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## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	13-LCM-16
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office :</b>	Center for Employment and Economic Supports
<b>Date:</b>	November 21, 2013
<b>Subject:</b>	2013-14 Home Energy Assistance Program—Administrative Allocations and Program Allocations
<b>Contact Person(s):</b>	OTDA CEES HEAP Bureau Liaison at (518) 473-0332
<b>Attachments:</b>	2013-14 Local District Allocations
<b>Attachment Available On – Line:</b>	<a href="#">Attachment 1 - 2013-14 Local District Allocations</a>

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) provides information on the 2013-14 Home Energy Assistance Program (HEAP) initial local district administrative allocations and program allocations for locally issued HEAP payments.

All local districts receive administrative funds to support the administration of the HEAP program. Additionally, counties receive program allocations for locally issued payments. This LCM outlines the requirements for use of these funds and provides each district with the amounts of the administrative and program allocations.

#### II. Background

As in 2012-13, each district's administrative allocation was based on the number of autopay, regular, and emergency applications processed during the previous year, weighted to reflect the administrative effort required in processing each case type.

Program allocations are based on the number of local payments issued in 2012-13. Local payments include heat included benefits issued directly to recipients, either through EBT or through check issuance, and two party check payments issued to

vendors participating in HEAP under the Option E provision of the HEAP Vendor Agreement. This provision allows payments to vendors who participate in HEAP only for their customers who have a signed service contract.

### III. Program Implications

#### Administrative Allocations

The initial 2013-14 HEAP district administrative allocation amounts were established based on a Continuing Resolution (CR) that provides funding for LIHEAP at the FFY 2013 level. Currently 90% of the State's net CR allocation has been distributed and final appropriations have yet to be determined. If final funding is higher than the CR, local district administrative allocations may be adjusted. Districts will be notified if this occurs.

Administrative funds are to be used to establish your local HEAP certification network (including obligations to your alternate certifier(s) and to meet staffing and operational needs for the 2013-14 program. Acceptable uses of administrative funds include, but are not limited to, staff salaries, staff overtime, temporary staff costs, alternate certifier contract costs, fringe benefits, indirect costs, and equipment purchases to aid in the administration of the program.

**As in the past, reimbursement of administrative costs in excess of your allocation cannot be guaranteed.** Administrative costs incurred on and after October 1, 2013 may be charged against the 2013-14 allocation.

#### Program Allocations

The attached program allocations reflect the anticipated amount of funds needed for local issuance of 2013-14 HEAP payments. Cash advances will be provided to local districts on or after the HEAP program opening date of November 18, 2013. **Local districts may not make any local payments until further instructions are received.**

Districts will be notified of the date to set locks "off", **but locks must remain "on" until notified by OTDA.** Once districts are issued instructions about 2013-14 payments, locks may be turned "off" and local payments issued.

#### **Issued By**

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**Title: Deputy Commissioner**

**Division/Office: Center for Employment and Economic Supports**