



## LIHEAP Costs Worksheet - KEY

| Typical LIHEAP Costs  | Admin        | Assur<br>16 | Non-<br>Admin   | Not<br>LIHEAP |
|---|--------------|-------------|-----------------|---------------|
| Manage, plan, and budget for Energy Assistance Program (EAP)  | X            |             |                 |               |
| Travel to meet with Local Administrative Agency (LAA) about application process                                 | X            |             |                 |               |
| Produce materials for training, meetings, and conferences   | X            |             |                 |               |
| Supervise EAP intake staff  | X            |             |                 |               |
| Travel to help homebound in applying for assistance   |              | X           | X               |               |
| Perform LAA activities, including accounting, litigation, audits, personnel, procurement, property, and payroll | X            |             |                 | X             |
| Hold public meetings and hearings on EAP  | X            |             | X               |               |
| Process applications for LIHEAP for payment   | X            |             |                 |               |
| Determine applicant's eligibility for benefits  | X            |             |                 |               |
| Determine benefits for subsequent fiscal year program   | X            |             |                 |               |
| Approve benefit dollar for subsequent fiscal year   | X            |             | X               |               |
| Determine household's Crisis status   | X            |             |                 |               |
| Calculate household's benefit amounts   | X            |             |                 |               |
| Review assistance provided for accuracy   | X            |             |                 |               |
| Process verifications, documentation, and case files  | X            |             |                 |               |
| Direct cost of an intake worker's phone   |              |             | X               |               |
| Make payments to energy suppliers   | X            |             |                 |               |
| Provide cash assistance benefit   |              |             | X               |               |
| Intervene with energy vendors on behalf of clients  | X            | X           | X               |               |
| Repair an inoperable furnace  |              |             | X               |               |
| Check applicant's Social Security number (SSN) on agency database   | X            |             |                 |               |
| Monitor LAA LIHEAP operations   | X            |             |                 |               |
| Perform general case management with LIHEAP clients   | X<br>(ADMIN) | X           | X<br>(BENEFITS) |               |
| Provide advanced funds to a subrecipient agency   |              |             |                 | X             |
| Review general information and referral by the local agency   |              |             |                 | X             |
| Provide general budget counselling (by the local agency)  |              |             |                 | X             |
| Monitor exit interview (by the local agency director)   |              | X           | X               |               |
| Assess LIHEAP client's need for other agency services   |              | X           | X               |               |
| Provide weatherization needs assessments and referral   |              | X           | X               |               |
| Provide referral to other sources of utility assistance   |              | X           | X               |               |
| Provide household energy kits   |              | X           | X               |               |
| Assist in setting up utility payment arrangements   |              | X           | X               |               |
| Provide one-to-one energy education to household  |              | X           | X               |               |
| Provide budget counseling related to energy cost budgeting  |              | X           | X               |               |
| Distribute LIHEAP public information, brochures, and materials  | X            |             | X               |               |
| Distribute program information to clients or prospective clients  | X            |             | X               |               |
| Conduct Energy Education workshops  | X            |             | X               |               |
| Develop and leverage other energy resources   | X            |             | X               |               |
| Operate outreach application sites  | X            |             | X               |               |