



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-2023-01

DATE: December 15, 2022

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

SUBJECT: LIHWAP Annual Report Submission

ATTACHMENT(S): 1. [LIHWAP Annual Report Instructions](#) 2. [LIHWAP Annual Report Form \(non 508 compliant\)](#)

Purpose

To remind the Low Income Household Water Assistance Program (LIHWAP) grant recipients of the LIHWAP FY 2022 Annual Report submission deadline of January 31, 2023, and to provide additional submission information.

This Action Transmittal also serves to notify LIHWAP grant recipients that the due date for the FY 2023 Q1 Quarterly Report has been extended to February 28, 2023

FY 2022 Annual Report Due Date

The FY 2022 Annual Report covering implementation through September 30, 2022 is due **January 31, 2023 at 5pm ET**. Grant recipients should email their annual report to LIHWAPreports@acf.hhs.gov. Please copy your program specialist on the email submission.

Annual Report Form and Instructions

Information for the FY 2022 Annual Report should be entered in the Microsoft Excel report form linked in Attachment 2. Grant recipients should complete all four tabs. The signature may be typed directly into the document and does not need to be an official e-signature.

Instructions on how to fill out the report are in Attachment 1.

Annual Report Webinar

The Office of Community Services (OCS) will host a webinar to provide training and technical assistance related to the LIHWAP Annual Report. The webinar will be held on Tuesday, January 10, 2023, from 1:00-2:30pm ET. Grant recipients can join the [Zoom webinar](#) at its start time.

OCS previously hosted a [webinar](#) to provide training and technical assistance related to the LIHWAP Annual Report on November 29, 2022.

Annual Report Office Hours

OCS will also host four office hours to support LIHWAP grant recipients as they work towards submitting the LIHWAP Annual Report. Each session will be limited to fourteen agencies at a time to maximize assistance, on a first come, first served basis. Please register for your preferred date by clicking on the session you want to attend below. Only one person from your agency should register even if multiple people from your agency will be attending the office hour.

- [Thursday, January 12, 2023, from 3:00-4:00pm ET](#)
- [Tuesday, January 17, 2023, from 1:00-2:00pm ET](#)
- [Wednesday, January 18, 2023, from 3:00-4:00pm ET](#)
- [Tuesday, January 24, 2023, from 1:00pm-2:00pm ET](#)

Quarterly Report Extension

The FY23 Q1 Quarterly Report covering October 1, 2022 through December 31, 2022 was originally due on January 31, 2023, the same day as the Annual Report. OCS has pushed this due date back to **February 28, 2023** so grant recipients can focus on the Annual Report in January. More information about the FY23 Q1 Quarterly Report will be sent in an Action Transmittal in January 2023.

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

/s/

Dr. Lanikque Howard
Director
Office of Community Services