

LIHEAP Carryover & Reallotment Report: **List of Checks to Complete Before Submission**

This document provides a list of items for grant recipients to check before submission of the annual *LIHEAP Carryover & Reallotment Report form*. If you can answer “yes” to all the following questions, then you are ready to certify and submit your final *LIHEAP Carryover & Reallotment Report form*.

1.	<p>Did you confirm the pre-populated “Current year amount payable” in Line 1.1 is correct?</p> <p>OCS pre-populates this line with the amount of funds you were awarded for the federal fiscal year. You should confirm this matches your records and fiscal staff understand that these funds are the focus for the report (prior year carryover funds or non-federal funds should be excluded in this report).</p> <p>Note: The pre-populated amount may not reflect the addition of final funds awarded at the end of the fiscal year if the report is initiated before the award. Grant recipients should provide a note if carryover and reallotment amounts are incorrect because the report does not account for final funds awarded.</p>	YES NO
2.	<p>For the unobligated balance, did you report the amount of funds payable for the fiscal year that remains unobligated (which may be different from the amount that remains unexpended)?</p> <p>You must report the portion of awarded federal funds that remained unobligated by the end of the federal fiscal year. However, an obligation of funds is often distinct from an expenditure of funds, according to state rules. For more information on obligations, click here: https://www.acf.hhs.gov/ocs/policy-guidance/liheap-im-2022-02-expenditures-fy2022</p>	YES NO
3.	<p>If you enter your unobligated balance and the “Reallotment Amount” field populates with a number greater than \$0, did you provide notes to explain why?</p> <p>Grant recipients are allowed to carry over a defined portion (typically 10 percent or less) of awarded funds for obligation in the next federal fiscal year. If the unobligated balance exceeds the allowable carryover limit, the excess amount will be returned to HHS, as calculated in the “Reallotment Amount” field. If funds are subject to reallotment, grant recipients should provide a note with an explanation.</p>	YES NO