TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Weatherization Assistance Program (WAP)
(LIHEAP and DOE)

MONTHLY PERFORMANCE REPORT AND MONTHLY EXPENDITURE REPORT

Instructions for Subrecipients

(Revised August 2025)

OVERVIEW OF WEATHERIZATION MONTHLY PERFORMANCE/EXPENDITURE REPORTS

Weatherization Assistance Program (LIHEAP WAP and DOE WAP) 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 available on the WAP Program Guidance web page, in the "Re Weatherization Guidance and Resources "Reporting" section.

Monthly Report Uses: The Department uses the financial and performance information submitted through the monthly reports to understand the success and improve the administration of the weatherization program, and to report performance data to the U.S Department of Energy (DOE) and the U.S. Department of Health and Human Services (USHHS) through the Low Income Housing Energy Assistance Program (LIHEAP) Households Report. The data the Department collects is subject to change based on requirements from DOE and/or 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.

Report 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, available for download on the Community Affairs Contract System web page, to Elmis Hermosilla, Contract Specialist with the Department's Community Affairs Fiscal and Reporting section. Subrecipients must submit a new form every program year by each user; even if staff has been granted a password or username in previous years. This provides the Department with an updated record of all users.

Order of Reports & Validations: A MPR must be added first in the Community Affairs Contract System before the system allows the user to add a MER. 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 and submit the reports.

Demographic Data: The WAP performance reports capture assisted households and individuals and applicant households of the WAP program. Demographic data such as: income level, vulnerable populations (60+ and older, disability and 5 years and younger), ethnicity, age, type of fuel used and poverty level is requested in different sections of the reports.

Applicable Terms:

Monthly: This column is used for entry of monthly data of individuals or households served.

Projected: This column, on the expenditure report, is used to make projections for the upcoming month; to request an advance of funds. A request for a large advance will require additional support documentation provided to fiscal staff to substantiate the request. Changes made to this column will potentially affect the amount of funding you will receive for the month. Guidance for advance requests are outlined in your program contracts and TAC §6.7.

Adjusted: This column is used to make adjustments for data not previously reported; 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 figure and update the cumulative amount.

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

Units In Progress: A unit where an assessment has been completed, work order has been generated, and the unit has been assigned to a contractor. These units are to be counted with the expectation of completing the unit within the current contract term.

Number of Applications Pending: This refers to an application received pending review or an income-approved application in Part II that may or may not be pending an inspection for weatherization services.

Average Unit Size: The average size of the completed non-shelter/shelter units for the reporting month.

Applicant Households: In Part X, this refers to unduplicated applicants that applied or may be awaiting Weatherization services with assigned poverty income levels.

Data Unavailable: These are applicants that are pending that do not have a poverty income guideline level assigned to the application.

Applicant: The number of approved, denied, and pending applications for WAP assistance.

Reweatherization: Households/individual(s) assisted are counted if fifteen (15) years since the original date of Weatherization was completed, a unit was damaged by fire, or act of God and repair of the damage to weatherization materials was not paid for by insurance. Approval is not required if the unit/shelter can be verified in the PW database, meeting the fifteen (15) year rolling date criteria. Department approval will be required if the unit/shelter meets the definition outlined in 10 CFR §440.18(f)(2)(ii), contact your assigned trainer for approval. All other inquires contact Community Affairs Fiscal and Reporting Staff.

WAP MONTHLY PERFORMANCE REPORT INSTRUCTIONS

Subrecipient contract information data is auto generated.

Part II. Number of Dwelling Units Receiving Weatherization

Report the number of unduplicated households or shelters weatherized under the monthly column. Part II identifies the units in progress, pending applications, shelters weatherized, average unit size, non-shelters, shelters and units completed. Report completed units or units in progress ("UIP")/pending as applicable. For shelters, contact the Community Affairs Training Section as certain circumstances may apply for consideration.

Accuracy check: UIP reported on MPR should match UIP reported on MER.

Part III. Units Weatherized by Primary Heating Fuel

Report the number of unduplicated dwelling units (shelter and non-shelter) weatherized by type of fuel used for heating under the monthly column.   If the fuel source is not listed in lines A-F, report them in line G.

Accuracy check: The total units reported by month and cumulative must match the total units reported in Part II, line G.

Part IV. Services: Dwelling Units Completed

Report the number of dwelling units completed by occupant type (owner occupied, renter, single family, rental multi-family, unoccupied or over income) and by characteristics of occupant. For lines i –o, report the characteristics of the unit occupant(s) and not the number of individual(s) assisted.

For example, if a household has (2) elderly occupants only account for the (1) household, do not duplicate characteristics. Additionally, a household with children ages 2 and 9 should be counted as one unit in line k and the breakdown reflected in lines p and r, respectively. Report the number of dwelling units completed by high energy consumption and high energy burden.

Accuracy check #1: The total units completed by month and cumulative in Part IV, lines a - h must match the total units reported in Part II, line G.

Accuracy check #2: The number of households reported in lines a - t must be equal to or less than the total units reported in Part II line G. Definitions: See TAC Rule §6.2 (31) (32) for definitions for lines s – t (LIHEAP); lines t – u (DOE WAP).

Accuracy check #3: The total units completed by high residential energy user and high energy burden in Part IV, lines s – t (LIHEAP) or lines t – u (DOE WAP) must be equal or less than the total units reported in Part II, line G.

Part V. Services: People Assisted

Report the number of people assisted by characteristics of the occupant(s) for all weatherized units under Part V, lines a- j.   An occupant may fall into multiple characteristics and must be reported under each applicable characteristic (i.e., an occupant may be elderly and handicap but can only be counted once in the **Total People Assisted)**.

Report the **Total People Assisted** in your monthly column by reporting the total number of individuals in the household. Part V, lines h – j. do not capture the total people assisted as these line items represent the age breakdown of children 0-11.

Accuracy check: Total People Assisted maybe equal to or less than your totals of Part V, lines a – g or it can be greater it if the occupants fall into multiple characteristics.

Part VI. Units Weatherized: Weatherization Services Provided

Report the work performed and/or methods of weatherization utilized for each completed unit in the monthly column.

Accuracy check: The cumulative total for each row (a – f) must be equal to or less than the total units reported in Part II, line G.

Part VII. Section A. Income Level

Report the income level of each household weatherized under the monthly column. For instance, if the household income is 12,000 then the household would fall under the category 12.0-14.9 (x1000) which equals 12,000-14,999.

Accuracy check: The total cumulative HHs reported for monthly and cumulative, by income level, must match the total units reported in Part II, line G.

Part VII. Section B. Poverty Level

Report the poverty level of each of household weatherized under the monthly column following the poverty income guidelines issued by USHHS. The current year income guidelines for WAP, Income Limits for LIHEAP WAP and DOE WAP, are provided on our website under WAP Program Guidance – Client Eligibility.

Accuracy check: The total cumulative HHs reported for monthly and cumulative, by poverty level, must match the total units reported in Part II, line G.

Part VII. Section C. Ethnicity

Report the ethnicity of each household weatherized. If the household represents multiple ethnicities, report only one ethnicity. If the ethnicity is not listed in lines 1 - 5, report them in line 6.

Accuracy check: The total cumulative HHs reported for monthly and cumulative, by ethnicity, must match the total units reported in Part II, line G.

Part VIII. Inventory

If applicable, report the value of the inventory of WAP materials on hand under the monthly column. If you have in-house work crews, this is unlikely applicable for you to complete.

Part IX. Reweatherization

Report the number of number of persons assisted and the number of units weatherized that previously received weatherization services.

Part X. Poverty Level Range Applicant Households

Report the poverty level range for all ***APPLICANT*** households under the monthly column. This is the number of **unduplicated** households that applied for WAP assistance and are **approved, denied, or pending**. This number maybe greater than the number of units weatherized if they're applicants that are pending or were denied for reasons such as being over income.

Accuracy Check: *When filling out the MPR, include applications received for each Weatherization program, even if the applicant was denied or the data is incomplete. If a household applied for more than one program, they should be counted in each program's section in Part X. The total number of households you report for the month and year should always be the same as or greater than the number of homes you reported as weatherized in Part II, Line G, since you can't weatherize more homes than you had applicants.*

Part XI. Work by County

Report completed units/shelters weatherized by county under the monthly column. Verify that the expenditures reported by county under Part III of your MER correspond to the number of units in progress or completed in your MPR. **Count a unit/shelter completed by county when the final inspection is performed and all associated costs for the unit/shelter have been paid.**

Accuracy check: *The total number of units/shelters weatherized reported by month must match the total reported in Part II, line G.*

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 data has been entered into the Adjusted Column, a reason must be entered into the data entry box before the system will allow the user to save and approve the report. Please note that once a reason is entered and the report is saved, the reason cannot be changed. Contact the relevant staff member with the Fiscal and Reporting department if you need to revise or unlock the report, along with proper justification.

Lastly, click on the **SAVE** button.

WAP MONTHLY EXPENDITURE REPORT INSTRUCTIONS

The Monthly Expenditure Report (MER) will serve as a request for advance or reimbursement. This report must be submitted to 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 MER should be prepared even if no funds are being requested.

LIHEAP WAP MONTHLY EXPENDITURE REPORT

PART I. Identification Data – Subrecipient Contract Information (system generated)

PART II. Financial Expenditures

Column A.   **Categories** – Categories based on LIHEAP WAP requirements (system generated)

Column B.   **Budgeted** - Budgeted items based Department formula (system generated).

Column C. 1-5   **Expenditures**
   Projected - Enter the amount of expenses projected over the next upcoming 30 days.
   Monthly - Enter actual expenditures for the month being reported.
   Adjusted - Enter adjustments for the previously reported expenditures.
   Returned - Entered by TDHCA Staff.
   Cumulative – System generated totals of prior months' expenditures and current month's reported expenditures.

Row #1	*Administration*: Report administration expenses here; this is a capped budget line item. *Guidance on Admin expenses can be found in 2 CFR 200, TxGMS, TAC, and program contracts.*
Row #2	*Materials/Program Support/Labor*: Report direct client service (material & labor) and program support expenses here.
Row #3	*Health & Safety*: Report direct client service Health & Safety expenses here; this is a capped budget line item. *Guidance on H&S expenses can be found in the current State Plan, TAC, and program contracts.*
Row #4	*Training & Technical Assistance*: Report Training & Technical Assistance expenses here. *Guidance on T&TA expenses can be found in the current State Plan and program contracts.*
Row #5	*System Generated:* Total by Column for budget and all reported monthly expenditures
Row #6	*System Generated:* Sum of projected and cumulative expenditures
Row #7	*System Generated:* Total TDHCA funds requested for current contract period
Row #8	*Entered by TDHCA Staff: Refunds*
Row #9	*System Generated:* Total TDHCA funds requested for the current contract period - (Total Returned Expenditures + Refund)
Row #10	*System Generated:* Net amount of this request – (Total Projected Expenditures + Total Cumulative Expenditures – Funds Requested)
Row #11	*System Generated:* Remaining balance of funds, after this request
Row #12	*System Generated from MPR:* Total units/shelters completed to date with LIHEAP WAP funds
Row #13	*System Generated from MPR:* Total units/shelters in progress
Row #14	*System Generated*: Average cost per unit = (M/PS/L) ÷ (total units/shelters completed to date)
Cash on Hand	*System Generated*: Row 6 – Row 7

Instructions for WAP MPR and MER (Rev. August 2025)

PART III. Expenditures By Service Area – County

Report expenditures for each unit/shelter completed with LIHEAP funds by county, this includes only Materials + Labor + Health and Safety expenditures that are expended within the applicable county. *Total Dollars Expended = Sum of dollars (Material, Labor and Health & Safety) expended by month and cumulative.*

Approval

Persons authorized to prepare and submit reports must check the appropriate box for Preparer and Executive Approval, as indicated on the Access Request Form submitted to TDHCA. If data has been entered into the Adjusted Column, a reason must be given before the system will allow the report to be saved. Please note that once a reason is given and the report is saved, the reason cannot be changed. Contact the relevant staff member with the Fiscal and reporting department if you need to revise or unlock the report, along with proper justification.

Lastly, click on **SAVE** button.

DOE WAP MONTHLY EXPENDITURE REPORT

PART I. Identification Data – Subrecipient Contract Information (system generated)

PART II. Financial Expenditures

Column A.   **Categories** – Categories based on DOE WAP requirements (system generated)

Column B.   **Budgeted** - Budgeted items based Department formula (system generated).

Column C. 1-5   **Expenditures**
                  Projected - Enter the amount of expenses projected over the upcoming 30 days.
                  Monthly - Enter actual expenditures for the month being reported.
                  Adjusted - Enter adjustments for the previously reported expenditures.
                  Returned - Entered by TDHCA Staff.
                  Cumulative –System generated totals of prior months' expenditures and current month's reported expenditures.

Row #1	*Administration*: Report administration expenses here; this is a capped budget line item. Guidance on Admin expenses can be found in 2 CFR 200, TxGMS, TAC, and program contracts.
Row #2	*Liability/Pollution Occurrence Insurance*: Report insurance expenses here; make sure costs are allocated appropriately.
Row #3	*Fiscal Audit*: Report audit expenses here; make sure costs are allocated appropriately.
Row #4	*Materials/Program Support/Labor*: Report direct client service (material & labor) and program support expenses here.
Row #5	*Health & Safety*: Report direct client service Health & Safety expenses here; this is a capped budget line item. Guidance on H&S expenses can be found in the current State Plan, TAC, and program contracts.
Row #6	*Work Readiness*: Report direct client service Work Readiness expenses here. Guidance on WRF expenses can be found in the current State Plan, program contract, and the Department website.
Row #7	*Training & Technical Assistance*: Report Training & Technical Assistance expenses here. Guidance on T&TA expenses can be found in the current State Plan and program contracts.
Row #8	*System Generated:* Total by Column for budget and all reported monthly expenditures
Row #9	*System Generated:* Sum of projected and cumulative expenditures
Row #10	*System Generated:* Total of all DOE WAP funds requested in previous reports
Row # 11	*Entered by TDHCA Staff*: Refunds
Row # 12	*System Generated:* Total TDHCA funds requested for the current contract period - (Total Returned Expenditures + Refund)
Row # 13	*System Generated:* Net amount of this request – (Total Projected Expenditures + Total Cumulative Expenditures – Funds Requested)
Row # 14	*System Generated:* Remaining balance of funds, after this request
Row # 15	*System Generated from MPR:* Total units/shelters completed to date with DOE WAP funds
Row # 16	*System Generated from MPR:* Total units/shelters in progress
Row # 17	*System Generated:* Average cost per unit = (M/PS/L) ÷ (total units/shelters completed to date)
Cash on Hand	*System Generated:* Row 9 – Row 10

PART III. Expenditures By Service Area – County

Report expenditures for each unit/shelter completed with DOE funds by county, this includes only Materials + Labor + Health and Safety + Work Readiness expenditures that are expended within the applicable county

Total Dollars Expended = Sum of dollars (Materials, Labor, Health & Safety and Work Readiness) expended by month and cumulative.

Approval

Persons authorized to prepare and submit reports must check the appropriate box for Preparer and Executive Approval, as indicated on the Access Request Form submitted to TDHCA. If data has been entered into the Adjusted Column, a reason must be given before the system will allow the report to be saved. Please note that once a reason is given and the report is saved, the reason cannot be changed. Contact   the relevant staff member with the [Fiscal and reporting department](#) if you need to revise or unlock the report, along with proper justification.

Lastly, click on **SAVE** button.