



ADMINISTRATION FOR
CHILDREN & FAMILIES

TERMS and CONDITIONS ADDENDUM: ADDITIONAL FINANCIAL REQUIREMENTS

OFFICE OF COMMUNITY SERVICES

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

Catalog of Federal Domestic Assistance (CFDA) Program No. 93.568

GRANT PERIOD: OCTOBER 1, 2014- SEPTEMBER 30, 2016

By acceptance of this award the grantee 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 the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, 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** – Block Grants;
 - 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.

ADMINISTRATIVE REQUIREMENTS

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 three (3) years after the end of the funding/obligation period (i.e., December 31 following the end of Federal Fiscal Year 5. Any funds from this award not liquidated by this date will be recouped by this Department.

FINANCIAL REPORTING

- 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.
- 9. An interim report (covering Year 1 of the project period) is due 90 days following the end of Federal Fiscal Year 1;
- 10. A Final report (cumulative, covering the entire 2-year project period) is due three (3) years following the end of Federal Year 5.
- 11. Grantees are required to submit their periodic financial reporting forms electronically, via the ACF On-Line Data Collection (OLDC) system. (See General Terms and Conditions.)

PROGRAM PROGRESS REPORTING

- 12. Reports required under 45 CFR Part 96 should be submitted to the program office (see Important Addresses, below).

IMPORTANT ADDRESSES

- Program Office: Administration for Children and Families
Office of Community Services
Low Income Home Energy Assistance Program
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Contact: Lauren Christopher
 E-mail: lauren.christopher@acf.hhs.gov
 Phone: (202) 401-4870
 Fax: (202) 401-5661

- Financial Office: Administration for Children and Families
Office of Grants Management
Division of Mandatory Grants
Attn.: 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