



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	21-LCM-15
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	September 27, 2021
Subject:	Revised 2020-2021 Home Energy Assistance Program (HEAP) District Administrative Allocations
Contact Person(s):	HEAP Bureau at: (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	Attachment 1 – Revised 2020-2021 HEAP District Administrative Allocations

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) informs social services districts (districts) about revisions to the 2020-2021 HEAP district administrative allocations, how administrative funds will be distributed, and outlines the requirements for allowable uses for HEAP administrative funds.

II. Background

On April 12, 2021 districts were informed through [21-LCM-04](#), that under the federal Consolidated Appropriations Act, 2021 (Public Law 116-260), New York State received 90 percent of their anticipated Federal Fiscal Year (FFY) 2021 Low Income Home Energy Assistance Program (LIHEAP) grant award. The total administrative allocations reflected in that LCM had been calculated with the assumption that the full grant would be received but were dependent on availability of federal funding. Each district’s administrative ceiling was set at 90 percent of the anticipated funding level and would be increased if/when the FFY 2021 LIHEAP balance was received. On February 26, 2021 the U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Community Services (OCS), Division of Energy Assistance (DEA), released a second round of funding for LIHEAP for FFY 2021. This funding was provided under the Consolidated Appropriations Act, 2021 (Public Law 116-260), which provided the final budget for FFY 2021. OCS allocated 99 percent of the funding available to grantees for FFY 2021. With this release, New York State received less funding than initially anticipated when the administrative allocations were developed on April 12, 2021. District’s HEAP administrative ceilings have been adjusted to reflect this change in funding.

Additionally, due to supplemental LIHEAP funds received under the American Rescue Plan Act (ARPA) of 2021, which the President signed into law on March 11, 2021 (Public Law 117-2), districts are receiving additional 2020-2021 administrative allocations. This award reflects 100% of the funding available to States under ARPA for LIHEAP as supplemental funding to provide payments under section 2602(b) of the LIHEAP Act of 1981 (42 § U.S.C.8621(b)).

Revised 2020-2021 HEAP district administrative allocations that include adjusted administrative allocations based on the February 26, 2021 funding release and ARPA funds received are reflected in Attachment 1 – Revised 2020-2021 HEAP District Administrative Allocations.

III. Program Implications

Acceptable uses of administrative funds include, but are not limited to: staff salaries and overtime (including fringe benefits and indirect costs), temporary staff costs, alternate certifier contract costs, and equipment purchases to aid in the administration of HEAP.

Only administrative costs incurred on and after October 1, 2020 may be charged against the 2020-2021 Adjusted HEAP district administrative allocations (see Attachment 1). All 2020-2021 Adjusted HEAP district administrative allocations must be obligated by September 30, 2021 and claimed by December 31, 2021. Unclaimed funds cannot be rolled into the 2021-2022 administrative allocations.

ARPA Administrative funds need to be tracked, accounted for, and reported separately from the 2020-2021 Adjusted HEAP district administrative allocations and may be used to support obligations from April 1, 2021 through September 30, 2022 and must be claimed by October 31, 2022. The supplemental FFY21 LIHEAP ARPA local administrative allocations must be claimed in the RF17 package.

IV. Claiming

Program costs will not be claimed by districts for the FFY 21 LIHEAP ARPA 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 21 LIHEAP ARPA 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 21 LIHEAP ARPA 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 percent Federal Share and will be reimbursed up to the amount of each district’s allocation.

To receive reimbursement, claims for expenditures of the FFY 21 LIHEAP ARPA program for the period April 1, 2021 through September 30, 2022 must be final accepted in the Automated Claiming System (ACS) by October 31, 2022.

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/>.

Claiming Contacts:

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