

Step-By-Step Overview of the FY 2017 Performance Data Form Module 1 (Grantee Survey)

LIHEAP Webinar hosted by the Office of Community Services (OCS) in the Administration for Families and Children (ACF) presented by APPRISE under contract to OCS

January 3, 2018

Welcome:
Leon Litow (OCS Staff)
Patrice West (OCS Staff)

Presenter:
Melissa Torgerson (Verve Associates)



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Introduction & Welcome

- Webinar Presenters
 - Reporting & Reminders
 - Leon Litow, OCS Staff
 - Patrice West, OCS Staff
 - Step-by-Step Overview
 - Melissa Torgerson, Verve Associates

What is the Performance Data Form?

- An annual report all state grantees and the District of Columbia are required to submit.
- The Performance Data Form collects LIHEAP fiscal information and Performance Measures data.
- The Performance Data Form consists of three LIHEAP data modules:
 - Module 1 (Grantee Survey)
 - Module 2 (LIHEAP Performance Measures)
 - Module 3 (Optional Performance Measures)
- Data are...
 - Published in the annual *LIHEAP Report to Congress*
 - Published in the [LIHEAP Data Warehouse](#)
 - Used to respond to Congressional and White House inquiries.

Update on the Performance Data Form Action Transmittal and Due Date

- The Performance Data Form is currently in review by the Office of Management and Budget (OMB).
- Upon approval by OMB, HHS will publish an Action Transmittal with the final due date and instructions for accessing and submitting the form in OLDC.
- Although grantees cannot currently certify or submit their FY 2017 report in OLDC, grantees are encouraged to prepare information needed for their report.
- **There are no changes from the FY 2016 Performance Data Form.**

Liaison Welcome

- All grantees have a liaison to assist them.
- Liaisons assist with guidance on...
 - Program operations
 - Resources
 - HHS requirements
- Liaison Contact Information:
<https://www.acf.hhs.gov/ocs/resource/division-of-energy-assistance-federal-staff>

Webinar Overview

- This webinar is focused on **Module 1 (Grantee Survey)**.
- Step-by-Step Guidance for Reporting
- Q&A after each Section
- Webinar Topics:
 - Overview of Module 1 (Grantee Survey)
 - Overview of each section of the Module
 - Overview of common reporting questions/issues
 - Additional resources

Overview of Module 1 (Grantee Survey)



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What is *Module 1 (Grantee Survey)* ?

- Module 1 is designed to obtain fiscal data on the sources and uses of LIHEAP funds, average household benefits, and maximum income cutoffs for a 4-person household.
- Module 1 (Grantee Survey) consists of four sections:
 - Section I – Grantee Information
 - Section II – Reporting Requirements
 - Section III – Estimated Sources of LIHEAP Funds
 - Section IV – Estimated Uses of LIHEAP Funds
- Grantees must complete the information in Sections I, III, and IV.

Rules for Reporting

- This Webinar will provide an in-depth discussion of reporting rules to follow when completing Module 1 of the Performance Data Form.
- These reporting rules exist for several reasons:
 - LIHEAP provides a block grant to each grantee
 - Each grantee has the freedom to design its program to fit its climate and clients, as well as meet other unique needs
 - But, OCS has to report consistent information to Congress, even though each grantee can have a unique program
 - These rules for reporting allow OCS to report in such a way that programs can be compared and uniform information is presented across grantees
- There are no changes from FY 2016 Performance Data Form.

Section III:

Estimated Sources of LIHEAP Funds



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Overview of Section III

What is included in “Sources of Funds”?

- This section collects and reports data on the sources of LIHEAP funding that was available to your state in FY 2017.
- Sources of funds should include...
 - All federal funds designated for LIHEAP for FY 2017, net of any set-asides to Indian Tribes/Tribal Organizations.
 - Prior Year Unobligated Funds that were Obligated in FY 2017 (More Explanation in Later Slides).
- Sources of funds should NOT include...
 - Federal funds designated for LIHEAP for prior fiscal years that was obligated in prior fiscal years
 - Funds that were dedicated as set-asides to Indian Tribes/Tribal Organizations.
 - Non-federal funds (such as leveraged state funds).

Presenter(s):
Melissa Torgerson

Overview of Section III

What is the reporting period?

- Report sources of funds available during the **federal fiscal year** (October 1, 2016 – September 30, 2017).
- Grantees may operate their programs on a different program year (e.g., starting January 1 or July 1), but the data used to complete the Sources of Funds section should be data on funds available for obligation in the federal fiscal year.

Overview of Section III

Why is Data Pre-Populated?

- To assist grantees, OCS pre-populates several fields using OCS records.
- Some of the pre-populated fields are editable and some are “locked” and not editable.
 - *Pre-populated fields that are editable:*
 - Grantees should update the pre-populated fields that are editable as necessary.
 - *Pre-populated fields that are “locked”:*
 - The amount in the “locked” fields should be correct. If you believe that any of these source values are incorrect, please contact your OCS liaison.
- It is each grantee’s responsibility to review pre-populated information and to verify it is correct.

Overview of Section III

Reminder to Grantees Missing Pre-populated Data

- APPRISE e-mailed several grantees recently that initiated their FY 2017 forms prior to the Sources of Funds data being pre-populated.
- These grantees need to...
 1. Delete the current version of their FY 2017 Performance Data Form in OLDC.
 2. Re-initialize the form.
 3. Confirm that lines 1, 3, and 6 are pre-populated with the correct amount.
- Please contact APPRISE if you need assistance with this.

Overview of Section III

Section Items

Section III - Estimated Sources of LIHEAP Funds

<u>All Possible Funding Sources</u>	<u>ALL OF FFY</u> 2017 (10/01/2016 - 09/30/2017) Amount Rounded to the Nearest Dollar
<u>A. All Funds Except Leveraging Incentive Awards (Items 1 - 8)</u>	
<u>1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)</u>	\$73,618,155
<u>2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides)</u>	\$0
<u>3. LIHEAP Block Grant Funds Realloted to FFY</u>	\$75,770
<u>4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit</u>	\$0
<u>5. Reserved</u>	
<u>6. All Funds Carried Over From Previous FFY (except Funds in item 4 and 10 in this Section)</u>	\$5,179,492
<u>7. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY</u>	\$0
<u>8. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program</u>	\$0
<u>B. Leveraging Incentive Award (Items 9 - 10)</u>	
<u>9. FFY Leveraging Incentive Award</u>	\$0
<u>10. Previous FFY Leveraging Incentive Award obligated in FFY</u>	\$0
<u>C. Estimated Total Sources of Funds (Items 1-10)</u>	
<u>11. Sum of Items 1-10. This should equal the sum in Section IV, Item 15.</u>	\$0

Part A: All Funds Except Leveraging Incentive Awards



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Line #1 – Block Grant Allotment

- This line contains the state's FY 2017 LIHEAP block grant allotment, net of any applicable set-asides to Indian Tribes/Tribal Organizations.
- Block Grant Allotment funds are the primary LIHEAP funds provided to each grantee by the Federal government.
- This field is pre-populated by OCS and is “locked” from editing by grantees. Grantees should compare the amount against their fiscal records to confirm it is correct.

<u>All Possible Funding Sources</u>	<u>ALL OF FFY</u> 2017 (10/01/2016 - 09/30/2017) Amount Rounded to the Nearest Dollar
<u>A. All Funds Except Leveraging Incentive Awards (Items 1 - 8)</u>	
<u>1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)</u>	\$73,618,155
<u>2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides)</u>	\$0
<u>3. LIHEAP Block Grant Funds Realloted to FFY</u>	\$0
<u>4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit</u>	\$0

Line #2 – Emergency Contingency Funds

- This line contains the state's FY 2017 LIHEAP emergency contingency funds, net of any applicable set-asides to Indian Tribes/Tribal Organizations, if any.
- Emergency contingency funds may be made available "to meet the additional home energy assistance needs of one or more States arising from a natural disaster or other emergency."
- This field is pre-populated by OCS and is "locked" from editing by grantees. Grantees should compare the amount against their fiscal records to confirm it is correct.
 - For FY 2017, the amount in this field should be \$0 for all states.

<u>All Possible Funding Sources</u>	<u>ALL OF FFY</u> 2017 (10/01/2016 - 09/30/2017) Amount Rounded to the Nearest Dollar
<u>A. All Funds Except Leveraging Incentive Awards (Items 1 - 8)</u>	
<u>1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)</u>	\$0
<u>2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides)</u>	\$0
<u>3. LIHEAP Block Grant Funds Reallotted to FFY</u>	
<u>4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit</u>	

Presenter(s):
Melissa Torgerson

Line #3 – Realloted Funds

- This line contains the state's FY 2017 LIHEAP block grant reallotment, net of any applicable set-asides to Indian Tribes/Tribal Organizations, if any.
- Reallotment funds are funds that HHS releases during the fiscal year after determining prior year funds that are available for redistribution as required by the LIHEAP statute.
- This field is pre-populated by OCS and is “locked” from editing by grantees. Grantees should compare the amount against their fiscal records to confirm it is correct.

<u>All Possible Funding Sources</u>	<u>ALL OF FFY</u> 2017 (10/01/2016 - 09/30/2017) Amount Rounded to the Nearest Dollar
<u>A. All Funds Except Leveraging Incentive Awards (Items 1 - 8)</u>	
<u>1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)</u>	\$0
<u>2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides)</u>	\$0
<u>3. LIHEAP Block Grant Funds Realloted to FFY</u>	\$75,770

Line #4 – Previous Year Emergency Contingency Funds Carried Over

- This line contains the state's prior year Emergency Contingency Funds obligated in FY 2017, if any.
- This field is pre-populated by OCS and can be edited by grantees. Grantees should compare the amount against their fiscal records to confirm it is correct.
 - For FY 2017, the amount in this field should be \$0 for all states.

<u>All Possible Funding Sources</u>	<u>ALL OF FFY</u> 2017 (10/01/2016 - 09/30/2017) Amount Rounded to the Nearest Dollar
<u>A. All Funds Except Leveraging Incentive Awards (Items 1 - 8)</u>	
<u>1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)</u>	\$0
<u>2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides)</u>	\$0
<u>3. LIHEAP Block Grant Funds Realloted to FFY</u>	\$0
<u>4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit</u>	\$0

Line #6 – Funds Carried Over from Previous Year

- This line contains the state's FY 2016 unobligated block grant funds that were carried over for obligation in FY 2017, if any.
- The LIHEAP statute allows states to hold available up to 10% of funds payable to the state for a fiscal year for obligation in the following fiscal year.
 - See slides 65 to 68 for more information about carryover funds.
- This field is pre-populated by OCS and can be edited by grantees.
- If necessary, edit the pre-populated amount to reflect the funds that were carried over to FY 2017.

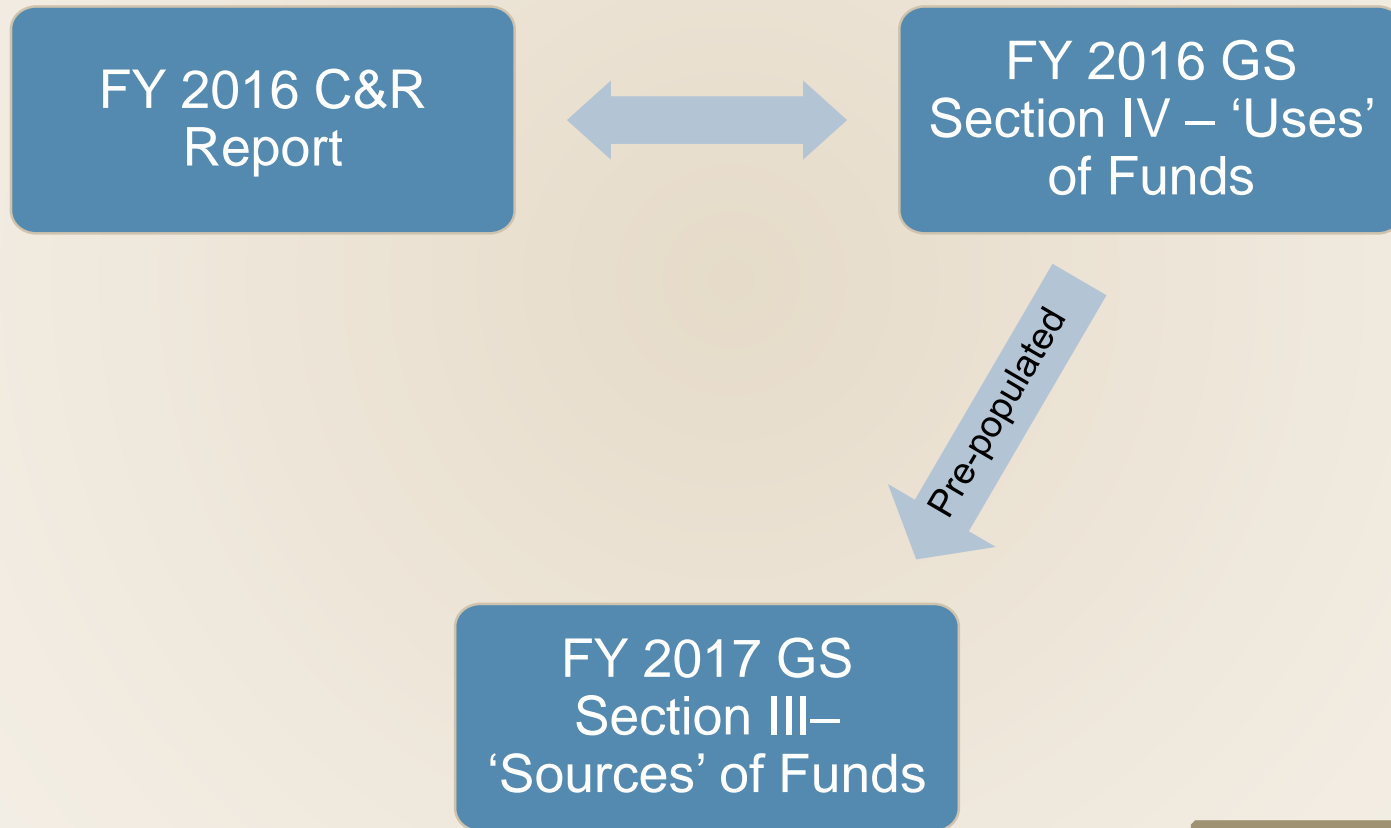
<u>6. All Funds Carried Over From Previous FFY (except Funds in item 4 and 10 in this Section)</u>	\$0
<u>7. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY</u>	\$0
<u>8. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program</u>	\$0
<u>B. Leveraging Incentive Award (Items 9 - 10)</u>	
<u>9. FFY Leveraging Incentive Award</u>	
<u>10. Previous FFY Leveraging Incentive Award obligated in FFY</u>	

Presenter(s):
Melissa Torgerson

Line #6 – Funds Carried Over from Previous Year

- The amount in this line should not include funds that were obligated in FY 2016, even if they were expended in FY 2017.
 - Carryover amounts should only include **unobligated** FY 2016 funds.
- The amount in this line should be **equal** to the amount in Line 7 of Section IV of your FY 2016 Grantee Survey and the Carryover Amount in your FY 2016 Carryover and Reallotment report.
 - If your FY 2016 reports contain an incorrect amount, you will need to alert OCS to submit a revision.

Line #6 – Funds Carried Over from Previous Year



Line #6 – Funds Carried Over from Previous Year

FY 2016 C&R Report

Carryover and Reallotment

1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds)	\$80,714,423
2) 10 percent of amount payable	\$8,071,442
3) Projected unobligated balance	\$7,801,974
Carryover amount (Funds to be carried over for obligation in the following Federal fiscal year.)	\$7,801,974
Reallotment amount (Funds that exceed the 10% carryover amount and are to be returned the Federal government.)	\$0

FY 2016 Grantee Survey – Section IV

B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14)

6. Nominal Payments	\$1,991,959
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY	\$7,801,974
8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY	\$0
9. FFY Leveraging Incentive Award Obligated in next FFY	\$0
10. Reserved	
11. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities	\$0
12. Amount for Assurance 16 Activities	\$990,665
13. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program	\$0
14. Administration/Planning Costs	\$7,929,541

FY 2017 Grantee Survey – Section III

4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit	\$0
5. Reserved	
6. All Funds Carried Over From Previous FFY (except Funds in item 4 and 10 in this Section)	\$7,801,974
7. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY	\$0
8. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program	\$0

Presenter(s):
Melissa Torgerson

Line #7 – Petroleum Violation Escrow Funds

- This line contains the state's FY 2017 Petroleum Violation Escrow Funds, if any.
- In the 1980s, the Secretary of Energy distributed funds as “Warner amendment”, Exxon, and Stripper Well funds or other oil overcharge distribution such as Diamond Shamrock or AMOCO. These funds are considered to be Federal LIHEAP funds once designated by a state LIHEAP grantee for LIHEAP.
- Line 7 is the only field in Section III of the Grantee Survey that is not pre-populated.
 - For FY 2017, the amount in this field should be \$0 for all states.

<u>6. All Funds Carried Over From Previous FFY (except Funds in item 4 and 10 in this Section)</u>	\$0
<u>7. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY</u>	\$0
<u>8. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program</u>	\$0
<u>B. Leveraging Incentive Award (Items 9 - 10)</u>	
<u>9. FFY Leveraging Incentive Award</u>	
<u>10. Previous FFY Leveraging Incentive Award obligated in FFY</u>	

Presenter(s):
Melissa Torgerson

Line #8 – Funds for Residential Energy Assistance Challenge (R.E.A.Ch)

- This line contains the state's FY 2017 Residential Energy Assistance Challenge Program award funds, if any.
- R.E.A.Ch funds are made available by HHS, and grantees can use them to “minimize the health and safety risks that result from high energy burdens on low-income Americans, prevent homelessness as a result of inability to pay energy bills, increase the efficiency of energy usage by low-income families, and target energy assistance to individuals who are most in need.”
- This field is pre-populated by OCS and is “locked” from editing by grantees. Grantees should compare the amount against their fiscal records to confirm it is correct.
 - For FY 2017, the amount in this field should be \$0 for all states.

8. FFY Residential Energy Assistance Challenge (R.E.A.Ch.)
Program

\$0

Part B: Leveraging Incentive Awards



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Line #9 – Leveraging Incentive Award

- This line contains any leveraging incentive award funds awarded to the state in FY 2017.
- Leveraging incentive awards have been given out by HHS as a financial reward for acquiring supplemental energy assistance funding for LIHEAP.
- This field is pre-populated by OCS and is “locked” from editing by grantees. Grantees should compare the amount against their fiscal records to confirm it is correct.
 - For FY 2017, the amount in this field should be \$0 for all states.

B. Leveraging Incentive Award (Items 9 - 10)

9. FFY Leveraging Incentive Award

\$0

Line #10 – Leveraging Incentive Award Carried Over from Previous Fiscal Year

- This line contains any leveraging incentive award funds awarded to the state in FY 2016, but obligated in FY 2017.
- This field is pre-populated by OCS and can be edited by grantees. Grantees should compare the amount against their fiscal records to confirm it is correct.
 - For FY 2017, the amount in this field should be \$0 for all states.

<u>6. All Funds Carried Over From Previous FFY (except Funds in item 4 and 10 in this Section)</u>	\$0
<u>7. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY</u>	\$0
<u>8. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program</u>	\$0
<u>B. Leveraging Incentive Award (Items 9 - 10)</u>	
<u>9. FFY Leveraging Incentive Award</u>	\$0
<u>10. Previous FFY Leveraging Incentive Award obligated in FFY</u>	\$0

Part C: Estimated Total Sources of Funds



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Line #11 – Sum of Items 1 – 10 (Estimated Total Sources of Funds)

- This field is “locked” from editing by grantees.
- Once you validate the form, this field will be updated to show the sum of items 1-10 to indicate the estimated total sources of all federal funds available for LIHEAP for FY 2017.

C. Estimated Total Sources of Funds (Items 1-10)

11. Sum of Items 1-10. This should equal the sum in Section IV, Item 15.

\$0

Line #11 – Sum of Items 1 – 10 (Estimated Total Sources of Funds)

- The “Estimated Total Sources of Funds” should equal the “Estimated Total Uses of Funds” in Section IV.
 - The only exception being if the grantee returned unobligated funds to the Federal Government that were in excess of the 10% carryover limit. See slide 67.
 - For more information on “Estimated Total Uses of Funds”, see slide 78.

Questions

Grantee Questions regarding Section III (Sources of LIHEAP Funds) of Module 1 (Grantee Survey)?

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Section IV: Estimated Uses of LIHEAP Funds



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Overview of Section IV

What is included in “Uses of Funds”?

- This section collects and reports data on the uses of the LIHEAP funding that was available to your state in FY 2017.
- Uses of Funds should include...
 - All funds/awards that were obligated for use in LIHEAP during Federal Fiscal Year 2017 (October 1, 2016 – September 30, 2017).
 - Include funds carried over from FY 2016, but obligated in FY 2017.
 - Include funds obligated in FY 2017, even if expended in FY 2018.
 - The term "obligation" is as each state defines it. In some cases, obligated funds are not actually expended until after the end of the Fiscal Year.
- Uses of funds should NOT include...
 - Funds that were not obligated by the end of FY 2017 and will be returned to OCS.
 - Funds that were obligated in FY 2016, even if they were expended during FY 2017.

Overview of Section IV

What is the reporting period?

- Report funds obligated during the **federal fiscal year** (October 1, 2016 – September 30, 2017)
- Grantees may operate their programs on a different program year (e.g., starting January 1 or July 1), but the data used to complete the Uses of Funds section should be data on funds obligated for the federal fiscal year.

Overview of Section IV

Consistency with Household Report

- Section IV funding uses should match the types of assistance reported in your Household Report.
- If you reported assisting households with a type of assistance in your Household Report, you should be able to report the following for that type of assistance:
 - **Total Funds/Awards Funds**
 - **Average Household Benefit**
 - **Maximum Annual Dollar Income**

Overview of Section IV

Consistency with Household Report

- If you do not report information for a type of assistance reported in your Household Report, you must add a note explaining why you are not reporting any obligated funds for this type of assistance.
- If you obligated funding to a type of assistance, you should have reported assisting households with that type of assistance in your Household Report.
 - If you obligated funding to a type of assistance for which you did not report assisting any households, you should add a note explaining why this is the case, and when you expect households to receive the funding reported in your Grantee Survey.

Part A:

Type of LIHEAP Assistance



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Column 1 – Total Funds/Awards

<u>All Possible Uses of Funds</u>	<u>ALL OF FFY</u> 2017 (10/01/2016 - 09/30/2017) Amount Rounded to the Nearest Dollar		
	<u>Total Funds / Awards Funds</u>	<u>Average Household Benefit</u>	<u>Maximum Annual Dollar Income for 4-person Household as of 10/01/2016</u>
<u>A Type of LIHEAP Assistance (Items 1-4)</u>			
<u>1. Heating Assistance Benefits</u>	\$0	\$0	\$0
<u>2. Cooling Assistance Benefits</u>	\$0	\$0	\$0
<u>3. Crisis Benefits by Type</u>			
<u>a. Winter Crisis Benefits</u>	\$0	\$0	\$0
<u>b. Summer Crisis Benefits</u>	\$0	\$0	\$0
<u>c. Year-Round Crisis Benefits</u>	\$0	\$0	\$0
<u>d. Other Crisis Benefits:</u>	\$0		
<u>(1) Specify:</u>	\$0	\$0	\$0
<u>(2) Specify:</u>	\$0	\$0	\$0
<u>(3) Specify:</u>	\$0	\$0	\$0
<u>4. Weatherization Assistance Benefits</u>	\$0		\$0

Line #1 – Heating Assistance Benefits

Total Funds/Awards

- Indicate the amount of funds obligated for heating assistance benefits in FY 2017 in the first column.
- Heating Assistance Benefits include...
 - Funds allocated for regular Heating Assistance to pay a share of a household's heating bills
 - Funds for other non-crisis heating assistance, such as furnace repairs or replacements done on a non-emergency basis. Add a note that describes such assistance and indicates the amount of funds used for it.
- Exclude the cost of administering the heating assistance component.

<u>All Possible Uses of Funds</u>	<u>Total Funds / Awards Funds</u>	<u>Average Household Benefit</u>	<u>Maximum Annual Dollar Income for 4-person Household as of 10/01/2016</u>
<u>A Type of LIHEAP Assistance (Items 1-4)</u>			
1. Heating Assistance Benefits	\$0	\$0	\$0

Line #1 – Heating Assistance Benefits

Expedited Heating Assistance

- Some grantees do not have a separate crisis component in their programs, but do provide expedited heating assistance to households in crisis situations.
- Grantees have two options to report the funds used to provide households with expedited heating assistance:
 - Report all funding obligated to assist households with heating assistance (regular and expedited) under Heating Assistance.
 - Report the funding obligated to assist households with regular heating assistance under Heating Assistance, and the funding obligated to assist households with expedited heating assistance under Crisis Assistance.
- Add a note indicating that some households received expedited heating assistance.

Line #2 – Cooling Assistance Benefits

Total Funds/Awards

- Indicate the amount of funds obligated for cooling assistance benefits in FY 2017 in the first column.
- Cooling Assistance Benefits include...
 - Funds allocated for regular Cooling Assistance to pay a share of a household's cooling bills.
 - Funds for other non-crisis cooling assistance, such as AC installations done on a non-emergency basis. Add a note that describes such assistance and indicates the amount of funds used for it.
- Exclude the cost of administering the cooling assistance component.

<u>All Possible Uses of Funds</u>	<u>Total Funds / Awards Funds</u>	<u>Average Household Benefit</u>	<u>Maximum Annual Dollar Income for 4-person Household as of 10/01/2016</u>
<u>A Type of LIHEAP Assistance (Items 1-4)</u>			
<u>1. Heating Assistance Benefits</u>	\$0	\$0	\$0
<u>2. Cooling Assistance Benefits</u>	\$0	\$0	\$0

Line #3 – Crisis Benefits by Type

- What is Crisis Assistance?
 - A type of LIHEAP assistance that is provided no later than 48 hours (or 18 hours in life-threatening situations) after a request for assistance. Grantees set their own criteria for Crisis Assistance, defined in their Model Plans. Crisis reporting in the Household Report should be consistent with the Model Plan.
- Crisis assistance benefits can be reported under four different categories in the Grantee Survey:
 - a. Winter Crisis
 - b. Summer Crisis
 - c. Year-Round Crisis
 - d. Other Crisis

Line #3 – Crisis Benefits by Type

<u>All Possible Uses of Funds</u>	<u>ALL OF FFY</u> 2017 (10/01/2016 - 09/30/2017) Amount Rounded to the Nearest Dollar		
	<u>Total Funds / Awards Funds</u>	<u>Average Household Benefit</u>	<u>Maximum Annual Dollar Income for 4-person Household as of 10/01/2016</u>
<u>A Type of LIHEAP Assistance (Items 1-4)</u>			
<u>1. Heating Assistance Benefits</u>	\$0	\$0	\$0
<u>2. Cooling Assistance Benefits</u>	\$0	\$0	\$0
<u>3. Crisis Benefits by Type</u>			
<u>a. Winter Crisis Benefits</u>	\$0	\$0	\$0
<u>b. Summer Crisis Benefits</u>	\$0	\$0	\$0
<u>c. Year-Round Crisis Benefits</u>	\$0	\$0	\$0
<u>d. Other Crisis Benefits:</u>	\$0		
<u>(1) Specify:</u>	\$0	\$0	\$0
<u>(2) Specify:</u>	\$0	\$0	\$0
<u>(3) Specify:</u>	\$0	\$0	\$0
<u>4. Weatherization Assistance Benefits</u>	\$0		\$0

Line #3a – Winter Crisis Benefits

Total Funds/Awards

- Which funds should be reported as Winter Crisis Benefits?
 - Any funds obligated to delivering Winter Crisis assistance to households.
 - Typically includes crisis assistance provided under the same timeline as a state's heating assistance program.
 - For guidance on reporting funds for expedited or “fast track” heating assistance, see slide 43.
- Exclude the cost of administering the crisis assistance component
- Examples of Winter Crisis Assistance could include:
 - a. Bill Payment assistance after disconnection/disconnect notice
 - b. Emergency fuel delivery after running out of fuel or due to imminent risk of running out of fuel

Line #3b – Summer Crisis Benefits

Total Funds/Awards

- Which funds should be reported as Summer Crisis Benefits?
 - Any funds obligated to delivering Summer Crisis assistance to households.
 - Typically includes crisis assistance provided under the same timeline as a state's cooling assistance program.
- Exclude the cost of administering the crisis assistance component
- Examples of Summer Crisis Assistance could include:
 - Bill Payment assistance after disconnection/disconnect notice

Line #3c – Year-Round Crisis Benefits

Total Funds/Awards

- Which funds should be reported as Year-Round Crisis Benefits?
 - Any funds obligated to delivering Year-Round Crisis assistance to households.
 - Typically includes crisis assistance provided throughout the year, rather than seasonally.
 - For expedited or “fast track” heating assistance in a crisis situation, see slide 43.
- Exclude the cost of administering the crisis assistance component
- Examples of Year-Round Crisis Assistance could include:
 - Bill Payment assistance after disconnection/disconnect notice
 - Emergency fuel delivery after running out of fuel or due to imminent risk of running out of fuel

Line #3d – Other Crisis Benefits

- Line #3d is composed of four rows.
- The first row is not editable.
 - The amount in the first column is auto-calculated from the sum of the funds reported in the three rows underneath.
 - The second and third columns are left blank.
- Report any funding obligated to Other Crisis assistance on rows 3d(1), 3d(2), and 3d(3).

<u>d. Other Crisis Benefits:</u>	\$0		
(1) Specify:	\$0	\$0	\$0
(2) Specify:	\$0	\$0	\$0
(3) Specify:	\$0	\$0	\$0



Not Editable



Report Here

Line #3d – Other Crisis Benefits

Total Funds/Awards

- Which funds should be reported as Other Crisis Benefits?
 - Any funds obligated to delivering Other Crisis assistance to households.
 - This includes crisis assistance programs beyond Winter Crisis, Summer Crisis, and Year Round Crisis.
 - Includes Emergency Furnace Repairs and Replacements, which should be reported on its own line.
- Exclude the cost of administering the crisis assistance component.
- Examples of Other Crisis Assistance could include:
 - Purchase or loan of space heaters
 - Providing blankets or other in-kind assistance.
 - Payment of reconnection fees.

Line #3d – Other Crisis Benefits

- If you obligated funds to an other crisis program component, briefly describe the component on the row where you will be reporting the funding amount.
 - E.g. “Emergency Furnace Repair and Replacement”

<u>d. Other Crisis Benefits:</u>	\$1,015,039		
<u>(1) Specify:</u> Emergency Furnace Repair and Replacement	\$1,015,039	\$1,465	\$36,450
<u>(2) Specify:</u>	\$0	\$0	\$0
<u>(3) Specify:</u>	\$0	\$0	\$0

- If you provided more than one kind of other crisis assistance, report the funding obligated to the different kinds of other crisis assistance in different rows.

Line #4 – Weatherization Benefits

Total Funds/Awards

- Indicate the amount of funds obligated for low-cost residential weatherization or other energy-related home repairs, if any.
 - Exclude the cost of administering the LIHEAP weatherization assistance component.
 - Include any weatherization funds for other non-crisis assistance. Add a note that describes such assistance and indicates the funding amount.
- Report LIHEAP funds only.
 - In the past, some grantees have incorrectly reported both LIHEAP and Department of Energy weatherization funds together.

<u>1. Heating Assistance Benefits</u>	\$0	\$0	\$0
<u>2. Cooling Assistance Benefits</u>	\$0	\$0	\$0
<u>3. Crisis Benefits by Type</u>			
<u>a. Winter Crisis Benefits</u>	\$0	\$0	\$0
<u>b. Summer Crisis Benefits</u>	\$0	\$0	\$0
<u>c. Year-Round Crisis Benefits</u>	\$0	\$0	\$0
<u>d. Other Crisis Benefits:</u>	\$0		
(1) Specify:	\$0	\$0	
(2) Specify:	\$0	\$0	
(3) Specify:	\$0	\$0	
<u>4. Weatherization Assistance Benefits</u>	\$0		

Presenter(s):
Melissa Torgerson

Line #4 – Weatherization Benefits

Total Funds/Awards

- The LIHEAP statute limits the amount of LIHEAP funds that may be spent on low-cost weatherization or other energy-related home repair to 15% of LIHEAP funds.
- Under certain conditions, HHS may grant a waiver that raises this limit to 25%.
 - If this is the case for your state, you should include a note in the “Notes” portion of the form to indicate that your state received a waiver from HHS in FY 2017.
- Several uses of LIHEAP funds are limited to a certain percent of funds allocated or funds payable.
- For FY 2017, *funds allocated* and *funds payable* are the same. They are defined as the sum of the following sources of funds:
 - LIHEAP Block Grant Allotment
 - Realloted Funds

Presenter(s):
Melissa Torgerson

Column 2 – Average Household Benefits

<u>All Possible Uses of Funds</u>	<u>ALL OF FFY</u> 2017 (10/01/2016 - 09/30/2017) Amount Rounded to the Nearest Dollar		
	<u>Total Funds / Awards Funds</u>	<u>Average Household Benefit</u>	<u>Maximum Annual Dollar Income for 4-person Household as of 10/01/2016</u>
<u>A Type of LIHEAP Assistance (Items 1-4)</u>			
<u>1. Heating Assistance Benefits</u>	\$0	\$0	\$0
<u>2. Cooling Assistance Benefits</u>	\$0	\$0	\$0
<u>3. Crisis Benefits by Type</u>			
<u>a. Winter Crisis Benefits</u>	\$0	\$0	\$0
<u>b. Summer Crisis Benefits</u>	\$0	\$0	\$0
<u>c. Year-Round Crisis Benefits</u>	\$0	\$0	\$0
<u>d. Other Crisis Benefits:</u>	\$0		
<u>(1) Specify:</u>	\$0	\$0	\$0
<u>(2) Specify:</u>	\$0	\$0	\$0
<u>(3) Specify:</u>	\$0	\$0	\$0
<u>4. Weatherization Assistance Benefits</u>	\$0		\$0

Column 2 – Average Household Benefits

- In the second column, indicate the average benefit amount for households assisted with each type of assistance.
- For each type of assistance...
 - the average household benefit should take into account all types of benefits provided under that type of assistance during the entire fiscal year.
 - The average benefit is calculated by summing the benefit amounts across all households that received the assistance and dividing by the total number of households that received the assistance.
- If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the Notes section.
- If you need assistance calculating the average benefit, please contact APPRISE.

Column 3

Maximum Annual Dollar Income

<u>All Possible Uses of Funds</u>	<u>ALL OF FFY</u> 2017 (10/01/2016 - 09/30/2017) Amount Rounded to the Nearest Dollar		
	<u>Total Funds / Awards Funds</u>	<u>Average Household Benefit</u>	<u>Maximum Annual Dollar Income for 4-person Household as of 10/01/2016</u>
<u>A Type of LIHEAP Assistance (Items 1-4)</u>			
<u>1. Heating Assistance Benefits</u>	\$0	\$0	\$0
<u>2. Cooling Assistance Benefits</u>	\$0	\$0	\$0
<u>3. Crisis Benefits by Type</u>			
<u>a. Winter Crisis Benefits</u>	\$0	\$0	\$0
<u>b. Summer Crisis Benefits</u>	\$0	\$0	\$0
<u>c. Year-Round Crisis Benefits</u>	\$0	\$0	\$0
<u>d. Other Crisis Benefits:</u>	\$0		
<u>(1) Specify:</u>	\$0	\$0	\$0
<u>(2) Specify:</u>	\$0	\$0	\$0
<u>(3) Specify:</u>	\$0	\$0	\$0
<u>4. Weatherization Assistance Benefits</u>	\$0		\$0

Column 3

Maximum Annual Dollar Income

- In the third column, list the maximum annual or annualized dollar income cutoff for a 4-person household that was in effect at the beginning of FY 2017 (October 1, 2016).
 - The Poverty Guidelines that were in effect at the beginning of FY 2017 were the 2016 HHS Poverty guidelines.
- If a Grantee's LIHEAP program component began after the release of the 2017 HHS Federal Poverty Guidelines, the grantee may choose to use the 2017 Guidelines in its FY 2017 LIHEAP Grantee Survey reporting.
 - Grantees who choose to use the 2017 HHS Poverty Guidelines in their report should include a note stating this in the 'Notes' section of the form.

Column 3

Maximum Annual Dollar Income

- If your state used a higher dollar income cutoff for a specific group of households (such as elderly households) and a lower dollar income cutoff for everyone else, report the lower of the two income cutoffs.
 - Indicate in the “Notes” section what the higher income cutoff is and to which specific group(s) it applies.

Line #5 – Average Annual Total LIHEAP Benefit per Household

- Report the total average annual per household LIHEAP Bill Payment Assistance Benefit(s) by main heating fuel type for those households with 12 consecutive months of both main fuel and electric bill data.

		<u>Bill Payment-Assisted Household Main Fuel</u>				
<u>All Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)</u>	<u>All Households</u>	<u>Electricity</u>	<u>Natural Gas</u>	<u>Fuel Oil</u>	<u>Propane</u>	<u>Other Fuels</u>
<u>5. Average Annual Total LIHEAP Benefit per Household (including Heating, Cooling, Crisis, Supplemental Benefits)</u>	\$0	\$0	\$0	\$0	\$0	\$0

- This line should be equal to Line B1 of Section V of the Performance Data Form. █

Line #5 – Average Annual Total LIHEAP Benefit per Household

- The average annual per household LIHEAP Bill Payment Assistance Benefit(s) should be based only on those households for whom the state was able to obtain 12 months of energy bill data for Performance Measures reporting.
- This average should include any heating, cooling, crisis, and supplemental assistance used to pay household energy bills.
 - This includes utility deposits and benefits to assist with secondary fuel payments.
- Do not include non-bill payment assistance benefits.
 - E.g. equipment repair and replacement, weatherization assistance, or nominal payments to SNAP households.

Line #5 – Average Annual Total LIHEAP Benefit per Household

- In some states, households received multiple bill payment assistance benefits during the program year. For example, a household may have received both a regular heating assistance benefit and a crisis benefit as bill payment assistance.
- In these cases, grantees will first need to add together the bill payment assistance benefits each household received, and then calculate the average total LIHEAP benefit per household.
 - *Example* = The Smiths received a \$50 crisis assistance benefit and a \$200 heating assistance benefit. The total bill payment assistance benefit the Smiths received is \$250.

Part B: Other Permitted Uses of LIHEAP Funds



ADMINISTRATION FOR
CHILDREN & FAMILIES

Line #6 – Nominal Payments

- Report the total funding obligated for nominal LIHEAP benefit payments.
 - Nominal payments are LIHEAP benefit payments that deviate from the state's regular payment matrix because the household received only a minimal benefit as part of a partnership with the Supplemental Nutrition Assistance Program (SNAP).
- Only the few states that have a separate LIHEAP payment amount for SNAP recipient households need to report this.
- This is often referred to as "Heat or Eat" or "Cool or Eat" Program.

B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14)

6. Nominal Payments

\$0

Line #7 – FFY Unobligated Funds Carried Over to Next Fiscal Year

- Report the total funds carried over to the next fiscal year.
 - The LIHEAP statute allows states to hold available a portion of *funds payable* to the state for a fiscal year for obligation in the following fiscal year.
- The LIHEAP statute requires that...
 - 90 percent of *funds payable* must be obligated in the fiscal year in which the funds are awarded to the state.
 - No more than 10 percent of *funds payable* may be carried over from one fiscal year for obligation in the following fiscal year.
- For the definition of funds payable, see slide 54.

B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14)	
6. Nominal Payments	\$0
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY	\$0

Line #7 – FFY Unobligated Funds Carried Over to Next Fiscal Year

- This field is pre-populated with the carryover amount in your FY 2017 Carryover and Reallotment report.
- If necessary, edit the pre-populated amount to reflect the funds that will be carried over to FY 2018.
 - If you edit this amount, you need to edit the carryover amount in your FY 2017 Carryover and Reallotment report, so that both reports match.

Line #7 – FFY Unobligated Funds Carried Over to Next Fiscal Year

- If the amount of unobligated funds is greater than 10 percent of *funds payable*, the excess funds must be returned to the Federal government.
- Line 7 should only include the funds carried over to FY 2018. If your state returned excess unobligated funds to the Federal government, you should exclude these funds from Line 7.
- Excluding any returned funds from Line 7 will cause “Estimated Total Uses of Funds” in Section IV to be different from “Estimated Total Sources of Funds” in Section III.
 - This is correct. You can submit the form if “Uses” and “Sources” are different for this reason. You should include a note explaining this.
 - The difference between both fields should be equal to the dollar amount that was returned to HHS.

Presenter(s):
Melissa Torgerson

Line #7 – FFY Unobligated Funds Carried Over to Next Fiscal Year

- The amount in this line should match the carryover amount reported in the FY 2017 Carryover & Re-allotment Report that was submitted on August 1, 2017.

FY 2017 C&R Report

Carryover and Reallotment	
1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds)	\$6,170,658
2) 10 percent of amount payable	\$617,066
3) Projected unobligated balance	\$617,066
Carryover amount (Funds to be carried over for obligation in the following Federal fiscal year.)	\$617,066
Reallotment amount (Funds that exceed the 10% carryover amount and are to be returned the Federal government.)	\$0

FY 2017 GS Section – Uses of Funds

B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14)	
6. Nominal Payments	\$0
7. FFY Unobligated Funds (excluding funds in Items 6 & 7) Carried Over to next FFY	\$617,066

- If the amount in your FY 2017 Carryover & Re-allotment Report is incorrect, you need to notify OCS and submit a revised report.

Line #8 – Unobligated Emergency Contingency Funds, Obligated in next FY

- Report any FY 2017 emergency contingency award funds that remained unobligated in FY 2017, and will be obligated in FY 2018, if any.
- For FY 2017, the amount in this line should be \$0

B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14)			
<u>6. Nominal Payments</u>	\$0		
<u>7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY</u>	\$0		
<u>8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY</u>	\$0		
<u>9. FFY Leveraging Incentive Award Obligated in next FFY</u>	\$0		
<u>10. Reserved</u>			
<u>11. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities</u>	\$0		
<u>12. Amount for Assurance 16 Activities</u>	\$0		
<u>13. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program</u>	\$0		
<u>14. Administration/Planning Costs</u>	\$0		

Presenter(s):
Melissa Torgerson

Line #9 – Leveraging Incentive Award Obligated in Next FY

- Report any FY 2017 leveraging incentive award funds obligated in FY 2018.
- For FY 2017, the amount in this line should be \$0

B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14)			
6. Nominal Payments	\$0		
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY	\$0		
8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY	\$0		
9. FFY Leveraging Incentive Award Obligated in next FFY	\$0		
10. Reserved			
11. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities	\$0		
12. Amount for Assurance 16 Activities	\$0		
13. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program	\$0		
14. Administration/Planning Costs	\$0		

Line #11 – Funds Used for Identification, Development and Demonstration of Leverage Incentive Activities

- Report the amount of the state's FY 2017 LIHEAP block grant allotment that was obligated, if any, to identify, develop, and demonstrate leveraging activities.
- The LIHEAP statute limits this amount to the greater of 0.08 percent of funds payable or \$35,000.
 - For the definition of funds payable, see slide 54.

<u>B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14)</u>			
<u>6. Nominal Payments</u>	\$0		
<u>7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY</u>	\$0		
<u>8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY</u>	\$0		
<u>9. FFY Leveraging Incentive Award Obligated in next FFY</u>	\$0		
<u>10. Reserved</u>			
<u>11. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities</u>	\$0		
<u>12. Amount for Assurance 16 Activities</u>	\$0		
<u>13. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program</u>	\$0		
<u>14. Administration/Planning Costs</u>	\$0		

Presenter(s):
Melissa Torgerson

Line #12 – Assurance 16

- Indicate any FY 2017 LIHEAP funds obligated to carry out “Assurance 16 activities”, if any.
 - Assurance 16 activities include services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance (including needs assessment, counseling, and assistance with energy vendors).
- The LIHEAP statute limits this amount to 5% of funds payable.
 - For the definition of funds payable, see slide 54.

B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14)	
6. Nominal Payments	\$0
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY	\$0
8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY	\$0
9. FFY Leveraging Incentive Award Obligated in next FFY	\$0
10. Reserved	
11. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities	\$0
12. Amount for Assurance 16 Activities	\$0
13. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program	\$0
14. Administration/Planning Costs	\$0

Presenter(s):
Melissa Torgerson

Line #13 – Residential Energy Assistance Challenge (R.E.A.Ch) Program

- Report the total amount of obligated R.E.A.Ch. Funds, if any.
 - Grantees can use R.E.A.Ch. funds to “minimize the health and safety risks that result from high energy burdens on low-income Americans, prevent homelessness as a result of inability to pay energy bills, increase the efficiency of energy usage by low-income families, and target energy assistance to individuals who are most in need.”
- For FY 2017, the amount in this line should be \$0.

<u>B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14)</u>			
<u>6. Nominal Payments</u>	\$0		
<u>7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY</u>	\$0		
<u>8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY</u>	\$0		
<u>9. FFY Leveraging Incentive Award Obligated in next FFY</u>	\$0		
<u>10. Reserved</u>			
<u>11. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities</u>	\$0		
<u>12. Amount for Assurance 16 Activities</u>	\$0		
<u>13. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program</u>	\$0		
<u>14. Administration/Planning Costs</u>	\$0		

Presenter(s):
Melissa Torgerson

Line #14 – Administration/Planning Costs

- Report the amount of FY 2017 funds obligated for administration and planning costs. The amount should include
 - (a) all state and local administration and planning costs
 - (b) both direct and indirect costs charged as administration and planning costs for the program.

<u>B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14)</u>			
<u>6. Nominal Payments</u>	\$0		
<u>7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY</u>	\$0		
<u>8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY</u>	\$0		
<u>9. FFY Leveraging Incentive Award Obligated in next FFY</u>	\$0		
<u>10. Reserved</u>			
<u>11. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities</u>	\$0		
<u>12. Amount for Assurance 16 Activities</u>	\$0		
<u>13. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program</u>	\$0		
<u>14. Administration/Planning Costs</u>	\$0		

Presenter(s):
Melissa Torgerson

Line #14 – Administration/Planning Costs

- Grantees have the flexibility to define what counts as an “administrative/planning cost”.
- The cost of administering the state’s LIHEAP weatherization assistance is to be included.
- Program-related Information Technology (IT) expenditures should be included in Administration/Planning costs.
 - You should include a note that identifies the amount that was obligated to program-related IT expenditures.

Line #14 – Administration/Planning Costs

- The LIHEAP statute limits the amount that states obligate in planning and administration to 10 percent of the funds payable to the state.
 - For the definition of funds payable, see slide 54.
- If a state obligated less than the allowed 10 percent to Administration/ Planning costs in the previous FY, the state may obligate funds received in the previous year and carried over to the current FY to Administration/Planning Costs.
 - This might cause the amount reported here to be over the allowable 10 percent of funds payable.
 - If the amount of funds obligated to Administration/Planning Costs in your report is greater than 10% due to this issue, you should include a note to explain this.

Part C: Estimated Total Uses of Funds



ADMINISTRATION FOR
CHILDREN & FAMILIES

Line #15 – Sum of Items 1-4 and 6-16 (Estimated Total Uses of Funds)

- This field is locked and cannot be edited.

C. Estimated Total Uses of Funds (Items 1-4 and 6-14)			
15. Sum of Items 1-4 and 6-14. This should equal the sum in Section III. Column C, Item 11.	\$0		
Q1. Obligated funding for a given type of assistance in current FFY, but will serve households in the subsequent FFY			
Q2. Average Household Benefits are estimated due to unique program operation, rather than directly calculated			

- Once you validate the form, this field will be updated to show the sum of items 1-4 and 6-14 to indicate the estimated total uses of all federal funds available for LIHEAP for FY 2017.
- The “Estimated Total Uses of Funds” should equal the “Estimated Total Sources of Funds” in Section III
 - The only exception being that the grantee returned unobligated funds to the Federal Government that were in excess of the 10% carryover limit. See slide 67.

Question 1 – Households Assisted in Subsequent FY

- Select the appropriate answer ('Yes' or 'No') to indicate whether your state obligated funding for a given type of assistance in FY 2017, but will serve households in FY 2018.

<u>Q1. Obligated funding for a given type of assistance in current FFY, but will serve households in the subsequent FFY</u>	Select ▼
<u>Q2. Average Household Benefits are estimated due to unique program operation, rather than directly calculated</u>	Select ▼
<u>Notes :</u> <div></div>	

- If you answer yes, please include clarifications in the “Notes” section of the form.

Question 2 – Estimated Household Benefits

- Select the appropriate answer ('Yes' or 'No') to indicate whether your State's Average Household Benefit data points are estimated due to unique program operation, rather than directly calculated.

<u>Q1. Obligated funding for a given type of assistance in current FFY, but will serve households in the subsequent FFY</u>	Select ▼
<u>Q2. Average Household Benefits are estimated due to unique program operation, rather than directly calculated</u>	Select ▼
<u>Notes :</u> <input type="text"/>	

- If you answer yes, please include clarifications in the “Notes” section of the form.

Questions

Grantee Questions regarding Section IV of
Module 1 (Grantee Survey)?

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Final Reminders



ADMINISTRATION FOR
CHILDREN & FAMILIES

Final Reminders

Reporting Important Details/Clarifications

- When OLDC calculates your Total Uses of Funds and your Total Sources of Funds, it rounds the funding amounts you entered to the nearest whole dollar.
 - As a result, your Total Uses and Sources of Funds might not match.
 - To prevent this issue, please report funding amounts rounded to the nearest whole dollar.
- If you obligated funds to an allowable use of funds that exceeded any of the limits described in this webinar, verify that the amount is correct.
 - If the amount is correct, add a note explaining why the limits were exceeded.

Final Reminders

Reporting Important Details/Clarifications

- Add notes that help to explain or clarify program features that are unique to your program.
 - Include the section number and the item number of the relevant data field of Module 1 in your note.
- Add notes to explain inconsistencies between the Grantee Survey and the Household Report or Model Plan, and to provide explanations to any warnings. This will reduce follow-up from APPRISE.
- If uncertain, add a note!

Notes :

Q1:Funds obligated to Weatherization are not spent in current FFY so those households are served in the next FFY.

Notes :

The discrepancy between the difference in dollars reported in Section III(C)(11) and Section IV(C)(15) is due to an inability to obligate \$657,888 within FFY 2016. These dollars are those that are above the allowable carry forward threshold in FFY 2016.

Final Reminders

Checking Your Report Prior to Submission

- Make use of the ***LIHEAP Grantee Survey “Check Before You Submit” Document***
 - Grantees should review all of the checks in the list, and if they can answer “Yes” to all of the questions in the list, they are ready to certify and submit Module 1 of the LIHEAP Performance Data Form.
 - Link to “Check Before You Submit” Document:
[https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/PDF-Module-1-\(Grantee%20Survey\)-Check-Before-You%20Submit-Document.pdf](https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/PDF-Module-1-(Grantee%20Survey)-Check-Before-You%20Submit-Document.pdf)
- Review and address OLDC warning or error messages.

Final Reminders

Reporting Deadlines

- Upon approval by OMB, HHS will publish an Action Transmittal with the final due date and instructions for accessing and submitting the form in OLDC.
- Remember that the Performance Data Form must be:
 - Entered in OLDC
 - Saved in OLDC
 - Certified by the appropriate person
 - Submitted by the appropriate person

Final Reminders

Grantee Survey Resources

- Performance Data Form Action Transmittal – Coming Soon
- Performance Data Form Instructions – Coming Soon
- “Check Before You Submit” Document –
[https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/PDF-Module-1-\(Grantee%20Survey\)-Check-Before-You%20Submit-Document.pdf](https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/PDF-Module-1-(Grantee%20Survey)-Check-Before-You%20Submit-Document.pdf)
- View Past Data in OLDC or on the Data Warehouse –
https://liheappm.acf.hhs.gov/data_warehouse/index.php?report=homepage
- LIHEAP Clearinghouse Carryover-Reallotment Tool: -
https://liheapch.acf.hhs.gov/docs/Carryover-Reallotment_Tool/

Final Reminders

OLDC Resources

- OLDC is accessed through Grant Solutions.
- Log-in to Grant Solutions at <https://www.grantsolutions.gov/gs>
- Once logged in, click “OLDC” in the top taskbar to access the OLDC homepage.
- If you need assistance, please contact Grants Center Of Excellence systems Help Desk:
 - (202) 401-5282 or (866) 577-0771
 - help@grantsolutions.gov

Final Reminders

Support Resources

- OCS liaisons
 - <http://www.acf.hhs.gov/programs/ocs/resource/division-of-energy-assistance-federal-staff>
- Grants Center Of Excellence systems Help Desk
 - help@grantsolutions.gov
 - (202) 401-5282 or (866) 577-0771
- APPRISE Team
 - Daniel Bausch, Daniel-Bausch@appraiseinc.org; 609-252-9050
 - Jorge Mancilla, Jorge-MancillaUribe@appraiseinc.org; 609-252-9009
 - Melissa Torgerson, melissa@verveassociates.net
 - Michelle Wadolowski, Michelle-Wadolowski@appraiseinc.org; 609-252-9057

Final Reminders

Grantee Survey Webinar #2

- LIHEAP Performance Data Form, Module 1 (Grantee Survey) - Webinar #2
 - Wednesday, January 17 at 3:00 pm EST
- Discuss common reporting issues that are found when reviewing submitted Grantee Surveys.
- Provide a refresher of the main reporting requirements and nuances.
- Review the new “Check Before You Submit” Document.

Grantee Questions?



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