



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

DCL#: LIHWAP-DCL-2021-17
DATE: September 27, 2021
TO: LIHWAP Tribal Grantees Awarded Under the Second Funding Release
SUBJECT: Training and Technical Assistance Office Hours
ATTACHMENT(S): N/A

Dear Colleagues,

The purpose of this message is to notify Low-Income Household Water Assistance Program (LIHWAP) grantees of the upcoming *opportunities to receive training and technical assistance from OCS staff regarding the LIHWAP Implementation Plan*. As a reminder, the LIHWAP Implementation Plan is due Friday, October 15, 2021 for tribal grantees that were awarded under the second funding release. Additional information about the LIHWAP Implementation plan can be found at [AT-2021-11 Action Letter for October FY2021](#).

LIHWAP Implementation Plan Office Hours

OCS will host **two office hour sessions** to support Tribal LIHWAP grantees as they develop their LIHWAP Implementation Plan. During office hours, OCS staff will be available to answer general questions about the LIHWAP program and the Implementation Plan, as well as specific questions about each grantee's LIHWAP Plan.

Each session will be limited to twelve agencies at a time to maximize assistance, on a first come, first served basis. We are asking grantees to pre-register and include any potential questions you would like to be addressed by OCS staff in the registration form. This does not preclude grantees from asking additional questions during the session. Instead, it will allow us to cover frequently asked questions early on in the session and/or through written guidance, so we can maximize the time we have during each office hour.

The Implementation Plan Office Hours are as follows:

1. **Thursday, October 7th, 2021, from 2:00 – 3:00 p.m. (ET).**
2. **Thursday, October 14th, 2021, from 2:00 – 3:00 p.m. (ET).**

Please fill out this survey to register for one of the above sessions: [Implementation Plan Office Hours](#).

Registration will close 48 hours before each session.

Confirmations and Notifications

After filling out the survey, we encourage you to make note of the date and time of the office hour that you signed up for. If you are one of the first twelve agencies to sign up for a particular session, we will send out an email confirming your registration at least 48 hours before the session. This email will also include all of the information needed to access the Microsoft Teams meeting.

If we reach the maximum number of participants for any given session, we will create a waitlist and you will receive confirmation approximately 48 hours before the session that you have been placed on the waitlist. If a spot opens up for the office hour you selected, we will aim to notify you at least 24 hours before the session.

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