



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Community Services | 330 C Street, S.W., Washington, DC 20201  
[www.acf.hhs.gov/ocs](http://www.acf.hhs.gov/ocs)

## Low Income Household Water Assistance Program

### Dear Colleague Letter

**DCL#:** LIHWAP-DCL-2023-08

**DATE:** February 8, 2023

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

**SUBJECT:** Maximize LIHWAP Spend Down with Forecasting Pre-Recorded Webinar

**ATTACHMENT(S):**

1. [Maximize LIHWAP Spend Down with Forecasting PowerPoint Slides](#)
2. [LIHWAP Forecast \(Not 508-compliant\)](#)
3. [LIHWAP Forecast Instructions](#)

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Dear Colleagues,

The Office of Community Services (OCS) is pleased to announce a new training and technical assistance webinar for LIHWAP grant recipients. The ***Maximize LIHWAP Spend Down with Forecasting*** is a pre-recorded webinar hosted by Lux Consulting Group, the LIHWAP tribal training and technical assistance team. The webinar is designed to help grantees complete the LIHWAP Forecast.

In addition to the webinar, there will be three office hours sessions where LIHWAP grant recipients can receive small group training and technical assistance related to the LIHWAP Forecast.

#### LIHWAP Forecasting

OCS is asking all LIHWAP grant recipients to submit a LIHWAP Forecast to support monitoring and expenditure of LIHWAP funds. The LIHWAP Forecast is an Office of Management and Budget (OMB) approved form. It provides a snapshot of current expenditures and requires each LIHWAP grant recipient to develop monthly expenditure targets for remaining LIHWAP grant funds. The Forecast Form is due **March 6, 2023** and must be submitted to [LIHWAPReports@acf.hhs.gov](mailto:LIHWAPReports@acf.hhs.gov) with a copy to your program specialist.

## Maximize LIHWAP Spend Down with Forecasting Webinar

The ***Maximize LIHWAP Spend Down with Forecasting*** webinar provides step by step instructions for how to use the LIHWAP Forecast Form. The webinar is pre-recorded, allowing LIHWAP administrators to access it online at any time. It expands on information from [LIHWAP AT-2023-04](#), which requests the submission of a LIHWAP Forecast from all grant recipients and provides links to the [LIHWAP Forecast Form](#) and [LIHWAP Forecast Instructions](#).

Link to [Maximizing LIHWAP Spend Down Forecasting Webinar](#)

## Upcoming Office Hours

The Lux tribal training and technical assistance team will host office hours three times in the month of February, for grant recipients, to answer any questions about the content of the webinar and to provide training and technical assistance with the forecasting or spend down processes. The dates and times of the office hours are listed below. Registration for office hours will be capped at 15 grant recipients per session on a first come, first served basis. Please register for your preferred date by clicking on the session you want to attend below.

- **Office Hours for Tribes:** [Thursday, February 16, 2023 at 2:00 p.m. Eastern](#)
- **Office Hours for all LIHWAP States and Tribes:** [Wednesday, February 22, 2023 at 3:00 p.m. Eastern](#)
- **Office Hours for Tribes:** [Thursday, March 2, 2023 at 2:00 p.m. Eastern](#)

Please contact your LIHWAP program specialist with any questions about this communication or the LIHWAP Forecast.

Thank you for your attention to these matters. OCS looks forward to continuing to provide high-quality services to OCS partners.

/s/

Dr. Lanikue Howard  
Director  
Office of Community Services