

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM  
2010 LIHEAP LEVERAGING REPORT  
Quick Reference Instructions**

Introduction

- The notes below were developed to simplify the resource forms process as a supplement to the lengthier, more detailed instructions. If questions arise regarding calculation formulas or examples, resource descriptions, more complete definitions and program rationale, the applicant should review the formal instruction package.

General Instructions

- Leveraging applications are due to CSD by midnight, **November 9, 2010**. Applications received after the due date will not be accepted.
- Report only leveraged resources that occurred between the base period dates of October 1, 2009 through September 30, 2010.
- Only email copies of the completed leveraging application will be accepted. Please email all applications to **leveraging@csd.ca.gov**.
- A notice confirming receipt of your application will be emailed within three business days.
- An original signature is not required for submittal to CSD, however, a signed original must be maintained in the agency's records.
- Entries are to be made in only those fields that are white. Each worksheet is protected, however, please contact CSD's Technical Support Unit if you need to add line items or make another adjustment that can not be accommodated by the existing fields.
- Please do not delete any of the worksheets, rearrange their order, or add an additional worksheet. This may cause errors in the data accumulated on the summary page.
- Backup documentation to support your submitted report must be maintained and is subject to review by CSD field staff upon request.

The following instructions correspond to the worksheets included in this packet.

Summary Page

- Entering the agency name here will auto-fill all subsequent name requirements for each resource.
- The two fill spaces in the Summary table, "Total Number of Leveraged Resources" and "Total Gross Value...." will auto-fill from the Summary Worksheet total.

Summary Worksheet

- All spaces will auto-fill from their corresponding resource numbered sheets.
- The grantee should confirm that the Number of Household Served and the Gross Value of Resource/Benefits are the same on the Summary Worksheet and on the corresponding numbered resource sheet.

Resource Worksheets  
#1 – 15

1. Resource

- You must complete Resource #1 in order to receive any leveraging benefits from it. Although CSD obtains information directly from the utilities for this resource, the utility information does not contain enough detail to allow us to associate it with any particular region, so by providing CSD with information on the # of households you served, we will be able to allocate the benefits fairly.

Upon receiving your completed leveraging application, CSD will calculate the gross benefit received by multiplying the appropriate average utility discount by the number of households you reported serving. CSD will obtain average discount information from the utilities listed on the Resource 1 page. If the utility(ies) you work with are not listed there, you must provide CSD with the name of the utility(ies) you work with and their average discount rate.

2. Type of Resource

- The resource type has been predetermined requiring the grantee to confirm that the resource type is correct by checking the appropriate box.