

**SIMPLIFIED INSTRUCTIONS
FOR TIMELY OBLIGATION OF FEDERAL FISCAL YEAR (FFY) 2015
LOW INCOME HOME ENERGY ASSISTANCE (LIHEAP) FUNDS
AND REPORTING FUNDS FOR CARRYOVER AND REALLOTMENT**

1. Add together the funds you received from the U.S. Department of Health and Human Services (HHS) in FFY 2015 in the form of LIHEAP block grant awards, any reallotted FFY 2014 funds awarded in FFY 2015, and any oil overcharge funds designated for use in LIHEAP for FFY 2015. No emergency contingency funds were awarded in 2015. You may carry over up to 10% of this total for obligation in FFY 2016.
2. At least 90% of the total funds available to you in FFY 2015, as calculated in Paragraph #1, must be obligated by you for use in LIHEAP no later than September 30, 2015, which is the end of FFY 2015. **(Please note that this requirement applies to obligation only, not expenditure of funds.)**
3. No more than 10% of the funds available to you for FFY 2015, as calculated in Paragraph #1, may be carried over for obligation in FFY 2016. You must obligate these carryover funds for use in LIHEAP no later than September 30, 2016, or they must be returned to HHS.
4. The FFY 2015 funds that are not obligated by you by **September 30, 2015**, and that exceed 10% of the total as calculated in Paragraph #1, must be returned to HHS, which will reallocate them to LIHEAP grantees in FFY 2016.
5. Submit a report to HHS on your final carryover and reallocation **by December 1, 2015**. Submit the report via the On-Line Data Collection System (OLDC) at: <https://extranet.acf.hhs.gov/ssi/>. Include a *brief* explanation of why you want to carry over the funds and how you will use them. If you later find that your calculations are not accurate, submit a revised report as soon as possible.

The Paperwork Reduction Act of 1995

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number.