

# Completing the *Federal Fiscal Year 2025 (FY2025) Carryover and Reallotment Report*

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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

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DECEMBER 11<sup>TH</sup> , 2025

WELCOME:  
RAESSA SINGH (OCS)

PRESENTERS:  
MELISSA TORGERSON (VERVE ASSOCIATES)  
DAN BAUSCH (APPRISE)



ADMINISTRATION FOR  
CHILDREN & FAMILIES

# Webinar Overview

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- **Purpose of this Webinar**
  - To review the key requirements for completing the federal Fiscal Year 2025 (FY2025) *Carryover and Reallotment Report*.
  - To explain the relationship of the report to other fiscal reporting requirements.
  - To provide reminders on LIHEAP obligation and carryover rules.
  - To review frequently asked questions about the report.
- **Audience for this Webinar**
  - New LIHEAP Coordinators and staff who have not worked on completing this form.
  - Experienced LIHEAP Coordinators and staff that would like to review the requirements in detail to understand the instructions.



# Speakers

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- Today's webinar is being conducted by APPRISE, a non-profit research institute that is contracted with ACF to provide LIHEAP training and technical assistance.
- APPRISE works with LIHEAP grant recipients by assisting with reviewing federal reports and providing one-on-one technical assistance for reporting or performance management.

**Daniel Bausch**

Senior Project Director – APPRISE

**Melissa Torgerson**

Owner – Verve Associates LLC



# Webinar Overview

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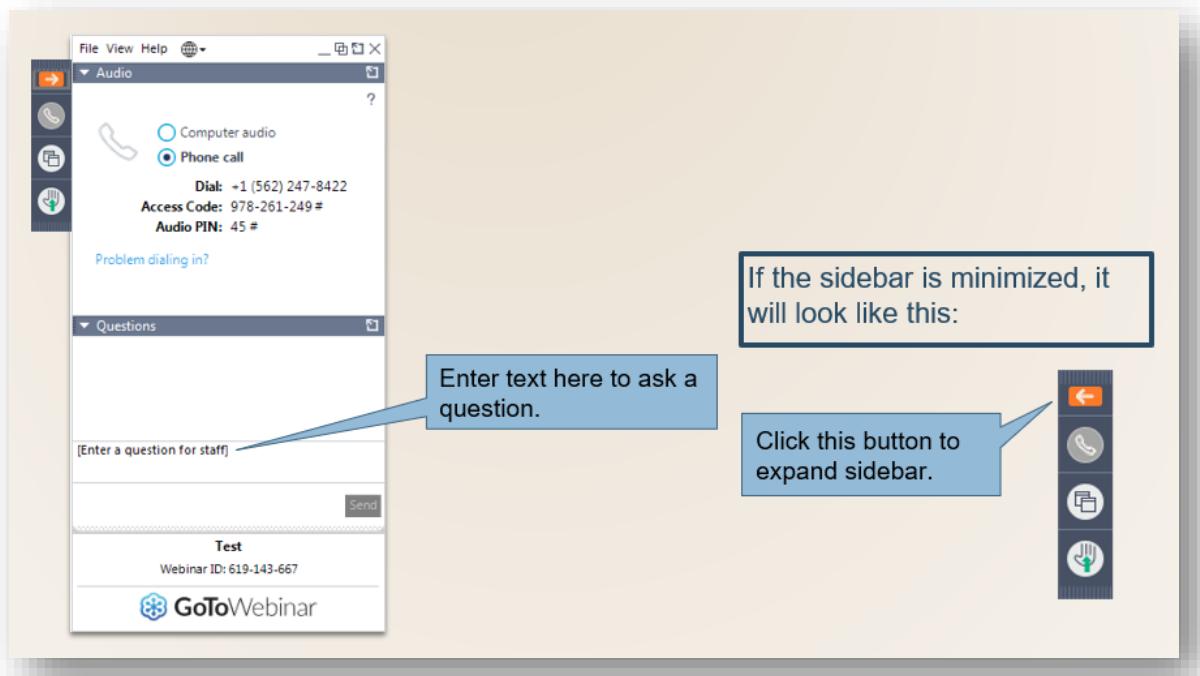
- **Structure of the Webinar**
  - 30 minutes to review key information.
  - **Slides and other resources available for download now** under “Handouts” in the GoToWebinar Sidebar.
  - The webinar is being recorded and will be published on the ACF YouTube channel.



# 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

Overview of LIHEAP Fiscal Reporting Requirements	<b>Slide 9</b>
What's New for FY25 Reporting	<b>Slide 14</b>
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Example Demonstration	<b>Slide 28</b>
Final Reminders	<b>Slide 33</b>
Extra Slides for using OLDC	<b>Slide 45</b>



# LIHEAP Federal Reports

## *Reporting Schedule*

Report:	Due Date:	Focus of Report:
<i>Model Plan FY26</i>	<i>9/02/2025</i>	<i>Application and plans for FY26</i>
<i>Quarterly Report (Quarter 4 of FY25)</i>	<i>10/31/2025</i>	<i>Summary of activity in the last quarter</i>
<i>Household Report (FY25)</i>	<i>10/15/2025 (Est.)</i>	<i>Households served in the past FY26 (Est.)</i>
Household Report (FY25)	<b>12/31/2025 (Final)</b>	Households served in the past FY26 (Final)
Carryover and Reallotment Report (FY25)	<b>12/31/2025</b>	Funds being carried over or returned
SF-425	<b>12/31/2025</b>	Federal financial reporting
Performance Data Form (FY25)	<b>1/31/2025</b>	Grantee Survey and Performance Measures



# Audience Poll Question #1

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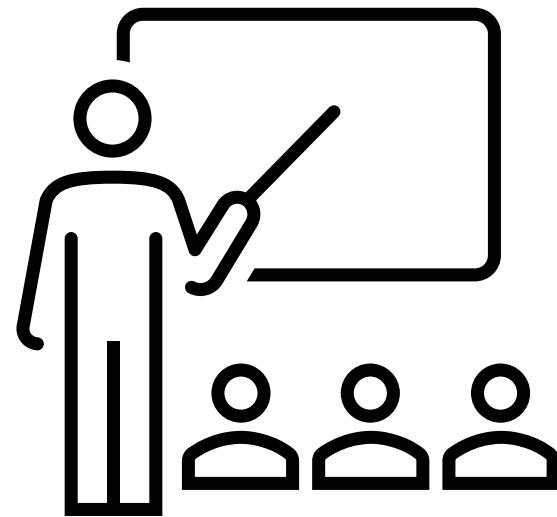
## **How prepared do you think your team is for completing the FY25 LIHEAP Carryover and Reallotment Report?**

*Please select one:*

- **Not at all prepared** (i.e. haven't turned attention to this)
- **A little prepared** (i.e. aware, but haven't planned yet)
- **Mostly prepared** (i.e. planning and working out nuances)
- **Very prepared** (i.e. working on it and understand it)



# Overview of LIHEAP Fiscal Reporting Requirements



# Overview of LIHEAP Fiscal Reporting Requirements

## *All Reports*

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- The Quarterly Report asks you to report your cumulative obligation amount. The Q3 Quarterly Report also asks for the estimated unobligated balance of FY25 funds by the end of the fiscal year.
- The Carryover and Reallotment Report collects the unobligated balances of funds.
- The Federal Financial Report SF-425 collects data on obligations, unobligated balances, and expenditures.
- The Grantee Survey collects data on the sources and uses of funds as well as average benefits for four-person households. *This report is only required for state grant recipients, including D.C. and Puerto Rico.*



# Overview of LIHEAP Fiscal Reporting Requirements

## *Carryover and Reallocation Report - Purpose*

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- The report allows OCS to develop a determination of funds that will be available for reallocation.
- Grant recipients must obligate no less than 90 percent of regular LIHEAP funds they are awarded each year, during that same fiscal year.
- The Carryover and Reallocation 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.



# Overview of LIHEAP Fiscal Reporting Requirements

## *The Federal Financial Report SF-425 - Purpose*

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- This report allows Program Support Center (PSC) to collect key information on awarded federal grants.
- All grant recipients must submit an SF-425 report for each respective grant award.
- A separate report form must be submitted for the LIHEAP Block Grant (award ending in LIEA) and LIHEAP IIJA (award ending in LIEI).
- The report asks for information about:
  - Share of obligations and expenditures during the FFY,
  - Unobligated balance,
  - The date of the last obligation and expenditure of funds for the FFY, and
  - Other financial information

# Overview of LIHEAP Fiscal Reporting Requirements

## *The Federal Financial Report SF-425*

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- Grant recipients must submit the SF-425 through Payment Management Services (PMS):
  - <https://pms.psc.gov/grant-recipients/ffr-updates.html>
- The estimated version of the report is due no later than December 1, 2025.
- The final version of the report is due December 31, 2025.



# What's New for FY25 Reporting



# What's New for FY25 Reporting

## *Report Announcements and Due Date*

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- **Due Date** – The FY25 Carryover and Reallotment Report is due December 31<sup>st</sup>.
- **Report Availability** – The report is available on the Online Data Collection System (OLDC) for submission.
- **Submission** – The report must be submitted in OLDC and must be validated and certified by the designated authorized official.



# What's New for FY25 Reporting

## *Changes for Fiscal Reporting on FY25 Funds*

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- **There is one small change from last year:**
  - For reporting on FY25 funds, there will be no estimated version of the report.
  - Instead, the Q3 Quarterly Report will ask for the estimated unobligated balance of funds by the end of the federal fiscal year.
  - The structure of the FY25 Carryover and Reallotment Report remains unchanged from the FY24 report.



# What's New for FY25 Reporting

## *Resources to Assist with Completing the Report*

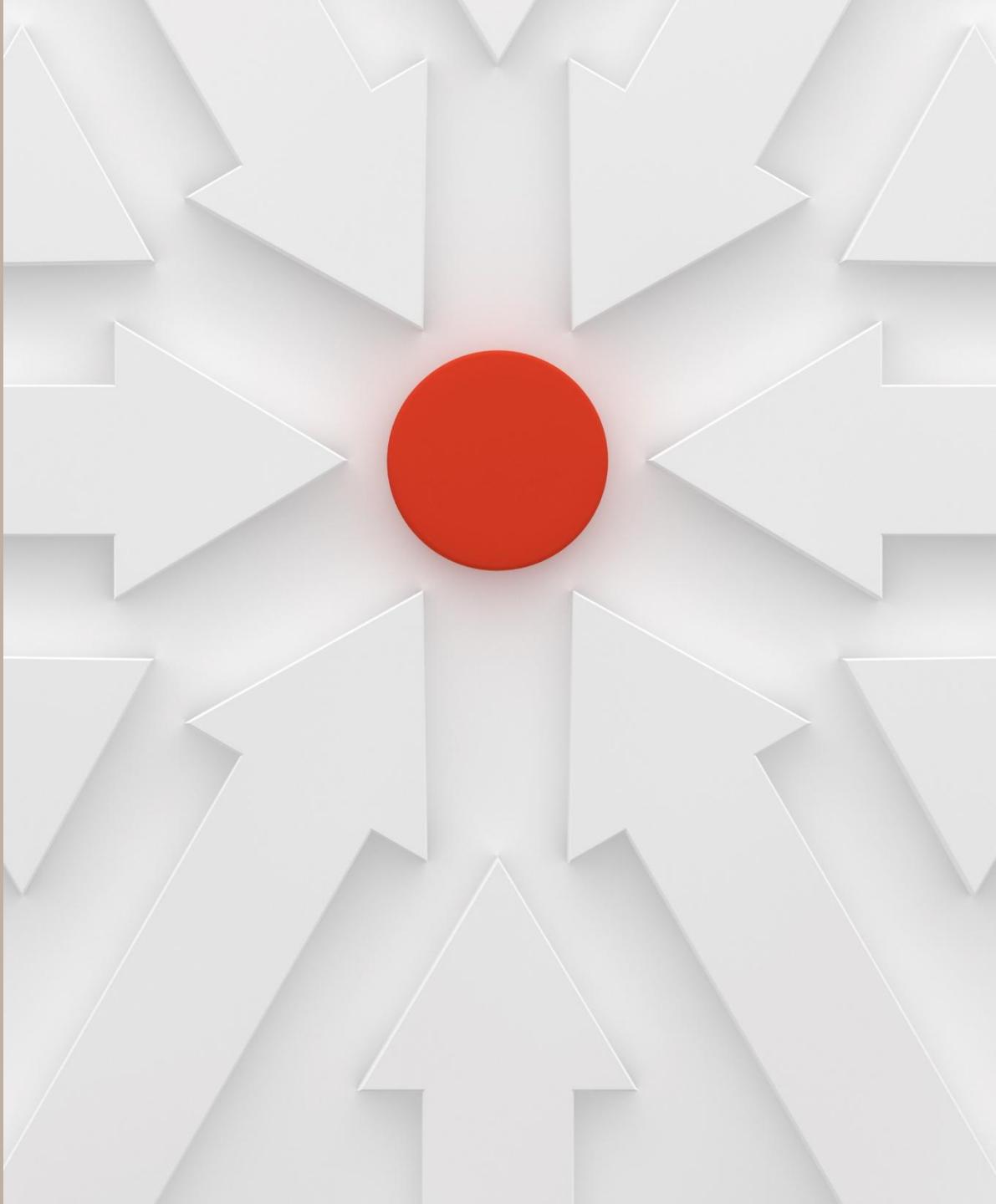
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Staff from APPRISE can assist with reporting prior to the due date. In addition, handouts for this webinar include resources to help you submit the report:

- **“Check Before You Submit” document:** Included is a document that will help you confirm final data is ready to be submitted.
- **FY24 Carryover Report Instructions:** Included are the instructions from the prior year for completing the report. Since there are no changes to the report structure for FY25, the instructions from last year still apply.



# Key Concepts for Reporting



# Key Concepts for Reporting *Obligations*

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- Grant recipients report on the obligation of awarded funds.
- 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.
- However, obligations are not expended funds/expenditures.
  - Obligated funds may be expended for benefits.
  - Funds may be obligated for the purpose of expenditure, but expenditures do not need to occur in the same Fiscal Year as the obligation.
  - For example, benefits issued to clients (which are expended funds) may occur in subsequent Fiscal Years.
- Funds that are unobligated can be carried over to the next fiscal year or reallocated.



# Key Concepts for Reporting *Carryover Funds*

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- Carryover Funds are LIHEAP funds that a grant recipient did not obligate during the Fiscal Year, that are intended for obligation in the following Fiscal Year.
- FY25 Regular funds and FY25 Infrastructure Act funds can be “carried over” into FY26, but according to allowable limits.
  - The LIHEAP statute allows grant recipients to carry over up to 10% of awarded FY25 funds to the subsequent fiscal year.
  - Grant recipients must obligate 90% of awarded FY25 funds during the same fiscal year they were awarded those funds.



# Key Concepts for Reporting *Returned Funds (e.g. Reallocation Amount)*

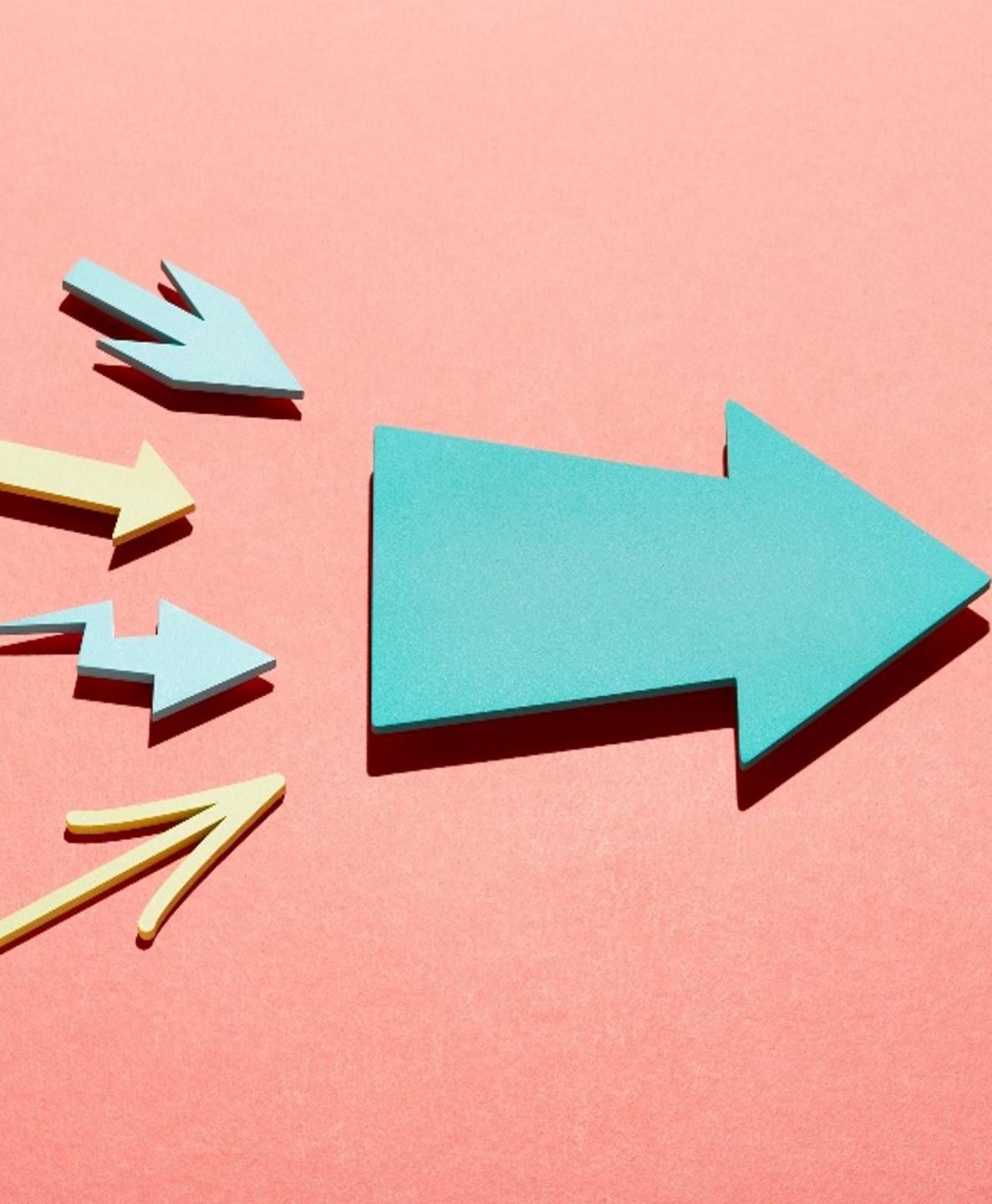
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- If a grant recipient has unobligated LIHEAP funds that exceed the 10% carryover threshold, the grant recipient must return those unobligated funds to the Federal government.
- HHS determines total funds available for reallocation and distributes them among grant recipients during the subsequent fiscal year.
- During the fiscal year, any grant recipient that anticipates having unobligated funds at the end of the year that is more than their carryover limit should contact their program specialist to discuss their situation.

**Grant Recipients are expected to plan accordingly to obligate at least 90% of awarded funds. Grant Recipients facing obligation challenges should contact OCS as soon as possible for assistance.**



# Reporting Guidance for Section I



# Reporting Guidance for Section I

## *What funds are included*

- Section I is focused on Regular LIHEAP Funds and Infrastructure Act funds.
- Regular LIHEAP funding for FY25 included the following:
  - FY25 block grant funds
  - FY25 reallocation funds (awarded)
- Infrastructure Act funds for FY25 included the following:
  - FY25 award
  - FY25 award of returned FY23 awards
- NOTE: Congress did not appropriate any emergency contingency funds in FY25.
- FY25 LIHEAP funds do NOT include:
  - Prior FY24 funds grant recipients elected to carry over to FY25
  - Any non-federal or non-LIHEAP funds



# Reporting Guidance for Section I

## *Line 1.1 – Current Year Amount Payable*

- Line 1.1 contains your total Regular LIHEAP funding award amount for FY25.
- 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 program specialist if you need assistance.

SECTION 1: For Annual LIHEAP Block Grant Funds, Including Regular Federal Fiscal Year (FFY) [FY] Funds Appropriated through the Annual Appropriations Cycle and FFY [FY] Supplemental Funds Appropriated through the Infrastructure Investment and Jobs Appropriations Act (Infrastructure Act) [Public Law (Pub. L. 117-58)], and for FFY [FY-1] Funds Reallotted for FFY [FY]	
Section 2607(b)(2)(B) of the LIHEAP statute (42 U.S.C. 8626(b)(2)(B)) requires that, except where permitted otherwise, at least 90 percent of funds available to you must be obligated in the year in which they are appropriated. Not more than 10 percent of this amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.	
1.1) Current year amount payable (all funds awarded in FFY [regular block grant funds, reallotment funds, and Infrastructure Act funds])	
1.2) 10 percent of amount payable (all funds awarded in FFY [regular block grant funds, reallotment funds, and Infrastructure Act funds])	
1.3) Projected unobligated balance (regular block grant funds and reallotted funds only)	
1.4) Projected unobligated balance (Infrastructure Act funds only)	
1.5) Projected unobligated balance (Supplemental funds only)	
1.6) Total projected unobligated balances (sum of lines 1.3, 1.4 and 1.5)	

# Reporting Guidance for Section I

## *Lines 1.3 & 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 FY25.
  - In Line 1.4, grant recipients should report the total amount of Infrastructure Act funds that were not obligated in FY25.
  - Line 1.5 (Regular Block Grant – Supplemental Funds) is not relevant for FY25.

SECTION 1: For Annual LIHEAP Block Grant Funds, Including Regular Federal Fiscal Year (FFY) [FY] Funds Appropriated through the Annual Appropriations Act, and for FFY [FY-1] Funds Reappropriated through the Infrastructure Investment and Jobs Appropriations Act (Infrastructure Act) [Public Law (Pub. L. 117-58)], and for FFY [FY-1] Funds Reappropriated through the Infrastructure Investment and Jobs Act (Infrastructure Investment and Jobs Act) [Public Law (Pub. L. 117-148)]	
Section 2607(b)(2)(B) of the LIHEAP statute (42 U.S.C. 8626(b)(2)(B)) requires that, except where permitted otherwise, at least 90 percent of funds available to you in this amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.	
1.1) Current year amount payable (all funds awarded in FFY [regular block grant funds, reallocation funds, and Infrastructure Act funds])	
1.2) 10 percent of amount payable (all funds awarded in FFY [regular block grant funds, reallocation funds, and Infrastructure Act funds])	
1.3) Projected unobligated balance (regular block grant funds and reallocated funds only)	
1.4) Projected unobligated balance (Infrastructure Act funds only)	
1.5) Projected unobligated balance (Supplemental funds only)	
1.6) Total projected unobligated balances (sum of lines 1.3, 1.4 and 1.5)	

Enter  
unobligated  
funds here.



# Reporting Guidance for Section I

## *Automatically Updated Lines*

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- **Line 1.6, the Carryover Amount, and the Reallotment Amount will automatically update according to the unobligated balances you reported.**

1.6) Total projected unobligated balances (sum of lines 1.3, 1.4 and 1.5)		
<i>If the sum of lines 1.3 to 1.5 is equal to or less than line 1.2 then, on the following two lines, OLDC will show the amount from lines 1.3 to 1.5 for your carryover amount and zero for your reallotment amount.</i>		
<i>If the sum of lines 1.3 to 1.5 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 reallotment amount.</i>		
Carryover Amount (FFY funds to be carried over for obligation in the following fiscal year.)		
Reallotment Amount (FFY funds that exceed the 10% carryover amount and are to be returned the Federal government.)		



# Reporting Guidance for Section I

## *Reasons for Unobligated Amounts and Uses*

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- If you report any unobligated amounts on lines 1.3 and 1.4:
  - Enter notes in the first notes field to explain why these funds were not obligated during FY25.
  - Enter notes in the second notes field to explain how you plan to use carryover funds during FY26.

If OLDC shows a Carryover Amount, please provide the following:

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

1.6)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:



# Example Demonstration



# Example Demonstration

## *Reconciling SF-425 & Carryover Reports*

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- In the SF-425 report, the information found in Section 10 – “Federal Expenditures and Unobligated Balance” must match what is reported in the Carryover and Reallotment report.
- The following lines ask you to describe how you’ve used awarded funds:
  - Line 10e – The share of expenditures.
  - Line 10f – The share of obligations not yet expended
  - Line 10h - The unobligated balance

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	\$13,706,396.00
e. Federal share of expenditures	\$381,815.00
f. Federal share of unliquidated obligations	\$12,396,306.00
g. Total Federal share (sum of lines e and f)	\$12,778,121.00
h. Unobligated balance of Federal funds (line d minus g)	\$928,275.00



# Example Demonstration

## *Reconciling SF-425 & Carryover Reports*

### **Federal Expenditures and Unobligated Balance:**

d. Total Federal funds authorized	\$13,706,396.00
e. Federal share of expenditures	\$381,815.00
f. Federal share of unliquidated obligations	\$12,396,306.00
g. Total Federal share (sum of lines e and f)	\$12,778,121.00
h. Unobligated balance of Federal funds (line d minus g)	\$928,275.00



- 1.1) Current year amount payable (all funds awarded in FFY [regular block grant funds, reallocation funds, and Infrastructure Act funds])
- 1.2) 10 percent of amount payable (all funds awarded in FFY [regular block grant funds, reallocation funds, and Infrastructure Act funds])
- 1.3) Projected unobligated balance (regular block grant funds and reallocated funds only)
- 1.4) Projected unobligated balance (Infrastructure Act funds only)
- 1.5) Projected unobligated balance (Supplemental funds only)
- 1.6) Total projected unobligated balances (sum of lines 1.3, 1.4 and 1.5)

- Line 10h of the SF-425 Report for the award ending in "LIEA" (Regular Funds) needs to match the sum of lines 1.3 and 1.5 in the FY25 Carryover and Reallocation Report.
- ▲ Line 10h of the SF-425 Report for the award ending in "LIEI" (Infrastructure Funds) needs to match line 1.4 in the FY25 Carryover and Reallocation Report.

# Example Demonstration

## *Reconciling Fiscal Reporting – Example (C&R)*

- A grant recipient received \$1 million in LIHEAP FY25 funds:
  - \$700,000 was obligated and expended at the end of FY25. 
  - \$210,000 was obligated but not expended at the end of FY25. 
  - \$90,000 remained unobligated at the end of FY25. 

### What would be reported in the C&R Report?

1.1) Current year amount payable (all funds awarded in FFY [regular block grant funds, reallocation funds, and Infrastructure Act funds])	\$1,000,000
1.2) 10 percent of amount payable (all funds awarded in FFY [regular block grant funds, reallocation funds, and Infrastructure Act funds])	\$100,000
1.3) Projected unobligated balance (regular block grant funds and reallocated funds only)	\$90,000
1.4) Projected unobligated balance (Infrastructure Act funds only)	\$0
1.5) Projected unobligated balance (Supplemental funds only)	\$0
1.6) Total projected unobligated balances (sum of lines 1.3, 1.4 and 1.5)	\$90,000
<i>If the sum of lines 1.3 to 1.5 is equal to or less than line 1.2 then, on the following two lines, OLDC will show the amount from lines 1.3 to 1.5 as your carryover amount.</i>	
<i>If the sum of lines 1.3 to 1.5 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.</i>	
Carryover Amount (FFY funds to be carried over for obligation in the following fiscal year.)	\$90,000
Reallotment Amount (FFY funds that exceed the 10% carryover amount and are to be returned to the Federal government.)	\$0



# Example Demonstration

## *Reconciling Fiscal Reporting – Example (SF-425)*

- A grant recipient received \$1 million in LIHEAP FY25 funds:
  - \$700,000 was obligated and expended at the end of FY25. 
  - \$210,000 was obligated but not expended at the end of FY25. 
  - \$90,000 remained unobligated at the end of FY25. 

**What would be reported in the SF-425?**

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	\$1,000,000
e. Federal share of expenditures	\$700,000 
f. Federal share of unliquidated obligations	\$210,000 
g. Total Federal share (sum of lines e and f)	\$910,000
h. Unobligated balance of Federal funds (line d minus g)	\$90,000 

# Example Demonstration

## Reconciling Fiscal Reporting – Example (GS)

- A grant recipient received \$1 million in LIHEAP FY25 funds:
  - \$700,000 was obligated and expended at the end of FY25. 
  - \$210,000 was obligated but not expended at the end of FY25. 
  - \$90,000 remained unobligated at the end of FY25. 

**What about the Grantee Survey?**

<u>All Possible Uses of Funds</u>	<u>Total Funds / Awards Funds</u>
<b>A. Type of LIHEAP Assistance–Non-Supplemental Funds (Items 1-4)</b>	
1. Heating Assistance Benefits–non-supplemental funds	\$400,000  
2. Cooling Assistance Benefits–non-supplemental funds	\$200,000  
3. Crisis Benefits by Type–non-supplemental funds	
a. Winter Crisis Benefits–non-supplemental funds	\$100,000  
b. Summer Crisis Benefits–non-supplemental funds	\$50,000  \$0
c. Year-Round Crisis Benefits–non-supplemental funds	
d. Other Crisis Benefits:–non-supplemental funds	\$10,000  60,333 
(1) Specify–non-supplemental funds Emergency Supplemental/Diaster Relief 2301ALLIEE	\$10,000 
(2) Specify–non-supplemental funds	\$0
(3) Specify–non-supplemental funds	\$0
4. Weatherization Assistance Benefits–non-supplemental funds	\$100,000  
<b>B. Other Permitted Uses of LIHEAP Funds–non-supplemental funds (Items 6-13)</b>	
6. Nominal Payments–non-supplemental funds	\$0
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY–non-supplemental funds	\$90,000 
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. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities–non-supplemental funds	\$0
11. Assurance 16 Activities–non-supplemental funds	\$10,000 
12. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
13. Administration/Planning Costs–non-supplemental funds	\$40,000 

## Example Demonstration *Avoiding Reporting Issues*

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- In prior fiscal years, grant recipients have faced common reporting issues and must be sure to do the following:
  - Follow written procedures for the Carryover and Reallotment Report
  - Ensure that fiscal data reported in the Carryover and Reallotment Report is consistent with data reported in SF-425 and the Grantee Survey Report
  - Communicate with all individuals preparing the reports
  - Revise any fiscal reports with incorrect data



# Final Reminders



# Final Reminders

## *Due Date*

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- The FY25 Carryover and Reallocation Report is **due December 31<sup>st</sup>**.
  - 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 grant subrecipients/partners
    - Changes due to funding reconciliations or audit findings
    - Refunds from vendors
  - Your 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.



# Final Reminders

## *Reporting Changes*

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- **There is no estimated version of the Carryover and Reallotment report required.**
- Instead, the Q3 Quarterly Report will ask you for an estimate of the unobligated balance by the end of the FY.
- The structure of the report remains unchanged.



# Final Reminders

## *Fiscal Reporting*

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- **Quarterly Report**
  - The Quarterly Report asks you to report your cumulative obligation amount. The Q3 Quarterly Report also asks for the estimated unobligated balance of FY25 funds by the end of the fiscal year.
- **The Carryover and Reallocation Report**
  - The report collects the unobligated balances of funds.
- **Federal Financial Report SF-425 Report**
  - The report collects data on obligations, unobligated balances, and expenditures.
- **Grantee Survey**
  - The report collects data on the sources and uses of funds as well as average benefits for four-person households. *This report is only required for state grant recipients, including D.C. and Puerto Rico.*



# Final Reminders

## *OLDC Resources*

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- To complete this reporting requirement, you need to **submit** your form in the OLDC System.
- 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 GrantSolutions Help Desk:
  - (866) 577-0771
  - [help@grantsolutions.gov](mailto:help@grantsolutions.gov)



# Final Reminders

## *Submission Process*

- To complete this reporting requirement, you need to **submit** your form in the OLDC System.
- 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.
- 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

OLDC Home Form Selection Report Report Form Status

Program Name: Low Income Home Energy Assistance  
Grantee Name: HOUSING & COMMUNITY AFFAIRS, TEXAS DEPARTMENT OF - No. 01  
Report Name: Carryover and Reallocation Report  
Report Period: 10/01/2023 - 09/30/2024  
Report Status: Submitted

Report Progress

Initialized Edit-Saved Validated Certified Submitted In Review C/O Approved

Save View/Add Attachments Validate Print

# Final Reminders

## *OLDC Warning & Error Messages*

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- Several validation checks are programmed into OLDC, and a warning or error message will appear if a check fails.
  - **Warning Messages** indicate data that may be correct but require confirmation and additional explanation in the “Notes” section of the form.
  - **Fatal Error Messages** indicate inconsistent data that must be corrected before grant recipients are able to submit their Household Report in OLDC.
- **If either a warning or error message appears and you are unable to resolve it, contact APPRISE for assistance.**
- **Some outdated validation checks have been triggered in the past, and if an incorrect check appears for you, please notify APPRISE so that it may be resolved.**

# Final Reminders *Resources*

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- **Prior Year FY24 Carryover and Reallotment Report AT & Instructions**
  - <https://acf.gov/ocs/policy-guidance/acf-ocs-liheap-2024-05-carryover-and-reallotment-report-fy-2024>
- **“Check Before You Submit” Document:**
  - [https://liheappm.acf.gov/sites/default/files/private/grantee\\_tools/best\\_practices/Carryover-Reallotment-Report-Check-Before-You-Submit.pdf](https://liheappm.acf.gov/sites/default/files/private/grantee_tools/best_practices/Carryover-Reallotment-Report-Check-Before-You-Submit.pdf)
- **LIHEAP Financial Reporting Strategies and the Payment Management System (PMS)**
  - **November 14, 2024:**
    - <https://youtu.be/h7oRfsPCLZk>



# Final Reminders

## *Upcoming Training Webinars*

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- **Completing the Performance Data Form, Module 1**
  - *December 18<sup>th</sup> , 2:00pm ET – 3:00pm ET*
  - <https://attendee.gotowebinar.com/register/3794113812722928223>
  - *For state grant recipients, D.C., and Puerto Rico*
- **Completing the Performance Data Form, Module 2**
  - *January 6<sup>th</sup> , 2:00pm ET – 3:00pm ET*
  - *For state grant recipients, D.C., and Puerto Rico*
- **Completing the FY26 Quarterly Report**
  - *January 13<sup>th</sup> , 2:00pm ET – 3:00pm ET*



# Final Reminders

## *Support Resources*

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- LIHEAP Map State and Territory Contact Listing
  - <https://www.acf.hhs.gov/ocs/map/liheap-map-state-and-territory-contact-listing>
- LIHEAP Map Tribal Contact Listing
  - <https://www.acf.hhs.gov/ocs/map/liheap-map-tribal-contact-listing>
- APPRISE Team
  - Daniel Bausch, [Daniel-Bausch@appriseinc.org](mailto:Daniel-Bausch@appriseinc.org); 609-252-9050
  - Melissa Torgerson, [melissa@verveassociates.net](mailto:melissa@verveassociates.net); 503-706-2647
  - Nicolas Mititelu, [nicolas-mititelu@appriseinc.org](mailto:nicolas-mititelu@appriseinc.org); 646-854-4982
  - Rohil Navani, [Rohil-Navani@appriseinc.org](mailto:Rohil-Navani@appriseinc.org); 609-252-9033
  - Luke Gooding, [Luke-Gooding@appriseinc.org](mailto:Luke-Gooding@appriseinc.org); 609-454-3777
  - Jason Casado, [Jason-Casado@appriseinc.org](mailto:Jason-Casado@appriseinc.org); 609-252-9052



## Audience Poll Question #2

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**How helpful was this webinar in understanding what is needed to complete the FY25 Carryover and Reallotment Report?**

*Please select one:*

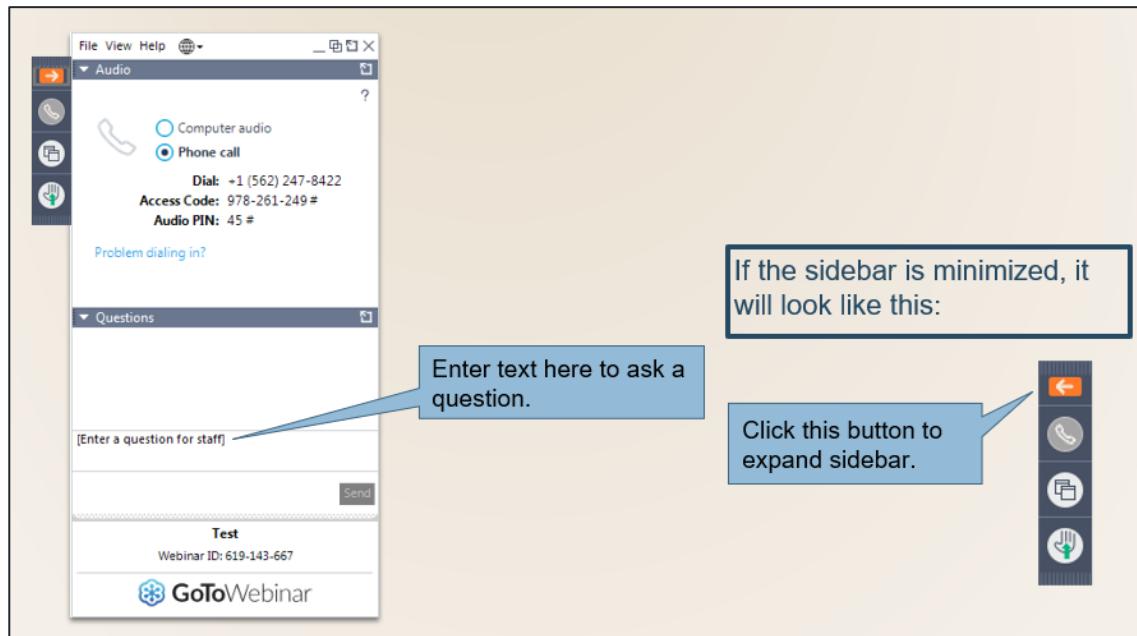
- **Not at all helpful**
- **Not too helpful**
- **Somewhat helpful**
- **Very helpful**



# 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.



# 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 grant recipient, and “Household Report” as the report.
  - Click the plus sign icon under the **10/01/2024 - 09/30/2025** to access the report.

Reporting Period ▾	Type ▾	Report Status ▾	Actions ▾
10/01/2023 - 09/30/2024	Annual		 
10/01/2022 - 09/30/2023	Annual		 
10/01/2021 - 09/30/2022	Annual		 



# Submitting Your Final Report

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

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
<a href="#">View Original</a>	Submitted	08/26/2025	<a href="#">Unsubmit Report</a>	<a href="#">HTML Print Form</a> <a href="#">Go</a>
			<a href="#">Review</a>	

- 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 program specialist):
  - In the Form Selection Page, click the icon that resembles a blank sheet of paper:

Reporting Period	Type	Report Status	Actions
10/01/2024 - 09/30/2025	Annual		<a href="#">+</a>
10/01/2023 - 09/30/2024	Annual	Submission Accepted by CO	<a href="#"></a> <a href="#"></a> <a href="#"></a> <a href="#"></a>
10/01/2022 - 09/30/2023	Annual	Submission Accepted by CO (Revision #1)	<a href="#"></a> <a href="#"></a> <a href="#"></a> <a href="#"></a>

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