Previously Weatherized Units
File Upload Guide

Version 1.3 ● September 2024

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1. Introduction

This guide describes how to use the Previously Weatherized Units module of the Community Affairs (CA) Contract System to 1) search for households and units that have been uploaded to the system and 2) upload new household and unit level information to the system.

The Previously Weatherized Units (PW Units) module is used to collect the address, city, zip, date weatherized, and subrecipient name for houses and units weatherized since September 30, 1994 through Department of Energy (DOE) WAP funds and Low Income Housing Energy Assistance Program (LIHEAP) WAP funds. The data collected through this module will be used to ensure the 15 years rolling date is met after such previous weatherization was completed using DOE WAP or LIHEAP WAP funds.

Subrecipients must update the PW Units module by the 15th of the month as WAP units are weatherized ensuring the 15 years rolling date is met and search the household and unit using this module prior to weatherizing with DOE WAP or LIHEAP WAP funds.

2. Accessing and Using the Module

To access the PW Units module, login to the CA Contract System (Community Affairs Contract System | Texas Department of Housing and Community Affairs) and click the **PW Units** menu item to *search* the system for households and units that have been uploaded and then *upload* households and units.

Figure 2-1

2.1   Searching for Households and Units

To search for households and units in the PW Units module, enter one or more of the search fields and click **Submit**

The PW Units search fields are:

- Address

- City

- Zip

- Subrecipient

The PW Units screen is displayed in Figure 2-2.

Figure 2-2

After uploading households and units as described in section 2.2, use the search feature to verify your data was uploaded to the system.

● Important Point
All household and unit information uploaded can be viewed by all subrecipients and TDHCA users with a CA Contract System user account and password. A user account and password is required to access the data. This module does not collect program participant names.

After performing a search, use the **PW Units** menu item to return to the main screen of the module.

2.2   Uploading Household and Units

Prior to uploading household and unit level information, you must first place the information in a comma separated value (CSV) file that conforms to the PW Units file layout, defined in section 3. Information can be placed into CSV files by 1) extracting data from your internal systems into a CSV file format that conforms to the file layouts or 2) directly entering the data into a CSV file.

● Important Point
The first line of the CSV file must be the header line, as defined in section 3 of this guide.

CSV files are simply text files that use commas to separate fields. Microsoft Excel automatically associates the .csv extension to Excel, so it is likely that Excel will be the default program for opening CSV files on your computer. However, you can also open and edit CSV files with text editors such as Notepad or WordPad. Please note the following:

- If you use Excel to edit CSV files, be sure to save the file as a CSV file, not an XLS file. XLS files cannot be uploaded. Do not try to format or change column widths in Excel, because Excel will drop any formatting the next time you save the file again.

- Avoid using commas within field values, because commas are used to separate fields. Any fields that have a comma within the field value *must* be enclosed in quotation marks. For example: **512 E 24TH ST APT 201** does not need to be in quotes, but **"512 E 24TH ST, APT 201"** does because of the comma after **ST**. Excel will automatically use quotation marks for any field values that include commas, but the quotation marks are not displayed within Excel.

To upload a CSV file, click **Upload CSV File** on the PW Units screen (Figure **2-2**). Then click **Browse** and browse to the location of your CSV file, select the file, and then click **Upload.**

After you click **Upload**, error messages will be displayed if there are any errors. The system will display one error message at a time, along with the line number in question, until all errors are corrected. Please note that the system does not consider the header line to be line one. The first line with data (which will be row 2 in Excel) is considered line one.

The system will not actually accept any data in the CSV file until all errors are resolved. Once all errors are resolved, all the data in the CSV file can be uploaded. Refer to section 3 for the file layout, which define the format and data rules.

3. PW Units File Layout

Line one of the CSV file must be the header line. Lines 2 and greater are the lines containing data.

Field Name	Field Type	Minimum Field Length	Maximum Field Length	Accepted Values	Required (Y/N)	Description / Comments
Address	X	1	64		Y	Include street address and if applicable apartment/unit number. Example: 9201 Metric BLVD 105 Refer to section 4 for more information.
City	A	1	32		Y	Must be a valid city name. TDHCA will use USPS city-state-zip table to verify.
Zip	N	5	9		Y	Must be a valid zip code. Field length must be either 5 or 9 numbers, without a dash. Examples: 78701 787013941 TDHCA will use USPS city-state-zip table to verify.
Date Weatherized	N	8	8		Y	YYYYMMDD Example: 20070401 (for April 1, 2007)
Subrecipient	X	1	64		Y	Name of the subrecipient organization contracting directly with TDHCA responsible for weatherizing the unit.

Field type values:
A = Alpha (alphabet characters only)
N = Numeric (numbers only)
X = Alphanumeric (alpha and numeric characters are allowed)

4. Address Help

Apartment/unit numbers must be included in the Address field when present. Otherwise, two separate addresses at the same apartment complex would appear to be the same address.

Although no specific address formatting standards are required by the PW Units module, we are providing the link to USPS abbreviation standards for your reference: C1 Street Suffix Abbreviations | Postal Explorer (usps.com)