



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	24-LCM-08
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	July 29, 2024
Subject:	Revised FFY 2023-2024 Home Energy Assistance Program (HEAP) Administrative Allocations
Contact Person(s):	HEAP Bureau: 518-473-0332 or NYSHEAP@otda.ny.gov
Attachments:	Attachment 1 - 2023-2024 Revised HEAP District Administrative Allocations

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) informs social services districts (districts) about revisions to the 2023-2024 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 4, 2024, districts were informed through 24-LCM-03, that under the federal Continuing Appropriations Act, 2024 and Other Extensions Act (Public Law 118-15), New York State received 90 percent of their anticipated Federal Fiscal Year (FFY) 2024 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 2024 LIHEAP balance was received. On March 23, 2024, the Further Consolidated Appropriations Act, 2024 (Public Law 118-47) was signed into law, providing the final budget for FFY 2024. Pursuant to the provision in Public Law 118-47, the federal Department of Health and Human Services (HHS) allocated 99 percent of the regular FFY24 LIHEAP funding available to grantees. There were no changes in the funding level for the FFY24 LIHEAP Infrastructure grant. Local district HEAP administrative ceilings have been adjusted to reflect the FFY24 funding.

Revised 2023-2024 HEAP district administrative allocations are reflected in Attachment 1 – Revised 2023-2024 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, 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.

Administrative costs that would qualify for normal HEAP admin are eligible to be claimed as Infrastructure administrative costs. 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 October 31, 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/>.

Claiming Contacts:

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