

Administrative Funding Strategies

Division of Energy Assistance
Office of Community Services
Administration for Children & Families
U.S. Department of Health and Human Services



ADMINISTRATION FOR
CHILDREN & FAMILIES

Agenda

- Review of Statutes
- Administrative Costs Activity
- Defining Costs – Heather Jones, Missouri
- Closing



Overview

This section provides a brief overview of the requirements and statutes regarding Administrative costs.

Statutes

- Block Grant Regulations: 45 CFR 96.88(a)
- LIHEAP Statute: Section 2605(b)(9) (Assurance9)
- LIHEAP Information Memorandum: 2000-12
Costs for Planning and Administration
- LIHEAP Clearinghouse Article
<http://www.liheapch.acf.hhs.gov/admin/adminvsprogcosts.htm>
- TANF Regulations: 45 CFR § 263.0
- LIHEAP Statute: Section 2605(b)(16)
(Assurance16)

Administration Costs

- Up to 10% of current year's LIHEAP funds payable
- Includes Administration for all components across all levels of the program
- Administration from other Federal sources count in cap



Administrative Costs Worksheet

This section reviews how to classify costs and explore how others define administrative costs.

Costs Worksheet

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				

Typical LIHEAP Administrative Costs

Usually included ...

- Administration/Management
- Planning/Budgeting/Policy Development
- Financial Management/Accounting/Audit
- Indirect Rate (as approved)
- Regulatory and Legal Services
- Personnel/Human Resources
- Procurement/Purchasing/Investment
- Program Management and Supervision
- Training and Technical Assistance
- Vendor Payment Administration
- Data Processing/Data Collection
- Program Reporting
- Monitoring: Program, Fiscal, and Vendor

Often included ...

- Application and Intake
- Processing of Verifications/Documentation
- Eligibility Determination
- Benefit Computation
- Case Files Processing

Often excluded ...

- Direct Program
- Case Management Services
- Assessment & Program Information
- Information & Referral
- Vendor Intervention



Defining Costs

Heather Jones

LIHEAP Manager

Missouri Department of Social Services

Family Support Division

Defining Costs

- LIHEAP Administrative Funds
 - Indirect Administrative Cost with Federally Negotiated Indirect Cost Rates (FNICR)
 - De Minimus rate of 10% of the Modified Total Direct Administrative Cost
- LIHEAP Budget and Budget Narrative

FFY 2017 LIHEAP Budget Narrative

Indirect Administrative Cost with FNICR

Federally Negotiated Indirect Cost Rate (FNICR) % _____ %
Application Base: (direct administrative program salaries, wages and employee benefits) x _____

Indirect Administrative Cost \$ _____

Indirect Administrative Cost with De Minimus

De Minimus: _____ 10%
Application Base (Modified Total Direct Administrative Cost) x _____

Indirect Administrative Cost \$ _____

Direct Administrative Costs

1. Program Salaries and Wages

2. Employee Benefits

3. Travel

4. Training

5. Rent/Space

FFY17 LIHEAP Budget Form

Agency: [Insert Agency Name]		Contract Number:	
<i>Program Year October 1, 2016 - September 30, 2017</i>			
Revenue		BUDGET	
EA Administrative Allocation	\$		-
ECIP Winter Administrative Allocation	\$		-
ECIP Summer Administrative Allocation	\$		-
Total Administrative Allocation	\$		-
Winter ECIP Direct Services Allocation	\$		-
Summer ECIP Direct Services Allocation	\$		-
Emergency Services (allowed up to 2% of ECIP Direct Services Allocation)	\$		-
FFY16 Direct Service Carryover	\$		-
Other-transferred from CSBG to Direct Services	\$		-
Total ECIP Direct Services Allocation	\$		-
Total Revenue = Total Award Allocation	\$		-
Indirect Administrative Costs with FNICR (Documentation required)	\$		-
Federally Negotiated Indirect Cost Rate (FNICR): %			
Application Base: Direct program salaries and wages, including employee benefits			
Indirect Administrative Costs with De Minimus	\$		-
(If there is no FNICR, use) De Minimus: 10%			
Application Base: Modified Total = Direct Administrative Cost less equipment over \$5,000 and contract/consulting over \$25,000			
Direct Administrative Costs			
Program Salaries and Wages	\$		-
Employee Benefits	\$		-
Travel	\$		-
Training	\$		-
Rent/Space	\$		-
Utilities	\$		-

Contact

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Questions?

