

CAPITAL FUND RECOVERY ACT PERFORMANCE REPORT INSTRUCTIONS

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How to Count Units

The primary purpose of the Capital Fund Recovery Act Performance report is to capture data on units. Where the spreadsheet asks for unit counts related to modernization, one should count all units that are impacted by the modernization activity. For instance, if a PHA is replacing the roof on a building that has 5 units, it is to count all 5 units in the unit totals reported on the spreadsheet. If a PHA is modernizing common area space in a building (*e.g.* the lobby of a building or the hallway on a floor of a building), it should count all of the units in the building that are supported by the common area. Similarly if a PHA is modernizing a separate building that supports units (*e.g.* a building that provides water treatment or supplies heat for units in other buildings), it is to count all of the units supported by the facility. A PHA should not count units as modernized if the PHA is spending its Capital Fund Recovery Act funds on a community center structure that is available for use by residents of the units. This instruction is repeated on page 14 of these instructions.

Opening and Saving the Spreadsheet Application

The Capital Fund Recovery Act Performance Report will be e-mailed to you as an Excel spreadsheet application from a mailbox titled CapFundRecovery@hud.gov. The spreadsheet will be named after your grant number. In the following examples, the Anytown Housing Authority received grant number AT36S00150109. Therefore, its spreadsheet is named AT36S00150109.xls.

Upon receipt of this e-mail, you should save the attached spreadsheet file to your local computer or network (see Figure 1).

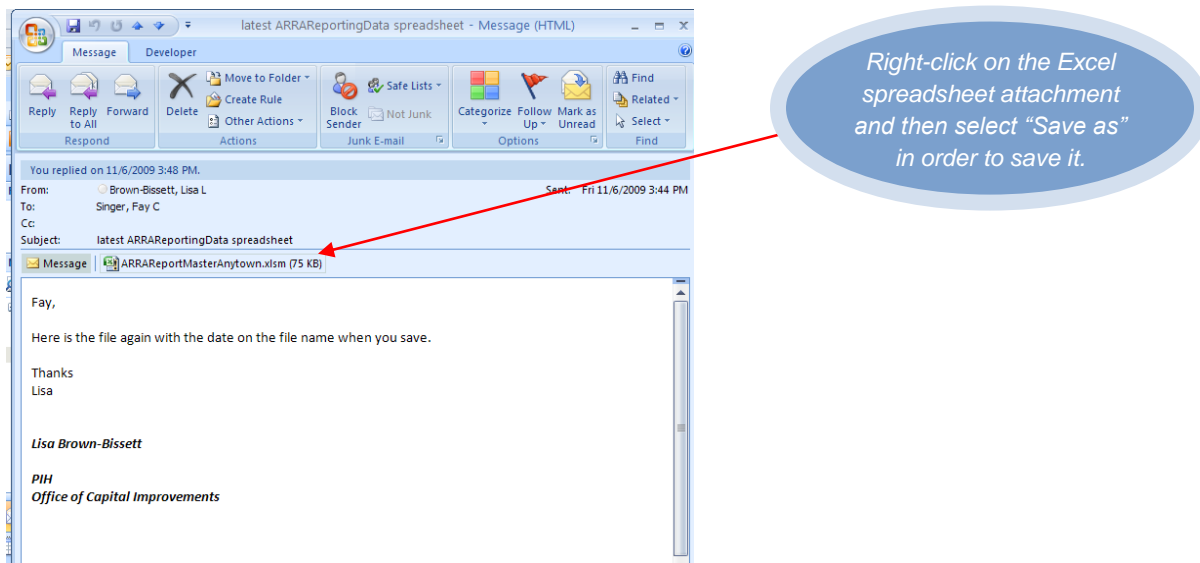


Figure 1: Position your mouse over the attached Excel spreadsheet and right-click and select "Save as" to save your spreadsheet application.

Locate the file that you just saved and then open the spreadsheet by double-clicking on it. You may receive a warning message or alternatively be unable to open the spreadsheet because of the security setting in Excel. If this happens, change your security setting to "Medium" and grant permission for the spreadsheet to run macros and Visual Basic code as described below.

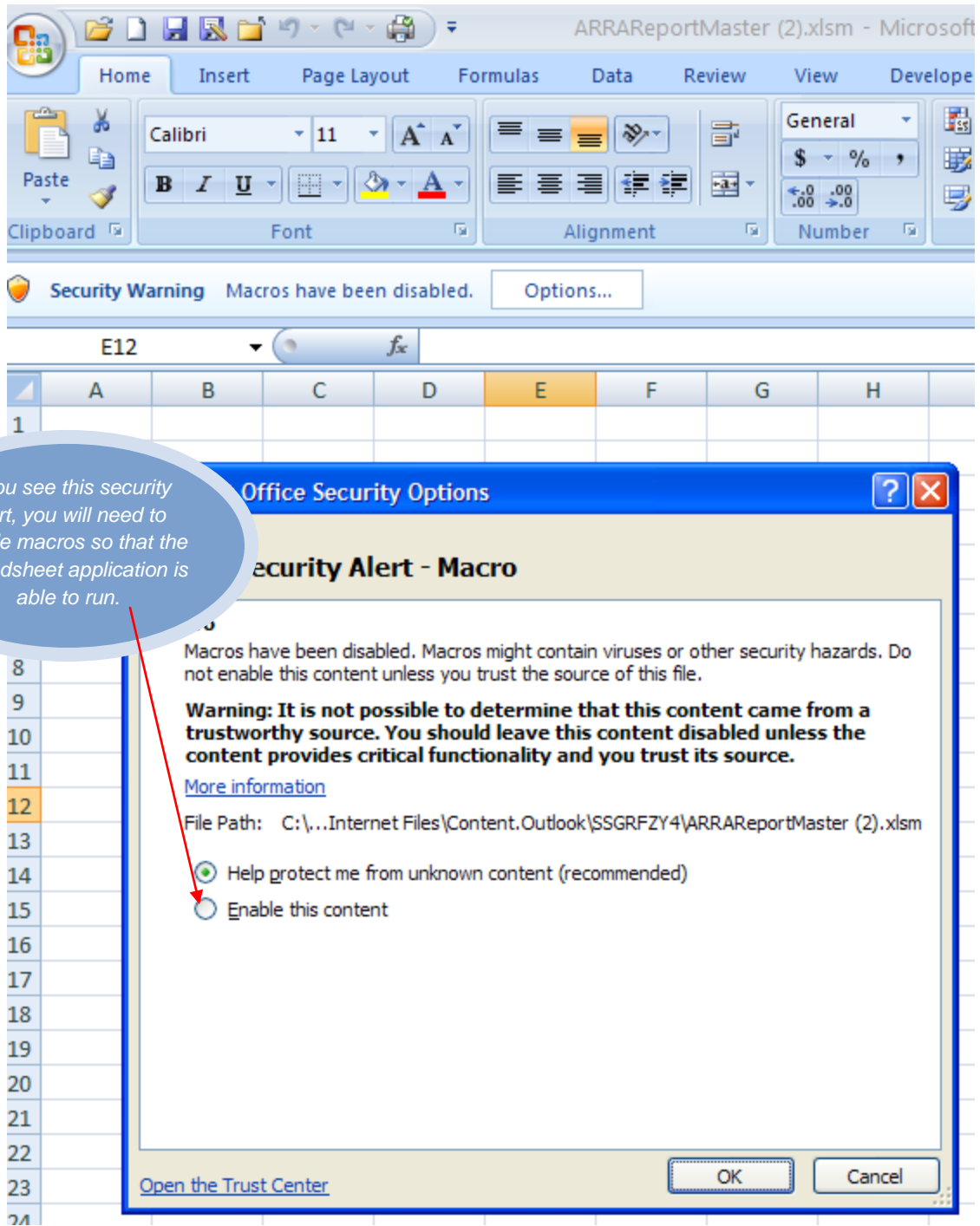


Figure 2: If you see this warning, click "Enable this content" and then click "OK".

The message box show in Figure 3 will display if the spreadsheet's macros are unable to run because your security settings are too high. Click the OK button to clear the box.

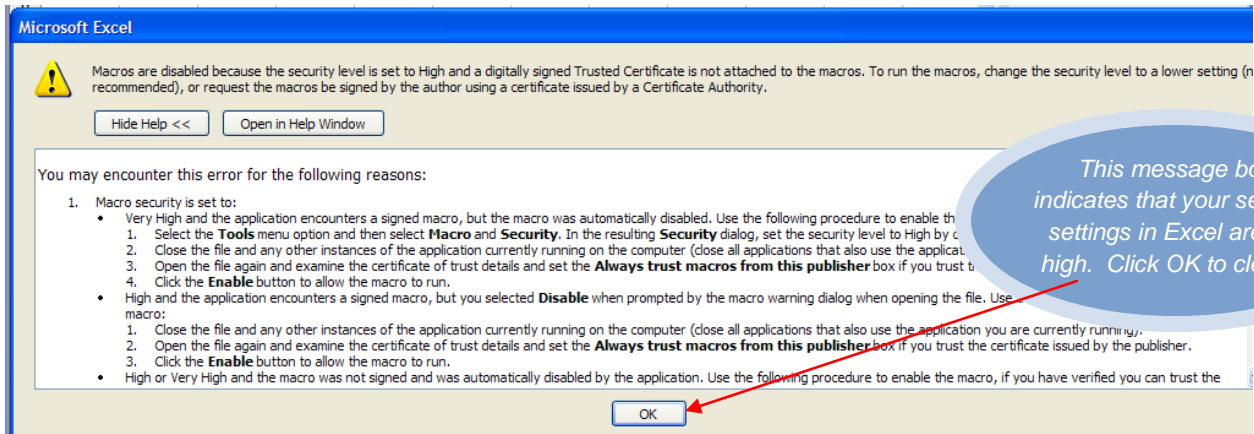


Figure 3: This warning indicates that your security level is set too high for the spreadsheet macros to function properly.

To change your security settings, click on the “Tools” menu option, and then select “Options” (Figure 4).

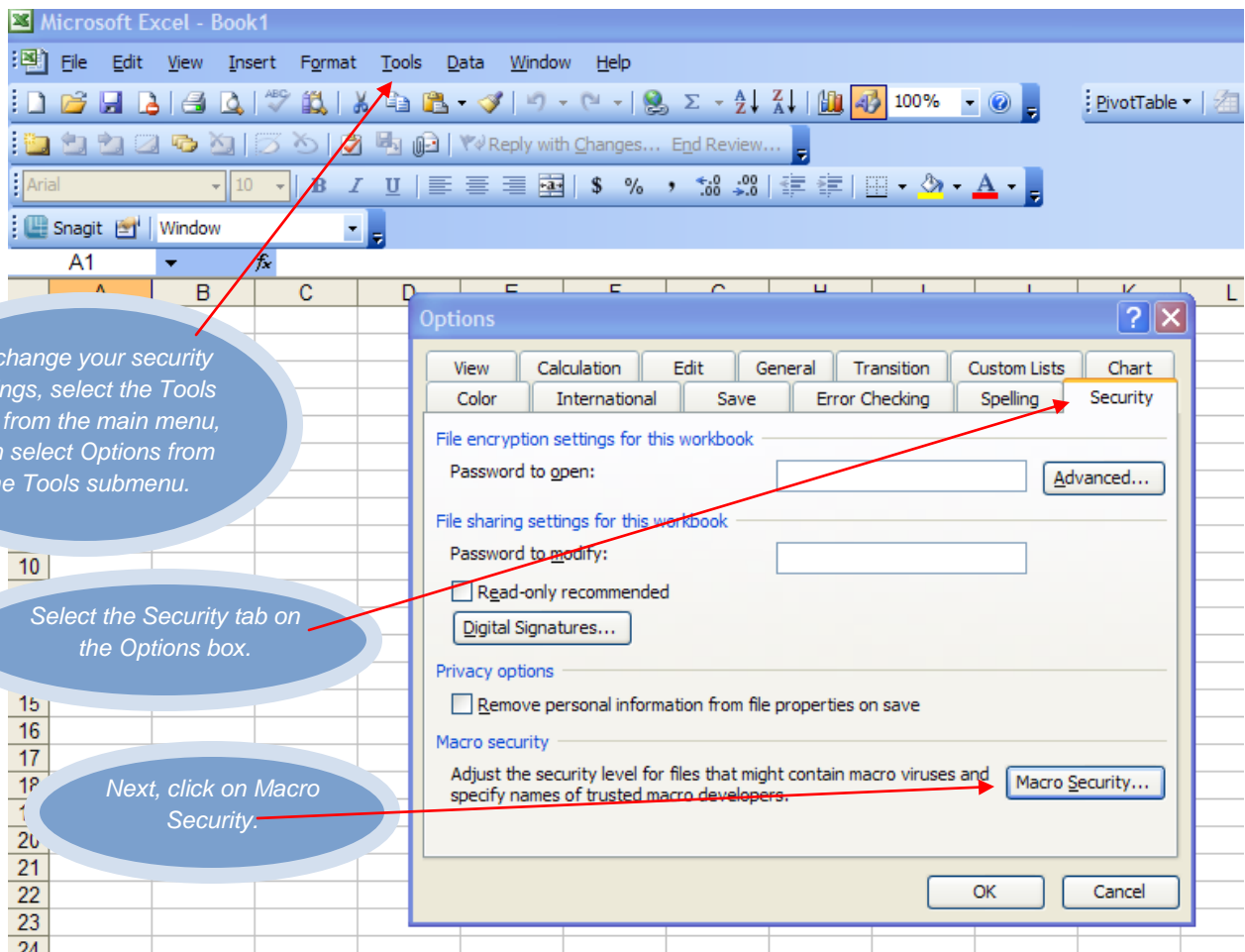


Figure 4: Change your security settings in Excel by selecting Tools from the main menu, and then select Options from the Tools menu. In the Options box, click on the Security tab to select it.

In the Security box, click the radio button beside Medium to select it. Click OK to close the Security box, and click OK again to close the Options box (Figure 5).

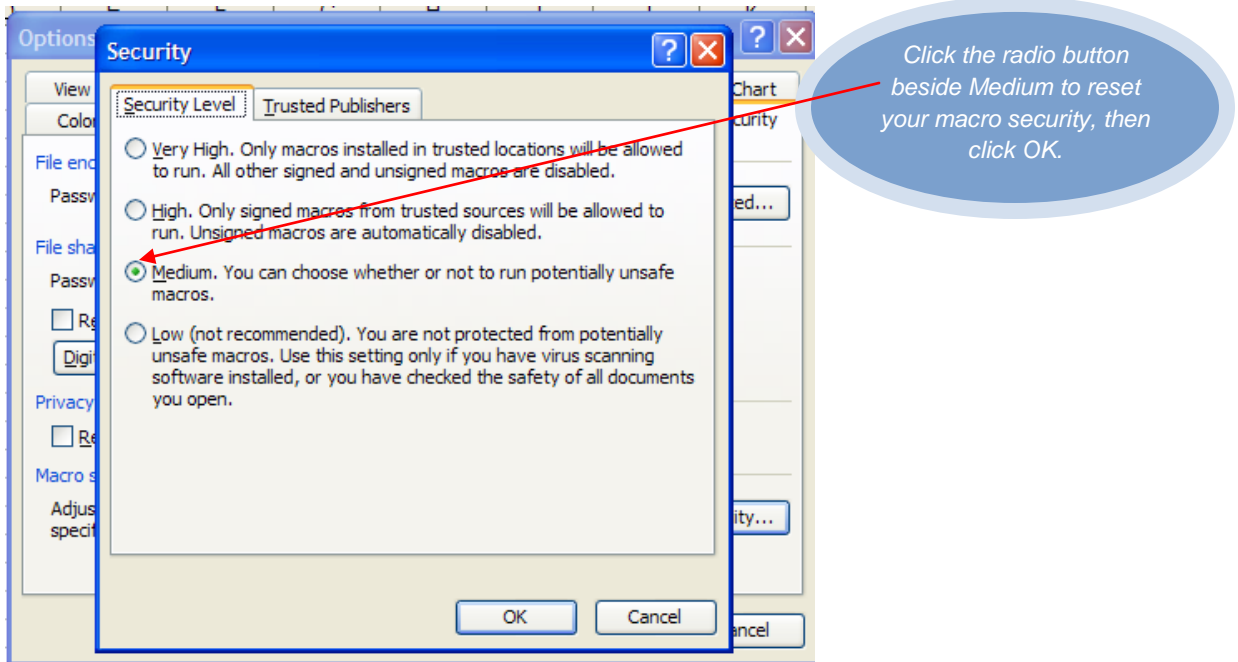


Figure 5: Reset your macro Security Level to Medium, then click OK.

After resetting your security level, reopen your spreadsheet. Again, you will receive a Security Warning about macros. To continue, select the Enable Macros option (Figure 6).

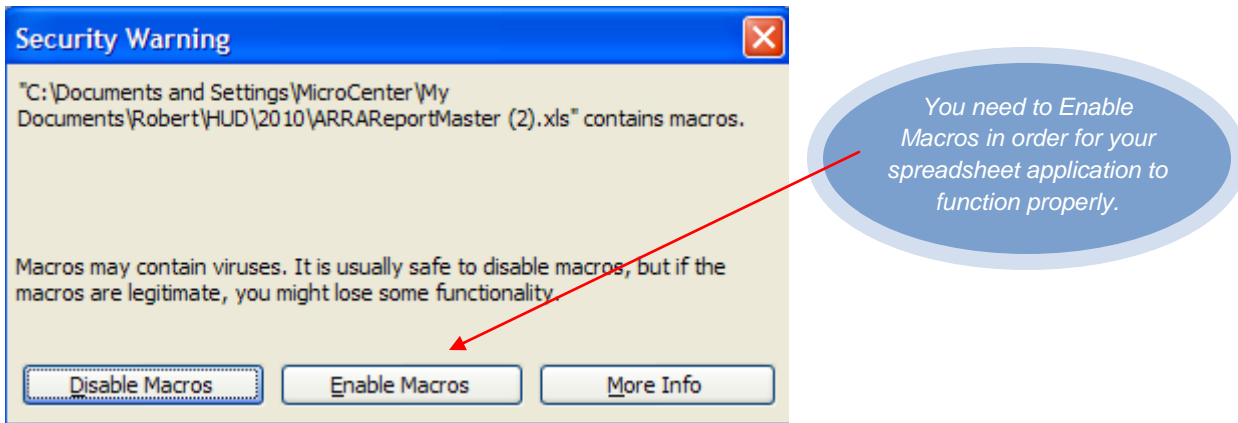


Figure 6: Macros must be enabled in order for your spreadsheet application to work.

The first screen on the spreadsheet application will resemble that depicted in Figure 2 below (the Stimulus Data Collection Application screen).

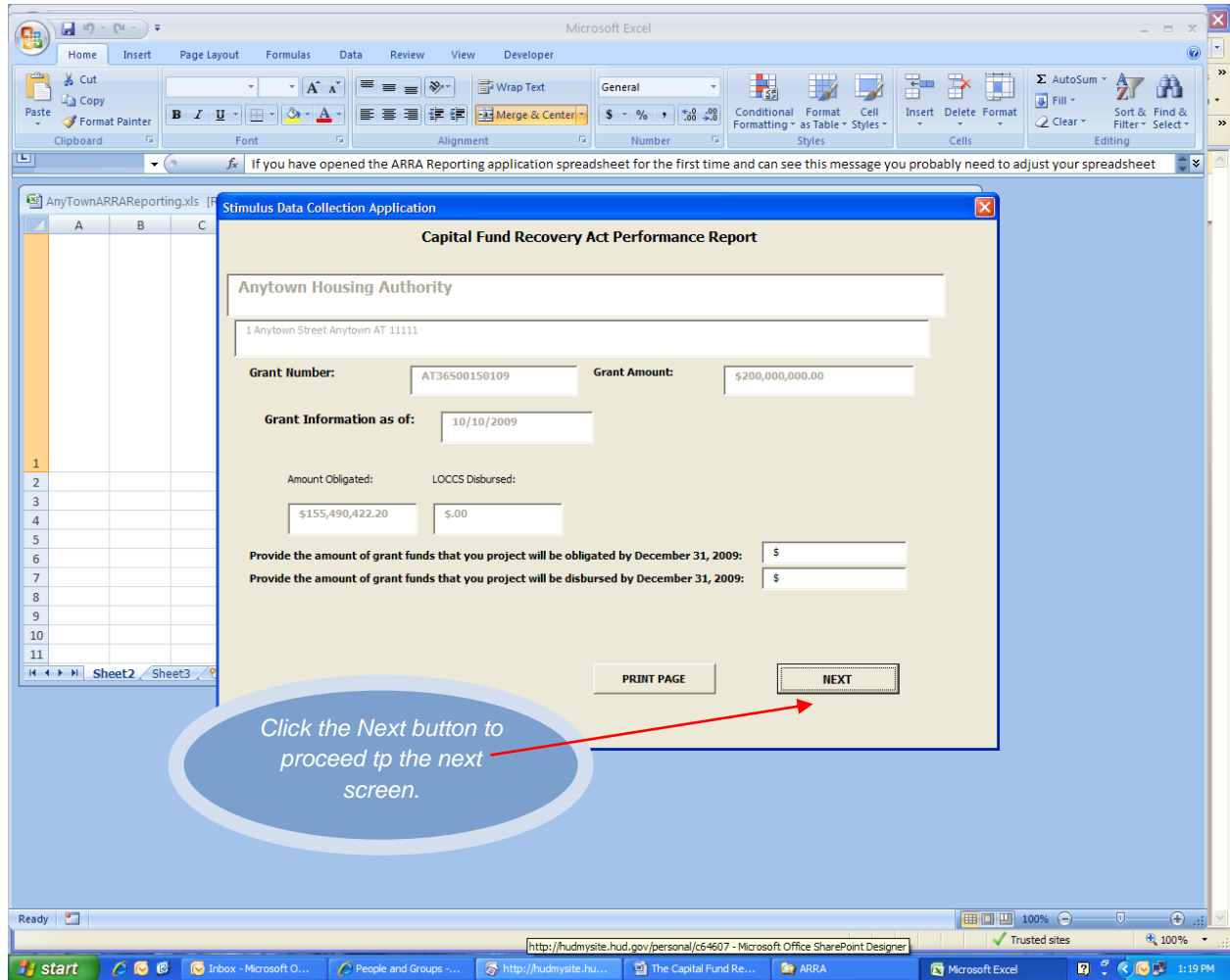
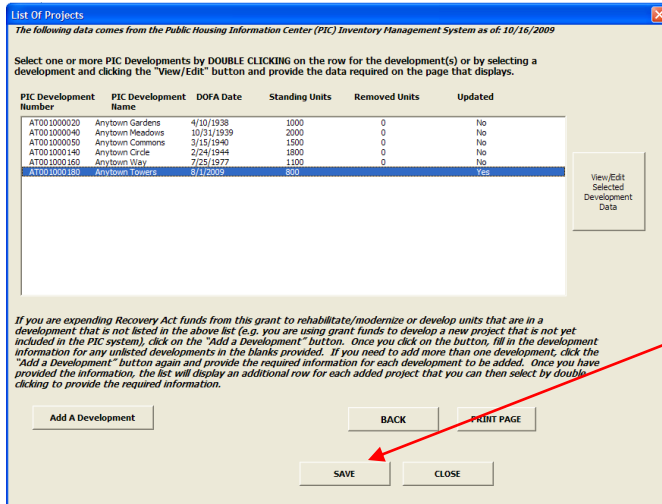


Figure 7: The first screen of the Capital Fund Recovery Act Performance Report application.

Before you begin working with your application, you should save a working copy of the spreadsheet using the spreadsheet's own save function. To do so, click the Next button shown in Figure 7.

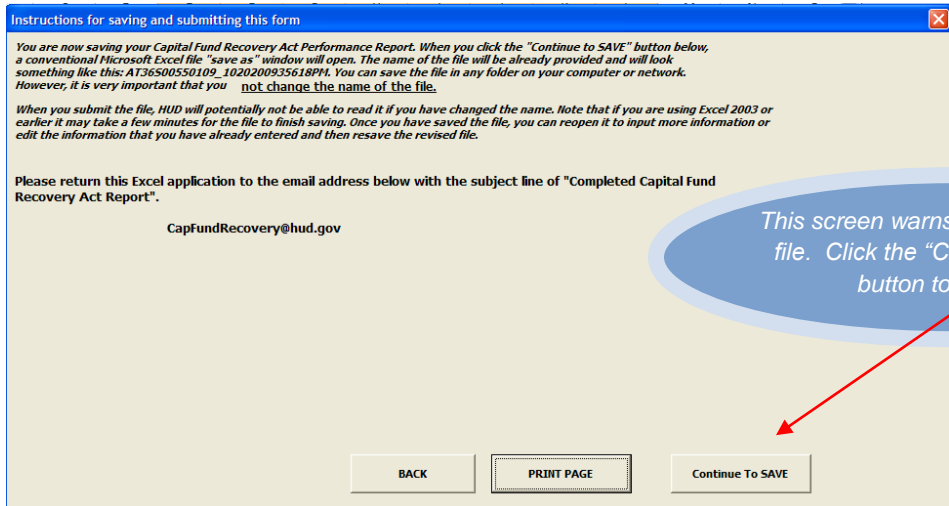
The second screen of the application is shown below in Figure 8 (the List of Projects screen). To continue saving a copy of the reporting spreadsheet to your Desktop, click on the Save button as shown in Figure 8.



Click the Save button to continue saving the application.

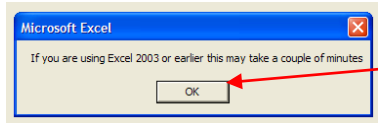
Figure 8: The second screen of the Capital Fund Recovery Act Performance Report application.

A message box will appear with instructions for saving and submitting the form. The application will automatically assign a name to your copy of the Excel spreadsheet. **It is very important that you do not change the name the application assigns to the spreadsheet.** Click the "Continue to SAVE" button (Figure 9).



This screen warns not to rename the file. Click the "Continue to SAVE" button to proceed.

Figure 9: This message box instructs you not to change the name the spreadsheet has automatically assigned to itself.



This dialogue will appear after you click the "Continue to SAVE" button. Click OK to continue.

Figure 10: Click OK to continue with the saving process.

Next a “Save As” dialogue box will be displayed. It is strongly suggested that you save the Excel spreadsheet to your Desktop where you can easily locate it. To do so, click the Desktop icon on the left side of the “Save As” box, then click the Save button (Figure 11).

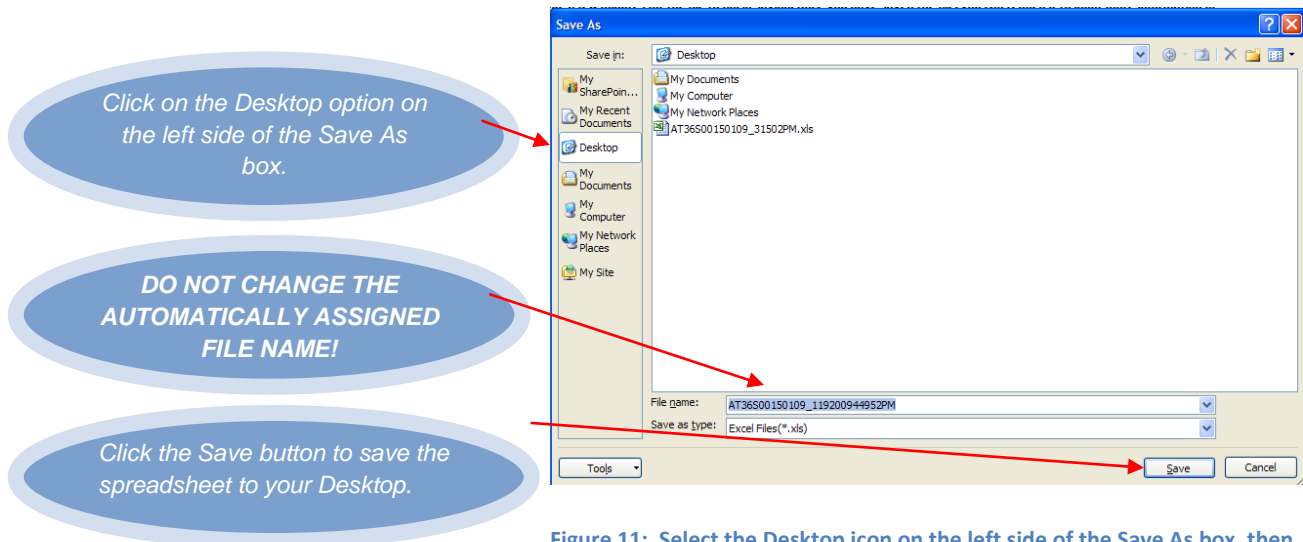


Figure 11: Select the Desktop icon on the left side of the Save As box, then click the Save button to save a copy of the application to your Desktop.

The Excel spreadsheet has now been saved to your desktop and will be available to you from there. **HINT:** If you have several applications open, you can access your Desktop quickly by clicking the Desktop icon on the bottom left side of your Windows Taskbar (See Figure 12). To open the application, double-click its icon on your Desktop.



Figure 12: The Excel Recovery Act Performance Reporting spreadsheet is now readily available on your Desktop. You can switch to your desktop quickly by clicking the Desktop icon on the left side of your Windows Taskbar.

Working with the Spreadsheet

To open the spreadsheet, double-click the icon on your desktop. If the warning box depicted in Figure 13 displays, click the Yes box to continue.

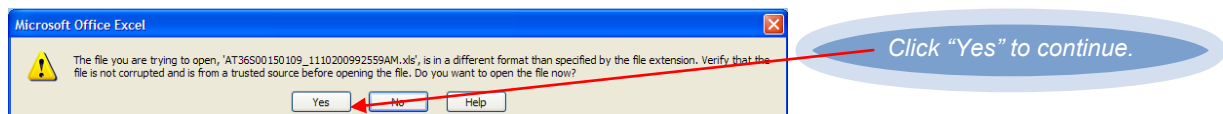


Figure 13: Click the Yes button to continue opening the application.

The opening screen will display grant information specific to your Housing Authority (Figure 14). Please review this information carefully. The information is current as of the Grant Information date listed underneath the Grant Number. You will not be able to change this information yourself. If anything is incorrect, contact the Office of Capital Improvements at either the PIHOCl@hud.gov mailbox or by calling (202)708-1640.

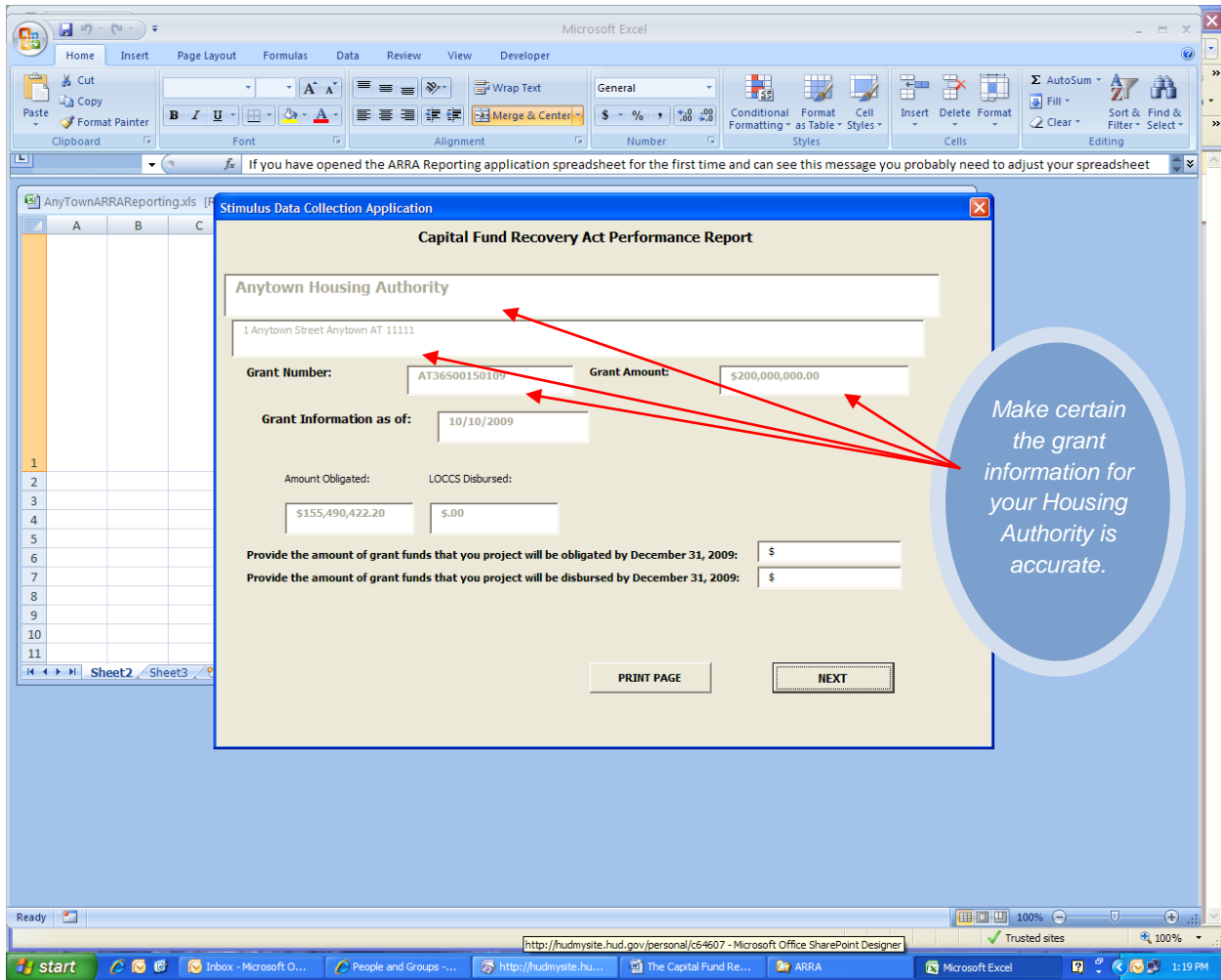


Figure 14: This screen contains information specific to your Housing Authority's grant. Please review it carefully.

HUD is asking for you to fill in two pieces of information at the bottom of this screen where you are asked to enter grant funds that you project/estimate will be obligated and disbursed by December 31, 2009 (Figure 15). Obligation is defined as the amount that a PHA is obligated to pay pursuant to a legally binding contract or alternatively through the rules that pertain to Force Account work. HUD understands that there is an element of uncertainty with respect to this information and is only requesting your best guess as to the status of obligations and disbursements as of December 31, 2009. After you have entered these amounts, click the Next button to proceed to the next screen.

Stimulus Data Collection Application

Capital Fund Recovery Act Performance Report

Anytown Housing Authority

1 Anytown Street Anytown AT 11111

Grant Number: AT36500150109 Grant Amount: \$200,000,000.00

Grant Information as of: 10/10/2009

Amount Obligated: \$155,490,422.20 LOCCS Disbursed: \$0.00

Provide the amount of grant funds that you project will be obligated by December 31, 2009: \$

Provide the amount of grant funds that you project will be disbursed by December 31, 2009: \$

NEXT

Enter the amount of your grant funds that you project/estimate will be obligated by December 31, 2009.

Enter the amount of your grant funds that you project/estimate will be disbursed by December 31, 2009.

These amounts reflect the data in HUD's LOCCS system as of the Grant information date. You will not be able to change the amounts here.

Figure 15: Enter the amount of grant funds you project will be obligated and distributed by December 31, 2009.

On the next series of screens you will report on the modernization and/or development of units using Recovery Act funds for the public housing developments administered by your PHA. On the next screen, you will be asked to select a development where grant funds will be spent (Figure 16).

List Of Projects

The following data comes from the Public Housing Information Center (PIC) Inventory Management System as of: 10/16/2009

Select one or more PIC Developments by DOUBLE CLICKING on the row for the development(s) or by selecting a development and clicking the "View/Edit" button and provide the data required on the page that displays.

PIC Development Number	PIC Development Name	DOFA Date	Standing Units	Removed Units	Updated
AT001000020	Anytown Gardens	4/10/1938	1000	0	No
AT001000040	Anytown Meadows	10/31/1939	2000	0	No
AT001000050	Anytown Commons	3/15/1940	1500	0	No
AT001000140	Anytown Circle	2/24/1944	1800	0	No
AT001000160	Anytown Way	7/25/1977	1100	0	No

View/Edit Selected Development Data

If you are expending Recovery Act funds from this grant to rehabilitate/modernize or develop units that are in a development that is not listed in the above list (e.g. you are using grant funds to develop a new project that is not yet included in the PIC system), click on the "Add a Development" button. Once you click on the button, fill in the development information for any unlisted developments in the blanks provided. If you need to add more than one development, click the "Add a Development" button again and provide the required information for each development to be added. Once you have provided the information, the list will display an additional row for each added project that you can then select by double clicking to provide the required information.

Add A Development BACK PRINT PAGE SAVE CLOSE

Select an existing development that will be modernized or developed using Recovery Act grant funds.

Add a new development that has not as yet been recorded in the PIC database.

Figure 16: On the List of Projects screen, select a development where grant funds will be used. A new development can be added from this screen.

If grant funds will be used for a development that was not listed in the PIC database when this spreadsheet was created (e.g. a new development), you should click the "Add A Development" button to record information for this new development (Figure 17). If the funds for the Recovery Act grant on

which you are reporting will all be used on developments included on the List of Projects screen, you should not add a development.

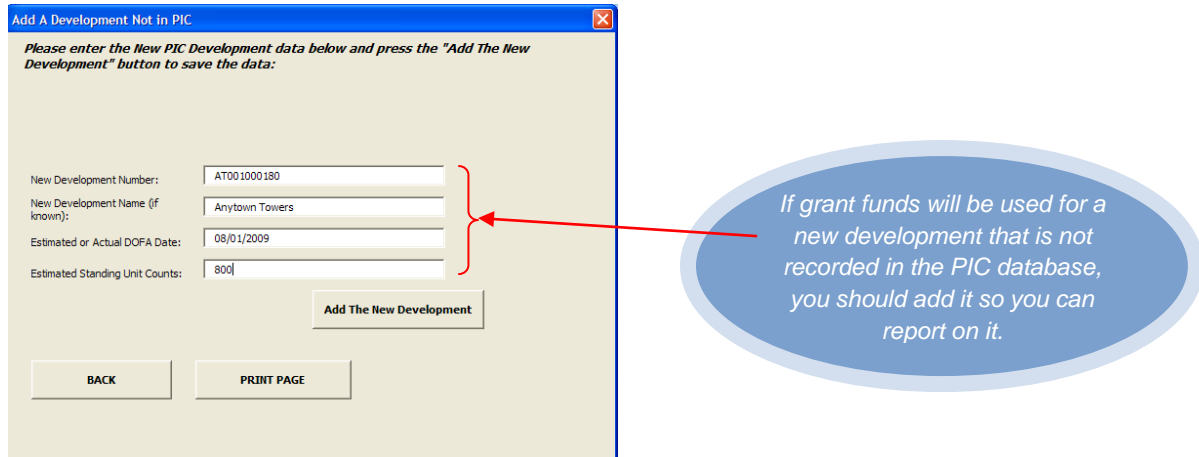


Figure 17: Only add an unlisted development that will be receiving funds from the grant on which you are reporting.

Note that Anytown Towers has been added to the list of available developments. You can select it by double-clicking on it. You may also select an item from the list by highlighting it, then clicking on the “View/Edit Selected Development Data” button. See Figure 18.

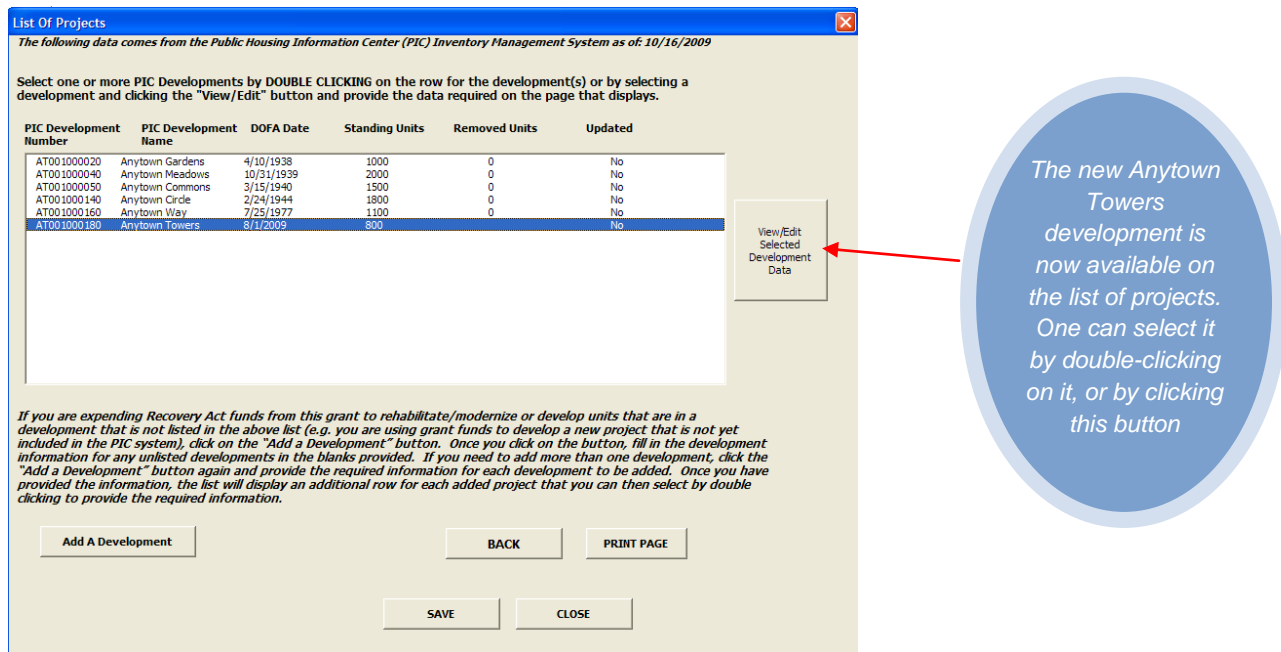


Figure 18: Select a development from the List of Projects screen by double-clicking on it or by selecting the "View/Edit Selected Development Data" button.

On the Enter Project Data screen (Figure 19) you will be asked to provide specific information about the modernization and/or development activity that your PHA is undertaking at the selected development. This screen contains three distinct areas for data entry. The top part of the screen (referred to as Section A in Figure 19) requests that you provide information pertaining to existing units that will be

rehabilitated or modernized with grant funds. The second part of this screen (Section B in Figure 19) asks you to provide data for new units to be developed with funds from this grant. Finally, the third part of this screen (Section C in Figure 19) asks that you provide address information for a unit which is approximately at the geographic center of the area being rehabilitated, modernized or developed.

The screenshot shows a web form titled "Enter Project Data" with a blue header bar. The form contains the following elements:

- PIC Development Number:** A text input field containing "AT001000160".
- Section A:** A section titled "Provide the following information with respect to any units to be rehabilitated/modernized with the Recovery Act funding provided by this grant." It includes a note: "Note: The categories below are not mutually exclusive (e.g. units started per question 1 would also be counted for question 2 if they were also completed)." and four numbered questions with corresponding input fields:
 - 1) Number of Units where rehabilitation/modernization has been started as of report date:
 - 2) Number of Units where rehabilitation/modernization has been completed as of report date:
 - 3) Number of Units projected to complete rehabilitation/modernization by 12/31/2009:
 - 4) Comprehensive total number of units projected to be rehabilitated/modernized throughout the duration of the grant:
- Section B:** A section titled "Provide the following information with respect to any units to be developed with the Recovery Act funding provided by this grant." It includes three numbered questions with corresponding input fields:
 - 1) Number of Units where development has been started as of report date:
 - 2) Number of Units where development has been completed as of report date:
 - 3) Number of Units projected to complete development by 12/31/2009:
- Section C:** A section titled "Please provide the physical address of a unit that is at the approximate geographic center of the work activity that is being accomplished with the Recovery Act funding provided by this grant.:". It includes input fields for "Address Line 1", "Address Line 2", "City:", "State:", "Zip Code:", and "+ 4 on Zip If applicable".
- Buttons:** At the bottom, there are two buttons: "BACK TO PROJECT LIST" and "PRINT PAGE".

Three blue ovals labeled "Section A", "Section B", and "Section C" are positioned to the right of the form, with red brackets and arrows pointing to their respective sections in the form.

Figure 19: The Project Data screen asks you to provide specific information relative to the units where funding from this grant will be used.

If grant funds will only be used to rehabilitate or modernize existing units, you will only need to fill out Section A and Section C. In the event you will only be adding new units with funds from this grant, you would complete only Section B and Section C. In the event you will be rehabilitating or modernizing existing units and adding new units with grant funds, you will need to complete all three sections (Sections A, B and C). Figure 20 shows how a completed screen might look for new units being developed with grant funds.

Enter Project Data

PIC Development Number: AT001000150

Provide the following information with respect to any units to be rehabilitated/modernized with the Recovery Act funding provided by this grant.

Note: The categories below are not mutually exclusive (e.g. units started per question 1 would also be counted for question 2 if they were also completed).

1) Number of Units where rehabilitation/modernization has been started as of report date:

2) Number of Units where rehabilitation/modernization has been completed as of report date:

3) Number of Units projected to complete rehabilitation/modernization by 12/31/2009:

4) Comprehensive total number of units projected to be rehabilitated/modernized throughout the duration of the grant:

Provide the following information with respect to any units to be developed with the Recovery Act funding provided by this grant.

1) Number of Units where development has been started as of report date:

2) Number of Units where development has been completed as of report date:

3) Number of Units projected to complete development by 12/31/2009:

4) Comprehensive total number of units projected to be developed throughout the duration of the grant:

Please provide the physical address of a unit that is at the approximate geographic center of the work activity that is being accomplished with the Recovery Act funding provided by this grant.:

Address Line 1	Address Line 2	City:	State:	Zip Code:	+ 4 on Zip IF applicable
111 Main Avenue	#400 South	Anytown	XX	55555	

To retain the data entered on this page and/or to return to the project list, press the "Back To Project List" button to the right.

BACK TO PROJECT LIST PRINT PAGE

The Print Page button will print the data you have entered for this development.

Click this button to retain your data and to return to the Project List screen.

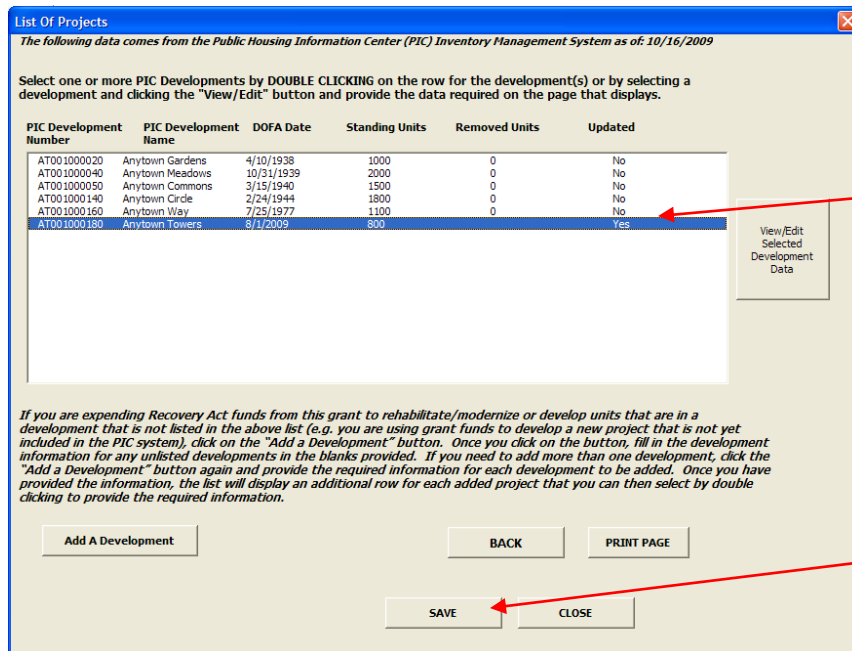
Figure 20: This screen shows data for new units being developed with grant funds.

Note that where the screen asks for unit counts related to modernization, one should count all units that are impacted by the modernization activity. For instance, if a PHA is replacing the roof on a building that has 5 units, it is to count all 5 units in the unit totals reported on the screen. If a PHA is modernizing common area space in a building (e.g. the lobby of a building or the hallway on a floor of a building), it should count all of the units in the building that are supported by the common area. Similarly if a PHA is modernizing a separate building that supports units (e.g. a building that provides water treatment or supplies heat for units in other buildings), it is to count all of the units supported by the facility. A PHA should not count units as modernized if the PHA is spending its Capital Fund Recovery Act funds on a community center structure that is available for use by residents of the units.

After you have added the requested data for the selected development, you may elect to print the information you have entered by selecting the "Print Page" button at the bottom right side of the screen. When you are finished, press the "Back to Project List" button. You will be returned to the Project List screen. (See Figure 21.)

Pressing the "Back to Project List" button also serves to retain the data you have entered. Note that the value in the "Updated" column of the List of Projects screen will change from "No" to "Yes" for each development where you provide information (Figure 21).

If a particular grant is funding modernization and/or development activity at more than one development, provide the required information for the first development and then select the next development until you have provided information for all of the developments where the PHA will be modernizing and/or developing units using Recovery Act funds for the grant on which you are reporting.



The "Updated" column will change to "Yes" after data has been entered for a development.

Click the "Save" button to save your edits.

Figure 21: When you return to the List of Projects, you will note that the "Updated" column reflects the fact that your data has been recorded.

You can review or edit the data recorded for any development by highlighting it and double-clicking on it or by clicking the "View/Edit Selected Development Data" button.

You may save your data and exit the application at any time by clicking the Save button on the List of Projects Screen (see Figure 21 above). Continue with the Save procedures described in Figure 7 through Figure 11 above. **IMPORTANT:** While pressing the "Back to Project List" button retains the data you have entered into the spreadsheet's memory, the spreadsheet itself is not saved until you follow the Save procedures previously described. Any data retained in the spreadsheet's memory will be lost if the application crashes or if your computer loses power. However, following the Save procedures permanently saves the spreadsheet to your computer's hard drive.

Each time you save your application, a slightly different name will be assigned to it. The part of the name that will change is that which appears after the underscore. It represents the date and time you saved the spreadsheet. For example, a file named AT36S00150109_119200944952PM.xls indicates that it is for grant AT36S00150109, and that it was saved on 11/9/2009 at 4:49:52 pm. You will always be able to tell the most recent file by examining the file name.

The screen shown below in Figure 22 shows 4 copies of the sample Anytown spreadsheet application. Only the first part of the file name is visible.



Figure 22: Only the first part of the file name is visible on the desktop.

To see the last part of the file name, position your mouse cursor over the file name. You do not need to click. A file information box will appear (Figure 23). The box displays the full file name, and also indicates the date and time the file was saved. Move your mouse cursor over all the file names until you locate the most recent one, and then double-click its icon to open it.



Figure 23: Position your mouse cursor over the file name to view the complete file name and the date and time it was saved.

You may reopen the spreadsheet and save your data as many times as necessary. You need to complete the data entry process for each development where grant funds will be used.

Returning your Completed Spreadsheet Application to HUD

After completing your data entry, you will need to e-mail your completed Excel spreadsheet to HUD at CapFundRecovery@HUD.gov.

Open your e-mail program and create a new e-mail message with CapFundRecovery@HUD.gov in the “TO:” line. To attach your completed spreadsheet, click the “Insert” tab then click the “Attach File” icon (Figure 24).

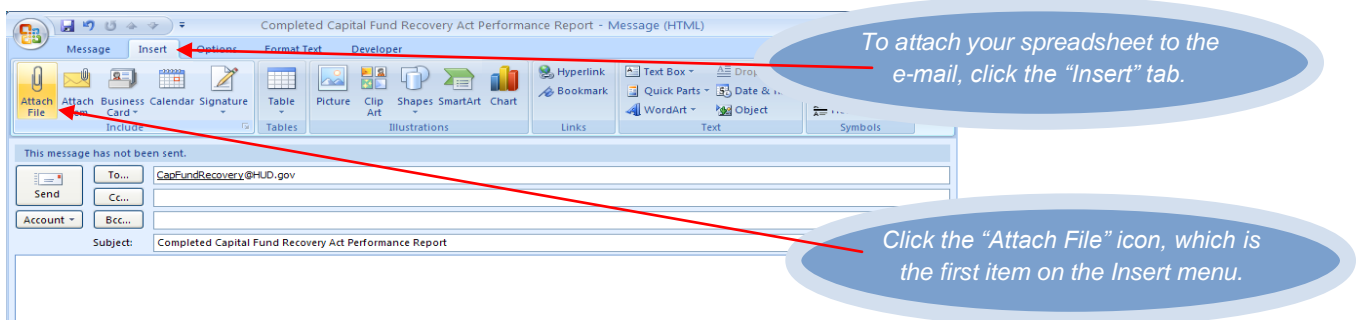


Figure 24: Create a new e-mail message addressed to CapFundRecovery@HUD.gov, and then click the Insert tab and the Attach File icon.

From the Insert File box, select Desktop from the items on the left (Figure 25). Follow the procedures described above to identify the most recent copy of your spreadsheet application (Figures 22 and 23).

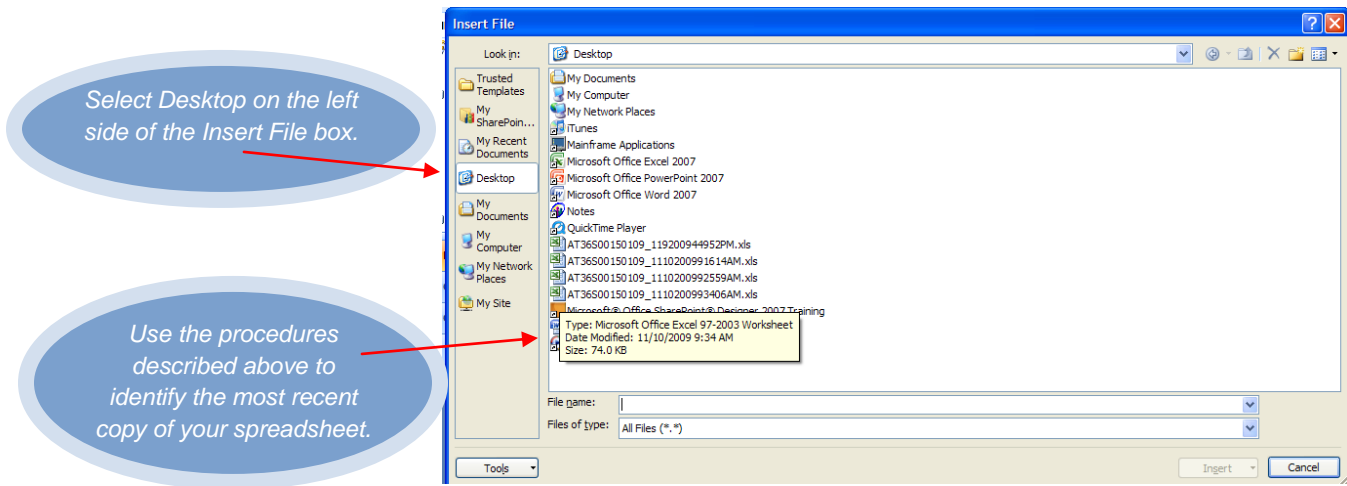


Figure 25: Select Desktop on the left side of the Insert File box. Use the procedures previously described to identify your newest spreadsheet.

When you locate the newest file, select it by clicking on it and then click on the Insert button. Once you have completed attaching the spreadsheet to the e-mail message, double check that you have attached the correct version of the spreadsheet. The e-mail will display the name of your spreadsheet file below the Subject line (Figure 26). Note: While the Subject line in the examples is “Completed Capital Fund Act Recovery Report,” you may put whatever is meaningful to you as the Subject.

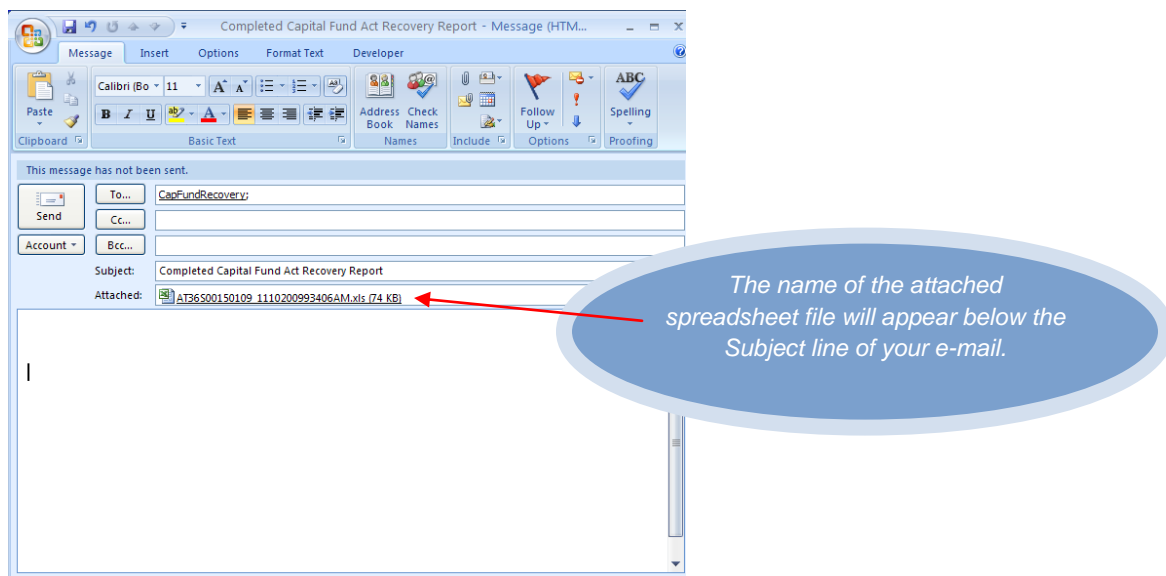


Figure 26: The attachment appears below the Subject line.

Click the Send button to e-mail your completed spreadsheet application to Headquarters.

If you have sent the e-mail to the proper e-mail address, you will receive an e-mail acknowledgment of receipt within 24 hours. If you do not get an acknowledgement from HUD, please double check the e-mail address and resubmit your report.