



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

**SUPPLEMENTAL TERMS and CONDITIONS**

The **General Terms and Conditions** apply to all mandatory grant programs. These Supplemental Terms and Conditions are additional requirements applicable to the program named below.

By acceptance of awards for this program, the recipient agrees to comply with the requirements included in both the General and Supplemental Terms and Conditions for this program.

**OFFICE OF COMMUNITY SERVICES**

**LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM  
(LIHEAP)**

Assistance Listing No. 93.568

**APPLICABLE LEGISLATION, STATUTE, REGULATIONS**

1. Legislation or Statutory Authority  
The administration of this program is authorized under the Low-Income Home Assistance Act of 1981, (Title XXVI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended).
2. The program is codified at 42 U.S.C. 8621 *et seq.*
3. Implementing program regulations are published at 45 CFR Part 96 – Block Grants. Insular areas that apply for a consolidated grant are subject to 45 CFR Part 97 – Consolidation of Grants to the Insular Areas. *See also* 48 U.S.C. 1469a.
4. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards is located under 45 CFR Part 75. In accordance with 45 CFR §75.101 Applicability, only limited portions of the federal regulations at 45 CFR Part 75 are applicable to this program:
  - a. **Subpart A**, “Acronyms and Definitions,” is applicable.
  - b. **Subpart B**, “General Provisions,” is applicable.
  - c. **Subpart C**, “Pre-Award Requirements”. Not applicable, except §75.202 is applicable to the Federal awarding agency.
  - d. **Subpart D**, “Post-Award Requirements”. Not applicable, except §§75.351-.353 is applicable to this program.
  - e. **Subpart E**, “Cost Principles”. Not applicable in its entirety.
  - f. **Subpart F**, “Audit Requirements,” is applicable.
 For further information, see [LIHEAP IM 2015-04](#) “Applicability of the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements to LIHEAP Awards”.
5. The program is subject to the provisions of the current approved LIHEAP Plan, including all approved amendments or revisions.
6. Additional applicable regulations and requirements can be found in the General Terms and Conditions for Mandatory: Formula, Block and Entitlement Grants.

**COST SHARING OR MATCHING (NON-FEDERAL SHARE) OF PROGRAM FUNDING**

7. There is no non-Federal cost share/matching required for this program. Program funds for this program are awarded with a **100 percent** Federal Financial Participation (FFP) rate for program costs.

## FINANCIAL REPORTING

8. Financial Reporting:
  - a. The OMB approved Financial Reporting form for this program is Form SF-425, "Federal Financial Report."
  - b. Submission Schedule:
    - i. Interim: An Interim report (covering Year 1 of the project period) is due 90 days following the end of Federal Fiscal Year (FFY) 1;
    - ii. Final: A Final report (cumulative, covering the entire 2-year project period) is due one year following the end of FFY 2. If the recipient, due to its own fiscal control and fund accounting procedures, requires additional time to liquidate allowable costs prior to submitting a Final report, it shall notify the Grants Management Officer identified on its latest Notice of Award. The notification shall include the reason for the delay and the anticipated deadline for submitting its Final report.
  - c. Submission Methodology: Recipients are required to submit their periodic financial reporting forms electronically, via the following systems:
    - i. Grants awarded before FY2021: GrantSolutions On-Line Data Collection (OLDC) system is the online reporting mechanism and is located at <https://grantsolutions.gov>. The GrantSolutions Help Desk is open on Monday through Friday from 7:00 am to 8:00 pm ET (except for Federal Holidays). You may reach the Help Desk at 1-866-577-0771, 202-401-5282, or [help@grantsolutions.gov](mailto:help@grantsolutions.gov).
    - ii. Grants awarded for FY2021 and after: HHS Payment Management System (PMS) is the online payment management mechanism and is located at <https://pms.psc.gov>. The PMS Help Desk is open Monday through Friday from 7:00 am to 9:00 pm ET (except Federal Holidays). You may reach the Help Desk at 1-877-614-5533 or [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov).
9. Obligation Deadline:
  - a. The two-year funding (project) period for this award is concurrent with the obligation period: from the first day of the FFY for which these funds were awarded through the last day of the following FFY. (i.e., October 1, FFY 1 through September 30, FFY 2.) A maximum of 10 percent of the federal funds awarded under this grant may be held available for obligation in the FFY 2 of the project period. If more than 10 percent of a recipient's federal funds remains unobligated at the end of the FFY in which they were allotted, those excess funds must be returned to HHS and are subject to reallocation among all recipients in the next fiscal year. Any federal funds not obligated by the end of the two-year obligation period will be recouped by the Department.
  - b. Federal funds awarded under this grant must be expended for the purposes for which they were awarded and in payment for obligations made within the time period allotted.
10. Liquidation:

All properly obligated federal funds awarded under this grant must be liquidated in accordance with the recipient's own fiscal control and funds control procedures. If the recipient requires more than 1 year from the project period end date to liquidate allowable costs, it shall notify the Grants Management Officer identified on its latest Notice of Award. The notification shall include the reason for the delay and the anticipated timeframe for liquidation. Any federal funds from this award not liquidated by the date required under the recipient's own fiscal control procedures, which may not exceed five years following the fiscal year of award, will be recouped by this Department.

## PROGRAM REPORTING

11. The OMB approved annual Program Report forms for this program are:

- a. Carryover and Reallotment Report (OMB Control No. 0970-0106): an estimated report due August 1st, followed by a final report due December 31st of each grant period.
  - b. Household Report (OMB Control No. 0970-0060)-Long Form (state recipients and the Commonwealth of Puerto Rico) or Household Report-Short Form (tribal and territory recipients except the Commonwealth of Puerto Rico): an estimated report due September 1<sup>st</sup>, followed by a final report due December 31<sup>st</sup> of each grant period.
  - c. Detailed Model Plan (OMB Control No. 0970-0075) due September 1<sup>st</sup> of each grant period.
  - d. LIHEAP Performance Data Form (OMB Control No. 0970-0449) (state recipients only) due March 31<sup>st</sup> following the end of each FFY.
12. Reports required under 45 CFR Part 96 must be submitted to the program office through GrantSolutions OLDC system.

### PROPERTY REPORTING

13. The OMB approved property reporting is the following:
- a. Real Property Reports (SF-429s). The SF-429 Real Property forms are not applicable to this program. Purchase, construction, and major renovation are not an allowable activity or expenditure under this grant.
  - b. Tangible Property Report (SF-428s). The SF-428 Tangible Personal Property forms are not applicable to this program.

### EFFECTIVE PERIOD

14. These program-specific Supplemental Terms and Conditions are effective on the date shown in the margin at the bottom of the page and will remain in effect until updated. They will be updated and reissued only as needed whenever a new program-specific statute, regulation or other requirement is enacted or whenever any of the applicable existing Federal statutes, regulations, policies, procedures or restrictions is amended, revised, altered, or repealed.

### POINTS OF CONTACT

15. Recipients requiring assistance should contact their assigned LIHEAP federal liaison. Points of contact for programmatic aspects may be found at this hyperlinked location: [LIHEAP Contact Information](#). Points of contact for financial aspects may be found on the Notice of Award.