

CEAP Timeline	Activities	Submission Information
Every month	<ul style="list-style-type: none"> <li>Monthly Performance &amp; Expenditure Reports due by 15<sup>th</sup> of month.</li> <li>If Subrecipient has CSBG, provide Utility Assistance numbers to CSBG coordinator (see coordinator for NPI reporting details)*</li> <li>Monthly reconciliation of vouchers and accounting ledgers (at Subrecipient level)</li> </ul>	<ul style="list-style-type: none"> <li>Contract system for reporting: <a href="#">TDCHA Community Affairs Contract System</a></li> <li>NPI's, reconciliation at Subrecipient level*</li> </ul>
January of Current PY	<p>For Current PY:</p> <ul style="list-style-type: none"> <li>January 1<sup>st</sup> - Current PY Contract start date</li> <li>Sign Contracts</li> <li>Complete the System Access Request forms</li> <li>Create Production Cycles from contract direct service figures*</li> </ul> <p>For Previous PY Contract:</p> <ul style="list-style-type: none"> <li>Pay all invoices from vendors, contractors, suppliers, etc.</li> <li>Submit Inventory List</li> <li>Settle any disallowed costs</li> </ul>	<ul style="list-style-type: none"> <li>Submit System Access Request to: <a href="mailto:elms.hermosilla@tdhca.texas.gov">elms.hermosilla@tdhca.texas.gov</a></li> <li>System Access form: <a href="#">TDCHA Community Affairs Contract System</a></li> <li>Production at Subrecipient level*</li> <li>Invoicing at Subrecipient level</li> <li>Submit Inventory list to: <a href="mailto:elms.hermosilla@tdhca.texas.gov">elms.hermosilla@tdhca.texas.gov</a></li> <li>Questions about settling costs? Submit to: <a href="mailto:cathy.jung@tdhca.texas.gov">cathy.jung@tdhca.texas.gov</a></li> </ul>
February of Current PY	<p>For Current PY:</p> <ul style="list-style-type: none"> <li>Assess Production; make adjustments*</li> </ul> <p>For Previous PY Contract:</p> <ul style="list-style-type: none"> <li>Final Performance (MPR) &amp; Expenditure (MER) Report due by 2/15 (45 days from contract end date)</li> </ul>	<ul style="list-style-type: none"> <li>Production at Subrecipient level*</li> <li>Questions about Final Reports? Submit to: <a href="mailto:elms.hermosilla@tdhca.texas.gov">elms.hermosilla@tdhca.texas.gov</a></li> </ul>
As needed throughout Current PY	<p>Provide Utility Assistance and Household Crisis. Track NPIs (if applicable), obtain T&amp;TA as needed, etc.</p> <ul style="list-style-type: none"> <li>If needed, one budget amendment allowed by June 30<sup>th</sup>.</li> <li>Submit Audit Certificate</li> <li>If applicable, Submit Single Audit within 30 days from Audit completion or within nine months after the end of the fiscal year</li> </ul>	<ul style="list-style-type: none"> <li>Submit budget revisions to: <a href="mailto:cabudgetamendment@tdhca.texas.gov">cabudgetamendment@tdhca.texas.gov</a></li> <li>Single Audit or Audit Certificate: <a href="mailto:saandacf@tdhca.state.tx.us">saandacf@tdhca.state.tx.us</a></li> </ul>
November of Current PY	<ul style="list-style-type: none"> <li>Obligate all projected costs of activities, payroll, and supplies between the contract end-date and the contract close-out date.</li> <li>Final Budget amendment allowed if submitted by 11/15 (45 days from contract end date)</li> <li>Submit Service Delivery Plan for Next PY</li> <li>Review vendor agreements/contracts—obtain/renew agreements/contracts, if needed</li> </ul>	<ul style="list-style-type: none"> <li>Submit Amendments to: <a href="mailto:elms.hermosilla@tdhca.texas.gov">elms.hermosilla@tdhca.texas.gov</a></li> <li>Submit budget revisions to: <a href="mailto:elms.hermosilla@tdhca.texas.gov">elms.hermosilla@tdhca.texas.gov</a></li> <li>Submit SDP to: <a href="#">SDP-Smartsheet</a></li> <li>Vendor/Contractor review at Subrecipient level</li> </ul>
December of Current PY	<ul style="list-style-type: none"> <li>Receive invoices from vendors, contractors, suppliers, etc.</li> <li>Responded to all monitoring reports</li> <li>December 31<sup>st</sup> -Contract end date</li> </ul>	<ul style="list-style-type: none"> <li>Invoicing at Subrecipient level</li> <li>Monitoring reports: <a href="http://www.tdhca.state.tx.us/pmcomp/staff.htm">http://www.tdhca.state.tx.us/pmcomp/staff.htm</a></li> </ul>
January Next PY Close Out items	<ul style="list-style-type: none"> <li>Pay all invoices from vendors, contractors, suppliers, etc.</li> <li>Submit Inventory List</li> <li>Settle any disallowed costs</li> </ul>	<ul style="list-style-type: none"> <li>Invoice payments at Subrecipient level</li> <li>Submit Inventory List to: <a href="mailto:michelle.peralez@tdhca.texas.gov">michelle.peralez@tdhca.texas.gov</a></li> <li>Settle costs: <a href="mailto:cathy.jung@tdhca.texas.gov">cathy.jung@tdhca.texas.gov</a></li> </ul>
February Next PY Close Out Final Reports	<ul style="list-style-type: none"> <li>Submit Final Performance &amp; Expenditure Report due by 2/15 (45 days from contract end date)</li> </ul>	<ul style="list-style-type: none"> <li>Submit Final Reports in CA contract system</li> <li>Single Audit or Audit Certificate: <a href="mailto:saandacf@tdhca.state.tx.us">saandacf@tdhca.state.tx.us</a></li> </ul>

\*Recommended Practice

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