LIHEAP 101 for New Tribal Coordinators

National Energy and Utility Affordability Conference
June 10, 2013
San Diego, CA
Topics for Discussion

- LIHEAP Reports and Deadlines
- “Funds Payable” and the Impact on LIHEAP Budgeting
- Obligation vs. Expenditure
LIHEAP Reports and Deadlines
Reports for Tribal LIHEAP Grantees

For Federal Fiscal Year: October 1, 2013 – September 30, 2014

**Required**

- LIHEAP Plan
- Program Integrity Assessment Supplement (PIAS)
- Carryover & Reallotment Report
- Household Report – Short Form

**Optional**

- Leveraging Report
- Weatherization Waiver
2014 LIHEAP Model Plan

Due September 1, 2013

• Detailed vs Abbreviated Model Plan
• First Come, First Served!!!
• Extension: Must be made in writing by September 1st (email to your ACF Liaison is okay)
• Changes to Plan during the FY 2014
  – Written amendments to 2014 Plan due to ACF by September 30, 2014 (no prior approval needed)
  – “Substantial” amendments must have meaningful timely public inspection
Program Integrity Assessment Supplement (PIAS)

Due September 1, 2013

- Ensures that effective preventive controls, fraud detection, monitoring exist at all levels of the program to prevent improper payments, fraud, waste and abuse.

- Standard Format – recommended for use by all grantees
  - Grantee must include all of the information requested in standard format if using other format.

- PIAS must be included in the Plan for purposes of public participation.
Carryover & Reallotment Report

Due August 1, 2013

• Carryover and Reallotment Report is due 2 months before the end of the fiscal year.
• Estimates may later prove to be inaccurate.
• Submit a corrected report as soon as possible.

• NEW this year:
  – Submission through OLDC
Household Report – Short Form

Due September 1, 2013

- Okay to submit estimates if program still open.
- If changes are made, Final report due Dec 15, 2013.

- **NEW** this year:
  - Submit Household Report through OLDC
  - Attach Model Plan and PIAS to Household Report in OLDC

Due by December 31, 2013

• All grantees must submit a report on Standard Form (SF) 425 describing the amount of LIHEAP funds obligated during each fiscal year.

• A separate SF 425 must be submitted on each type of LIHEAP funding received, such as block grant, contingency, REACH, and Leveraging.

• Revised SF-425 must be submitted the following year to reflect changes in carryover and expenditures, etc.
Leveraging Report

Due November 30, 2013

• Optional
• Announcement is made roughly a month in advance.
• Describes non-federal sources of funding used to assist LIHEAP-eligible clients with home energy.
• You must describe your leveraging activities in your FY 2013 Plan if you anticipate submitting a leveraging application on Nov. 30th.
Weatherization Waiver

Accepted April 1, 2014 – September 30, 2014

• Only needed if you wish to exceed 15% cap (Up to 25%).
• There is no required format for the waiver request.
• **Contact your ACF Liaison for instructions.**
• The content of the waiver request is described in our regulations – 45 C.F.R. § 96.87.
OLDC (Online Data Collection) Intro

• Web-based tool used to collect LIHEAP reports except for weatherization waiver.
  – Used to submit Federal Financial Report SF-425
  – New this year:
    • Household Report (with LIHEAP Plan & PIAS uploaded as attachment)
    • Carryover Report
    • Leveraging Report

• You need to request online access for username and password.
  – Sign-up sheet available following this session!
  – http://www.acf.hhs.gov/programs/ocs/resource/funding-applications
“Funds Payable” and the Impact on LIHEAP Budgeting
What’s Included in “Funds Payable”? 

For Funds Received During the Federal Fiscal Year: October 1 – September 30

**INCLUDE:**

- Regular LIHEAP allocation
- Supplemental or contingency funds
- Leveraging incentive award funds (except for the weatherization cap)
- Reallotment funds

**DO NOT INCLUDE**

- Carryover funds from the prior year

Leveraging funds must **NOT** be obligated or expended for administrative costs.
Administrative Costs Cap Maximums

• Tribes with allotments over $20,000 can use $4,000, plus 10% of the total LIHEAP funds payable after subtracting the first $20,000 of LIHEAP funds.

• Tribes with allotments of $20,000 or less can use 20% of total LIHEAP funds payable.

• If planning and administrative costs exceed the allowable amount, non-Federal funds must be used to pay the excess.
Calculating the Administrative Costs Cap Maximum

EXAMPLE

Total LIHEAP allotment of $100,000

- First $4,000
- Remaining allotment = $80,000
  - $100,000 - $20,000
- 10% of remaining allotment $80,000 is:
  - $8,000

Total administrative cost cap = $12,000
Calculating the Percentage of Funds for Administrative Costs

**EXAMPLE**

Ask: What percentage of the total LIHEAP allotment is the administrative cost maximum?

\[
\text{Administrative Cost Max} \div \text{Total Allotment} = 0.12
\]

\[
\text{Administrative Cost Percentage} = 12\%
\]

\[
0.12 \times 100 = 12\%
\]
## Administrative Costs Plan Reporting

2605(c)(1)(C) ➔ Please estimate what amount of available LIHEAP funds will be used for each component that you will operate: The total of all percentages must add up to 100%.

<table>
<thead>
<tr>
<th>(use of funds)</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>_____% heating assistance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>_____% cooling assistance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>_____% crisis assistance</td>
<td></td>
</tr>
</tbody>
</table>

2605(k)(1)  
_____% weatherization assistance  
_____% carryover to the following fiscal year

2605(b)(9)  
**12%**% administrative and planning costs

2605(b)(16)  
_____% services to reduce home energy needs including needs assessment (assurance 16)  
_____% used to develop and implement leveraging activities (limited to the greater of 0.08% or $35,000 for States, the greater of 2% or $100 for territories, tribes and tribal organizations).

_____ TOTAL
Administrative Cost Resources

See Section I of the Tribal Manual to read about options for defining administrative costs and how to calculate.


Section 2605(b)(9) of the LIHEAP statute.

The regulations at 45 C.F.R. § 96.88.
Obligation vs. Expenditure
Obligation

• The Tribe is responsible for setting the definition, ideally in writing.

• When are funds considered to be obligated?
  – When the approval letter is issued to the client?
  – When the credit line is established with the vendor?
  – When the client certifies that fuel has been delivered?
Obligation Time Period

• 90% of funds payable must be obligated in the federal fiscal year in which they were received.
  – For funds received in FY 2013 – between October 1, 2012 and September 30, 2013.

• 10% of funds may be carried over for obligation in the following fiscal year.
  – For funds received in FY 2013 – between October 1, 2013 and September 30, 2014.
Expenditure

• The Tribe is responsible for setting the definition in writing.

• When are funds considered to be expended?
  – When the check is issued to the vendor?
  – When the Purchase Order or Requisition for a check is made by the LIHEAP office?
  – When the payment is recorded in the General Ledger?
Expenditure Time Frame

- LIHEAP statute and regulations do not specify a timeframe.

- If no time frame is specified, all federal funds remain available for five years after the fiscal year in which they were received.

- After 5 years, the funds expire and are sent back to the U.S. Treasury.
Questions

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