

Office of Public Housing

Core Activities Reporting Module
Recovery Act Management and Performance System (RAMPS)
Guidance for Public Housing Agencies

Updated March 31, 2010

Modified April 14, 2010

RAMPS

Core Activities Module

Reporting Guidance

=The RAMPS system now has **two** reporting modules: NEPA, for reporting on compliance with the National Environmental Policy Act (NEPA) for all Recovery Act-funded projects and Core Activities to report information at the project level on development, modernization and energy efficiency work funded by the Recovery Act. The purpose of this document is to assist Public Housing Agencies (PHAs) with inputting data into the new Core Activities module in RAMPS. For information about the RAMPS NEPA module, visit

<http://portal.hud.gov/portal/page/portal/RECOVERY/Reporting/Public%20Housing%20Capital%20Fund%20-%20Recovery%20Reporting>.

Core Activities Reporting

The Core Activities module of RAMPS is designed to collect information about the work you are doing with Recovery Act funds. Specifically, this module collects information on units of affordable housing developed or modernized using CFRG funds as well as data on energy efficiency improvements included in these units. Core Activities reporting is conducted on a quarterly basis. The Department will utilize the data collected through this effort to assess the extent of the impact that the Recovery Act funding is having on the public housing inventory, particularly to highlight the successful work that is already underway. Some modifications have been made to this module for the April reporting cycle so that it now collects additional information about expenditure rates, vacancy rates, and project funding.

Please note that there is a live link to an “Annual Statement” module. Please disregard this link as it is NOT required.

Please note that NEPA reporting in RAMPS has a different deadline. Both NEPA and Core Activities reporting begin on April 1, 2010 but NEPA ends earlier on April 10, 2010 (see table of timelines below).

Report	Dates to report
Section 1609 (NEPA compliance)	April 1-10, 2010
Core Activities (modernization & development; energy measures)	April 1-30, 2010

This document will now walk you through the Core Activity reporting process from start to finish!

RAMPS

Core Activities Module

Reporting Guidance

RAMPS Welcome Screen

RAMPS - U.S. Department of Housing and Urban Development (HUD) - Windows Internet Explorer

http://demo.cibzant.com:8080/ramps/login.do?cmd=doLogin&role=RAMPS_RECT_ADMIN

Recovery Act Management and Performance System (RAMPS)

TESTUSER, Welcome back!

Home | NEPA Reporting | Core Activity | User and Group Tools

TESTUSER
Logout

Welcome to RAMPS

Tab Instructions

NEPA Reporting
On the NEPA Reporting page, you can select an Award (Grant) by the Award ID (Grant ID) to proceed to the Environmental Review Project List Page for the Award. Under each Award, a recipient will add at least one environmental review project for reporting purposes although multiple environmental review projects can be added to each Award.

User and Group Tools
On the User and Group Tools page, you will be able to add users to their respective awards

The Core Activities module of RAMPS is designed to collect information about the work you are doing with Recovery Act funds. Specifically, this module collects information on units of affordable housing developed or modernized and on energy efficiency measures incorporated into these units. Core Activities reporting is conducted on a quarterly basis.

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start | Microsoft Office Com... | Inbox - Microsoft Out... | Microsoft Access - RA... | RAMPS_PHCF Core... | RAMPS - U.S. Depart... | 9:49 AM

After login, click on the Core Activity tab.

RAMPS

Core Activities Module

Reporting Guidance

Award List

This page displays awards for which you have access for Core Activities reporting. Please proceed to the reporting forms by clicking the Core Activity link. If any of your awards show "N/A" this means you do not have to submit Core Activities for these awards. Please note that you do not need to do anything with the Annual Statement link.

If you believe there are awards missing from this list that you should be able to edit, please check with the administrator at your organization to ensure that this award has been assigned to your account. If you are still encountering problems, please contact the HUD Recovery Act Reporting Call Center at 1-800-998-9999 or e-mail recovery@comcon.org.

The screenshot shows the RAMPS interface. At the top, there is a navigation bar with 'Home', 'NEPA Reporting', 'Core Activity', and 'User and Group Tools'. Below this is a 'Core Activity Reporting Instructions' section. The 'Award List' table contains the following data:

Award ID	Appropriation Code	Award Amount (HUD Obligation)	Core Activity	Annual Statement
MD00600005009G	0305	\$9,879,750	Core Activity	Annual Statement
MD06S00650109	0305	\$7,117,117	Core Activity	Annual Statement

Two callout boxes are present: one pointing to the 'Core Activity' link in the first row of the table, and another pointing to the 'Annual Statement' link in the same row.

NOTE: The Annual Statement link visible to the right of the Core Activity link above is a program undergoing pilot testing. You do not need to be concerned with this link if you are not part of the pilot testing program.

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Core Activities Module

Reporting Guidance

The AMP/Development List for your Award ID

This is the main page you will work from to create or update reports for the selected award. The Planned Amount Reference area reflects totals from data submitted in previous reports. The Award ID area shows projects designated as receiving funding under the award.

If you need to add or remove a project from this list, click the “View or Change AMP/Developments for this award” link in the right hand corner of the screen. The next page of this guidance provides information for adding AMP/Developments for the award. If you do not need to make changes to your project list, please proceed to create a report for the first quarter of 2010 (2010 Q1 CY) and skip to page 7 of this guidance. Please note that this screen shot shows what a newly created report will look like (2010 Q1 CY) as it is marked red to show it is not yet complete and is able to be edited.

Click this link to add or remove projects for this award.

If no changes to the list are needed, start your new quarterly report for Quarter 1 of 2010 (Jan 1-Mar 31). The newly created report is marked red. Skip to page 7 in this guidance to learn how.

Recovery Act Management and Performance System
TESTUSER, Welcome back!

Home | NEPA Reporting | Core Activity | User and Group Tools

Award List

AMP/Development list for Award ID MD06S00650109

OMB CONTROL NUMBER: 2506-0187
EXPIRATION DATE: XX/XX/XXXX

Below is the list of projects or developments you created for this award. Beneath each project is information about the AMP/development. Then "edit" button to view and edit the information for each Quarter. Click the title of the AMP/development to enter preliminary information for each Quarter.

Legend

- Add New Project
- Report Not Submitted
- Report Submitted
- CY Calendar Year

Planned Amount Reference

This page provides summary information for the grant associated with this AMP/development. Aggregate information for all AMP/developments associated with this grant is shown here.

	Completed This Quarter	Completed Overall	Planned
Total # of Units to be Developed:	0	0	0
Total # of Units to be Rehabilitated:	765	765	1126

Award ID MD06S00650109

[View or Change AMPs/developments for this award](#)

Project	Options
FREDERICK MANOR (MD006000001)	[Edit Planned Amounts]
2010 Q1 CY [Edit Quarterly Report] [Delete]	
2009 Q4 CY [View Quarterly Report] [Delete]	
GATEWAY CROSSING - Phase 2 (MD006000020)	[Add Report]
2009 Q4 CY [View Quarterly Report]	
GATEWAY CROSSING - Phase 1 (MD006000010)	[Add Report]
2009 Q4 CY [View Quarterly Report]	
GATEWAY CROSSING - Phase 3 (MD006000030)	[Add Report]
2009 Q4 CY [View Quarterly Report]	
GATEWAY CROSSING - Phase 4 (MD006000040)	[Add Report]
2009 Q4 CY [View Quarterly Report]	
NOLAND VILLAGE (MD006000003)	[Add Report]

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Core Activities Module

Reporting Guidance

PHCF Project List for Your Award ID

When you click the “View or Change AMP/Developments for this award” link on the AMP/Development List page, the PHCF Project List page shown below will display. It lists projects/developments that you may choose to associate with this award. Click the box on the left to assign/remove the developments to this award. Check the box for each development where work is being conducted with funds from this award. If you make a mistake, you can un-assign the development from the award by un-checking the box at the left. The award list at the right tells you whether the development has already been assigned. Click the Continue box to save your changes and return to the AMP/Development List page.

Recovery Act Management and Performance System (RAMPS)
TESTUSER, Welcome back
TESTUSER
Logout

Home WEPA Reporting Core Activity User and Group Tools
Award List

PHCF Project List for Award ID MD06S00650109

OMB CONTROL NUMBER: 2506-0187
EXPIRATION DATE: XX/XX/XXXX

Below is the list of projects/developments that you may choose to associate with this award. Click the box on the left to assign the developments to this award. Check the box for each development where work is being conducted with funds from this award. If you make a mistake, you can unassign the development from the award by unchecking the box at right. The award list at the left tells you whether the development has already been assigned.

Award ID MD06S00650109
The projects with this award:

Assigned	Project Number	Project Name	Building Units	Assigned to Award
Select/Unselect All: <input type="checkbox"/>				
<input checked="" type="checkbox"/>	MD006000001	FREDERICK MANOR	0	MD06S00650109
<input checked="" type="checkbox"/>	MD006000030	GATEWAY CROSSING - Phase 3	77	MD06S00650109
<input checked="" type="checkbox"/>	MD006000010	GATEWAY CROSSING - Phase 1	83	MD06S00650109
<input checked="" type="checkbox"/>	MD006000040	GATEWAY CROSSING - Phase 4	85	MD06S00650109
<input checked="" type="checkbox"/>	MD006000020	GATEWAY CROSSING - Phase 2	45	MD06S00650109
<input checked="" type="checkbox"/>	MD006000000	POTOMAC TOWERS	326	MD06S00650109
<input checked="" type="checkbox"/>	MD006000002		150	MD06S00650109
<input checked="" type="checkbox"/>	MD006000003	NOLAND VILLAGE	250	MD06S00650109

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Done Internet 100%

Award list

Check boxes to assign developments to award.

Click Continue to save your changes and return to the AMP/Development List page.

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Core Activities Module

Reporting Guidance

The AMP/Development List for your Award ID (Continued)

If reports have previously been submitted for a project, they will be displayed on this page. The vertical green “flag” to the right of the report name indicates a submitted report. A vertical red “flag” indicates a report has been started but not completed and submitted. Note that you can view any previously submitted report, but you cannot edit it. Only reports which have not been submitted can be edited.

However, it is possible to edit the type of work being performed at a project (development, rehabilitation or non-dwelling) and the number of units being developed or rehabilitated. To do so, Click on the “Edit Planned Amounts” link located to the right of the project name. (See Edit Core Activity Project screen shot on page 8.)

The screenshot displays the RAMPS interface for Award ID MD06S00650109. At the top, the navigation bar includes 'Home', 'NEPA Reporting', 'Core Activity', and 'User and Group Tools'. The user is logged in as 'TESTUSER'. The main heading is 'AMP/Development list for Award ID MD06S00650109'. Below this, a legend identifies report statuses: 'Report Not Submitted' (red flag) and 'Report Submitted' (green flag). The table below lists projects and their quarterly reports. A callout points to a red flag next to a 2010 Q1 report for 'FREDERICK MANOR', stating 'New unsubmitted report with a red status flag.' Another callout points to a green flag next to a 2009 Q4 report for 'GATEWAY CROSSING - Phase 2', stating 'Previously submitted reports with green status flags.'

Project Name	Quarter	Status	Actions
FREDERICK MANOR (MD0060000001)	2010 Q1 CY	Report Not Submitted (Red Flag)	[Edit Quarterly Report] [Delete]
FREDERICK MANOR (MD0060000001)	2009 Q4 CY	Report Submitted (Green Flag)	[View Quarterly Report] [Delete]
GATEWAY CROSSING - Phase 2 (MD0060000020)	2009 Q4 CY	Report Submitted (Green Flag)	[View Quarterly Report] [Clone Quarterly Report] [Delete]
GATEWAY CROSSING - Phase 1 (MD0060000010)	2009 Q4 CY	Report Submitted (Green Flag)	[View Quarterly Report] [Clone Quarterly Report] [Delete]
GATEWAY CROSSING - Phase 3 (MD0060000030)	2009 Q4 CY	Report Submitted (Green Flag)	[View Quarterly Report] [Clone Quarterly Report] [Delete]
GATEWAY CROSSING - Phase 4 (MD0060000040)	2009 Q4 CY	Report Submitted (Green Flag)	[View Quarterly Report] [Clone Quarterly Report] [Delete]
NOLAND VILLAGE (MD0060000003)	2009 Q4 CY	Report Submitted (Green Flag)	[View Quarterly Report] [Clone Quarterly Report] [Delete]

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Reporting Guidance

Creating New Quarterly Reports

If a new AMP/Development has been added, click the “Add Report” link to create your first report for the project. Detailed instructions for creating your initial report can be found below beginning on page 9.

Otherwise, you will most often be creating a new quarterly report for an existing AMP/Development. In that instance, the quickest way to begin your new report is to select the “Clone Quarterly Report” option located to the right of your previously submitted report. This will create a new, editable report containing all the data from the previous report. **It is important that you update or correct the information provided in the PHCF Development/AMP Information, Energy Efficiency Measures, and Project Funding sections when you choose the Clone option.**

The screenshot displays the RAMPS web interface. At the top, the header includes the logo, the text "Recovery Act Management and Performance System (RAMPS)", and the user name "TESTUSER, Welcome back!". Below the header is a navigation menu with "Home", "NEPA Reporting", "Core Activity", and "User and Group Tools".

The main content area is titled "AMP/Development list for Award ID MD06S00650109". Below the title, there is a legend on the left and a "Planned Amount Reference" table. The table has columns for "Completed This Quarter", "Completed Overall", and "Planned".

	Completed This Quarter	Completed Overall	Planned
Total # of Units to be Developed:	0	0	0
Total # of Units to be Rehabilitated:	-540	225	1126

Below the table is a list of projects for Award ID MD06S00650109. Each project row includes a "Project" name and "Options" such as "View Quarterly Report", "Clone Quarterly Report", "Delete", and "Add Report". A callout box with the text "You will need to Clone or Add a quarterly report for each project." has arrows pointing to the "Clone Quarterly Report" and "Add Report" links for the "GATEWAY CROSSING - Phase 2" project.

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Reporting Guidance

Recovery Act Management and Performance System (RAMPS)
TESTUSER, Welcome back!

Home NEPA Reporting Core Activity User and Group Tools
Award List

Edit Core Activity Project

Title: FREDERICK MANOR

Type of Work: Newly Developed Housing Units Rehabilitated Non-dwelling work

Planned Total # of Units to be Rehabilitated: 250

Submit Cancel

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Done Internet 100%

Key Terms:

Planned total # of units to be developed – Total number of new units to be added to the ACC using Recovery Act funds. For PHAs that submitted a Capital Fund Performance Report by the deadline in December, this field should be auto-populated. For PHAs that did not submit a Capital Fund Performance Report in an excel spreadsheet to the Office of Capital Fund Improvements by the deadline in December, planned unit counts will default to zero and you will have one opportunity to edit this field for the reporting period so please confirm your answer before saving. Please note that once the report is saved, this field will be locked and you will need to ask your HUD administrator to make the change.

Planned total # of units to be rehabilitated – Total number of existing ACC units being rehabilitated/modernized using Recovery Act funds. Unless the PHA is creating a new development, most project work on existing public housing units will be considered as “rehabilitated”. Similar to the Performance Report in December, 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.

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Reporting Guidance

Section Overview

Section Overview provides a quick look at the status of all sections. The Section Overview also allows the user to visit a section of the form for completion or review. Possible section statuses are New, Incomplete, Complete and Not Required.

Ensure that all sections below are marked "Complete". Any incomplete sections should be visited and completed before submission.

Completion status on the Section Overview page refers to completed sections of the Core Activity report module, not completed environmental review projects.

Recovery Act Management and Performance System (RAMPS)
TESTUSER, Welcome back!

Home - NEPA Reporting - Core Activity - User and Group Tools

Award List

FREDERICK MANOR (MD006000001) » Section Overview

OMB CONTROL NUMBER: 2506-0187
EXPIRATION DATE: XX/XX/XXXX

Section Overview provides a quick look at the review. Possible section statuses are New, Incomplete, Complete and Not Required.

Ensure that all sections below are marked "Complete". Any incomplete sections should be visited and completed before submission.

Completion status on the Section Overview page refers to completed sections and not completed environmental review projects.

Last Submitted: Not Submitted

Section Progress	Status	Visit Section
Grantee Information	New	Visit Section
PHCF Development/AMP Information	Incomplete	Visit Section
Energy Efficiency Measures	Incomplete	Visit Section
Project Funding	Incomplete	Visit Section

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Internet 100%

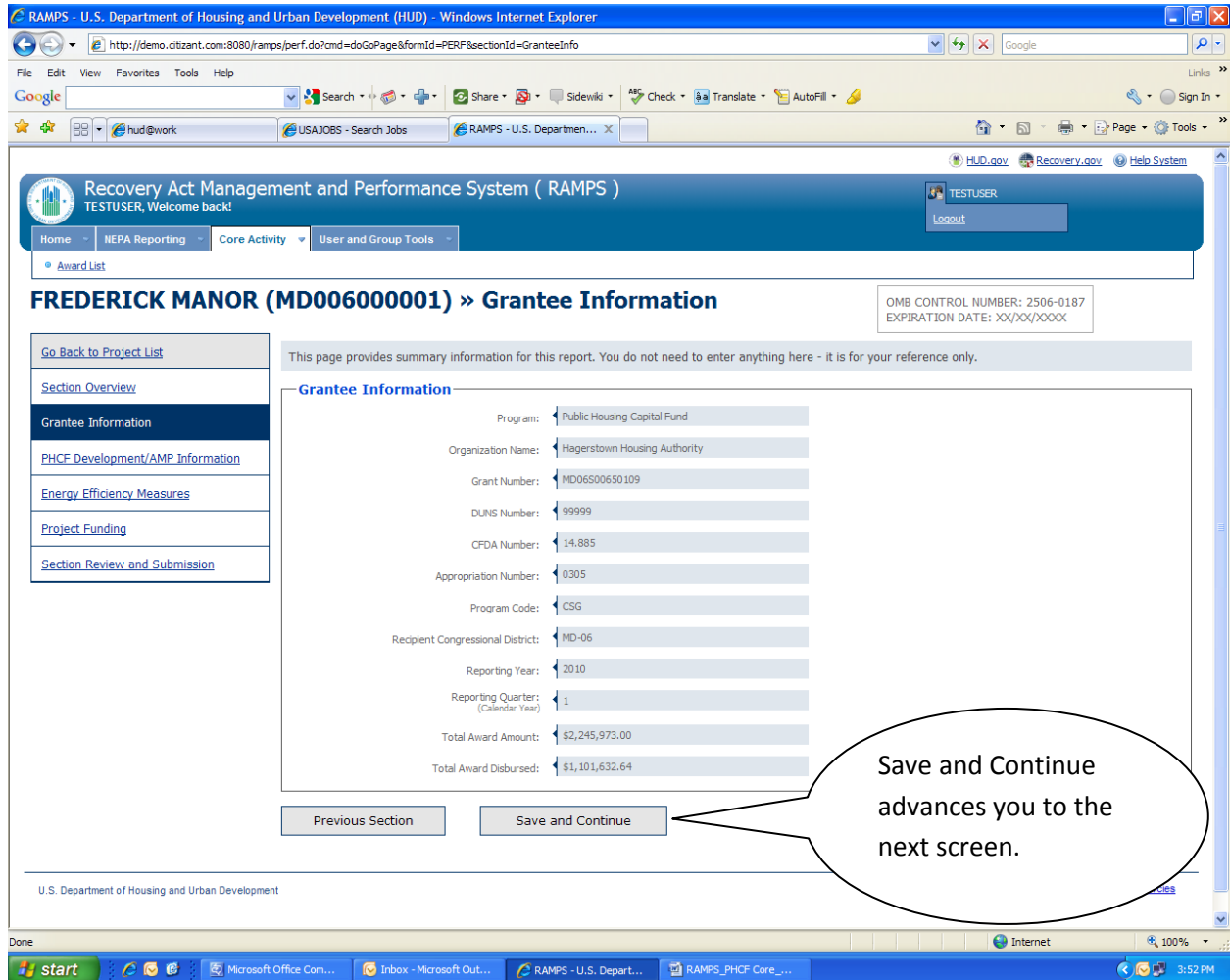
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Reporting Guidance

Grantee Information

This page provides summary information for this report. You do not need to enter anything here- it is for your reference only.



RAMPS - U.S. Department of Housing and Urban Development (HUD) - Windows Internet Explorer

http://demo.citzant.com:8080/ramps/perf.do?cmd=doGoPage&formId=PERF§ionId=GranteeInfo

Recovery Act Management and Performance System (RAMPS)
TESTUSER, Welcome back!

Home - NEPA Reporting - Core Activity - User and Group Tools

FREDERICK MANOR (MD06000001) » Grantee Information

OMB CONTROL NUMBER: 2506-0187
EXPIRATION DATE: XX/XX/XXXX

This page provides summary information for this report. You do not need to enter anything here - it is for your reference only.

Grantee Information

Program:	Public Housing Capital Fund
Organization Name:	Hagerstown Housing Authority
Grant Number:	MD06500650109
DUNS Number:	99999
CFDA Number:	14.885
Appropriation Number:	0305
Program Code:	CSG
Recipient Congressional District:	MD-06
Reporting Year:	2010
Reporting Quarter: (Calendar Year)	1
Total Award Amount:	\$2,245,973.00
Total Award Disbursed:	\$1,101,632.64

Previous Section Save and Continue

U.S. Department of Housing and Urban Development

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PHCF Development/AMP Information

Location: The AMP/development address has been pre-populated, and is not editable. Please provide information about where actual work is taking place. Choose from among three basic location options: 1) Select "All Buildings" if all of the buildings in this AMP/development are affected by this work; 2) Select "Some Buildings" if some of the buildings in this development are being affected and then select the buildings affected by checking the boxes for the buildings from the list of buildings that displays for this selection; 3) Select "Scattered Sites" if the work is being done across a wide geographic area and affects 50 or more buildings and then enter an address in the "approximate geographic address" fields that display for this selection.

Unit Counts: Report all unit counts as the total number for the development/AMP. This means that different types of work you did across the development should be summed and entered as the total number of units. For example, if you rehabilitated 40 units in one building and 30 units in a separate building, check off these buildings from the list below and report a total of 70 units rehabilitated in the development. All reporting is cumulative. Enter the total units developed or rehabilitated rather than the incremental amount since the last time you reported. For example, if you report 70 units for 2009 Q4 (CY) for this development, and you modernize an additional 30 between the first report and the next quarter report, for 2010 Q1 (CY) enter the cumulative amount of 100 units.

RAMPS

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Reporting Guidance

An explanation for each data field numbered below follows the screen shot.

Section Overview

- Grantee Information
- PHCF Development/AMP Information**
- Energy Efficiency Measures
- Project Funding
- Section Review and Submission

Location: The AMP/development address has been pre-populated, and is not editable. Please provide information about where actual work is taking place. Choose from among three basic location options: 1) Select "All Buildings" if all of the buildings in this AMP/development are affected by this work; 2) Select "Some Buildings" if some of the buildings in this development are being affected and then select the buildings affected by checking the boxes for the buildings from the list of buildings that displays for this selection; 3) Select "Scattered Sites" if the work is being done across a wide geographic area and affects 50 or more buildings and then enter an address in the "approximate geographic address" fields that display for this selection.

Unit Counts: Report all unit counts as the total number for the development/AMP. This means that different types of work you did across the development should be summed and entered as the total number of units. For example, if you rehabilitated 40 units in one building and 30 units in a separate building, check off these buildings from the list below and report a total of 70 units rehabilitated in the development. All reporting is cumulative. Enter the total units developed or rehabilitated rather than the incremental amount since the last time you reported. For example, if you report 70 units for 2009 Q4 (CY) for this development, and you modernize an additional 30 between the first report and the next quarter report, for 2010 Q1 (CY) enter the cumulative amount of 100 units.

PHCF Development/AMP Information

Development/AMP Location :

1 Address: [Pre-populated]

2 City: [Pre-populated]

3 State: [Pre-populated]

4 Zip Code: [Pre-populated]

Type of Work:

5 Newly Developed Housing Units Rehabilitated Non-dwelling work (For display only. [Click here to view or edit](#))

Description of Work for this AMP/Development (4000 characters max)

6 1. Bathroom modernization at 194 units includes new fixtures, piping, ceiling, flooring, vanities & painting.
2. Vinyl replacement windows at

Expected date of 100% obligation: [01/17/2010] (Format: mm/dd/yyyy)

Expected date of 60% expenditure: [01/17/2011] (Format: mm/dd/yyyy)

Expected date of 100% expenditure: [01/17/2012] (Format: mm/dd/yyyy)

Is the work for this Development/AMP being performed for all buildings, some buildings, or many different buildings across scattered sites? Please

7 Activity is being performed on: All Buildings Some Buildings (Will select from a list) Scattered Sites

Units completed must be a subset of units started. For example, if you have 10 completed units and 20 units currently started, 10 units must be completed.

Rehabilitated: Units Planned: [250] (For display only. [Click here to view or edit](#))

Rehabilitated: Units Started: [244]

Rehabilitated: Units Completed: [225]

Vacancy rate prior to modernization: [0] %

Vacant units rehabbed: [0]

Vacant units made available through grant funds: [0]

[Previous Section](#) [Save and Continue](#)

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Click here to go to the Core Project Information screen shown on page 7.

This is where the bulk of your data entry will occur. Below are definitions of key terms for each section above:

1. Project Development Location:

- The AMP/development address has been pre-populated, and is not editable. If it is not auto-populated, there could be many reasons. This is not an issue and you should continue

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reporting on the remaining development information. The location information will just remain blank which is acceptable.

Please provide information about where actual work is taking place. Choose from among three basic location options: 1) Select "All Buildings" if all of the buildings in this AMP/development are affected by this work; 2) Select "Some Buildings" if some of the buildings in this development are being affected and then select the buildings affected by checking the boxes for the buildings from the list of buildings that displays for this selection; 3) Select "Scattered Sites" if the work is being done across a wide geographic area and affects 50 or more buildings and then enter an address in the "approximate geographic address" fields that display for this selection.

2. Type of Work:

- Newly Developed – New ACC units using Recovery Act funds
NOTE: Existing units that were recently acquired as ACC Units under a Federalization transaction should be counted as Newly Developed.
- Rehabilitated – Existing ACC units receiving enhancement using Recovery Act funds.
- Non-dwelling – Work on the project that is not related to the housing unit, such as parking lots, sidewalks, common areas, etc. Demolition projects should be included as Non-dwelling work.

3. Description of Work for this Project/Development:

- Briefly describe the type and scope of work performed (e.g. Roof replacement and interior drywall repair in 4 units).

4. Expected Funding Obligation/Expenditure Dates:

- **Expected date of 100% obligation:** For Capital Fund Recovery Formula grants, enter the date that your PHA achieved 100% obligation. The date selected must be on or before the statutory deadline (one year from the date funds were awarded).
- **Expected date of 60% expenditure:** Enter the date that your PHA expended or expects to expend at least 60% of the Capital Fund Recovery grant. The date selected must be on or before the statutory deadline (two years from the date funds were awarded).
- **Expected date of 100% expenditure:** Enter the date that your PHA expended or expects to expend 100% of the Capital Fund Recovery grant. The date selected must be on or before the statutory deadline (three years from the date funds were awarded).

5. Activity is being performed on:

- **All buildings:** Select if all of the buildings in this project/development are touched by this work.

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- **Some buildings (will select from list):** Select if some of the buildings in this development are being affected and then select the buildings affected by checking the boxes for the buildings from the list of buildings that displays. Once this field is selected, a list of buildings will appear for you to select the affected buildings. Please use the scroll bar on the right to see the full list.

Is the work for this Development/AMP being performed for all buildings, some buildings, or many different buildings across scattered sites? Please select the appropriate options below

Activity is being performed on: All Buildings Some Buildings (Will select from a list) Scattered Sites

Select from the Building List:

Apply to	Building #	Building Name	Address	Building Type
<input checked="" type="checkbox"/>	0409	FRED. MANOR BLDG 9	618 HAYES AVE	RW
<input type="checkbox"/>	0410	FRED. MANOR BLDG 10	628 HAYES AVE	RW
<input checked="" type="checkbox"/>	0410	FRED. MANOR BLDG 10	630 HAYES AVE	RW
<input checked="" type="checkbox"/>	0410	FRED. MANOR BLDG 10	626 HAYES AVE	RW
<input type="checkbox"/>	0410	FRED. MANOR BLDG 10	624 HAYES AVE	RW
<input checked="" type="checkbox"/>	0411	FRED. MANOR BLDG 11	202A TAYLOR AVE	RW
<input type="checkbox"/>	0411	FRED. MANOR BLDG 11	202B TAYLOR AVE	RW
<input type="checkbox"/>	0411	FRED. MANOR BLDG 11	200B TAYLOR AVE	RW

Scroll down the list to select individual buildings.

- **Scattered site:** Select if the work is being done across a wide geographic area and affects 50 or more buildings. Once this field is selected, an address field will appear. Enter an address that represents the "approximate geographic center" where the work is being performed in the fields that display for this selection.

Activity is being performed on: All Buildings Some Buildings (Will select from a list) Scattered Sites

Geographic Center of Scattered Sites (If different than project location)

Address:

City:

State:

Zip:

Apply to	Building #	Building Name	Address	Building Type
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6. Units Planned, Started and Completed:

- **Rehabilitated/Development Units Planned:** All units for which work is planned to begin but has not yet started. If work has already started on a unit, count it under "units started" but not under "units planned".
- **Rehabilitated/Development Units Started:** All units for which work has started at all (including those that have since been completed). For example, if you have 10 completed units and 20 units currently getting started (not yet completed), you would enter 30 units started to account for the ones that had been started and completed as well.
- **Rehabilitated/Development Units Completed:** All units for which work has been completed. This count should be a subset of units started since units completed are technically started as well. In this way, if you have completed 10 units and recently started

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40, the number of units completed would be 10 and the number of units started would be 50.

7. Vacancies (Rehabilitation projects only): Even if your PHA is not planning to turn around vacant units, answer the questions regarding your current vacancy rate and the number of vacant units being rehabbed.

- **Vacancy rate prior to modernization:** Divide the number of units vacant in the development/AMP (for more than 2 months) before being modernized with Recovery Act Capital Fund grants by the number of units in the development/AMP and multiply by 100. The final answer will be what you enter for this question.

For example: If Anywhere PHA has Small Town Towers with 450 units total, and 10 of those units were vacant for longer than 2 months before the PHA started doing Recovery Act work, the vacancy rate prior to modernization would be:

$$\frac{10}{450} = 0.0222$$

$$0.0222 \times 100 = \boxed{2.22 \% \text{ vacancy rate prior to modernization}}$$

- **Vacant units rehabbed:** Enter the number of vacant units that had any modernization/rehabilitation work performed using CFRG funds. This number should include units that were vacant for more than 2 months before being modernized with Capital Fund Recovery grants. If you are not rehabbing any vacant units with the Capital Fund Recovery grants, please enter zero for this question.
- **Vacant units made available through grant funds:** Enter the number of previously vacant units that have become occupied after being modernized with Capital Fund Recovery Act grants. If you are not rehabbing any vacant units with the Capital Fund Recovery grants, please enter zero for this question.

Energy Efficient Measures

Enter both **planned number of units** and total **completed number of units** in the appropriate columns. For each category of energy efficient measures, you will need to click the link to the right of the category title to expand the section to enter detailed unit information. In each category you will have to report the number of units in two ways: 1) # of planned units and 2) # of completed units in the detailed categories.

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Core Activities Module

Reporting Guidance

FREDERICK MANOR (MD006000001) » Energy Efficiency Measures

OMB CONTROL NUMBER: 2506-0187
EXPIRATION DATE: XX/XX/XXXX

Energy Efficiency Unit Counts: Report the number of units planned for the reporting cycle and the total unit counts completed by the end of the previous quarter.

Energy Efficiency Measures

Do you have any Energy Efficiency Measures to report? Yes No

Count every **unit** that received any of the measures below **ONLY ONCE**, even if they received more than one of the interventions. For example, if a unit installed a storm door and storm window in the same unit, you would only count that once.

of units that will receive any of the Energy Efficiency Measures listed below:

of Completed units that will receive any of the Energy Efficiency Measures listed below:

The questions below are grouped into sections. Each section contains a list of measures. For each measure, you are asked to report the number of units that will receive the measure (planned) and the number of units that have received the measure (completed). For each paired question to determine whether a unit received a measure, you are only asked to count the planned number of units. In both types of questions, you are only asked to count the planned number of units that received the measure. Do not worry about double-counting units in the Storm Windows fields. Click [here](#) for definitions of each of the energy efficiency measures below.

Energy Efficiency Measures - Enter the planned number and total completed number in the appropriate columns.

Detailed Information	# of Planned	# of Completed
# of units receiving ENERGY STAR qualified Replacement Windows	<input type="text" value="30"/>	<input type="text" value="30"/>
# of units receiving ENERGY STAR qualified Replacement Exterior Doors	<input type="text" value="30"/>	<input type="text" value="30"/>
# of units receiving Energy Efficient Storm Doors	<input type="text" value="30"/>	<input type="text" value="30"/>
# of units receiving Energy Efficient Storm Windows	<input type="text" value="30"/>	<input type="text" value="30"/>
# of units receiving Energy Efficient Window Film	<input type="text" value="0"/>	<input type="text" value="0"/>
Insulation and Air Sealing (Click to Expand)		
Heating and Cooling (Click to Expand)		
HVAC / Temperature Controls (Click to Expand)		
Domestic Hot Water (Click to Expand)		
Lighting (Click to Expand)		
Appliances (Click to Expand)		
Water Conservation (Click to Expand)		
Renewable Energy (Click to Expand)		
Green Measures (Click to Expand)		
Other (Click to Expand)		

Previous Section Save and Continue

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Overall # of units for project

"Click to expand" the section and enter unit data for the category

of units by Energy Efficient Category

Energy efficient checkbox

Enter # of units planned

Enter # of units completed

Total units for category

Definitions for the **eleven categories** of Energy Efficient Measures are included on pages 20-27. The eleven categories of Energy Efficient Measures are listed below:

- Doors and Windows
- Insulation and Air Sealing

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Reporting Guidance

- Heating and Cooling
- HVAC/Temperature Controls
- Domestic Hot Water
- Lighting
- Appliances
- Water Conservation
- Renewable Energy
- Green Measures
- Other

In this section, you should count each unit as many times as applicable across categories- do not worry about double counting in these fields. For example, if your PHA replaces an inefficient hot water heater with a solar geothermal hot water heater, you should enter the total unit count in both relevant data fields- count the unit in “replace inefficient water heater” under the Domestic Hot Water category and in “install solar thermal hot water systems” under the Renewable Energy category.

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Reporting Guidance

Project Funding

Enter the total dollar amount of the Capital Fund Recovery Act grant planned to be expended on this development/AMP over the life cycle of this grant.

Then indicate whether or not your PHA plans to use any other sources of funding besides the Capital Fund Recovery Act grant to fund the work at this particular development/AMP over the life cycle of the grant, select “yes” or “no” and then “save and continue”. If no other funds were used, you will be taken to the Section Review and Submission page (skip to page 21 of this guidance).

If other funds were used and you select “yes”, you will be prompted to specify the additional funding. When the prompt appears in red font on the same page, please select, “add additional funding source” to add additional information which will take you to the next page (see screen shot on the next page-page 19).

Recovery Act Management and Performance System (RAMPS)
TESTUSER, Welcome back!

Home - NEPA Reporting - Core Activity - User and Group Tools - Logout

FREDERICK MANOR (MD006000001) » Funding Information

OMB CONTROL NUMBER: 2506-0187
EXPIRATION DATE: XX/XX/XXXX

Go Back to Project List
Section Overview
Grantee Information
PHCF Development/AMP Information
Energy Efficiency Measures
Project Funding
Section Review and Submission

Project Funding

Dollar amount from this Recovery Act grant used for this development/AMP: 750000

Do you use any other funding besides this Capital Fund Formula HUD Recovery Act Grant to fund this development/AMP? Yes No

Please specify non ARRA fundings

Funding Category	Amount	Detail Description	Action
			Add Additional Funding Source

Previous Section Save and Continue

U.S. Department of Housing and Urban Development

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Click here to add additional funding source information.

javascript:gotoLinkedForm['doAddLinkedItem', 'NonARRAFunding', '1']; Internet 100%

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Reporting Guidance

Recovery Act Management and Performance System (RAMPS)
TESTUSER, Welcome back!

Home - NEPA Reporting - Core Activity - User and Group Tools - Logout

FREDERICK MANOR (MD006000001) » Non ARRA Funding Information

OMB CONTROL NUMBER: 2506-0187
EXPIRATION DATE: XX/XX/XXXX

Please use the form below to enter data to indicate fundings from other fund resources.

Other Funding Information

Funding Category: Private Funds

Amount: 3500

Detail Description
1000 characters max
Funding from Community for Greener Spaces, a not-for-profit, will be used for greenscaping.

Cancel Save

U.S. Department of Housing and Urban Development

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Internet 100%

RAMPS

Core Activities Module

Reporting Guidance

The screenshot displays the RAMPS web application interface. At the top, the browser address bar shows the URL: `http://demo.cibzant.com:8080/rams/perf.do`. The application header includes the logo, the title "Recovery Act Management and Performance System (RAMPS)", and the user name "TESTUSER, Welcome back". Navigation tabs include "Home", "NEPA Reporting", "Core Activity", and "User and Group Tools".

The main content area is titled "FREDERICK MANOR (MD006000001) » Funding Information". On the right side of this header, it displays "OMB CONTROL NUMBER: 2506-0187" and "EXPIRATION DATE: XX/XX/XXXX".

On the left side, there is a sidebar menu with the following items: "Go Back to Project List", "Section Overview", "Grantee Information", "PHCF Development/AMP Information", "Energy Efficiency Measures", "Project Funding" (which is highlighted), and "Section Review and Submission".

The "Project Funding" section contains a form with the following elements:

- A label: "Dollar amount from this Recovery Act grant used for this development/AMP:" followed by a text input field containing "750000".
- A question: "Do you use any other funding besides this Capital Fund Formula HUD Recovery Act Grant to fund this development/AMP?" with radio buttons for "Yes" (selected) and "No".
- A red-bordered box with the text: "Please specify non ARRA fundings".
- A link: "Add Additional Funding Source".
- A table with the following data:

Funding Category	Amount	Detail Description	Action
Private Funds	\$3,500	Funding from Community for Greener Spaces, a not-for-profit, will be used for greenscaping.	Edit Delete

At the bottom of the form, there are two buttons: "Previous Section" and "Save and Continue".

The footer of the page includes "U.S. Department of Housing and Urban Development" and links for "Freedom of Information Act", "Privacy policy", and "Web Policies".

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Please repeat the same process as outlined on the previous two pages to enter any additional sources of funding. If there are no additional funds to report, please use “Save and Continue” to advance to the final section “Section Review and Submission”.

Recovery Act Management and Performance System (RAMPS)
TESTUSER, Welcome back

Home - NEPA Reporting - Core Activity - User and Group Tools

FREDERICK MANOR (MD006000001) » Funding Information

OMB CONTROL NUMBER: 2506-0187
EXPIRATION DATE: XX/XX/XXXX

Go Back to Project List

Section Overview

Grantee Information

PHCF Development/AMP Information

Energy Efficiency Measures

Project Funding

Section Review and Submission

Project Funding

Dollar amount from this Recovery Act grant used for this development/AMP:

Do you use any other funding besides this Capital Fund Formula HUD Recovery Act Grant to fund this development/AMP? Yes No

Please specify non ARRA fundings [Add Additional Funding Source](#)

Funding Category	Amount	Detail Description	Action
Private Funds	\$3,500	Funding from Community for Greener Spaces, a not-for-profit, will be used for greenscaping.	Edit Delete

[Previous Section](#) [Save and Continue](#)

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Will save your edits and advance you to Section Review and Submission. See next page

RAMPS

Core Activities Module

Reporting Guidance

Section Review and Submission

This section provides a more detailed look at the status of all the sections. You can see and review the fields entered in all form sections. You can visit a section of the form for completion or review. All sections must be marked "Complete" or "Not Required" *prior* to Final Submission which will report the information to HUD for final reporting.

Ensure that all sections below are marked "Complete". The report cannot be submitted until all Section Review components are complete.

Recovery Act Management and Performance System (RAMPS)

TESTUSER, Welcome back!

Home -> NEPA Reporting -> Core Activity

TESTUSER
Logout

FREDERICK MANOR (MD006000001) » Section Review and Submission

OMB CONTROL NUMBER: 2506-0187
EXPIRATION DATE: XX/XX/XXXX

[Go Back to Project List](#)

[Section Overview](#)

[Grantee Information](#)

[PHCF Development/AMP Information](#)

[Energy Efficiency Measures](#)

[Project Funding](#)

Section Review and Submission

Important Note
This section serves to allow you to review the information you have provided in the report. Once you have reviewed the information, please press the "Submit Report" button at the bottom of the page to save the report to RAMPS. Until the "Submit Report" button has been pressed, the report has NOT been submitted.

This section provides a more detailed look at the status of all the sections. You can see and review the fields entered in all form sections. You can visit a section of the form for completion or review. All sections must be marked "Complete" or "Not Required" *prior* to Final Submission which will report the information to HUD for final reporting.

Ensure that all sections below are marked "Complete". Any incomplete sections should be completed before submitting.

Completion status on the Section Overview page refers to completed sections and not completed environments.

Last Submitted: Not Submitted

Section Review

PHCF Development/AMP Information	Incomplete	Visit
Energy Efficiency Measures	Complete	Visit
Project Funding	Complete	Visit

Form is incomplete.

Report cannot be submitted because it is incomplete.

This section is incomplete. The report cannot be submitted unless all Section Review requirements have been completed.

Development

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The screen below shows a Review and Submission screen for a report where all the components have been completed. It is possible for this screen to show that all components have been completed even though you have not finished your data entry. For example, if you indicated that Energy Efficient Measures are being put into place and began entering updates but did not have time to complete your entries, the fact that you had made some data entries would be sufficient for the Energy Efficient Measures section to be marked as completed. The report will be flagged as green in the project list, but you will still be able to edit it.

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Core Activities Module

Reporting Guidance

The screenshot displays the RAMPS web application interface. At the top, the header reads "Recovery Act Management and Performance System (RAMPS)" with a user login for "TESTUSER". The navigation menu includes "Home", "NEPA Reporting", "Core Activity", and "User and Group Tools". The main heading is "FREDERICK MANOR (MD006000001) » Section Review and Submission". A sidebar on the left contains links for "Go Back to Project List", "Section Overview", "Grantee Information", "PHCF Development/AMP Information", "Energy Efficiency Measures", "Project Funding", and "Section Review and Submission". A yellow "Important Note" box states: "This section serves to allow you to review the information you have provided in the report. Once you have reviewed the information, please press the 'Submit Report' button at the bottom of the page to save the report to RAMPS. Until the 'Submit Report' button has been pressed, the report has NOT been submitted." Below this, a text box explains that sections must be marked "Complete" or "Not Required" prior to final submission. A "Section Review" summary shows "PHCF Development/AMP Information", "Energy Efficiency Measures", and "Project Funding" all marked as "Complete". A checkbox labeled "This is the final report." is checked. A "Submit Report" button is visible. A callout box points to the checkbox with the text: "ONLY check this box when all funds are 100% expended and activity is finished. After you check this box and click the Submit Report button, you will not be able to open the report for editing".

After you have completed and reviewed all your data entry for accuracy, you will be able to submit the report. If all Capital Fund Recovery Act funds have been 100% expended and all project work has been completed, you may check the box to indicate that it is a “final report” because there will not be any activity in the future reporting quarters. If the grant and project work are not yet finished, please leave the box unchecked and proceed to submit the report.

After submitting your report, you will be able to view and edit any of its components. Please note that this data will be used in reporting to Congress as well as other interested parties. HUD will be conducting periodic data quality reviews. Therefore, HUD may follow up with you if data is not congruent with stated outcomes or if your submission merits corrections or clarification.

Submit a Core Activity Report for all Recovery Act funded projects

Remember, you must complete a Core Activities quarterly report for each project/development where Recovery Act funds are being expended. Therefore, if you have more than one project /development, you must go back to the project list and report on any additional project work or grants.

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Core Activities Module

Reporting Guidance

Energy Efficiency Definitions

Use these definitions to assist you in completing the Energy Efficient Measures in RAMPS

Green Measure		Definition
How many new units were energy efficient?		An energy efficient new unit incorporates energy conservation measures that make it more energy efficient than other new units.
How many new units were the energy efficient units certified as ENERGY STAR qualified or by another nationally recognized Green Program?		Green measures for new units are those with LEED, ENERGY STAR, or Enterprise Green Communities ratings/labels.
Doors and Windows		Doors and Windows energy conservation measures affect the exterior or “envelope” of a building. Examples of Doors and Windows ECMs include replacement windows, storm doors, storm windows, and window film.
How many units had ENERGY STAR qualified Replacement Windows installed?		ENERGY STAR qualified windows meet a stringent energy efficiency specification set by the Department of Energy (DOE) and have been tested and certified by the National Fenestration Rating Council (NFRC). Windows should be as specified by ENERGY STAR: http://www.energystar.gov/index.cfm?c=windows_doors.pr_crit_windows
How many units had ENERGY STAR qualified Doors installed?		ENERGY STAR qualified doors meet a stringent energy efficiency specification set by the Department of Energy (DOE) and have been tested and certified by the National Fenestration Rating Council (NFRC). Windows should be as specified by ENERGY STAR: http://www.energystar.gov/index.cfm?c=windows_doors.pr_crit_windows
How many units had Energy Efficient Storm Doors installed?		A storm door that, in combination with the exterior door over which it is installed-- (a) Has a U-factor and SHGC of 0.30 or below; and (b) Meets the prescriptive criteria for such component established by the 2006 IECC.
How many units had Energy Efficient Storm Windows installed?		A storm window that, in combination with the exterior window over which it is installed-- (a) Has a U-factor and SHGC of 0.30 or below; and (b) Meets the prescriptive criteria for such component established by the 2006 IECC.
How many units		Energy efficient window films are those that meet the

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Reporting Guidance

had windows covered with Energy Efficient Window Film?		requirements of a "qualifying insulation system." The window film manufacturer must certify that the film meets the requirements. Make sure you get a "Manufacturer Certification Statement" that certifies the product meets the requirements.
Insulation and Air Sealing		Insulation and Air Sealing energy conservation measures affect the exterior or "envelope" of a building. Examples of Insulation and Air Sealing ECMs include adding attic insulation, adding roof insulation, adding wall insulation, and air sealing.
How many units were covered by the installation of Additional Attic or Roof Insulation?		Install additional attic insulation to meet or exceeds current building code requirements. Install additional roof insulation to meet or exceeds current building code requirements only if the attic is tightly sealed, i.e. isolated from outside and any roof or soffit vents.
How many units were professionally Air Sealed?		Air sealing in single family detached and semi-detached should be verified by blower door testing, and follow up IAQ (carbon monoxide) testing, if appropriate. If accessible, seal air leaks using materials (low VOC if available) that meet local fire code requirements, including at a minimum: <ul style="list-style-type: none"> ▪ to attic spaces or into basements; include sill and top plates ▪ along the top, bottom, or inside party walls ▪ around windows and doors ▪ around access to common stair wells around plumbing, electrical, or ventilation shafts ▪ around any vents, flues, chimneys that penetrate the roof or side walls ▪ around decks, balconies, or cantilevers
Heating/Cooling		Heating/Cooling ECMs are measures that save energy by directly affecting heating or cooling equipment. These include: (1) measures that involve changes directly to the equipment, such as vent or flue dampers; electronic ignition; controls; replacement of inefficient heating or cooling equipment; combined heat and power; (2) measures that regulate the temperature in the dwelling units, such as setback thermostats, radiator controls or Energy management Systems; and (3) measures that improve the distribution system, such as insulating hot water or steam pipes; converting steam distribution system to hot water; and sealing and insulating ducts.
How many units with furnaces/boilers received Flue/Vent		A flue/vent damper is a device installed in the vent of a furnace or boiler that automatically closes the vent when the burner goes off to reduce the loss of warm air up the chimney.

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Dampers?		
How many units with furnaces/boilers were Converted to Electronic Ignition?		Electronic ignition is used to replace the constant-burning pilot lights on gas-fired heating systems.
How many units had Inefficient Heating Plants replaced with high efficiency/ENERGY STAR qualified heating plants?		92 AFUE gas furnace, ENERGY STAR qualified; <u>OR</u> 85 AFUE boiler, ENERGY STAR qualified; <u>OR</u> 85 AFUE oil furnace, ENERGY STAR qualified; <u>OR</u> ≥ 8.2 HSPF / 14.5 SEER / 12 EER ENERGY STAR qualified heat pump; <u>OR</u> ENERGY STAR qualified Geothermal Heat Pump: Open Loop: ≥3.6 COP; ≥16.2 EER Closed Loop: ≥3.3 COP; ≥14.1 EER Direct Expansion (DX): ≥3.5 COP; ≥15 EER
Number of units that received Insulation for Hot Water or Steam Pipes		All circulating service hot water piping shall be insulated to at least R-2.
Number of units Seal and Insulate Ducts		Seal all duct joints with air-tight collars, mastic and/or UL-181 tape Insulate all ductwork located in unconditioned space to at least R-6. Insulate all accessible ductwork located in conditioned space to at least R-4. Especially in places where condensation is a problem.
How many units had Inefficient Central Air Conditioners replaced with efficient/ENERGY STAR qualified air conditioners?		≥ 14.5 SEER / 12 EER ENERGY STAR qualified AC; <u>OR</u> ≥ 8.2 HSPF / 14.5 SEER / 12 EER ENERGY STAR qualified heat pump; <u>OR</u> ENERGY STAR qualified Geothermal Heat Pump: Open Loop: ≥3.6 COP; ≥16.2 EER Closed Loop: ≥3.3 COP; ≥14.1 EER Direct Expansion (DX): ≥3.5 COP; ≥15 EER
How many units had HVAC pump motors >1 HP replaced with high efficiency motors	Multifamily Only	Motors and Pumps 1 hp or greater should be National Electrical Manufacturers Association (NEMA) premium efficiency Product scope and nominal efficiency levels for the NEMA Premium program. http://www.nema.org/stds/complimentary-docs/upload/MG1premium.pdf
HVAC Temperature Controls		These energy conservation measures are relatively cheap and easy to install controls for HVAC systems.

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How many units with boilers had Boiler Controls/Outdoor Air Reset installed?	Multifamily Only	Boiler controls save energy by regulating the boiler so that it operates only when necessary. The most basic type of boiler control is an outdoor air reset/cutout control system, which senses outdoor temperature and matches boiler operation to how much heat the residence needs..
How many units with radiators had Radiator Controls installed?	Multifamily Only	Thermostatic radiator valves regulate the amount of heat a radiator gives off.
How many units had thermostats replaced with Programmable Thermostats?		Use ENERGY STAR qualified thermostats.
Domestic Hot Water		
How many units Received insulated Hot Water Tanks?		Ensure total of R-16 insulation. Many older DHW heaters are equipped with R-7 so install a minimum of R-9 rated blanket over water heater or hot water storage tank.
How many units had clothes washing machines Converted to Cold Rinse?	Multifamily Only	Although warm or hot water is necessary to wash some types of clothing, cold water can be used in the rinse cycle for all applications. Converting laundries to cold-rinse cycle can generate significant energy savings by cutting down on hot water use.
How many units had inefficient Water Heaters replaced with high efficiency/ ENERGY STAR qualified Hot Water Heaters?		<p>In unit:</p> <p>Gas (EF) ≥ 0.67</p> <ul style="list-style-type: none"> • In-unit gas water heaters need to be sealed combustion. <p>Electric (EF): 52 Gal EF ≥ 0.92 66 Gal ≥ 0.90 80 Gal ≥ 0.89</p> <p>Heat Pump Water Heaters: EF ≥ 2.0</p> <p>Central Water Heaters</p> <ul style="list-style-type: none"> • DHW equipment shall be specified as indirect fired or standalone tanks only. • Only gas water heaters that vent to the outside will be specified. • The maximum storage tank capacity shall be specified based on occupancy. • The distribution system shall include a DHW loop with a timed or temperature based control on the circulating pump.

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		<ul style="list-style-type: none"> Electronic mixing valves shall be used to control hot water temperature. <p>Note: If your PHA replaces an inefficient hot water heater with a solar geothermal hot water heater, you should enter the total unit count in both relevant data fields- count the unit in “replace inefficient water heater” under the Domestic Hot Water category and in “install solar thermal hot water systems” under the Renewable Energy category.</p>
How many units had ENERGY STAR qualified Solar Thermal Hot Water System installed?		ENERGY STAR qualified Solar Thermal Hot Water Systems use the sun to heat water. These heating systems typically include storage tanks and solar collectors. There are two types of solar water heating systems: active, which have circulating pumps and controls, and passive, which don't.
Lighting		Lighting ECMs save electricity through the installation of more efficient lighting and/or by controlling the operation of lights. Examples include: replacing incandescent lights with fluorescent lighting in dwelling units and common areas; installing more efficient lamps and ballasts in common areas; installing lighting controls in common areas; improving the efficiency of outdoor lighting; and installing outdoor lighting controls.
How many units had Incandescent Light Bulbs and conventional indoor light fixtures replaced with ENERGY STAR qualified Compact Fluorescent Lighting and fixtures?		ENERGY STAR qualified light fixtures and bulbs use about 75 percent less energy than standard incandescent bulbs, generate 75% less heat, and last up to 10 times longer. All types of fixtures are available. Bulbs are available in different sizes and shapes to fit in almost any fixture. ENERGY STAR qualified fixtures are designed to optimize the performance of the enclosed efficient light source.
How many units had exit signs replaced with ENERGY STAR qualified LED exit signs?	Multifamily Only	ENERGY STAR qualified LED exit signs use very little energy, 5 watts or less, per sign.
How many units had outdoor and common area lighting fixtures		ENERGY STAR qualified light fixtures and bulbs use about 75 percent less energy than standard incandescent bulbs, generate 75% less heat, and last up to 10 times longer. All types of fixtures are available. Bulbs are available in different sizes and shapes to

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Reporting Guidance

replaced with ENERGY STAR qualified fixtures and lamps?		fit in almost any fixture. ENERGY STAR qualified fixtures are designed to optimize the performance of the enclosed efficient light source.
How many units had lighting controls in outdoor and common areas were installed?		There are two main types of lighting controls: occupancy controls and daylighting controls. Occupancy controls turn off or dim all or most of the lights in a space that is unoccupied. Daylighting controls use light sensors that detect natural light and turn off or dim lights appropriately.
Appliances		Appliances include replacing old refrigerators, dishwashers, or clothes washers with energy-efficient models.
How many units had refrigerators replaced with an ENERGY STAR qualified Refrigerators		ENERGY STAR qualified refrigerator models use at least 20 percent less energy than required by current federal standards and 40% less energy than the conventional models sold in 2001.
How many units had Clothes Washers replaced with ENERGY STAR qualified Clothes Washers		Clothes washers with the ENERGY STAR label can cut clothes washing related energy costs by more than a third and the water costs by more than half.
How many units had Clothes Washers replaced with ENERGY STAR qualified Clothes Washers		Clothes washers with the ENERGY STAR label can cut clothes washing related energy costs by more than a third and the water costs by more than half.
How many units had Window AC units replaced with ENERGY STAR qualified Window AC units		ENERGY STAR qualified room air conditioners use at least 10% less energy than conventional models.
How many units had Dishwashers replaced with ENERGY STAR qualified Dishwasher units		ENERGY STAR qualified dishwashers use at least 41 percent less energy and much less water than conventional dishwashers.
Water Conservation		Water conservation measures are green measures focused on

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		water savings and related energy savings from heating domestic hot water.
How many units had toilets replaced with Water-saving Toilets?		Low flow toilets use less than 1.28 gallons per flush. This is 20% less than the current normal toilet that uses 1.6 gallons per flush.
How many units had showerheads and faucet aerators replaced with Low-flow Showerheads and Faucet Aerators?		Low-flow showerheads use less than 2.2 gallon per minute and low-flow faucets are less than 1.5 gallons per minute
How many units had a Gray water recycling system installed?		Greywater is wastewater from bathtub, shower drain, sinks, washing machines, and dishwashers. Greywater can be recycled for irrigation, toilets, and exterior washing, resulting in water conservation. Check local codes. Many do not yet allow greywater recycling for indoor use.
Renewable/Green Energy Systems		These include solar thermal (hot water); photovoltaic panels; geothermal; and other renewable systems.
How many units had solar thermal hot water systems installed?		ENERGY STAR qualified Solar Thermal Hot Water Systems use the sun to heat water. These heating systems typically include storage tanks and solar collectors. There are two types of solar water heating systems: active, which have circulating pumps and controls, and passive, which don't.
How many units had Solar Photovoltaic Panels installed?		
How many units had geothermal installed?		
Did you Install Cogeneration/Micro Combined Heat and Power Systems?		Multi-family: Cogeneration Systems combine power generation with hot water production. Cogeneration systems are considerably more energy efficient than conventional power plants. Single-family: Micro Combined Heat and Power (CHP) Systems are similar to Cogeneration Systems but are sized for single-family residential applications.
Other Green		Green measures for new units are those with LEED, ENERGY STAR,

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Measures		or Enterprise Green Communities ratings/labels. Other green measures include environmentally friendly storm water management systems; green roofs; low- or no-VOC paints; resource efficient materials; recycled products; and other indoor air quality (IAQ) measures including mold and moisture control.
How many units were built or gut rehabilitated to Nationally Recognized Green Building Standards?		(such as LEED, ENERGY STAR, or Enterprise Green Communities)
How many units had a Green Roof installed?		Green roofs are rooftops planted with vegetation. Intensive green roofs have thick layers of soil (6 to 12 inches or more) that can support a broad variety of plant or even tree species. Simpler green roofs (extensive roofs) have a soil layer of 6 inches or less to support turf, grass, or other ground cover. Green roofs provide additional insulation to residence and reduce stormwater runoff peak flows
How many units were painted with Low or No-VOC Paints?		Most conventional paints contain VOCs (volatile organic compounds).. The VOCs diminish air quality, and may be detrimental to your health.
In how many units did you use Recycled Building Products?		Use salvaged products or use products with minimum of 25% postconsumer recycled product.
In how many units did you Install Spot Ventilation?		Ventilating the bath and kitchen can improve the indoor air quality of a unit. When installing ventilation use ENERGY STAR qualified exhaust fans.