



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

Dear Colleague Letter

AT#: LIHWAP-AT-2022-04

DATE: June 22, 2022

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

SUBJECT: LIHWAP Quarter 3 Report Submission

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

Purpose

To provide the Low Income Household Water Assistance Program (LIHWAP) grant recipients with the LIHWAP Q3 Quarterly Report submission deadline of July 29, 2022 and additional submission information.

New Quarterly Report Form

A new quarterly report form will go into effect for quarter 3. Your program Specialist will email you the updated report form with your Quarter 1 and Quarter 2 data already inputted. Please input your quarter 3 data into this Excel spreadsheet on the tab labeled 'Quarterly Q3'. As with the previous quarterly reports, the signature may be typed directly into the box and does not need to be an official e-signature.

Updates to the Quarterly Report

There are two new sections in the quarter 3 report. Section 3 now asks for information on changes to vendor agreements and service area, and section 5 now asks for information on use of program funds. Please refer to the attached report instructions to better understand these new requirements. Additionally, OCS created an instructional video to walk through the report changes, as well as provide useful tips for completing and submitting the quarterly report.

[Instructional Video for LIHWAP Quarterly Report Updates](#)

An important note, in addition to the updates to the report form OCS is now asking for all grant recipients to submit a list of participating vendors along with their quarter 3 report. This list should

include all vendors whether they are participating with a vendor agreement in place or through other established LIHWAP policies and procedures

FY22 Q3 Quarterly Report Due Date

The FY22 Q3 Quarterly Report covering April 1, 2022 through June 30, 2022 is due **July 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.

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/

Dr. Lanikue Howard
Director
Office of Community Services