

DOE-WAP Timeline	Current PY	Submission Information
Every month	<ul style="list-style-type: none"> Monthly Performance & Expenditure Reports due by 15th of month; SHPO reporting (as applicable) Update Databases: PW Unit for DOE Monthly Production Submission Update monthly NPI numbers to CSBG coordinator, if applicable 	<ul style="list-style-type: none"> Contract System: http://www.tdhca.state.tx.us/ca-contract.htm Production: https://tdhca.wufoo.com/forms/doewap-production-submissions/ NPI's of Wx Units at Subrecipient level*
May	<ul style="list-style-type: none"> Submit Previous Participation Review Review contracts with vendors/contractors—procure for next contract if needed Receive and pay any invoices from contractors, suppliers, etc. 	<ul style="list-style-type: none"> Amendments to: cathy.collingsworth@tdhca.state.tx.us or ruth.hermosilla@tdhca.state.tx.us Participation Review to: sharon.gamble@tdhca.state.tx.us Vendor review at Subrecipient level Invoicing at Subrecipient level
June	<ul style="list-style-type: none"> Submit Inventory List Settle any disallowed costs Update & Reconcile Households Database with TDHCA Responded to all monitoring reports June 30th -Contract end date 	<ul style="list-style-type: none"> Inventory form: http://www.tdhca.state.tx.us/community-affairs/wap/guidance.htm Settle costs: cathy.collingsworth@tdhca.state.tx.us Invoicing at Subrecipient level Database reconciliation: ruth.hermosilla@tdhca.state.tx.us Monitoring reports: http://www.tdhca.state.tx.us/pmcomp/staff.htm
July	<ul style="list-style-type: none"> Sign Contracts July 1st - Contract start date Request & Submit System Access Request forms Submit Projected Production from contract house dollar figures* Create a production schedule for staff and crews* 	<ul style="list-style-type: none"> Submit System Access Request to: ruth.hermosilla@tdhca.state.tx.us System Access: http://www.tdhca.state.tx.us/ca-contract.htm Production: https://tdhca.wufoo.com/forms/doewap-production-submissions/
Throughout PY year	<ul style="list-style-type: none"> On-going Wx work—updates, T&TA, etc. Assess Production; make adjustments 	<ul style="list-style-type: none"> Single Audit: saandacf@tdhca.state.tx.us
May	<ul style="list-style-type: none"> Obligate all projected costs of activities, payroll, and supplies between the contract end-date and the contract close-out date. Last day for Budget amendment (45 days from contract end date) Submit Previous Participation Review 	<ul style="list-style-type: none"> Obligations and amendments to: cathy.collingsworth@tdhca.state.tx.us Participation Review (PPR) to: cate.taylor@tdhca.state.tx.us
June	<ul style="list-style-type: none"> Receive and pay any invoices from contractors, suppliers, etc. Update & Reconcile Households Database with TDHCA Responded to all monitoring reports December 31st -Contract end date 	<ul style="list-style-type: none"> Invoicing at Subrecipient level Database reconciliation: ruth.hermosilla@tdhca.state.tx.us Monitoring reports: http://www.tdhca.state.tx.us/pmcomp/staff.htm
July next PY	<ul style="list-style-type: none"> Submit Inventory List Settle any disallowed costs 	<ul style="list-style-type: none"> Inventory form: http://www.tdhca.state.tx.us/community-affairs/wap/guidance.htm Settle costs: cathy.collingsworth@tdhca.state.tx.us
August next PY	<ul style="list-style-type: none"> Prepare t Historical Commission (SHPO) final report Final Performance & Expenditure Report due by 8/14 (45 days from contract end date) 	<ul style="list-style-type: none"> Final Reports: cathy.collingsworth@tdhca.state.tx.us or ruth.hermosilla@tdhca.state.tx.us

*Recommended Practice