

AAA Report Due Date Schedule

All reports identified below are due no later than 10:00 a.m. on the date identified. Should a due date fall on a weekend or holiday, the report is due the next working day by 10:00 am CST. Additional reports may be required during the year. The Department will notify you of the report and the due date, as applicable. All formal submissions must be sent via email to the Reports Mailbox at: AAA.Reports@hpsc.state.tx.us

Report	Frequency	Due Date(s)	Form Location	Submit To:
Area Plan	Once per Planning Cycle	Amendments submitted as necessary	Released via email as Word file	Reports Desk
Budgets: <ul style="list-style-type: none"> • AP Planning Budget • Working budget • Request for Service Waiver To include all supporting documents as required such as narratives, CE/CA Request Logs Equipment Prior Approvals, etc.)	Annually	Due date determined by the Department. No later than Sept 30th	AAA website AAA FTP Site	Reports Mailbox
Budget Amendments To include all supporting documents as required such as narratives, CE/CA Request Logs /Equipment Prior Approvals, etc.)	As needed or upon request, during working budget phase	Due date indicated at time of request	AAA website AAA FTP Site	Reports Mailbox
Categorical Transfers (Budget Amendment)	Annually	As determined by HHSC. No later than July 31.	Help Desk	Reports Mailbox
Close-out Report To include all supporting documents as required (such as narratives, CE/CA Request Logs Equipment Prior Approvals, etc.)	Annually	November 30	Help Desk AAA FTP Site	Reports Mailbox
Colonias Report (Lower, Middle, Rio, South TX only)	Quarterly	5 th working day Mar. June, Sept, Dec	Reports Desk	Reports Mailbox
Housing Bond Quarterly Report (if awarded)	2 Reports Final Report	25 th of Sept. & July 25 th Sept	AAA website	Reports Mailbox
NAPIS SRT Agency Report	Annually	December 20	SAMS NAPIS SRT Edition	N/A
Performance Measure Projection Change	Annually	June 30	AAA website	Reports Mailbox
Quarterly Performance Reports	Quarterly	20 th day of Sept, Dec, March, & June	Sent to Awardees	Reports Mailbox
Payment Requests & Adjustment Requests	Semi-Monthly	10:00 a.m. every 2 nd and 4 th Monday of the month Monday Due Date (MDD)	AAA FTP Site	Reports Mailbox & AES Invoices Mailbox
Ombudsman: Contract and Legislative Budget Board Performance Measure reports	Quarterly	16th day of December, March, June, & September	N/A	AgingNetwork.com: OmbudsManager