



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Community Services | 330 C Street, S.W., Washington, DC 20201  
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## Low Income Household Water Assistance Program Action Transmittal

**AT#:** ACF-OCS-LIHWAP-AT-2024-02

**DATE:** January 29, 2024

**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 \(non-508 compliant\)](#)

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### Purpose

To remind Low Income Household Water Assistance Program (LIHWAP) grant recipients without a no-cost extension (NCE) of the LIHWAP federal Fiscal Year 2023 (FY23) Annual Report submission deadline of February 29, 2024 and to provide additional submission information.

### FY23 Annual Report Due Date

The FY23 Annual Report covering the period of October 1, 2022 through September 30, 2023 is due February 29, 2024 by 5pm EST for grant recipients without an NCE. Grant recipients should email their annual report to [LIHWAPreports@acf.hhs.gov](mailto:LIHWAPreports@acf.hhs.gov). Please copy your program specialist on the email submission.

For grant recipients with an NCE, an Annual Report will be due on July 31, 2024. This report will cover the period of October 1, 2022 through March 31, 2024.

### Annual Report Form and Instructions

Information for the FY23 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 Training Materials

The Annual Report Excel form and instructions have not changed from the FY22 report submission. Previously released training materials for the Annual Report remain relevant and can be used when completing this report. Please note that some items which were previously optional for FY22 are required for FY23. Training materials include:

- [LIHWAP Annual Report Training](#) (video)

Please reach out to your assigned program specialist with any questions about completing the LIHWAP FY23 Annual Report.

Thank you for your attention to these matters. The Office of Community Services (OCS) looks forward to continuing to provide high-quality services to OCS partners.

/s/

Megan Meadows

Director, Division of Energy Assistance

Office of Community Services