

OMB Control No: 0970-0106
Expiration date: X/XX/XXXX

**SIMPLIFIED INSTRUCTIONS
FOR TIMELY OBLIGATION OF FY 2011 LIHEAP FUNDS
AND REPORTING FUNDS FOR CARRYOVER AND REALLOTMENT**

1. Add together the funds you received from HHS in FY 2011 in the form of LIHEAP block grant awards, any emergency contingency funds that may have been awarded in 2011, and any oil overcharge funds designated for use in LIHEAP for FY 2011. You may carry over up to 10% of this total for obligation in FY 2012.
2. At least 90% of the total funds available to you in FY 2011, as calculated in Paragraph #1, must be obligated by you for use in LIHEAP no later than September 30, 2011, which is the end of FY 2011. **(Please note that this requirement applies to obligation only, not expenditure of funds.)**
3. No more than 10% of the funds available to you for FY 2011, as calculated in Paragraph #1, may be carried over for obligation in FY 2012. You must obligate these carryover funds for use in LIHEAP no later than September 30, 2012, or they must be returned to HHS.
4. FY 2011 funds that are not obligated by you before September 30, 2011, and that exceed 10% of the total as calculated in Paragraph #1, must be returned to HHS, which will reallocate them to LIHEAP grantees in FY 2012.
5. Submit a report to HHS on your estimated carryover and reallocation by August 1, 2011. Submit the report on the attached form for submission of the Carryover and Reallocation Report (OMB approval 0970-0106, expiration date X/XX/XXXX). Include a *brief* explanation of why you want to carry over the funds and how you will use them. If you later find that your estimates are not accurate, submit a corrected report as soon as possible. FY 2012 grant awards will not be issued to you until the Carryover and Reallocation Report for FY 2011 is received by HHS.

The Paperwork Reduction Act of 1995

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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Carryover and Reallotment Report for FY 2011 Due August 1

Grantee _____ Date _____

Section 2607(b)(2)(B) of the LIHEAP statute requires that at least 90% of funds available must be obligated in the year in which they are appropriated. Not more than 10 percent of the amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.

- 1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds) \$ _____
- 2) 10 percent of amount payable \$ _____
- 3) Projected unobligated balance \$ _____

If line 3 is equal to or less than line 2, report the amount on line 3 as your Carryover amount below. Report \$0 funds for reallotment.

If line 3 is larger than line 2, then report the amount on line 2 as your Carryover amount below. Report the difference between line 2 and line 3 as the reallotment amount below.

Carryover amount \$ _____
(Funds to be carried over for obligation in the following fiscal year.)

Reallotment amount \$ _____
(Funds that exceed the 10% carryover amount and are to be returned the Federal government.)

If you report a Carryover amount above, please provide the following:

a) briefly state reasons that these funds will not be used in the fiscal year for which they were allotted

b) briefly describe the types of assistance to be provided with the amount held available for the following fiscal year:

Signature and Title

Telephone Number