



## LIHEAP Costs Worksheet

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