

# Instructions for *LIHEAP Household Report for FFY 2012*—Short Form

Division of Energy Assistance/OCS/ACF

August 3, 2012

## The Paperwork Reduction Act of 1995

This information collection (OMB Control No. 0970-0060; Expiration Date: 10/31/14) is conducted in accordance with the Low Income Home Energy Assistance Program (LIHEAP) statute (Public Law 97-35, as amended), and 45 CFR 96.82. Information received from this collection provides data to the Administration and Congress in its oversight of grantees' performance in administering the LIHEAP program.

Public reporting burden for this information collection (*LIHEAP Household Report for Federal Fiscal Year (FFY 2012)*—**Short Form**) is estimated to be an average burden of 1 hour per respondent. The estimate includes the time for reviewing instructions, and gathering, editing, maintaining, and reporting the data.

The responses to this collection are required in order to obtain LIHEAP funding in accordance with Section 2605(c)(1)(G) of the LIHEAP statute. Specifically, this information collection is required of Indian Tribes/Tribal Organizations and Insular Areas (other than the Commonwealth of Puerto Rico) that are applying for FFY 2013 funds.

This information is not considered confidential; therefore, no additional safeguards are considered necessary beyond that customarily applied to routine government information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## Introduction

Section 309 of the Human Services Amendments of 1994, Public Law 103-252, amended section 2605(c)(1)(G) of the LIHEAP statute to require grantees, as part of their annual LIHEAP grant application, to report certain data on households which apply for LIHEAP assistance and on households which receive LIHEAP assistance in the most recent Federal Fiscal Year.

### ***Federal LIHEAP funds***

Households could be assisted in FFY 2012 with the following Federal LIHEAP funds:

- FFY 2012 LIHEAP regular block grant funds and, if applicable, leveraging incentive funds;
- LIHEAP funds carried over from FFY 2011;
- LIHEAP funds obligated in FFY 2011 that were expended in FFY 2012;
- Assurance 16 and REACH funds, if any, used for LIHEAP; and
- oil overcharge (Petroleum Violation Escrow) funds, if any, designated for LIHEAP.

The purpose of the *LIHEAP Household Report* is not only to report on the number of households assisted with appropriated FFY 2012 LIHEAP funds. The purpose is to report on the number of households assisted with **all** available LIHEAP funds during FFY 2012, including those LIHEAP funds obligated in FFY 2011, but not expended until FFY 2012.

### ***Basic Types of LIHEAP assistance***

LIHEAP grantees have the flexibility to choose which types of LIHEAP assistance best meet the needs of their low income households. Federal LIHEAP funds are used to provide the following basic types of assistance to households:

- heating assistance;
- cooling assistance;
- winter/year round crisis assistance;
- summer crisis assistance; and
- weatherization and energy-related home repairs.

LIHEAP grant applications will not be considered complete without submission of the data in the *LIHEAP Household Report*, including the identifying information. Consequently, a FFY 2013 LIHEAP grant will not be awarded to a grantee until its completed *LIHEAP Household Report* for FFY 2012 is received, and all other application requirements have been completed.

Given that the *LIHEAP Household Report for FFY 2012* needs to be included as part of the LIHEAP grant application for FFY 2013, estimated counts of household data will be accepted for any of the *LIHEAP Household Report's* data elements so as not to delay the awarding of LIHEAP grants for the following FFY. Final LIHEAP household data for FFY 2012 need to be submitted to us by **December 15, 2012**.

### **General Requirements**

Your understanding of the reporting instructions will minimize our need to contact you for clarification or correction of your agency's reported data, saving both our agencies time and effort.

#### ***Identifying Information***

Please include the following identifying information in your agency's *LIHEAP Household Report*: the name, date, and telephone number of the person to be contacted if we need to follow up with your agency about its *LIHEAP Household Report*. The Report will be considered incomplete if this information is not included. Also, include the date for any subsequent submission of a revised *LHEAP Household Report*.

#### ***Reporting Period***

Household data are for the reporting period for FFY 2012 (October 1, 2011 - September 30, 2012). Grantees may operate their programs on a different program year (e.g., starting January 1 or July 1). However, complete household data still need to be reported for FFY 2012.

#### ***Definition of Household***

The unit of LIHEAP counting is the household; not the head of household or persons in the households. LIHEAP household counts need to be consistent with Section 2603(5) of the

LIHEAP statute that defines the term "household" as “any individual or group of individuals who are living together as one economic unit for whom residential energy is customarily purchased in common or who make undesignated payments for energy in the form of rent.”

Given the above definition, a homeowner, a renter whose home energy costs are not included in its rent, and a renter whose home energy costs are included in its rent are counted as separate households. Also, a boarder who rents from a homeowner a basement with its own heating or cooling system is counted as a separate household.

### ***Households Assisted Only with Federal LIHEAP Funds***

Count all households assisted in FFY 2012 only with **Federal** LIHEAP funds, as indicated above. Include all households that received LIHEAP weatherization assistance even if those funds were used under the Department of Energy’s Low Income Weatherization Assistance Program.

### ***Unduplicated Household Counts***

Report unduplicated counts of household counts that received LIHEAP assistance, by type of LIHEAP assistance provided in FFY 2012. The concept of unduplicated counts means that an item, such as a household, is counted only once for a specific category. For example, a household receives two heating assistance benefits and three winter crisis assistance benefits. Count that assisted household once under the category of heating assistance and once under the category of winter crisis assistance.

### ***Submission***

As with the LIHEAP state plans for FFY 2013, **September 1, 2012** is the deadline for all grantees to submit their *LIHEAP Household Report for FFY 12*. (This date may be extended for tribal grantees if the state(s) in which the tribe is located agrees to a later date. The date may be extended for state or territorial grantees if HHS agrees to a later date.)

Please submit the completed Household Report as an Excel file to:

[LIHEAPsubmission@acf.hhs.gov](mailto:LIHEAPsubmission@acf.hhs.gov)