

TEXAS DEPARTMENT OF  
HOUSING & COMMUNITY AFFAIRS

*Building Homes. Strengthening Communities.*

**WAP Reporting  
LIHEAP and DOE**

*2018*

# LIHEAP Part II or DOE Part II

- ❖ Do NOT report unit as complete, until the unit is closed out and paid
  - ❖ Line items E+F=G

## Example:

### Part II. Number of Dwelling Units Receiving Weatherization

		Month	Adjustment	Cumulative
A.	Number of Units in Progress	26	0	0
B.	Number of Applications Pending	203	0	0
C.	Number of Shelters Weatherized	0	0	0
D.	Average Unit Size	1172	0	0
E.	Number of Non-Shelters	23	0	170
F.	Shelter Equivalent Units	0	0	0
G.	Total Number of Units Completed	23	0	170

# LIHEAP Part II to Part IV

## DOE Part II to Part IV

### Example:

- ❖ Totals in Part II = Part IV, lines 1, a-h

Part II. Number of Dwelling Units Receiving Weatherization				
		Month	Adjustment	Cumulative
G.	Total Number of Units Completed	<b>23</b>	0	<b>170</b>
Part IV. Services: Dwelling Units Completed				
a.	Owner-Occupied	19	0	150
b.	Renter: Single Family	2	0	7
c.	Renter: Multi-Family	0	0	0
d.	Unoccupied Unit	0	0	0
e.	Over Income	0	0	0
f.	Shelters	0	0	0
g.	Mobile Homes: Owner Occupied	2	0	12
h.	Mobile Homes: Rental	0	0	1
Total (a. thru h.) Number of Units		<b>23</b>	0	<b>170</b>

# LIHEAP Part IV. i- u

## DOE Part IV

Report # of units that have children of these age ranges: NOT the number of children in a unit for each age range.

**LIHEAP Example:  $k \leq p+q+r$   
 $s = p+q$**

Part IV. Services: Dwelling Units Completed				
i.	Elderly	10	0	87
j.	Handicapped	8	0	87
<b>k.</b>	<b>Children (0-11 yrs)</b>	<b>8</b>	0	51
l.	Children (12-19 yrs)	5	0	53
m.	Native American	0	0	0
n.	Migrant/Seasonal Farm Workers	1	0	5
o.	Other	0	0	1
p.	Children (0-2 yrs)	3	0	14
q.	Children (3-5 yrs)	1	0	10
r.	Children (6-11 yrs)	4	0	27
<b>s.</b>	<b>Children (0-5 yrs)</b>	<b>4</b>	0	24
t.	High Residential Energy User	21	0	147

# LIHEAP Part V. a- j

## DOE Part V

Report # of PEOPLE for these age ranges. Total people assisted can be  $\leq$  a thru f  
**Example:  $c=h+i+j$**

### Part V. Services: People Assisted

	Total People Assisted	64	0	454
a.	Elderly	13	0	114
b.	Handicapped	11	0	120
<b>c.</b>	<b>Children (0-11 yrs)</b>	<b>12</b>	0	92
d.	Children (12-19 yrs)	15	0	214
e.	Native American	0	0	0
f.	Migrant/Seasonal Farm Workers	1	0	6
g.	Other	0	0	2
<b>h.</b>	<b>Children (0-2 yrs)</b>	<b>3</b>	0	18
<b>i.</b>	<b>Children (3-5 yrs)</b>	<b>4</b>	0	24
<b>j.</b>	<b>Children (6-11 yrs)</b>	<b>5</b>	0	51

# LIHEAP Part II to Expenditure Report Part II:12-13

## DOE Part II to Expenditure Report Part II:14-15

### LIHEAP Example:

- ❖ Performance Report Part II A and G equal Expenditure Report line items 12, 13

#### Part II. Number of Dwelling Units Receiving Weatherization

		Month	Adjustment	Cumulative
A.	Number of Units in Progress	<b>26</b>	0	0
B.	Number of Applications Pending	203	0	0
C.	Number of Shelters Weatherized	0	0	0
D.	Average Unit Size	1172	0	0
E.	Number of Non-Shelters	23	0	170
F.	Shelter Equivalent Units	0	0	0
G.	Total Number of Units Completed	23	0	<b>170</b>

#### Part II. Financial Expenditures

12 (LIHEAP) or 14 (DOE)	Units Completed to Date	<b>170</b>
13 (LIHEAP) or 15 (DOE)	Units in Progress	<b>26</b>

# LIHEAP Part XI

## DOE Part XI

### Example: Part XI. Work by County

County		Completed Units			Completed Shelters			
		Month	Adjustment	Cumulative	Month	Adjustment	Cumulative	
47	<b>LIHEAP county example:</b> 3 X 6500= \$19,500 max; Or use (units completed) 3 X CPU	1	0	3	0	0	0	
61		2	0	35	0	0	0	
131		→ 3	0	4	0	0	0	
215		14	0	101	0	0	0	
247		0	0	0	0	0	0	
249		1	0	4	0	0	0	
261		0	0	0	0	0	0	
273		<b>DOE county example:</b> 3 X 7,212= \$21,636 max; Or use (units completed) 3 X CPU	0	0	4	0	0	0
409			0	0	2	0	0	0
427			2	0	7	0	0	0
479			0	0	10	0	0	0
489			0	0	0	0	0	0
505			0	0	0	0	0	0
Total			23	0	170	0	0	0

# LIHEAP Total Part II = Total in Part III

## DOE Total Part II= Total in Part III

### Example:

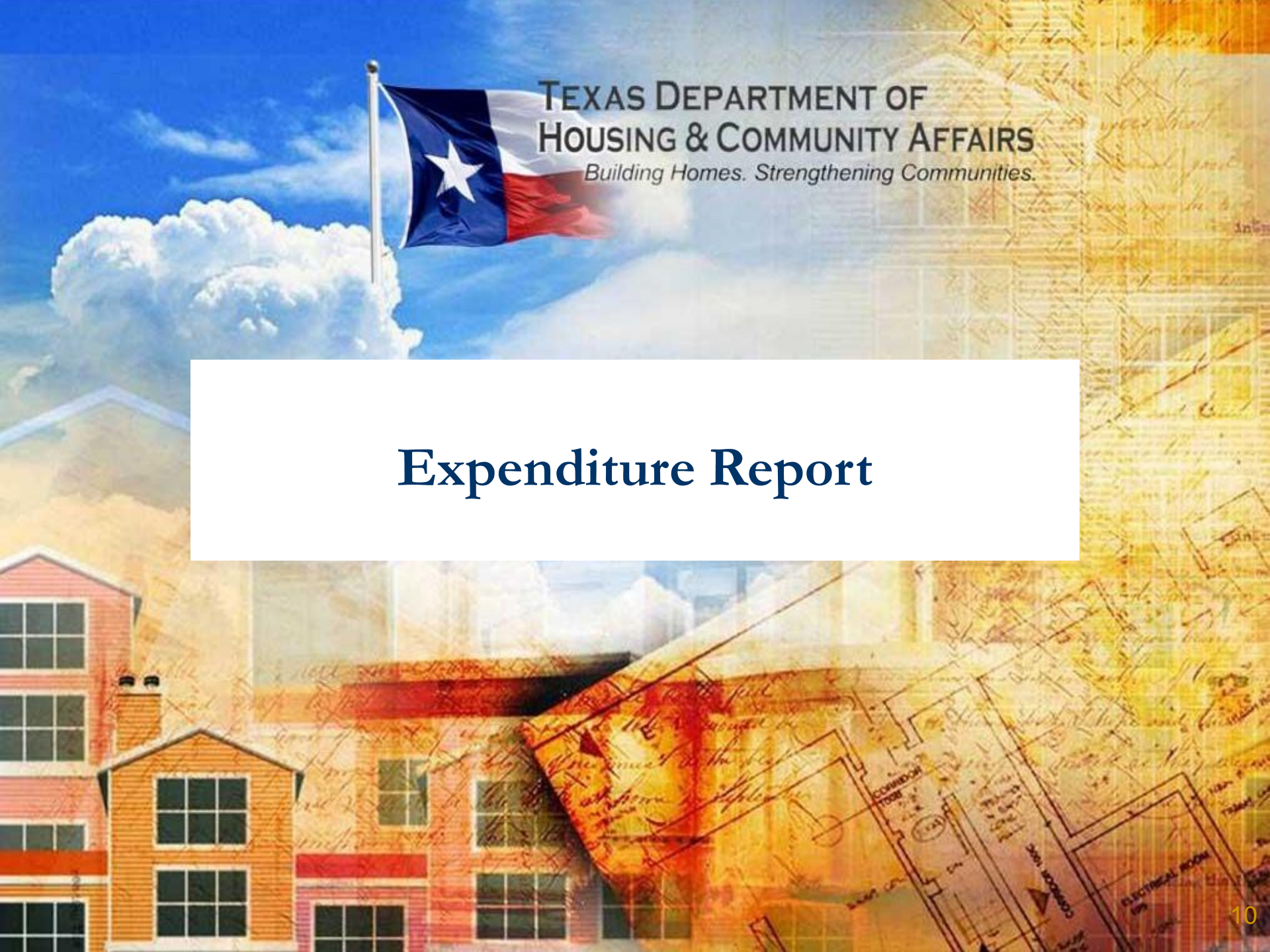
#### Part II. Number of Dwelling Units Receiving Weatherization

		Month	Adjustment	Cumulative
G.	Total Number of Units Completed	<b>23</b>	0	<b>170</b>

#### Part III. Units Weatherized by Primary Heating Fuel

		Month	Adjustment	Cumulative
A.	Natural Gas	1	0	2
B.	Electric	22	0	168
C.	Propane	0	0	0
D.	Wood	0	0	0
E.	Kerosene	0	0	0
F.	Heating Oil	0	0	0
G.	Other	0	0	0
Total		<b>23</b>	0	<b>170</b>





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# Expenditure Report

# Report Categories to Watch

Part II. Financial Expenditures Categories	Pay attention to:
Administration	DOE: <ul style="list-style-type: none"><li>• &lt;\$350,000 is 10%</li><li>• &gt;\$350,000 is 5%</li></ul> LIHEAP: <ul style="list-style-type: none"><li>• 7.21% cap</li></ul>
Materials/Program Support/Labor (M/PS/L)	DOE: \$7,212 LIHEAP: \$6,500
Health and Safety	DOE: 15% LIHEAP: 20%

# Projected Monthly Amounts

- ❖ Base the Projected upon Units in Progress (UIP)
  - ❖ DOE Example: 3 UIP X \$7,212= \$21,636 Max, or
  - ❖ Use your CPU for best estimates: 3 X \$5,000 (CPU)= \$15,000
  - ❖ In below **example**, projected costs were based upon cpu of units in progress and previous year monthly cost.

## Part II. Financial Expenditures

Categories		Budgeted	Projected
1	Administration	\$ 26,163.00	\$ 2,500.00
2	Liability / Pollution Occurrence Insurance	\$ 10,719.00	\$ 0.00
3	Fiscal Audit	\$ 800.00	\$ 0.00
4	Materials / Program Support / Labor	\$ 395,051.00	\$ 15,000.00
5	Health and Safety	\$ 67,512.00	\$ 2,250.00
6	Training and Technical Assistance	\$ 23,025.00	\$ 0.00
7	TOTAL	\$ 523,270.00	\$ 19,750.00

# Adjustments

- ❖ Use the “Adjusted” column for making corrections
  - ❖ Do NOT adjust in monthly column

## Part II. Financial Expenditures

Categories		Budgeted	Expenditures		
			Projected	Monthly	Adjusted
1	Administration	\$ 26,163.00	\$ 2,500.00	\$ 1,345.90	\$ 0.00
2	Liability / Pollution Occurrence Insurance	\$ 10,719.00	\$ 0.00	\$ 0.00	\$ 0.00
3	Fiscal Audit	\$ 800.00	\$ 0.00	\$ 0.00	\$ 0.00
4	Materials / Program Support / Labor	\$ 395,051.00	\$ 15,000.00	\$ 20,892.31	-\$ 157.22
5	Health and Safety	\$ 67,512.00	\$ 2,250.00	\$ 3,457.00	\$ 0.00
6	Training and Technical Assistance	\$ 23,025.00	\$ 0.00	\$ 2,456.95	\$ 0.00
7	TOTAL	\$ 523,270.00	\$ 19,750.00	\$ 28,152.16	-\$ 157.22

# Keep an Eye on Percentages in the following Categories

Category	Cumulative	%	Check
Administration	\$11,634.53	3.17%	<b>DOE:</b> <ul style="list-style-type: none"> <li>•&lt;\$350,000 is 10%</li> <li>•&gt;\$350,000 is 5%</li> </ul> <b>LIHEAP:</b> <ul style="list-style-type: none"> <li>•Adm≤7.21%</li> </ul>
M/PS/L	\$278,871.21	75.88%	<b>100% by contract end</b>
Health & Safety	\$56,667.70	16.89%	<b>DOE: ≤15%</b> <b>LIHEAP: ≤20%</b>
Total Expenditures	\$367,498.03	70.23%	<b>In this example the agency is 70% expended 67% through contract period.</b>

# Units in Progress, CPU and Balance

- ❖ Are you within CPU limit?
  - ❖ (DOE=\$7,212 and LIHEAP=\$6,500)
- ❖ Will you fully expend?

Line #	Categories	Cumulative
13	Remaining Balance	\$136,021.97
14	Units Completed to Date	52
15	Units in Progress	3
16	Cost Per Unit (CPU)= M/PS/L ÷ units completed to date	\$5,362.91

**Above Example:** 3 UIP X \$5362.91 CPU = \$16,088.73

Balance is \$136,021.97 - \$16,088.73 = \$119,933.24 left unspent with 4 months to go.

Based on CPU, 22 more units need to be completed to fully expend.

# QUESTIONS?

Submit Questions online at:

<https://tdhca.wufoo.com/forms/request-for-ca-program-assistance>



# Contact Information

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