

FY 2022 Carryover & Reallotment Report *Overview & Reminders*

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

November 8th, 2022

Presenters:

Sharnice Peters (OCS)

John Thompson (OCS)

Melissa Torgerson (Verve Associates)

Daniel Bausch (APPRISE)



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Welcome

- **Purpose of This Webinar**

- To provide important reminders on LIHEAP fiscal responsibilities and reporting requirements.
- To explain the purpose of the Carryover & Reallotment Report.
- To review the changes to the FY 2022 form from last year.
- To review each reporting line in detail.
- To provide important reminders to LIHEAP Coordinators and staff.

- **Audience for This Webinar**

- LIHEAP program staff
- Fiscal staff who assist in the reports

Webinar Overview

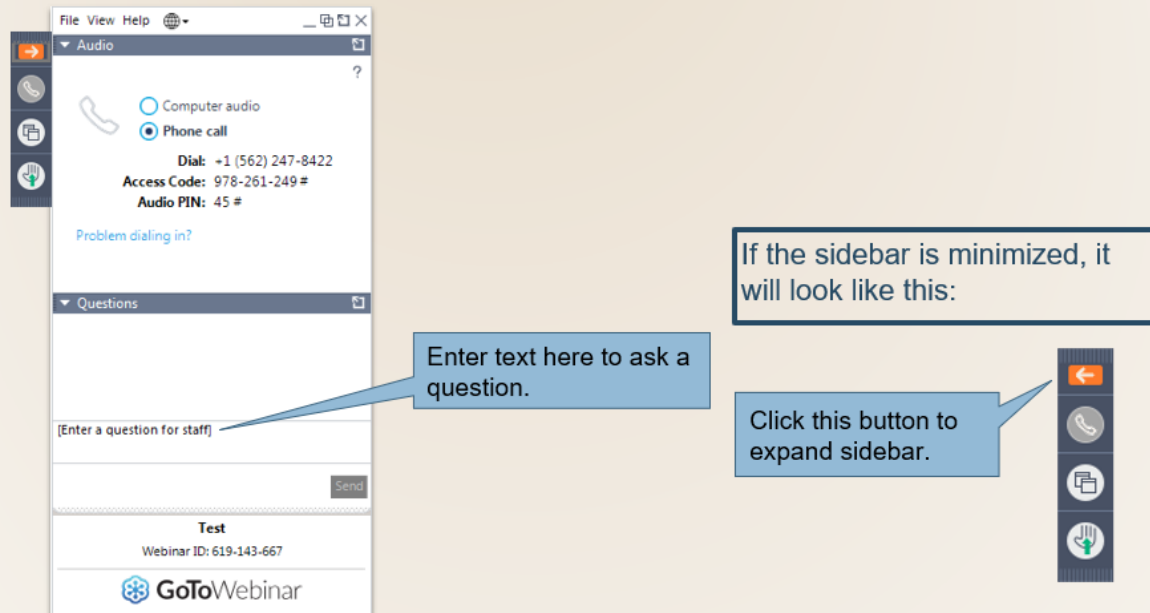
- **Structure of The Webinar**

- 60 minutes.
- Slides available for download now under “Handouts” in the GoToWebinar Sidebar.
- The webinar is being recorded and will be published on the ACF YouTube channel.

GoToWebinar Question Box

- **Have a question?**

- You are encouraged to ask questions as you have them by typing them into the GoToWebinar “Question” box.
- Submitted questions will be reviewed and responded to at the end of the webinar or via an e-mail from APPRISE.

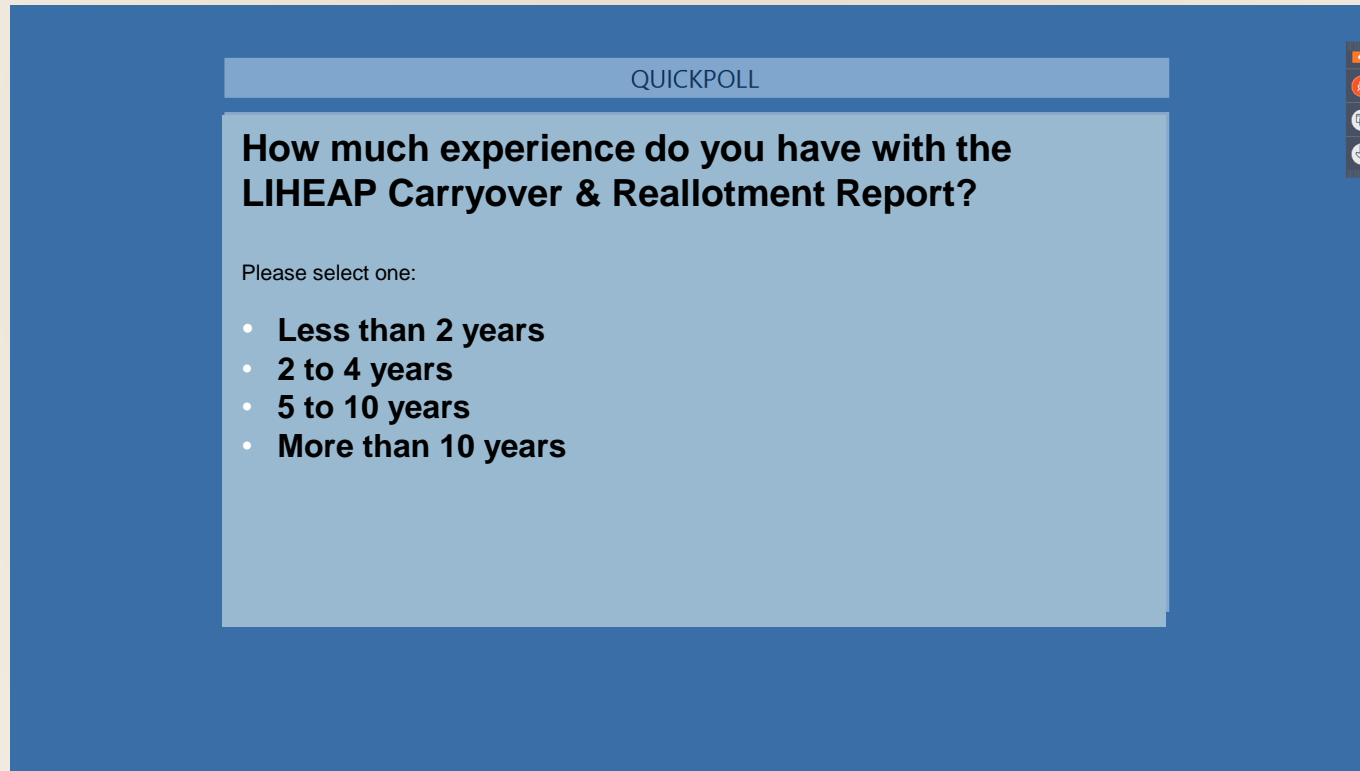


Presentation Outline

1. LIHEAP Fiscal Reminders & Reports **Slide 7**
2. FY22 Carryover & Reallotment Report: Purpose and Changes from Last Year **Slide 12**
3. Key Concepts for Reporting **Slide 15**
4. Section 1: Regular & Infrastructure Act LIHEAP Funds **Slide 25**
5. Section 2: LIHEAP Supplemental Funds Appropriated under ARPA **Slide 30**
6. Report Versions, Submitting, and Final Reminders **Slide 35**
7. Extra Slides on using OLDC **Slide 45**

Audience Poll Question

- How much experience do you have with the LIHEAP Carryover & Reallotment Report?

A screenshot of a digital poll interface. At the top, a blue header bar contains the word "QUICKPOLL" in white. Below this, the poll question "How much experience do you have with the LIHEAP Carryover & Reallotment Report?" is displayed in bold black text. Underneath the question, it says "Please select one:". A list of four options follows: "Less than 2 years", "2 to 4 years", "5 to 10 years", and "More than 10 years". On the right side of the poll area, there is a vertical toolbar with four icons: a back arrow, a red circle with a white 'X', a document icon, and a hand icon. The entire poll interface is set against a dark blue background.

QUICKPOLL

How much experience do you have with the LIHEAP Carryover & Reallotment Report?

Please select one:

- **Less than 2 years**
- **2 to 4 years**
- **5 to 10 years**
- **More than 10 years**

LIHEAP Fiscal Reminders and Reports



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LIHEAP Fiscal Basics

- All LIHEAP grant recipients have fiscal requirements, rules, and practices for administering LIHEAP.
- These are specified in...
 - The LIHEAP Statute and regulations
 - Federal regulations
 - Your own state, territory, or tribal regulations and definitions
- OCS encourages grant recipients to check with their own fiscal staff to help understand their fiscal requirements, policies, and definitions; and to consult with OCS for clarifications on the administration of LIHEAP.

LIHEAP Fiscal Reporting

- Grant Recipients are required to submit fiscal information in several federal reports.
- The reporting of fiscal information:
 - Helps OCS to monitor how LIHEAP funds are obligated and used
 - Helps document key information for Congress, the Administration, and the public to understand LIHEAP program funds and impacts.
 - Provides you with information to use for analysis and to compare with your uses of LIHEAP funds with other grant recipients.

Key LIHEAP Reports with Fiscal Information

Quarterly Report

Amount of funds obligated through end of Quarter

Grantee Survey *[State Grant Recipients Only]*

How much funds you had *available to obligate*

How much funds *you did obligate* to each type of assistance

LIHEAP Reports that
Require Reporting of
Financial Information

Federal Financial Report SF-425

Data on expenditures and unobligated funds with Federal Funds

Carryover and Reallotment Report

Projected unobligated balance for each funding type (at time of report completion)

Important Reminders for Fiscal Reporting

- Here are key reminders to avoid issues with fiscal reporting.
 - **Program Staff and Fiscal Staff Partnership** – Remember to communicate with all individuals preparing the reports and to verify parties understand the reporting requirements and definitions
 - **Document Procedures in Writing** – This ensures consistency in administration of grants and helps with staff changes.
 - **Consult Instructions** – This helps avoid errors and ensure accurate reporting.
 - **Consistency Across Reports** - Ensure that fiscal data reported in the Carryover and Reallotment Report is consistent with data reported in SF-425
 - **Revise if Needed** – If you realize a revision is needed due to inconsistencies in the reports, remember to submit a revision

FY 2022
Carryover & Reallotment Report:
Purpose and Changes from Last Year



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Purpose of the Carryover & Reallotment Report

- Each fiscal year, OCS awards LIHEAP funds to Grant Recipients.
- Grant Recipients must **obligate** no less than 90 percent of **regular LIHEAP funds** they are awarded in a fiscal year, during that same fiscal year.
- The Carryover and Reallotment Report requires Grant Recipients to report the amount of awarded funds that were not obligated during the fiscal year and instead were:
 - Carried over into the next fiscal year; and/or
 - Returned to the federal government.
- The report allows OCS to identify Grant Recipients that may be returning funds, and to develop a preliminary determination of funds that will be available for reallotment.

New Changes to the FY 2022 Carryover & Reallotment Report

- To assist grantee recipients, two minor changes were made to the report.
- These changes are:
 1. **Reporting Separate Unobligated balances for Infrastructure funds** - Rather than reporting the total unobligated balance for regular block grant funds, reallotment funds, and Infrastructure funds, the report asks for:
 1. The unobligated balance for regular grant funds
 2. The unobligated balance for Infrastructure funds
 2. **Removal of the CARES Act Section** – Since all CARES funds must have been obligated or returned to HHS by the end of FFY 2021, the CARES Act section has been removed from the report.
- The report should still be completed in the OLDC system and is now available.

Key Concepts for Reporting



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Key Concepts for Reporting

#1 - *LIHEAP Funding Types*

- HHS has awarded multiple LIHEAP funding types in recent years:
 - Block Grant Funds (Awarded annually)
 - Reallotment Funds (Awarded annually)
 - Infrastructure Act LIHEAP Funds (Awarded in FFY 2022 and FY 2023)
 - Supplemental CARES Act LIHEAP Funds (Awarded in FFY 2020)
 - Supplemental ARPA LIHEAP Funds (Awarded in FFY 2021)

Key Concepts for Reporting

#1 - *LIHEAP Funding Types*

- For the FY 2022 Carryover & Reallotment Report, Grant Recipients need to report on the following funds only:
 - Block Grant Funds (Awarded annually)
 - Reallotment Funds (Awarded annually)
 - Infrastructure Act LIHEAP Funds (Awarded in FFY 2022 and FY 2023)
 - Supplemental ARPA LIHEAP Funds (Awarded in FFY 2021)
- **No data** should be reported for...
 - Supplemental CARES Act funds
 - Non-federal funds (e.g. local or state funds)

Key Concepts for Reporting

#2 - *Obligations*

- Grant Recipients are required to obligate LIHEAP funds to specific uses consistent with the LIHEAP statute and regulations.
- **The LIHEAP statute provides Grant Recipients with flexibility in defining what constitutes the obligation of funds. As a result, the definition for "obligation" varies across Grant Recipients.**
- Obligations are not always the same as expenditures.
 - Expenditures generally include benefits that are issued/paid.
 - In some cases, obligated funds are not actually expended until after the end of the Fiscal Year. For example, a grantee may obligate funds for Heating Assistance during the Fiscal Year, but a portion of those funds may not be expended as benefits issued to clients until subsequent Fiscal Years.
 - Some grant recipients may define obligations and expenditures similarly, some may not.

Obligations vs. Expenditures

What's the difference?

- Obligations (Commitments/Binding Agreements)

- Financial obligations are the legal commitment of funds for a specific use.
- Obligations should be defined in writing.



- Expenditures (Payments)

- Expenditures are the payment of funds.
- Expenditures should be defined in writing.



Obligations vs. Expenditures

What are Obligations

- Examples of Obligations (as defined by some grant recipients):



Approval letters issued to clients



Credit lines established with vendors



Purchase Orders



Contracts to Perform Services

Obligations vs. Expenditures

What are expenditures?

- Examples of Expenditures (as defined by some grant recipients):



Payment to vendors



Payment for office supplies



Payment for employee salaries



Payment for local agency operations and salaries

Key Concepts for Reporting

#2 - *Obligations*

- Remember: the Carryover & Reallotment Report is focused on **the obligation** of funds that were awarded or available for obligation during a specific fiscal year.
- If you obligated funds in one year, but expended them in a later year, those funds are still obligated and not counted as “unobligated”.
- Example:
 - You received \$1 million in regular funds in FFY 2022. You obligated all \$1 million during FFY 2022 based on your definition of obligation, but you are using some of the funds to issue benefits to households during FY 2023 (a year later).
 - Since you obligated the \$1 million in FY 2022, you report all funds as obligated and \$0 as unobligated.

Key Concepts for Reporting

#3 - *Carryover Funds*

- Carryover Funds are LIHEAP funds that a grantee did not obligate during the same Fiscal Year because the grantee elected to “carry over” or hold available those funds for obligation in the subsequent fiscal year.
- Regular funds (including Infrastructure Act funds) can be “carried over” into FFY 2023, but according to allowable limits.
 - The LIHEAP statute allows Grant Recipients to carry over up to 10% of awarded Regular LIHEAP funds to the subsequent fiscal year.
 - Grant Recipients must obligate 90% of Regular LIHEAP funds during the same fiscal year they were awarded those funds.
- ARPA funds may not be “carried over” into FFY 2023. Any remaining unobligated ARPA funds at the end of FFY 2022 (9/30/22) must be returned to OCS.

Key Concepts for Reporting

#4 - *Returned Funds (e.g. Reallotment Amount)*

- If a grantee has unobligated Regular LIHEAP funds that exceeds the 10% carry over threshold, the grantee must return those unobligated funds to the Federal government.
- If a grantee has any unobligated ARPA funds at the end of FFY 2022 (9/30/22), the grantee must return those funds to the Federal government.
- HHS determines total funds available for reallotment and distributes them among Grant Recipients during the subsequent fiscal year.
- **During the fiscal year, any grantee that anticipates having unobligated funds at the end of the year in excess of their carryover limit should contact their liaison to discuss their situation. Any grantee who needs to return funds should consult with OCS.**

Section 1: Reporting on Regular LIHEAP Funds



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Reporting on Regular LIHEAP Funds

What funds are included in Section 1?

- Section I is focused on Regular LIHEAP Funds only (including Infrastructure Act funds)
- Regular LIHEAP funding for FY 2022 included the following:
 - FFY 2022 block grant funds
 - FFY 2022 reallocation funds (awarded)
 - FFY 2022 Infrastructure Act funds
 - NOTE: Congress did not appropriate any emergency contingency funds in FFY 2022.
- Regular LIHEAP funds do NOT include:
 - Prior FFY 2021 funds Grant Recipients elected to carry over to FY 2022
 - LIHEAP ARP Act funds
 - Any non-federal or non-LIHEAP funds

Reporting on Regular LIHEAP Funds

Line 1.1 – Current Year Amount Payable

- Line 1.1 contains your total Regular LIHEAP funding award amount for FY 2022.
- This field is pre-populated by OCS and is locked from editing by Grant Recipients. **Grant Recipients should compare the amount against their fiscal records to confirm it is correct.** If they don't match, try resaving or revalidating your form. Contact APPRISE or your liaison if you need assistance.

1.1) Current year amount payable (regular block grant funds, Infrastructure Act funds, and reallocated funds)	\$11,817,255
1.2) 10 percent of amount payable (regular block grant funds, Infrastructure Act funds, and reallocated funds)	\$1,181,726
1.3) Projected unobligated balance (regular block grant funds and reallocated funds)	\$0
1.4) Projected unobligated balance (Infrastructure Act funds only)	\$0
<i>If the sum of lines 1.3 and 1.4 is equal to or less than line 1.2 then, on the following two lines, OLDC will show the amount from lines 1.3 and 1.4 for your carryover amount and zero for your reallocation amount.</i>	
<i>If the sum of lines 1.3 and 1.4 is larger than line 1.2, then, on the following two lines, OLDC will show the amount on line 1.2 as your carryover amount and the difference between line 1.2 and that sum as your reallocation amount.</i>	
Regular Block Grant Carryover Amount (Regular block grant funds plus Infrastructure Act funds and reallocated funds to be carried over for obligation in the following fiscal year.)	\$0
Reallocation Amount (Regular block grant funds plus Infrastructure Act funds and reallocated funds that exceed the 10% carryover amount and are to be returned the Federal government.)	\$0

Reporting on Regular LIHEAP Funds

Line 1.3 & Line 1.4 – Unobligated Balance

- Line 1.3 and Line 1.4 are the only two lines in Section 1 where Grant Recipients enter a dollar value.
- In Line 1.3, Grant Recipients should report the total amount of regular LIHEAP block grant funds (including reallocated funds) that were not obligated in FY 2022.
- In Line 1.4, Grant Recipients should report the total amount of Infrastructure Act funds that were not obligated in FY 2022.
- Upon saving or validating the form, the report will automatically calculate your carryover amount and your reallocation amount [Shown in green].

1.1) Current year amount payable (regular block grant funds, Infrastructure Act funds, and reallocated funds)	\$11,817,255
1.2) 10 percent of amount payable (regular block grant funds, Infrastructure Act funds, and reallocated funds)	\$1,181,726
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Regular Block Grant Carryover Amount (Regular block grant funds plus Infrastructure Act funds and reallocated funds to be carried over for obligation in the following fiscal year.)	\$0
Reallocation Amount (Regular block grant funds plus Infrastructure Act funds and reallocated funds that exceed the 10% carryover amount and are to be returned the Federal government.)	\$0

Enter unobligated funds here.

These values will be automatically updated upon saving or validating the form.

Reporting on Regular LIHEAP Funds

Line 1.4a/b – Unobligated Balance

- If you report any funds in Line 1.3 and 1.4:
 - Enter notes in the first notes field to explain why these funds were not obligated during FY 2022.
 - Enter notes in the second notes field to explain how you plan to use these funds during FY 2023.

If OLDC shows a Regular Block Grant Carryover amount under line 1.4, please provide the following:

1.4)a) Briefly state the reasons that these funds will not be obligated in the fiscal year for which they were allotted

1.4)b) Briefly describe the types of assistance to be provided with the amount of regular block grant funds, Infrastructure Act funds, and reallocated funds that will be held available for the following fiscal year:

Section 2: LIHEAP Supplemental Funds Appropriated under the ARP Act



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Reporting on LIHEAP ARP Act Funds

What funds are included in Section II?

- Section 2 is focused on LIHEAP ARP Act Funds only.
- LIHEAP ARP Act funds are distinct from regular LIHEAP funding awards (i.e. block grant funds and reallotment funds).
- Grant Recipients must obligate up to 100% of LIHEAP ARP Act funds in Federal Fiscal Year (FFY) 2021 or 2022.
 - Any share of the ARP Act funds that were received during FY 2022 may not be held for obligation in FY 2023.
- Grant Recipients need to have fiscal procedures in place to track and distinguish the obligations of LIHEAP ARP Act funds so that they can be monitored, documented, and reported.

Reporting on LIHEAP ARP Act Funds

Line 2.1 – Current Year Amount Payable

- Line 2.1 contains your LIHEAP ARP Act award amount for FY 2022.
- This field is pre-populated by OCS and is locked from editing by Grant Recipients. **Grant Recipients should compare the amount against their fiscal records to confirm it is correct.** If these do not match, try re-saving or re-validating your form. Contact APPRISE or your liaison if you need assistance.

ARPA (Pub. L. 117-2) allows grant recipients to obligate up to 100 percent of LIHEAP funds in Federal Fiscal Year (F FY) 2022.	
2.1) Amount payable (ARPA funds only)	\$14,390,003
2.2) Projected unobligated balance (ARPA funds only)	\$0
2.3) Projected return of funds to HHS/unobligated balance as of 9/30/2022 (ARPA funds only)	\$0
If you report an unobligated ARPA amount on line 2.3, then please provide the following:	
2.3)a) Briefly describe the types of assistance to be provided with the ARPA funds held available for FFY 2023:	
2.3)b) Briefly state the reasons that these ARPA funds will not be obligated in FFY 2022:	
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Reporting on LIHEAP ARP Act Funds

Line 2.2 – Carryover Amount

- If you did not obligate any LIHEAP ARP Act funds during FY 2022, report the full Amount Payable on Line 2.2.
 - NOTE: Any unobligated funds will be returned to HHS and the amount projected to return in Line 2.3 should match what is reported in Line 2.2.
- If you obligated all your LIHEAP ARP Act funds during FY 2022, report \$0 in Line 2.2.
- If you report any funds in this line, please use the notes field to explain why these funds were not obligated in FFY 2022.

ARPA (Pub. L. 117-2) allows grant recipients to obligate up to 100 percent of LIHEAP funds in Federal Fiscal Year (F FY) 2022.	
2.1) Amount payable (ARPA funds only)	\$14,390,003
2.2) Projected unobligated balance (ARPA funds only)	\$0
2.3) Projected return of funds to HHS/unobligated balance as of 9/30/2022 (ARPA funds only)	\$0
If you report an unobligated ARPA amount on line 2.3, then please provide the following:	
2.3)a) Briefly describe the types of assistance to be provided with the ARPA funds held available for FFY 2023:	
2.3)b) Briefly state the reasons that these ARPA funds will not be obligated in FFY 2022:	
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Reporting on LIHEAP ARP Act Funds

Line 2.3 – Projected Return at End of FY 2022

- Line 2.3 contains your unobligated LIHEAP ARP Act award amount projected to return to HHS.
- This field is pre-populated by OCS and is locked from editing by Grant Recipients.
- If the amount in this line does not match the amount reported in Line 2.2, please use the notes field to explain why any funds were not obligated in FFY 2022.

ARPA (Pub. L. 117-2) allows grant recipients to obligate up to 100 percent of LIHEAP funds in Federal Fiscal Year (F FY) 2022.	
2.1) Amount payable (ARPA funds only)	\$14,390,003
2.2) Projected unobligated balance (ARPA funds only)	\$0
2.3) Projected return of funds to HHS/unobligated balance as of 9/30/2022 (ARPA funds only)	\$0
If you report an unobligated ARPA amount on line 2.3, then please provide the following:	
2.3)a) Briefly describe the types of assistance to be provided with the ARPA funds held available for FFY 2023:	
2.3)b) Briefly state the reasons that these ARPA funds will not be obligated in FFY 2022:	
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Report Versions, Submitting the Report in OLDC, and Final Reminders



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Report Versions

Preliminary and Final Reports

- **Preliminary Report – due November 1st**
 - Your initial report should include your current or recent estimates from your fiscal tracking system.
 - The report is now available in OLDC.
- **Final Report – due December 30th**
 - In upcoming months, you may receive updated fiscal information that impacts your reported unobligated balance and carryover amounts. This can include:
 - Revised information you receive from subGrant Recipients/partners
 - Changes due to funding reconciliations or audit findings
 - Refunds from vendors
 - Your final report should include your updated estimates from your fiscal tracking system at that time.
 - Grant Recipients may submit revisions to their reports later if corrections are needed. However, it is not expected that Grant Recipients update reports continually.

Report Versions

Consistency with Other Reports

- Grant Recipients report information on unobligated or carried over funds in other annual reports:
 - Standard Form (SF) 425 *[All Grant Recipients]*
 - FY 2022 LIHEAP Performance Data Form – Module 1 (Grantee Survey) *[State Grant Recipients Only]*
 - LIHEAP Quarterly Report *[All Grant Recipients]*
- The information across your reports should be consistent.
- When state Grant Recipients later complete the FY 2022 Grantee Survey, they should:
 - Check this amount against what they have reported in their FY 2022 Carryover & Reallotment Report.
 - If the amounts do not match, submit a revision to the FY 2022 Carryover & Reallotment Report with the correct amount.

Submitting the Report

The Report Submission Process

- To complete this reporting requirement, you need to **submit** your form in the OLDC System.
- To submit the form, first enter and save your report. When ready, **validate** it. Once the form is valid and correct, **certify and submit**.

Save ➡ Validate ➡ Certify ➡ Submit

- The individuals who have permission to certify and submit may vary based on how you initially set up your OLDC account, but the user with the role "Grant Administrator" may perform all actions by default.

Final Reminders

- The Report now includes one section for reporting on Regular LIHEAP Funds (Section 1) and one section for LIHEAP ARPA Funds (Section 2).
- There are only three dollar amounts Grant Recipients need to enter:
 - The amount in unobligated FY 2022 Regular LIHEAP Funds (line 1.3)
 - The amount in unobligated FY 2022 Infrastructure Act funds (line 1.4)
 - The amount of unobligated FY 2022 ARPA funds to be returned to HHS (line 2.2)
- Grant Recipients should include detailed notes explaining reporting.
- The preliminary report is due November 1st. The final report is due December 30th, 2022.

Reminders for the *Federal Financial Report SF-425*

- All Grant Recipients must submit an SF-425 to report on the following:
 - Amount of funds that were obligated and expended during the FFY, and
 - The data of the last obligation and expenditure of funds for the FFY
- Grant Recipients must submit the SF-425 through the PSC:
<https://pms.psc.gov/grant-recipients/ffr-updates.html>
 - The estimated version of the report is due no later than December 1, 2022.
 - The final version of the report is due December 30, 2022.

Additional Resources for Financial Staff

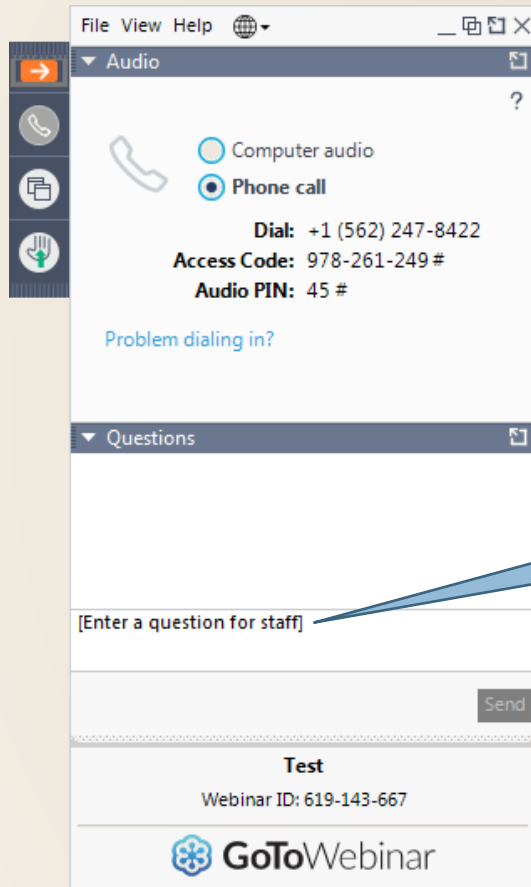
- [LIHEAP Clearinghouse: Fiscal Management Overview](#)
- [LIHEAP Clearinghouse: Carryover & Reallotment Tool](#)
- [OCS: FY 2022 LIHEAP Expenditures Information Memorandum](#)
- [OCS: LIHEAP Action Transmittal on SF-425 Submissions in FY 2022](#) (previous year's AT)
- [2021 ACF Webinar: LIHEAP Subgrantee Fiscal Monitoring](#)
- [2022 ACF Webinar: LIHEAP 101 – Basics of Operating a LIHEAP Program](#)

Final Reminders

Resources

- Action Transmittal and Instructions:
<https://www.acf.hhs.gov/ocs/policy-guidance/liheap-at2022-05-carryover-and-reallotment-report-ffy-2022>
- Staying Under the 10% Carryover Limit:
https://liheapch.acf.hhs.gov/docs/Carryover-Reallotment_Tool/
- OCS liaisons
<http://www.acf.hhs.gov/programs/ocs/resource/division-of-energy-assistance-federal-staff>
- APPRISE Team
 - Daniel Bausch, Daniel-Bausch@appraiseinc.org; 609-252-9050
 - Melissa Torgerson (Verve Associates); Melissa@verveassociates.net
 - Nicolas Mititelu, Nicolas-Mititelu@appraiseinc.org; 609-252-9055
 - Moiz Jehangir, Moiz-Jehangir@appraiseinc.org; 609-252-9052

GoToWebinar Question Box



Enter text here to ask a question.

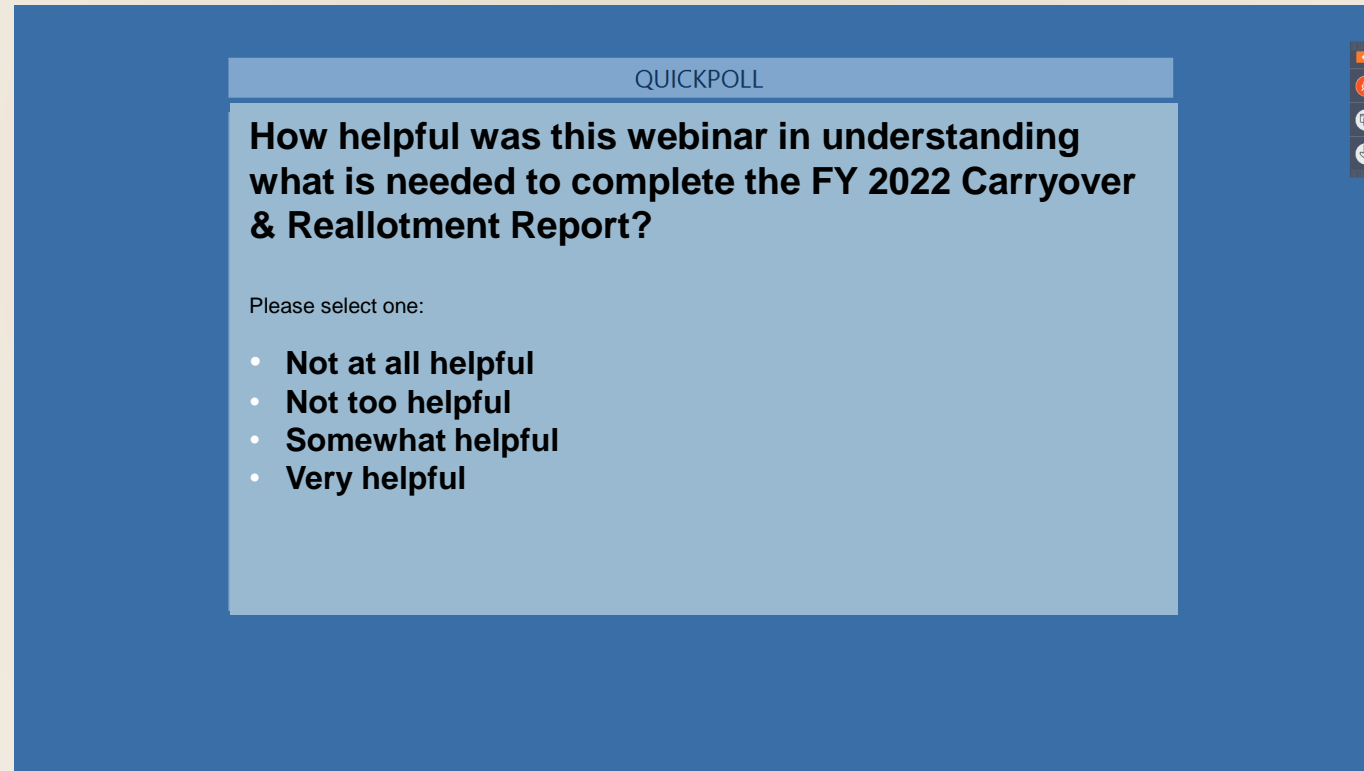
If the sidebar is minimized, it will look like this:

Click this button to expand sidebar.



Audience Poll Question

- How helpful was this webinar in understanding what is needed to complete the FY 2022 Carryover & Reallotment Report?



QUICKPOLL

How helpful was this webinar in understanding what is needed to complete the FY 2022 Carryover & Reallotment Report?

Please select one:

- **Not at all helpful**
- **Not too helpful**
- **Somewhat helpful**
- **Very helpful**

The screenshot shows a 'QUICKPOLL' window with a blue background. The question is centered in bold black text. Below the question, it says 'Please select one:' followed by a bulleted list of four options: 'Not at all helpful', 'Not too helpful', 'Somewhat helpful', and 'Very helpful'. On the right side of the poll window, there is a vertical toolbar with icons for back, forward, and other navigation controls.

Extra Slides on Using OLDC




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Submitting the Report

Accessing OLDC

- OLDC is accessed through Grant Solutions, accessed at <https://www.grantsolutions.gov/gs>
 - Once logged in, click “OLDC” in the top taskbar to access the OLDC homepage.
 - Click, “Report Form Entry”
 - Select, “Low Income Home Energy Assistance” as the program, your state/agency as the grantee, and “Carryover and Reallotment” as the report.
 - Click the plus sign icon under the **10/01/2021 - 09/30/2022** to access the report.

Reporting Period ▾	Type ▾	Report Status ▾	Actions ▾
10/01/2022 - 09/30/2023	Annual		+
10/01/2021 - 09/30/2022	Annual		+
10/01/2020 - 09/30/2021	Annual		+











Submitting Your Final Report

- If the preliminary form status is “Submitted” (not yet accepted by your liaison):
 - In the Report Status page screen, click “Unsubmit Report”.

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
View Original	Submitted	07/31/2019	Unsubmit Report Review	HTML Print Form <input type="button" value="Go"/>

- Then you will have to click “View Original” to go into your report and click “Uncertify”. At that point, the fields in your report will become editable again. The system will not keep a copy of your old report.
- If the preliminary form status is “Submission Accepted by CO” (i.e. accepted by your liaison):
 - In the Form Selection Page, click the icon that resembles a blank sheet of paper:

Reporting Period ⚙	Type ⚙	Report Status ⚙	Actions ⚙
10/01/2020 - 09/30/2021	Annual		+
10/01/2019 - 09/30/2020	Annual	Submission Accepted by CO	   
10/01/2018 - 09/30/2019	Annual	Submission Accepted by CO (Revision #1)	   

- This will create a new, editable version of your report. A copy of the old one will be kept in the system.

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:
 - (866) 577-0771
 - help@grantsolutions.gov