



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-2022-03

DATE: March 29, 2022

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

SUBJECT: LIHWAP Quarter 2 Report Submission

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

Purpose

To provide the Low Income Household Water Assistance Program (LIHWAP) grant recipients with the LIHWAP Q2 Quarterly Report submission deadline of April 29th, 2022 and additional submission information.

FY22 Q2 Quarterly Report Due Date

The FY22 Q2 Quarterly Report covering January 1, 2022 through March 31, 2022 is due **April 29, 2022 at 5PM EST**. Grant recipients should email their quarterly report to LIHWAPreports@acf.hhs.gov. Please copy your program specialist on the email submission.

Quarterly Report submissions are required of all grant recipients regardless of LIHWAP implementation status. Grant recipients that have not begun issuing benefits payments on behalf of households, only need to respond to sections III and IV (however, questions that are not applicable can be answered by inputting N/A). Please leave section 1 blank if it is also not applicable.

Quarterly Report Form

Information for the **FY22 Q2 Quarterly Report** should be entered into the same Microsoft Excel document submitted as the Q1 Quarterly Report, on the tab labeled "Quarterly Q2". As with the Q1 report, **the signature** may be typed directly into the document and does not need to be an official e-signature.

Note: If you use a software other than Microsoft Office to edit the form, the checkbox option may not appear in Section III, Question 3 (Have you begun to accept applications for LIHWAP?). If a checkbox does not appear please complete the following steps to complete your reply:

- If you have started accepting application, press Control + Enter in cell B29 to add a “Y” beneath the “Yes”. Enter the date (MM/DD/YYYY) you started accepting applications in cell C29 (use Control + Enter to add to the cell).
- If you have not started accepting applications, please enter “N” in cell D29 beneath the “No,” and the estimated date (MM/DD/YYYY) for accepting applications in E29 (use Control + Enter to add information to each cell).

What to Expect from Quarterly Reports

Quarterly reports provide critical information on the status of program implementation. Some of the data in the submitted and approved Quarterly Report forms will be inserted in the LIHWAP Data Dashboard for public access.

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 grantees.

/s/

Lauren Christopher
Director, Division of Energy Assistance
Office of Community Services