



Local Commissioners Memorandum

Section 1

Transmittal:	25-LCM-09
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	August 12, 2025
Subject:	Revised FFY 2024-2025 Home Energy Assistance Program (HEAP) Administrative Allocations
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Attachments:	Attachment 1 - 2024-2025 Revised HEAP Administrative Allocations

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) informs social services districts (districts) about revisions to the 2024-2025 HEAP district administrative allocations and how administrative funds will be distributed. It also outlines the requirements for allowable uses for HEAP administrative funds.

II. Background

Initial 2024-25 HEAP district administrative allocations were released via 25-LCM-02 on March 27, 2025. On May 1, 2025, the U.S. Department of Health and Human Services (HHS), announced the release of the remaining ten percent (10%) of Federal Fiscal Year (FFY) 2025 Low Income Home Energy Assistance Program (LIHEAP) regular block grant funding. This funding is provided under the Full-Year Continuing Appropriations and Extensions Act, 2025, signed into law on March 15, 2025.

As a result, additional administrative funding will be provided to districts for the 2024-2025 program year. Revised 2024-2025 HEAP district administrative allocations are reflected in Attachment 1 – Revised 2024-2025 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, 2024, may be charged against the FFY 2025 allocations. All administrative funds must be obligated by September 30, 2025, and claimed by December 31, 2025. Unclaimed funds cannot be rolled into the FFY 2026 administrative allocations.

IV. Claiming

The local administrative claiming process for the regular FFY 2025 HEAP year 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 (FRM). The FRMs are available on-line at: <http://otda.state.ny.net/bfdm/finance/>.

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