Recipient Report Instructions

Instructions:

You are submitting a report for a Grant or Loan award.

Instruction	Required Worksheets
If you are a Prime Recipient who is submitting a report or reports on behalf of your Sub Recipient, you must fill out these worksheets (see the tabs at the bottom of the screen):	Prime Recipient
	Sub Recipients
	Vendors (optional)
If you are a Prime Recipient who is **not** submitting a report or reports on behalf of your Sub Recipient, you must fill out these worksheets (see the tabs at the bottom of the screen):	Prime Recipient
	Vendors (optional)
If you are a Sub Recipient who is submitting a report, you must fill out these worksheets (see the tabs at the bottom of the screen):	Sub Recipients
	Vendors (optional)

Notes

Potential Question	Answer
Not all of my text is showing up when I enter values a narrative field. For example, when entering text for the Project Description field.	This is a limitation of Excel. Although each cell holds up to 32,767 characters, Excel only displays 1,024 characters in the cell itself. To view all of the text you've entered for a given field, click on the cell in question and the text will display in the formula bar at the top of the screen.
When I try to select a value from a drop-down menu, the text is too small to read. How to I make it bigger?	Check to make sure you're viewing the workbook at 100% zoom. If your zoom is set to less than 100%, this can cause the text in the drop-down menus to appear very small.
I don't know what CFDA to use.	Go to http://www.cfda.gov for the complete list of Catalog for Federal Domestic Assistance (CFDA) values.
I'm not sure what each of the data elements mean.	You can either click on each cell for instructional text or reference the Data Model document published on Recovery.gov

Recipient Report: Grant or Loan

Prime Recipient

Reporting Information

Award Type:

Award Number	Final Report
Grant	M09-ES240100 (TCAP)	N

Award Recipient Information

Recipient DUNS Number	Recipient Account Number	Recipient Congressional District
028492598	PCA 61657 – Grant 248700	03

Award Information

	Awarding Agency Code	Award Date
Funding Agency Code	8600	07/07/2009
8600		
Amount of Award	**CFDA Number**	
$31,701,696.00	14.258	
Program Source (TAS)	**Sub Account Number for Program Source (TAS)**	
86-0203		
Total Number of Sub Awards to Individuals	**Total Amount of Sub Awards to Individuals**	
0.00	$0.00	
Total Number of Payments to Vendors less than $25,000/award	**Total Amount of Payments to Vendors less than $25,000/award**	
0.00	$0.00	
Total Number of Sub Awards less than $25,000/award	**Total Amount of Sub Awards less than $25,000/award**	
0.00	$0.00	

Award Description

The Maryland Department of Housing and Community Development is the prime recipient of formula grant funding through the Tax Credit Assistance Program (TCAP), authorized under the HOME subtitle of the American Recovery and Reinvestment Act of 2009. Through TCAP, Maryland DHCD will allocate $31,701,696 of funding to multifamily rental housing projects in the form of gap loan financing. All projects financed with TCAP funds will have received an award of Low Income Housing Tax Credits by September 30, 2009. TCAP funds will be administered in consistency with Federal rules and Maryland DHCD's TCAP plan as approved by the U.S. Department of Housing and Urban Development. TCAP funding will result in the production of affordable rental housing for families and seniors, as well as the creation of a significant number of jobs and economic activity.
Number of characters entered: 856

Need Help Finding Award Information?

Browse the Full Listings by using the drop-down lists.

Agency Drop-Down List: 8600 - Department of Housing and Urban Development

Program Source (TAS) 86-0203-Home Investment Partnership Program,
Drop-Down List: Recovery Act

Know the code and want to check the name?
Search by Code

Enter Agency Code: 0500

Agency Name:	Government Accountability Office

Enter Program Source (TAS) Code: 05-0108

Program Source (TAS) Name:	Salaries and Expenses, Recovery Act

Know the name and want to find the code?
Search by Name

Enter Agency Name: Government Accountability Office

Agency Code:	0500

Enter Program Source (TAS) Name: Salaries and Expenses, Recovery Act

Program Source (TAS) Code:	05-0108

Project Information

Project Name or Project/Program Title*	Project Status*	Total Federal Amount ARRA Funds Received/Invoiced*
Tax Credit Assistance Program	Less than 50% completed	$0.00

Number of Jobs*	Description of Jobs Created*
0.00	Number of characters entered: 0

Quarterly Activities/Project Description*

Maryland DHCD has reserved all TCAP funds to eligible multifamily rental housing projects. A listing of 26 projects receiving a reservation of TCAP funds or on the wait list for TCAP funds is posted to the Maryland DHCD website at http://www.dhcd.state.md.us/Website/programs/tcap/tcap.aspx. Projects are expected to begin construction and TCAP funding disbursement after October 1, 2009.

Number of characters entered: 390

Activity Code (NAICS or NTEE-NPC)*

1	LO4	2	LO4 02
3		4	
5		6	
7		8	
9		10	

Total Federal Amount of ARRA Expenditure*	Total Federal ARRA Infrastructure Expenditure	Infrastructure Contact Name
$0.00		

Infrastructure Contact Email	Infrastructure Contact Phone	Infrastructure Contact Phone Ext

Infrastructure Contact Street Address 1	Infrastructure Contact Street Address 2	Infrastructure Contact Street Address 3

Infrastructure City	Infrastructure State	Infrastructure ZIP Code+4

Infrastructure Purpose and Rationale

Not applicable.

Number of characters entered: 15

Need Help Finding an Activity, State, or Country Code?

Activity Code Drop-Down

Browse the Full Listing by using the drop-down list.

List: LO4 02 - Affordable Housing

State Drop-Down List: MD - Maryland

Country Drop-Down List: US - United States

Know the code and want to check the name? Search by Code

Enter Activity Code: 111110

Activity Name: #N/A

Enter State Code: CA

State Name: California

Enter Country Code: US

Country Name: United States

Know the name and want to find the code? Search by Name

Enter Activity Name: Soybean Farming

Activity Code: 111110

Enter State Name: California

State Code: CA

Enter Country Name: United States

Country Code: US

Primary Place of Performance

Street Address 1	Street Address 2	City*
100 Community Place		Crownsville

State*	ZIP Code+4*	Congressional District*
MD	21032-2037	03

Country*		
US		

Recipient Highly Compensated Officers

Prime Recipient Indication of Reporting Applicability*	#	Officer Name	Officer Compensation
No	1		
	2		
	3		
	4		
	5		

Recipient Report: Grant or Loan

Sub Recipient

Reporting Information

Award Type*	Award Number*	Recipient DUNS Number*	Final Report*
Grant	M09-ES240100 (TCAP)	028492598	N

Sub Recipient Information

Sub Award Information

Sub Recipient Place of Perform

No	Sub Recipient DUNS Number*	Sub Award Number*	Sub Recipient Congressional District*	Amount of Sub Award*	Total Sub Award Funds Disbursed*	Sub Award Date*	Address 1	Address 2	City*	State*
1										
2										
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ance:

ZIP Code+4	Congressional District	Country	Sub Recipient Indication of Reporting Applicability	Sub Recipient Highly Compensated Officers									
				Officer 1 Name	Officer 1 Compensation	Officer 2 Name	Officer 2 Compensation	Officer 3 Name	Officer 3 Compensation	Officer 4 Name	Officer 4 Compensation	Officer 5 Name	Officer 5 Compensation

Recipient Report: Grant or Loan

Reporting Information

Award Type*	Award Number*	Recipient DUNS Number*

Vendors

No.	Subaward Number(*)	Vendor DUNS Number(*)	Vendor Name(*)	Vendor HQ ZIP Code+4(*)
1				
2				
3				
4				