

**SIMPLIFIED INSTRUCTIONS
FOR TIMELY OBLIGATION OF FY 2017 LIHEAP FUNDS
AND REPORTING FUNDS FOR CARRYOVER AND REALLOTMENT**

1. Add together the funds you received from HHS in FY 2017 in the form of LIHEAP block grant awards, any reallocated FY 2016 funds awarded in FY 2017, and any oil overcharge funds designated for use in LIHEAP for FY 2017. No emergency contingency funds were awarded in 2017. You may carry over up to 10% of this total for obligation in FY 2018.
2. At least 90% of the total funds available to you in FY 2017, as calculated in Paragraph #1, must be obligated by you for use in LIHEAP no later than September 30, 2017, which is the end of FFY 2017. **(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 FY 2017, as calculated in Paragraph #1, may be carried over for obligation in FY 2018. You must obligate these carryover funds for use in LIHEAP no later than September 30, 2018, or they must be returned to HHS.
4. FY 2017 funds that are not obligated by you by September 30, 2017, 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 FY 2018.
5. Your estimated carryover and reallocation report was due by August 1, 2017. If you have not done so, please submit the report via the Grant Solutions/On-Line Data Collection System (OLDC) at: <http://home.grantsolutions.gov/home/>. 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 estimates are not accurate, submit a revised report as soon as possible.

Please note that Line 1 (total amount payable to you for FFY 2017) of the report will be prepopulated. However you will still need to enter required data in other lines. If you have already submitted a report in OLDC, your LIHEAP Federal Liaison will accept or reject the report for the OLDC enhancement to go into effect. The following conditions will apply depending on the status of your report:

- **If the report is in “Saved – Validated” status:** you will need to Re-Save or Re-Validate the report.
- **If the report is in “Certified” status:** you will need to Un-Certify and then Re-Validate and Certify the Report for Submission.

Attachment B

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Expiration date: X/XX/201X

- **If the report is in “Submitted” status:** Your LIHEAP Liaison will Review and Accept the report to allow you to Revise the report and submit revision.
- **If your report is in “Submission in Review by CO” status:** your LIHEAP Liaison will Accept the report to Allow you to Revise the report and submit revision.
- **If your report is in “Submission Accepted by CO” status:** you will need to Revise the report and submit revision.

If you have not started a report, you must immediately start and submit a report by October 13, 2017.

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 OMB control number.