services from in accordance with 24 CFR 85.36 are vendors.</p> <p>A vendor is defined as a dealer, distributor, merchant or other seller providing goods or services that are required for the conduct of a Federal program. Prime recipients may purchase goods or services needed to carry out the project or program from vendors. Vendors are not awarded funds by the same means as sub-recipients and are not subject to the terms and conditions of the Federal financial assistance award. The characteristics of a vendor that make it distinct from a sub-recipient are summarized below.</p> <p>A vendor:</p> <p>(1) Provides the goods and services within normal business operations; (2) Provides similar goods or services to many different purchasers; (3) Operates in a competitive environment; (4) Provides goods or services that are ancillary to the operation of the Federal program; and (5) Is not subject to compliance requirements of the Federal program</p>

<b>D22</b>	Total Amount of Payments to Vendors less than \$25,000/award	\$\$	\$65,000.00	<p>Enter total dollar amount of all payments below \$25,000 to Vendors. PHAs need to insert the aggregate dollar amount of all contracts with vendors where the individual contracts with vendors are less than \$25,000.</p> <p>Remember that vendors that received more than \$25,000 must be reported separately; see reference above and Vendor Field Definitions guidance below.</p>
<b>B24</b>	Total Number of Sub Awards less than \$25,000/award	Number	N/A	Sub Awards are not made in PH, therefore, enter 0 in this field.
<b>D24</b>	Total amount of Sub Awards less than \$25,000/award	\$\$	N/A	Sub Awards are not made in PH, therefore, enter 0 in this field.
<b>B26</b>	Award Description	Text Field	Conduct modernization activities at various Public Housing developments. This funding can be expected to result in providing employment for architects and engineers, construction workers and product manufacturers. In addition this funding can be expected to substantially modernize public housing units in this jurisdiction.	List the award title and description with purpose of each funding action if any. The description should capture the overall purpose of the award. For example, "Comprehensive modernization of family units; replacement of boiler system with energy efficient HVAC; replacement of roof at elderly complex; replacement of windows in family development with energy efficient windows, etc."
<b>Project Information</b>				
<b>B31</b>	Project Name or Project/Program Title	Text Field	ARRA Capital Fund Program	Enter the Project Name as in sample data column.
<b>D31</b>	Project Status	Text Field	Less than 50% completed	Select from 4 options provided based on the total expenditures in the grant.
<b>F31</b>	Total Federal Amount of ARRA Funds Received/Invoiced	\$\$	\$250,000.00	Enter the amount of funds drawn down from LOCCS as of September 30, 2009

B33	Number of Jobs	Number	22.5	<p>Enter an estimate of the number of jobs created and jobs retained in the United States and outlying areas. 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 vendors as well. The number shall be expressed as “full-time equivalent” (FTE), calculated cumulatively 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 in each calendar quarter. A job cannot be reported as both created and retained. See additional guidance on jobs on HUD Reporting webpage:  <a href="http://portal.hud.gov/portal/page/portal/RECOVERY/Reporting">http://portal.hud.gov/portal/page/portal/RECOVERY/Reporting</a></p> <p><u>PHAs can utilize the weekly contractor payroll forms to gather this information for contractors.</u></p>
D33	Description of Jobs Created	Text Field	ARRA funding has resulted in the creation of 1 full time and 1 part time administrative personnel and 1 full time construction inspector to manage the grant. Engineering firms have employed 2 engineers and 1 draftsman. Contractors have employed 20 full time inspectors including 10 laborers, 5 electricians, 2 plumbers and 3 brick masons.	Enter a general Description of the numbers and types of jobs created.

<p><b>B36</b></p>	<p>Quarterly Activities/Project Description</p>	<p>Text Field</p>	<p>Project includes the general renovation of 5 public housing communities encompassing 1200 units. Activities include the installation of energy efficient boilers, new windows, roofing, kitchen cabinet replacement and painting.</p>	<p>Provide a brief description of the quarterly activities including a description of the project. In addition, PHAs are encouraged to include data including but not limited to the number of new units started, completed, developed or rehabbed this quarter and how many of those units have energy efficient or green features. PHAs can include information about any units that meet locally or nationally recognized EE or green standards, such as, but not limited to; LEED, Energy Star and NAHB.</p>																																				
<p><b>C42-E46</b></p>	<p>Activity Code (NAICS or NTEE-NPC)</p>	<p>6 Digit Code</p>	<p>238140 238160</p>	<p>NAICS codes can be determined using the lookup table to the right of the input field. The template allows up to ten choices. For projects with more than 10 activities, choose the 10 activities that received the greatest amount of Recovery Acts funds. Once selected, the drop down menu in the field should be used to select the code. PH codes typically would include the following:</p> <table border="1" data-bbox="1723 654 2529 1490"> <tr> <td>238190</td> <td>Other foundation, structure, and building exterior</td> </tr> <tr> <td>238210</td> <td>Electrical contractors and other wiring installers</td> </tr> <tr> <td>238220</td> <td>Plumbing heating and air conditioning contractors</td> </tr> <tr> <td>238290</td> <td>Other building equipment contractors</td> </tr> <tr> <td>238310</td> <td>Drywall and insulation contractors</td> </tr> <tr> <td>238320</td> <td>Painting and wall covering contractors</td> </tr> <tr> <td>238330</td> <td>Flooring contractors</td> </tr> <tr> <td>238340</td> <td>Tile and terrazzo contractors</td> </tr> <tr> <td>238350</td> <td>Finish carpentry contractors</td> </tr> <tr> <td>238390</td> <td>Other building finish contractors</td> </tr> <tr> <td>238910</td> <td>Site preparation contractors</td> </tr> <tr> <td>238990</td> <td>Other specialty trade contractors</td> </tr> <tr> <td>238110</td> <td>Poured concrete foundation and structure contractors</td> </tr> <tr> <td>238160</td> <td>Roofing contractors</td> </tr> <tr> <td>238130</td> <td>Framing contractors</td> </tr> <tr> <td>238140</td> <td>Masonry contractors</td> </tr> <tr> <td>238150</td> <td>Glass and glazing contractors</td> </tr> <tr> <td>238170</td> <td>Siding contractors</td> </tr> </table>	238190	Other foundation, structure, and building exterior	238210	Electrical contractors and other wiring installers	238220	Plumbing heating and air conditioning contractors	238290	Other building equipment contractors	238310	Drywall and insulation contractors	238320	Painting and wall covering contractors	238330	Flooring contractors	238340	Tile and terrazzo contractors	238350	Finish carpentry contractors	238390	Other building finish contractors	238910	Site preparation contractors	238990	Other specialty trade contractors	238110	Poured concrete foundation and structure contractors	238160	Roofing contractors	238130	Framing contractors	238140	Masonry contractors	238150	Glass and glazing contractors	238170	Siding contractors
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				541330 Engineering services
				541310 Architectural services
<b>B48</b>	Total Federal Amount of ARRA Expenditures	\$\$	\$250,000	Enter the total amount of ARRA funds expended on the grant. This number should not exceed the number listed in Cell F-31 – Total ARRA Funds Received/Invoiced
<b>D48</b>	Total Federal ARRA Infrastructure Expenditures	\$\$	N/A	This field does not need to be filled in for either CFRG or CFRC, as these funds are not used for infrastructure. Therefore, all of the following infrastructure data fields are not required.
<b>F48</b>	Infrastructure Contact Name	Text Field	N/A	Field not required. See guidance above.
<b>B50</b>	Infrastructure Contact Email	Text Field	N/A	Field not required. See guidance above.
<b>D50</b>	Infrastructure Contact Phone	Text Field	N/A	Field not required. See guidance above.
<b>F50</b>	Infrastructure Contact Phone Ext	Text Field	N/A	Field not required. See guidance above.
<b>B52</b>	Infrastructure Contact Street Address 1	Text Field	N/A	Field not required. See guidance above.
<b>D52</b>	Infrastructure Contact Street Address 2	Text Field	N/A	Field not required. See guidance above.
<b>F52</b>	Infrastructure Contact Street Address 3	Text Field	N/A	Field not required. See guidance above.
<b>B54</b>	Infrastructure City	Text Field	N/A	Field not required. See guidance above.
<b>D54</b>	Infrastructure State	Text Field	N/A	Field not required. See guidance above.
<b>F54</b>	Infrastructure Zip Code+4	Number	N/A	Field not required. See guidance above.
<b>B56</b>	Infrastructure Purpose and Rationale	Text Field	N/A	Field not required. See guidance above.
<b>Primary Place of Performance</b>				
<b>B61</b>	Street Address 1	Text Field	1245 Living Way	Primary Place of Performance should be one of the following: (1) If the Authority is expending >50% of ARRA funds at one development, use that address as the primary place of performance, or (2) If ARRA funds are being expended at numerous developments but no one development is receiving >50% of the funds, use the address of the community receiving the highest portion of funds as the primary place of performance.
<b>D61</b>	Street Address 2	Text Field		Use this field as necessary.

<b>F61</b>	City	Text Field	Pittsburgh	Enter the City of the primary place of performance
<b>B63</b>	State	Text Field	PA	Enter the 2 digit State abbreviation for the primary place of performance
<b>D63</b>	Zip Code+4	Number	152221235	Enter the 9 digit zip code for the primary place of performance
<b>F63</b>	Congressional District	Number	14	Enter the 2 digit code for the Congressional District for the primary place of performance. The congressional code for this field may be different from the congressional code identified previously in F10 if the primary place of performance is another congressional jurisdiction of the PHA.  (You may search for your Congressional District by visiting <a href="http://www.house.gov/">http://www.house.gov/</a> . Enter the zip code where the Recipient is located in the search box in the top left corner and the congressional district will be displayed.)
<b>B65</b>	Country	Text Field	US	Enter the primary place of performance Country as US
<b>Recipient Highly Compensated Officers</b>				
<b>B69</b>	Prime Recipient Indicator of Reporting Applicability	Yes/No	Yes	<p>If all of the conditions in the definition below apply, the PHA must report in the highly compensated fields.</p> <p>Names and total compensation of each of the five most highly compensated officers of the recipient for the calendar year in which the award is awarded if—</p> <p>(i) In the recipient’s preceding fiscal year, the 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</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>

E69-E73	Officer Name	Text Field	Joanne Green	<p>This is a conditional field based on the “Prime Recipient indication of reporting applicability” data element</p> <p>If all of the conditions in the definition apply the recipient must report in the highly compensated fields.</p>
F69 – F73	Officer Compensation	Text Field	100,000	<p>“Total compensation” means the cash and noncash dollar value earned by the executive during the 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 life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000.</li> </ul>



**Vendor Field Definitions for Public Housing Capital Fund  
Office of Public Housing**

**\*PLEASE NOTE: The Vendor fields below are to be used to report information on all PHA vendors that have an award greater than \$25,000.**

Cell Reference	Cell Name	Data Type	Sample Data	Guidance
<b>Reporting Information</b>				
<b>B6</b>	Award Number	Text Field	PA28S00750109	Enter the identifying Number Assigned by the prime recipient. This would be the contract number assigned by the PHA to the contract.
<b>B9</b>	Sub-Award Number	Text Field	N/A	Not applicable because there are no sub-recipients
<b>C9</b>	Vendor DUNS Number	Number	123456789	Enter the Vendor 9 Digit DUNS Number *If data is unavailable, enter BOTH the vendor name and Vendor HQ Zip Code
<b>D9</b>	Vendor Name	Text Field	Building Unlimited	Enter vendor name *If the vendor DUNS number is not provided, this field AND the vendor HQ Zip code are required.
<b>E9</b>	Vendor HQ Zip Code +4	Number	200378001	Enter the zip code for the vendor's headquarters *If the vendor DUNS number is not provided, this field AND the vendor HQ Zip code are required.
<b>F9</b>	Product and Service Description	Text Field	Roof replacement for 17 multi-family units	Enter the description of the product and/or service provided by the vendor.
<b>G9</b>	Payment Account	\$\$	500000	Enter the total amount invoiced to the vendor that will be paid with ARRA funds.