

CEAP Timeline	Activities	Submission Information
Every month	- Monthly Performance & Expenditure Reports due by 15th of month. - If Subrecipient has CSBG, provide Utility Assistance numbers to CSBG coordinator (see coordinator for NPI reporting details)* - Monthly reconciliation of vouchers and accounting ledgers (at Subrecipient level)	- Contract system for reporting: TDCHA Community Affairs Contract System - NPI's, reconciliation at Subrecipient level*
January of Current PY	For Current PY: - January 1st - Current PY Contract start date - Sign Contracts - Complete the System Access Request forms - Create Production Cycles from contract direct service figures* For Previous PY Contract: - Pay all invoices from vendors, contractors, suppliers, etc. - Submit Inventory List - Settle any disallowed costs	- Submit System Access Request to: elms.hermosilla@tdhca.texas.gov - System Access form: TDCHA Community Affairs Contract System - Production at Subrecipient level* - Invoicing at Subrecipient level - Submit Inventory list to: elms.hermosilla@tdhca.texas.gov - Questions about settling costs? Submit to: cathy.jung@tdhca.texas.gov
February of Current PY	For Current PY: - Assess Production; make adjustments* For Previous PY Contract: - Final Performance (MPR) & Expenditure (MER) Report due by 2/15 (45 days from contract end date)	- Production at Subrecipient level* - Questions about Final Reports? Submit to: elms.hermosilla@tdhca.texas.gov
As needed throughout Current PY	Provide Utility Assistance and Household Crisis. Track NPIs (if applicable), obtain T&TA as needed, etc. - If needed, one budget amendment allowed by June 30th. - Submit Audit Certificate - If applicable, Submit Single Audit within 30 days from Audit completion or within nine months after the end of the fiscal year	- Submit budget revisions to: cabudgetamendment@tdhca.texas.gov - Single Audit or Audit Certificate: saandacf@tdhca.state.tx.us
November of Current PY	- Obligate all projected costs of activities, payroll, and supplies between the contract end-date and the contract close-out date. - Final Budget amendment allowed if submitted by 11/15 (45 days from contract end date) - Submit Service Delivery Plan for Next PY - Review vendor agreements/contracts—obtain/renew agreements/contracts, if needed	- Submit Amendments to: elms.hermosilla@tdhca.texas.gov - Submit budget revisions to: elms.hermosilla@tdhca.texas.gov - Submit SDP via: SDP-Smartsheet - Vendor/Contractor review at Subrecipient level
December of Current PY	- Receive invoices from vendors, contractors, suppliers, etc. - Responded to all monitoring reports - December 31st -Contract end date	- Invoicing at Subrecipient level - Monitoring reports: http://www.tdhca.state.tx.us/pmcomp/staff.htm
January Next PY Close Out items	- Pay all invoices from vendors, contractors, suppliers, etc. - Submit Inventory List - Settle any disallowed costs	- Invoice payments at Subrecipient level - Submit Inventory List to: michelle.peralez@tdhca.texas.gov - Settle costs: cathy.jung@tdhca.texas.gov
February Next PY Close Out Final Reports	Submit Final Performance & Expenditure Report due by 2/15 (45 days from contract end date)	- Submit Final Reports in CA contract system - Single Audit or Audit Certificate: saandacf@tdhca.state.tx.us

*Recommended Practice

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