

**SIMPLIFIED INSTRUCTIONS
FOR TIMELY OBLIGATION OF LIHEAP REGULAR BLOCK GRANT,
REALLOTTED, AND SUPPLEMENTAL FUNDS AND REPORTING FUNDS FOR
CARRYOVER AND REALLOTMENT**

Line-by-Line Instructions

SECTION 1: For annual LIHEAP block grant funds; including regular Federal Fiscal Year (FFY) 2023 funds appropriated through the annual appropriations cycle and FFY 2022 funds reallocated for FFY 2023; FFY 2023 funds appropriated through the *Infrastructure Investment and Jobs Appropriations Act* (Infrastructure Act) (Public Law 117-58), and supplemental funds appropriated through *Continuing Appropriations Act (CR), 2023* (Public Law 117-180) and *Consolidated Appropriations Act of 2023 (CAA)* [Public Law (Pub. L.) 117-328].

- 1.1. This line shows the funds you received from HHS in FFY 2023 in the form of regular LIHEAP block grant awards from the annual appropriations cycle, reallocated FFY 2022 funds awarded in FFY 2023, FFY 2023 funds from the *Infrastructure Investment and Jobs Appropriations Act* (Infrastructure Act) (Pub. L. 117-58), and LIHEAP supplemental awards under the *Continuing Appropriations Act (CR), 2023* (Public Law 117-180) and *Consolidated Appropriations Act (CAA), 2023* (Public Law 117-328).

You may carry over up to 10 percent of this total for obligation in FFY 2023. You must obligate at least 90 percent of these funds for use in LIHEAP no later than September 30, 2023, which is the end of FFY 2023. **(Please note that this requirement applies to obligation only, not expenditure of funds.)**

HHS has pre-populated this line with the total of your funds from these sources. You do not need add to this amount any reallocated FFY 2022 funds that you were awarded in FFY 2023.

- 1.2. No more than 10 percent of the funds available to you for FFY 2023, as calculated on line 1.2, may be carried over for obligation in FFY 2024. The amount of funds that OLDC calculates on this line is the maximum that you may carry over to FFY 2024.

OLDC shows the overall amount of these funds that you may carry over on the **Carryover Amount** line. You must obligate these carryover funds for use in LIHEAP no later than September 30, 2024, or they must be returned to HHS.

For the regular block grant funds that you carry over, include in lines 1.6)a and 1.6)b *brief* explanations of why you want to carry over the funds and how you will use them.

- 1.3 FFY 2023 regular block grant funds include grant awards ending in LIEA. They were awarded under the following Common Accounting Numbers (CANs):

- CAN G992201, which covers the \$1.5 billion of regular block grant funding that was appropriated through Pub. L. 117-328.

- CAN G993134, which covers the \$2.5 billion funding that was also appropriated through Pub. L. 117-328.
 - The CAN that gets assigned to the reallocated funds, which will cover the reallocations of returned FFY 2022 funds.
- 1.4 FFY 2023 LIHEAP Infrastructure Act funds include grant awards ending in LIEI. They were awarded under CAN number G992605.
- 1.5 FFY 2023 supplemental funds include grant awards ending in LIEE. They were awarded under the following Common Accounting Numbers (CANs):
- CAN G991606, which covers the \$1 billion of emergency supplemental funding that was appropriated through Pub. L. 117-180.
 - CAN G993135, which covers the \$1 billion of disaster supplemental funding that was appropriated through Pub. L. 117-328.

You must, on the respective lines, report the funds from these sources that you expect not to obligate by September 30, 2023.

- 1.6 The total projected unobligated balance consists of the sum of Lines 1.3, 1.4, and 1.5. OLDC automatically calculates this amount.

Any amount on Line 1.6 exceeding the amount on Line 1.2 must be returned to HHS. OLDC shows the overall amount of these funds that you must return on the **Reallotment Amount** line. HHS will reallocate these funds to LIHEAP grantees in FFY 2024.

Due Dates and Estimates

Your estimated FFY 2023 Carryover and Reallotment Report is due by September 29, 2023, via the **Grant Solutions/On-Line Data Collection System (OLDC)**. If your estimates need to be updated, you must submit a revised, final report by December 29, 2023. ACF will accept adjustments after this date, if necessary, but all updates will be known and reported to us by the December 29, 2023, deadline, reconciling amounts reported in the FFY 2023 Standard Form (SF) 425 reports. Grantees must take reasonable steps to mitigate the risk of returned federal LIHEAP funding well beyond this timeframe.

Pre-population and Report Status

Please note that Lines 1.1, 1.2, and 1.6 plus the **Regular Block Grant Carryover Amount** and **Reallotment Amount** lines of Section 1 will be prepopulated or automatically calculated by OLDC. Please notify your **LIHEAP Federal Liaison** if any of these lines is incorrect.

The Paperwork Reduction Act of 1995

Public reporting burden for this collection of information is estimated to average 3 hours per

Attachment A

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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.