

LIHEAP WAP TIMELINE

Contract Benchmark	Required Action	Submission Information
Every month	<ul style="list-style-type: none"> Monthly Performance (MPR) & Expenditure Reports (MER) due by 15th of month TDCHA Deferral Classification Guide and Tracker Form due by the 15th of month Update Databases: PW Units & LIHEAP Performance Measures Update monthly NPI numbers to CSBG coordinator, if applicable Notify TDHCA of variances between anticipated production and actual results 	<ul style="list-style-type: none"> ✓ Contract System: TDCHA Community Affairs Contract System ✓ TDCHA Classification Tracker Guide and Tracker Form ✓ NPI's of WX Units at Subrecipient level* ✓ Production Updates: Evan.brown@tdcha.texas.gov ✓ Monthly Performance or Monthly Expenditures Reporting: Annette.Cornier@tdhca.texas.gov
January	<ul style="list-style-type: none"> January 1st- PY Contract start date Sign Contracts Complete System Access Request forms Submit Production Schedule within 30 days of receiving draft contract – signed by Executive Director LIHEAP State Plan Public Comment Period Begins 	<ul style="list-style-type: none"> ✓ Submit System Access Request File: Community Affairs Contract System Request Form ✓ System Access: TDCHA Community Affairs Contract System ✓ Password Resets: Kyla.Hodges@tdhca.texas.gov or Elisabeth.Hunter@tdhca.texas.gov ✓ Production Schedule/Tool: WAP Production Schedule/Tool ✓ T&TA Tracking Form: T&TA Tracking Form ✓ TAC Rule 6.405(n)(1): De-obligation and Re-obligation of Awarded Funds ✓ Submit comments or questions associated to: Gavin.reid@tdhca.texas.gov
March	<ul style="list-style-type: none"> At least one unit complete as reported on MPR and MER due by April 15th 	<ul style="list-style-type: none"> ✓ TAC Rule 6.405(n)(2): De-obligation and Re-obligation of Awarded Funds
May	<ul style="list-style-type: none"> At least 25% of expected unit production or 20% of awarded funds expended as reported on MPR and MER due by June 15th 	<ul style="list-style-type: none"> ✓ TAC Rule 6.405 (n)(3): De-obligation and Re-obligation of Awarded Funds.
June	<ul style="list-style-type: none"> Submit Previous Participation Review (PPR) Changes 	<ul style="list-style-type: none"> ✓ PPR Submission: PPR Uniform Previous Participation Form for CAD
July	<ul style="list-style-type: none"> At least 50% of expected unit production or 50% of awarded funds expended as reported on MPR and MER due by August 15th 	<ul style="list-style-type: none"> ✓ TAC Rule 6.405 (n)(4): De-obligation and Re-obligation of Awarded Funds.
November	<ul style="list-style-type: none"> Obligate all projected costs of activities, payroll, and supplies between the contract end-date and the contract closeout date. Budget amendment deadline (45 days from contract end date) 	<ul style="list-style-type: none"> ✓ Obligations and amendments to: cabudgetamendment@tdhca.texas.gov. ✓ Budget Amendment Form: WAP Budget Amendment Form
December	<ul style="list-style-type: none"> Update & Reconcile LIHEAP Performance Measures Database with TDHCA Responded to all monitoring reports Submit Annual Previous Participation Review (PPR) December 31st - Contract end date 	<ul style="list-style-type: none"> ✓ Database reconciliation: laura.white@tdhca.state.tx.us ✓ Monitoring reports: Compliance Staff Contact Information ✓ PPR Submission: PPR Uniform Previous Participation Form for CAD
Closeout Period – 45 days following contract end date	<ul style="list-style-type: none"> Submit Inventory List Settle any disallowed costs Pay all invoices from vendors, contractors, suppliers, etc. 	<ul style="list-style-type: none"> ✓ Inventory form: WAP Inventory Form ✓ Settle costs: cathy.jung@tdhca.texas.gov ✓ Invoicing at Subrecipient level

LIHEAP WAP Timeline

	<ul style="list-style-type: none"> • Final Performance & Expenditure Report due by 2/15 (45 days from contract end date) 	<ul style="list-style-type: none"> ✓ Final Reports: cathy.jung@tdhca.texas.gov or elisabeth.hunter@tdhca.texas.gov
<p>Throughout the PY Year</p>	<ul style="list-style-type: none"> • On- going Wx Work- updates, T&TA, etc. • Update System Access Request forms as applicable • Update WAP Subrecipient Contact Staff List • Review WAP E-Newsletters • Attend WAP Quarterly Calls • Assess Production, make adjustments, submit updated Production Schedules as needed/ requested by the Department • Review contracts with vendors/contractors- procure for next contract if needed • Respond to all monitoring reports • Budget amendment deadline (45 days from contract end date) 	<ul style="list-style-type: none"> ✓ Single Audit: saandacf@tdhca.state.tx.us ✓ Production at Subrecipient level ✓ Vendor review at Subrecipient level ✓ TDCHA WAP E-Newsletter

DOE TIMELINE

DOE Benchmark	Required Action	Submission Information
Every month	<ul style="list-style-type: none"> Monthly Performance (MPR) & Expenditure Reports (MER) due by 15th of month TDCHA Deferral Classification Guide and Tracker Form due by 15th of month Update Databases: PW Units Update monthly NPI numbers to CSBG coordinator, if applicable Notify TDHCA of variances between anticipated production and actual results 	<ul style="list-style-type: none"> ✓ Contract System: TDCHA Community Affairs Contract System ✓ TDCHA Classification Tracker Guide and Tracker Form ✓ NPI's of WX Units at Subrecipient level ✓ Production Updates: Evan.brown@tdcha.texas.gov ✓ Monthly Performance or Monthly Expenditures Reporting: Annette.Cornier@tdhca.texas.gov
July	<ul style="list-style-type: none"> July 1st- PY Contract start date Sign Contracts Complete System Access Request forms Submit Production Schedule within 30 days of receiving draft contract – signed by Executive Director Reconcile Final T&TA Tracking Form from prior Program Year, begin drafting upcoming T&TA needs for upcoming PY. 	<ul style="list-style-type: none"> ✓ Submit System Access Request File: Community Affairs Contract System Request Form ✓ System Access: TDCHA Community Affairs Contract System ✓ Password Resets: Kyla.Hodges@tdhca.texas.gov or Elisabeth.Hunter@tdhca.texas.gov ✓ Production Schedule/Tool: WAP Production Schedule/Tool ✓ T&TA Tracking Form: T&TA Tracking Form ✓ TAC Rule 6.405(n)(1): De-obligation and Re-obligation of Awarded Funds
August	<ul style="list-style-type: none"> Submit Production Tool – Due by August 15th Submit Initial Training Needs Assessment (T&TA Tracking Form)- Due August 15th Prepare Historical Commission (SHPO) Final Report DOE WAP Completed units September 1 through August 31. 	<ul style="list-style-type: none"> ✓ Production Submission Link: WAP Production Schedule Tool Submission ✓ T&TA Tracking Form Submission Link: T&TA Tracking Form Submission ✓ SHPO Submission Form: DOE WAP Historic Preservation Report- 2023
September	<ul style="list-style-type: none"> At least one unit complete as reported on MPR and MER due by October 15th Prepare Historical Commission (SHPO) final report 	<ul style="list-style-type: none"> ✓ TAC Rule 6.405(n)(2): De-obligation and Re-obligation of Awarded Funds ✓ SHPO Submission contact : Elisabeth.Hunter@tdhca.texas.gov
October	<ul style="list-style-type: none"> DOE State Plan Comment Period Begins 	<ul style="list-style-type: none"> ✓ Submit comments or questions associated to: Gavin.reid@tdhca.texas.gov
November	<ul style="list-style-type: none"> At least 25% of expected unit production or 20% of awarded funds expended as reported on MPR and MER due by December 15th 	<ul style="list-style-type: none"> ✓ TAC Rule 6.405 (n)(3): De-obligation and Re-obligation of Awarded Funds.
December	<ul style="list-style-type: none"> Submit Annual Previous Participation Review (PPR) 	<ul style="list-style-type: none"> ✓ PPR Submission: PPR Uniform Previous Participation Form for CAD

DOE TIMELINE

DOE Benchmark	Required Action	Submission Information
January	<ul style="list-style-type: none"> At least 50% of expected unit production or 50% of awarded funds expended as reported on MPR and MER due by February 15th 	<ul style="list-style-type: none"> ✓ TAC Rule 6.405 (n)(4): De-obligation and Re-obligation of Awarded Funds.
March	<ul style="list-style-type: none"> Submit Previous Participation Review (PPR) Changes 	<ul style="list-style-type: none"> ✓ PPR Submission: PPR Uniform Previous Participation Form for CAD
May	<ul style="list-style-type: none"> Obligate all projected costs of activities, payroll, and supplies between the contract end-date and the contract closeout date. Budget amendment deadline (45 days from contract end date) 	<ul style="list-style-type: none"> ✓ Obligations and amendments to: cabudgetamendment@tdhca.texas.gov ✓ Budget Amendment Form: WAP Budget Amendment Form
June	<ul style="list-style-type: none"> Submit Staff/Contractor Certification Form Due August 1st Responded to all monitoring reports June 30th - Contract end date 	<ul style="list-style-type: none"> ✓ Certification Form: WX Professional Certification Form ✓ Certification Submission Link: WX Professional Certification Form Submission Link ✓ Monitoring reports: Compliance Staff Contact Information
Closeout Period – 45 days following contract end date	<ul style="list-style-type: none"> Submit Inventory List Obligate all projected costs of activities, payroll, and supplies between the contract end-date and the contract closeout date Settle any disallowed costs Pay all invoices from vendors, contractors, suppliers, etc. Final Performance & Expenditure Report due by 8/14 (45 days from contract end date) 	<ul style="list-style-type: none"> ✓ Inventory form: WAP Inventory Form ✓ Settle costs: cathy.jung@tdhca.texas.gov ✓ Invoicing at Subrecipient level ✓ Final Reports in Contract System: TDCHA Community Affairs Contract System
Throughout PY year	<ul style="list-style-type: none"> On-going Wx work—updates, T&TA, etc. Update System Access Request forms as applicable Update WAP Subrecipient Staff Contact List Review WAP E-Newsletters Attend WAP Quarterly Calls Assess Production; make adjustments; submit updated Production Schedules as needed/requested by the Department Review contracts with vendors/contractors—procure for next contract if needed Respond to all monitoring reports Budget amendment deadline (45 days from contract end date) 	<ul style="list-style-type: none"> ✓ Single Audit: saandacf@tdhca.state.tx.us ✓ Production at Subrecipient level ✓ Vendor review at Subrecipient level ✓ TDCHA WAP E-Newsletter

DOE_BIL WAP TIMELINE

Contract Benchmark	Required Action	Submission Information
Every month	<ul style="list-style-type: none"> Monthly Performance (MPR) & Expenditure Reports (MER) due by 15th of month TDCHA Deferral Classification Guide and Tracker Form due by 15th of month Update Databases: PW Units Update monthly NPI numbers to CSBG coordinator, if applicable Notify TDCHA of variances between anticipated production and actual results 	<ul style="list-style-type: none"> ✓ Contract System: TDCHA Community Affairs Contract System ✓ TDCHA Classification Tracker Guide and Tracker Form ✓ NPI's of WX Units at Subrecipient level ✓ Production Updates: Evan.brown@tdcha.texas.gov ✓ Monthly Performance or Monthly Expenditures Reporting: Elmis.Hermosilla@tdhca.texas.gov
Every July	<ul style="list-style-type: none"> Review Contract account for BIL Average Cost Per Dwelling Unit Update Review T&TA activities, reconcile Final T&TA Tracking Form from prior Program Year, add/remove any T&TA identified activities when applicable. 	<ul style="list-style-type: none"> ✓ WPN BIL-5: BIL Average Cost Per Dwelling Unit and Allowable Funds Update ✓ Average Cost Per Dwelling Unit Calculator Resource – WPN BIL-5 ✓ Submit System Access Request File: Community Affairs Contract System Request Form ✓ System Access: TDCHA Community Affairs Contract System ✓ Password Resets: Kyla.Hodges@tdhca.texas.gov or Elisabeth.Hunter@tdhca.texas.gov ✓ T&TA Tracking Form: T&TA Tracking Form
Every August	<ul style="list-style-type: none"> Prepare Historical Commission (SHPO) final report DOE_BIL WAP units completed September 1 through August 31st 	<ul style="list-style-type: none"> ✓ SHPO Submission: DOE_BIL WAP Historic Preservation Report 2023 (XLSX)
April 2024	<ul style="list-style-type: none"> Must have 10% of BIL units weatherized at 25% of contract term expired. 	<ul style="list-style-type: none"> ✓ Contract System: TDCHA Community Affairs Contract System
August 2024	<ul style="list-style-type: none"> Must have 25% of BIL units weatherized at 40% of contract term expired. 	<ul style="list-style-type: none"> ✓ Contract System: TDCHA Community Affairs Contract System
April 2025	<ul style="list-style-type: none"> Must have 50% of BIL units weatherized at 60% of contract term expired. 	<ul style="list-style-type: none"> ✓ Contract System: TDCHA Community Affairs Contract System
November 2025	<ul style="list-style-type: none"> Must have 80% of BIL units weatherized at 80% of contract term expired. 	<ul style="list-style-type: none"> ✓ Contract System: TDCHA Community Affairs Contract System
May of 2026	<ul style="list-style-type: none"> Written requests for Contract Amendments must be received by the Department by no later than forty-five (45) days prior to the end of the Contract Term. 	<ul style="list-style-type: none"> ✓ Obligations and amendments to: cabudgetamendment@tdhca.texas.gov ✓ Budget Amendment Form: WAP Budget Amendment Form
June of 2026	<ul style="list-style-type: none"> End of contract term Must have 100% of BIL units completed by 6/30/26. 	<ul style="list-style-type: none"> ✓ Contract System: TDCHA Community Affairs Contract System
July-August 2026 Closeout Period – 45 days following contract end date	<ul style="list-style-type: none"> Submit Inventory List Obligate all projected costs of activities, payroll, and supplies between the contract end-date and the contract closeout date Settle any disallowed costs Pay all invoices from vendors, contractors, suppliers, etc. Final Performance & Expenditure Report due by 8/14 (45 days from contract end date) 	<ul style="list-style-type: none"> ✓ Inventory form: WAP Inventory Form ✓ Settle costs: cathy.jung@tdhca.texas.gov ✓ Invoicing at Subrecipient level ✓ Final Reports in Contract System: TDCHA Community Affairs Contract System ✓ T&TA Tracking Form Submission Link: T&TA Tracking Form Submission

	<ul style="list-style-type: none"> • Reconcile Final DOE-BIL T&TA Tracking Form for entire DOE-BIL contract term (7/1/22 – 6/30/26) with completed T&TA activities. 	
Throughout Contract Term	<ul style="list-style-type: none"> • On-going Wx work—updates, T&TA, etc. • Update System Access Request forms as applicable • Update WAP Subrecipient Staff Contact List • Review WAP E-Newsletters • Attend WAP Quarterly Calls • Assess Production; make adjustments; submit updated Production Schedules as needed/requested by the Department • Review contracts with vendors/contractors—procure for next contract if needed • Respond to all monitoring reports • Budget amendment deadline (45 days from contract end date) 	<ul style="list-style-type: none"> ✓ Single Audit: saandacf@dhca.state.tx.us ✓ Production at Subrecipient level ✓ Vendor review at Subrecipient level ✓ TDCHA WAP E-Newsletter

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