

CONNECTICUT ENERGY ASSISTANCE PROGRAM
ANNUAL LIHEAP TIMELINE SUMMARY
Once Yearly Reports, Documents and Other Functions

Document/Report:	Begin Work:	Deadline:	Due to/for:	Comments
Grantee Survey/LIHEAP Performance Data Form	Ongoing	January 31st	HHS	This report, formerly known as the Grantee Survey, has been expanded to include data relating to performance measures. In addition to financial information, the completion of this report requires compilation of data relating to energy loss prevention or restoration through the use of LIHEAP benefits, as well as the collection, reporting, and use of home energy consumption information. Use of this data will help to ensure that the highest levels of assistance are committed for households with the highest energy burdens, and will also be useful as a data resource to help with refining program benefit matrices year to year.
Fixed Margin Price (FMP) Report, aka, Margin Over Rack (MOR) Report	April	May	Internal	Internal report used to document fixed margin prices and fuel consumption by county for the program year. This report is also useful in determining the number of deliverable fuel transactions by agency and the amount of funds leveraged through the FMP. Data is used to assist with the preparation of the annual LIHEAP allocation plan for the subsequent FFY.

Low Income Energy Advisory Board (LIEAB) Annual Plan Recommendations	Spring	May	LIEAB	Each year a LIEAB subcommittee is convened to suggest recommendations for the subsequent year's LIHEAP Annual Allocation Plan. Finalized recommendations are typically provided each year in May
Energy Director Meeting	May	June	Community Action Agencies (CAAs)	Recap previous winter's activities and solicit ideas for the subsequent year's program. Issuing talking points before the meeting is advised.
Meetings with CEAP Software Providers	May	June	Software Providers and CAAs	This meeting should be held each year to assess how well the systems performed during the current year, and to consider modifications for the subsequent year.
Preparation of Poverty Guidelines	June	July	Internal	Should be prepared prior to completion of the subsequent year's annual allocation plan draft.
Heat Source & Income Level Report	Early June	Mid-June	Internal	This is an internal report that compiles heat types used in CEAP eligible households by vulnerability and income level. The data from this report is used to complete the Households Assisted Report, the LIHEAP Grantee Survey and the allocation plan for the subsequent year.

CEAP Annual Allocation Plan	June	July	OPM	a), Complete the Draft Allocation Plan for the subsequent FFY, and forward it to the Connecticut Office of Policy and Management (OPM). OPM will vet the plan and arrange for its consideration by the legislative committees of cognizance. b), CT Staute 16a-41a requires the submittal of the LIHEAP Allocation Plan to the legislative committees of cognizance for LIHEAP by August 1st. The LIHEAP model plan application cannot be submitted to HHS without the approval of these committees.
CAA Computer Close-Out	Mid-July	Late July	CAAs	Before the annual computer rollover can take place, CAAs need to be notified of a date certain when they must complete all data input for the FFY that will be ending that September. They must be notified ahead of time by email of when the date will be. This step must be accomplished before the computer software providers can be notified to rollover the templates for the next FFY.

Review of CEAP Application and related Forms	Mid-July	Late July	Internal	Each year, the CEAP Application Form, Checklist of Required Documents Form, Energy Assistance Assets Declaration/Verification Form, Affidavit in Certification of Zero Income, Affidavit Certifying Non-Receipt of Child Support Payments form, Certification of Disability Form, and Self-Employment Worksheet (with instructions), should be reviewed and updated. CEAP computer software providers will need to be kept apprised of any changes to the application form, since they will need to update computer versions. Also, note that these two forms should be published in both English and Spanish.
Carryover & Reallotment Report	July	August 1st	HHS	Grantees are allowed to carryover up to 10% of their block grant allocations (including contingency funds if issued), for the subsequent FFY. This report, which assesses expenses near the end of the current FFY, is useful for both the state and federal LIHEAP staff. A revised report can be sent after the FFY closes.
Delegation of Authority Letter	July	August	HHS	This letter, which must be signed by the Governor, is necessary in order to allow for the Commissioner or their designee to sign the LIHEAP Model Plan Application and Grantee Assurances and to administer the state's LIHEAP Program.
Administrative Allocation Worksheet	July	August	Internal	Annual worksheet produced to determine administrative and Assurance 16 allocation amounts for the subsequent FFY.

Computer Rollover	Mid-July	Late July	Software Providers and CAAs	CEAP software providers must be given time each year to rollover their computer systems, which means to initiate the software templates for the succeeding FFY. An email must be sent to each one requesting that this take place.
Initiate Subsequent Year's Contracts or Amendments	August	September	CAAs	First, seek OPM approval as appropriate. Next, prepare Excel budgets and other contract/amendment documents. Then, email contract/amendment and budget forms to CAAs for completion. When returned, review budgets, assemble contract/amendment, and forward to Contract Administration for further processing.
Households Assisted Report	August	September 1st	HHS	This is a stand-alone report that must be submitted to HHS each year by September 1st.
Drafting of Legislative Testimony	Mid-August	Mid to Late August	Internal/OPM	This testimony is presented to the legislative committees of cognizance considering approval of the subsequent year's CEAP Annual Allocation Plan.
Quarterly Allocation Estimates Report	August 15th	September 1st	HHS	This is a stand-alone report that traditionally has been submitted to HHS by September 1st. It has not been required for the past several years since HHS has made their own determination of the amounts for each FFY's initial payments. However, this report should remain on the radar in case HHS reinstates the requirement for its submission in future FFYs.

Inform Computer Providers and CAAs of Plan Approval	Upon CEAP Annual Allocation Plan approval	Upon CEAP Annual Allocation Plan Approval	Software Providers	Any computer format changes that will be required in light of the approved Annual Allocation Plan, including benefit level amounts, must be communicated to the software providers. After this occurs, CAAs must be notified.
Update Staywarm Website	Upon CEAP Annual Allocation Plan approval	Upon CEAP Annual Allocation Plan Approval	Internal	The DSS energy assistance website must be updated as soon as the CEAP Annual Allocation Plan is approved to keep clients and vendors informed.
LIHEAP Model Plan Application	August	September 1st	HHS	This must be submitted to HHS each year by September 1st.
Notice of Applicant Rights Forms	Upon CEAP Annual Allocation Plan approval	Upon CEAP Annual Allocation Plan Approval	CAAs	These forms must be issued as soon as possible after the legislative approval of the Annual Allocation Plan. There are two versions, one for deliverable-fuel heated households and the other for households that heat with a utility. Beyond updating these forms, any modifications necessary to reflect changes in the approved plan must be incorporated, and the revised forms must be emailed to CAAs.
Annual Desk Guide	Early September	Late September	CAAs	This process manual should be issued as soon as possible following approval of the CEAP Annual Allocation Plan.
Complete Vendor Agreements	September	October	Utility and deliverable fuel vendors	Once the Annual Allocation Plan is approved, the vendor agreements must be finalized and emailed to all vendors who participated during the previous year. A copy of this form should also be posted on the Staywarm website.

Subscribe with Oil Price Information Service (OPIS) for subsequent FFY, and with NEADA	September	October	OPIS and NEADA	DSS justification forms must be completed and processed for these two subscriptions.
Utility Forums	Early October	Late October	CAAs	Prior to speaking at utility forums, notes summarizing the prior year's activity and highlights of changes for the upcoming season should be prepared. These should dovetail with utility-prepared seminar slides. In addition, certain informational handouts are prepared each year prior to this event, including but not limited to a two page benefit summary and the tri-fold 'Don't Be Left Out in the Cold' flyer.
Vendor Meetings	Early October	Late October	CAAs	Many CAAs host Vendor Meetings after the approval of the Annual Allocation Plan. DSS staff typically address the vendors regarding any changes in the deliverable fuel policies/procedures for the coming winter.
Compile Vendor Lists	October	Early November, and then ongoing	Internal/CAAs	Lists of participating deliverable fuel vendors are developed and forwarded to CAAs before the first day deliveries can be made, and updated lists are provided as warranted.

Process Grant Award from HHS	Mid-October (est.)	Late October (est.)	Internal	As soon as the grant award for the upcoming year is received from HHS, the fund allocation must be processed as quickly as possible in order to have a realistic chance to provide the funds to CAAs in time to cover the cost of initial fuel deliveries and administrative expenses.
SF 425 Annual Financial Report	Fall	December 31st	HHS	Report covers activity for the prior fiscal year, and is prepared by the DSS Financial Services Division. The Office of Community Services receives a courtesy copy.
Leveraging Report	October	December	HHS	Leveraging funds have not been issued by HHS for many years. However, if leveraging funds become available, we must collect information from grantees that have demonstrated an ability to access non-federal funds related to energy assistance or conservation. In Connecticut, these funds typically include Fixed Margin Pricing Program savings, Matching Payment Program savings, Operation Fuel, and Home Energy Solutions-Income Eligible.