



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-2023-03

DATE: January 26, 2023

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

SUBJECT: LIHWAP FY 2023 Quarter 1 Report Submission

ATTACHMENT(S): 1. [LIHWAP FY 2023 Quarterly Report Instructions](#)
2. [LIHWAP FY 2023 Quarterly Report Form](#)

Purpose

To provide the Low Income Household Water Assistance Program (LIHWAP) grant recipients with the LIHWAP FY 2023 Q1 Quarterly Report submission deadline of February 28, 2023 and additional submission information.

FY 2023 Q1 Quarterly Report Due Date

The FY 2023 Q1 Quarterly Report covering October 1, 2022 through December 31, 2022 is due **February 28, 2023 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 FY 2023 Q1 Quarterly Report should be entered into the LIHWAP FY 2023 Quarterly Report Form (Attachment 2) on the tab labeled "Quarterly Q1." As with previous reports, the signature may be typed directly into the document and does not need to be an official e-signature.

Note: Fiscal Year 2023 is a new quarterly report document. Please use the attached quarterly report excel spreadsheet and not the quarterly report document from Fiscal Year 2022.

Timetable for Quarterly Reports

The time periods and due dates for all Quarterly Reports for FY 2023 are provided below.

Report	Time Period Covered	Due Date
Quarter 1 Report	October 1, 2022 — December 31, 2022	February 28, 2023
Quarter 2 Report	January 1, 2023 — March 31, 2023	April 28, 2023
Quarter 3 Report	April 1, 2023 — June 30, 2023	July 31, 2023
Quarter 4 Report	July 1, 2023 — September 30, 2023	October 31, 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