Texas Department of Housing and Community Affairs
Comprehensive Energy Assistance Program

Monthly Performance Report and Monthly Expenditure Report Instructions for Subrecipients

(Revised April 20, 2015)

Comprehensive Energy Assistance Program (CEAP) Subrecipients must submit a Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER) through the Department's electronic Community Affairs Contract System. Subrecipients must carefully read this instruction document in conjunction with a copy of the sample MPR and MER available on the CEAP Program Guidance web page.

Monthly Reports Uses - the Department uses the financial and performance information submitted through the monthly reports to understand the success and improve the administration of the program, and to report performance data to the U.S Department of Health and Human Services (USHHS) through the Low Income Housing Energy Assistance (LIHEAP) Households Report. The data the Department collects is subject to change based on changes required by USHHS.

Due Dates - The MPRs and MERs are due on or before the fifteenth (15th) day of each month of the Contract Term, following the reporting month. If the 15th falls on a weekend or holiday, the reports must still be entered on or before the 15th.

Access - Subrecipients must access the Community Affairs Contract System with a username and password assigned to them by the Department. To receive an individual username and password, each staff expected to complete and/or review the MER/MPRs must submit a System Access Request Form to Elmis Hermosilla (elmis.hermosilla@tdhca.state.tx.us), Contract Specialist with the Department's Community Affairs Fiscal and Reporting section. The System Access Request Form can be downloaded from the Community Affairs Contract System web page. A new form must be submitted every program year by each user; even if staff has been granted a password or username in previous years, this is so the Department can keep an up-to-date record of all users.

Order of Reports & Validations - A Monthly Performance Report must be added first in the Community Affairs Contract System before the system allows the user to add a Monthly Expenditure Report. Validations are programmed into the reports to verify data accuracy. If an error message appears, a data validation has been violated and errors must be corrected before the Contract System allows a user to approve the reports.

Demographic Data-The CEAP performance report captures assisted households and individuals and applicant households of the CEAP program. In the different sections of the report demographic data is also requested such as: income level, vulnerable populations (60_+ and older, disability and 5 years and younger), ethnicity, age, gender, type of fuel used and poverty level.

Monthly-This column is used for entry of monthly data, in both the duplicated and unduplicated sections of the report.

Adjusted-This column is used to make adjustments for errors made in prior month's reports. Changes made to this column will only affect your cumulative column and not the monthly data entered.

Cumulative-This column is auto populated by the contract system. It will equal the monthly column in the first month of reporting. Afterward, it will add the monthly amount to the cumulative to create the new cumulative amount.

Duplicated-The household/individual(s) are counted each time that a specific type of assistance is provided after the initial assistance.

Unduplicated-The household/individuals(s) are counted only once for each specific type of assistance provided when the initial assistance is provided.

Applicant-The number of approved, denied, and pending applications for each type of CEAP assistance.

Monthly Performance Report Instructions

Part IV. Section A.-1 Duplicated Households Assisted By County

Households Served
Report the number of duplicated households that receive CEAP assistance, by county, and by type of assistance received, Household Crisis (HC) or Utility Assistance (UA). Report the number of duplicated households that received assistance in the month being reported under the Monthly column. Households should be reported every month that they receive assistance under the appropriate category.

Part IV. Section A.-2 Duplicated Individuals Assisted By County

Individuals Served
Report the number of duplicated individuals that receive CEAP assistance, by county, and by type of assistance received, Household Crisis (HC) or Utility Assistance (UA). Report the number of duplicated individuals that received assistance in the month being reported under the Monthly column. Individuals should be reported every month that they receive assistance under the appropriate category.

Part IV. Section B-1. Unduplicated Households Assisted By County

Households Served
Report the number of unduplicated households that receive CEAP assistance for the first time (unduplicated), by county, and by type of assistance received, HC or UA. Report the unduplicated number of households that receive CEAP assistance under the Monthly column. County data is populated by the contract system.

Part IV. Section B-2. Unduplicated Individuals Assisted By County

Individuals Served
Report the number of unduplicated individuals that receive CEAP assistance for the first time, by county, and by type of assistance received, HC or UA. Report the unduplicated number of individuals that receive CEAP assistance under the Monthly column.

Part IV. Section C. Unduplicated and Duplicated Households Assisted By County

The system will populate Part IV Section C., Households Served. The households served represents the unduplicated and duplicated households served, year-to-date. Report the total number of dollars expended for Household Crisis and Utility Assistance in the month, by county, for all households served in the month.

Part V. Section A-1. Duplicated Households –Income Level

Report the number of duplicated households that receive CEAP assistance, by income level, and by type of assistance received, HC or UA. Report the number of duplicated households under the appropriate income category under the Monthly column every month that they receive assistance. For ex: if the household income is 12,000 then the household would fall under the category 12.0-14.9 (x1000) which equals 12,000-14,900. **The total households reported by month, by type of assistance received, HC or UA, must match the total households reported in Part IV., Section A-1.**

Part V. Section A-2. Unduplicated Households-Income Level

Report the number of unduplicated households that receive CEAP assistance for the first time, by income level, and by type of assistance received, HC or UA. Report the number of unduplicated households under the appropriate income category under the Monthly column. For ex: if the household income is 18,000 then the household would fall under the category 15.0- + (x 1,000) which equals 15,000 or greater. **The total households reported by month, by type of assistance received, HC or UA, must match the total households reported in Part IV., Section B-1.**

Part V. Section B. Unduplicated Households - Ethnicity

Report the number of unduplicated households that receive CEAP assistance for the first time (unduplicated), by ethnicity and by type of assistance received, HC or UA. **The total households reported by month, by type of assistance received, HC or UA, must match the total households reported in Part IV., Section B-1.**

Part V. Section C. Unduplicated Individuals – Age

Report the number of unduplicated individuals that receive CEAP assistance for the first time (unduplicated), by age and by type of assistance received, HC or UA. **The total households reported by month, by type of assistance received, HC or UA, must match the total households reported in Part IV., Section B-2.**

Part V. Section D. Unduplicated Individuals – Gender

Report the number of unduplicated individuals that receive CEAP assistance for the first time (unduplicated), by gender, and by type of assistance received, HC or UA. **The total households reported by month, by type of assistance received, HC or UA, must match the total households reported in Part IV., Section B-2.**

Part V. Section E-1. Duplicated Households –Special Categories

Report the number of duplicated households receiving CEAP assistance that meet the special categories listed, by the type of assistance received, HC or UA. **To be reported in a category a household must have one person that falls within that category.** Households should be reported every month that they receive assistance.

Part V. Section E-2. Unduplicated Households-Special Categories

Report the number of unduplicated households receiving CEAP assistance that meet the special categories listed, by the type of assistance received, HC or UA. **To be reported in a category a household must have one person that falls within that category.**

Part VI. Unduplicated and Duplicated Households Assisted and Amounts Paid Per Fuel Type

Report the number of duplicated and unduplicated households that receive CEAP assistance and the dollars expended by the type of fuel received and by the type of assistance received, HC or UA. **The total number of Households reported in this section must match the number of households reported in the monthly column in Parts IV A.-1 *plus* IV. B-1. The total monthly dollars expended must match the total dollars expended as reported in Part IV. C.**

Part VII. Section A. Duplicated Households - Poverty level Range

Report the number of duplicated households that receive CEAP assistance by the poverty level range and by the type of assistance received, HC or UA. Report the number of duplicated households under the appropriate poverty level category under the Monthly column. **The total households reported by month, by type of assistance received, HC or UA, must match the total households reported in Part IV., Section A-1.**

Part VII. Section B. Unduplicated Households – Poverty Level Range

Report the number of number of unduplicated households that receive CEAP assistance by the poverty level range <u>and</u> by the type of assistance received, HC or UA. Report the number of unduplicated households in the appropriate poverty level category under the Monthly column. **The total households reported by month, by type of assistance received, HC or UA, must match the total households reported in Part IV., Section B-1.**

Part VIII. Unduplicated Applicants; Assisted, Pending, Denied –Poverty Level Range

Report all *APPLICANT* households. This is the number of **<u>unduplicated</u>** households that applied for CEAP assistance and are **approved, denied, or pending**. Report by poverty level range <u>and</u> by the type of assistance received, HC or UA. Report the applicant households in the appropriate poverty level category under the Monthly column. This number maybe greater than the number of unduplicated households assisted especially if there are applicants that were denied for reasons such as being over income. **The total households reported by month, by type of assistance received, HC or UA, must be equal to or greater than the total households reported in Part IV., Section B-1 and Part VII., Section B.**

Approval   Persons authorized to prepare and sign reports (as indicated on the Access Request Form submitted to TDHCA) must click on the box for Preparer. If anything has been entered into the Adjusted Column, a reason must be entered into the data entry box before the system will allow the report to be saved. Please be advised that once a reason is entered and the report is saved, the reason cannot be changed.

Lastly, click on the SAVE button.

The Monthly Expenditure will serve as a request for advance or reimbursement. This report is to be received by the Texas Department of Housing and Community Affairs no later than the 15th day after the end of the month being reported. The expenditures portion of the monthly report should be prepared even if no funds are being requested.

EXPENDITURE REPORT, PAGE 1

PART I. Identification Data

1.   System Generated

PART II.   CEAP Financial Data

Column A. 1-4   Budget - Budgeted items based Department formula (system generated).

Column B. 1-4   Projected Expenses - Enter the amount of expenses projected over the next 30 days.

Column C. 1-4   Month - Enter actual expenditures for the month being reported.

Column D. 1-4   Adjusted - Enter adjustments for the previously reported expenditures.

Column E. 1-4   Returned - Entered by TDHCA Staff.

Column F: 1-4   Cumulative - System generated totals of prior months' expenditures plus current month's reported expenditures.

Line # 5   Sum of projected and cumulative expenditures (system generated).

Line # 6   Total of all CEAP funds requested in previous reports (system generated).

Line # 7   Refunds (Entered by TDHCA Staff)

Line # 8   Total TDHCA funds requested for the current contract period - (Total Returned Expenditures + Refund) (system generated)

Line # 9   Net amount of this request- (system generated)

Line #10   Remaining balance of funds, after this request. (system generated)

Approval   Persons authorized to prepare and report must click on box for Preparer and Executive Approval, as indicated on the Access Request Form submitted to TDHCA. If anything has been entered into the Adjusted Column, a reason must be given before the system will allow the report to be saved. Please be advised that once a reason is given and the report is saved, the reason cannot be changed.   Lastly, click on SAVE button.