



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-2022-03

DATE: April 8, 2022

TO: All Low Income Home Energy Assistance Program (LIHEAP) Grant Recipients

SUBJECT: LIHEAP FY 2022 Quarterly Report Submission

ATTACHMENT(S): 1. LIHEAP Quarterly Report Instructions (PDF)
2. LIHEAP Quarterly Report Form (XLSX)

PURPOSE:

To provide LIHEAP grant recipients with the LIHEAP Quarterly Performance and Management Report Form and instructions, and to confirm the deadlines for submitting the Fiscal Year (FFY) 2022 reports, including the deadline for the for Quarters 1 & 2 report (for the period of October 1, 2021- March 31, 2022), which is **April 29, 2022**.

BACKGROUND:

On January 11, 2022, the Office of Community Services (OCS) published a [Dear Colleague Letter \(DCL\), 2022-03 LIHEAP Preparation for LIHEAP Data Collection and Reporting Enhancements](#), that notified LIHEAP recipients of upcoming reporting changes, including the implementation of quarterly reports for FFY 2022. OCS published a subsequent [DCL, 2022-08 Preparation for LIHEAP Quarterly Performance and Management Data Collection and Reporting](#), on February 16, 2022 that provided grant recipients with drafts of the quarterly reports, instructions, and information to help prepare for the reporting requirements. Additionally, on March 18, 2022, OCS notified LIHEAP grant recipients of upcoming quarterly report training and technical assistance (T/TA) opportunities via [DCL 2022-09 Training/Technical Assistance Opportunities for the Quarterly Performance and Management Reporting Requirements](#).

REPORT SUBMISSION:

As noted above, the deadline for submitting the Quarters 1 & 2 (for the period of October 1, 2021- March 31, 2022) is **April 29, 2022 by close of business (COB)**. Submission deadlines for all quarterly reports are listed below.

FY 2022 (October 1, 2021 — September 30, 2022) reporting periods:

Quarter 1 & 2: October 1, 2021 — March 31, 2022 (**Report due on April 29, 2022**)

Quarter 3: April 1, 2022 — June 30, 2022 (**Report due on July 29, 2022**)

Quarter 4: July 1, 2022 — September 30, 2022 (**Report due on October 31, 2022**)

Quarterly Report submissions are required of all LIHEAP grant recipients, including state, territory, and tribal grant recipients. While OCS plans to transition submissions of quarterly reports to the Online Data Collection (OLDC) system in future years, in FY 2022, state and territory LIHEAP grant recipients will submit quarterly reports through [Basecamp](#) and tribal grant recipients will submit their quarterly reports via email to LIHEAP@acf.hhs.gov.

State and Territory Grant Recipient Submission Instructions

- Each state and territory LIHEAP grant recipient will need to complete the data collection using the attached Microsoft Excel Spreadsheet (Attachment 2. LIHEAP Quarterly Report Form (XLSX)).
- Each state LIHEAP grant recipient and the District of Columbia will be contacted by their [regional LIHEAP liaison](#) and provided with access to the Division of Energy Assistance's online [Basecamp](#) platform. **The completed Microsoft Excel Spreadsheet must be submitted by uploading the file to the online [Basecamp](#) platform by COB on April 29, 2022.**
- Once the grant recipient's LIHEAP Quarterly Report has been submitted, OCS will review the submitted report and notify the grant recipient of any reporting questions and assist with resolving any potential reporting issues.

Tribal Grant Recipient Submission Instructions

- Each tribal LIHEAP grant recipient will need to complete the data collection in the Microsoft Excel Spreadsheet attached (Attachment 2. LIHEAP Quarterly Report Form (XLSX)).
- Each tribal grant recipient should submit the Quarterly Report Form by email to LIHEAP@acf.hhs.gov by **COB on April 29, 2022**.

- Once your LIHEAP Quarterly Report has been submitted, OCS will review the submitted report and notify the grant recipient of any reporting questions and assist with resolving any potential reporting issues.

REPORTING RESOURCES:

This Action Transmittal includes detailed instructions for completing the report (Attachment 1. LIHEAP Quarterly Report Instructions (PDF)).

OCS hosted two quarterly report training webinars, one for states and territories on March 29, 2022 and one for tribes on March 31, 2022. These training webinar slides can be found on the [ACF LIHEAP Tools Training Resources webpage](#) and the webinar recordings will be published on the same [webpage](#) in the near future.

OCS will also host a series of office hours to support LIHEAP grant recipients as they prepare for the upcoming quarterly report deadline. Each office hour session will be limited to 15 individuals to maximize assistance. Grant recipients will be able to sign up for office hours on a first come, first served basis.

To make the most out of the office hour sessions, OCS encourages grant recipients to review the training webinar and/or review the webinar slides. OCS request that grant recipients include any potential questions on the registration form concerning the LIHEAP Quarterly Report so these may be addressed by OCS staff. This does not preclude grant recipients from asking additional questions during the session. Instead, it will allow OCS to cover frequently asked questions early in the session and/or through written guidance as well maximize the time during each office hour.

As indicated below, some office hours are designated for states and territories and some office hours are reserved for tribes. ***To register for a specific session, please select the link on the respective date below:***

[Tuesday, April 5, 2022, from 2:00 — 3:00 p.m. \(ET\).](#) (This session is for tribes).

[Monday, April 11, 2022, from 1:00 — 2:00 p.m. \(ET\).](#) (This session is for states/territories).

[Tuesday, April 12, 2022, from 2:00 — 3:00 p.m. \(ET\).](#) (This session is for tribes).

[Thursday, April 14, 2022, from 2:00 — 3:00 p.m. \(ET\).](#) (This session is for state/territories).

AVAILABLE TECHNICAL ASSISTANCE:

Grant recipients requiring assistance to complete their report should contact their **regional LIHEAP liaison** as soon as possible.

INQUIRIES TO:

For questions regarding the LIHEAP Quarterly Performance and Management Reports, please contact:

Heather Jones
Policy and Evaluation Branch Chief
Division of Energy Assistance
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
E-Mail: heather.jones@acf.hhs.gov

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

/s/
Lauren Christopher
Director, Division of Energy Assistance
Office of Community Services