

Section 1602 – Quarterly Progress Report Instructions and Definition of Elements

Instructions

Use the spreadsheet provided by Treasury to list the subawards and describe the projects, according to the definitions below. Use the same spreadsheet for the entire reporting period (2009-2010), adding new subawards at the end of the form so that the spreadsheet shows all activity to date.

If a change is needed in one of the elements for a previous quarter, enter the change in bold text and, at the bottom of the form, give a narrative explanation.

Submit the spreadsheet to 1602Reports@do.treas.gov within 10 working days after the end of each quarter. Quarters end on March 31, June 30, September 30, and December 31. Once all spreadsheets are received, Treasury will prepare a summary report on amount subawarded, housing units, and jobs created/retained.

When submitting, please include the following language in your email to verify the accuracy of the information:

"I declare that I have examined this quarterly progress report and to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am an authorized official for the designated state housing credit agency authorized to submit this quarterly progress report on behalf of the agency."

Definitions

Use the following definitions to fill out the Section 1602 Quarterly Progress Report. If you have questions, you may send an email to 1602Questions@do.treas.gov.

Date of subaward – date on which the state agency executed a legally binding written agreement with the entity receiving a subaward.

Amount of subaward – dollar amount (rounded to the nearest dollar) of the subaward.

Name of recipient entity – name of subawardee.

Recipient entity EIN – nine digit employee identification number of subawardee. Format: xx-xxxxxxx. If subawardee does not have an EIN, do not enter a social security number.

Name of project – name by which the housing development is commonly known.

BIN – one or more building identification numbers. If the building has low income housing tax credits, use the same number or numbers.

Brief description of project – narrative summary of the project's characteristics, such as information about the building design, occupants, energy efficiency, location, amenities, purpose, any unique features.

Project completion status – 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.

Project city/county – name of city in which the development is located; or name of county in which the development is located, if the development is in an unincorporated area.

Project state – name of state in which the development is located.

Project zip code – zip code in which the development is located.

Number of construction jobs to be created or retained – 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.

Number of non-construction jobs to be created or retained - 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.

Number of total housing units newly constructed – number of housing units to be built at the site as a result of the subaward.

Number of total housing units rehabilitated – number of housing units to be rehabilitated at the site as a result of the subaward.

Number of low-income housing units newly constructed – of the housing units to be built at the site, the number to be occupied by qualified low-income families or individuals.

Number of low-income housing units rehabilitated - of the housing units to be rehabilitated at the site, the number to be occupied by qualified low-income families or individuals.