



Local Commissioners Memorandum

Section 1

Transmittal:	25-LCM-02
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	March 27, 2025
Subject:	FFY 2025 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 2025 HEAP District Administrative Allocations

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of their Federal Fiscal Year (FFY) 2025 Home Energy Assistance Program (HEAP) administrative allocations. All districts receive administrative funds to support HEAP operations.

Under the federal Continuing Appropriations and Extensions Act, 2025, New York State (NYS) received 90% of their FFY 2025 Low Income Home Energy Assistance Program (LIHEAP) grant award. The administrative allocations reflected herein have been calculated based on receipt of 90% of NYS' FFY 2025 LIHEAP award. Districts will be notified via a separate LCM if/when additional FFY 2025 LIHEAP funds are received and made available to districts.

Districts are also receiving additional FFY 2025 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 2025 HEAP district administrative allocations are reflected in Attachment 1 – FFY 2025 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 2025 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 2025-2026 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**

These allocations are based on the number of HEAP Mass Authorization (Autopay) benefits, Regular application benefits, and Emergency benefits processed in each district during the FFY 2024 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 2024 program year.

- **Early Outreach**

This allocation is based on the number of early outreach applications mailed for the FFY 2025 program year.

III. Program Implications

Acceptable uses of formula 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, 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. The local administrative claiming process for the regular FFY 2025 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 2025 regular HEAP district administrative allocations. They may be used to support obligations from October 1, 2024, through September 30, 2025, and must be claimed by November 15, 2025. The FFY 25 LIHEAP Infrastructure administrative allocations must be claimed in the RF17 package.

IV. Claiming

Program costs will not be claimed by districts for FFY 2025 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 25 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 FFY 25 LIHEAP Infrastructure 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 FFY 25 LIHEAP Infrastructure administrative costs for the period October 1, 2024, through September 30, 2025, must be final accepted in the Automated Claiming System (ACS) by November 15, 2025. 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.nyenet/bfdm/finance/>.

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