



ADMINISTRATION FOR
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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-2024-01

DATE: January 8, 2024

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

SUBJECT: LIHWAP Closeout Activities Webinar

ATTACHMENT(S): NA

Dear Colleagues,

The purpose of this Dear Colleague Letter is to provide dates and registration information for office hours, hosted by the Office of Community Services (OCS), to discuss any pending questions related to the federal Fiscal Year (FY) 2023 LIHWAP Annual Report.

As a reminder, the LIHWAP Annual Report (covering the period of October 1, 2022 through September 30, 2023) is due on February 29, 2024 for LIHWAP grant recipients who did not receive a no-cost extension (NCE) for their program. For grant recipients with an NCE in place, the Annual Report (covering the period of October 1, 2022 through March 31, 2024) will be due on July 31, 2024.

OCS will host three office hours sessions in January for LIHWAP grant recipients. Each session will be capped at 15 participants to ensure adequate coverage from OCS staff. The dates and times are:

- [Wednesday, January 17, 2024 at 3:00pm EST](#) (reserved for tribal grant recipients only)
- [Tuesday, January 23, 2024 at 3:00pm EST](#)
- [Thursday, January 25, 2024 at 3:00pm EST](#)

OCS has previously released reference materials which may be useful for completing the FY2023 Annual Report. These include:

- [LIHWAP Closeout Activities Webinar](#) (video)

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

The LIHWAP Annual Report form has not changed since the FY22 submission. All instructional materials remain relevant; however, please note that some items which were previously optional for FY22 are required for FY23.

Please reach out to your program specialist with any questions, and we look forward to seeing you at our office hours!

Thank you for your attention to these matters. 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