

SF 269A Guidance for LIHEAP Grantees

Grantees should follow the general instructions and complete the SF 269A form using this guidance.

See an example of a completed LIHEAP form in Attachment 2. For your assistance, we have identified and explained below only those items required for LIHEAP on the SF 269A.

Item #2.

The Common Accounting Number or the "CAN" Number and the Grant Document Number will be placed in item #2. These numbers are identified on the grantee's Notice of Grant Award. Regular LIHEAP block grant funds, contingency funds, and carryover funds will have different CAN numbers, as identified above, so you will need a different SF 269A form to report funds under each separate CAN.

Item # 6.

You will submit a final report only when all funds for that CAN have been obligated. This will usually be a report on carryover funds.

Item #7.

Please identify whether your accounting system is based on the cash or accrual method.

Item #8.

LIHEAP grants are issued for a 2-year Grant Period with 90% of funds to be obligated in the first year. Regular funds awarded in FY 2007 will have a grant period of 10/1/2006 to 9/30/2008. Contingency funds awarded in FY 2007 will have the same grant period, but these funds are not subject to the 90% rule. Funds carried over from FY 2006 will have a grant period of 10/1/05 to 9/30/07.

Item #9.

The period covered by this report for obligations in FY 2007 will be 10/1/06 to 9/30/07.

Item #10c.

Provide the "Federal Share of Outlays" for LIHEAP funds for this period in the "Cumulative" column. This would usually be the amount of LIHEAP expenditures for the period.

Item #10f.

Provide the "Federal Share of Unliquidated Obligations" in the "Cumulative" column. This would usually be the total amount of LIHEAP obligations or commitments that have not been paid or expended.

Item #10g.

Place total of lines 10c and 10f in the "Cumulative" column.

Item #10h.

Provide, in the "Cumulative" column, the total amount of LIHEAP funds that were authorized for this period and identified with the same CAN, Grant Document numbers, and Funding/Grant Period.

Item #10i.

Provide in the Cumulative column the difference between the amount on line 10g (the amount of outlays and obligations) and the amount on line 10h (the amount of funds authorized for the period and identified with the same CAN, Grant Document numbers, and Funding/Grant period).

Item #12.

Provide the date of the last obligation of LIHEAP funds for the reporting period.

Item #13.

Provide the signature of the Certifying Official and date.