



ADMINISTRATION FOR
CHILDREN & FAMILIES

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www.acf.hhs.gov/ocs

Low Income Home Energy Assistance Program Action Transmittal

AT#: LIHEAP-AT-2020-05

DATE: October 16, 2020

TO: LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) GRANTEEES
AND OTHER INTERESTED PARTIES

SUBJECT: LIHEAP Carryover and Reallotment Report for Federal Fiscal Year (FY)
2020

ATTACHMENT(S): [A. Instructions for completing the Carryover and Reallotment Report for
FY 2020](#)

RELATED REFERENCES:

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 on April 30, 2022.

PURPOSE:

1. To provide instructions to LIHEAP grantees about how to submit their estimated and final FY 2020 Carryover and Reallotment Report;
2. To inform grantees that the Administration for Children and Families (ACF) revised this report in the Online Data Collection (OLDC) system to reflect the reallotment grant awards expected to be issued in September 2020; and
3. To alert grantees that the estimated and the final versions of this report are **due no later than October 30, 2020 and December 31, 2020 respectively**. ACF will begin its FY 2020 reallotment award review process in early January 2021, based on reallotment amounts reflected in this report; grantees will be able to make future allowable changes to this report to reconcile audit disallowances, HHS monitoring findings, vendor refunds, and other allowable financial events.

4. All state grantees must ensure that data reported in the final carryover and reallocation report reconciles with their federal fiscal year (FY) 2020 Standard Form (SF) 425 reports and grantee survey module of the LIHEAP Performance Data Form.
5. Grantees must separately track and report LIHEAP supplemental *Coronavirus Aid, Relief, and Economic Security Act (CARES Act)* funds obligated in FY 2020 on the FY 2020 Carryover and Reallocation Report, FY 2020 Standard Form (SF) 425, and grantee survey module of the FY 2020 LIHEAP Performance Data Form (for state grantees only).

BACKGROUND:

LIHEAP Block Grant Allocation

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.”

Grantees may request to carry over from one federal fiscal year to the next federal fiscal year (FY) up to 10% of the amount payable to the grantee for the first fiscal year. The total funds payable for FY 2020 include all regular block grant awards in FY 2020, plus any reallocated FY 2019 funds ACF redistributes in FY 2020, plus any oil overcharge funds designated for use in LIHEAP for FY 2020. Congress did not appropriate any emergency contingency funds in FY 2020.

Grantees must obligate the funds that are carried over by the end of the federal fiscal year following the year in which they are awarded. For example, at least 90% of the funds allocated to you in FY 2020 must be obligated by September 30, 2020, the end of FY 2020. Up to 10% may be carried over for use in FY 2021 and those funds must be obligated no later than September 30, 2021. 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 grantee'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 HHS and are subject to reallocation among all grantees in the next fiscal year.

LIHEAP Supplemental funding under the Coronavirus Aid, Relief, and Economic Security Act (the CARES Act) (P. L. 116-136) and any subsequent such acts.

The CARES Act allows LIHEAP grantees to obligate any portion of these supplemental funds in FY 2020 and/or FY 2021, contingent upon their own rules for obligating their own funds (45 CFR

96.30(a)). This means that LIHEAP grantees may carryover up to 100% of the CARES supplemental funding for obligation in FY 2021—that is, by September 30, 2021. The supplemental CARES Act LIHEAP funding from this award **must not be carried over into FY 2022** or beyond, for obligation purposes.

Grantees must exclude the amount of these supplemental funds from the total amount of the base funding when determining total amount of LIHEAP resources available to carry over to FY 2021. That is because at least 90% of the non-supplemental FY 2020 funding must still be obligated by September 30, 2020 (this fiscal year).

The LIHEAP statute and regulations require LIHEAP grantees to report information to HHS concerning funds to be carried forward and funds subject to reallocation. It further requires that the Carryover and Reallocation Report for one federal fiscal year be submitted to HHS by the grantee before the allotment for the next federal fiscal year may be awarded.

HHS has made non-substantive changes to the LIHEAP Carryover and Reallocation Report for FY 2020 and FY 2021. These changes allow for reporting by separate LIHEAP funding provided by the following:

1. LIHEAP regular FY 2020 appropriations acts;
2. LIHEAP supplemental FY 2020 appropriations acts, including the CARES Act (P. L. 116-136) and any subsequent such acts.

ACF updated the OLDC system by adding the amount of reallocated FY 2019 funds awarded by ACF in FY 2020 to the FY 2020 regular Block Grant award amount on the first line in Section 1 of this report in OLDC for FY 2020. We have also updated the maximum carryover limit by excluding funds awarded under the CARES Act. Line 1 in Section 2 also has been pre-populated with CARES Act award amount.

Grantees must take reasonable steps to mitigate the risk of returning FY 2020 federal LIHEAP block grant funds after **October 30, 2020**. ACF will accept all necessary adjustments after this date.

CONTENT:

Completing and Submitting the Carryover and Reallocation Report

All FY 2020 grantees are required to submit the Carryover and Reallocation Report electronically via the [ACF Grant Solutions/Online Data Collection system \(OLDC\)](#).

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

After you open your report, please confirm that the amount on Line 1 (total amount payable to you for FY 2020) 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. If you have any difficulty doing so then please reach out to your [Federal LIHEAP Liaison](#). After you correct the amount on Line 1, you must enter the required data on all data entry lines.

If you have not started a report, you must immediately start and submit it by October 30, 2020. 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 FY 2020 (pre-populated)
- 1.2 10 percent of the amount payable (automatically calculated and pre-populated)
- 1.3 Projected unobligated balance. If you carryover funds to FY 2021, (1) a statement of the reasons that these funds will not be used in FY 2020; AND (2) a description of the types of assistance to be provided with these funds (into Lines 1.3(a) and 1.3(b)).

Section 2

- 2.1 Total amount of CARES Act only funds payable (pre-populated)
- 2.2 Projected Carryover CARES Act funds. If you report a CARES Act carryover amount, a statement describing the types of assistance to be provided with these funds (into Line 2.2(a)).
- 2.3 State the reasons that these CARES Act funds will not be obligated.

Section 3 is reserved for any additional supplemental appropriation in FY 2020 and will only be activated if such appropriation is made by Congress.

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 8am and 6pm (all times Eastern). 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 *LIHEAP Carryover and Reallotment Report*, contact:

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SUBMISSION TO:

The deadline for all grantees to submit their estimated *LIHEAP Carryover and Reallotment Report for FY 2020* in OLDC is **October 30, 2020**. The deadline to submit final data is **December 31, 2020**.

Grantees access OLDC report forms via the [GrantSolutions' homepage](#). If you have not yet created an account in OLDC, contact your [Federal LIHEAP Liaison](#) for assistance. In addition, for questions regarding accessing OLDC and or completing the OLDC form, contact your [Federal LIHEAP Liaison](#).

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

/s/

Lauren Christopher

Director, Division of Energy Assistance

Office of Community Services