



ADMINISTRATION FOR
CHILDREN & FAMILIES

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www.acf.hhs.gov/ocs

**Low Income Home Energy Assistance Program
Action Transmittal**

AT#: LIHEAP-AT-2023-06

DATE: August 29, 2023

TO: Low Income Home Energy Assistance Program (LIHEAP) Grant Recipients

SUBJECT: LIHEAP Carryover and Reallotment Report for Federal Fiscal Year (FFY) 2023

ATTACHMENT(S): A. Instructions for completing the Carryover and Reallotment Report for FFY 2023

RELATED REFERENCES:

The Low Income Home Energy Assistance Act, as amended (42 U.S.C. § 8621 *et seq.*); 45 CFR 96.81 in the U.S. Department of Health and Human Services (HHS) block grant regulations; and the Low Income Home Energy Assistance Program Carryover and Reallotment Report, OMB approval 0970-0106, expires June 30, 2025.

PURPOSE:

1. To provide instructions to LIHEAP grant recipients on how to submit their estimated and final FFY 2023 Carryover and Reallotment Report;
2. To inform grant recipients that the Administration for Children and Families (ACF) has revised this report in the Online Data Collection (OLDC) system to reflect the grant awards issued through August 9, 2023; and
3. To confirm for grant recipients, that the estimated and the final versions of this report are **due no later than September 29, 2023, and December 29, 2023, respectively**. ACF will begin its FFY 2023 reallotment award review process in early January 2024, based on reallotment amounts reflected in the final report; grant recipients will be able to make future allowable changes to this report to reconcile audit disallowances, ACF monitoring findings, vendor refunds, and other allowable financial events.
4. To inform state grant recipients that they must ensure that data reported in the final Carryover and Reallotment Report reconciles with their FFY 2023 Standard Form (SF)

425 reports and grantee survey module of the LIHEAP Performance Data Form. These forms will be announced at a later date.

BACKGROUND:

Section 2607(b)(2)(B) of the LIHEAP statute (42 U.S.C. § 8626(b)(2)(B)) requires that “No amount may be held available...for a State from a prior fiscal year to the extent such amount exceeds 10 percent of the amount payable to such State for such prior fiscal year. For purposes of the preceding sentence, the amount payable to a State for a fiscal year shall be determined without regard to any amount held available under this paragraph for such State for such fiscal year from the prior fiscal year.”

The LIHEAP statute and regulations require LIHEAP grant recipients to report information to ACF concerning funds to be carried forward and funds subject to reallocation. They further require that the Carryover and Reallocation Report for one FFY be submitted to ACF by the grant recipients before the allotment for the next FFY may be awarded.

Grant recipients may request to carry over from one FFY to the next FFY up to 10% of the amount payable to the grant recipient for the first fiscal year. The total funds payable for FFY 2023 include all regular block grant and supplement awards in FFY 2023, plus all Infrastructure Investment and Jobs Act (IIJA) grant awards in FFY 2023, plus any reallocated FFY 2022 funds ACF redistributes in FFY 2023. Up to 10% of the total FFY 2023 resources may be carried over for use in FFY 2024 and those funds must be obligated no later than September 30, 2024. Grant recipients must obligate funds that are carried over by the end of the federal fiscal year following the year in which they are awarded. At least 90% of the funds allocated in FFY 2023 must be obligated by September 30, 2023, the end of FFY 2023. **Please note that this requirement applies to obligation only, not expenditure of funds.**

Any funds carried over from the previous year are not to be included in the base for calculating carryover in the following year. If more than 10% of a grant recipient's funds payable remains unobligated at the end of the federal fiscal year in which they were allotted, those excess funds must be returned to ACF and are subject to reallocation among all grant recipients in the next federal fiscal year.

In 2023, ACF made non-substantive changes to the LIHEAP Carryover and Reallocation Report for FFY 2022 and FFY 2023 that allows for LIHEAP regular block grant funds, reallocation funds, IIJA funds and supplemental funds to be reported together on the first line in Section 1 of this report. The report also includes an additional line 1.6 that totals the projected unobligated balances from Lines 1.3, 1.4 and 1.5.

Grant recipients must take reasonable steps to mitigate the risk of returning FFY 2023 federal LIHEAP funds. ACF will accept all necessary properly executed adjustments after this date. The LIHEAP obligation (federal performance period) ends on September 30, 2023. Grant recipients

must complete/execute all obligations by September 30, 2023, or grant recipients will lose the authority to obligate against their LIHEAP grant. LIHEAP grant recipients will have at least 90 days following the end of that performance period to expend/liquidate/draw down the LIHEAP Continuing Appropriation Act, 2023 and Consolidated Appropriation Act, 2023 grant from the federal Payment Management System (PMS). However, any draw-downs must be based on executed obligations made during the federal performance period (ending September 30, 2023), and in accordance with your state-wide/territory-wide/tribe-wide rules on obligations and expenditures ([45 C.F.R. 96.30\(a\)](#)). Grant recipients cannot draw down funds prior to making the obligation first.

CONTENT:

Completing and Submitting the Carryover and Reallotment Report.

All FFY 2023 grant recipients are required to submit the Carryover and Reallotment Report electronically via the [OLDC](#).

Please contact the Grant Solutions/OLDC helpdesk at: 1-866-577-0771 or (202) 401-5282 or your [Federal LIHEAP Liaison](#) if you need assistance accessing your Grant Solutions/OLDC account or if you are a new user.

All grant recipients must submit a report, even if no funds are to be carried over or made available for reallotment. In OLDC, under “Low Income Home Energy Assistance” select a report type of “Carryover and Reallotment (0970-0106)” then search by “Period End Date” or “Fiscal Year”, and then search by grant recipient’s name.

After you open your report, please confirm that the amount on Line 1 (total amount payable to you for FFY 2023) that ACF prepopulated on the report is correct. If it is not, then you must launch a new version of your report or re-save and validate the existing version. After you take this step to correct the amount on Line 1, you must enter the required data on all data entry lines.

This report must be submitted by September 29, 2023. This requirement does not apply to the Territory of Guam or the U.S. Virgin Islands.

Remember to save your progress frequently (at least once every 15 minutes), particularly if you enter partial information and intend to finish it later. Remember to click “End OLDC” when you are ready to log out of the system.

The following information (if it is not already pre-populated) must be submitted on the form:

Section 1

- 1.1 The total amount payable for FFY 2023 of regular block grant funds, reallocation funds, IJIA funds, and supplemental funds.
- 1.2 10 percent of the amount payable (automatically calculated and pre-populated). You must, on the respective lines, report the funds from these sources that you expect not to obligate by September 30, 2023.
- 1.3 The total projected amount of FFY 2023 funds unobligated balances under regular block grant funds and reallocation the with grant award number ending in LIEA.
- 1.4 The total projected amount of FFY 2023 funds unobligated balances under IJIA funds grant award numbers ending in LIEI.
- 1.5 The total projected amount FFY 2023 supplemental funds unobligated balances under grant award numbers ending in LIEE.
- 1.6 Total projected unobligated balance of Lines 1.3, 1.4 and 1.5.

If you carried over any of the funds on Lines 1.3, 1.4 or 1.5 to FFY 2024, (1) a statement of the reasons that these funds will not be used in FFY 2023; AND (2) a description of the types of assistance to be provided with these funds (into Lines 1.6(a) and 1.6(b)).

Once the data is entered, the submission must be validated, certified, and submitted through OLDC. The individuals who have permission to certify and submit may vary based on how you initially set up your OLDC account, but the user with the role "Grant Administrator" may perform all actions by default.

OLDC Assistance

If you experience technical difficulties with Grant Solutions/OLDC then please contact the Help Desk at help@grantsolutions.gov or 1-866-577-0771 or (202) 401-5282 Monday-Friday between 8:00am and 6:00pm (Eastern Time). If you need any other assistance with your submission, then please contact your [Federal LIHEAP Liaison](#).

Additional Resources

We have attached, as an additional resource, a more detailed set of instructions for such submission through OLDC.

INQUIRIES TO:

For questions regarding accurate completion of the *FFY 2023 LIHEAP Carryover and Reallocation Report*, contact:

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SUBMISSION TO:

The deadline for all grant recipients to submit their estimated *LIHEAP Carryover and Reallotment Report for FFY 2023* in OLDC is **September 29, 2023**. The deadline to submit final data is **December 29, 2023**.

Thank you for your attention to these matters. OCS looks forward to continuing to provide high-quality services to OCS partners.

/s/

Megan Meadows
Director, Division of Energy Assistance
Office of Community Services