



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

AT#: LIHEAP-AT-2023-02

DATE: January 6, 2023

TO: Low Income Home Energy Assistance Program (LIHEAP) State Grant Recipients, including the District of Columbia, and Other Interested Parties

SUBJECT: LIHEAP Performance Data Form for Federal Fiscal Year (FFY) 2022

ATTACHMENT(S): A. Instructions for the LIHEAP Performance Data Form for FFY 2022
B. Excel Template of LIHEAP Performance Data Form for FFY 2022

RELATED REFERENCES:

Section 2610(b) of the Low Income Home Energy Assistance Act, Title XXVI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended; ACF's annual LIHEAP Performance Data Form (OMB Control No. 0970-0449; form Expiration Date – February 28, 2025).

PURPOSE:

1. To advise state LIHEAP grant recipients, including the District of Columbia, that the deadline for submitting the LIHEAP Performance Data Form for FFY 2022 (for the period of October 1, 2021, to September 30, 2022) is **January 31, 2023**.
2. To advise state LIHEAP grant recipients and the District of Columbia that the LIHEAP Performance Data Form for FFY 2022 must be completed using a designated Microsoft Excel Spreadsheet and submitted to OCS using the online Basecamp platform.
3. To advise state LIHEAP grant recipients and the District of Columbia that HHS has continued the OMB approved changes to the LIHEAP Performance Data Form that were made for FFY 2021, except for (1) hiding or locking items related to unavailable funds; (2) adding items for Infrastructure Investments and Jobs Act (IIJA) funds; and (3)

changes to certain item numbers. As with the FFY 2021 report, Module 2 includes three submodules: Module 2A will collect data on all households, Module 2B will collect data on the subset of households that received assistance from LIHEAP CARES Act funds (if any), and Module 2C will collect data on the subset of households that received assistance from LIHEAP American Rescue Plan Act (ARPA) funds (if any).

4. To advise state LIHEAP grant recipients and the District of Columbia that OCS has pre-populated information in Module 1 (the Grantee Survey). All fields in Section III “Estimated Sources of LIHEAP Funds” are pre-populated based on OCS records. Grant recipients should review the pre-populated values to verify they are correct. Items 5 and 12 of Section III are editable and can be updated by grant recipient, but all other items in this section are locked from editing.
5. To provide state LIHEAP grant recipients and the District of Columbia with resources to assist with completing the FFY 2022 Performance Data Form, including the instructions document, a Microsoft Excel Template, key reporting tips, and reporting reminders.
6. Also, to advise state LIHEAP grant recipients and the District of Columbia about technical assistance that is available through OCS in completing and submitting the FFY 2022 LIHEAP Performance Data Form.

BACKGROUND:

The LIHEAP Performance Data Form is an annual report in response to **Section 2610(b) of the LIHEAP statute (42 U.S.C. § 8629(b))** which requires the Secretary of the U.S. Department of Health and Human Services (HHS) to submit, no later than June 30 of each FFY, a Report to Congress on LIHEAP for the prior FFY. The completeness, accuracy, consistency, and timeliness of responses to data collections are needed for HHS to do the following:

- Provide reliable and complete fiscal and household data to Congress in the Department’s LIHEAP Report to Congress for FFY 2022; and
- Respond to questions from the Congress, Department, Office of Management and Budget, White House, and other interested parties in a timely manner, and report LIHEAP performance results as part of the Administration’s annual Congressional Justification.

The LIHEAP Performance Data Form for FFY 2022 will consist of three modules:

Module 1 (Grantee Survey)

Module 2 (Performance Measures) [Consists of Modules 2A, 2B, and 2C]

Module 3 (Optional Performance Measures)

Module 1 (Grantee Survey) collects LIHEAP data on sources and uses of funds, average benefits, and maximum income cutoffs for four-person households for each type of LIHEAP assistance provided in FFY 2022. All state LIHEAP grant recipients and the District of Columbia are **required** to complete Module 1.

Module 2 (Performance Measures) collects LIHEAP data on energy burden targeting, the restoration of home energy service, and the prevention of loss of home energy service during FFY 2022. All state LIHEAP grant recipients and the District of Columbia are **required** to complete Module 2.

Module 3 (Optional Performance Measures) allows state LIHEAP grant recipients and the District of Columbia to voluntarily report additional LIHEAP data on energy burden targeting, the restoration of home energy service, and the prevention of loss of home energy service during FFY 2022. Module 3 is **optional**.

Please note that neither Indian tribes/tribal organizations nor territories complete this form.

CONTENT:

CHANGES FROM FFY 2021 REPORTING – Module 1

The changes to the FFY 2021 items for Module 1 (the Grantee Survey) include the following:

- Item 12 of Section III has been updated to call for the “Previous unobligated ARPA Allotment, not Subject to 10% Carryover Limit.” It has also been opened to user editing.
- Item 13 of Section III was previously reserved for reporting on other supplemental funding and has been updated to include the IIJA Funds Allotment. This amount is pre-populated and locked from editing.
- Items 15 through 25 and Questions Q3 and Q4, comprising subsections D through F in Section IV, have been hidden to prevent user entry. That is because the funds they cover were appropriated by the Coronavirus Aid, Relief, and Economic Security Act (P.L. 116-136) (CARES Act), of which none remained available for obligation in FFY 2022.
- Previously reserved items in Section IV parts J through L are now open and required fields to report on Infrastructure Act supplemental LIHEAP funds obligated for different types of assistance and other permitted uses.

CHANGES FROM FFY 2021 REPORTING – Module 2

As with the prior FFY 2021 report, Module 2 includes three submodules. Each submodule is presented on a different tab in the Excel spreadsheet each grant recipient will receive.

- In Module 2A, grant recipients will report Performance Measures data in the same way that they have in previous years. All households with data should be included regardless of funding source.
- Module 2B is identical to the layout of 2A EXCEPT that the data reported in 2B will only be applicable to those households who received assistance sourced with LIHEAP CARES Act funds. Include households that received a benefit that was fully or partially funded with CARES Act funds. Exclude households that did not receive a benefit that was fully or partially funded by CARES Act funds.
- Module 2C is identical to the layout of 2A EXCEPT that the data reported in 2C will only be applicable to those households who received assistance sourced with LIHEAP ARPA funds. Include households that received a benefit that was fully or partially funded with ARPA funds. Exclude households that did not receive a benefit that was fully or partially funded by ARPA funds.

For each module, grant recipients will report on households assisted with funds that were expended in FFY 2022, regardless of the year in which those funds were obligated. This requirement is the same as that for FFY 2021.

Households that received funding from multiple sources should be reported in each of the relevant submodules, but the average benefit amounts reported for CARES and ARPA households should include only the portion of benefits funded through those funding sources.

For grant recipients that did not serve any households using either CARES or ARPA funds during the applicable FFY, those submodules will be left blank, but a note should be included explaining that no households with Performance Measures data were served with that funding source during that year.

SUBMISSION INSTRUCTIONS

The submission approach for the Performance Data Form for FFY 2022 will include four steps.

- OCS will provide each state LIHEAP grant recipient and the District of Columbia with a Microsoft Excel Spreadsheet. Each grant recipient will receive their own

specific spreadsheet that includes pre-populated information on the sources of available funds during FFY 2022.

- Each state LIHEAP grant recipient and the District of Columbia will need to enter their final report information into their designated Microsoft Excel Spreadsheet.
- Each state LIHEAP grant recipient and the District of Columbia will use the same platform (HHS' online Basecamp platform) that they used to submit their Performance Data Forms for FFY 2021. Recipients who have difficulty accessing that platform should contact their [LIHEAP liaison](#) for assistance. **The completed Microsoft Excel Spreadsheet must be submitted by uploading the file to the online Basecamp platform by January 31, 2023.**
- Once your LIHEAP Performance Data Form for FFY 2022 has been submitted, HHS' contractor APPRISE will review your submitted report and notify you of any reporting questions and assist with resolving any potential reporting issues. Each state LIHEAP grant recipient and the District of Columbia will be notified to confirm their report is considered complete.

As described above, the FFY 2022 Performance Data Form will be submitted using a designated Microsoft Excel Spreadsheet that must be uploaded to the online Basecamp platform. The Online Data Collection System (OLDC) will not be used, and the report is not available in OLDC at this time.

OCS recognizes the value of maintaining each year's official report in the OLDC system. Therefore, OCS plans to enter the data from this year's spreadsheet and last year's spreadsheet into OLDC. Thereafter, OCS plans to contact each state LIHEAP grant recipient and the District of Columbia at a later date to request that they validate and submit the data as entered.

REPORTING RESOURCES

This Action Transmittal includes two attachments to assist grant recipient with preparing their report.

- Attachment A provides the detailed instructions for completing the report.
- Attachment B provides a template version of the Microsoft Excel Spreadsheet. [Please note: Each state grant recipient and the District of Columbia will be provided with a customized version of this spreadsheet to use for completing and submitting their final report].

On behalf of OCS, APPRISE recently conducted multiple training webinars on completing the FFY 2022 LIHEAP Performance Data Form. Training webinar recordings are published on the [ACF LIHEAP Tools Training Resources webpage](#) as they become available. Please contact APPRISE to receive copies of the training webinar slides.

KEY REPORTING TIPS

Please review the following reporting tips as they will enhance the quality and timeliness of submitting and finalizing reported LIHEAP data to our office:

- *Meet the reporting deadline.* The deadline for submitting the report is January 31, 2023. If necessary, contact our office regarding challenges or assistance with completing the report.
- *Enter Data in the Applicable Fields.* Information should be entered in the appropriate location per the instructions. Please note that the Performance Data Form spreadsheet will have cells that are highlighted because they are locked from editing. These cells are not applicable or not subject to editing.
- *Read and review the reporting instructions.* Contact our office to clarify any instructions that are not clear. Understanding the reporting instructions will minimize our need to contact you for clarification or correction of your state's reported data, saving both our agencies time and effort. This also will enhance our timeliness in compiling, editing, and reporting the data. These instructions appear in Attachment A.
- *Cross check for consistency.* Check that the types of LIHEAP assistance reported on the LIHEAP Household Report and LIHEAP Performance Data Form are consistent with each other. Also, the types of LIHEAP assistance provided in FFY 2022 need to be consistent with what is indicated in the state Plan for FFY 2022, as amended. Indications of unobligated funds carried over to the next FFY in the Performance Data Form should match the state's FFY 2022 Carryover and Reallotment Report and the state's FFY 2022 Federal Financial Reports (SF-425s).
- *Use the 'notes' section.* Clarify data in the 'notes' section of the Form to explain why there may be missing or incomplete data and what is being done to rectify the problem(s).

IMPORTANT REMINDERS

- "Uses of Funds" represent a state's obligation of federal LIHEAP funds, **not expenditure of federal LIHEAP funds**. In some cases, obligated funds are not actually expended until after the end of the FFY.
- The total "Sources of All Funds" (shown in Item 15 of Section III of Module 1) must equal the total "Uses of All Funds" (shown in Item 49 of Section IV of Module 1).
- Report the annual or annualized maximum income cutoff for a four-person household in effect on October 1, 2021.
- Exclude the U.S. Department of Energy's Weatherization Assistance Program funds in reporting on obligated federal LIHEAP weatherization funds, if any, in Section IV of the Form.
- Report on all federal LIHEAP funds used to provide "other LIHEAP assistance." For the most part, this would include "other crisis assistance" to provide furnace or air conditioner repairs or replacements.
- Report on all federal LIHEAP funds obligated for "Other Permitted Uses of LIHEAP Funds." This includes Supplemental Nutrition Assistance Program (SNAP) households that were provided a nominal non-crisis LIHEAP payment.
- HHS has pre-populated the "Sources of Funds" figures Section III. Make sure that the figures on these items agree with those of your records. Items 5 and 12 of Section III are editable and can be updated by grant recipients, but all other items are locked from editing. Please review the instructions for further guidance on pre-populated data.
- The data reported in Module 2 (Performance Measures) should include households assisted with federal LIHEAP funds. The average benefit amounts in Part V should reflect all LIHEAP bill payment assistance benefits.

AVAILABLE TECHNICAL ASSISTANCE:

OCS has contracted with APPRISE to assist state LIHEAP grant recipients and the District of Columbia in completing their LIHEAP Performance Data Form for FFY 2022. APPRISE also will contact you, if necessary, to correct data errors and/or missing data identified in your report. The goal of the technical assistance available from our office and our contractor, APPRISE, is to assist grant recipients with identifying and resolving issues in order to facilitate successful and timely submission of reports.

Grant recipients requiring assistance to complete their report should contact their [regional LIHEAP liaison](#) and APPRISE as soon as possible.

INQUIRIES TO:

For questions regarding accurate completion of the LIHEAP Performance Data Form, contact:

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Administration for Children and Families
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For questions regarding accessing the online Basecamp platform, contact your [regional LIHEAP liaison](#).

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

/s/

Dr. Lanikque Howard
Director
Office of Community Services