

Introduction

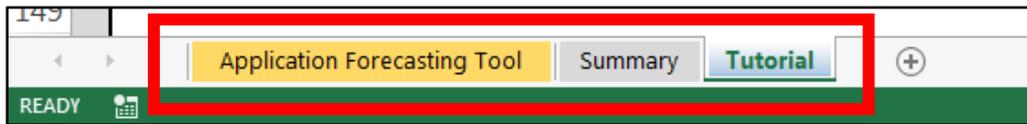
The purpose of the Application Projection Tool is to help LIHEAP grantees predict the number of applications they should anticipate to receive in the next program year.

To use this tool, you will first need to gather the following information:

1. Historical data on the number of applications you’ve received on a weekly basis for previous years (1 year minimum, 5 years maximum)
2. Current year data on the number of applications received on a weekly basis to date
3. Approval rate for applications (this can be your current approval rate, a historical approval rate, or some other value you anticipate having for the program; the default is 100%).

Opening the Application Projection Tool

1. When you open the Projection Tool file, you should see three tabs in the lower left hand corner of the Excel file: one named “Application Forecasting Tool”, one named “Summary”, and one named "Tutorial". The tab you're on right now is the "Tutorial" tab.



2. Once you've found the three tabs, please navigate to the "Application Forecasting Tool" tab. If you're in the right place, you should see a spreadsheet similar to the one shown in the image below.

Step 1: Enter Your Historic Data							Step 2: Enter Your Current Year Data		Step 3: Review Projected Applications & Households Served	
Program Week	Application Count Year 1	Application Count Year 2	Application Count Year 3	Application Count Year 4	Application Count Year 5	Average Application Count	Application Count Current Year	Running Total Applications Year-to-Date Current Year	Total Projected Applications for Current Year	Total Projected Households Served for Current Year
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
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Entering Data

1. The next step is to start inputting your data. On the left side of your screen, you should see the header “Step 1: Enter Your Historic Data” along with six columns underneath it. This is where you will input your historical data.

Step 1: Enter Your Historic Data						
Program Week	Application Count Year 1	Application Count Year 2	Application Count Year 3	Application Count Year 4	Application Count Year 5	Average Application Count
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

2. Enter one year of data in each column titled “Application Count”. [Note: Make sure that you pay close attention to the “Program Week” column when you’re inputting your data. You want to make sure that the historical data you’re inputting corresponds to the correct week.]

Step 1: Enter Your Historic Data						
Program Week	Application Count Year 1	Application Count Year 2	Application Count Year 3	Application Count Year 4	Application Count Year 5	Average Application Count
2	7,643					7,643
3	5,246					5,246
4	4,970					4,970
5	5,611					5,611
6	6,226					6,226
7	6,829					6,829
8	6,349					6,349
9	3,927					3,927
10	6,449					6,449
11	6,125					6,125
12	5,484					5,484
13	2,856					2,856
14						
15						

3. You can include historical data for up to 5 years, but the tool will work with just one year of historical data.
4. The next step is to input your current year application data under “Step 2: Enter Your Current Year Data”.

Step 2: Enter Your Current Year Data	
Approval Rate 100.0%	
Application Count Current Year	Running Total Applications Year-to-Date Current Year
	0

5. First, input the approval rate for applications next to the header “Approval Rate”. As mentioned before, the default is set to 100%.
6. Next, enter the weekly application counts to-date for the current year under the column titled “Application Count current Year.” [Note: Make sure that you’re paying close attention to the “Program Week” column when you’re inputting your data. As with Step 1, you want to make sure that the current year data you’re inputting corresponds to the correct week.]

Step 2: Enter Your Current Year Data	
Approval Rate 100.0%	
Application Count Current Year	Running Total Applications Year-to-Date Current Year
3,493	3,493
3,116	6,609
3,478	10,087
4,631	14,718
5,586	20,304
6,034	26,338

Reviewing Analysis Statistics

Once you’ve finished inputting your data, you can review the columns under “Step 3: Review Projected Applications & Households Served” for analysis.

The column titled “Total Projected Applications for Current Year” will give you the number of applications that you can expect to receive for the year based on the historical data you’ve input. The most up to date projection is the last value in that column.

The column titled “Total Projected Households Served for Current Year” will give you the number of applications that you can expect to approve for the year based on the historical data you’ve input.

Step 3: Review Projected Applications & Households Served	
Total Projected Applications for Current Year	Total Projected Households Served for Current Year
70,875	70,875
81,731	81,731
86,130	86,130
92,996	92,996
95,746	95,746
97,418	97,418
93,836	93,836
98,671	98,671
99,963	99,963

Reviewing Summary Statistics

After entering your data in the “Application Forecasting Tool” tab, you can navigate to the “Summary” tab to examine the tool’s projections and summary information on historical applications.

This table summarizes the main results from the application forecasting tool, including total actual applications received, total projected applications, total projected households served, and the historical average of applications received.

Applicaton Forecasting Tool - Summary

Current Year

Total <u>Actual Applications</u> Received to Date for Current Year	88,816
Total <u>Projected Applications</u> for Current Year	112,147
Total <u>Projected Households Served</u> for Current Year	112,147

Historic Values

Total Applications Year 1	112,848
Total Applications Year 2	128,751
Total Applications Year 3	140,112
Total Applications Year 4	143,794
Total Applications Year 5	150,234
Historic Average Total Applications per Year	135,148