

## **Instructions for *LIHEAP Household Report for FFY 2022 – Short Form***

Division of Energy Assistance  
Office of Community Services  
Administration for Children and Families  
The U.S. Department of Health and Human Services  
November 30, 2022

### **The Paperwork Reduction Act of 1995**

This information collection (OMB Control No. 0970-0060; Expiration Date: 05/31/2025) is conducted in accordance with the Low Income Home Energy Assistance Program (LIHEAP) statute (Public Law 97-35, as amended), and 45 CFR 96.82. Information received from this collection provides data to the Administration and Congress in its oversight of grantees' performance in administering the LIHEAP program.

Public reporting burden for this information collection (*LIHEAP Household Report for Federal Fiscal Years (FFY) 2022—Short Form*) is estimated to be an average burden of one (1) hour per respondent. The estimate includes the time for reviewing instructions, and gathering, editing, maintaining, and reporting the data.

The responses to this collection are required in order to obtain LIHEAP funding in accordance with Section 2605(c)(1)(G) of the LIHEAP statute. Specifically, this information collection is required of Indian Tribes/Tribal Organizations that received FFY 2022 block grant funds or funding authorized under the CARES Act (Public Law 116-136), enacted March 27, 2020 or the ARPA Act (Public Law 117-2), enacted March 11, 2021.

This information is not considered confidential; therefore, no additional safeguards are considered necessary beyond that customarily applied to routine government information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

### **Introduction**

Section 309 of the Human Services Amendments of 1994, Public Law 103-252, amended section 2605(c)(1)(G) of the LIHEAP statute to require grantees, as part of their annual LIHEAP grant application, to report certain data on households which apply for LIHEAP assistance and on households which receive LIHEAP assistance in the most recent Federal Fiscal Year.

### ***Federal LIHEAP funds***

Households could be assisted in FFY 2022 with the following Federal LIHEAP funds:

- FFY 2022 LIHEAP regular block grant funds,
- FFY 2021 LIHEAP block grant funds reallocated to FFY 2022,
- Regular LIHEAP funds carried over from FFY 2021 for obligation during FFY 2022,
- Regular LIHEAP funds obligated in FFY 2022 that were expended in FFY 2022
- CARES Act supplemental LIHEAP funding obligated by FFY 2021 and expended in FFY 2022
- American Rescue Plan Act (ARPA) supplemental LIHEAP funding obligated and

expended in FFY 2021

The purpose of the LIHEAP Household Report is to report on the number of households assisted with **all** available federal LIHEAP funds during FFY 2022, including those LIHEAP funds obligated in FFY 2021, but not expended until FFY 2022.

**LIHEAP funding includes all federal funds allocated to LIHEAP. To separately identify the impact of supplemental federal LIHEAP funding, HHS requires grantees to report three pieces of information for each item in the Household Report:**

- The first line is for grantees to report information for all households regardless of funding source. This is consistent with what grantees were required to report in the past. Grantees should report the total count of households, counting each household once if it received that type of assistance during FFY 2022. Report households assisted with regular LIHEAP funds, LIHEAP CARES funds, LIHEAP ARPA funds, or any combination of these funds.
- The second line is for grantees to report information on the subset of households that were assisted with CARES Act supplemental LIHEAP funding. 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. Important Note: This is a subset of the households reported in the first line, meaning that a household that received a benefit that was fully or partially funded with CARES Act funds should be reported in this line and in the first line as well.
- The third line is for grantees to report information on the subset of households that were assisted with American Rescue Plan Act supplemental LIHEAP funding. Include households that received a benefit that was fully or partially funded with ARPA Act funds. Exclude households that did not receive a benefit that was fully or partially funded by ARPA Act funds. Important Note: This is a subset of the households reported in the first line, meaning that a household that received a benefit that was fully or partially funded with ARPA Act funds should be reported in this line and in the first line as well.

### ***Basic Types of LIHEAP assistance***

LIHEAP grantees have the flexibility to choose which types of LIHEAP assistance best meet the needs of their low income households. Federal LIHEAP funds are used to provide the following basic types of assistance to households:

- heating assistance;
- cooling assistance;
- winter/year round crisis assistance;
- summer crisis assistance;
- other crisis assistance, and
- weatherization and energy-related home repairs.

The LIHEAP household data for FFY 2022 must be submitted to ACF by December 30, 2022.

## **General Requirements**

Your understanding of the reporting instructions will minimize our need to contact you for clarification or correction of your agency's reported data, saving both our agencies time and effort.

### ***Identifying Information***

Please include the following identifying information in your agency's *LIHEAP Household Report*: the name, email address, and telephone number of the person to be contacted if we need to follow up with your agency about its *LIHEAP Household Report*. You will not be able to submit the report through the Administration for Families and Children's Online Data Collection (OLDC) system if this information is not included.

### ***Reporting Period***

Household data are for the reporting period for FFY 2022 (October 1, 2021 - September 30, 2022). Grantees may operate their programs on a different program year (e.g., starting January 1 or July 1). However, complete household data still need to be reported for FFY 2022.

### ***Definition of Household***

The unit of LIHEAP counting is the household, not the head of household or persons in the households. LIHEAP household counts need to be consistent with Section 2603(5) of the LIHEAP statute that defines the term "household" as "any individual or group of individuals who are living together as one economic unit for whom residential energy is customarily purchased in common or who make undesignated payments for energy in the form of rent."

Given the above definition, a homeowner, a renter whose home energy costs are not included in its rent, and a renter whose home energy costs are included in its rent are counted as separate households. Also, a boarder who rents from a homeowner a basement with its own heating or cooling system is counted as a separate household.

### ***Households Assisted with Federal LIHEAP Funds***

Count all households assisted in FFY 2022 with regular **Federal** LIHEAP funds, as indicated above. Include all households that received LIHEAP weatherization assistance even if those funds were used under the Department of Energy's Low Income Weatherization Assistance Program.

### ***Unduplicated Household Counts***

Report unduplicated counts of household counts that received LIHEAP assistance, by type of LIHEAP assistance provided in FFY 2022. The concept of unduplicated counts means that an item, such as a household, is counted only once for a specific category. For example, a household receives two heating assistance benefits and three winter crisis assistance benefits. Count that assisted household once under the category of heating assistance and once under the

category of winter crisis assistance.

### ***Submission***

**September 1st** is the deadline for all grantees to submit their (estimated) *LIHEAP Household Report* as part of their LIHEAP plans. This year, grant recipients are required to submit their final data with the FFY 2022 Household Report by December 30, 2022. This date may be extended for tribal grantees if the state(s) in which the tribe is located agrees to a later date. The date may be extended for territorial grantees if HHS agrees to a later date.

Please submit the completed Household Report in OLDC.

OLDC can be accessed here: <https://home.grantsolutions.gov/home/>

If you have not yet created an account in OLDC, contact your [LIHEAP regional liaison](#) for assistance.