



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Community Services | 330 C Street, S.W., Washington, DC 20201  
www.acf.hhs.gov/ocs

**Low Income Home Energy Assistance Program  
Action Transmittal**

**AT#:** LIHEAP-AT-2023-01

**DATE:** November 30, 2022

**TO:** LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) GRANT  
RECIPIENTS AND OTHER INTERESTED PARTIES

**SUBJECT:** LIHEAP Household Report Short Form and Long Form for Federal Fiscal  
Year (FFY) 2022

**ATTACHMENT(S):** A. Instructions for the LIHEAP Household Report Long Form for FFY2022  
B. Instructions for the LIHEAP Household Report Short Form for FFY2022

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**RELATED REFERENCES:**

The Low Income Home Energy Assistance Act, as amended (42 U.S.C. § 8621 et seq.); 45 C.F.R. § 96.82; House Report 103-483 and Senate Report 103-251 on S.2000, the predecessor to Public Law 103-252 (the Human Services Amendments of 1994); federal Office of Management and Budget (OMB) Control No. 0970-0060 (Expiration Date – May 31, 2025).

**PURPOSE:**

1. To remind all LIHEAP grant recipients that the required final data for the LIHEAP Household Report for FFY 2022 (October 1, 2021 – September 30, 2022) are due to the Administration of Children and Families (ACF) via the On-Line Data Collection (OLDC) system no later than Friday, December 30, 2022.
2. To inform all LIHEAP grant recipients about the following LIHEAP Household Report forms:
  - The 50 States, the District of Columbia (hereafter referred to as “states”), and territories are to complete the LIHEAP Household Report Long Form for FFY 2022.
  - Direct-grant Indian Tribes/Tribal Organizations (hereafter referred to as “tribes”) are to complete the LIHEAP Household Report Short Form for FFY 2022.

During FFY 2022, grant recipients had several funding streams available to provide LIHEAP assistance to households. These funding streams included the following: 1) funds from LIHEAP regular block grant allocations and reallocation funds under the Consolidated Appropriation Act, 2022 ([Public Law 117-103](#)); 2) Infrastructure Investment and Jobs Act, ([Public Law 117-58](#)); supplemental LIHEAP funds; and 3) FFY 2021 American Rescue Plan Act (ARPA) supplemental LIHEAP funds. Additionally, grant recipients might have assisted households using properly obligated LIHEAP Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 ([Public Law 116-136](#)) funds in FFY 2022.

#### BACKGROUND:

Under the amendments to the LIHEAP statute enacted in 1994 (Public Law 103-252), LIHEAP grant applications must include a report on LIHEAP households for the previous federal fiscal year. We require all LIHEAP grant recipients to report such data on the LIHEAP Household Report.

Information collection activities, such as the LIHEAP Household Report, must receive approval from OMB in accordance with Section 3507 of the Paperwork Reduction Act of 1995. OMB approved the Household Report for use through May 31, 2025.

OCS staff are available to assist LIHEAP grant recipients with the data collection and reporting of these data, as well as how to use OLDC to submit the LIHEAP Household Report. Grant recipient's access OLDC report forms on the Grant Solutions' homepage. For questions regarding accessing OLDC, contact your [LIHEAP regional liaison](#).

Our technical assistance contractor, APPRISE Incorporated, continues to be available to assist states that need assistance with data collection, reporting, or submission of their LIHEAP Household Report Long Form for FFY 2022. APPRISE will continue to work with states in validating their data when necessary.

#### CONTENT:

As with the FFY 2021 household data, OLDC has built-in validations in the LIHEAP Household Report Long Form for FFY 2022 to help grant recipients ensure that data submitted to our office are accurate. Built-in validations check certain data before the grant recipient can proceed to the next step with the report submission.

There are two types of validation responses when there is a data issue: warnings and errors.

- A "warning" notifies the grantee of a possible inconsistency or mistake in the data. States and territories are encouraged to double check the data fields described in the

warning to make sure all information is correct. States and territories will be able to certify and submit the report without changing any data that led to a warning.

- An “error” notifies the grant recipient of a mistake that must be corrected prior to the report being submitted to our office. OLDC will not allow a report to be certified and submitted until the error has been addressed.

As with the FFY 2021 household data, OLDC has data validations to check the consistency of the types of LIHEAP assistance reported by each state by cross checking the FFY 2022 LIHEAP Household Report Long Form with the state and territory LIHEAP Model Plan for FFY 2022. Additional cross-checks are also implemented to verify the data in the LIHEAP Household Report Long Form for FFY 2022 against that reported in the LIHEAP Household Report Long Form for FFY 2021.

Once the LIHEAP Household Report Long Form for FFY 2022 has been submitted, we will notify a state or territory of any reporting deficiencies not identified or resolved through OLDC. OCS will request a plan for remedial action. At the same time, APRISE will continue to work with states that seek help in completing their reports. OCS staff will work directly with territory and tribal grant recipients in resolving any reporting deficiencies not identified or resolved through OLDC.

Actual, not estimated, state-level data are required for ACF to complete its LIHEAP Report to Congress for FFY 2022.

Attachment A provides the instructions for the LIHEAP Household Report Long Form for FFY 2022. Attachment B provides the instructions for the LIHEAP Household Report Short Form for FFY 2022.

#### INQUIRIES TO:

For questions regarding accurate completion of the LIHEAP Household Report, contact:

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SUBMISSION TO:

The deadline for all grant recipients to submit their final LIHEAP Household Report for FFY 2022 in OLDC is December 30, 2022. This date may be extended for direct-grant tribal grant recipients if the state(s) in which the tribe is located agrees to a later date. The date may be extended for state or territorial grant recipients if OCS agrees to a later date. However, extensions may not be made unless the grant recipient requests the extension in writing before the deadline(s).

Access OLDC report forms on GrantSolutions' homepage. If you have not yet created an account in OLDC, contact your LIHEAP Regional Liaison for assistance. Please direct questions regarding accessing OLDC and or completing the OLDC form to your [LIHEAP Regional Liaison](#).

Thank you for your attention to these matters. OCS looks forward to continuing to provide high-quality services to OCS partners.

/s/

Heather Jones  
Branch Chief  
Energy Policy and Evaluation Branch  
Division of Energy Assistance  
Office of Community Services