

LIHEAP-WAP Timeline	Current PY	Submission Information
Every month	<ul style="list-style-type: none"> Monthly Performance & Expenditure Reports due by 15th of month Update Databases: PW Unit & HH for LIHEAP WAP 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 NPI's of Wx Units at Subrecipient level*
January	<p>For Current PY Contract:</p> <ul style="list-style-type: none"> January 1st- PY Contract start date Sign Contracts Complete the System Access Request forms Create Production Cycles from contract house dollar figures* Create a production schedule for staff and crews* <p>For Previous PY Contract:</p> <ul style="list-style-type: none"> Pay all invoices from vendors, contractors, suppliers, etc. Submit Inventory List Settle any disallowed costs 	<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 at Subrecipient level* Invoicing at Subrecipient level Inventory http://www.tdhca.state.tx.us/community-affairs/wap/guidance.htm Questions about settle costs: cathy.collingsworth@tdhca.state.tx.us
February	<p>For Current PY:</p> <ul style="list-style-type: none"> Assess Production; make adjustments* <p>For Previous PY Contract:</p> <ul style="list-style-type: none"> Final Performance & Expenditure Report due by 2/15 (60 days from contract end date) 	<ul style="list-style-type: none"> Production Cycles at Subrecipient Level* Final Reports: cathy.collingsworth@tdhca.state.tx.us or ruth.hermosilla@tdhca.state.tx.us • Questions about Final Reports: cathy.collingsworth@tdhca.state.tx.us
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 Production at Subrecipient level*
November	<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: sharon.gamble@tdhca.state.tx.us
December	<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: laura.white@tdhca.state.tx.us Monitoring reports: http://www.tdhca.state.tx.us/pmcomp/staff.htm
January 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
February next PY	<ul style="list-style-type: none"> Final Performance & Expenditure Report due by 2/15 (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

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