



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 Dear Colleague Letter

DCL#: LIHEAP-DCL-2022-08

DATE: February 16, 2022

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

SUBJECT: Preparation for LIHEAP Quarterly Performance and Management Data Collection and Reporting

ATTACHMENT(S):

1. Draft LIHEAP Quarterly Performance and Management Report Instructions (PDF)
2. Draft LIHEAP Quarterly Performance and Management Report Form (XLSX)

Dear Colleagues,

Today, the Office of Community Services (OCS) is releasing drafts of the Quarterly Performance and Management Report and instructions for the Low Income Home Energy Assistance Program (LIHEAP). This letter provides information for grant recipients on how to prepare for initial reporting requirements.

Background

On January 11, 2022, 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 fiscal year (FY) 2022. This morning, OCS released a [Federal Register Notice](#) that includes instructions for public comment. As noted in the previous DCL, OCS will offer training and technical assistance (T/TA) on the new reporting requirements.

Purpose and Overview of the LIHEAP Quarterly Performance and Management Reports

OCS is implementing LIHEAP quarterly reporting to 1) help track critical performance indicators in almost real time as the LIHEAP Network administers a historic level of funding and 2) improve

our ability to provide targeted and tailored training and technical assistance (T/TA) to grant recipients to ensure that all available resources are being leveraged to meet the energy needs of vulnerable households.

The data collection asks grant recipients to report on:

- Total number of households assisted (and the total number of households assisted during the same quarter of the previous FY for comparison),
- Number of occurrences that LIHEAP prevented the loss of home energy/the number of occurrences that LIHEAP restored home energy, and
- Estimated use of LIHEAP funds by LIHEAP funding source.

Grant recipients are also asked to answer a series of questions about program modifications, needs, and innovative approaches, including training and technical assistance needs, changes to program policies, and collaborative efforts with other federal utility assistance programs. OCS has worked diligently to minimize the reporting burden to the greatest extent possible and to ensure that we are only collecting the data needed to strengthen the program and enhance OCS' ability to highlight the impact of LIHEAP.

Draft versions of the Quarterly Performance and Management Report and instructions are attached (please note these documents are still under Office of Management and Budget (OMB) review, OCS will notify grant recipients if any changes are made to report and instructions following OMB's review). OCS will distribute the final reporting form and instructions with additional information for submission via an Action Transmittal in early April. Reports will be submitted via an Excel spreadsheet.

As noted above, OCS has released a [Federal Register Notice](#) with instructions for public comment. We welcome and encourage public comment from our grant recipients and stakeholders. Following OMB's review (and OCS making any necessary changes requested by OMB), the Quarterly Performance and Management Report will be available for immediate preparation and data collection use. OCS will be assessing and considering public comments before finalizing the tool for use in the remainder of this fiscal year and future fiscal years.

Reporting Periods and Quarterly Performance and Management Reports Due Dates

The time periods and due dates for quarterly reports in the first reporting year are provided below.

FY 2022 reporting will begin with data from October 1, 2021, however the first and second quarters will be combined and due on April 29, 2022. For FY 2022, and since quarter 1 has already passed, OCS has consolidated quarters 1 and 2 to reduce the burden of reporting these quarters separately in the first year.

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**)

Training and technical assistance will be provided in March to provide grant recipients with an overview of the report and instructions.

INQUIRIES TO:

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

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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