



ADMINISTRATION FOR
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Low Income Household Water Assistance Program Action Transmittal

AT#: ACF-OCS-LIHWAP-AT-2024-01

DATE: January 11, 2024

TO: Low Income Household Water Assistance Program (LIHWAP) Grant Recipients with No Cost Extensions

SUBJECT: LIHWAP FY 2024 Quarter 1 Report Submission

ATTACHMENT(S): 1. [LIHWAP Quarterly Report Instruction](#) (PDF)
2. [LIHWAP Quarterly Report Form](#) (XLSX)

Purpose

This Action Transmittal (AT) provides LIHWAP grant recipients that were approved for a No Cost Extension (NCE) with the LIHWAP federal Fiscal Year (FY) 2024 Quarterly Report, Quarter 1 (Q1) submission deadline of January 31, 2024 and additional submission information.

FY24 Q1 Quarterly Report Due Date

The FY24 Q1 Quarterly Report covering October 1, 2023 through December 31, 2023 is due **January 31, 2024 at 5:00 p.m. EST**. Grant recipients should email their quarterly report to LIHWAPreports@acf.hhs.gov. Please copy your program specialist on the email submission. This submission is only required for LIHWAP grant recipients that were approved for an NCE. LIHWAP grant recipients without an NCE are not required to submit FY24 quarterly reports.

Quarterly Report Form

Information for the FY24 Q1 Quarterly Report should be entered into the LIHWAP FY24 Quarterly Report Form (Attachment 2) on the tab labeled "Quarterly Q1." As with previous reports, the signature may be typed directly into the document and does not need to be an official e-signature.

Timetable for Quarterly Reports

The time periods and due dates for all Quarterly Reports for FY24 are provided below.

REPORT	Time Period Covered	Due Date
QUARTER 1 REPORT	October 1, 2023 to December 31, 2023	January 31, 2024
QUARTER 2 REPORT	January 1, 2024 to March 31, 2024	April 30, 2024

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