

**SIMPLIFIED INSTRUCTIONS
FOR TIMELY OBLIGATION OF FY 2020 LIHEAP REGULAR BLOCK GRANT AND CARES
ACT SUPPLEMENTAL FUNDS AND REPORTING FUNDS FOR CARRYOVER AND
REALLOTMENT**

SECTION 1: For LIHEAP regular block grant funds appropriated under P. L. 116-59 and P.L. 116-94 and for FY 2019 Funds Reallotted for FY 2020

- 1.1. Add together the funds you received from HHS in FY 2020 in the form of LIHEAP block grant awards other than LIHEAP supplemental awards under the *Coronavirus Aid, Relief, and Economic Security Act (CARES Act)*, any reallotted FY 2019 funds awarded in FY 2020, and any oil overcharge funds designated for use in LIHEAP for FY 2020. No emergency contingency funds were awarded in 2020. You may carry over up to 10% of this total for obligation in FY 2021. You must obligate at least 90% of these funds for use in LIHEAP no later than September 30, 2020, which is the end of FFY 2020. **(Please note that this requirement applies to obligation only, not expenditure of funds. Remember to exclude CARES Act funding from Section 1.)**
- 1.2. No more than 10% of the funds available to you for FY 2020, as calculated in line 1.1, may be carried over for obligation in FY 2020. These are the LIHEAP regular block grant funds that you will carry over to FY 2021. You must obligate these carryover funds for use in LIHEAP no later than September 30, 2021, or they must be returned to HHS.
- 1.3. FY 2020 LIHEAP regular block grant funds that were appropriated under P. L. 116-59 and P.L. 116-94, that are not obligated by you by September 30, 2020, and that exceed 10% of the total as calculated in Paragraph #1, must be returned to HHS. HHS will reallocate these funds to LIHEAP grantees in FY 2021. Include, in lines 1.3)a) and 1.3)b) *brief* explanations of why you want to carry over the funds and how you will use them.

SECTION 2: For LIHEAP Supplemental Funds Appropriated under the CARES Act (P. L. 116-136)

- 2.1. Report the LIHEAP supplemental funds that you received from HHS in FY 2020 under the *CARES Act* (P. L. 116-136). You may carry over up to 100% of these funds for obligation in FY 2021.
- 2.2. **FOR YOUR FY 2020 REPORT ONLY**
Report FY 2020 LIHEAP supplemental funds that you received under the *CARES Act* and that you did not obligate by September 30, 2020. These are LIHEAP supplemental funds that you will carry over to FY 2021. As with the funds that you reported on line 1.2, you must obligate these funds for use in LIHEAP no later than September 30, 2021, or they must be returned to HHS. Include, in lines 2.3)a) and 2.3)b) *brief* explanations of why you want to carry over the funds and how you will use them.
- 2.3. **FOR YOUR FY 2021 REPORT ONLY**
Report FY 2020 LIHEAP supplemental funds that you received under the *CARES Act* and that you did not obligate by September 30, 2021. You must return these funds to HHS.

SECTION 3: [RESERVED FOR OTHER SUPPLEMENTAL APPROPRIATIONS]: For LIHEAP Supplemental Funds Appropriated under the [ACT_NAME] (P.L. [PLNO])

This section will only be used if Congress appropriates additional supplemental funding.

- 3.1. Report the LIHEAP supplemental funds that you received from HHS in FY 2020 under the [ACT_NAME] (P.L. [PLNO]). You may carry over up to 100% of these funds for obligation in FY 2021.
- 3.2. FOR YOUR FY 2020 REPORT ONLY:
Report FY 2020 LIHEAP supplemental funds that you received under the [ACT_NAME] and that you did not obligate by September 30, 2020. These are additional LIHEAP supplemental funds that you will carry over to FY 2021. Include, in lines 3.3)a) and 3.3)b) *brief* explanations of why you want to carry over the funds and how you will use them.
- 3.3. FOR YOUR FY 2021 REPORT ONLY:
Report FY 2020 LIHEAP supplemental funds that you received under the [ACT_NAME] and that you did not obligate by September 30, 2021.

Due Dates and Estimates

Your estimated Carryover and Reallotment Report is due by October 1, 2020 via the [Grant Solutions/On-Line Data Collection System \(OLDC\)](#). If your estimates need to be updated, you must submit a revised, final report by December 31, 2020. ACF will accept adjustments after this date, if necessary, but ideally all updates will be known and reported to us by the December 31st deadline. Grantees must take reasonable steps to mitigate the risk of returned federal LIHEAP funding well beyond this timeframe.

Pre-population and Report Status

Please note that Lines 1.1, 1.2, and 2.1 (and 3.1, if applicable) of this report will be prepopulated. Also, please note that certain lines will be closed for entry depending upon the year of your report. For your FFY 2020 report, line 2.2 (and 3.2, if applicable) will be closed; for your FFY 2021 report, line 2.3 (and 3.3, if applicable) will be closed. However, you will still need to enter required data in the other lines. If you have already submitted a report in OLDC, your [LIHEAP Federal Liaison](#) will accept or reject the report for the OLDC enhancement to go into effect. The following conditions will apply depending on the status of your report:

- **If the report is in “Saved – Validated” status:** you will need to Re-Save or Re-Validate the report.
- **If the report is in “Certified” status:** you will need to Un-Certify and then Re-Validate and Certify the Report for Submission.
- **If the report is in “Submitted” status:** Your LIHEAP Liaison will Review and Accept the report to allow you to Revise the report and submit revision.
- **If your report is in “Submission in Review by CO” status:** your LIHEAP Liaison

will Accept the report to Allow you to Revise the report and submit revision.

- **If your report is in “Submission Accepted by CO” status:** you will need to Revise the report and submit revision.

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.