



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Weatherization Assistance Program (WAP)
(LIHEAP and DOE)

MONTHLY PERFORMANCE REPORT AND MONTHLY EXPENDITURE REPORT
Instructions for Subrecipients

(Revised June 20, 2018)

OVERVIEW OF WEATHERIZATION MONTHLY PERFORMANCE/EXPENDITURE REPORTS

Weatherization Assistance Program (LIHEAP WAP and DOE WAP) Subrecipients must submit a Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER) through the Department's electronic [Community Affairs Contract System](#). Subrecipients must carefully read this instruction document available on the [WAP Program Guidance](#) web page, section "Weatherization Tools and Guides."

Monthly Report Uses - the Department uses the financial and performance information submitted through the monthly reports to understand the success and improve the administration of the weatherization program, and to report performance data to the U.S Department of Energy (DOE) and the U.S. Department of Health and Human Services (USHHS) through the Low Income Housing Energy Assistance Program (LIHEAP) Households Report. The data the Department collects is subject to change based on requirements from DOE and/or USHHS.

Due Dates - The MPRs and MERs are due on or before the fifteenth (15th) day of each month of the Contract Term, following the reporting month. If the 15th falls on a weekend or holiday, the reports must still be entered on or before the 15th.

Report Access - Subrecipients must access the [Community Affairs Contract System](#) with a username and password assigned to them by the Department. To receive an individual username and password, each staff expected to complete and/or review the MER/MPRs must submit a System Access Request Form to Elmis Hermosilla (elmis.hermosilla@tdhca.state.tx.us), Contract Specialist with the Department's Community Affairs Fiscal and Reporting section. The Community Affairs Contract System Access Request Form can be downloaded from the [Community Affairs Contract System](#) web page. Subrecipients must submit a new form every program year by each user; even if staff has been granted a password or username in previous years. This provides the Department with an updated record of all users.

Order of Reports & Validations - A MPR must be added first in the [Community Affairs Contract System](#) before the system allows the user to add a MER. Validations are programmed into the reports to verify data accuracy. If an error message appears, a data validation has been violated and errors must be corrected before the Contract System allows a user to approve and submit the reports.

Demographic Data -The WAP performance reports capture assisted households and individuals and applicant households of the WAP program. Demographic data such as: income level, vulnerable populations (60+ and older, disability and 5 years and younger), ethnicity, age, type of fuel used and poverty level is requested in different sections of the reports.

Applicable Terms:

Monthly-This column is used for entry of monthly data of individuals or households served.

Adjusted-This column is used to make adjustments for errors made in prior month's reports. Changes made to this column will only affect your cumulative column and not the monthly data entered.

Cumulative-This column is auto populated by the contract system. It will equal the monthly column in the first month of reporting. Afterward, it will add the monthly figure and update the cumulative amount.

Unduplicated-The household/individual(s) are counted only once for each specific type of assistance provided when the initial assistance is provided.

Applicant-The number of approved, denied, and pending applications for WAP assistance.

Reweatherization-The household/individual(s) assisted are counted if under special circumstances/natural disasters assistance is provided to a unit previously weatherized.

WAP MONTHLY PERFORMANCE REPORT INSTRUCTIONS

Subrecipient contract information data is auto generated.

Part II. Number of Dwelling Units Receiving Weatherization

Report the number of unduplicated households or shelters weatherized under the monthly column. Part II identifies the units in progress, pending applications, shelters weatherized, unit size, non-shelters, shelters and units completed. Report completed units or units in progress/pending as applicable. For shelters, contact the Community Affairs Planning Section or Compliance as certain circumstances may apply for consideration.

Part III. Units Weatherized by Primary Heating Fuel

Report the number of unduplicated units (shelter and non-shelter) weatherized by type of fuel used for heating under the monthly column. If the fuel source is not listed in lines A-F, report them in line G. **The total units reported by month and cumulative must match the total units reported in Part II, line G.**

Part IV. Services: Dwelling Units Completed

Report the number of dwelling units completed by occupant type (owner occupied, renter, single family, rental multi-family, unoccupied or over income) and by characteristics of occupant. For lines i –u, report the characteristics of the unit occupant(s) and not the number of individual(s) assisted. For instance, a household with children ages 2 and 9 should be counted as one unit in line k and the breakdown reflected in lines p and r, respectively.

The total units completed by month and cumulative in Part IV, lines a - h must match the total units reported in Part II, line G.

Part V. Services: People Assisted

Report the number of people assisted by characteristics of the occupant(s) for all weatherized units under Part V, lines a- j. An occupant may fall into multiple characteristics and must be reported under each applicable characteristic (i.e., an occupant may be elderly and handicap but can only be counted once in the **Total People Assisted**).

Report the **Total People Assisted** in your monthly column by reporting the total number of individuals in the household. **Total People Assisted** can be equal to or less than your totals of Part V, lines a – g.

Part V, lines h – j. does not capture the total people assisted as these line items represent the age breakdown of children 0-11.

Part VI. Units Weatherized: Weatherization Services Provided

Report the work performed and/or methods of weatherization utilized for each completed unit in the monthly column.

Part VII. Section A. Income Level

Report the income level of each household weatherized under the monthly column. For instance, if the household income is 12,000 then the household would fall under the category 12.0-14.9 (x1000) which equals 12,000-14,999. **The total units reported monthly and cumulative by income level must match the total units reported in Part II, line G.**

Part VII. Section B. Poverty Level

Report the poverty level of each of household weatherized under the monthly column following the poverty income guidelines issued by USHHS. The current year income guidelines for WAP, [Income Limits for LIHEAP WAP and DOE WAP](#), are provided on our website under WAP Program Guidance. **The total units reported monthly and cumulative by poverty level must match the total units reported in Part II, line G.**

Part VII. Section C. Ethnicity

Report the ethnicity of each household weatherized. If the household represents multiple ethnicities, report only one ethnicity. If the ethnicity is not listed in lines 1 - 5, report them in line 6. **The total units reported monthly and cumulative by ethnicity must match the total units reported in Part II, line G.**

Part VIII. Inventory

If applicable, report the value of the inventory of WAP materials on hand under the monthly column.

Part IX. Reweathering

Report the number of number of persons assisted and the number of units weatherized that previously received weatherization services. Contact the Department for approval prior to reweatherizing a unit.

Part X. Poverty Level Range Applicant Households

Report the poverty level range for all **APPLICANT** households under the monthly column. This is the number of **unduplicated** households that applied for WAP assistance and are **approved, denied, or pending**. This number may be greater than the number of units weatherized if they're applicants that are pending or were denied for reasons such as being over income. **The total applicant households reported by month must be equal to or greater than the total number of units weatherized reported in Part II, line G.**

Part XI. Work by County

Report completed units/shelters weatherized by county under the monthly column. Verify that the expenditures reported by county under Part III of your MER correspond to the number of units in progress or completed in your MPR. **Count a unit/shelter completed by county when the final inspection is performed and all associated costs for the unit/shelter have been paid.**

The total number of units/shelters weatherized reported by month must match the total reported in Part II, line G.

Approval

Persons authorized to prepare and sign reports (as indicated on the Access Request Form submitted to TDHCA) must click on the box for Preparer. If data has been entered into the Adjusted Column, a reason must be entered into the data entry box before the system will allow the user to save and approve the report. Please note that once a reason is entered and the report is saved, the reason cannot be changed.

Lastly, click on the **SAVE** button.

WAP MONTHLY EXPENDITURE REPORT INSTRUCTIONS

The Monthly Expenditure Report (MER) will serve as a request for advance or reimbursement. This report must be submitted to the Texas Department of Housing and Community Affairs no later than the 15th day after the end of the month being reported. The expenditures portion of the MER should be prepared even if no funds are being requested.

LIHEAP WAP MONTHLY EXPENDITURE REPORT

PART I. Identification Data – Subrecipient Contract Information (system generated)

PART II. Financial Expenditures

Column A. Categories – Categories based on LIHEAP WAP requirements (system generated)

Column B. Budgeted - Budgeted items based Department formula (system generated).

Column C. 1-5 Expenditures

Projected - Enter the amount of expenses projected over the next 30 days.

Monthly - Enter actual expenditures for the month being reported.

Adjusted - Enter adjustments for the previously reported expenditures.

Returned - Entered by TDHCA Staff.

Cumulative – Sum of system generated totals of prior months’ expenditures and current month’s reported expenditures.

Line # 5	Total by Column for budget and all reported monthly expenditures (system generated)
Line # 6	Sum of projected and cumulative expenditures (system generated)
Line # 7	Total of all LIHEAP WAP funds requested in previous reports (system generated)
Line # 8	Refunds (Entered by TDHCA Staff)
Line # 9	Total TDHCA funds requested for the current contract period - (Total Returned Expenditures + Refund) (system generated)
Line # 10	Net amount of this request – (Total Projected Expenditures + Total Cumulative Expenditures – Funds Requested) (system generated)
Line # 11	Remaining balance of funds, after this request (system generated)
Line # 12	Total units/shelters completed to date with LIHEAP WAP funds (system generated from MPR)
Line # 13	Total units/shelters in progress (system generated from MPR)
Line # 14	Average cost per unit- M/PS/L ÷ total units/shelters completed to date

PART III. Expenditures By Service Area – County

Report expenditures for each unit/shelter completed with LIHEAP funds by county.

Total Dollars Expended – Sum of dollars expended by month and cumulative.

Approval

Persons authorized to prepare and submit reports must check the appropriate box for Preparer and Executive Approval, as indicated on the Access Request Form submitted to TDHCA. If data has been entered into the Adjusted Column, a reason must be given before the system will allow the report to be saved. Please note that once a reason is given and the report is saved, the reason cannot be changed.

Lastly, click on **SAVE** button.

DOE WAP MONTHLY EXPENDITURE REPORT

PART I. Identification Data – Subrecipient Contract Information (system generated)

PART II. Financial Expenditures

Column A. Categories – Categories based on DOE WAP requirements (system generated)

Column B. Budgeted - Budgeted items based Department formula (system generated).

Column C. 1-5 Expenditures

Projected - Enter the amount of expenses projected over the next 30 days.

Monthly - Enter actual expenditures for the month being reported.

Adjusted - Enter adjustments for the previously reported expenditures.

Returned - Entered by TDHCA Staff.

Cumulative – Sum of system generated totals of prior months’ expenditures and current month’s reported expenditures.

Line # 7	Total by Column for budget and all reported monthly expenditures (system generated)
Line # 8	Sum of projected and cumulative expenditures (system generated)
Line # 9	Total of all DOE WAP funds requested in previous reports (system generated)
Line # 10	Refunds (Entered by TDHCA Staff)
Line # 11	Total TDHCA funds requested for the current contract period - (Total Returned Expenditures + Refund) (system generated)
Line # 12	Net amount of this request – (Total Projected Expenditures + Total Cumulative Expenditures – Funds Requested) (system generated)
Line # 13	Remaining balance of funds, after this request (system generated)
Line # 14	Total units/shelters completed to date with DOE WAP funds (system generated from MPR)
Line # 15	Total units/shelters in progress (system generated from MPR)
Line # 16	Average cost per unit- M/PS/L ÷ total units/shelters completed to date

PART III. Expenditures By Service Area – County

Report expenditures for each unit/shelter completed with DOE funds by county.

Total Dollars Expended – Sum of dollars expended by month and cumulative.

Approval

Persons authorized to prepare and submit reports must check the appropriate box for Preparer and Executive Approval, as indicated on the Access Request Form submitted to TDHCA. If data has been entered into the Adjusted Column, a reason must be given before the system will allow the report to be saved. Please note that once a reason is given and the report is saved, the reason cannot be changed.

Lastly, click on **SAVE** button.