

## Overview

This Carryover and Obligation Calculator is designed to help LIHEAP grantees stay within the allowable 10% carryover limit [[https://liheapch.acf.hhs.gov/docs/Carryover-Reallotment\\_Tool/](https://liheapch.acf.hhs.gov/docs/Carryover-Reallotment_Tool/)]. Table 1 is where a grantee can input the percentages from its annual plan, along with the funding amounts it receives from the U.S. Department of Health and Human Services (HHS). If all of the federal funding is received early enough in the fiscal year to be obligated as planned, a grantee can just use the Calculator's Table 1. Table 1 shows the dollar amount of federal funding broken down by the percentages in a grantee's annual plan.

However, sometimes a grantee receives funding towards the end of the federal fiscal year that needs to be obligated quickly. Examples of these types of funds could be a late disbursement by HHS or returned funds from a sub-grantee. The goal is for grantees to be able to get these funds obligated, stay under the 10% carryover cap, and not have to return funds to HHS. That is the purpose of Table 2 and Table 3 in the Calculator.

The case sample below will demonstrate how a grantee can use the three tables that comprise the Carryover and Obligation Calculator.

*\*Note: You do not have to enter symbols such as dollar signs into the cells. Excel will auto-format the data for you. Simply click on the cell (boxes in the spreadsheet are called "cells"), and type the number you want. The green cells are interactive cells, allowing you to enter and manipulate data within them.*

## Case Sample

**Note: Before you begin, make sure all the green cells in Table 1, Table 2, and Table 3 have a value of "0".**

HHS sends a LIHEAP grantee \$7 million in its initial disbursement of funds during the federal fiscal year. A few months later, HHS sends the grantee an additional \$2 million. On September 1, HHS is able to release one final payment to the grantee for \$1 million. While the LIHEAP grantee is able to use the initial \$9 million as outlined in its annual plan, the final \$1 million comes in with about one month left in the fiscal year. The grantee uses the Carryover and Obligation Calculator to obligate the funds while staying within LIHEAP regulations.

### Table 1

**1.** Enter 7000000 into cell D5, and 2000000 into cell D6. Cell D8 will show a total of \$9 million. [*Note: There is another cell, D7, where an additional federal release of funds can be included if the funds arrive in time to be obligated as initially outlined in the grantee’s annual plan.*]

**2.** Enter the following percentages into cell range D9:D15.

- Carryover – 7%
- Heating - 50%
- Cooling - 10%
- Crisis – 10%
- Weatherization – 10%
- Administration – 10%
- Assurance 16 – 3%

Cell D16 shows a total of 100%

At this point, cell range E9:E15 gives the dollar amounts for each LIHEAP component listed based on the percentages in Column D of the \$9 million total. As mentioned earlier, if the disbursements of federal funding arrive in time that they can be obligated and expended following a grantee’s annual plan, Table 1 is all that is needed. However, if funding appears late in the federal fiscal year, Table 2 and Table 3 can be used by a grantee to decide how to obligate these funds based on what actions it can take in the time it has.

### Table 2

**1.** Enter 1000000 into cell F6. This is the funding from the case example that is received on September 1, which is late in the federal fiscal year. The easiest thing to do with this funding would be to carry it over into the next federal fiscal year. However, LIHEAP regulations allow only 10% of LIHEAP funds to be carried over. This is one reason it is beneficial to plan on carrying over less than 10% in the annual plan, as that provides some flexibility, if needed, later in the fiscal year.

**2.** Enter the full 1000000 into cell G9. Cell F9 now shows 18.11% and turns red, because the grantee exceeded the 10% carryover limitation. Enter 270000 into cell G9. The grantee is now within the regulation, and cell F9 is no longer red, showing 10%. Cell H9 shows your new total for carryover.

Cell H6 now shows you that you have 730000 left to obligate.

**3.** Enter 100000 into cell G10. Since there is no statutory limit on the amount that can be spent on heating assistance, the cell doesn’t change color. Cooling (cell G11) and crisis (cell G12) also have no limitations for the amount of funding that can be spent, so those cells will not change color no matter how much funding is added.

**4.** Enter 630000 (the amount of funds remaining) in cell G13. Cell F13 turns yellow and shows 17%. Cell C13 now says, “WAIVER NEEDED.” When it comes to weatherization funds in the statute, a LIHEAP grantee can use up to 15% of it funds on weatherization. The grantee can also apply for a waiver from

HHS to increase that amount as high as 25%. The percentage in cell F13 will turn yellow and give the “WAIVER NEEDED” notification if the weatherization total is between 15%-25% of funding. Cell F13 will turn red if the percentage goes above 25%, and cell C13 will read “NOT ALLOWED.” In order to see this, enter 2000000 into cell G13.

In Table 2, anytime an amount of funds causes an overall percentage to exceed a statutory limitation, the cell will turn red or yellow. Keep an eye out for this.

**5.** To keep exploring how to use this Calculator, please enter 300000 in cell G13. This leaves \$330,000 remaining that the grantee needs to obligate.

As mentioned earlier, there are no restrictions on the amount of funding that can be spent on assistance for heating, cooling, and crisis. In order to help a grantee think about ways to obligate funds to these components, the Calculator has Table 3. Each of these three LIHEAP components has a few options listed and multiple “Other” cells in which a grantee can type its own descriptions. As the grantee adds to Table 3, new percentages and total amounts will appear in Table 2.

**6.** Enter 100000 in cell D20, 15000 in cell D21, 5000 in cell D22, 500 in cell D23, and 1500 in cell D24. The percentage in cell F10 changes as this data is entered, and a new total appears in cell H10. It also shows the amount left to be obligated in cell H6.

**7.** Enter 2500 in cell F21, 1000 in cell F22, 2500 in cell F23, and 2500 in cell F24. Notice that cells F11 and H11 change accordingly as the data is entered in cell range F20:F26.

**8.** Enter 100000 in cell H20, 1500 in cell H22, 2500 in cell H23, and 35000 in cell H24.

The totals for columns D, F, and G in Table 3 are automatically calculated and added to relative components in rows 10, 11, and 12. Percentages in cell range F9:F15 also change accordingly.

**9.** There is now 60500 left to be obligated. Enter 60500 in cell G15. While this increases the percentage in cell F15 to 3.67%, it doesn’t exceed the statutory limit of 5% for Assurance 16.

**10.** The “Amount Remaining” in cell H6 is now “0,” and the amount in cell G6 has turned green, showing that all of the “Late Funding” has successfully been obligated.