Low Income Household Water Assistance Program

Action Transmittal

AT#: LIHWAP-AT-2022-01

DATE: January 5, 2022

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

SUBJECT: LIHWAP Quarterly Report Submission

ATTACHMENT(S): 1. LIHWAP Quarterly Report Instructions (PDF)
2. LIHWAP Quarterly Report Form (XLSX)

Purpose

To provide LIHWAP grant recipients with the LIHWAP Quarterly Report Form and instructions, and to confirm the Quarterly Report submission deadline of January 31st, 2022.

Background

On October 22, 2022, OCS published Dear Colleague Letter (DCL) 2022-01 Report Forms Updated FY2022 to notify LIHWAP recipients of the requirement to submit quarterly and annual reports to OCS as required by the LIHWAP Terms and Conditions. The LIHWAP reporting process is designed to provide critical information for this emergency effort. Reports submitted by grant recipients will help to:

- Ensure that LIHWAP, an emergency and temporary program, is implemented effectively and efficiently;
- Provide reliable and complete fiscal and household data for OCS analysis and reporting to Congress and the public; and
- Respond to questions from the Congress, Department of Health and Human Services, Office of Management and Budget (OMB), White House and other interested parties in a timely and accurate manner.
FY22 Q1 Quarterly Report Due Date

The FY22 Q1 Quarterly Report covering implementation through December 31, 2021 is due January 31, 2022 at 5PM EST. Grant recipients should email their quarterly report to LIHWAPreports@acf.hhs.gov.

Quarterly Report submissions are required of all grant recipients regardless of LIHWAP implementation status. Grant recipients that have not begun issuing benefits payments on behalf of households, only need to respond to sections III and IV (however, questions that are not applicable can be answered by inputting N/A). Please leave section 1 blank if it is also not applicable.

Note: If you use a software other than Microsoft Office to edit the form, the checkbox option may not appear in Section III, Question 3 (Have you begun to accept applications for LIHWAP?). If a checkbox does not appear please complete the following steps to complete your reply:

- If you have started accepting application, press Control + Enter in cell B29 to add a “Y” beneath the “Yes”. Enter the date (MM/DD/YYYY) you started accepting applications in cell C29 (use Control + Enter to add to the cell).
- If you have not started accepting applications, please enter “N” in cell D29 beneath the “No,” and the estimated date (MM/DD/YYYY) for accepting applications in E29 (use Control + Enter to add information to each cell).

What to Expect from Quarterly Reports

As a reminder, during the first year of reporting, grant recipients will submit brief quarterly reports with critical information on the status of program implementation, this information can be actual or estimated. The Quarterly Report forms include information on:

- Total households assisted,
- Assistance provided by service type (i.e., restoration of services households, prevention of disconnection of services households, and reducing rates charged households),
- LIHWAP implementation information (i.e., number of water vendors the grant recipient has entered into an agreement with, barriers to vendor agreement execution, grant recipient application start date/estimated start date, areas of the state, tribe or territory that have not begun full program implementation, and (if applicable) subgrantee agreements execution, and
- Performance management information including notable accomplishments achieved and challenges encountered during the reporting period, additional unmet water and wastewater needs in the grant recipient’s service areas, and additional training/technical assistance needs.
Timetable for Quarterly Reports

The time periods and due dates for all Quarterly Reports in the first reporting year are provided below.

<table>
<thead>
<tr>
<th>Report</th>
<th>Time Period Covered</th>
<th>Anticipated Due Date</th>
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<tbody>
<tr>
<td>Quarter 1 Report</td>
<td>October 1, 2021 – December 31, 2021</td>
<td>January 31, 2022</td>
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<tr>
<td>Quarter 2 Report</td>
<td>January 1, 2022 – March 31, 2022</td>
<td>April 29, 2022</td>
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<tr>
<td>Quarter 3 Report</td>
<td>April 1, 2022 – June 30, 2022</td>
<td>July 29, 2022</td>
</tr>
<tr>
<td>Quarter 4 Report</td>
<td>July 1, 2022 – September 30, 2022</td>
<td>October 31, 2022</td>
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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