<table>
<thead>
<tr>
<th>CEAP Timeline</th>
<th>Current PY</th>
<th>Submission Information</th>
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</table>
| Every month   | • 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 | • Contract system for reporting: https://contract.tdhca.state.tx.us/csea/Login.m  
               • NPI's and reconciliation at Subrecipient level* |
| January       | For Current PY:  
               • January 1st - PY Contract start date  
               • Sign Contracts  
               • Complete the System Access Request forms  
               • Create Production Cycles from contract direct service figures*  
               For Previous PY Contract:  
               • Pay all invoices from vendors, contractors, suppliers, etc.  
               • Submit Inventory List  
               • Settle any disallowed costs | • Submit System Access Request to: ruth.hermosilla@tdhca.state.tx.us  
               • System Access: http://www.tdhca.state.tx.us/ca-contract.htm  
               • Production at Subrecipient level*  
               • Invoicing at Subrecipient level  
               • Inventory  
               • Questions about settle costs? cathy.collingsworth@tdhca.state.tx.us |
| February      | For Current PY:  
               • Assess Production; make adjustments*  
               For Previous PY Contract:  
               • Final Performance & Expenditure Report due by 3/1 (60 days from contract end date)  
               • Submit Service Delivery Plan for Next PY | • Production at Subrecipient level*  
               • Questions about Final Reports? cathy.collingsworth@tdhca.state.tx.us or ruth.hermosilla@tdhca.state.tx.us |
| As needed throughout PY | Provide Utility Assistance, Household Crisis, and Assurance 16. Track NPIs-(if applicable), obtain T&TA as needed, etc.  
               • If needed, first budget revision due 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  
               • Review vendor agreements/contracts—obtain/renew agreements/contracts, if needed | • Submit budget revisions to cathy.collingsworth@tdhca.state.tx.us  
               • Single Audit or Audit Certificate: saandacf@tdhca.state.tx.us  
               • Vendor/Contractor review at Subrecipient level  
               • Vendor Agreement: http://www.tdhca.state.tx.us/community-affairs/ceap/docs/15-CEAP-Vendor-Agreement.pdfv |
| November      | • Obligate all projected costs of activities, payroll, and supplies between the contract end-date and the contract close-out date.  
               • Second and Last Budget revision by 11/15 (45 days from contract end date)  
               • Submit Service Delivery Plan for Next PY | • Amendments to: cathy.collingsworth@tdhca.state.tx.us  
               • Submit budget revisions to cathy.collingsworth@tdhca.state.tx.us  
               • Go to: http://www.tdhca.state.tx.us/community-affairs/ceap/guidance.htm SDP submission link |
| December      | • Receive invoices from vendors, contractors, suppliers, etc.  
               • Responded to all monitoring reports  
               • December 31st - Contract end date | • Invoicing at Subrecipient level  
               • Monitoring reports: http://www.tdhca.state.tx.us/pmcomp/staff.htm |
| January       | • Pay all invoices from vendors, contractors, suppliers, etc.  
               • Submit Inventory List  
               • Settle any disallowed costs | • Invoice payments at Subrecipient level  
               • Submit Inventory List to: ruth.hermosilla@tdhca.state.tx.us  
               • Settle costs: cathy.collingsworth@tdhca.state.tx.us |
| February      | • Submit Final Performance & Expenditure Report due by 2/15 (45 days from contract end date) | • Final Reports: cathy.collingsworth@tdhca.state.tx.us or ruth.hermosilla@tdhca.state.tx.us  
               • Single Audit or Audit Certificate: saandacf@tdhca.state.tx.us |

*Recommended Practice  
Revised 9/2015