



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-2022-02

**DATE:** November 9, 2021

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

**SUBJECT:** Training Opportunities for the LIHWAP Quarterly Report

**ATTACHMENT(S):** N/A

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Dear Colleagues,

This letter provides grant recipients with information on the LIHWAP data report public comment period, reporting requirements, and training opportunities for both the LIHWAP Annual and Quarterly Performance and Management Report (referred to hereafter as either the Annual or Quarterly Report).

#### Background

On October 22<sup>nd</sup>, 2021 the Office of Community Services (OCS) [released the reporting materials and instructions](#) for the Low Income Household Water Assistance Program (LIHWAP). Subsequently, a [60-day Federal Register Notice](#) for the Office of Community Services Data Collection for the Low Income Household Water Assistance Program Reports was published on October 26, 2021. The notice invites public comments related to the proposed LIHWAP data collection.

OCS requested an **expedited review** for the LIHWAP reporting data collection from the Office of Management and Budget (OMB). This expedited process will allow OCS to begin using the proposed data collection instrument immediately for Quarter 1 and Quarter 2 LIHWAP reports. Comments received as a result of the federal register's notice will be incorporated into the final quarterly reporting format, which will be used for quarter 3 and beyond. After the closure of the public comment period, OCS will make any needed changes to the data forms based on feedback and distribute the report forms to all grant recipients accordingly. Please note that the final format will not include new or additional requests for information.

## Quarterly Report Information and Due Dates

The LIHWAP Quarterly Performance and Management Report attached to the [October 22, 2021 Dear Colleague Letter](#) will be the version the grant recipients will submit for **quarter 1 and quarter 2**. The due dates for the Quarterly and Annual Reports are stated below.

The time periods and anticipated due dates for quarterly reports in the first reporting year are provide below.

Report	Time Period Covered	Anticipated Due Date
Quarter 1 Report	October 1, 2021 – December 31, 2021	January 31, 2022
Quarter 2 Report	January 1, 2022 – March 31, 2022	April 29, 2022
Quarter 3 Report	April 1, 2022 – June 30, 2022	July 29, 2022
Quarter 4 Report	July 1, 2022 – September 30, 2022	October 31, 2022

## LIHWAP Annual Reporting Period and Due Dates:

The LIHWAP Annual Report will be due January 31st of each year, starting January 2023.

FY 2022: Implementation – September 30, 2022 (Report due January 31, 2023)

FY 2023: October 1, 2022 – September 30, 2023 (Report due January 31, 2024)

## Trainings and Webinars

Over the next three months, OCS will host several training and technical assistance opportunities dedicated to the LIHWAP data reports.

## LIHWAP Data Report Webinar

The LIHWAP data report webinars will provide training and technical assistance related to the LIHWAP Quarterly and Annual Reports, with a significant focus on the quarterly reports. OCS will host two virtual meetings on **Thursday, November 18<sup>th</sup>, from 2:30-4:00pm (ET) and Tuesday, December 7<sup>th</sup>, from 2:30-4:00pm (ET)**. These meetings are intended for all state, territory, and tribal LIHWAP grantees.

## Registration Information

Registration information is provided below:

**[Thursday, November 18<sup>th</sup>, from 2:30-4:00pm \(ET\)](#)**

**[Tuesday, December 7<sup>th</sup>, from 2:30-4:00pm \(ET\)](#)**

## Office Hours

OCS will also host eight office hours to support State, Territory, and Tribal LIHWAP grant recipients as they begin implementation and collect the necessary data for reporting requirements. **Each session will be limited to twelve agencies at a time to maximize**

**assistance, on a first come, first served basis.** We are asking grant recipients 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 grant recipients 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.

Two of the eight office hours has been designated specifically for Tribes; however, tribal grantees can feel free to sign up for any of the office hour sessions. The Data Report Office Hours are as follows:

1. **Monday, November 29<sup>th</sup>, from 2:00-3:00pm (ET)**
2. **Thursday, December 9<sup>th</sup>, from 2:00 - 3:00 p.m. (ET).** (This is session is specifically for tribal grantees.)
3. **Thursday, December 9<sup>th</sup>, from 3:30 - 4:30 p.m. (ET).**
4. **Tuesday, December 14<sup>th</sup>, from 2:00 - 3:00 p.m. (ET).**
5. **Wednesday, January 5<sup>th</sup>, from 2:00 - 3:00 p.m. (ET).**
6. **Wednesday, January 5<sup>th</sup>, from 3:30 - 4:30 p.m. (ET).** (This is session is specifically for tribal grantees.)
7. **Wednesday, January 12<sup>th</sup>, from 3:00 - 4:00 p.m. (ET).**
8. **Wednesday, January 19<sup>th</sup>, from 3:00 - 4:00 p.m. (ET).**

#### **Registration Information**

*Please fill out this [invitation to register](#) for one of the above sessions: LIHWAP Data Report Office Hours.*

**\*Please use Chrome, Edge, or Firefox to register. Registration will close 48 hours before each 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