



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

Low Income Household Water Assistance Program Action Transmittal

AT#: LIHWAP-AT-2022-05

DATE: September 29, 2022

TO: Low Income Household Water Assistance Program (LIHWAP) Grant Recipients

SUBJECT: LIHWAP Quarter 4 Report Submission

ATTACHMENT(S): 1. [LIHWAP Quarterly Report Instructions](#)

Purpose

To provide the Low Income Household Water Assistance Program (LIHWAP) grant recipients with the LIHWAP Q4 Quarterly Report submission deadline of October 31, 2022 and additional submission information.

FY22 Q4 Quarterly Report Due Date

The FY22 Q4 Quarterly Report covering July 1, 2022 through September 30, 2022 is due **October 31, 2022 at 5pm ET**. Grant recipients should email their quarterly report to LIHWAPreports@acf.hhs.gov. Please copy your program specialist on the email submission.

Quarterly Report Form

Information for the FY22 Q4 Quarterly Report should be entered into the same Microsoft Excel document submitted as the Q3 Quarterly Report, on the tab labeled "Quarterly Q4". As with previous reports, the signature may be typed directly into the document and does not need to be an official e-signature.

Note: There is a new question in the Q4 report. Section 3 asks for information on changes to application status.

In addition to the report form, OCS is still asking for all grant recipients to submit a list of participating vendors along with their Q4 report. This list should include all vendors whether they are participating with a vendor agreement in place or through other established LIHWAP policies and procedures.

Instructional Videos

There are two instructional videos with information on how to fill out the quarterly report form.

[Recorded Presentation from the LIHWAP Data Report Webinar](#)

[Instructional Video for LIHWAP Quarterly Report Q3 and Q4 Updates](#)

Timetable for Quarterly Reports

The time periods and due dates for all Quarterly Reports in the first reporting year are provided below.

Report	Time Period Covered	Due Date
Quarter 1 Report	October 1, 2021 — December 31, 2021	January 31, 2022
Quarter 2 Report	January 1, 2022 — March 31, 2022	April 29, 2022
Quarter 3 Report	April 1, 2022 — June 30, 2022	July 29, 2022
Quarter 4 Report	July 1, 2022 — September 30, 2022	October 31, 2022

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

/s/

Lanikue Howard

Director

Office of Community Services