



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-2021-03
DATE: April 7, 2021
TO: States, Territories
SUBJECT: Reminder Request for LIHWAP Designation Letter and Request for Decline of Funds
ATTACHMENT(S): Sample Decline of Funds Letter

Hello all,

This is a reminder that the Office of Community Services (OCS) requires a designation letter identifying a responsible governmental official who will be empowered to submit a state plan and to sign any required certifications or assurances regarding the new Low-Income Household Water Assistance Program (LIHWAP). This designation letter is essential for OCS to administer and send communications regarding this new program for emergency funding.

This designation letter was due to OCS on Monday, March 8, 2021. Our records indicate that you have not yet submitted the requested information. **You must submit this letter to the Office of Community services no later than Thursday, April 15, 2021.**

For more information, as well as an example of a designation letter, please refer to the Action Transmittal emailed from Lee Stevens (Lee.Stevens@hhs.gov) on February 22, 2021. (Subject: Notification and Action Request for FY 2021 Low-Income Household Water Assistance Program). You can also find the Action Transmittal [here](#).

If you choose not to apply for LIHWAP emergency funding, we are requesting that you send in an official letter declining funds by April 27th so that we are able to proceed with the LIHWAP funding release for interested states, territories, and tribes. An example of a letter declining funds is included as **Attachment A**. This letter must be signed by the governor's office within each state and U.S. territory.

If you have additional questions regarding this new program and eligibility, we encourage you to attend the upcoming *Low-Income Household Water Assistance Program (LIHWAP) Information and Feedback Sessions* on April 20th. Communication regarding conference registration and a detailed agenda will be disseminated prior to the meeting through a separate email, and will be available on the [LIHWAP webpage](#) by Monday, April 12, 2021. If you have additional questions that are unanswered after the feedback session, we encourage you to reach out to the LIHWAP States and Territories email at LIHWAPStates@acf.hhs.gov.

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

ATTACHMENT A – Sample Decline of Funds Letter

Dr. Lanique Howard
Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
330 C Street, SW
Washington, D.C. 20201

Dear Dr. Howard:

This letter is in response to the opportunity to apply or decline the Low-Income Household Drinking Water and Wastewater Assistance Program (LIHWAP) emergency funding.

The state of [State Name] will not be applying for LIHWAP emergency funds.

If you have additional questions, you may contact [Contact Name] at [Contact Number and Contact Email].

Sincerely

[Signed by Governor]

[Printed Name of Governor]