



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	20-LCM-09
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	September 9, 2020
Subject:	Revised 2019-2020 Home Energy Assistance Program (HEAP) Administrative Allocations
Contact Person(s):	HEAP Bureau at: (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	Attachment 1 – Revised 2019-2020 HEAP District Administrative Allocations

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) informs social services districts (districts) about revisions to the 2019-2020 HEAP district administrative allocations, how administrative funds will be distributed, and outlines the requirements for allowable uses of HEAP administrative funds.

II. Background

Districts were informed through [20-LCM-02](#) on January 21, 2020, that under the federal Continuing Appropriations Act, 2020, and Health Extenders Act of 2019, (Public Law 116-59), New York State received 90% of its anticipated Federal Fiscal Year (FFY) 2020 Low Income Home Energy Assistance Program (LIHEAP) grant award.

The Office of Temporary and Disability Assistance (OTDA) provided districts with their total administrative allocation in [20-LCM-02](#) and these totals were calculated with the assumption that 100% of the grant would be received. However, the final appropriation received from the United States Department of Health and Human Services (HHS) was slightly higher than previously calculated and OTDA is providing the difference in funds to each district.

Additionally, due to supplemental LIHEAP funds received under the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136), which the President signed into law on March 27, 2020, districts are receiving additional 2019-2020 administrative allocations. The CARES Act provides supplemental LIHEAP funding to help “prevent, prepare for, or respond to” home energy needs surrounding the national emergency created by COVID-19.

Revised 2019-2020 HEAP district administrative funds and CARES Act administrative funds are reflected in Attachment 1 – Revised 2019-2020 HEAP District Administrative Allocations.

III. Program Implications

Acceptable uses of the 2019-2020 HEAP district administrative funds and CARES Act administrative funds include, but are not limited to, staff salaries and overtime (including fringe benefits and indirect costs), temporary staff costs, alternative certifier contract costs, and equipment purchases to aid in the administration of HEAP.

Only administrative costs incurred on and after October 1, 2019 may be charged against the 2019-2020 HEAP district administrative allocations. All 2019-2020 HEAP district administrative funds must be obligated by September 30, 2020 and claimed by December 31, 2020. Unclaimed funds cannot be rolled into the 2020-2021 administrative allocations. Only after a district has claimed all of their regular FFY20 LIHEAP administrative allocation through the RF8 process can a district claim administrative expenses for the supplemental FFY20 LIHEAP CARES funding through the RF17 claiming process.

CARES Act funds for the period beginning April 1, 2020 must be tracked, accounted for and reported separately from the 2019-2020 HEAP district administrative funds and may be obligated through September 30, 2021 and must be claimed by October 31, 2021. The supplemental FFY20 LIHEAP CARES local administrative allocation expenses must be filed on the RF17 claiming form.

IV. Claiming Instructions

Program costs will not be claimed by districts for the FFY 20 LIHEAP CARES project; however, administrative expenditures are claimed through the RF17 special project claim package for the month(s) that the expenditures were made. These costs are first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923 "Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries" and the LDSS-2347 "Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program." After final accepting the RF2A claim package, the individual project costs are then reported under the project label FFY 20 LIHEAP CARES on the RF-17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" while overhead costs are automatically brought over from the RF2A, Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on the FFY 20 LIHEAP CARES project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the LDSS-923B "Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs".

Total project costs should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)" as 100% Federal Share and will be reimbursed up to the amount of each district's allocation.

To receive reimbursement, claims for expenditures of the FFY 20 LIHEAP CARES program for the period April 1, 2020 through September 30, 2021 must be final accepted in the Automated Claiming System (ACS) by October 31, 2021.

Further instructions for completing the time studies, Schedule D, and RF17 claim package are found in Chapters 4, 7, and 18 respectively of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available on-line at: <http://otda.state.ny.net/bfdm/finance/>.

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