

**SIMPLIFIED INSTRUCTIONS
FOR TIMELY OBLIGATION OF LIHEAP REGULAR BLOCK GRANT,
REALLOTTED, AND SUPPLEMENTAL FUNDS AND REPORTING FUNDS FOR
CARRYOVER AND REALLOTMENT**

Line-by-Line Instructions

SECTION 1: For annual LIHEAP block grant funds, including regular Federal Fiscal Year (FFY) [FY] funds appropriated through the annual appropriations cycle and FFY [FY] supplemental funds appropriated through the *Infrastructure Investment and Jobs Appropriations Act* (Infrastructure Act) (Pub. L. 117-58), and for FFY [FY-1] funds reallocated for FFY [FY].

- 1.1. This pre-populated line shows the funds you received from HHS in FY [FY+1] in the form of regular LIHEAP block grant awards from the annual appropriations cycle, the *Infrastructure Investment and Jobs Appropriations Act* (Infrastructure Act) (Pub. L. 117-58), and any reallocated FFY [FY-1] funds awarded in FFY [FY]. No emergency contingency funds were awarded in FFY [FY]. LIHEAP supplemental awards under the *American Rescue Plan Act of 2021 (ARPA)* are excluded from this line.

You may carry over up to 10 percent of this total for obligation in FY [FY+1]. You must obligate at least 90 percent of these funds for use in LIHEAP no later than September 30, [FY], which is the end of FFY [FY]. **(Please note that this requirement applies to obligation only, not expenditure of funds. Remember to exclude APRA funding from Section 1.) Note: this line has been pre-populated in the Online Data Collection (OLDC) system.**

HHS has pre-populated this line with the total of your funds from these sources. You do not need add to this amount any reallocated FFY [FY-1] funds that you were awarded in FFY [FY].

- 1.2. No more than 10 percent of the funds available to you for FFY [FY], as calculated on line 1.2, may be carried over for obligation in FFY [FY+1]. The amount of funds that OLDC calculates on this line is the maximum that you may carry over to FFY [FY+1].

OLDC shows the overall amount of these funds that you may carry over on the **Regular Block Grant Carryover Amount** line. You must obligate these carryover funds for use in LIHEAP no later than September 30, [FY+1], or they must be returned to HHS.

For the regular block grant funds that you carry over, 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.

- 1.3 and 1.4 FFY [FY] LIHEAP regular block grant funds (including those that were appropriated through the annual appropriations cycle, FFY [FY] supplemental funds appropriated through the Infrastructure Act, and FFY [FY-1] funds reallocated for FFY [FY]) that are not obligated by you by September 30, [FY] and that exceed 10 percent of the amount on Line 1.2 must be returned to HHS. You must obligate these carryover

funds for use in LIHEAP no later than September 30, [FY+1], or they must be returned to HHS.

OLDC shows the overall amount of these funds that you must return on the **Reallotment Amount** line. HHS will reallocate these funds to LIHEAP grantees in FFY [FY+1].

SECTION 2: For FFY 2022 LIHEAP Supplemental Funds Appropriated through the *American Rescue Plan Act of 2021* (ARPA) (Pub. L. 117-2).

- 2.1. Report total LIHEAP supplemental funds that you received from HHS in FFY 2021 through ARPA (Pub. L. 117-2), including those that you obligated in FFY 2021 and those that you carried over to FFY 2022. **You cannot carry over these funds for obligation in FFY 2023. Note: this line has been pre-populated in the Online Data Collection (OLDC) system.**
- 2.2. Report FFY 2021 LIHEAP supplemental funds that you received through ARPA and that you did not obligate as of the reporting date.
- 2.3. This amount is equal to that in Line 2.2. It shows the amount of LIHEAP supplemental funds that, if not obligated by September 30, 2022, must be returned to HHS.

(Line 2.3)a is closed to user entry. ARPA funds cannot be carried over to FFY 2023.)

If you report funds on Line 2.3 then include in line 2.3)b a *brief* explanation of why you will not be able to obligate these funds by September 30, 2022.

SECTION 3: For FFY [FY] LIHEAP Supplemental Funds Appropriated through [ACT_NAME] (Pub. L. [PLNO])

- 3.1. Report total LIHEAP supplemental funds that you received from HHS in FFY [FY] through [ACT_NAME] (Pub. L. [PLNO]). You Note: this line has been pre-populated.
- 3.2. Report FFY [FY] LIHEAP supplemental funds that you received through [ACT_NAME] and that you will not obligate by September 30, [FY]. These are additional LIHEAP supplemental funds that you will carry over to FFY [FY+1].
- 3.3. Report FFY [FY] LIHEAP supplemental funds that you received through [ACT_NAME] and that you did not obligate as of the reporting date. These are LIHEAP supplemental funds that, if not obligated by September 30, [FY+1], must be returned to HHS.

If you report funds on Line 3.3 then include in Lines 3.3)a and 3.3)b *brief* explanations of why you want to carry over these funds and how you will use them.

Due Dates and Estimates

Your estimated FFY [FY] Carryover and Reallotment Report is due by [ESTM_DUEDATE], 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 [FINAL_DUEDATE]. ACF will accept adjustments after this date, if necessary, but all updates will be known and reported to us by the [FINAL_DUEDATE] deadline, reconciling amounts reported in the FFY [FY] Standard Form (SF) 425 reports and the grantee survey module of the FFY [FY] LIHEAP Performance Data Form (this form only applies to state grantees). 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, 2.1, 2.3, 3.1, and 3.3, plus the **Regular Block Grant Carryover Amount** and **Reallotment Amount** lines of Section 1, will be prepopulated or automatically calculated by OLDC. Please notify your **LIHEAP Federal Liaison** if any of these lines is incorrect. Also, please note that Line 2.3)a will be closed for entry on your FFY [FY] report. You will need to enter the required data in the other lines.

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