

Office of Community Services, Division of Energy Assistance
Attachment 2: FY 2023 LIHEAP Model Plan Action Transmittal


Submission Option 2

How to Submit a Certification Letter Requesting Extension of
FY 2022 LIHEAP Plan into FY 2023 Using Plan Revision

Follow the steps below in order to submit a revision to the FY 2022 model plan.

Step 1: Log into OLDC and click on the Report Form Entry link at the top left of the screen.


[Report Form Entry](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

 **On-Line Data Collection**

For most users, this is the first step in the process of locating and working with your specific reports. The following screens present a series of questions to help you select the appropriate report form. This same process is used to check the status of any current or submitted report.

Form Selection

Program Name:	<input type="text" value="Select a Program Name"/>
Grantee Name:	<input type="text" value="Select a Grantee Name"/>
Report Name:	<input type="text" value="Select a Report Name"/>

Step 3: Click on the Revise  button located under Actions. The reporting period is 10/1/2021 – 9/30/2022. This is the FY 2022 model plan reporting period. **(NOTE: The FY2022 plan must be in report status “Submission Accepted by CO” in order to revise the plan.)**



Step 4: Once you've clicked the button it will take you to the *Report Sections* screen.

Step 5: Identify the sections that require revision. Select the dropdown menu under the *Perform Action* column. Select *Edit Section*, and select *Go*. The User will be taken directly to the selected section.

Step 6: Make the necessary changes. Select the *Save* option at the top of the page. Save at least once every 15 minutes that you are working on the document. Navigate through the Plan using the *Next Section* and *Previous Section* buttons at the top of the page. Save each revised section separately after changes are made (if any) until you arrive at the Plan Attachment Section.

Step 7: Add required attachments. This includes attaching a signed letter from the Plan certifying official that you as a FY 2023 LIHEAP grantee would like to extend your FY 2022 Plan into FY 2023. Also attach a new benefit matrix reflecting the 2022 Federal Poverty Guidelines or State Median Estimates mandatory for use in FY 2023.

Step 8: After all desired sections have been revised, select the *Validate* option at the top of the report. Fix any errors that are flagged and continue to select *Validate* until there are no errors.

Step 9: Select the *Report Sections* dropdown menu listed at the top left of the screen. Select *Mandatory Grant Application SF-424*. Scroll to the bottom of the SF-424 and select *Click to Sign*. This action certifies the plan. Select the *Report Form Status* option at the top left of the screen.

Step 10: Click *Submit*. This is the final act of submission of your Revised Plan to OCS.