



**Office of Community Services
Low-Income Household
Water Assistance Program
(LIHWAP)**

LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM:

Maximize LIHWAP Spend Down with Forecasting

Introduction



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Agenda

- **About the LIHWAP Forecast Form**
- **Why Forecasting?**
- **How to Prepare**
- **How to Complete the Form Section by Section**
- **Important Things to Know About Unspent Grant Funds, Additional Need, and Reallotment**
- **Submitting Your Completed Form**
- **Contacts**

About the LIHWAP Forecast Form

<u>Section I. Current Expenditures</u>				
Planning	ARPA Award	ARPA Award Spent	ARPA Award Remaining	Total LIHWAP Amount Spent
<u>Section II. CAA Forecasted Expenditures</u> (forecast the remaining portion of LIHWAP funding only)				
April	May	June	July	
<u>Section III. ARPA Forecasted Expenditures</u> (forecast the remaining portion of LIHWAP funding only)				
April	May	June	July	

The LIHWAP Forecast Form identifies both current and future rates of expenditures for LIHWAP grant recipients.

- Section I: Current Expenditures (Completed by LIHWAP Federal Staff*)

Completed by LIHWAP Grant Recipient Staff:

- Section II: Consolidated Appropriations Act (CAA) Forecasted Expenditures
- Section III: American Rescue Plan Act (ARPA) Forecasted Expenditures
- Remarks

About the LIHWAP Forecast Form

In Sections II and III, grant recipients should identify the anticipated amount of CAA and ARPA funds that will be spent during each month of the *remaining LIHWAP project period*.

The forecasted expenditure rates should only include the portion of the LIHWAP budget that has not yet been expended.

Why Forecasting?

Completing a spend down forecast can help tribal grant recipients:

- **Take full advantage of available grant funding**
- **Maximize spend down**
- **Easily project how and when LIHWAP grant funds from each funding source can be used for the remaining grant period**
- **Talk to Program Specialists or a TTA Provider when discussing the need to adjust spending goals or to plan ahead for any any additional LIHWAP funding needs.**

More About Forecasting

Additional spend down goals:

- **Identify unobligated funds**
 - OCS will implement a reallotment process with unobligated American Rescue Plan Act funds at the end of the current LIHWAP project period (September 30, 2023)
 - Funds will be redistributed to tribes and states with unmet need.

Previously released guidance from OCS identified that only ARPA funds can be reallocated. All LIHWAP grant recipients should draw down from their Consolidated Appropriations Act (CAA) funds FIRST.

How to Prepare

Attain the most recent pre-populated LIHWAP Forecast Form for your tribe from your Program Specialist.

OR

If you have access to PMS, log into the PMS system and retrieve the numbers needed to complete Section I of the LIHWAP Forecast Form.

OR

Contact your TTA Provider who is available to assist in getting a copy of the most up to date LIHWAP Forecast Form for your tribe upon request.



Section I: Current Expenditures

Open the LIHWAP Forecast Form in Microsoft Excel. Verify that Section I: Current Expenditures is prepopulated. *If this section does not include numbers, please reach out to your Program Specialist or TTA Provider.*

2	<u>Section I. Current Expenditures</u>					
	CAA Award	CAA Award Spent	CAA Award Remaining	ARPA Award	ARPA Award Spent	ARPA Award Remaining
3						
4	\$ 15,000.00	\$ 3,500.00	\$ 14,000.00	\$ 20,000.00	\$ -	\$ 20,000.00

Reviewing Section I

Section One: Current Expenditures should include the following fields listed in row 3 and the accompanying data in dollar amounts specific to your tribe in row 4:

- | | |
|-------------------------|--|
| a) CAA Award | g) Total LIHWAP Amount Spent |
| b) CAA Award Spent | h) Total Percent Spent as of Date |
| c) CAA Award Remaining | i) Avg. Burn Through Rate Per Month |
| d) ARPA Award | j) Total Amount Leftover at Current Rate |
| e) ARPA Award Spent | |
| f) ARPA Award Remaining | |

Section II: CAA Forecasted Expenditures

Section II: CAA Forecasted Expenditures estimates the dollar amount from remaining CAA funds to be spent during each month of the currently authorized LIHWAP project period (February 1, 2023 through September 30, 2023)

Section II. CAA Forecasted Expenditures						
(forecast the remaining portion of LIHWAP funding only)						
	April	May	June	July	August	September
						CAA Total
						\$

The total CAA funds you estimate spending will automatically calculate in cell J7.

Completing Section II

Enter the dollar amounts of CAA funds you estimate spending down in each month, beginning with February 2023 in cell B7 and continue entering monthly estimates all the way through September 2023 in cell I7.

	<u>Section II. CAA Forecasted Expenditures</u> (forecast the remaining portion of LIHWAP funding only)					
5						
6	January	February	March	April	May	June
7						

Section III: ARPA Forecasted Expenditures

Section III: ARPA Forecasted Expenditures estimates the dollar amount from remaining ARPA funds that you will be able to spend during each month of the currently authorized LIHWAP project period.

8	<u>Section III. ARPA Forecasted Expenditures</u>						ARPA
9	(forecast the remaining portion of LIHWAP funding only)						Total
	April	May	June	July	August	September	
10							\$ -
11							

The total ARPA funds you estimate spending will automatically calculate in cell J10.

Completing Section III

Enter the dollar amounts of ARPA funds you estimate spending down in each month, beginning with February 2023 in cell B10 and continue entering monthly estimates all the way through September 2023 in cell I10.

8	<u>Section III. ARPA Forecasted Expenditures</u>					
	(forecast the remaining portion of LIHWAP funding only)					
9	January	February	March	April	May	June
10						

Remarks

11	Remarks:
12	
13	
14	
15	
16	
17	
18	
19	

In this section, you can add comments about your estimations in cell A12.

This section is optional, however providing more details about how and when you have forecasted to spend your funds may be helpful for planning and talking with your Program Specialist or TTA Provider.

Unspent Grant Funds, Additional Need, and Reallotment

ARPA funds may be made available for reallotment to other communities in need.

CAA funds will not be available for reallotment. LIHWAP grantees should use their CAA dollars FIRST.

Example:

A tribe was awarded \$20,000. \$10,000 are CAA funds, \$10,000 are ARPA funds.

They estimate spending only \$12,000.

\$10,000 should be spent from CAA funds and \$2,000 from ARPA.



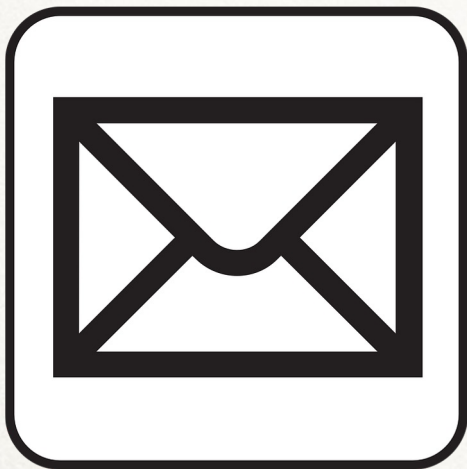
Unspent Grant Funds, Additional Need, and Reallotment (continued)

If your state or tribe has additional need above the funds you were initially awarded, it is possible that funds projected for reallotment could be assigned to you.

Contact your Program Specialist to learn more about the reallotment process or to discuss any additional forecasted need.



Sharing and Using Your LIHWAP Forecast



Email your completed LIHWAP Forecast Form to LIHWAPReports@acf.hhs.gov and copy your Program Specialist.

It is a good practice to review and update your forecast regularly.

Program Specialists by Region

Carlos Torres

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(213) 310-4698, Regions 2, 5 & 10

Judith Jacques

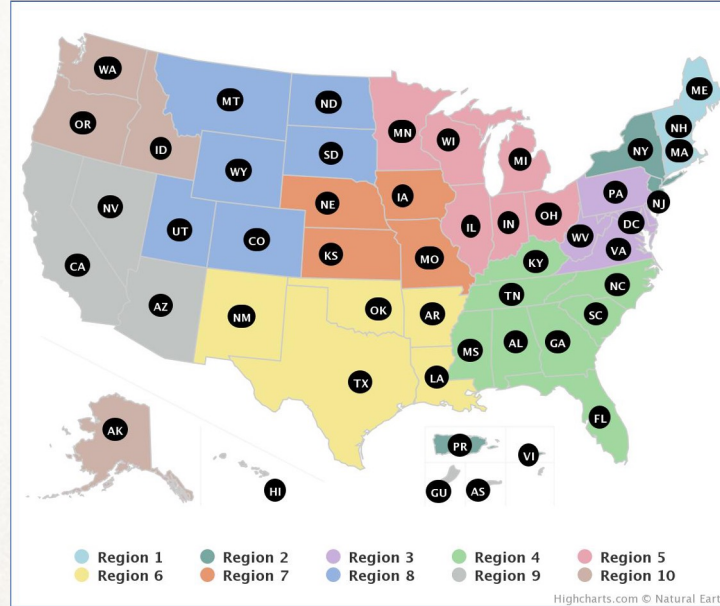
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Thank You!

Tribal TTA HelpLine

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