



Local Commissioners Memorandum

Section 1

Transmittal:	24-LCM-03
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	April 4, 2024
Subject:	FFY 2024 Home Energy Assistance Program (HEAP) Administrative Allocations
Contact Person(s):	HEAP Bureau at: (518) 473-0332 or NYSHEAP@OTDA.NY.GOV
Attachments:	Attachment 1 – FFY 2024 HEAP District Administrative Allocations

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) provides social services districts (districts) with the Federal Fiscal Year (FFY) 2024 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 FFY 2024 program year. Subsequent allocations will not be provided to districts for the FFY 2024 program year unless additional funds are received from the United States Department of Health and Human Services (HHS).

Under the federal Continuing Appropriations Act, 2024 and Other Extensions Act (Public Law 118-15), New York State received 90% of their initial FFY 2024 Low Income Home Energy Assistance Program (LIHEAP) grant award. The total administrative allocations reflected herein are dependent on final federal funding but have been calculated with the assumption that the full initial grant will be received. Each district’s administrative ceiling will be set at the 90% funding level and will be increased if/when the FFY 2024 LIHEAP balance is received.

Districts are also receiving additional FFY 2024 administrative allocations that reflect 100% of the Infrastructure Administrative funding available to States under the Infrastructure Investment and Jobs Act for LIHEAP as supplemental funding to provide payments under section 2602(b) of the LIHEAP Act of 1981 (42 § U.S.C.8621(b)).

All FFY 2024 HEAP district administrative allocations are reflected in Attachment 1 – FFY 2024 HEAP District Administrative Allocations.

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 FFY 2024 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 2024-2025 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 FFY 2023 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 FFY 2023 program year.

- **Early Outreach**

This allocation is based on the number of early outreach applications mailed for the FFY 2024 program year.

III. Program Implications

Acceptable uses of normal and Infrastructure 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, 2023, may be charged against the FFY 2024 allocations. All administrative funds must be obligated by September 30, 2024, and claimed by December 31, 2024. Unclaimed funds cannot be rolled into the FFY 2025 administrative allocations. The local administrative claiming process for the regular FFY 2024 HEAP season remains unchanged from prior years. Guidance for this process can be found in Chapter 3 of [Volume 2 of the New York State Fiscal Reference Manual](#).

Infrastructure administrative costs need to be tracked, accounted for, and reported separately from the FFY 2024 regular HEAP district administrative allocations. They may be used to support obligations from October 1, 2023, through September 30, 2024, and must be claimed by November 15, 2024. The FFY 24 LIHEAP Infrastructure administrative allocations must be claimed in the RF17 package.

IV. Claiming

Program costs will not be claimed by districts for the FFY 24 LIHEAP Infrastructure benefit payments; 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 24 LIHEAP INFRASTRUCTURE 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 24 LIHEAP Infrastructure Administrative 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 24 LIHEAP Infrastructure Administrative costs for the period October 1, 2023 through September 30, 2024 must be final accepted in the Automated Claiming System (ACS) by November 15, 2024. Further instructions for completing time studies; the LDSS-923, LDSS-923B and Schedule D; and the 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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