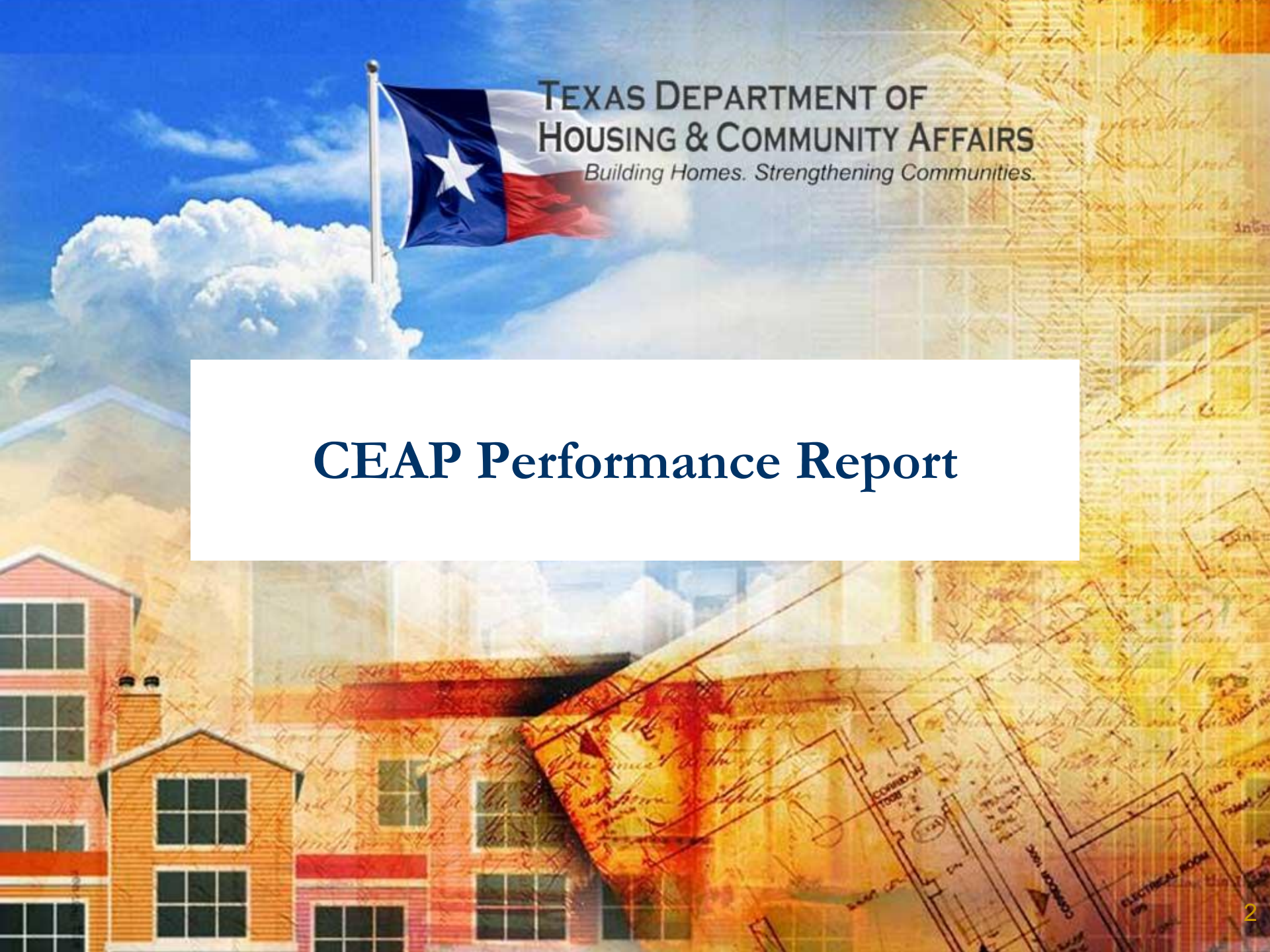


TEXAS DEPARTMENT OF
HOUSING & COMMUNITY AFFAIRS

Building Homes. Strengthening Communities.

CEAP Reporting

Revised 7/12/2018



TEXAS DEPARTMENT OF
HOUSING & COMMUNITY AFFAIRS

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CEAP Performance Report

Households Served

- ❖ Part IV, A-1: Returning clients (duplicate HHs)
- ❖ Part IV, B-1: New clients (unduplicated HHs)

Example:

Part	Monthly HCC	Cumulative HCC	Monthly UA	Cumulative UA
IV, A-1	0	2	1141	3992
IV, B-1	29	628	91	1571
TOTAL	29	630	1232	5563

Households Served

- ❖ Part IV, C: All clients (duplicated & unduplicated)/ dollars expended by county
- ❖ Report dollars expended by month/YTD

Example:

County	Households Assisted	Total Dollars Expended		
		Month	Adjusted	Cumulative
B	2566	\$ 84,349.24	\$ 0.00	\$ 438,616.27
C	617	\$ 20,180.01	\$ 0.00	\$ 103,101.08
H	210	\$ 7,168.74	\$ 0.00	\$ 36,105.62
L	459	\$ 16,662.46	\$ 0.00	\$ 89,122.45
L	539	\$ 18,406.44	\$ 0.00	\$ 89,885.08
M	257	\$ 8,106.88	\$ 0.00	\$ 50,887.36
M	968	\$ 32,076.82	\$ 0.00	\$ 179,188.92
M	188	\$ 8,061.43	\$ 0.00	\$ 32,960.86
S	389	\$ 12,362.82	\$ 0.00	\$ 75,690.30
Total	6193	\$ 207,374.84	\$ 0.00	\$ 1,095,557.94

Part IV.C should match Part VI

Part IV. Section C. Unduplicated and Duplicated Households Assisted By County

County	Households Assisted	Total Dollars Expended		
		Month	Adjusted	Cumulative
B	1460	\$ 64,933.23	\$ 0.00	\$ 187,636.26
C	311	\$ 16,266.53	\$ 0.00	\$ 40,494.86
H	86	\$ 2,915.05	\$ 0.00	\$ 10,472.77
L	172	\$ 7,829.76	\$ 0.00	\$ 31,059.56
L	176	\$ 9,946.68	\$ 0.00	\$ 24,818.29
M	75	\$ 7,566.37	\$ 0.00	\$ 15,441.66
M	338	\$ 16,220.42	\$ 0.00	\$ 44,265.12
M	70	\$ 2,486.60	\$ 0.00	\$ 8,510.76
S	121	\$ 8,851.60	\$ 0.00	\$ 10,824.69
Total	2809	\$ 137,016.24	\$ 0.00	\$ 382,523.97

Part VI. Unduplicated and Duplicated Households assisted and amount paid per fuel type

Type Of Fuel	Households Served			Total Dollars Expended		
	Month	Adjusted	Cumulative	Month	Adjusted	Cumulative
Natural Gas	9	0	85	630.08	\$ 0.00	\$ 7,937.30
Electricity	1052	0	2685	135911.94	\$ 0.00	\$ 366,976.03
Propane	3	0	39	474.22	\$ 0.00	\$ 7,610.64
Kerosene/Fuel Oil	0	0	0	0.00	\$ 0.00	\$ 0.00
Wood	0	0	0	0.00	\$ 0.00	\$ 0.00
Other Fuel	0	0	0	0.00	\$ 0.00	\$ 0.00
Purchase or repair of allowable heating or cooling unit only	0	0	0	0.00	\$ 0.00	\$ 0.00
Total	1064	0	2809	137016.24	\$ 0.00	\$ 382,523.97



Part VI: Households Served/ Dollars Expended by Fuel Type

- ❖ Programmatic and Fiscal must compare data.

Example:

Report	Monthly HHs Served	Cumulative HHs Served	Monthly Total \$ Expended	Cumulative Total \$ Expended
Current PY MER	HCC + UA Total	Cumulative for HCC+ UA	\$207,374.84	\$795,220.94
Current PY MPR Part VI	1261	6193	\$207,374.84	\$795,220.94

Reporting Considerations

- ❖ If client intake is completed, but payment has not been made, your performance may be slightly higher than your expenditures.
- ❖ But your expenditures **cannot** be higher than your performance.
- ❖ Reports must reconcile with fiscal accounts. Otherwise, may:
 - ❖ Require a refund
 - ❖ Result in withholding of next contract

Cross Reference with CSBG

CEAP MPR

Part IV, B-2: Unduplicated individuals assisted by county

Example:

UA	
Monthly	Cumulative
213	3131

CSBG MPR

SRV 4i \geq UA Payments
(count all household members)

Example:

SRV	Monthly	Cumulative
SRV 4i	258	3189

Since CSBG SRV 4i includes LIHEAP UA and Other UA funding, the CSBG report numbers may be higher than the CEAP report, but cannot be less than the CEAP numbers.

Cross Reference with CSBG MPR

CEAP MPR

Part IV, B-2:

Unduplicated individuals assisted by county

Example:

HCC	
Monthly	Cumulative
77	1345

CSBG MPR

SRV 4q < HCC

HVAC Repairs/Portable units provided under HCC

Example:

SRV/FNPI	Monthly	Cumulative
SRV 4q	5	78

The background of the slide is a collage. On the left, the Texas state flag flies against a blue sky with white clouds. Below the flag, there are images of brick houses. On the right side, there is a yellowish background with faint architectural blueprints and handwritten notes in cursive. The text is overlaid on the top right of the collage.

**TEXAS DEPARTMENT OF
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CEAP Expenditure Report

Report Categories

Part II. Financial Expenditure Categories

Administration 7.22%

Direct Services

Allocated equally between UA & HCC

- Household Crisis

- Utility Assistance

Program Services **13.29% of Direct Service Dollars**

Projected Monthly Amounts



- ❖ When projecting, look at same month reporting for previous 2 years or more

Categories	Budgeted	Projected
Administration	\$100,264.00	\$8,004.48
Assurance 16	100,040.00	\$8000.00
Direct Services		
Household Crisis	\$691,268.00	\$1,900.00
Utility Assistance	\$691,268.00	\$98,000.00
Program Services	\$120,220.00	\$8,000.00
Travel	\$1,200.00	\$0.00

Projected Monthly Expenditures

- ❖ Use your client tracking system to estimate expenditures for emergency services and program services projections.
- ❖ If these monthly projections are always the same per month, ask, “WHY?”
 - ❖ These should be based on historical averages for each month.
 - ❖ Consider “cash on hand” risk.

Keep an Eye on Percentages

	Categories	Cumulative	%	Limit
1	Administration	\$30,775.61	27.64% 	7.22%
2	Direct Services			
	Household Crisis	\$1,233.67		The more HCC & UA spent; the more Admin earned
	Utility Assistance	\$46,246.73		
	Program Services	\$31,080.00	61.55% 	13.29%
3	Travel	\$1,200.00		100%
5	TOTAL	\$110,536.01	22.14%	100%

The above example is the 6th month report, and only 22.14% expended. Check obligated funds to ensure full expenditure within the contract period.



Expenditure Limits

- ❖ Administrative Costs are based off total contract **expenditures**.
 - ❖ Do you have the ability to stay within the 7.22% limit?
- ❖ Program Service Costs are based off total **Direct Service expenditures**.
 - ❖ Are you within the 13.29% limit?

The more you spend the more you **EARN!**



Check Expenditures to Performance

- ❖ If expenditures are greater than performance ask, “What happened?”
 - ❖ Did you get a refund from a provider?
 - ❖ Adjust performance to reflect those reported expenditures that were not actually received.



Use Production Tool to Help Track Performance and Expenditures

- ❖ [CEAP Production Tool](#)
- ❖ LIHEAP: $\leq 10\%$ carryover allowed.
 - ❖ If we don't expend, the money goes back to the Feds.

Questions?

- ❖ Submit question online at:
<https://tdhca.wufoo.com/forms/request-for-ca-program-assistance/>

Contact Information

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