

CEAP Timeline	Activities	Submission Information
Every month	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> Contract system for reporting: https://www.tdhca.state.tx.us/ca-contract.htm NPI's, reconciliation at Subrecipient level*
January of Current PY	<p>For Current PY:</p> <ul style="list-style-type: none"> January 1st - Current PY Contract start date Sign Contracts Complete the System Access Request forms Create Production Cycles from contract direct service figures* <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 form: http://www.tdhca.state.tx.us/ca-contract.htm Production at Subrecipient level* Invoicing at Subrecipient level Submit Inventory list to: michelle.peralez@tdhca.state.tx.us Questions about settling costs? Submit to: cathy.collingsworth@tdhca.state.tx.us
February of Current PY	<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 (MPR) & Expenditure (MER) Report due by 2/15 (45 days from contract end date) 	<ul style="list-style-type: none"> Production at Subrecipient level* Questions about Final Reports? Submit to: ruth.hermosilla@tdhca.state.tx.us (MER) or monica.guerra@tdhca.state.tx.us (MPR)
As needed throughout Current PY	<p>Provide Utility Assistance, Household Crisis, and Assurance 16. Track NPIs (if applicable), obtain T&TA as needed, etc.</p> <ul style="list-style-type: none"> If needed, one budget revision 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 	<ul style="list-style-type: none"> Submit budget revisions to: ruth.hermosilla@tdhca.state.tx.us Single Audit or Audit Certificate: saandacf@tdhca.state.tx.us
November of Current PY	<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. Final Budget revision 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 	<ul style="list-style-type: none"> Submit Amendments to: ruth.hermosilla@tdhca.state.tx.us Submit budget revisions to: ruth.hermosilla@tdhca.state.tx.us Go to: http://www.tdhca.state.tx.us/community-affairs/ceap/guidance.htm for SDP submission link Vendor/Contractor review at Subrecipient level
December of Current PY	<ul style="list-style-type: none"> Receive invoices from vendors, contractors, suppliers, etc. Responded to all monitoring reports December 31st -Contract end date 	<ul style="list-style-type: none"> Invoicing at Subrecipient level Monitoring reports: http://www.tdhca.state.tx.us/pmcomp/staff.htm
January Next PY Close Out items	<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"> Invoice payments at Subrecipient level Submit Inventory List to: michelle.peralez@tdhca.state.tx.us Settle costs: cathy.collingsworth@tdhca.state.tx.us
February Next PY Close Out Final Reports	<ul style="list-style-type: none"> Submit Final Performance & Expenditure Report due by 2/15 (45 days from contract end date) 	<ul style="list-style-type: none"> Submit Final Reports in CA contract system Single Audit or Audit Certificate: saandacf@tdhca.state.tx.us

*Recommended Practice

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