



ADMINISTRATION FOR
CHILDREN & FAMILIES

TERMS and CONDITIONS ADDENDUM: ADDITIONAL FINANCIAL REQUIREMENTS

OFFICE OF COMMUNITY SERVICES

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Catalog of Federal Domestic Assistance (CFDA) number: 93.568

LEVERAGING INCENTIVE PROGRAM

Catalog of Federal Domestic Assistance (CFDA) number: 93.568

RESIDENTIAL ENERGY ASSISTANCE CHALLENGE PROGRAM

Catalog of Federal Domestic Assistance (CFDA) number: 93.568

By acceptance of this award, the State, Tribe or Territory agrees to comply with the General Terms and Conditions and the additional requirements below applicable to this program.

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

1. The Low Income Home Assistance Act of 1981 (Title XXVI of Public Law 97-35, the “Omnibus Budget Reconciliation Act of 1981,” as amended) and the current approved Low Income Home Energy Assistance Program State plan, including all approved amendments or revisions.
2. The following regulations from Title 45 of the Code of Federal Regulations (CFR):
 - **45 CFR Part 96, Subpart H** – Block Grants (Low Income Home Energy Assistance Program)
 - **45 CFR Part 97** – Consolidation Of Grants To The Insular Areas.
3. The following Circulars from the Office of Management and Budget (OMB):
 - **OMB Circular A-110**, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

FINANCIAL MANAGEMENT and REPORTING

4. Federal funds awarded under this grant must be expended for the purposes for which they were awarded and within the time period allotted.
5. Funding (Project) Period / Obligation Deadline. The two-year funding (project) period for this award is synonymous with the obligation period: from the first day of the Federal Fiscal Year for which these funds were awarded through the last day of the following Federal Fiscal Year. (i.e., October 1, Federal Fiscal Year 1 through September 30, Federal Fiscal Year 2.) Any Federal funds not obligated by the end of the obligation period will be recouped by this Department.
6. Liquidation Deadline. All obligated Federal funds awarded under this grant must be liquidated no later than 90 days after the end of the funding/obligation period (i.e., December 31 following the end of Federal Fiscal Year 2. Any Federal funds from this award not liquidated by this date will be recouped by this Department. (See 45 CFR 92.23(b).)
7. Financial Reporting Form: **Form SF-425, “Federal Financial Report.”**
8. Submission Schedule: **Annual**. Each annual report must be submitted within 90 days following the end of each Federal Fiscal Year.

- a. An Interim report (covering Year 1 of the project period) is due 90 days following the end of Federal Fiscal Year 1;
- b. A Final report (cumulative, covering the entire 2-year project period) is due 90 days following the end of Federal Fiscal Year 2.

9. Submission Methodology: (See General Terms and Conditions)

PROGRAM PROGRESS REPORTING

- 10. The required annual program report on household assistance required under 45 CFR 96.82; the carryover and re-allotment report required under 45 CFR 96.81 and the Leveraging Report required under 45 CFR 96.87(h) should be submitted to the program office (see Important Addresses, below).

IMPORTANT ADDRESSES

- o Program Office: Administration for Children and Families
Office of Community Services
Division of Energy Assistance
370 L’Enfant Promenade, S.W., 5th Floor West
Washington, D.C. 20447
Contact: Nick St. Angelo
e-mail: nick.stangelo@acf.hhs.gov
phone: (202) 401-9351
fax: (202) 401-5661

- o Financial Office: Administration for Children and Families
Office of Grants Management
Division of Mandatory Grants
Att’n: LIHEAP
370 L’Enfant Promenade, S.W., 6th Floor East
Washington, D.C. 20447
Contact: Lydia Peele
e-mail: lydia.peele@acf.hhs.gov
phone: (202) 401-6493
fax: (202) 401-5519