



# Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

DANIEL W. TIETZ  
Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	22-LCM-06
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	April 25, 2022
<b>Subject:</b>	2021-2022 Home Energy Assistance Program (HEAP) Administrative Allocations
<b>Contact Person(s):</b>	HEAP Bureau at: (518) 473-0332 or <a href="mailto:NYSHEAP@otda.ny.gov">NYSHEAP@otda.ny.gov</a>
<b>Attachments:</b>	<a href="#">Attachment 1 – 2021-2022 HEAP District Administrative Allocations</a>

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) provides social services districts (districts) with the 2021-2022 Home Energy Assistance Program (HEAP) district administrative allocations.

All districts receive administrative funds to support HEAP operations. This LCM provides each district with the amounts of their total administrative allocations for the 2021-2022 program year. Subsequent allocations will not be provided to districts for the 2021-2022 program year unless additional funds are received from the United States Department of Health and Human Services (HHS).

Under the federal Extending Government Funding and Delivering Emergency Assistance Act (Public Law 117-43), New York State received 90% of their anticipated Federal Fiscal Year (FFY) 2022 Low Income Home Energy Assistance Program (LIHEAP) grant award. The total administrative allocations reflected herein have been calculated with the assumption that the full grant will be received but are dependent on availability of federal funding. Each district's administrative ceiling will be set at the 90% funding level and will be increased if/when the FFY 2022 LIHEAP balance is received.

#### II. Background

District administrative allocations are to be used to establish each district's local HEAP certification network, including obligations to alternate certifiers, and to meet staffing and operational needs for the 2021-2022 Regular, Emergency, Cooling Assistance Component (CAC), Clean and Tune (C&T), and Heating Equipment Repair and Replacement (HERR) benefits. Additionally, these district administrative allocations are available to districts for the purpose of processing cases during the 2022-2023 Early Outreach period.

Administrative allocation amounts for Regular, Emergency, CAC, C&T, HERR, and Early Outreach were calculated for each component separately and then totaled to provide one administrative allocation to each district. The administrative allocation calculation methodologies are as follows:

- **Regular and Emergency**  
This allocation is based on the number of HEAP Mass Authorization (Autopay) benefits, Regular application benefits, and Emergency benefits processed in each district during the 2020-2021 program year, weighted to reflect the administrative effort required in processing each case type.
- **CAC, C&T and HERR**  
These allocations are based on the number of benefits processed during the 2020-2021 program year.
- **Early Outreach**  
This allocation is based on the number of early outreach applications mailed for the 2021-2022 program year.

### 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, 2021 may be charged against the 2021-2022 allocations. All administrative funds must be obligated by September 30, 2022 and claimed by December 31, 2022. Unclaimed funds cannot be rolled into the 2022-2023 administrative allocations.

The 2021-2022 HEAP district administrative allocations are found in Attachment 1.

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### Issued By:

**Name:** Valerie T. Figueroa

**Title:** Deputy Commissioner

**Division/Office:** Office of Temporary and Disability Assistance/Employment and Income Support Programs