

Attachments to LIHEAP Supporting Statement for *LIHEAP Household Report*

- A. *LIHEAP Household Report for FY 2006*
- B. Information Collection Notice published on August 26, 2006 in the *Federal Register* (71 FR 50923-50924) requesting comments about renewal of OMB approval of *LIHEAP Household Report*, as revised
- C. OCS' e-mail to State LIHEAP Directors, dated September 7, 2006, that included the Information Collection Notice, as published in the *Federal Register* on August 26, 2006
- D. LIHEAP AT 06-10, dated September 26, 2006, requesting comments on the renewal of OMB approval of the *LIHEAP Household Report*, as revised
- E. OCS' e-mail to the Department of Energy's Weatherization Assistance Program and four national organizations, dated September 29, 2006, requesting their comments on the proposed changes to the *LIHEAP Household Report*
- F. OCS e-mail, dated February 9, 2007, advising State LIHEAP Directors that the proposed additional data elements were on hold, and requesting State LIHEAP Directors' assistance in developing an estimate of the annual average marginal costs to the States for collecting the additional data
- G. Reporting of LIHEAP household data by:
 - Grantee household data to HHS, as required by section 2605(c)(1)(G) of the LIHEAP statute (42 U.S.C. 8624 and
 - ACF household data to Congress, as required by sections 2610(a)(4), (5), and (b) of the LIHEAP statute (42 U.S.C. 8629.
- H. Written State comments concerning the Information Collection Notice published on August 26, 2006
- I. Issues raised by the States about reporting on frail elderly households and ACF responses to issues
- J. Written State comments compiled by the National Energy Assistance Directors' Association
- K. Proposed *LIHEAP Household Report for FY 2009 and Instructions* and Proposed *LIHEAP Household Report for FY 2010*
- L. Proposed *LIHEAP Household Report for FY 2011*
- M. State-level LIHEAP household data tables for Appendix D of the *LIHEAP Report to Congress for FY 2004*
- N. National-level LIHEAP household data tables for Part III of the *LIHEAP Report to Congress for FY 2004*

ATTACHMENT A

Grantee Name: _____

Contact Person: _____

Phone: _____

Date: 08/24/2007 (revised)

The *LIHEAP Household Report--Long Format* is for use by the 50 States, District of Columbia, and insular areas with annual LIHEAP allotments of \$200,000 or more. This Federal Report provides data on both LIHEAP recipient and applicant households for Federal Fiscal Year (FFY) 2006, the period of October 1, 2005 - September 30, 2006. The Report consists of the following sections: (1) **Recommended Long Format for LIHEAP Assisted Households** and (2) **Recommended Format for LIHEAP Applicant Households**. Data on assisted households are included in the Department's annual *LIHEAP Report to Congress*. The data are also used in measuring targeting performance under the Government Performance and Results Act of 1993. As the reported data are aggregated, the information in this report is not considered to be confidential.

There are two types of data: (1) **required data** which must be reported under the LIHEAP statute and (2) **requested data** which are optional, in response to House Report 103-483 and Senate Report 103-251. Both the *LIHEAP Household Report--Long Format* (the Excel file name is *hhsrptst.xls*) and the instructions on completing the Report (the Word file name is *hhrptns.doc*) can be downloaded in the Forms sections of the Office of Community Services' LIHEAP web site at: www.acf.hhs.gov/programs/liheap/grantee_forms/index.html#household_report. The spreadsheet is page protected in order to keep the format uniform. The items requiring a response other areas of the spreadsheet cannot be modified. For example, the number of assisted and applicant households can not be entered. Each total will be calculated automatically for each type of assistance by a formula when the poverty level data are entered.

Do the data below include estimated figures? No Yes Mark "X" in the second column below for each type of assistance that has at least one estimated data entry.

1. RECOMMENDED LONG FORMAT FOR LIHEAP ASSISTED HOUSEHOLDS

Type of assistance	Mark "X" to indicate estimated data	Number of assisted households	REQUIRED DATA					REQUESTED DATA		
			2005 HHS Poverty Guideline Interval, based on gross income and household size	At least one member who is	At least one member who is	Age 2 years or under	Age 3 years through 5 years			
			Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	60 years or older	Disabled	Age 5 years or under
Heating		0	0	0	0	0	0	0	0	0
Cooling		0	0	0	0	0	0	0	0	0
*Winter/year round crisis		0	0	0	0	0	0	0	0	0
Summer crisis		0	0	0	0	0	0	0	0	0
Other crisis (specify)		0	0	0	0	0	0	0	0	0
Weatherization		0	0	0	0	0	0	0	0	0

2. RECOMMENDED FORMAT FOR LIHEAP APPLICANT HOUSEHOLDS (regardless of whether assisted)

Type of assistance	Mark "x" to indicate estimated data	Number of applicant households	REQUIRED DATA					
			2005 HHS Poverty Guideline Interval, based on gross income and household size					
			Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	Income data unavailable
Heating		0	0	0	0	0	0	0
Cooling		0	0	0	0	0	0	0
Winter/year round crisis		0	0	0	0	0	0	0
Summer crisis		0	0	0	0	0	0	0
Other crisis (specify)		0	0	0	0	0	0	0
Weatherization		0	0	0	0	0	0	0

Note: Include any notes below for section 1 or 2 (indicate which section, type of assistance, and item the note is referencing):

Grantee Name: _____ Date: _____

Contact Person: _____ Phone: _____

The *LIHEAP Household Report-Short Format* is for use by all direct-grant Indian tribes and tribal organizations. The *LIHEAP Household Report-Short Format* also is for use by insular areas with annual LIHEAP allotments of less than \$200,000. This report provides data on LIHEAP **assisted** households for Federal Fiscal Year (FFY) 2006, the period of October 1, 2005 - September 30, 2006. The Report consists of the Recommended Short Format for Assisted Households below. As the reported data are aggregated, the information in this report is not considered to be confidential.

Both the Recommended Short Format (the Excel file name is **hhsrptin.xls**) and the instructions on completing the *LIHEAP Household Report-Short Format* (the Word file name is **hhrptins.doc**) can be downloaded at the Forms section of the Office of Community Services LIHEAP web site at: http://www.acf.dhhs.gov/programs/liheap/grantee_forms/index.htm#household_report

The spreadsheet is page protected in order to keep the format uniform. The items requiring a response are not page protected. However, other areas of the spreadsheet can not be modified.

RECOMMENDED SHORT FORMAT FOR LIHEAP ASSISTED HOUSEHOLDS

REQUIRED DATA

Type of assistance	Number of assisted households
Heating	
Cooling	
Winter/year round crisis	
Summer crisis	
Weatherization	

Note: Include any notes below for (indicate which type of assistance the note is referencing).

ATTACHMENT B

Dated: August 21, 2006.
 Joan F. Karr,
 Acting Reports Clearance Officer, Centers for
 Disease Control and Prevention.
 [FR Doc. E6-14231 Filed 8-25-06; 8:45 am]
 BILLING CODE 4163-18-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

Submission for OMB Review; Comment Request

Title: Low Income Home Energy Assistance Program (LIHEAP) Leveraging Report.
 OMB No.: 0970-0121.

Description: The LIHEAP leveraging incentive program rewards LIHEAP grantees that have leveraged non-federal home energy resources for low-income households. The LIHEAP leveraging report is the application for leveraging incentive funds that these LIHEAP grantees submit to the Department of Health and Human Services for each fiscal year in which they leverage countable resources. Participation in the leveraging incentive program is voluntary and is described at 45 CFR 96.87.

The LIHEAP leveraging report obtains information on the resources leveraged by LIHEAP grantees each fiscal year (as cash, discounts, waivers, and in-kind); the benefits provided to low-income households by these resources (for

example, as fuel and payments for fuel, as home heating and cooling equipment, and as weatherization materials and installation); and the fair market value of these resources/benefits. HHS needs this information in order to carry out statutory requirements for administering the LIHEAP leveraging incentive program, to determine countability and valuation of grantees' leveraged non-federal home energy resources, and to determine grantees' shares of leveraging incentive funds. HHS proposes to request a three-year extension of OMB approval for the currently approved LIHEAP leveraging report information collection.

Respondents: State, Local or Tribal Governments.

ANNUAL BURDEN ESTIMATES

Instrument	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
LIHEAP Leveraging Report	70	1	38	2,660

Estimated Total Annual Burden Hours: 2,660.

Additional Information: Copies of the proposed collection may be obtained by writing to the Administration for Children and Families, Office of Administration, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer. All requests should be identified by the title of the information collection. E-mail address: infocollecton@acf.hhs.gov.

OMB Comment: OMB is required to make a decision concerning the collection of information between 30 and 60 days after publication of this document in the *Federal Register*. Therefore, a comment is best assured of having its full effect if OMB receives it within 30 days of publication. Written comments and recommendations for the proposed information collection should be sent directly to the following: Office of Management and Budget, Paperwork Reduction Project, 725 17th Street, NW., Washington, DC 20503, Attn: Desk Officer for ACF, E-mail address: Katherine_T_Astrich@omb.eop.gov.

Dated: August 22, 2006.
 Robert Sargis,
 Reports Clearance Officer.
 [FR Doc. 06-7189 Filed 8-25-06; 8:45 am]
 BILLING CODE 4184-01-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

Proposed Information Collection Activity; Comment Request

Proposed Project:

Title: Low Income Home Energy Assistance Program (LIHEAP) Household Report.

OMB No.: 0970-0060

Description: This statistical report is an annual activity required by statute (42 U.S.C. 8629) and Federal regulations (45 CFR 96.92) for the Low Income Home Energy Assistance Program (LIHEAP). Submission of the completed report is one requirement for LIHEAP grantees applying for Federal LIHEAP block grant funds. States, the District of Columbia, and the Commonwealth of Puerto Rico are required to report statistics for the previous Federal fiscal year on the number and income levels of LIHEAP applicants and assisted households, as well as the number of LIHEAP-assisted households with at least one member who is elderly, disabled, or a young child.

The statistical report requires States, the District of Columbia, and the Commonwealth of Puerto Rico to report

on assisted households having at least one elderly person who is homebound; an unduplicated count of assisted households having at least one member who is elderly, disabled, or a young child; and an unduplicated count of assisted households receiving one or more types of LIHEAP assistance.

Insular areas receiving less than \$200,000 annually in LIHEAP funds and Indian Tribal Grantees are required to submit data only on the number of households receiving heating, cooling, energy crisis, or weatherization benefits. The information is being collected for the Department's annual LIHEAP report to Congress. The data also provides information about the need for LIHEAP funds. Finally, the data are used in the calculation of LIHEAP performance measures under the Government Performance and Results Act of 1993. The additional data elements will improve the accuracy of measuring LIHEAP targeting performance and LIHEAP cost efficiency.

Respondents: State Governments, Tribal Governments, Insular Areas, the District of Columbia, and the Commonwealth of Puerto Rico.

ANNUAL BURDEN ESTIMATES

Instrument	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
Assisted Household Report-Long Form	52	1	35	1,820
Assisted Household Report-Short Form	140	1	1	140
Applicant Household Report	52	1	13	676

Estimated Total Annual Burden Hours: 2,636.

In compliance with the requirements of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Administration for Children and Families is soliciting public comment on the specific aspects of the information collection described above. Copies of the proposed collection of information can be obtained and comments may be forwarded by writing to the Administration for Children and Families, Office of Administration, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, attn: ACF Reports Clearance Officer. E-mail address: rsargis@acf.hhs.gov. All requests should be identified by the title of the information collection.

The Department specifically requests comments on (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to

comments and suggestions submitted within 60 days of this publication.

Dated: August 22, 2006.
Robert Sargis,
Reports Clearance Officer.
 [FR Doc. 06-7190 Filed 8-25-06; 8:45 am]
 BILLING CODE 4184-01-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

National Institutes of Health

Proposed Collection; Comment Request; The Atherosclerosis Risk in Communities Study (ARIC)

SUMMARY: In compliance with the requirement of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, for opportunity for public comment on proposed data collection projects, the National Heart, Lung, and Blood Institute (NHLBI), the National Institutes of Health (NIH) will publish periodic summaries of proposed projects to be submitted to the Office of Management and Budget (OMB) for review and approval.

Proposed Collection:
Title: The Atherosclerosis Risk in Communities Study (ARIC).

Type of Information Collection Request: Revision of a currently approved collection (OMB No. 0925-0281).

Need and Use of Information Collection: This project involves annual

follow-up by telephone of participants in the ARIC study, review of their medical records, and interviews with doctors and family to identify disease occurrence. Interviewers will contact doctors and hospitals to ascertain participants' cardiovascular events. Information gathered will be used to further describe the risk factors, occurrence rates, and consequences of cardiovascular disease in middle aged and older men and women.

Frequency of Response: The participants will be contacted annually.

Affected Public: Individuals or households; businesses or other for profit; small businesses or organizations.

Type of Respondents: Individuals or households; doctors and staff of hospitals and nursing homes.

The annual reporting burden is as follows:

Estimated Number of Respondents: 12,845.

Estimated Number of Responses per Respondent: 1.0.

Average Burden Hours Per Response: 0.242.

Estimated Total Annual Burden Hours Requested: 3,108.

The annualized cost to respondents is estimated at \$60,525, assuming respondents time at the rate of \$16.5 per hour and physician time at the rate of \$75 per hour. There are no Capital Costs to report. There are no Operating or Maintenance Costs to report.

ESTIMATE OF ANNUAL HOUR BURDEN (2007-2010)

Type of response	No. of respondents	Frequency of response	Average hours per response	Annual hour burden
Participant Follow-up	11,500	1.0	0.2500	2,875
Physician (or coroner) ¹	945	1.0	0.1667	158
Participant's next-of-kin ¹	450	1.0	0.1667	75
Total	12,845	1.0	0.2420	3,108

¹ Annual burden is placed on doctors, hospitals, and respondent relatives/informants through requests for information which will help in the compilation of the number and nature of new fatal and nonfatal events.

Request for Comments: Written comments and/or suggestions from the public and affected agencies are invited on one or more of the following points:
 (1) Whether the proposed collection of

information is necessary for the proper performance of the function of the agency, including whether the information will have practical utility;
 (2) The accuracy of the agency's

estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used; (3) Ways to enhance the quality, utility, and clarity of the

ATTACHMENT C

From: Lawson, Katina (ACF)

Sent: Thursday, September 07, 2006 2:34 PM

To: Alie Kabba; Amy Oehler; Andrea Gregg; Andy nightengale; Barbara KlugSieja; Beverly Berends; Brenda Cronin; Bruce Yasutake; Carlene Taylor (E-mail); Cathy Rowe (E-mail); Celeste Lovett (E-mail); Danita Jones; Dawn Callahan; Donald Mussen; Donna Roe; Douglas Robinson; Gareth D Whitehead (E-mail); Gary Gorlen; ACF Weppner, Sue; Glenn Cooper; Hilda Frazier; Jane Schwartz; Jason Wimbley; Jeanna Machon; Jeffrey Dockter; Jerry McKim (E-mail); Jim Nolan (E-mail); Jo-Ann Choate (E-mail); Joe Walsh (E-mail); John Harvanko (E-mail); John Overman; Jon Anderson; Karla Thompson; Keith Anderson; Ken Reecy; Lane Kemp; Leslie Lee (E-mail); Lewis A Kimsey (E-mail); Linda Mercer (E-mail); Lori Williams (E-mail); Lynn Sims; Mary Lou Kueffer; Matteo Guglielmetti (E-mail); Mel Phillips (E-mail); Mike Kelly (E-mail); Nick Sunday; Pam Dalley; Patricia Williams (E-mail); Patty Donovan; Paul Younginer (E-mail); Paula Cook; Phyllis Morris; Regina Surber; Ron Knutson (E-mail); Rosalie Smith; Sandra Mendez; Sherman Roquero (E-mail); Sue Brown; Sue Ellen Buster; Theresa Brewer; Tina Ruffin (E-mail); Tom Scott (E-mail); Tonya Barnes; Wayne Schaeftbauer; Wendy Bailey-Parks; Yvette Javius

Cc: Abney, Charlotte (ACF); Chapman, Rosa (ACF); Christopher, Lauren (ACF); Edelman, Peter (ACF); Hairston, Trudy (ACF); Blackwell, Karmen (ACF); Kirk, Imani (ACF); Laue, Robert (ACF); Litow, Leon (ACF); Murray, Rosemary (ACF); St. Angelo, Nick (ACF); Williams, Sharon (ACF); Poimboeuf, Zack (ACF)

Subject: FW:

Heads up!

Section 2605(c)(1)(D) of the LIHEAP statute requires grantees, as part of their annual LIHEAP grant application, to report certain data on households that apply for and households that receive LIHEAP assistance. The LIHEAP Household Report provides a recommended format for LIHEAP grantees to report the data as part of the LIHEAP grant application process.

The LIHEAP Household Report provides data that are needed for the Department's annual LIHEAP Report to Congress. The data also are used in the calculation of LIHEAP targeting performance measures under the Government Performance and Results Act of 1993.

The OMB expiration date for the LIHEAP Household Report is October 30, 2006. ACF needs to go through the OMB clearance process to continue collecting data through the LIHEAP Household Report.

On August 28, 2006 an information collection notice was published in the Federal Register (65 FR 17885) requesting comments and suggestions about the LIHEAP Household Report. A copy of the notice is attached.

The States, the District of Columbia, and the Commonwealth of Puerto Rico are required to complete the LIHEAP Household Report's recommended long format. The LIHEAP Household Report for FY 2006 was enclosed with LIHEAP-AT-2006-6, dated June 22, 2006 (www.acf.hhs.gov/programs/liheap/guidance/action_transmittals/at06-06.html).

An Excel file of the proposed recommended long format is enclosed. The light blue colored items on the spreadsheet represent the following data elements that we are proposing to add to the recommended long format:

1. Those assisted households having at least one frail elderly person 60 years or older, i.e., a person 60 years or older having a condition lasting 6 months or more that substantially limits one or more basic physical activities that prevents the person going outside the home without assistance. Substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying (this item would help approximate the number of assisted households having "frail older individuals" that Section 2603(4) of the LIHEAP statute identifies as part of the vulnerable population);
2. An unduplicated count of assisted households having at least one member who is frail older individual, disabled or a young child (this item would allow for measuring more effectively the targeting of LIHEAP assistance to vulnerable households); and
3. An unduplicated count of assisted households (and target group data) that received one or more types of LIHEAP assistance (this item would help in calculating more effectively the cost efficiency in which LIHEAP households are assisted; it would also provide for the first time data on the total number of households receiving LIHEAP assistance regardless of the type(s) of assistance provided to recipient households).

Although we estimate that the average information burden will increase from 25 hours to 35 hours per State with the additional items, the proposed additional data elements will assist ACF in:

1. preparing for OMB's Program Assessment Rating Tool (PART) process for LIHEAP in FY 2008. The PART assessment of LIHEAP in FY 2003 indicated that results were not demonstrated for LIHEAP (go to www.acf.hhs.gov/programs/liheap/perform/index.html#part for information about PART) and
2. increasing the accuracy of LIHEAP targeting performance results that are included in ACF's annual performance report under the Government Performance and Results Act of 1993 (go to www.acf.hhs.gov/programs/opre/acf_perplan/ann_per/apr2005/apr_toc.ht for information about ACF's annual performance report).

Consideration will be given to comments and suggestions submitted within 60 days of the publication date (October 27, 2006) of the Federal Register notice.

An Action Transmittal will be mailed out to State LIHEAP grantees to provide additional information.

ATTACHMENT D

**LOW-INCOME HOME ENERGY
ASSISTANCE**

Action Transmittal

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of Energy Assistance
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
www.acf.hhs.gov/programs/liheap

Transmittal No. LIHEAP-AT-2006-10

Date: September 26, 2006

TO: LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
STATE GRANTEES

SUBJECT: Request for Comments on Renewal of Office of Management and Budget
(OMB) Approval of the *LIHEAP Household Report*, as revised.

RELATED REFERENCES: Low Income Home Energy Assistance Act, as amended (Title XXVI of
Public Law 97-35, the Omnibus Budget Reconciliation Act of 1981, as
amended); 45 Code of Federal Regulations, Part 96; Final Rule amending
HHS block grant regulations (64 *Federal Register*, 55843, October 15,
1999); Proposed Information Collection Activity: Comment Request (71
Federal Register, 50923-50924, August 28, 2006); LIHEAP-AT-2006-06,
dated June 22, 2006 (*LIHEAP Household Report for FY 2006*); OMB
Control No. 0970-0060 (Expiration Date – October 31, 2006); Section
3506(c)(2)(A) of the Paperwork Reduction Act of 1995.

PURPOSE: To request comments on the renewal of OMB approval of the *LIHEAP
Household Report*, as revised.

BACKGROUND: Section 2605(c)(1)(D) of the LIHEAP statute requires grantees, as part of
their annual LIHEAP grant application, to report certain data on
households that apply for and households that receive LIHEAP assistance.
The *LIHEAP Household Report* provides a recommended format for
LIHEAP grantees to report the data as part of the LIHEAP grant
application process.

For the States, the required LIHEAP data on applicant and assisted
households includes the number and income levels of applicant and
assisted households, and the number of assisted households with one or
more members who were elderly (60 years or older), disabled (using the
State's definition), or a young child (5 years or younger).

The *LIHEAP Household Report* provides data that are needed for the
Department's annual *LIHEAP Report to Congress*. The data also are used
in the calculation of LIHEAP targeting performance measures under the
Government Performance and Results Act of 1993 (GPRA).

The expiration date for the LIHEAP information collection authority granted by OMB for the *LIHEAP Household Report* is October 31, 2006. ACF needs to go through the information collection authority granted by OMB to continue collecting data through the *LIHEAP Household Report*.

CONTENT:

On August 28, 2006, an information collection notice was published in the *Federal Register* (65 FR 17885) requesting comments and suggestions about the *LIHEAP Household Report*. A copy of the notice is attached.

The States, the District of Columbia, and the Commonwealth of Puerto Rico are required to complete the *LIHEAP Household Report's* recommended long format. The *LIHEAP Household Report for FY 2006* was enclosed with LIHEAP-AT-2006-6, dated June 22, 2006 (www.acf.hhs.gov/programs/liheap/guidance/action_transmittals/at06-06.html).

A copy of the proposed recommended long format and instructions are attached. **We propose to add the following items to the long format:**

1. The number of assisted households having at least one "frail elderly" person, i.e., *a person 60 years or older having a disability lasting 6 months or longer that limits the person's ability to leave the home without assistance*. This item would help approximate the number of assisted households having "frail older individuals" that Section 2603(4) of the LIHEAP statute identifies as part of the vulnerable population.
2. An unduplicated count of assisted households having at least one member who is a frail older individual, disabled person or a young child. This item would allow for more effectively measuring the targeting of LIHEAP assistance to vulnerable households.
3. An unduplicated count of assisted households (and target group data) that received one or more types of LIHEAP assistance. This item would help in calculating more accurately the administrative cost efficiency of providing assistance to LIHEAP households. It would also for the first time provide data on the total number of households receiving LIHEAP assistance regardless of the type(s) of assistance provided to recipient households.

The proposed additional data elements will assist ACF to:

1. Prepare for the next OMB Program Assessment Rating Tool (PART) process for LIHEAP. The PART assessment of LIHEAP in FY 2003 indicated that "results were not demonstrated" for LIHEAP (go to

www.acf.hhs.gov/programs/liheap/perform/index.html#part for information about the PART assessment of LIHEAP for FY 2003).

2. Increase the accuracy of LIHEAP targeting performance results that are included in ACF's annual performance report under GPRA (go to www.acf.hhs.gov/programs/opre/acf_perfplan/ann_per/apr2005/apr_toc.html for information about ACF's annual performance report).

In compliance with the requirements of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, we are soliciting public comments on the specific aspects of the information collection. Specifically, comments are requested on:

1. whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
2. the accuracy of the agency's estimate of the burden of the proposed collection of information. We estimate that the **average** information burden will increase from 25 hours to 35 hours per State with the additional items;
3. ways to enhance the quality, utility, and clarity of the information to be collected; and
4. ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

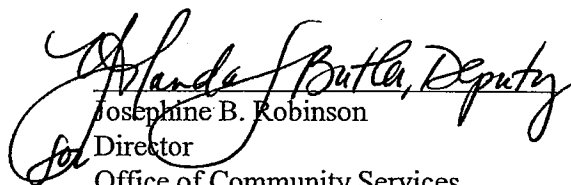
Consideration will be given to comments and suggestions submitted within 60 days of the publication date (October 27, 2006) of the *Federal Register* notice. Submission of comments and recommendations on this information collection is voluntary. All comments and suggestions should be identified by the title of the information collection, i.e., *LIHEAP Household Report*, and be sent in writing to:

Administration for Children and Families
Office of Information Services
370 L'Enfant Promenade, S.W.
Washington, DC 20447

Attention: ACF Reports Clearance Officer

INQUIRIES: Lauren Christopher, Program Analyst
Division of Energy Assistance
Office of Community Services, ACF, HHS
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
Telephone: (202) 401-4870
Fax: (202) 401-5661
E-mail: lauren.christopher@acf.hhs.gov

ATTACHMENTS: A *Federal Register*, Vol. 71, No. 166, pages 50923-50924, published
on August 28, 2006
B Proposed *LIHEAP Household Report for FY 2007*
C Proposed Instructions for *LIHEAP Household Report for FY 2007*


Josephine B. Robinson
Director
Office of Community Services

Dated: August 21, 2006.
 Joan F. Karr,
 Acting Reports Clearance Officer, Centers for
 Disease Control and Prevention.
 [FR Doc. E6-14231 Filed 8-25-06; 8:45 am]
 BILLING CODE 4163-18-P

**DEPARTMENT OF HEALTH AND
 HUMAN SERVICES**

**Administration for Children and
 Families**

**Submission for OMB Review;
 Comment Request**

Title: Low Income Home Energy
 Assistance Program (LIHEAP)
 Leveraging Report.
 OMB No.: 0970-0121.

Description: The LIHEAP leveraging
 incentive program rewards LIHEAP
 grantees that have leveraged non-federal
 home energy resources for low-income
 households. The LIHEAP leveraging
 report is the application for leveraging
 incentive funds that these LIHEAP
 grantees submit to the Department of
 Health and Human Services for each
 fiscal year in which they leverage
 countable resources. Participation in the
 leveraging incentive program is
 voluntary and is described at 45 CFR
 96.87.

The LIHEAP leveraging report obtains
 information on the resources leveraged
 by LIHEAP grantees each fiscal year (as
 cash, discounts, waivers, and in-kind);
 the benefits provided to low-income
 households by these resources (for

example, as fuel and payments for fuel,
 as home heating and cooling equipment,
 and as weatherization materials and
 installation); and the fair market value
 of these resources/benefits. HHS needs
 this information in order to carry out
 statutory requirements for administering
 the LIHEAP leveraging incentive
 program, to determine countability and
 valuation of grantees' leveraged non-
 federal home energy resources, and to
 determine grantees' shares of leveraging
 incentive funds. HHS proposes to
 request a three-year extension of OMB
 approval for the currently approved
 LIHEAP leveraging report information
 collection.

Respondents: State, Local or Tribal
 Governments.

ANNUAL BURDEN ESTIMATES

Instrument	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
LIHEAP Leveraging Report	70	1	38	2,660

*Estimated Total Annual Burden
 Hours:* 2,660.

Additional Information: Copies of the
 proposed collection may be obtained by
 writing to the Administration for
 Children and Families, Office of
 Administration, Office of Information
 Services, 370 L'Enfant Promenade, SW.,
 Washington, DC 20447, Attn: ACF
 Reports Clearance Officer. All requests
 should be identified by the title of the
 information collection. E-mail address:
 infocolleciton@acf.hhs.gov.

OMB Comment: OMB is required to
 make a decision concerning the
 collection of information between 30
 and 60 days after publication of this
 document in the **Federal Register**.
 Therefore, a comment is best assured of
 having its full effect if OMB receives it
 within 30 days of publication. Written
 comments and recommendations for the
 proposed information collection should
 be sent directly to the following: Office
 of Management and Budget, Paperwork
 Reduction Project, 725 17th Street, NW.,
 Washington, DC 20503, Attn: Desk
 Officer for ACF, E-mail address:
 Katherine_T._Astrich@omb.eop.gov.

Dated: August 22, 2006.
 Robert Sargis,
 Reports Clearance Officer.
 [FR Doc. 06-7189 Filed 8-25-06; 8:45 am]
 BILLING CODE 4184-01-M

**DEPARTMENT OF HEALTH AND
 HUMAN SERVICES**

**Administration for Children and
 Families**

**Proposed Information Collection
 Activity; Comment Request**

Proposed Project:
 Title: Low Income Home Energy
 Assistance Program (LIHEAP)
 Household Report.

OMB No.: 0970-0060
Description: This statistical report is
 an annual activity required by statute
 (42 U.S.C. 8629) and Federal regulations
 (45 CFR 96.92) for the Low Income
 Home Energy Assistance Program
 (LIHEAP). Submission of the completed
 report is one requirement for LIHEAP
 grantees applying for Federal LIHEAP
 block grant funds. States, the District of
 Columbia, and the Commonwealth of
 Puerto Rico are required to report
 statistics for the previous Federal fiscal
 year on the number and income levels
 of LIHEAP applicants and assisted
 households, as well as the number of
 LIHEAP-assisted households with at
 least one member who is elderly,
 disabled, or a young child.

The statistical report requires States,
 the District of Columbia, and the
 Commonwealth of Puerto Rico to report

on assisted households having at least
 one elderly person who is homebound;
 an unduplicated count of assisted
 households having at least one member
 who is elderly, disabled, or a young
 child; and an unduplicated count of
 assisted households receiving one or
 more types of LIHEAP assistance.

Insular areas receiving less than
 \$200,000 annually in LIHEAP funds and
 Indian Tribal Grantees are required to
 submit data only on the number of
 households receiving heating, cooling,
 energy crisis, or weatherization benefits.
 The information is being collected for
 the Department's annual LIHEAP report
 to Congress. The data also provides
 information about the need for LIHEAP
 funds. Finally, the data are used in the
 calculation of LIHEAP performance
 measures under the Government
 Performance and Results Act of 1993.
 The additional data elements will
 improve the accuracy of measuring
 LIHEAP targeting performance and
 LIHEAP cost efficiency.

Respondents: State Governments,
 Tribal Governments, Insular Areas, the
 District of Columbia, and the
 Commonwealth of Puerto Rico.

ANNUAL BURDEN ESTIMATES

Instrument	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
Assisted Household Report-Long Form	52	1	35	1,820
Assisted Household Report-Short Form	140	1	1	140
Applicant Household Report	52	1	13	676

Estimated Total Annual Burden Hours: 2,636.

In compliance with the requirements of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Administration for Children and Families is soliciting public comment on the specific aspects of the information collection described above. Copies of the proposed collection of information can be obtained and comments may be forwarded by writing to the Administration for Children and Families, Office of Administration, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, attn: ACF Reports Clearance Officer. E-mail address: rsargis@acf.hhs.gov. All requests should be identified by the title of the information collection.

The Department specifically requests comments on (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to

comments and suggestions submitted within 60 days of this publication.

Dated: August 22, 2006.
 Robert Sargis,
 Reports Clearance Officer.
 [FR Doc. 06-7190 Filed 8-25-06; 8:45 am]
 BILLING CODE 4184-01-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

National Institutes of Health

Proposed Collection; Comment Request; The Atherosclerosis Risk in Communities Study (ARIC)

SUMMARY: In compliance with the requirement of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, for opportunity for public comment on proposed data collection projects, the National Heart, Lung, and Blood Institute (NHLBI), the National Institutes of Health (NIH) will publish periodic summaries of proposed projects to be submitted to the Office of Management and Budget (OMB) for review and approval.

Proposed Collection:
Title: The Atherosclerosis Risk in Communities Study (ARIC).
Type of Information Collection Request: Revision of a currently approved collection (OMB No. 0925-0281).
Need and Use of Information Collection: This project involves annual

follow-up by telephone of participants in the ARIC study, review of their medical records, and interviews with doctors and family to identify disease occurrence. Interviewers will contact doctors and hospitals to ascertain participants' cardiovascular events. Information gathered will be used to further describe the risk factors, occurrence rates, and consequences of cardiovascular disease in middle aged and older men and women.

Frequency of Response: The participants will be contacted annually.
Affected Public: Individuals or households; businesses or other for profit; small businesses or organizations.

Type of Respondents: Individuals or households; doctors and staff of hospitals and nursing homes.

The annual reporting burden is as follows:

Estimated Number of Respondents: 12,845.

Estimated Number of Responses per Respondent: 1.0.

Average Burden Hours Per Response: 0.242.

Estimated Total Annual Burden Hours Requested: 3,108.

The annualized cost to respondents is estimated at \$60,525, assuming respondents time at the rate of \$16.5 per hour and physician time at the rate of \$75 per hour. There are no Capital Costs to report. There are no Operating or Maintenance Costs to report.

ESTIMATE OF ANNUAL HOUR BURDEN (2007-2010)

Type of response	No. of respondents	Frequency of response	Average hours per response	Annual hour burden
Participant Follow-up	11,500	1.0	0.2500	2,875
Physician (or coroner) ¹	945	1.0	0.1667	158
Participant's next-of-kin ¹	450	1.0	0.1667	75
Total	12,845	1.0	0.2420	3,108

¹ Annual burden is placed on doctors, hospitals, and respondent relatives/informants through requests for information which will help in the compilation of the number and nature of new fatal and nonfatal events.

Request for Comments: Written comments and/or suggestions from the public and affected agencies are invited on one or more of the following points: (1) Whether the proposed collection of

information is necessary for the proper performance of the function of the agency, including whether the information will have practical utility; (2) The accuracy of the agency's

estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used; (3) Ways to enhance the quality, utility, and clarity of the

OMB Control No. 0970-0060 Expiration Date: _____

LIHEAP Household Report--Federal Fiscal Year 2007--Long Format

Grantee Name: _____ Contact Person: _____ Phone: _____ Date: _____

The LIHEAP Household Report--Long Format is for use by the 50 States, District of Columbia, and Insular areas with annual LIHEAP allotments of \$200,000 or more. This Federal Report provides data on both LIHEAP recipient and applicant households for Federal Fiscal Year (FFY) 2007, the period of October 1, 2006 - September 30, 2007. The Report consists of the following sections: (1) Recommended Long Format for LIHEAP Assisted Households and (2) Recommended Format for LIHEAP Applicant Households. Data on assisted households are included in the Department's annual LIHEAP Report to Congress. The data are also used in measuring targeting performance under the Government Performance and Results Act of 1993. As the reported data are aggregated, the information in this report is not considered to be confidential.

There are two types of data: (1) required data which must be reported under the LIHEAP statute and (2) requested data which are optional, in response to House Report 103-483 and Senate Report 103-251. Both the LIHEAP Household Report--Long Format (the Excel file name is hhrpts.xls) and the instructions on completing the Report (the Word file name is hhrpts.doc) can be downloaded in the Forms sections of the Office of Community Services' LIHEAP web site at: www.act.hhs.gov/programs/liheap/. The spreadsheet is page protected in order to keep the format uniform. The items requiring a response are not page protected. However, other areas of the spreadsheet cannot be modified. For example, the number of assisted and applicant households can not be entered. Each total will be calculated automatically for each type of assistance by a formula when the poverty level data are entered.

Do the data below include estimated figures? No Yes Mark "X" in the second column below for each type of assistance that has at least one estimated data entry.

1. RECOMMENDED LONG FORMAT FOR LIHEAP ASSISTED HOUSEHOLDS										REQUIRED DATA				
Type of LIHEAP assistance	Mark "X" for estimated data	Number of assisted households	2008 HHS Poverty Guideline Interval, based on gross income and household size				At least one household member who is a member of the following target groups:			At least one member who is				
			Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	All	Frail Elderly	Disabled	Age 5 years or under (young child)	Age 3 years or under through 5 years		
1. Heating		0												
2. Cooling		0												
3. Winter/year round crisis		0												
4. Summer crisis		0												
5. Other crisis (specify)		0												
6. Weatherization		0												
7. Any type of LIHEAP assistance		0												

2. RECOMMENDED FORMAT FOR LIHEAP APPLICANT HOUSEHOLDS (regardless of whether assisted)										REQUIRED DATA			
Type of LIHEAP assistance	Mark "X" for estimated data	Number of applicant households	2008 HHS Poverty Guideline Interval, based on gross income and household size				Income data						
			Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	Unavailable					
1. Heating		0											
2. Cooling		0											
3. Winter/year round crisis		0											
4. Summer crisis		0											
5. Other crisis (specify)		0											
6. Weatherization		0											

Note: Include any notes below for section 1 or 2 (Indicate which section, type of assistance, and item that the note is referencing):

Instructions for Completing the *LIHEAP Household Report for FFY 2007*

Division of Energy Assistance/OCS/ACF

Drafted September 2006

The Paperwork Reduction Act of 1995

This information collection 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 Congress in its oversight of grantees' performance in administering the LIHEAP program.

Public reporting burden for this collection of information is estimated as follows: (1) an average burden of 25 hours per respondent for the **Recommended Long Format for LIHEAP Assisted Households**, (2) an average burden of 13 hours per respondent for the **Recommended Format for LIHEAP Applicant Households**, and (3) an average burden of 1 hour per respondent for the **Recommended Short Format for LIHEAP Assisted Households**. The estimates include the time for reviewing instructions, and gathering, editing, maintaining, and reporting the data.

The responses to this collection are required, except where "requested data" are indicated, in order to obtain LIHEAP funding in accordance with Section 2605(c)(1)(G) of the LIHEAP statute.

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 **through Federal LIHEAP funds** (including oil overcharge or Petroleum Violation Escrow funds designated for LIHEAP). Grant awards will not be made until the required data are received for the prior fiscal year. In addition, House and Senate Committee reports on the predecessor bills to Public Law 103-252 have requested additional information on young children. This additional information is requested, but is not required.

General Requirements

The 50 States, the District of Columbia, and Insular Areas that receive regular LIHEAP block grant allocations of \$200,000 or more (e.g., the Commonwealth of Puerto Rico) must submit the required data elements included in: (1) the **Recommended Long Format for LIHEAP Assisted Households**, and (2) the **Recommended Format for LIHEAP Applicant Households**. The data are to be submitted with each grantee's LIHEAP grant application, and must include data on households which applied for LIHEAP assistance and on households which received LIHEAP

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assistance during the Federal Fiscal Year (October 1 - September 30) prior to the Federal Fiscal Year (FFY) for which funds are being requested. The data must be reported separately for heating, cooling, winter/year round crisis, summer crisis, and weatherization assistance. Grantees may choose to operate their programs on a different program year (e.g., starting January 1 or July 1). However, the household data still needs to be reported for the FFY.

The Recommended Long Format for LIHEAP Assisted Households also includes space for grantees to report additional information on children that was requested by the House and Senate Committee Reports. Grantees are asked to provide the information, if available, in order to allow us to respond to Congressional requests, but the additional data are not required.

In order to reduce the burden on small grantees, all Indian tribes and tribal organizations and those Insular Areas that receive regular LIHEAP block grant allocations of less than \$200,000 are required to submit only the data elements included in the **Recommended Short Format for LIHEAP Assisted Households**.

LIHEAP grant applications will not be considered to be complete without submission of the data. Consequently, LIHEAP grants will not be awarded until data reports for the previous year are received.

Given that the *LIHEAP Household Report* needs to be included as part of the LIHEAP grant application (which is due before the end of the prior FFY), estimated household data will be accepted with the application so as not to delay the awarding of LIHEAP grants for the following FFY. Final LIHEAP household data need to be submitted to OCS by **December 1, 2007** in preparation of the Department's *LIHEAP Report to Congress for FFY 2006*.

There are several references to the term, "unduplicated" household count. The term is defined as counting a household only once for a given category. Examples include the following:

1. An unduplicated count of assisted households for each type of LIHEAP assistance—counting a household only once for each type of LIHEAP assistance received. For example, a household receives two heating assistance benefits and three winter crisis assistance benefits. Count that household only once under the heating assistance category and once under the winter crisis assistance category.
2. An unduplicated count of households receiving any type of LIHEAP assistance—counting a household only once regardless of receiving more than one type of LIHEAP assistance. For example, a household receives both heating assistance and winter crisis assistance. Count that household once under the "any type of LIHEAP assistance" category.
3. An unduplicated number of assisted households by HHS Poverty Guideline Interval—counting a household only once within the different poverty intervals for each type of LIHEAP assistance received. For example, a household receives heating assistance and has a poverty level of 79% poverty. Count that household under the interval of "75%-100% poverty."
4. An unduplicated household count of target groups assisted—counting a household only once for each type of target group that the household falls under. For example, a heating assistance household includes three persons over 60 years old—one of whom is frail elderly and one disabled person—and two young children. Count that household only once under "all" for 60 years or older, only once under "frail elderly," only once under "disabled," only once under "age 5 years or younger," and only once under "elderly, disabled, or young child."

Recommended Short Format for LIHEAP Assisted Households

Those Insular Areas that receive regular LIHEAP block grant allocations of less than \$200,000 and all Indian Tribes and tribal organizations must report only on the data elements described below.

Number of assisted households

Report an unduplicated count of assisted households for each type of LIHEAP assistance listed. If a household receives more than one type of LIHEAP assistance, count that household once under each type of assistance provided to the household. If a household receives two benefits or services under the same type of assistance (e.g., two benefit checks, or one benefit check and warm blankets, under the heating assistance component), count that household only once under that type of assistance. If the same household also received a benefit or service under another type of assistance (e.g., winter crisis assistance check), also count that household once under that of assistance.

Recommended Long Format for LIHEAP Assisted Households

The 50 States, the District of Columbia, and Insular Areas that receive regular LIHEAP block grant allocations of \$200,000 or more must report on the **required** data elements described below and at their option, on the **requested** data elements described below.

Number of Assisted Households--Required Data

Report an unduplicated count of assisted households for each type of LIHEAP assistance provided. If a household receives more than one type of LIHEAP assistance, count that household once under each type of assistance provided to the household. If a household receives two benefits or services under the same type of assistance (e.g., two benefit checks, or one benefit check and warm blankets, under the heating assistance component), count that household only once under that type of assistance. If the same household also received a benefit or service under another type of assistance (e.g., winter crisis assistance check), also count that household once under that type of assistance.

Report in row 7 an unduplicated count of households receiving any type of LIHEAP assistance. Count each household once regardless of how many different types of LIHEAP assistance the household received during the fiscal year. Report the data for number of households assisted and target group populations.

Number of Assisted Households by Poverty Level--Required Data

Count an assisted household under the poverty level which is determined by the household's **gross annual income** and the number of **household members**. Gross income is the household's income before any deductions or adjustments, such as taxes or medical costs, are made to household income. Household members represent those related and/or unrelated individuals who are living together as one economic unit for whom residential energy is customarily purchased in common or who make undesignated payments for residential energy in the form of rent.

A household's gross annual income can change during the fiscal year. If a household received two benefits or services under the same type of LIHEAP assistance, use the household's gross annual income at the time of the initial determination of benefits or services in calculating that household's poverty level for statistical reporting.

If gross income determinations are made using less than a full year's income for a household, the months of income used in making the LIHEAP income eligibility determination should be projected proportionally for 12 months to construct an annual income amount for that household. Gross income is also needed for those households that are categorically eligible for LIHEAP assistance, such as households receiving Temporary Assistance for Needy Families (TANF), SSI, Food Stamps, or certain needs-tested veterans' benefits.

Poverty levels must be reported according to the intervals set out in the format. The poverty levels must be based on the HHS Poverty Guidelines in effect at the beginning of the FFY. The HHS Poverty Guidelines are normally published in February, and may be put into effect at any time between the date of publication and October 1, the beginning of the following FFY, or by the

beginning of a grantee's fiscal year, whichever is later. The poverty levels for the *LIHEAP Household Report* must be based on the HHS Poverty Guidelines that were in effect at the beginning of that FFY. The calculation and aggregation of individual poverty levels are best handled by computer programming. The specific method of calculating an assisted household's poverty level for FFY 2006 is as follows:

- Obtain information on the assisted household's gross income and number of members in that household.
- Refer to the 2006 HHS Poverty Guidelines for your State's dollar amount that constitutes 100 percent of the Poverty Guidelines for the number of members in the assisted household. The 2006 HHS Poverty Guidelines are available towards the end of these instructions.
- Divide the assisted household's gross income by the dollar amount equal to 100 percent of the 2006 HHS Poverty Guidelines, multiply the result by 100, and express the result as a rounded percent of the 2006 HHS Poverty Guidelines.
- Based on the calculated percent, count the assisted household under the appropriate poverty interval. Adding the number of assisted households by poverty intervals should result in the unduplicated number of assisted households for each type of LIHEAP assistance.

Below are three examples of calculating an assisted household's poverty level for the *LIHEAP Household Report for FFY 2007*.

1. A heating assistance household from Kentucky has a gross income of \$14,645 and one household member. According to the 2006 HHS Poverty Guidelines for Kentucky, \$9,800 represents 100% of the Poverty Guidelines for a 1-person household. Divide \$14,645 by \$9,800 and multiply by 100 = 149.4388%. Rounding off to the nearest whole percent = 149% of the 2006 HHS Poverty Guidelines. The household is counted under the interval of "125% to 150% poverty" for heating assistance.
2. A winter crisis assistance household from South Carolina has a gross income of \$28,576 and five household members. According to the 2006 HHS Poverty Guidelines for South Carolina, \$23,400 represents 100% of the HHS Poverty Guidelines for a 5-person household. Divide \$28,576 by \$23,400 and multiply by 100 = 122.1197%. Rounding off to the nearest whole percent = 122% of the 2006 HHS Poverty Guidelines. The household is counted under the interval of "100% to 125% poverty" for winter crisis assistance.
3. A weatherization assistance household from Wyoming has a gross income of \$29,876 and nine household members. According to the 2006 HHS Poverty Guidelines for Wyoming, \$37,000 represents 100% of the HHS Poverty Guidelines for a household with 9 members. Divide \$29,876 by \$37,000 and multiply by 100 = 80.74595%. Rounding off to the nearest whole percent = 81% of the 2006 HHS Poverty Guidelines. The household is then counted under the interval of "75% to 100% poverty" for weatherization assistance.

Number of assisted households by target groups--Required Data

Each target group requires an unduplicated count of assisted households by type of LIHEAP

assistance received that have at least one member who is either of the following at the time of LIHEAP eligibility determination:

1. elderly broken out:
 - a. for all assisted households having at least one member 60 years or older and
 - b. for those households having at least one member 60 years or older who is frail elderly (i.e., having a condition lasting 6 months or more that substantially limits one or more basic physical activities that prevent the person going outside the home without assistance).
2. disabled (using the grantee's definition of "disabled", as the LIHEAP statute does not define the term);
3. age 5 years or under (include all children who are not yet 6 years old, that is, up to 5 years and 364 days old); and
4. a person who is either 60 years or older, disabled, or age 5 years or under.

Please note the following (see also examples of Counting Target Group Households for LIHEAP Household Report at the end of the instructions):

- If an assisted household has members who are 60 years or older, disabled, or age 5 years or under, count that household once under each target group. For example, a household receiving heating assistance includes one child 2 years old, another child 4 years old, and an elderly member who also is disabled. This household would be counted once under each of the following target groups (required data) for the heating assistance component: 60 years or older; disabled; and age 5 or under.
- An assisted household with two or more members in the same target group is to be counted once. For example, a household with two members who are 65 years old each would be counted once under "60 years or older."
- An assisted household having one or more members that are elderly, disabled, or a young child are to be counted once for each type of LIHEAP assistance that is provided in the fiscal year.
- An assisted household having one or members that are elderly, disabled, or a young child are to be counted once in row 7 regardless of the number of different types of assistance received during the fiscal year.

Breakout of assisted households by young children--Requested Data

The count of assisted households with at least one child 5 years or younger is **required**. Counts of assisted households with at least one child who is (1) 2 years old or under and (2) between 3 years through 5 years are **requested, i.e., optional**, data items if the grantee elects to report the data.

Both House Report 103-483 and Senate Report 103-251 on S. 2000, the predecessor to Public Law 103-252 (the Human Services Amendments of 1994), instructed the Department to develop

reporting requirements that distinguish between children under 3 years of age and those 3 through 5 years of age.

If reporting the requested data, **first** count the number of assisted households with at least one child 5 years or under for each type of LIHEAP assistance provided. Using that count of assisted households, count the number of those assisted households with at least one child who is 2 years old or under. Repeat the same procedure for those assisted households with at least one child between 3 years through 5 years old.

The sum of the number of households with at least one child 2 years or under (requested data) and the number of households with at least one child 3 years through 5 years (requested data) should be **greater** than the number of households with at least one child 5 years or under (required data). Households with children under the two age groups would be counted twice, once under each of the requested age category. Further clarification of counting households by target group is illustrated in the examples on the last page of the instructions.

Recommended Format for LIHEAP Applicant Households

The 50 States, the District of Columbia, and Insular Areas that receive regular LIHEAP block grant allocations of \$200,000 or more must report on the data elements described below.

Information is needed on all households that apply for LIHEAP assistance, whether or not they actually receive LIHEAP assistance. The definition of "applicant" households is left to LIHEAP grantees, as the LIHEAP statute does not define the term. Consequently, there will be variation in counts due to differences in how grantees define "applicant" households. For example, some grantees may not count those households screened out before a formal LIHEAP application is completed. Also, some grantees may not have households complete a LIHEAP application form once the program closes. (Those households that receive LIHEAP assistance should also be reported on the LIHEAP Assisted Household Report.)

Number of applicant households--Required Data

Report an unduplicated count of households applying for each type of LIHEAP assistance, whether or not they actually receive assistance. If a household applies for each type of LIHEAP assistance or is categorically eligible, count that household once under each relevant type of assistance. If a household applies for two benefits or services under the same type of assistance (e.g., two benefit checks, or one benefit check and warm blankets, under the heating assistance component), count that household only once under that type of assistance. If the same household also applies for benefits or services under another type of assistance (e.g., winter crisis assistance check), count that household also once under that type of assistance.

Applicant households by poverty level--Required Data

Follow the same instructions on pages 4-5 that indicate how to count the number of assisted households by poverty level. Adding the number of applicant households by poverty intervals (including households in which no income is available) should result in the unduplicated number of applicant households for each type of LIHEAP assistance.

ATTACHMENT E

Litow, Leon (ACF)

From: Litow, Leon (ACF)
Sent: Friday, September 29, 2006 1:49 PM
To: 'Jim.Powell@EE.DOE.GOV'; 'megpower@ncaf.org'; 'mwolfe@neada.org'; 'warfield@nascp.org'; 'aweisman@communityactionpartnership.com'
Cc: St.Angelo, Nick (ACF)
Subject: Request for comments on OMB renewal of LIHEAP Household Report, as revised
Attachments: AT06-10.doc; hhrptinsomb091106 revised.doc; hhsrptstomb090706.xls

Jim Powell, Director
Department of Energy's Low Income Weatherization Assistance Program
Jim.Powell@EE.DOE.GOV

Meg Power
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Avril Weisman
Vice President
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aweisman@communityactionpartnership.com

Section 2605(c)(1)(D) of the LIHEAP statute requires grantees, as part of their annual LIHEAP grant application, to report certain data on households that apply for and households that receive LIHEAP assistance. The LIHEAP Household Report provides a recommended format for LIHEAP grantees to report the data as part of the LIHEAP grant application process.

The LIHEAP Household Report provides data that are needed for the Department's annual LIHEAP Report to Congress. The data also are used in the calculation of LIHEAP targeting performance measures under the Government Performance and Results Act of 1993.

The OMB expiration date for the LIHEAP Household Report is October 30, 2006. The Administration for Children and Families (ACF) needs to go through the OMB clearance process to continue collecting data through the LIHEAP Household Report.

On August 28, 2006 an information collection notice was published in the Federal Register (65 FR 17885) requesting comments and suggestions about the LIHEAP Household Report. Attached to this e-mail is our Action Transmittal requesting comments from State LIHEAP grantees. The transmittal includes a copy of the notice. Also attached are the proposed revised form and instructions.

We are proposing to add the following to the States' LIHEAP Household Report:

1. Those assisted households having at least one frail elderly person 60 years or older, i.e., a person 60 years or older having a disability lasting 6 months or longer that limits that the person is prevented from leaving the home without assistance.

9/29/2006

(This item would help approximate the number of assisted households having "frail older individuals" that Section 2603(4) of the LIHEAP statute identifies as part of the vulnerable population). We have been thinking on how to word "frail elderly" such that a household can understand the concept in order to self-declare this on an application form. We would be interested in any comments on whether this concept can be better expressed.

2. An unduplicated count of assisted households having at least one member who is frail older individual, disabled or a young child (this item would allow for measuring more effectively the targeting of LIHEAP assistance to vulnerable households); and
3. An unduplicated count of assisted households (and target group data) that received one or more types of LIHEAP assistance (this item would help in calculating more effectively the cost efficiency in which LIHEAP households are assisted; it would also provide for the first time data on the total number of households receiving LIHEAP assistance regardless of the type(s) of assistance provided to recipient households).

Although we estimate that the average information burden will increase from 25 hours to 35 hours per State with the additional items, the proposed additional data elements will assist ACF in:

1. preparing for OMB's next Program Assessment Rating Tool (PART) process for LIHEAP (we don't know when this will occur next). The PART assessment of LIHEAP in FY 2003 indicated that results were not demonstrated for LIHEAP (go to www.acf.hhs.gov/programs/liheap/perform/index.html#part for information about PART) and
2. increasing the accuracy of LIHEAP targeting performance results that are included in ACF's annual performance report under the Government Performance and Results Act of 1993 (go to www.acf.hhs.gov/programs/opre/acf_perplan/ann_per/apr2005/apr_toc.ht for information about ACF's annual performance report).

We also are seeking comments from national organizations that represent agencies that may be affected by the data collection. Consequently, we are seeking comments from each of your organizations. Consideration will be given to comments and suggestions submitted within 60 days of the publication date (October 27, 2006) of the Federal Register notice.

Please read the attached Action Transmittal for further information.

Thank you for your assistance.

Leon Litow, Lead Program Analyst
Division of Energy Assistance/OCS/ACF
☎ 202-401-5304 (V)
☎ 202-401-5661 (F)
llitow@acf.hhs.gov
www.acf.hhs.gov/programs/liheap

9/29/2006

ATTACHMENT F

From: Lawson, Katina (ACF) [mailto:katina.lawson@acf.hhs.gov]

Sent: Friday, February 09, 2007 3:02 PM

To: Alie Kabba; Amy Oehler; Gregg, Andrea (VDSS); Barbara KlugSieja; Beverly Berends; Bruce Yasutake; Carlene Taylor (E-mail); Cathy Rowe (E-mail); Celeste Lovett (E-mail); Clarice Sabree-Sylla; Danita Jones; David Gall; Dawn Callahan; Donald Mussen; Donna Roe; Douglas Robinson; Gareth D Whitehead (E-mail); Gary Gorlen; Genie Sue Weppner; Hilda Frazier; Jane Schwartz; Jeanna Machon; Jeffrey Dockter; Jerry McKim (E-mail); Jim Nolan (E-mail); Jo-Ann Choate (E-mail); John Harvanko (E-mail); John Overman; Jon Anderson; Karla Thompson; Keith Anderson; Ken Reecy; Leslie Lee (E-mail); Lewis A Kimsey (E-mail); Linda Mercer (E-mail); Lori Williams (E-mail); Lynn Sims; Mary Lou Kueffer; Matteo Guglielmetti (E-mail); Mel Phillips (E-mail); Melinda Cavanaugh; Mike Kelly (E-mail); Nick Sunday; Pam Dalley; Pat Flowers; Patricia Williams (E-mail); Paul Younginer (E-mail); Paula Cook; Phyllis Morris; Regina Surber; Ron Knutson (E-mail); Rosalie Smith; Sandra Mendez; Scott Barnette; Sherman Roquero (E-mail); Sue Brown; Sue Ellen Buster; Theresa Brewer; Tina Ruffin (E-mail); Tom Scott (E-mail); Tonya Barnes; Wendy Bailey-Parks; Wendy Wohl; Yasmin Haver; Yvette Javius

Cc: St.Angelo, Nick (ACF); Litow, Leon (ACF)

Subject: LIHEAP Household Report

Last September we issued a Federal Register Notice, requesting comments for our proposal to add the following data elements to the LIHEAP Household Report:

1. The number of assisted households having at least one "frail elderly" person, i.e., a person 60 years or older having a disability lasting 6 months or longer that limits the person's ability to leave the home without assistance. This item would help approximate the number of assisted households having "frail older individuals" that Section 2603(4) of the LIHEAP statute identifies as part of the vulnerable population. The definition of "frail elderly" also approximates disability as measured by the Census Bureau's American Community Services.
2. An unduplicated count of assisted households having at least one vulnerable member, i.e., a frail older individual, disabled person or a young child. This item would allow for more effectively measuring the targeting of LIHEAP assistance to vulnerable households.
3. An unduplicated count of assisted households (and target group data) that received one or more types of LIHEAP assistance. This item would help in calculating more accurately the administrative cost efficiency of State LIHEAP grantees in providing assistance to LIHEAP households. It would also for the first time provide data on the total number of households receiving LIHEAP assistance regardless of the type(s) of assistance provided to recipient households.

Currently, the proposed additional data elements are on hold as we need to come up with an estimate of the annual average marginal cost to the States for collecting the additional data. The costs, if any, for States purchasing or contracting out information collection services is a part of this cost burden estimate. Also, the costs associated with the use of existing resources, e.g. staff, PCs, etc. are not considered as they are sunken costs. Only incremental costs incurred directly because of the information collection are to be considered. For example, the cost of acquiring a contractor or computer solely for the information collection would be relevant to the estimate. If the contractor did non-information collection work, an allocation of contractor cost only associated with the information collection would apply to this element.

We would like to hear from State LIHEAP grantees concerning any cost estimates, as described above, that would be incurred if the additional data elements are approved by the Office of Management and Budget. We would be proposing that the new data elements be phased in for the FY 09 household data to give States adequate time to prepare for the additional reporting requirement. For any States interested in providing an estimate, please send an e-mail to Leon Litow by February 23, 2007. We also will be discussing this issue at next week's NEADA meeting when OCS will be on the agenda from 2-3 pm this coming Wednesday.

Thanks for your assistance. If you have questions, please contact Leon Litow at 202-401-5304; llitow@acf.hhs.gov

RE: DEA's Final Request for Comments on Proposed Additions to the LIHEAP Household Report

Last August, we issued a *Federal Register* Notice, requesting comments for our proposal to add data elements to the LIHEAP Household Report. As you know, LIHEAP grantee applications are not complete if they do not include the LIHEAP Household Report. The additional data will assist in increasing the accuracy of LIHEAP performance measurement data that are reported annually to the Office of Management and Budget (OMB).

We also followed up with LIHEAP-AT-2006-10, dated 9/26/06, that included on the *Federal Register* Notice, the proposed LIHEAP Household Report form and instructions—see http://www.acf.hhs.gov/programs/liheap/guidance/action_transmittals/at06-10.html

In addition, we sent e-mails requesting comments to the following national organizations: U.S. Department of Energy's Low Income Weatherization Assistance Program, National Community Action Foundation, National Association of State Community Services Programs, and the National Energy Assistance Directors' Association. Comments needed to be submitted to the Administration for Children and Families by October 27, 2006. To date, we received written responses only from Michigan, Minnesota, New York, Texas, Vermont, and Virginia.

On 2/9/07, we sent an e-mail advising you that the proposed additional data elements were on hold. We requested information from State LIHEAP Directors that would assist us in developing an estimate of the annual average marginal cost to the States for collecting the additional data.

Finally, we mentioned our proposed additions to the LIHEAP Household Report at last week's NEADA winter meeting that was held in Washington, D.C. We learned at the meeting that not all State LIHEAP Directors were aware of the proposed changes. Consequently, this e-mail serves as our last request for comments before we send our clearance package to OMB for review. Specifically, we would welcome written comments (preferably by e-mail) by March 5, 2007 concerning the following:

1. the specific aspects of the information collection, as described in with LIHEAP-AT-2006-10, i.e.:
 - a. whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
 - b. the accuracy of the agency's estimate of the burden of the proposed collection of information. We estimate that the average information burden will increase from 25 hours to 35 hours per State with the additional items;
 - c. ways to enhance the quality, utility, and clarity of the information to be collected; and
 - d. ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.
2. our proposed statistical definition of "frail elderly" person, i.e., a person 60 years or older having a disability lasting 6 months or longer that limits the person's ability to leave the home without assistance; and
3. the costs, if any, for States purchasing or contracting out information collection services with respect to the proposed additional data elements. Note the following:

- a. The costs associated with the use of existing resources, e.g. staff, personal computers, etc. are not considered as part of the estimate of the annual cost burden to respondents or record keepers resulting from the collection of information. Such resources are considered to be "sunken" costs.
- b. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. However, only incremental costs incurred directly because of the information collection are to be considered. For example, the cost of acquiring a contractor or computer solely for the information collection would be relevant to the estimate. If the contractor did non-information collection work, an allocation of contractor cost only associated with the information collection would apply.

We will be proposing to OMB that the new data elements be phased in for the FY 09 household data to give States adequate time to prepare for the additional reporting requirements. Consequently, the LIHEAP Household Report would remain unchanged until data are to be reported for FY 2009 under our proposal.

If you have questions, please contact Leon Litow at 202-401-5304; llitow@acf.hhs.gov
Please send your written comments to Leon by **Wednesday, 3/7/07**, as we need to move forward expeditiously.

Thank you for your attention to this important matter.

ATTACHMENT G

SHORT TITLE

Section 2601.

This title may be cited as the "Low-Income Home Energy Assistance Act of 1981".

APPLICATIONS AND REQUIREMENTS

Section 2605.

(c) (1) As part of the annual application required in subsection (a), the chief executive officer of each State shall prepare and furnish to the Secretary, in such format as the Secretary may require, a plan which--

(G) states, with respect to the 12-month period specified by the Secretary, the number and income levels of households which apply and the number which are assisted with funds provided under this title, and the number of households so assisted with--

- (i) one or more members who had attained 60 years of age;
- (ii) one or more members who were disabled; and
- (iii) one or more young children;

(42 U.S.C. 8624)

STUDIES

Section 2610.

(a) The Secretary, after consultation with the Secretary of Energy, shall provide for the collection of data, including--

(4) the number and income levels of households assisted by this title;

(5) the number of households which received such assistance and include one or more individuals who are 60 years or older or disabled or include young children;

(b) The Secretary shall, no later than June 30 of each fiscal year, submit a report to the Congress containing a detailed compilation of the data under subsection (a) with respect to the prior fiscal year,

(42 U.S.C. 8629)

ATTACHMENT H

Christopher, Lauren (ACF)

CA

From: Litow, Leon (ACF)
Sent: Tuesday, March 13, 2007 1:15 PM
To: Christopher, Lauren (ACF)
Subject: FW: California comment

Importance: High

Leon Litow, Lead Program Analyst
Division of Energy Assistance/OCS/ACF
D202-401-5304 (V)
2202-401-5661 (F)
llitow@acf.hhs.gov
www.acf.hhs.gov/programs/liheap

-----Original Message-----

From: NEADA [mailto:mwolfe@neada.org] On Behalf Of mlwolfe@neada.org
Sent: Tuesday, March 13, 2007 12:16 PM
To: Litow, Leon (ACF)
Subject: California comment
Importance: High

Note from California -
Do you want me to add it to the letter?

CSD is in the process of automating our entire LIHEAP program and expects to be fully automated beginning with the 2008 Program Year. CSD will at that time be able to capture both:

* an unduplicated count of assisted households having at least one member who is: 1) 60 years or older, 2) disabled, 3) Children age 5 years or under, and 4) the newly proposed category " frail elderly" person, and

*an unduplicated count of assisted households (and target group data) that received one or more types of LIHEAP assistance.

Adding the " frail elderly" person category and the associated 6-month window period requirement would not be a difficult process to incorporate into our automation plans, nor would it be a problem in adding the new category to both the intake application and reporting forms.

Thanks Mark, if you have any further questions, please do not hesitate to contact me.

IRMA HOLQUIN
Department of Community Services and Development
Energy and Environmental Services Division (EESD)
(916) 341-4368
IHolquin@csd.ca.gov

1. **The specific aspects of the information collection, as described in with LIHEAP-AT-2006-10, i.e.:**

- a. whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

Colorado automatically sends LIHEAP applications to all households that receive benefits from Aid to the Needy Disabled (AND), Old Age Pension (OAP), and Aid to the Blind (AB). Including these additional elements of data collection is not necessary for the performance of the functions of the Colorado LIHEAP program. Again, collecting this data may or may not have practical utility, since the data collection information in Colorado is optional and LIHEAP is a self-reporting program.

- b. the accuracy of the agency's estimate of the burden of the proposed collection of information. We estimate that the average information burden will increase from 25 hours to 35 hours per State with the additional items;

This estimate is correct.

- c. ways to enhance the quality, utility, and clarity of the information to be collected; and
- d. ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Enable the reporting of the data to be uniform nationwide by a centralized data system provided by DHHS.

2. **Our proposed statistical definition of "frail elderly" person, i.e., a person 60 years or older having a disability lasting 6 months or longer that limits the person's ability to leave the home without assistance.**

With the proposed statistical definition of "frail elderly" person, the only source of concern is the validity of the information being received and recorded. Since LIHEAP's program and application is based upon client self disclosure, it would be difficult to gauge if the information being disclosed or not disclosed, for that matter, is statistically valid. In Colorado, the statistical information provided for federal reporting purposes is listed on our application as "Optional Information." Currently, Colorado does not have a process in place for verifying if the information provided by the client is correct.

3. **The costs, if any, for States purchasing or contracting out information collection services with respect to the proposed additional data elements.**

The proposed changes to the Household report would mean significant changes to the LIHEAP computer system, the current application form, and Colorado LIHEAP staff time in training county staff on all new elements. Both the revision of the current application form and the additional training of county staff would be a "sunken" cost. On the other hand, the modifications to the current LIHEAP database in Colorado would have fiscal impact. There would be significant online, batch code, screen, and

report changes to the computer system. Currently, with the information that is available to us, it is estimated that the proposed changes would take approximately 160 contractor man-hours at an average hourly rate of \$60 per hour.

From: Taylor, Carlene O. [mailto:Carlene.Taylor@ct.gov]
Sent: Friday, March 09, 2007 4:31 PM
To: Lawson, Katina (ACF)
Subject: RE: LIHEAP Household Report

CT

Good Afternoon Katina,

I know that there was an extension for comments on proposed changes for the requirement of additional data on the household report. I apologize for having concrete numbers for additional costs, but major reprogramming of the current software would be required to obtain the data.

Carlene

FL

Litow, Leon (ACF)

From: Hilda.Frazier@dca.state.fl.us
Sent: Friday, March 09, 2007 9:28 AM
To: Litow, Leon (ACF)
Cc: Mark Wolfe; Paula.Lemmo@dca.state.fl.us
Subject: Comments on Proposed Changes

FLORIDA

Unlike some states, Florida provides crisis and home energy (non-crisis) assistance to applicants year round. Often households receive more than one benefit per year. We currently have a method of counting unduplicated households served, so this would not be a problem for us.

To secure an unduplicated count of households for specific characteristics would be more difficult and more costly. We administer the program through 32 local nonprofit and public agencies. Changes to the data collection process would take time and be costly as each agency uses their own local system. This would be particularly burdensome to small agencies. When you have the overall unduplicated household count and the number and type of benefits provided, it would seem that a reasonable estimate or indicator could be determined.

To define "frail older" as home bound does not seem appropriate. Elders often have health conditions that require extra heating or cooling, but does not qualify them as home bound. To be classified as a "young child" would they have to be home bound? Often children are in day care or preschool for several hours a day. To require an elder to be "home bound" for six months to receive priority assistance does not seem fair or equitable. Perhaps if a person was classified as over 60 and disabled, they could then be counted as "frail older."

Since age data is collected and easily verified, perhaps the 60 is a bit young to be considered elderly. Is there a possibility of defining elder at 65 or 70?

Hilda Frazier
850/922-1834

3/9/2007

12

From: Ben Moore [mailto:Ben.Moore@illinois.gov]
Sent: Monday, March 05, 2007 5:17 PM
To: St. Angelo, Nick (ACF)
Cc: Alie Kabba; Chris Wollesen; My-Hien Ngo; Vincent Roth
Subject: Re: Fwd: LIHEAP - Request for Comments

1. the specific aspects of the information collection, as described in with LIHEAP-AT-2006-10, i.e.:

Collecting the specific data requested relating to "frail elderly" clients could prove to be rather problematic with regard to the client's ability to clearly understand the definition. Given that this distinction could only be made by the client at the time of applicant intake, the likelihood of most clients having the ability or inclination to accurately provide the information requested would seem rather small. This would most likely diminish the usefulness of the data. If there were an external source from which this information could be gathered at the time of intake, it would increase its reliability and accuracy.

a. whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

Given the effort and education involved in accurately gathering this additional information, it may seem more useful to simply apply a statistical average of all elderly persons who fit the description of "frail elderly" to the reported number of elderly served by the program as a means of determining the number of "frail elderly" served by LIHEAP. Overall, it does not appear that the effort and cost involved are worth any additional information gathered given the likelihood of the data's inherent inaccuracy.

b. the accuracy of the agency's estimate of the burden of the proposed collection of information. We estimate that the average information burden will increase from 25 hours to 35 hours per State with the additional items;

Not enough data to determine - better estimate may be 50 to 60 hours.

c. ways to enhance the quality, utility, and clarity of the information to be collected; and
 No comments

d. ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Likelihood of clients providing accurate information on this issue is small. An automated link with Social Security or Medicaid data systems may provide a much more accurate count of "frail elderly" clients at each address.

2. our proposed statistical definition of "frail elderly" person, i.e., a person 60 years or older having a disability lasting 6 months or longer that limits the person's ability to leave the home without assistance; and

The definition is very specific, and could prove very confusing to clients when asked at time of intake.

3. the costs, if any, for States purchasing or contracting out information collection services with respect to the proposed additional data elements. Note the following:

Approximately \$3,000 to \$5,000 of increased cost.

a. The costs associated with the use of existing resources, e.g. staff, personal computers, etc. are not considered as part of the estimate of the annual cost burden to respondents or record keepers resulting from the collection of information. OMB considers such resources to be "sunken" costs.

b. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. However, only incremental costs incurred directly because of the information collection are to be considered. For example, the cost of acquiring a contractor or computer solely for the information collection would be relevant to the estimate. If the contractor did non-information collection work, an allocation of contractor cost only associated with the information collection would apply.

We will be proposing to OMB that the new data elements be phased in for the FY 09 household data to give States adequate time to prepare for the additional reporting requirements. Consequently, the LIHEAP Household Report would remain unchanged until data are to be reported for FY 2009 under our proposal.

If you have questions, please contact Leon Litow at 202-401-5304; llitow@acf.hhs.gov

Please send your written comments to Leon by Wednesday, 3/7/07, as we need to move forward expeditiously.

Thank you for your attention to this important matter.

Nick St. Angelo

Director, Division of Energy Assistance

nstangelo@acf.hhs.gov

3/6/2007

MD

Christopher, Lauren (ACF)

From: Litow, Leon (ACF)
Sent: Tuesday, March 13, 2007 12:56 PM
To: Christopher, Lauren (ACF)
Subject: FW: Household survey comments

Attachments: Comments - LIHEAP Frail Elderly.doc



Comments - LIHEAP
Frail Elderl...

FYI.

Leon Litow, Lead Program Analyst
Division of Energy Assistance/OCS/ACF
D202-401-5304 (V)
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llitow@acf.hhs.gov
www.acf.hhs.gov/programs/liheap

-----Original Message-----
From: Lawson, Katina (ACF)
Sent: Monday, March 12, 2007 9:19 AM
To: Litow, Leon (ACF)
Subject: FW: Household survey comments

Fyi.

Katina Lawson, Program Analyst
Office of Community Services
Division of Energy Assistance
Phone: 202) 401.6527
Email: klawson@acf.hhs.gov

-----Original Message-----
From: Mary Lou Kueffer [mailto:MKueffer@dhr.state.md.us]
Sent: Thursday, March 08, 2007 4:08 PM
To: Lawson, Katina (ACF)
Subject: Household survey comments

Hi Katina,

I believe Mark Wolfe is consolidating the states comments into one, but wasn't sure if you still needed them separately. So decided to be safe than sorry since tomorrow is the deadline. Please see attached comments from Maryland.

Thanks, Mary Lou Kueffer

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COMMENTS REGARDING THE LIHEAP HOUSEHOLD REPORT

The Maryland Office of Home Energy Programs offers the following comments regarding the proposed adding of data elements to the LIHEAP Household Report.

1. The number of assisted households having at least one "frail elderly" person, i.e., *a person 60 years or older having a disability lasting 6 months or longer that limits the person's ability to leave home without assistance.* This item would help approximate the number of assisted households having "frail older individuals" that Section 2603(4) of the LIHEAP statute identifies as part of the vulnerable population.

COMMENT:

In order to collect data on the frail elderly, a change would have to be made in the energy assistance application form by adding spaces for a response along with the definition. This is problematic in that we have reduced the number of elements on the application so as to limit it to two pages. We believe a shorter more simple application form encourages more applicants. Adding these elements would expand the application to three pages, adding complexity and cost due to the extra page. It is estimated the extra page would cost approximately \$5,000+ per year. Additionally, the new data elements would have to be added to the existing computerized database. This process includes cost for programming and testing. Estimated cost for this process is about \$10,000+ in programming and testing. All programming activities are performed under a contract with an outside vendor.

Perhaps the most difficult aspect of collecting the specific data is the fact that the majority of applications received are through the mail. This means that the identification of frail elderly is self-defined by the applicant. The accuracy of the responses is subject to question. In fact, there is likely to be an undercount. Additionally, the question is likely to generate additional phone calls to already overburdened agencies. The cost for this is difficult to determine in that it results in a cost in efficiency and time for dealing with the public.

In addition, these or similar changes that add to the cost of the administering agency has a time burden that cannot be accurately calculated at this time. Responding to questions, data entry, handling an expanded application, etc are some of the issues that need to be measured and weighed against the importance of the data. Costs associated with these changes could be significantly more extensive than initial programming changes to set it in motion.

In our view, there is no practical utility for the frail elderly data element in the proper performance of the functions of the agency and, therefore, not necessary. We do not see a way to collect this information by any other means than direct response. There is no automated method to collect the data.

2. An unduplicated count of assisted households having at least one member who is a frail older individual, disabled person or a young child. This item would allow for more effective measuring the targeting of LIHEAP assistance to vulnerable households.

COMMENT:

As defined, the unduplicated count would enhance the knowledge and assessment of work effort in LIHEAP. Generation of this information would be through an automated process using existing data. The cost of reporting unduplicated counts is primarily in the creation and testing of computer generated reports. Our estimate for this activity is approximately \$12,000+.

3. An unduplicated count of assisted households (and target group data) that received one or more types of LIHEAP assistance. This item would help in calculating more accurately the administrative cost efficiency of providing assistance to LIHEAP households. It would also for the first time provide data on the total number of households receiving LIHEAP assistance regardless of the type(s) of assistance provided to recipient households.

COMMENT:

There is agreement on the usefulness of this data. There should be a counting of each applicant receiving a type of assistance for each service as a way of better understanding administrative costs. Having an accurate assessment of crisis assistance for example is important in that it takes far more administrative time to process crisis applications as they generally require direct and immediate contact with utilities and/or fuel suppliers along with meeting the time requirements of the LIHEAP statute. In that respect, this collection and reporting of information does have practical utility. Again our estimate to create, test and generate the required report is approximately \$10,000+.

We would like to offer a final general comment regarding the targeting of specific vulnerable groups. The fact that a household belongs to one of the targeted groups and that efforts are geared towards those groups is not the only or primary factor, in seeking assistance. Families seek assistance because they have a real or perceived situation of need. More research needs to be performed in order to better understand the factors that motivate people to apply for assistance.

MN

State of Minnesota

March 7, 2007

Final Comments on Proposed Additions to the LIHEAP Household Report

In August, the U.S. Department of Health and Human Services issued a Federal Register Notice requesting comments regarding a proposal to add data elements to the LIHEAP Household Report. The proposed data element changes are:

1. Having at least one elderly person who is frail;
2. Having at least one member who is elderly, disabled, or a young child (an unduplicated count); and
3. Receiving one or more types of LIHEAP assistance (unduplicated count).

At that time, the Minnesota Department of Commerce supported the changes, requested they be delayed for one year to allow for implementation, and made these comments about the time involved in preparing to report the changes:

Collection of this data will come with significant Burden Hours. In Minnesota, implementation will include revising the application for assistance; adding a data field to the eHEAT software; training local service providers; and outreaching to seniors and their advocates. We believe our initial time investment to collect and report the data to be about 40 hours. After the first year, the additional burden hours for this data point are likely to be less than an hour.

Total Annual Burden Hours for the LIHEAP Household Report in its current form is about 8 hours. Once these changes have been implemented and are routine, the Total Annual Burden Hours will probably be about 9 hours.

In February, DHHS requested additional comment and final comment about specific aspects of the proposed changes. Minnesota's responses follow:

1. Specific aspects of information collected:
 - a. Minnesota DOC doubts the proposed information is necessary for the proper performance of the functions of our agency and has no plans to utilize the information. We believe the information we already provide tells us what we need to know about the population served by LIHEAP in Minnesota.
 - b. DHH's estimate of 25 to 30 hours to collect and report the new data is very high. The new data point will need to be entered into the computer system; and the State will download and count the data.
 - c. Quality and clarity of information to be collected could be enhanced by assuring all States are collecting and reporting uniformly the same thing. For example, when States report children under 6, are they reporting the number under 6 at the time of application, at any time during the program year, or some other variable? Quality of data would improve if requirement were to count all children born after a specific date. The same level of requirements regarding definitions would help with counting households with at least one elderly person.
 - d. Any new data elements will require data entry efforts regardless of the automation of collection or other forms of information technology improvements.

2. Minnesota can work with the proposed definition of "frail elderly." More specificity would be helpful, though. For example, what is "assistance?" Is a person over 60 frail if he/she is no longer able to drive and needs a driver? Such documentation would be fairly burdensome to the household and the system in general.
3. Minnesota will not be purchasing or contracting out information collection services. All efforts and costs are associated with the use of existing resources within the existing organizational structure for delivery LIHEAP in Minnesota. This increases the pressure on limited resources in this area.
 - a. Note- While OMB may consider such resources as "sunken" costs, any costs in establishing and collecting additional data items on an on-going basis results in additional "sunken" costs. Additional costs are additional costs regardless whether "sunken" or not. Those costs must be charged somewhere.



NC

North Carolina Department of Health and Human Services
Division of Social Services

• 325 North Salisbury Street •
2420 Mail Service Center • Raleigh, North Carolina 27699-2420
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

March 7, 2007

Administration for Children and Families
Office of Information Services
370 L'Enfant Promenade, S.W.
Washington, DC 20447
Attention: ACF Reports Clearance Officer

Re: Comments on LIHEAP-AT-2006-10

Dear Reports Clearance Officer:

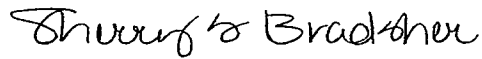
North Carolina is opposed to the expansion of the Household Report to include numbers of "frail elderly" persons on the annual Household Report as defined in LIHEAP-AT-2006-10. We do not believe collection of numbers of individuals who meet the definition of "frail elderly" person adds significant value to the data reported to Congress that includes states' outcomes in reaching the target groups with low income energy assistance. The Household Report currently includes reasonable and trackable information about children and elderly participants based on discrete criteria (age). Identification of a subset of the elderly persons using the new definition of "frail elderly" would be, to an alarming degree, subjective. Case managers responsible for processing requests for energy assistance to eligible households do not have the background and training to definitively determine that an individual's disability is severe enough to limit his ability to leave home without assistance. There is no assurance that applicants themselves can make this assessment consistently for the purpose intended by this proposed change even though self-declaration is the only possible way to collect the information. It is unreasonable to expect that all states can interpret this requirement consistently and collect subjective data that accurately reflects the expectation of the proposed data collection requirement.

Additionally, North Carolina's automated systems used to collect information used to determine eligibility for low income energy assistance and coordinate these program services with others do not currently have the capacity to collect and compile data on numbers of "frail elderly" individuals. A high level sizing effort prepared by our automated systems support staff estimate a development cost of \$537,000, with a variance of +/- 50% depending on the specific requirements once the actual requirements are defined, to implement data collection capacity for one or more new data elements connected with identification of "frail elderly" persons. Actual data collection would require an additional 12 to 24 months due to the staggered certification

periods for potentially affected individuals. Once the data is maintained, the additional data collection burden to enhance the Household Report would be minimal.

We appreciate the opportunity to comment on this proposal. If you have any questions, please contact Jane Schwartz at (919) 733-7831 or by email at jane.schwartz@ncmail.net.

Sincerely,

A handwritten signature in cursive script that reads "Sherry S. Bradsher".

Sherry S. Bradsher

SSB/JS

Litow, Leon (ACF)

NE

From: mike.kelly@hhss.ne.gov
Sent: Friday, February 09, 2007 3:16 PM
To: Lawson, Katina (ACF)
Cc: St.Angelo, Nick (ACF); Litow, Leon (ACF)
Subject: Re: LIHEAP Household Report

Attachments: pic11701.gif



pic11701.gif (16 KB)

Our LIHEAP program is a 22 year old computer program. All of the information is hard coded. To change the coding to either add additional reporting elements or to separate reporting elements would be both expensive and time consuming. I am pretty sure that we would not receive approval from above that would allow us to spend this money or time on an old system. We will be adding the energy program to our new computer program in the next couple of years and would be able to request additional information. What I can do, is ask to see how many households have multiple elements of young children, disabled or elderly. If this information would suffice until we are able to add LIHEAP to our new computer system it would help.

"Lawson, Katina
(ACF)"
<katina.lawson@acf.hhs.gov>

02/09/2007 02:02 PM

To

"Alie Kabba"
<alie_kabba@idpa.state.il.us>, "Amy Oehler"
<amy.oehler@tdhca.state.tx.us>, "Andrea Gregg"
<andrea.gregg@dss.virginia.gov>, "Barbara KlugSieja"
<barbara.klugsieja@wisconsin.gov>, "Beverly Berends"
<berendsb@idhw.state.id.us>, "Bruce Yasutake" <brucey@cted.wa.gov>, "Carlene Taylor (E-mail)" <carlene.taylor@ct.gov>, "Cathy Rowe (E-mail)" <cathy.rowe@mail.state.ar.us>, "Celeste Lovett (E-mail)" <clovett@gov.state.nh.us>, "Clarice Sabree-Sylla" <CSabreeSylla@DCA.state.nj.us>, "Danita Jones" <djones@wvdhhr.org>, "David Gall" <david.gall@state.sd.us>, "Dawn Callahan" <callahand@michigan.gov>, "Donald Mussen" <mussend@michigan.gov>, "Donna Roe" <DRoe@state.pa.us>, "Douglas Robinson" <d robinson@wvdhhr.org>, "Gareth D Whitehead (E-mail)" <WillieW@ADECA.state.al.us>, "Gary Gorlen" <gary.gorlen@wisconsin.gov>, "Genie Sue Weppner" <weppnerg@idhw.state.id.us>, "Hilda Frazier"

NO

Christopher, Lauren (ACF)

From: Litow, Leon (ACF)
Sent: Thursday, March 01, 2007 12:20 PM
To: 'Ronald P. Knutson'
Cc: Christopher, Lauren (ACF)
Subject: RE: LIHEAP Household Report - Comments on Proposed Changes

Ron,

Thanks for your comments. Your feedback on "frail elderly" is especially useful.

Take care.

Leon Litow, Lead Program Analyst
Division of Energy Assistance/OCS/ACF
D202-401-5304 (V)
2202-401-5661 (F)
llitow@acf.hhs.gov
www.acf.hhs.gov/programs/liheap

-----Original Message-----

From: Ronald P. Knutson [mailto:soknur@nd.gov]
Sent: Thursday, March 01, 2007 12:02 PM
To: Litow, Leon (ACF)
Subject: LIHEAP Household Report - Comments on Proposed Changes

Leon,

North Dakota uses a mail-in application for LIHEAP. Applications are sent to the County Social Service offices in the state's 53 counties. There, they are "worked" by one of over a hundred county eligibility workers. We have learned over the years that questions on application forms must be simple and straightforward. The proposed definition of "frail elderly individual" is neither. There will be questions of duration ("I broke my hip three months ago and the doctor doesn't know when I'll be able to walk."), of severity ("I sometimes walk uptown, but my daughter doesn't want me to."), and of relevance ("What the heck does that have to do with my heating bill?"). Also, there are many elderly people who will take offense at being characterized as "frail". When a question causes this kind of confusion, the quality of the data becomes questionable.

A HUD program I was associated with some years ago had a "frail elderly" category that it defined simply as anyone 85 years or older.

On the technical side, we don't anticipate great expense in incorporating another data element into our computer system.

Thanks for the opportunity to comment.

Ron Knutson
Director of Energy Assistance
North Dakota Department of Human Services

OH

From: Sunday, Nick G. [mailto:NSunday@odod.state.oh.us]
Sent: Tuesday, March 06, 2007 5:04 PM
To: St. Angelo, Nick (ACF)
Cc: Litow, Leon (ACF); mlwolfe@neada.org
Subject: RE: LIHEAP - Request for Comments

Hi Nick, I think most states have some type of question for tracking the elderly and the disable. It might be hard for a state to isolate the 6 month window unless they track permanent disable. I'm not if some states would run into issues with HIPPA rules, but at our NEADA meeting some states said this would be a problem. I also think states could have a hard time with the accuracy of the household arrangement, since households applications are taken over a period of time.

If this information is needed maybe the correct way to approach this is to have the states add a question on their application about elderly and permanent disabled and not the six month period. Most states would have to change their application to capture this information and I'm not sure what their cost would be. It would not be hard for our state, but it would also require the HHWAP program to change some of their reporting. Though most of the information they track is the same as ours, so it would be minimal.

PA

Leon Litow, Lead Program Analyst
Division of Energy Assistance /OCS/ACF
llitow@acf.hhs.gov

Dear Mr. Litow:

The Department of Public Welfare reviewed the proposed changes to the federal LIHEAP Household report to include an additional data element and revised reporting requirements. The changes needed to Pennsylvania's existing LIHEAP reporting system to meet the new requirements include:

1. Capturing a new data element – persons age 60 or over and housebound.
2. Providing an unduplicated count of assisted households where at least one person is 5 or younger, 60 or over, 60 or over and housebound.
3. Providing an unduplicated count of assisted households that receive cash, crisis or weatherization (any sort of LIHEAP benefit).
4. Providing an unduplicated count of assisted households that receive cash or crisis or weatherization and at least one person is 5 or younger, 60 or over, 60 or over and housebound (any sort of LIHEAP benefit).

To collect the additional data element and revising reporting procedures would require from 450 to 500 man hours of work at a cost of \$50,000 according to our LIHEAP system contractor. The costs include revisions to our year end reports that provide counts for the federal LIHEAP Household report. In addition, Pennsylvania's standard application form (PWEA 1) would have to be revised to add a field that indicates if a person is 60 or over and housebound. Pennsylvania's County Assistance Offices would have to be alerted to the new reporting requirements and our data entry procedures changed.

Thank you for the opportunity to provide comments.

Sincerely,

Donna Roe
Director
Division of Federal Programs and Program Management
Office of Income Maintenance
Pennsylvania Department of Public Welfare

Cc: Leon Litow, Lead Program Analyst
Division of Energy Assistance /OCS/ACF
llitow@acf.hhs.gov



TX

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March 1, 2007

Mr. Leon Litow, Program Analyst
Administration for Children and Families
Administration Information Services
370 L'Enfant Promenade, SW
Washington, DC 20447

Re: LIHEAP Households Report, Proposed Changes

Dear Mr. Litow:

With this letter, the Texas Department of Housing and Community Affairs (the Department) submits its comments on the "Proposed Information Collection Activity," published by Administration for Children and Families (ACF), United States Department of Health and Human Services, in Federal Register/ volume 71, No. 166/ Monday, August 28, 2006/ pages 50923-50924.

The draft Household Report form itemizes the category "frail elderly." The Department considers this term redundant with "disabled" and "elderly" – categories already included in the report. TDHCA currently uses disability criteria in accordance with LIHEAP Statute Sec. 2605(b)(2-4) and elderly identification criteria in accordance with LIHEAP Statute Sec. 2605(c)(1)(G). To differentiate "frail elderly" from other elderly and other disabled would require a new level of client assessment from our subrecipient agencies. Texas' subrecipient agencies lack sufficient resources to conduct medical assessments. Documentation of the "frail elderly" condition by a new definition (i.e., a person 60 years or older having a disability lasting 6 months or longer that limits the person's ability to leave the home without assistance) would require onerous involvement by medical and social work professionals not currently involved in the client eligibility assessment. The proposed reporting requirement could potentially introduce legalistic eligibility disputes associated with subjective caseworker judgments. The addition of this requirement would increase the costs of the program without increasing benefits to low-income households.

Enumeration of households qualified as "elderly and disabled" by existing definitions would not prove burdensome.

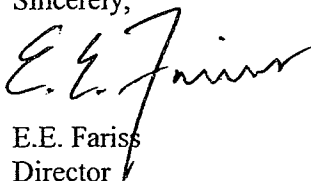
The Texas Comprehensive Energy Assistance Program, funded by LIHEAP, does not currently collect client data on "frail elderly" persons, as mentioned in the September 7, 2006 message from Leon Litow or on homebound elderly as mentioned in the above-cited notice. The cited statute (42 U.S.C. 8629) and Federal regulation (45 CFR 96.92 [CSBG – Termination of Funding]) makes no mention of "homebound" or "frail elderly" persons or "unduplicated count." LIHEAP in Texas funds a four-component program. The current reporting structure – among 50 subrecipient agencies – cannot differentiate a client household assisted under one component who previously received assistance under another component. Disaggregating these client households would require a costly overhaul of our Department's reporting system. Consequently, adding line 7, "Any type of LIHEAP assistance," in order to sum the previous six lines, would yield a meaningless statistic.

The proposed new category, "Elderly, disabled, or young child," is not clearly defined and appears to duplicate existing reporting categories. Placing multiple household characteristics in one tabulation field seems likely to result in equivocal data. The proposed changes would add nothing to the assessment value of this report. The Department's subrecipient agencies already prioritize applicants by the "vulnerable" household types reported in the existing LIHEAP Household Report form.

TDHCA judges that the addition of these proposed reporting categories will introduce an element of confusion that will interfere with reliable reporting of programmatic statistics on a regular basis. TDHCA already uses automated data collection and reporting from its subrecipient agencies on a monthly schedule and work continues on improving those processes.

If ACF wants to enhance the meaning of LIHEAP targeting performance results, the Department wants to propose an alternative. The Department of Energy (DOE) recently included a new reporting statistic for energy burden. The Department's subrecipient agencies already collect household data on income and energy expenditures. They already calculate energy burden statistics for weatherization clients. The currently reported categories of low-income elderly and disabled households already encompasses the vast majority of what a reasonable person might characterize as "frail elderly." The Department would recommend, including reporting criteria for "high energy burden" and "high energy expenditure." This would coincide with DOE reporting statistics and would increase the accuracy of LIHEAP targeting performance results in ACF's annual performance report.

Sincerely,



E.E. Fariss
Director

Community Affairs Division

caea: jwt

cc: Nick St. Angelo

VA#1

From: Andrea Gregg [mailto:andrea.gregg@dss.virginia.gov]
Sent: Friday, October 27, 2006 11:38 AM
To: 'Lawson, Katina (ACF)'
Subject: comments LIHEAP HH report

Katina--
As suggested below, attached are Va's comments regarding timeframes for the proposed changes to the LIHEAP HH report.
The attached documents were sent to the address included in AT #10.
Hope you are well--
Andrea

Andrea L. Gregg
Manager, Energy Assistance Program
Virginia Department of Social Services
804-726-7368 andrea.gregg@dss.virginia.gov

VAT

Submitted by:
Andrea Gregg, Manager LIHEA Program, Commonwealth of Virginia

Timeframes: Suggest a Phased-in Approach, allowing grantees a full year to prepare/make changes prior to required implementation

The proposed changes will require both application (data collection) and system (data collection and retention) changes. While this information may be necessary to complete more thorough data analysis on LIHEAP recipients, the proposed changes should be considered under a phased-in approach, thereby allowing states time to make necessary changes to policy, procedures, applications and systems.

The comment period on the proposed changes extends into the start of FFY 2007; the proposed changes are indicated to be included in the LIHEAP HH Report for FFY 2007. States such as Virginia have likely started accepting/processing applications for FFY 2007 and have not yet made changes to accommodate the data collection changes while awaiting a final decision. As such, phasing in changes and allowing grantees a full year to implement changes seems reasonable and one we hope HHS will consider.

Change One – Type of Assistance:

The addition of a seventh category (type) of LIHEAP assistance entitled “Any type of LIHEAP assistance”.

Description: An unduplicated count of assisted households (and target group data) that received one or more types of LIHEAP assistance (this item would help in calculating more effectively the cost efficiency in which LIHEAP households are assisted; it would also provide for the first time data on the total number of households receiving LIHEAP assistance regardless of the type(s) of assistance provided to recipient households).

Change Two – Required Data:

Category	Current	Proposed
60 Years or Older (Elderly)	An unduplicated count of assisted households, which have at least one member who is 60 years or older.	Two Parts: (1) An unduplicated count of assisted households, which have at least one member who is 60 years or older. (2) Those assisted households having at least one frail elderly person 60 years or older, i.e., a person 60 years or older having a disability lasting 6 months or longer that limits that the person is prevented from leaving the home without assistance.*
Disabled	Per grantee's definition of “disabled”	No Change
Age 5 Years or Under (Young Child)	Age 5 or under including all children who are not yet 6	No Change

	years old, that is up to 5 years and 364 days old	
Elderly, Disabled or Young Child	Data not requested on current report	An unduplicated count of assisted households having at least one member who is frail older individual, disabled or a young child (this item would allow for measuring more effectively the targeting of LIHEAP assistance to vulnerable households).

*Definition of "frail elderly" revised so a household can understand the concept in order to self-declare this on an application form. Subject to change based on comments received by states.

VA3

Comments on the Proposed Changes/Additions to the LIHEAP HH Report

In addition to the comments submitted in October 2006, in response to AT # 10, Virginia offers the following additional comments/estimates on the proposed changes/additions to the LIHEAP HH report. These specific comments are in response to the DEA email dated 02-09-2007. If you have questions or need additional information, please contact Andrea Gregg at 804-726-7368 or andrea.gregg@dss.virginia.gov.

1. The number of assisted households having at least one "frail elderly" person, i.e., a person 60 years or older having a disability lasting 6 months or longer that limits the person's ability to leave the home without assistance. This item would help approximate the number of assisted households having "frail older individuals" that Section 2603(4) of the LIHEAP statute identifies as part of the vulnerable population. The definition of "frail elderly" also approximates disability as measured by the Census Bureau's American Community Services.

At a minimum, frail elderly data collection involves the following:

Changing EAP applications (3) so that households could indicate if any of the aged household members are 'frail'—In VA disability status is verified; however, age is accepted by applicant statement, unless questionable. VA would strongly advocate that the applicant's designation of frail on the application (frail would clearly need to be defined on EAP applications) be accepted w/by applicant statement. Requiring staff to verify the condition of 'frail elderly' would increase the time required to process applications as well as increase the administrative burden on local department staff.

Adding a data element to the demographic data screens as well as to the database in the EAP eligibility system—Like many states, VA's eligibility system is a legacy system; making changes even small/simple changes is not easy and often requires significant programming and testing efforts. Additionally, the IT resources for EAP are the same resources used to support the TANF, FS and Medicaid programs. All system changes once initiated are prioritized by a steering committee responsible for oversight of system initiatives for the aforementioned programs. It is estimated that the system changes required to collect and store the data in the system would cost approximately \$16,000. This estimate assumes that other than entering the additional code in the system, there would be no additional verification required. Data collection vs. data submission in 2009 would likely be the earliest that system changes could be implemented.

2. An unduplicated count of assisted households having at least one vulnerable member, i.e., a frail older individual, disabled person or a young child. This item would allow for more effectively measuring the targeting of LIHEAP assistance to vulnerable households.

While VA collects vulnerability status on hh members in all three components offered, currently we do not have a reporting mechanism that captures unduplicated case counts. Data is already available; however, generating/collecting the data for reporting purposes through existing automated systems and functions will require system changes. Reporting changes are estimated at approximately \$5,000.

3. An unduplicated count of assisted households (and target group data) that received one or more types of LIHEAP assistance. This item would help in calculating more accurately the administrative cost efficiency of State LIHEAP grantees in providing assistance to LIHEAP households. It would also for the first time provide data on the total number of households receiving LIHEAP assistance regardless of the type(s) of assistance provided to recipient households.

Like # 2, information is already available; however, changes to the existing generation/collection and reporting mechanism will require system and year end report changes. Reporting changes are estimated at approximately \$5,000

WF

Litow, Leon (ACF)

From: Cain, Jim - DOA [jim.cain@wisconsin.gov]
Sent: Monday, March 05, 2007 10:41 AM
To: Litow, Leon (ACF)
Cc: Susan.Brown@Wisconsin.gov; Gary (Gary.Gorlen@wisconsin.gov); barbara.klugsieja@wisconsin.gov
Subject: LIHEAP - Request for Comments – Household Report

Leon,

We have reviewed the proposed LIHEAP Household report materials referred to in the email from Nick St. Angelo.

At the current time we have no mechanism to rate elderly individuals according to how frail they happen to be. To determine the number of disabled elderly whose disability limits their ability to leave their home unassisted for 6 months or more requires a medical judgment to be made. Most local staff are not trained to make such an assessment and rely on a self-declaration by the applicant about the status of each individual in the household.

The six (6) month duration of the disability criteria adds a special complexity to determining the "disability" for a program designed to provide a single assistance payment per year. Typically we "see" a client one time each year. While it is possible to make an assessment of disability on the date of the application, it is entirely a different issue to determine that the condition has existed for six (6) months, is likely to continue for six (6) months, or if the total duration of the disability (before and after the application) would be six (6) months.

Many of the people that meet the proposed definition of a "frail elderly person" will be temporarily (or permanently) residing in assisted living or nursing home facilities. In Wisconsin people in these facilities are deemed to be protected from the costs of heating fuels and the need to acquire heat as it becomes the institution's responsibility. Therefore, we estimate the number of persons meeting the proposed "frail elderly person" definition could be very small.

As we understand the complexities of request to collect information on the number of households with a "frail elderly person," it is difficult to ascertain what the quality of the resulting data will be. Certainly there will be questions about the consistency of the application of the criteria and reporting of "frail elderly persons." There will be inconsistency in how the individual applicants report. Some households will report an individual is a "frail elderly person" when the disability is of short duration, and other households will fear being stigmatized and will therefore only report the most severe cases.

Wisconsin collects applications through a web-based system. Compliance with this requested change will require additional programming of our system software to provide for a place to collect the data for each household. The estimated time to program the system to collect the data is two (2) work weeks. In addition to the programming, local staff will need to be trained on how and what to report. The estimated training time represents an additional week of work in preparing the training materials and actually conducting the training. The additional time to extract the new data from the system and prepare it for the report is estimated at thirty (30) minutes. Total estimated time to comply with this change is therefore about 120 hours and 30 minutes of state staff time plus the local agency training time which we estimate at 30 minutes per person for about 400 local staff, or about 200 hours. The combined time commitment to implement this change is expected to be over 320 staff hours.

We suggest replacing the proposed "frail elderly person" definition with a definition that is satisfied if they are elderly and disabled. The probability is that a disabled elderly person is nearly homebound and probably needs assistance to get out of the home. This will not guarantee the individuals are homebound or that they have had the condition for 6 months, but it will probably provide an indication if the program(s) is reaching this population group.

Jim Cain
Energy Assistance Bureau
(608) 267-2736

WY

Litow, Leon (ACF)

From: Jeffrey Dockter [JDOCKT@state.wy.us]
Sent: Thursday, February 22, 2007 2:26 PM
To: Litow, Leon (ACF)
Cc: Coleen Collins; Terry Williams
Subject: Re: LIHEAP - Request for Comments

Leon,

Thanks for taking the time on Wednesday to review this proposal with me. As for Wyoming, we anticipate minimal costs in making the changes, should ACF decide to implement the changes listed below. By minimal costs, we mean the costs at this point appear to be only the labor costs associated with making the necessary changes to our LIEAP eligibility, benefit determination, and reporting system.

The reporting changes do not appear to be burdensome and in Wyoming, the changes would not impact how the State delivers benefits to elderly. Collecting this data would provide minimal benefit to Wyoming, since the information seems to have little practical use at the state or community level.

Hope this helps and if I you need further clarification on Wyoming's position, please feel free to contact me. Thanks and take care.

Jeff Dockter
LIEAP / Weatherization Program Manager
Phone (307) 777-6346

ATTACHMENT I

State Comments on Frail Elderly

June 14, 2007

Comment	Response
Necessity for Proper Performance and Practical Utility	
<p>Frail elderly data do not add significant value to the State LIHEAP data reported to Congress on outcomes in reaching the target groups (NC).</p>	<p>Data on "frail elderly" households is the only new proposed data element. Collecting such data would assist in measuring the program's performance in assisting low-income households primarily in meeting their immediate home energy needs under Sec. 2602(a) of the LIHEAP statute. According to Sec. 2604(4) of the LHEAP statute, households with the highest home energy needs include, in part, vulnerable households with "frail older individuals."</p>
<p>The effort and cost are not worth any additional information gathered given the inherent inaccuracy of data on frail elderly households (IL) (IA) (IN) (MD) (ND) (WI); there may be disparate information gathered from State-to-State depending on whether States gathers the information by self-declaration or actual observation (SD).</p>	<p>Agree.</p>
<p>The proposed definition of frail elderly does not meet the intent of the LIHEAP statute better. The current definition of over 60 years old may already accurately capture who was perceived as frail at the time of the statute's writing (SD).</p>	<p>Congress defined elderly households (persons 60 years or older) in Sec. 2610(a)(5) of the 1981 LHIEAP statute for statistical purposes. Congress in 1994 identified frail elderly households as a vulnerable group of households without defining the term.</p> <p>OCS analyzed 2005 American Community Survey data on low income households having at least one member 60 years or older with and without disabilities, as defined by the Census Bureau. The data indicate that 57% of such households have at least one disability. This data does not support that such households are necessarily disabled or that a disability is associated with "frailness."</p>
<p>If the proposed definition is adopted, only frail elderly should be captured and the category for over 60 years old should be eliminated (SD).</p>	<p>Congress would have to change the statute to eliminate the reporting requirement of 60 years or older.</p>
<p>"Frail elderly" is redundant with disabled and elderly which are categories already included in the report—(TX).</p>	<p>The term may be redundant depending on how States define disabled. However, States are free to define disability, resulting in no assurance that a disabled elderly person is "frail elderly."</p>

Comment	Response
Accuracy of Burden Estimate	
Self reporting of frail elderly would result in increased staff time at local agencies (IA).	Agree.
Quality, Utility, and Clarity of Information to be Collected	
<p>The use of mail-in applications means that frail elderly is self-defined by the applicant. The accuracy of self-reported responses is subject to question (MD) (SD); question as to the client's ability to clearly understand the definition (IL) (VA). There is no assurance that applicants can make this assessment consistently (NC) (WI).</p> <p>Questions on mail-in application forms must be simple and straightforward. The proposed definition of frail elderly is neither. There will be questions of duration, severity, and relevance (ND), impacting on the client's ability to clearly understand the definition (IL) (VA), and could prove very confusing to clients when asked at time of intake (IL).</p>	Agree.
Definition of frail elderly does not seem appropriate. Elders often have health conditions that require extra heating or cooling, but does not qualify them as home bound (OH).	Agree.
The most potentially damaging aspect of self reporting is the confusion it may cause for elderly clients and could act as a barrier to applying for the program (IA) (SD); households will fear being stigmatized and therefore only report the most severe cases (WI). There are many elderly people who will take offense at being characterized as frail (ND).	Agree.
To require an elder to be "home bound" for 6 months to receive priority assistance does not seem fair or equitable—(FL). It might be hard for State to isolate the 6-month window unless they track permanent disabled for frail elderly. Some States could have a hard time with the accuracy of the household composition since household applications are taken over a period of time (OH).	Agree.
Typically, a client is seen one time each year. While it is possible to assess disability on the date of the application, it is entirely a different issue to determine that the condition has existed for 6 months, or if the total duration of the disability (before and after the application) would be 6 months (WI).	Agree.
Some States would run into issues with HIPPA rules (OH). HIPPA rules would not be violated by collecting the new information (PA)	Clarified with State that HIPPA was no longer an issue with the states since aggregated data would be reported.
Case managers do not have the background and training to definitively determine that an individual's disability is severe enough to limit his ability to leave home without assistance (NC); would require a new level of client assessment from subrecipient agencies (TX); requires a medical judgment as staff rely on self-declaration (WI); agencies lack sufficient resources to conduct medical assessments; would require onerous involvement by medical and social work professionals not currently involved in the client eligibility assessment (TX); would potentially introduce legalistic eligibility disputes associated with subjective caseworker judgments (TX).	Agree.

Comment	Response
Many of the people that meet the definition of frail elderly would be temporarily (or permanently) residing in assisted living or nursing home facilities. Such facilities are protected from the costs of heating fuels and the need to acquire heat at it becomes the facility's responsibility. Thus, the number of persons meeting the proposed definition of frail elderly would be very small (WI).	Based on ACS data, there are sizeable number persons who are disabled at the very least.
State can work with the proposed definition of "frail elderly." More specificity would be helpful. For example, what is assistance? Is a person over 60 frail if he/she is no longer able to drive and needs a driver? Such documentation would be fairly burdensome to the household and the system in general (MN).	Agree.
Proposed new category (elderly, disabled, or young child) is not clearly defined and appears to duplicate existing reporting categories (TX). The subrecipient agencies already prioritize applicants by "vulnerable" household types reported in the existing LIHEAP Household Report form (TX).	The combined category does not duplicate state reporting separately for the three groups.
Ways to Minimize Respondent Burden	
A HUD program some years ago had a frail elderly category defined as anyone 85 years or older (ND).	OCS analyzed 2005 American Community Survey data on low income households having at least one member 85 years or older with and without disabilities, as defined by the Census Bureau. The data indicate that 74% of such households have at least one disability. This data does not support that such households are necessarily disabled or that a disability is associated with "frailness."
An automated link with Social Security or Medicaid data systems may provide a much more accurate count of frail elderly (IL).	There are confidentiality problems in sharing data on recipients of Social Security or Medicaid.
Counting a person who is over 60 years old and disabled (as defined by the States) as frail elderly would not prove burdensome (TX) (FL) (WI). The currently reported categories of elderly and disabled households already encompass the vast majority of what a reasonable person might characterize as "frail elderly" (TX). This will not guarantee the individuals are homebound or that they have had the condition for 6 months, but it will probably provide an indication if the program(s) is reaching this population group (WI).	States are free to define disability, resulting in no assurance that a disabled elderly person is "frail elderly."
Have States add a question on their application about elderly and permanently disabled and eliminate the 6-month period (OH).	Impractical.
It is probable that a disabled elderly person is nearly homebound and probably needs assistance to get out of the home (WI).	Depends on how the State defines disability.

ATTACHMENT J

National Energy Assistance Directors' Association
Suite 900/1615 M St. NW
Washington, DC 20036
202-237-5199 (phone), 202-237-7316 (fax)

March 9, 2007

ACF Reports Clearance Officer
Administration for Children and Families
Office of Information Services
370 L'Enfant Promenade, S.W.
Washington, DC 20447

RE: LIHEAP Household Report

Dear ACF Reports Clearance Officer:

The following provides a summary of state responses to ACF's request for comments on the renewal of Office of Management and Budget (OMB) approval of the LIHEAP Household Report, as revised.

In summary, several states are collecting one or more of the data elements under consideration, however, many are concerned that the changes would also involve additional programming costs, a longer application form, and data collection issues for states that use mail-in applications. In addition, the proposed additional data elements would also require IT changes that could add a considerable delay in compliance. Lastly, there is an ongoing concern that the additional information would have limited use and not necessarily be worth the additional time and effort to collect the data.

We appreciate your taking our concerns into consideration as you decide on the format of the 2007 report. Please feel free to contact me at (202) 237-5199 if you would like to discuss this further. A summary of state responses follows at the end of this letter.

Sincerely,



Mark Wolfe
Executive Director

Summary of State Comments to ACF Request for Comments on Proposed Changes to the LIHEAP Households Report

Alaska: The state would have to make changes to their application and reporting system to collect the "frail elderly" data. The state is now in the process of reviewing our application for next season and hope to have it to the printers by May.

Delaware: It will be difficult for Delaware to provide unduplicated numbers as suggested in item one without changing the database and the application. Any technical change to the database requires a tedious process that is more time consuming than financial but necessary just the same. The Delaware Dept. of Technology (DTI) must review and approve all changes to any kind of technology contract.

Delaware outsources the database management network via contract so a new or revised contract would have to be required. The revision to the database would require additional dollars and DTI will not approve if additional federal funding is not provided. Nevertheless, the change is doable, but the additional information does not appear to justify the funds that would be spent.

The state is currently working to develop an unduplicated count of households by program component (i.e., heating, cooling, or crisis) and is in the process of revising their database to do so.

Iowa: The state currently tracks elderly, disabled (self-reported) and young children. The problem in tracking frail elderly as defined is problematic and not without costs. The change would add another database field for entering the information (software costs). Iowa does not have in-house IT and must pay for software changes to outside contractors.

Like Connecticut, most of our elderly applications are processed through the mail and only are required to come to an outreach site every five years for recertification. This means that the identification of frail elderly is self-defined by the applicant. The accuracy of the responses is subject to question. The most potentially damaging aspect of this is the confusion it may cause for our elderly clients and could act as a barrier to applying to the program and most certainly would result in increased staff time at the local agencies.

Indiana: The designation of "elderly, frail" designation does not appear to add any benefit to service delivery; also, it is not clear that the data will be particularly accurate.

Kentucky: The new data collection elements would require changes to the state's contract with their local delivery agencies and require modification to the current computer and data collection subcontracts.

Maryland: In order to collect data on the frail elderly, a change would have to be made in the energy assistance application form by adding spaces for a response along with the definition. The state believes that a shorter more simple application form encourages more applicants. Adding these elements would expand the application to three pages, adding complexity and cost

due to the extra page. It is estimated the extra page would cost approximately \$5,000+ per year. Additionally, the new data elements would have to be added to the existing computerized database. This process includes cost for programming and testing. Estimated cost for this process is about \$10,000+ in programming and testing. All programming activities are performed under a contract with an outside vendor.

Perhaps the most difficult aspect of collecting the specific data is the fact that the majority of applications received are through the mail. This means that the identification of frail elderly is self-defined by the applicant. The accuracy of the responses is subject to question. In fact, there is likely to be an undercount. Additionally, the question is likely to generate additional phone calls to already overburdened agencies. The cost for this is difficult to determine in that it results in a cost in efficiency and time for dealing with the public.

In addition, these or similar changes that add to the cost of the administrating agency has a time burden that cannot be accurately calculated at this time. Responding to questions, data entry, handling an expanded application, etc are some of the issues that need to be measured and weighed against the importance of the data. Costs associated with these changes could be significantly more extensive than initial programming changes to set it in motion.

There is no practical utility for the frail elderly data element in the proper performance of the functions of the agency and, therefore, not necessary. There is practical way to collect this information by any other means than direct response. There is no automated method to collect the data.

As defined, the unduplicated count would enhance the knowledge and assessment of work effort in LIHEAP. Generation of this information would be through an automated process using existing data. The cost of reporting unduplicated counts is primarily in the creation and testing of computer generated reports. The state estimates that the additional cost for this activity would be approximately \$12,000+. There is agreement on the usefulness of this data. There should be a counting of each applicant receiving a type of assistance for each service as a way of better understanding administrative costs. Having an accurate assessment of crisis assistance for example is important in that it takes far more administrative time to process crisis applications as they generally require direct and immediate contact with utilities and/or fuel suppliers along with meeting the time requirements of the LIHEAP statute. In that respect, this collection and reporting of information does have practical utility. Again our estimate to create, test and generate the required report is approximately \$10,000+.

The state would like to offer a final general comment regarding the targeting of specific vulnerable groups. The fact that a household belongs to one of the targeted groups and that efforts are geared towards those groups is not the only or primary factor, in seeking assistance. Families seek assistance because they have a real or perceived situation of need. More research needs to be performed in order to better understand the factors that motivate people to apply for assistance.

Maine: The state already collects an unduplicated count of assisted households having at least one member who is a frail older individual, disabled person or a young child. The state also

collects an unduplicated count of assisted households (and target group data) that received one or more types of LIHEAP assistance.

Massachusetts: Delaying proposed changes may make sense because like other states, in Massachusetts we would need to make changes to our application and reporting systems. Currently we do not collect information on "frail elderly" persons. An unduplicated count of assisted households is currently available

Minnesota: At that time of the initial comment period, the Minnesota Department of Commerce supported the changes, requested they be delayed for one year to allow for implementation, and made these comments about the time involved in preparing to report the changes: Collection of this data will come with significant additional time burden. In Minnesota, implementation will include revising the application for assistance; adding a data field to the eHEAT software; training local service providers; and outreaching to seniors and their advocates. We believe our initial time investment to collect and report the data to be about 40 hours. After the first year, the additional burden hours for this data point are likely to be less than an hour.

Total Annual Burden Hours for the LIHEAP Household Report in its current form is about eight hours. Once these changes have been implemented and are routine, the Total Annual Burden Hours will probably be about nine hours.

Minnesota's responses follow:

1. Specific aspects of information collected:
 - a. Minnesota DOC doubts the proposed information is necessary for the proper performance of the functions of our agency and has no plans to utilize the information. We believe the information we already provide tells us what we need to know about the population served by LIHEAP in Minnesota.
 - b. DHH's estimate of 25 to 30 hours to collect and report the new data is very high. The new data point will need to be entered into the computer system; and the State will download and count the data.
 - c. Quality and clarity of information to be collected could be enhanced by assuring all States are collecting and reporting exactly the same thing. For example, when States report children under 6, are they reporting the number under 6 at the time of application, at any time during the program year, or some other variable? Quality of data would improve if instructions were to count all children born after a specific date. The same level of instruction would help with counting households with at least one elderly person.
2. Minnesota can work with the proposed definition of "frail elderly." More specificity would be helpful, though. For example, what is "assistance?" Is a person over 60 frail if he/she is no longer able to drive and needs a driver?
3. Minnesota will incur no costs for purchasing or contracting out information collection services. All costs are associated with the use of existing resources.

Nebraska: It will be difficult to obtain an unduplicated account for Nebraska. There are two areas on the entry screen for targeted households. The state can already provide the numbers of elderly, disabled and young children but there will be some duplication, however there is some duplication.

New Hampshire: the state currently tracks the number of households with at least one member who is elderly, disabled (must have disability income) or a child under age 6. The tracking of a frail older individual is problematic because of the cost of software changes, staff training and errors in reporting in mail-in applications. New Hampshire currently provides this number because crisis benefits are included in the base benefit received by each household. Crisis applications are fast tracked to provide the benefit within 18 to 48 hours from the time of client contact with the CAA.

Pennsylvania: To collect the additional data element (frail elderly) would require a change to the state's LIHEAP data base. In addition, Pennsylvania's standard application form (PWEA 1) would have to be revised to add a field that indicates if a person is 60 or over and housebound. Pennsylvania's County Assistance Offices would have to be alerted to the new reporting requirement, trained and our data entry procedures changed. System changes could not be completed until at least FY 2009

Pennsylvania does not calculate unduplicated counts at the present time in the Federal household report. To perform this function would require additional programming and format changes to our year end reports. To collect the additional data element and revising reporting procedures would require from 450 to 500 man hours of work at a cost of \$50,000 according to the state's LIHEAP system contractor. Again, system changes could not be completed until at least FY 2009. In addition, according to the state's legal counsel, HIPPA rules would not be violated by collecting the new information.

Ohio: It might be hard for a state to isolate the six month window unless they track permanent disable. In addition, some states during the Winter NEADA meeting thought that that there could be some issues with HIPPA compliance; in addition, some states could have a hard time with the accuracy of the household arrangement, since households applications are taken over a period of time.

If this information is needed maybe the correct way to approach this is to have the states add a question on their application about elderly and permanent disabled and not the six month period. Most states would have to change their application to capture this information and I'm not sure what their cost would be. It would not be difficult for Ohio, but it would also require the HHWAP program to change some of their reporting. Though most of the information they track is the same as ours, so it would be minimal.

South Dakota: The state is not convinced that the "new" definition of frail better meets the intent of the LIHEAP statute. Since it appears the original statute was written in 1980, and life expectancy at that time as well as number of elderly were significantly lower, and attitude toward elderly was different, the current definition of over 60 may already accurately capture who was

perceived as frail at the time of the writing. If however, this new definition is adopted, then it seems only frail elderly should be captured and the category for over 60 should be eliminated.

Like other states that have responded, South Dakota's applications are processed through the mail and individuals are NOT required to appear. Verifying age is both measurable and reliable. The identification of frail elderly will be a self declaration by the applicant and the accuracy of the responses is subject to question. There may be disparate information gathered from state to state depending on how each state gathers that information - whether by self-declaration or actual observation. In addition, the current definition of elderly agrees with other programs such as Food Stamps. South Dakota agrees with Iowa's statement that "The most potentially damaging aspect of this is the confusion it may cause for our elderly clients and could act as a barrier to applying to the program." Something as simple as a change in an application form this past year doubled the number of telephone calls and questions received.

With lower funding anticipated, the state has neither the staff nor the money to handle a change that will definitely be confusing for clients. As indicated, South Dakota has already had the expense of a recently revised application and this change would require that the state revise the form again.

Utah: the state would have to change its application to include the collection of the frail elderly data element plus changes to our state IT system to collect the data. The change on the application would not be a major problem and could be easily instituted with at least six month prior notice. The IT change is out of program's direct control and compliance would ultimately depend on the State IT director as to how far down the list it would be relegated in relation to all the other changes and tests they have lined up in their queue. To be safe, the state would need at least one year to two year's advance notice.

As for the unduplicated count the situation in Utah is similar to that of Vermont. The data for the winter energy assistance program, statewide, is collected and entered on the state's computer mainframe. But the crisis data is hand tabulated by each of the CAP and other non-profit agencies the state contract with to administer the program at the local levels. They each have their own data base/spreadsheet and send to the state a monthly report which they then put on a statewide Xcel spreadsheet. The databases are not integrated. It could be done but it would be a huge change to include it on the state's mainframe database which would take considerable time and money.

Vermont: The state already tracks the elderly, disabled and young children. The problem, however, is defining what is meant by "frail". Right now, the state has no way of collecting or tracking a household with a "frail" elderly person - for the state's seasonal program, elderly is defined as someone age 60 or older. The state would have to change its application form to define "frail" and ask the question - the state would then have to add another database field to enter the information and have a report written to retrieve the information - as in Delaware, the state shares an IT division with all other programs administered by DCF (TANF, FS, Healthcare, Essential Person, Lifeline and General/Emergency Assistance) - so just because the program requires a need it doesn't necessarily rise to the top of the IT priority list - especially now since the state is in the middle of TANF redesign here in Vermont.

As for an unduplicated count of types of assistance (crisis or seasonal) each household receives – we do not have any way right now of making this determination. Our seasonal program is state administered and we use one database, and the CAP's administer the Crisis program and they each use their own database. They are required to report to the state, but there is no mechanism for matching. Again, it could probably be done, but would require resources, analysis and programming.

Virginia: In addition to the comments submitted in October 2006, in response to AT # 10, Virginia offers the following additional comments/estimates on the proposed changes/additions to the LIHEAP HH report.

At a minimum, frail elderly data collection involves the following:

- Changing EAP applications (3) so that households could indicate if any of the aged household members are 'frail' ---In VA disability status is verified; however, age is accepted by applicant statement, unless questionable. VA would strongly advocate that the applicant's designation of frail on the application (frail would clearly need to be defined on EAP applications) be accepted w/by applicant statement. Requiring staff to verify the condition of 'frail elderly' would increase the time required to process applications as well as increase the administrative burden on local department staff.
- Adding a data element to the demographic data screens as well as to the database in the EAP eligibility system----Like many states, VA's eligibility system is a legacy system; making changes even small/simple changes is not easy and often requires significant programming and testing efforts. Additionally, the IT resources for EAP are the same resources used to support the TANF, FS and Medicaid programs. All system changes once initiated are prioritized by a steering committee responsible for oversight of system initiatives for the aforementioned programs. It is estimated that the system changes required to collect and store the data in the system would cost approximately \$16,000. This estimate assumes that other than entering the additional code in the system, there would be no additional verification required. Data collection vs. data submission in 2009 would likely be the earliest that system changes could be implemented.
- While VA collects vulnerability status on hh members in all three components offered, currently we do not have a reporting mechanism that captures unduplicated case counts. Data is already available; however, generating/collecting the data for reporting purposes through existing automated systems and functions will require system changes. Reporting changes are estimated at approximately \$5,000.
- An unduplicated count of assisted households (and target group data) that received one or more types of LIHEAP assistance. This item would help in calculating more accurately the administrative cost efficiency of State LIHEAP grantees in providing assistance to LIHEAP households. It would also for the first time provide data on the total number of households receiving LIHEAP assistance regardless of the type(s) of assistance provided to recipient households.

- The information is already available; however, changes to the existing generation/collection and reporting mechanism will require system and year end report changes. Reporting changes are estimated at approximately \$5,000

ATTACHMENT K

Grantee Name: _____

Contact Person: _____

Phone: _____

Date: _____

The LIHEAP Household Report--Long Format is for use by the 50 States, District of Columbia, and insular areas with annual LIHEAP allotments of \$200,000 or more. This Federal Report provides data on both LIHEAP recipient and applicant households for Federal Fiscal Year (FFY) 2009, the period of October 1, 2008 - September 30, 2009. The Report consists of the following sections: (1) **Recommended Long Format for LIHEAP Assisted Households** and (2) **Recommended Format for LIHEAP Applicant Households**. Data on assisted households are included in the Department's annual LIHEAP Report to Congress. The data are also used in measuring targeting performance under the Government Performance and Results Act of 1993. As the reported data are aggregated, the information in this report is not considered to be confidential.

There are two types of data: (1) **required data** which must be reported under the LIHEAP statute and (2) **requested data** which are optional, in response to House Report 103-483 and Senate Report 103-251. Both the LIHEAP Household Report--Long Format (the Excel file name is *hhsrptst.xls*) and the instructions on completing the Report (the Word file name is *hhrplns.doc*) can be downloaded in the Forms sections of the Office of Community Services' LIHEAP web site at: www.acf.hhs.gov/programs/ocs/liheap/grantees/forms.html#household_report. The spreadsheet is page protected in order to keep the format uniform. The items requiring a response are not page protected. However, other areas of the spreadsheet cannot be modified. For example, the number of assisted and applicant households can not be entered. Each total will be calculated automatically for each type of assistance by a formula when the poverty level data are entered.

Do the data below include estimated figures? No Yes Mark "X" in the second column below for each type of assistance that has at least one estimated data entry.

1. RECOMMENDED LONG FORMAT FOR LIHEAP ASSISTED HOUSEHOLDS

REQUIRED DATA

Type of assistance	Mark "X" to indicate estimated data	Number of assisted households	2008 HHS Poverty Guideline interval, based on gross income and household size					REQUIRED DATA						
			Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	At least one member who is 60 years or older	Disabled	At least one member who is Age 5 years or under	Age 2 years or under	Age 3 years through 5 years		
Heating		0												
Cooling		0												
Winter/year round crisis		0												
Summer crisis		0												
Other crisis (specify)		0												
Weatherization		0												

REQUIRED DATA

LIHEAP Household Report--Federal Fiscal Year 2009--Long Format for Applicant Households

Expiration Date:

Grantee Name:

Contact Person:

Phone:

Date:

The LIHEAP Household Report--Long Format is for use by the 50 States, District of Columbia, and insular areas with annual LIHEAP allotments of \$200,000 or more. This Federal Report provides data on both LIHEAP recipient and applicant households for Federal Fiscal Year (FFY) 2009, the period of October 1, 2008 - September 30, 2009. The Report consists of the following sections: (1) Recommended Long Format for LIHEAP Assisted Households and (2) Recommended Format for LIHEAP Applicant Households. Data on assisted households are included in the Department's annual LIHEAP Report to Congress. The data are also used in measuring targeting performance under the Government Performance and Results Act of 1993. As the reported data are aggregated, the information in this report is not considered to be confidential.

There are two types of data: (1) required data which must be reported under the LIHEAP statute and (2) requested data which are optional, in response to House Report 103-483 and Senate Report 103-251. Both the LIHEAP Household Report--Long Format (the Excel file name is *hhsrptst.xls*) and the instructions on completing the Report (the Word file name is *hhrpins.doc*) can be downloaded in the Forms sections of the Office of Community Services' LIHEAP web site at: www.acf.hhs.gov/programs/ocs/liheap/grantees/forms.html#household_report. The spreadsheet is page protected in order to keep the format uniform. The items requiring a response are not page protected. However, other areas of the spreadsheet cannot be modified. For example, the number of assisted and applicant households can not be entered. Each total will be calculated automatically for each type of assistance by a formula when the poverty level data are entered.

Do the data below include estimated figures? No Yes Mark "X" in the second column below for each type of assistance that has at least one estimated data entry.

RECOMMENDED FORMAT FOR LIHEAP APPLICANT HOUSEHOLDS (regardless of whether assisted)

Type of assistance	Mark "X" for estimated data	Number of applicant households	2008 HHS Poverty Guideline interval, based on gross income and household size			
			Under 75% poverty	75%-100% poverty	101%-125% poverty	Over 150% poverty
Heating		0				
Cooling		0				
Winter/year round crisis		0				
Summer crisis		0				
Other crisis (specify)		0				
Weatherization		0				

Note: Include any notes below (indicate which section, type of assistance, and item that the note is referencing):

Grantee Name: _____

Date: _____

Contact Person: _____

Phone: _____

The *LIHEAP Household Report-Short Format* is for use by all direct-grant Indian tribes and tribal organizations. The *LIHEAP Household Report-Short Format* also is for use by insular areas with annual LIHEAP allotments of less than \$200,000. This report provides data on LIHEAP **assisted** households for Federal Fiscal Year (FFY) 2009, the period of October 1, 2008 - September 30, 2009. The Report consists of the Recommended Short Format for Assisted Households below. As the reported data are aggregated, the information in this report is not considered to be confidential.

Both the Recommended Short Format (the Excel file name is **hhsrptin.xls**) and the instructions on completing the *LIHEAP Household Report-Short Format* (the Word file name is **hhrptins.doc**) can be downloaded at the Forms section of the Office of Community Services LIHEAP web site at: www.acf.hhs.gov/programs/ocs/liheap/grantees/forms.html#household_report

The spreadsheet is page protected in order to keep the format uniform. The items requiring a response are not page protected. However, other areas of the spreadsheet can not be modified.

RECOMMENDED SHORT FORMAT FOR LIHEAP ASSISTED HOUSEHOLDS

REQUIRED DATA

Type of assistance	Number of assisted households
Heating	
Cooling	
Winter/year round crisis	
Summer crisis	
Weatherization	

Note: Include any notes below for (indicate which type of assistance the note is referencing).

Grantee Name: _____

Contact Person: _____

Phone: _____

Date: _____

The *LIHEAP Household Report--Long Format* is for use by the 50 States, District of Columbia, and insular areas with annual LIHEAP allotments of \$200,000 or more. This Federal Report provides data on both LIHEAP recipient and applicant households for Federal Fiscal Year (FFY) 2009, the period of October 1, 2008 - September 30, 2009. The Report consists of the following sections: (1) **Recommended Long Format for LIHEAP Assisted Households** and (2) **Recommended Format for LIHEAP Applicant Households**. Data on assisted households are included in the Department's annual *LIHEAP Report to Congress*. The data are also used in measuring targeting performance under the Government Performance and Results Act of 1993. As the reported data are aggregated, the information in this report is not considered to be confidential.

There are two types of data: (1) **required data** which must be reported under the LIHEAP statute and (2) **requested data** which are optional, in response to House Report 103-483 and Senate Report 103-251. Both the *LIHEAP Household Report--Long Format* (the Excel file name is *hhsrptst.xls*) and the instructions on completing the Report (the Word file name is *hmrptins.doc*) can be downloaded in the Forms sections of the Office of Community Services' LIHEAP web site at: www.acf.hhs.gov/programs/ocs/liheap/grantees/forms.html#household_report. The spreadsheet is page protected in order to keep the format uniform. The items requiring a response are not page protected. However, other areas of the spreadsheet cannot be modified. For example, the number of assisted and applicant households can not be entered. Each total will be calculated automatically for each type of assistance by a formula when the poverty level data are entered.

Do the data below include estimated figures? No Yes Mark "X" in the second column below for each type of assistance that has at least one estimated data entry.

1. RECOMMENDED LONG FORMAT FOR LIHEAP ASSISTED HOUSEHOLDS

REQUIRED DATA

Type of assistance	Mark "X" to indicate estimated data	Number of assisted households	2009 HHS Poverty Guideline interval, based on gross income and household size					At least one member who is					
			Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	60 years or older	Disabled	Age 5 years or under			
Heating		0											
Cooling		0											
Winter/year round crisis		0											
Summer crisis		0											
Other crisis (specify)		0											
Weatherization		0											

REQUIRED DATA

At least one member who is	
Age 2 years or under	Age 3 years through 5 years

LIHEAP Household Report--Federal Fiscal Year 2010--Long Format for Applicant Households

Expiration Date: _____

Grantee Name: _____

Contact Person: _____

Phone: _____

Date: _____

The LIHEAP Household Report--Long Format is for use by the 50 States, District of Columbia, and insular areas with annual LIHEAP allotments of \$200,000 or more. This Federal Report provides data on both LIHEAP recipient and applicant households for Federal Fiscal Year (FFY) 2009, the period of October 1, 2008 - September 30, 2009. The Report consists of the following sections: (1) **Recommended Long Format for LIHEAP Assisted Households** and (2) **Recommended Format for LIHEAP Applicant Households**. Data on assisted households are included in the Department's annual LIHEAP Report to Congress. The data are also used in measuring targeting performance under the Government Performance and Results Act of 1993. As the reported data are aggregated, the information in this report is not considered to be confidential.

There are two types of data: (1) **required data** which must be reported under the LIHEAP statute and (2) **requested data** which are optional, in response to House Report 103-483 and Senate Report 103-251. Both the LIHEAP Household Report--Long Format (the Excel file name is *hhsrptst.xls*) and the instructions on completing the Report (the Word file name is *hhrptins.doc*) can be downloaded in the Forms sections of the Office of Community Services' LIHEAP web site at: www.acl.hhs.gov/programs/ocs/liheap/grantees/forms.htm#household_report. The spreadsheet is page protected in order to keep the format uniform. The items requiring a response are not page protected. However, other areas of the spreadsheet cannot be modified. For example, the number of assisted and applicant households can not be entered. Each total will be calculated automatically for each type of assistance by a formula when the poverty level data are entered.

Do the data below include estimated figures? No Yes Mark "X" in the second column below for each type of assistance that has at least one estimated data entry.

REQUIRED DATA

Type of assistance	Mark "X" for estimated data	Number of applicant households	2009 HHS Poverty Guideline interval, based on gross income and household size				Income data unavailable
			Under 75% poverty	75%-100% poverty	101%-125% poverty	Over 150% poverty	
Heating		0					
Cooling		0					
Winter/year round crisis		0					
Summer crisis		0					
Other crisis (specify)		0					
Weatherization		0					

Note: Include any notes below (indicate which section, type of assistance, and item that the note is referencing):

Grantee Name: _____

Date: _____

Contact Person: _____

Phone: _____

The *LIHEAP Household Report-Short Format* is for use by all direct-grant Indian tribes and tribal organizations. The *LIHEAP Household Report-Short Format* also is for use by insular areas with annual LIHEAP allotments of less than \$200,000. This report provides data on LIHEAP **assisted** households for Federal Fiscal Year (FFY) 2010, the period of October 1, 2009 - September 30, 2010. The Report consists of the Recommended Short Format for Assisted Households below. As the reported data are aggregated, the information in this report is not considered to be confidential.

Both the Recommended Short Format (the Excel file name is **hhsrptin.xls**) and the instructions on completing the *LIHEAP Household Report-Short Format* (the Word file name is **hhrptins.doc**) can be downloaded at the Forms section of the Office of Community Services LIHEAP web site at: www.acf.hhs.gov/programs/ocs/liheap/grantees/forms.html#household_report

The spreadsheet is page protected in order to keep the format uniform. The items requiring a response are not page protected. However, other areas of the spreadsheet can not be modified.

RECOMMENDED SHORT FORMAT FOR LIHEAP ASSISTED HOUSEHOLDS

REQUIRED DATA

Type of assistance	Number of assisted households
Heating	
Cooling	
Winter/year round crisis	
Summer crisis	
Weatherization	

Note: Include any notes below for (indicate which type of assistance the note is referencing).

Instructions for Completing the *LIHEAP Household Report*

Division of Energy Assistance/OCS/ACF

The Paperwork Reduction Act of 1995

This information collection 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 Congress in its oversight of grantees' performance in administering the LIHEAP program.

Public reporting burden for this collection of information is estimated as follows: (1) an average burden of 25 hours per respondent for the **Recommended Long Format for LIHEAP Assisted Households**, (2) an average burden of 13 hours per respondent for the **Recommended Format for LIHEAP Applicant Households**, and (3) an average burden of 1 hour per respondent for the **Recommended Short Format for LIHEAP Assisted Households**. The estimates include the time for reviewing instructions, and gathering, editing, maintaining, and reporting the data.

The responses to this collection are required, except where "requested data" are indicated, in order to obtain LIHEAP funding in accordance with Section 2605(c)(1)(G) of the LIHEAP statute.

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 **through Federal LIHEAP funds** (including oil overcharge or Petroleum Violation Escrow funds designated for LIHEAP). Grant awards will not be made until the required data are received for the prior fiscal year. In addition, House and Senate Committee reports on the predecessor bills to Public Law 103-252 have requested additional information on young children. This additional information is requested, but is not required.

General Requirements

The 50 States, the District of Columbia, and Insular Areas that receive regular LIHEAP block grant allocations of \$200,000 or more (e.g., the Commonwealth of Puerto Rico) must submit the required data elements included in: (1) the **Recommended Long Format for LIHEAP Assisted Households**, and (2) the **Recommended Format for LIHEAP Applicant Households**. The data are to be submitted with each grantee's LIHEAP grant application, and must include data on households which applied for LIHEAP assistance and on households which received LIHEAP assistance during the Federal Fiscal Year (October 1 - September 30) prior to the Federal Fiscal

Year (FFY) for which funds are being requested. The data must be reported separately for heating, cooling, winter/year round crisis, summer crisis, and weatherization assistance. Grantees may choose to operate their programs on a different program year (e.g., starting January 1 or July 1). However, the household data still needs to be reported for the FFY.

The **Recommended Long Format for LIHEAP Assisted Households** also includes space for grantees to report additional information on children that was requested by the House and Senate Committee Reports. Grantees are asked to provide the information, if available, in order to allow us to respond to Congressional requests, but the additional data are not required.

In order to reduce the burden on small grantees, all Indian tribes and tribal organizations and those Insular Areas that receive regular LIHEAP block grant allocations of less than \$200,000 are required to submit only the data elements included in the **Recommended Short Format for LIHEAP Assisted Households**.

LIHEAP grant applications will not be considered to be complete without submission of the data. Consequently, LIHEAP grants will not be awarded until data reports for the previous year are received.

Given that the *LIHEAP Household Report* needs to be included as part of the LIHEAP grant application (which is due before the end of the prior FFY), estimated household data will be accepted with the application so as not to delay the awarding of LIHEAP grants for the following FFY. Final LIHEAP household data need to be submitted to OCS by **December 1, 2008** in preparation of the Department's *LIHEAP Report to Congress for FFY 2008*.

There are several references to the term, "unduplicated" household count. The term is defined as counting a household only once for a given category. Examples include the following:

1. An unduplicated count of assisted households for each type of LIHEAP assistance—counting a household only once for each type of LIHEAP assistance received. For example, a household receives two heating assistance benefits and three winter crisis assistance benefits. Count that household only once under the heating assistance category and once under the winter crisis assistance category.
2. An unduplicated number of assisted households by HHS Poverty Guideline Interval—counting a household only once within the different poverty intervals for each type of LIHEAP assistance received. For example, a household receives heating assistance and has a poverty level of 79% poverty. Count that household under the interval of "75%-100% poverty."

Recommended Short Format for LIHEAP Assisted Households

Those Insular Areas that receive regular LIHEAP block grant allocations of less than \$200,000 and all Indian Tribes and tribal organizations must report only on the data elements described below.

Number of assisted households

Report an unduplicated count of assisted households for each type of LIHEAP assistance listed. If a household receives more than one type of LIHEAP assistance, count that household once under each type of assistance provided to the household. If a household receives two benefits or services under the same type of assistance (e.g., two benefit checks, or one benefit check and warm blankets, under the heating assistance component), count that household only once under that type of assistance. If the same household also received a benefit or service under another type of assistance (e.g., winter crisis assistance check), also count that household once under that of assistance.

Recommended Long Format for LIHEAP Assisted Households

The 50 States, the District of Columbia, and Insular Areas that receive regular LIHEAP block grant allocations of \$200,000 or more must report on the **required** data elements described below and at their option, on the **requested** data elements described below.

Number of Assisted Households--Required Data

Report an unduplicated count of assisted households for each type of LIHEAP assistance provided. If a household receives more than one type of LIHEAP assistance, count that household once under each type of assistance provided to the household. If a household receives two benefits or services under the same type of assistance (e.g., two benefit checks, or one benefit check and warm blankets, under the heating assistance component), count that household only once under that type of assistance. If the same household also received a benefit or service under another type of assistance (e.g., winter crisis assistance check), also count that household once under that type of assistance.

Number of Assisted Households by Poverty Level--Required Data

Count an assisted household under the poverty level which is determined by the household's **gross annual income** and the number of **household members**. Gross income is the household's income before any deductions or adjustments, such as taxes or medical costs, are made to household income. Household members represent those related and/or unrelated individuals who are living together as one economic unit for whom residential energy is customarily purchased in common or who make undesignated payments for residential energy in the form of rent.

A household's gross annual income can change during the fiscal year. If a household received two benefits or services under the same type of LIHEAP assistance, use the household's gross annual income at the time of the initial determination of benefits or services in calculating that household's poverty level for statistical reporting.

If gross income determinations are made using less than a full year's income for a household, the months of income used in making the LIHEAP income eligibility determination should be projected proportionally for 12 months to construct an annual income amount for that household. Gross income is also needed for those households that are categorically eligible for LIHEAP assistance, such as households receiving Temporary Assistance for Needy Families (TANF), SSI, Food Stamps, or certain needs-tested veterans' benefits.

Poverty levels must be reported according to the intervals set out in the format. The poverty levels must be based on the HHS Poverty Guidelines in effect at the beginning of the FFY. The HHS Poverty Guidelines are normally published in February, and may be put into effect at any time between the date of publication and October 1, the beginning of the following FFY, or by the beginning of a grantee's fiscal year, whichever is later. The poverty levels for the *LIHEAP Household Report* must be based on the HHS Poverty Guidelines that were in effect at the beginning of that FFY (see www.acf.hhs.gov/programs/liheap/guidance/information_memoranda/im06-04.html for the 2006 HHS Poverty Guidelines that were in effect on October 1, 2006).

The calculation and aggregation of individual poverty levels are best handled by computer programming. The specific method of calculating an assisted household's poverty level for FFY 2006 is as follows:

- Obtain information on the assisted household's gross income and number of members in that household.
- Refer to the 2007 HHS Poverty Guidelines for your State's dollar amount that constitutes 100 percent of the Poverty Guidelines for the number of members in the assisted household.
- Divide the assisted household's gross income by the dollar amount equal to 100 percent of the 2007 HHS Poverty Guidelines, multiply the result by 100, and express the result as a rounded percent of the 2007 HHS Poverty Guidelines.
- Based on the calculated percent, count the assisted household under the appropriate poverty interval. Adding the number of assisted households by poverty intervals should result in the unduplicated number of assisted households for each type of LIHEAP assistance.

Below are three examples of calculating an assisted household's poverty level for the *LIHEAP Household Report for FFY 2008*. (Guidelines are for 2006—the Guidelines in the examples below will be updated when the new Guidelines are published in the *Federal Register*).

1. A heating assistance household from Maine has a gross income of \$14,645 and one household member. According to the 2006 HHS Poverty Guidelines for Maine, \$9,800 represents 100% of the Poverty Guidelines for a 1-person household. Divide \$14,645 by \$9,800 and multiply by 100 = 149.4388%. Rounding off to the nearest whole percent = 149% of the 2006 HHS Poverty Guidelines. The household is counted under the interval of "125% to 150% poverty" for heating assistance.
2. A winter crisis assistance household from South Dakota has a gross income of \$28,576 and five household members. According to the 2006 HHS Poverty Guidelines for South Dakota, \$23,400 represents 100% of the HHS Poverty Guidelines for a 5-person household. Divide \$28,576 by \$23,400 and multiply by 100 = 122.1197%. Rounding off to the nearest whole percent = 122% of the 2006 HHS Poverty Guidelines. The household is counted under the interval of "100% to 125% poverty" for winter crisis assistance.
3. A weatherization assistance household from Texas has a gross income of \$29,876 and nine household members. According to the 2006 HHS Poverty Guidelines for Wyoming, \$37,000 represents 100% of the HHS Poverty Guidelines for a household with 9 members. Divide \$29,876 by \$37,000 and multiply by 100 = 80.74595%. Rounding off to the nearest whole percent = 81% of the 2006 HHS Poverty Guidelines. The household is then counted under the interval of "75% to 100% poverty" for weatherization assistance.

Number of assisted households by target groups--Required Data

Each target group requires an unduplicated count of assisted households by type of LIHEAP assistance received that have at least one member who is either of the following at the time of LIHEAP eligibility determination:

1. elderly for all assisted households having at least one member 60 years or older;
2. disabled (using the grantee's definition of "disabled", as the LIHEAP statute does not define the term);
3. age 5 years or under (include all children who are not yet 6 years old, that is, up to 5 years and 364 days old); and

Please note the following (see also examples of Counting Target Group Households for LIHEAP Household Report at the end of the instructions):

- If an assisted household has members who are 60 years or older, disabled, or age 5 years or under, count that household once under each target group. For example, a household receiving heating assistance includes one child 2 years old, another child 4 years old, and an elderly member who also is disabled. This household would be counted once under each of the following target groups (required data) for the heating assistance component: 60 years or older; disabled; and age 5 or under.
- An assisted household with two or more members in the same target group is to be counted once. For example, a household with two members who are 65 years old each would be counted once under "60 years or older."

Breakout of assisted households by young children--Requested Data

The count of assisted households with at least one child 5 years or under is **required**. Counts of assisted households with at least one child who is (1) 2 years old or under and (2) between 3 years through 5 years are **requested, i.e., optional**, data items if the grantee elects to report the data.

Both House Report 103-483 and Senate Report 103-251 on S. 2000, the predecessor to Public Law 103-252 (the Human Services Amendments of 1994), instructed the Department to develop reporting requirements that distinguish between children under 3 years of age and those 3 through 5 years of age.

If reporting the requested data, **first** count the number of assisted households with at least one child 5 years or under for each type of LIHEAP assistance provided. Using that count of assisted households, count the number of those assisted households with at least one child who is 2 years old or under. Repeat the same procedure for those assisted households with at least one child between 3 years through 5 years old.

The sum of the number of households with at least one child 2 years or under (requested data) and the number of households with at least one child 3 years through 5 years (requested data) should be **greater** than the number of households with at least one child 5 years or under (required data). Households with children under the two age groups would be counted twice, once under each of the requested age category. Further clarification of counting households by target group is illustrated in the examples on the last page of the instructions.

Recommended Format for LIHEAP Applicant Households

The 50 States, the District of Columbia, and Insular Areas that receive regular LIHEAP block grant allocations of \$200,000 or more must report on the data elements described below.

Information is needed on all households that apply for LIHEAP assistance, whether or not they actually receive LIHEAP assistance. The definition of "applicant" households is left to LIHEAP grantees, as the LIHEAP statute does not define the term. Consequently, there will be variation in counts due to differences in how grantees define "applicant" households. For example, some grantees may not count those households screened out before a formal LIHEAP application is completed. Also, some grantees may not have households complete a LIHEAP application form once the program closes. (Those households that receive LIHEAP assistance should also be reported on the LIHEAP Assisted Household Report.)

Number of applicant households--Required Data

Report an unduplicated count of households applying for each type of LIHEAP assistance, whether or not they actually receive assistance. If a household applies for each type of LIHEAP assistance or is categorically eligible, count that household once under each relevant type of assistance. If a household applies for two benefits or services under the same type of assistance (e.g., two benefit checks, or one benefit check and warm blankets, under the heating assistance component), count that household only once under that type of assistance. If the same household also applies for benefits or services under another type of assistance (e.g., winter crisis assistance check), count that household also once under that type of assistance.

Applicant households by poverty level--Required Data

Follow the same instructions on pages 4-5 that indicate how to count the number of assisted households by poverty level. Adding the number of applicant households by poverty intervals (including households in which no income is available) should result in the unduplicated number of applicant households for each type of LIHEAP assistance.

EXAMPLE--Counting Target Group Households for LIHEAP Household Report

Counting Households I-IV under Target Groups (ages are included in addition to noting whether a household has at least one member who is:

Required (Mandatory) Data Counts of Target Groups
 (E) elderly (C) a young child 5 years or under
 (D) disabled

Requested (Optional) Data Counts of Target Groups
 (C*) a young child age 2 years or under
 (C**) a young child age 3 years through 5 years

	<u>HOUSEHOLD I</u>	<u>HOUSEHOLD II</u>	<u>HOUSEHOLD III</u>	<u>HOUSEHOLD IV</u>	<u>Total number of assisted households</u>
Sections of LIHEAP Household Report	Cathy--29 Frank--36 Granny--67 (E) Gramps--76 (E) (D)	Alice--46 Tom--17 Fran--12	Andrew--42 (D) Pauline--35 Grandma--72 (E) Charlie--5 (C**)	Sylvia--23 Carl--27 Raymond--2 (C*) Chet--4 (C**) Ellen--5 (C**)	
REQUIRED DATA					
<u>Section 1</u> - Number of assisted households	1	1	1	1	4

Section 3 - Number of assisted households with at least one member who is:

60 years or older (E)	1	0	1	0	2
Disabled (D)	1	0	1	0	2
Age 5 years or under (C)	0	0	1	1	2

Section 4 - Number of assisted households with at least one member who is:

Age 2 years or under (C*)	0	0	0	1	1
Age 3 years through 5 years (C**)	0	0	1	1	2

REQUESTED DATA

ATTACHMENT L

Grantee Name: _____

Contact Person: _____

Phone: _____

Date: _____

The LIHEAP Household Report--Long Format is for use by the 50 States, District of Columbia, and insular areas with annual LIHEAP allotments of \$200,000 or more. This Federal Report provides data on both LIHEAP recipient and applicant households for Federal Fiscal Year (FFY) 2011, the period of October 1, 2010 - September 30, 2011. The Report consists of the following sections: (1) Recommended Long Format for LIHEAP Assisted Households and (2) Recommended Format for LIHEAP Applicant Households. Data on assisted households are included in the Department's annual LIHEAP Report to Congress. The data are also used in measuring targeting performance under the Government Performance and Results Act of 1993. As the reported data are aggregated, the information in this report is not considered to be confidential.

There are two types of data: (1) required data which must be reported under the LIHEAP statute and (2) requested data which are optional. In response to House Report 103-483 and Senate Report 103-251. Both the LIHEAP Household Report--Long Format (the Excel file name is *hhsrptst.xls*) and the instructions on completing the Report (the Word file name is *hriplins.doc*) can be downloaded in the Forms sections of the Office of Community Services' LIHEAP web site at: www.acf.hhs.gov/programs/ocs/liheap/grantees/forms.html#household_report. The spreadsheet is page protected in order to keep the format uniform. The items requiring a response are not page protected. However, other areas of the spreadsheet cannot be modified. For example, the number of assisted and applicant households can not be entered. Each total will be calculated automatically for each type of assistance by a formula when the poverty level data are entered.

Do the data below include estimated figures? No Yes Mark "X" in the second column below for each type of assistance that has at least one estimated data entry.

1. RECOMMENDED LONG FORMAT FOR LIHEAP ASSISTED HOUSEHOLDS

Type of assistance	Mark "X" to indicate estimated data	Number of assisted households	REQUIRED DATA						REQUESTED DATA			
			2010 HHS Poverty Guideline interval, based on gross income and household size	Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty (elderly)	60 years or older (elderly)	Disabled (young child)	Age 5 years or under (young child)	At least one member who is Age 2 years or under
Heating		0										
Cooling		0										
Winter/year round crisis		0										
Summer crisis		0										
Other crisis (specify)		0										
Weatherization		0										
[New for FY 2011] Any type of LIHEAP assistance		0										

Note: Include any notes below for section 1 (indicate type of assistance and item the note is referencing):

█ = not applicable

LIHEAP Household Report--Federal Fiscal Year 2011--Long Format for Applicant Households

Expiration Date: _____

Grantee Name: _____

Contact Person: _____

Phone: _____

Date: _____

The *LIHEAP Household Report--Long Format* is for use by the 50 States, District of Columbia, and insular areas with annual LIHEAP allotments of \$200,000 or more. This Federal Report provides data on both LIHEAP recipient and applicant households for Federal Fiscal Year (FFY) 2009, the period of October 1, 2008 - September 30, 2009. The Report consists of the following sections: (1) **Recommended Long Format for LIHEAP Assisted Households** and (2) **Recommended Format for LIHEAP Applicant Households**. Data on assisted households are included in the Department's annual *LIHEAP Report to Congress*. The data are also used in measuring targeting performance under the Government Performance and Results Act of 1993. As the reported data are aggregated, the information in this report is not considered to be confidential.

There are two types of data: (1) **required data** which must be reported under the LIHEAP statute and (2) **requested data** which are optional, in response to House Report 103-483 and Senate Report 103-251. Both the *LIHEAP Household Report--Long Format* (the Excel file name is *hhsrptst.xls*) and the instructions on completing the Report (the Word file name is *hhrplins.doc*) can be downloaded in the Forms sections of the Office of Community Services' LIHEAP web site at: www.acf.hhs.gov/programs/ocs/liheap/grantees/forms.html#household_report. The spreadsheet is page protected in order to keep the format uniform. The items requiring a response are not page protected. However, other areas of the spreadsheet cannot be modified. For example, the number of assisted and applicant households can not be entered. Each total will be calculated automatically for each type of assistance by a formula when the poverty level data are entered.

Do the data below include estimated figures? No Yes Mark "X" in the second column below for each type of assistance that has at least one estimated data entry.

RECOMMENDED FORMAT FOR LIHEAP APPLICANT HOUSEHOLDS (regardless of whether assisted)

Type of assistance	Mark "x" for estimated data	Number of applicant households	2010 HHS Poverty Guideline interval, based on gross income and household size			Income data unavailable
			Under 75% poverty	75%-100% poverty	101%-125% poverty	
Heating		0				
Cooling		0				
Winter/year round crisis		0				
Summer crisis		0				
Other crisis (specify)		0				
Weatherization		0				

Note: Include any notes below (indicate which section, type of assistance, and item that the note is referencing):

Grantee Name:

Contact Person:

Date:

Phone:

The *LIHEAP Household Report-Short Format* is for use by all direct-grant Indian tribes and tribal organizations. The *LIHEAP Household Report-Short Format* also is for use by insular areas with annual LIHEAP allotments of less than \$200,000. This report provides data on LIHEAP **assisted** households for Federal Fiscal Year (FFY) 2011, the period of October 1, 2010 - September 30, 2011. The Report consists of the Recommended Short Format for Assisted Households below. As the reported data are aggregated, the information in this report is not considered to be confidential.

Both the Recommended Short Format (the Excel file name is **hhsrptin.xls**) and the instructions on completing the *LIHEAP Household Report-Short Format* (the Word file name is **hhrptins.doc**) can be downloaded at the Forms section of the Office of Community Services LIHEAP web site at: www.acf.hhs.gov/programs/ocs/liheap/grantees/forms.htm#household_report

The spreadsheet is page protected in order to keep the format uniform. The items requiring a response are not page protected. However, other areas of the spreadsheet can not be modified.

RECOMMENDED SHORT FORMAT FOR LIHEAP ASSISTED HOUSEHOLDS

REQUIRED DATA

Type of assistance	Number of assisted households
Heating	
Cooling	
Winter/year round crisis	
Summer crisis	
Weatherization	

Note: Include any notes below for (indicate which type of assistance the note is referencing).

ATTACHMENT M

D. Recipient Household Characteristics

This Appendix presents data required by section 2605(c)(1)(D) of the LIHEAP statute, as amended by section 309 of the Human Services Amendments of 1994. Grantees are required to report on the number and income levels of households assisted and the number of assisted households having at least one member who is 60 years or older, disabled, or a young child.¹

This Appendix includes State-specific tables which show the number of households receiving each type of LIHEAP assistance, by household poverty levels. This appendix also includes State-specific tables which show for each type of assistance the percentage of LIHEAP recipient households which contained at least one elderly or disabled member or young child.

The information is derived from States' *LIHEAP Household Reports* that were submitted to HHS as part of each grantee's application for FY 2004 LIHEAP funds. A total unduplicated number of LIHEAP recipient households cannot be calculated from State reports because households could receive more than one type of LIHEAP assistance.

For statistical reporting, States were required to use gross household income and the 2003 Poverty Guidelines in effect at the beginning of FY 2004.² However, States could use net household income in determining income eligibility. In determining income eligibility, States also could change over to the 2004 Poverty Guidelines that HHS published in the *Federal Register* on February 13, 2004. Some States' poverty data may appear to have exceed their LIHEAP state income standard due to the difference in using gross household income for statistical reporting and net household income for income eligibility; and changing over to the 2004 Poverty Guidelines.

LIHEAP household data reported by the States do not reflect only households that were assisted with FY 2004 LIHEAP funds (regular LIHEAP allotment, LIHEAP emergency contingency allotment, and leveraging incentive awards). Households also could have been assisted in FY 2004 with funds from the following sources:

- unobligated FY 2003 emergency contingency funds obligated in FY 2004,
- unobligated FY 2003 leveraging incentive awards obligated in FY 2004,
- FY 2003 LIHEAP unobligated funds carried over to FY 2004,
- obligated FY 2003 LIHEAP funds expended in FY 2004, and
- overcharge funds obligated in FY 2004.

¹In addition, States are required to report on the number and income levels of households applying for LIHEAP assistance, not just those households that receive LIHEAP assistance. However, the statute does not require that the data on applicant households be included in the *LIHEAP Report to Congress*. Given the different ways States define "applicant household," the data at the national level would not be uniform.

²In determining income eligibility, States could change over to the 2004 Poverty Guidelines that HHS published in the *Federal Register*. However, for statistical reporting the States were required to use the 2003 Poverty Guidelines, as shown in Table I-1 of Appendix I.

Table D. LIHEAP: Number of assisted households, by type of assistance, as reported by States, fiscal year 2004¹

State	Type of LIHEAP assistance				
	Heating	Cooling	Winter/year-round crisis	Summer crisis	Weatherization
Total	4,619,878	307,296	1,093,938	88,412	112,412
Alabama	47,130	23,319	12,402	9,100	434
Alaska	7,576	0	1,061	0	627
Arizona ²	16,543	--	2,020	0	562
Arkansas	50,195	0	16,916	0	452
California ²	158,426	--	60,462	0	19,901
Colorado	98,676	0	1,762	0	3,551
Connecticut	79,183	0	20,631	0	0
Delaware	13,277	1,252	4,238	0	160
Dist. of Col. ²	14,325	--	1,432	0	918
Florida	17,444	33,717	21,059	25,637	744
Georgia	53,527	0	17,696	0	976
Hawaii ²	6,258	0	0	336	0
Idaho ³	31,901	0	6,623	0	1,341
Illinois	161,991	0	8,006	0	6,698
Indiana	126,510	48,899	30,592	0	1,309
Iowa	82,431	0	2,640	757	2,192
Kansas ³	45,072	0	2,490	0	775
Kentucky	111,767	0	81,410	0	691
Louisiana	18,362	34,072	3,561	0	627
Maine	45,426	0	4,073	0	1,267
Maryland ^{3 4}	80,608	0	--	0	0
Massachusetts ^{3 5}	136,656	0	10,269	0	8,205

¹An unduplicated total of households assisted cannot be derived from these data because the same households may be included under more than one type of assistance. "--" indicates that data were not reported or were reported incorrectly.

²Includes households that received combined heating and cooling assistance in Arizona, California, and the District of Columbia; and households that received energy assistance in Hawaii with no differentiation made between heating and cooling assistance. States reported those households under heating assistance.

³Households in winter crisis situations received expedited heating assistance.

⁴Data are unavailable on the number of households served through State's shelter program, and those households that received expedited heating assistance in winter crisis situations, but did not complete the application process to receive their remaining heating assistance benefits.

⁵Winter crisis data include 138 households served through the State's Homeless Prevention Program.

State	Type of LIHEAP assistance				
	Heating	Cooling	Winter/year-round crisis	Summer crisis	Weatherization
Michigan ⁶	355,935	0	70,760	0	3,198
Minnesota ⁷	111,257	0	22,602	0	1,378
Mississippi	37,347	23,762	1,946	0	289
Missouri	104,097	0	45,741	20,017	0
Montana	19,283	0	550	0	992
Nebraska	31,041	5,861	15,834	0	775
Nevada ²	15,998	--	9	0	0
New Hampshire ³	28,002	0	3,810	0	171
New Jersey	154,645	33,895	14,647	0	1,086
New Mexico	36,578	0	17,656	0	543
New York	809,908	0	143,743	0	11,825
North Carolina	198,922	0	62,936	0	1,793
North Dakota ⁸	15,080	0	2,006	0	1,528
Ohio	289,771	0	135,671	32,565	6,786
Oklahoma	71,519	20,357	6,845	0	441
Oregon	54,452	0	2,939	0	3,130
Pennsylvania	327,279	0	108,592	0	7,579
Rhode Island	26,369	0	3,785	0	859
South Carolina	21,995	3,784	10,572	0	492
South Dakota ^{3 9}	16,768	0	1,145	0	408
Tennessee	47,360	14,173	9,726	0	1,563
Texas	24,275	29,615	12,161	0	2,914
Utah	33,678	0	3,585	0	793
Vermont	18,462	0	6,086	0	0
Virginia	97,778	34,590	15,620	0	1,881
Washington ^{3 10}	60,478	0	11,460	0	3,991
West Virginia	64,822	0	17,326	0	1,400
Wisconsin	134,840	0	36,107	0	4,916
Wyoming	8,655	0	733	0	251

⁶Data are unavailable for those Heating Tax Credit households whose heating assistance applications were processed after the end of FY 2004. Data on weatherization assistance are for households that received furnace repair or replacement.

⁷Crisis assistance includes 4,008 households that received emergency energy-related repairs..

⁸Crisis assistance includes 108 households that received emergency repair or replacement of furnaces or air conditioners for medically-necessary cooling..

⁹Crisis assistance includes 498 households that received emergency replacement of furnaces. A small number of these households may have received expedited fuel assistance.

¹⁰Crisis assistance includes 286 households that received heating system replacements and 402 households that received emergency rental assistance.

Table D-1. LIHEAP: Percent of households receiving heating assistance, classified by 2003 HHS Poverty Guidelines intervals, by State, fiscal year 2004¹

State	All households assisted	Percent of 2003 HHS Poverty Guidelines ²				
		Under 75%	75% - 100%	101% - 125%	126% - 150%	Over 150%
Total	4,619,878	44.3%	27.4%	15.7%	7.7%	4.9%
Alabama	47,130	54.5	33.1	12.4	0.0	0.0
Alaska	7,576	39.5	28.5	19.8	12.2	0.0
Arizona ³	16,543	62.5	18.4	11.5	7.6	0.0
Arkansas	50,195	35.3	35.7	29.0	0.0	0.0
California ³	158,426	32.5	15.1	31.3	12.2	9.0
Colorado	98,676	37.0	22.2	14.3	14.3	12.1
Connecticut	79,183	26.5	18.8	16.0	13.5	25.3
Delaware	13,277	31.6	24.4	17.7	13.0	13.3
Dist. of Col. ³	14,325	58.0	19.0	12.0	11.0	0.0
Florida	17,444	55.4	27.8	11.4	5.1	0.3
Georgia	53,527	59.9	27.6	11.5	1.0	0.0
Hawaii ³	6,258	39.2	43.9	9.9	7.1	0.0
Idaho	31,901	41.3	28.0	19.1	11.6	0.0
Illinois	161,991	48.5	23.9	16.8	10.8	0.0
Indiana	126,510	50.7	26.0	22.8	0.6	0.0
Iowa	82,431	36.5	23.6	21.1	17.6	1.1
Kansas	45,072	38.6	35.5	22.2	3.7	0.0
Kentucky	111,767	73.2	21.9	4.9	0.0	0.0
Louisiana	18,362	45.4	29.9	14.8	8.2	1.6
Maine	45,426	4.2	31.1	40.5	18.0	6.3
Maryland	80,608	42.0	23.9	19.1	14.9	0.2
Massachusetts	136,656	18.5	23.9	18.8	16.6	22.2
Michigan ⁴	355,935	45.1	30.7	16.3	6.8	1.2

¹"—" indicates that data were not reported or were reported incorrectly.

²Percent distributions may not add to 100% across income levels due to rounding. The total number of households reported within the above poverty levels represents 100% of all reported households receiving heating assistance.

³Totals and percent distributions include households that received combined heating and cooling assistance in Arizona, California, and the District of Columbia; households that received energy assistance in Hawaii with no differentiation made between heating and cooling assistance. States reported those households under heating assistance.

⁴Data are unavailable for those Heating Tax Credit households whose heating assistance applications were processed after the end of FY 2004.

State	All households assisted	Percent of 2003 HHS Poverty Guidelines ²				
		Under 75%	75% - 100%	101% - 125%	126% - 150%	Over 150%
Minnesota	111,257	28.9	22.2	16.9	13.8	18.2
Mississippi	37,347	70.4	17.9	8.5	2.7	0.5
Missouri	104,097	56.1	31.4	12.5	0.0	0.0
Montana	19,283	49.5	20.6	19.1	10.6	0.3
Nebraska	31,041	73.4	20.1	6.4	0.1	0.0
Nevada ⁵	15,998	64.3	16.6	12.3	6.7	0.0
New Hampshire	28,002	21.3	18.8	19.5	17.3	23.1
New Jersey	154,645	35.7	29.5	17.5	10.8	6.5
New Mexico	36,578	74.5	18.5	5.1	2.0	0.0
New York	809,908	41.4	30.3	10.9	7.1	10.3
North Carolina	198,922	76.9	20.4	2.7	0.0	0.0
North Dakota	15,080	32.6	22.0	17.5	12.0	15.9
Ohio	289,771	55.2	18.7	15.2	10.9	0.0
Oklahoma	71,519	51.5	45.0	3.4	0.0	0.0
Oregon	54,452	32.8	27.5	17.0	11.8	10.9
Pennsylvania	327,279	35.7	36.9	21.6	5.9	0.0
Rhode Island	26,369	17.6	21.6	15.9	15.0	30.0
South Carolina	21,995	78.7	18.0	2.6	0.7	0.0
South Dakota	16,768	27.7	27.8	21.6	17.2	5.9
Tennessee	47,360	43.2	40.7	16.1	0.0	0.0
Texas	24,275	58.6	29.8	11.6	0.0	0.0
Utah	33,678	63.6	23.6	12.8	0.0	0.0
Vermont	18,462	24.8	35.8	22.2	14.0	3.2
Virginia	97,778	44.5	34.9	17.7	2.8	0.1
Washington	60,478	44.7	33.4	22.0	0.0	0.0
West Virginia	64,822	54.0	30.4	14.2	1.4	0.0
Wisconsin	134,840	31.1	28.3	22.2	17.8	0.7
Wyoming	8,655	42.4	27.4	18.7	11.5	0.0

⁵Households received either heating or cooling assistance or both.

Table D-2. LIHEAP: Percent of households receiving cooling assistance, classified by 2003 HHS Poverty Guidelines intervals, by State, fiscal year 2004¹

State	All households assisted	Percent of 2003 HHS Poverty Guidelines ²				
		Under 75%	75% - 100%	101% - 125%	126% - 150%	Over 150%
Total	307,296	50.6%	29.3%	15.0%	3.8%	1.3%
Alabama	23,319	53.9	33.5	12.6	0.0	0.0
Alaska	0	--	--	--	--	--
Arizona ³	--	--	--	--	--	--
Arkansas	0	--	--	--	--	--
California ³	--	--	--	--	--	--
Colorado	0	--	--	--	--	--
Connecticut	0	--	--	--	--	--
Delaware ⁴	1,252	32.0	24.0	18.0	12.0	14.1
Dist. of Col. ³	--	--	--	--	--	--
Florida	33,717	52.3	29.0	13.5	5.0	0.3
Georgia	0	--	--	--	--	--
Hawaii ³	0	--	--	--	--	--
Idaho	0	--	--	--	--	--
Illinois	0	--	--	--	--	--
Indiana	48,899	45.3	29.0	24.9	0.7	0.0
Iowa	0	--	--	--	--	--
Kansas	0	--	--	--	--	--
Kentucky	0	--	--	--	--	--
Louisiana	34,072	49.7	27.2	13.9	6.9	2.3
Maine	0	--	--	--	--	--
Maryland	0	--	--	--	--	--
Massachusetts	0	--	--	--	--	--
Michigan	0	--	--	--	--	--
Minnesota	0	--	--	--	--	--

"--" indicates that data were not reported, were reported incorrectly, or were not applicable for States which did not provide cooling assistance.

²Percent distributions may not add to 100% across income levels due to rounding. The total number of households reported within the above poverty income levels represents 100% of all households receiving cooling assistance.

³Totals and percent distributions exclude households that received combined heating and cooling assistance in Arizona, California, District of Columbia, and Nevada; households that received energy assistance in Hawaii with no differentiation made between heating and cooling assistance. States reported those households in heating assistance.

⁴Includes 190 households that received room-sized air conditioners.

State	All households assisted	Percent of 2003 HHS Poverty Guidelines ²				
		Under 75%	75% - 100%	101% - 125%	126% - 150%	Over 150%
Mississippi	23,762	72.3	16.5	7.9	2.8	0.4
Missouri	0	--	--	--	--	--
Montana	0	--	--	--	--	--
Nebraska	5,861	56.0	30.9	13.1	0.0	0.0
Nevada ³	--	--	--	--	--	--
New Hampshire	0	--	--	--	--	--
New Jersey	33,895	18.2	36.8	20.7	16.2	8.1
New Mexico	0	--	--	--	--	--
New York	0	--	--	--	--	--
North Carolina	0	--	--	--	--	--
North Dakota	0	--	--	--	--	--
Ohio	0	--	--	--	--	--
Oklahoma	20,357	77.2	19.7	3.1	0.0	0.0
Oregon	0	--	--	--	--	--
Pennsylvania	0	--	--	--	--	--
Rhode Island	0	--	--	--	--	--
South Carolina	3,784	75.5	16.6	5.4	2.5	0.0
South Dakota	0	--	--	--	--	--
Tennessee	14,173	45.4	43.5	11.1	0.0	0.0
Texas	29,615	55.4	31.1	13.5	0.0	0.0
Utah	0	--	--	--	--	--
Vermont	0	--	--	--	--	--
Virginia	34,590	51.6	30.5	15.6	2.3	0.0
Washington	0	--	--	--	--	--
West Virginia	0	--	--	--	--	--
Wisconsin	0	--	--	--	--	--
Wyoming	0	--	--	--	--	--

Table D-3. LIHEAP: Percent of households receiving winter/year-round crisis assistance, classified by 2003 HHS Poverty Guidelines intervals, by State, fiscal year 2004¹

State	All households assisted	Percent of 2003 HHS Poverty Guidelines ²				
		Under 75%	75% - 100%	101% - 125%	126% - 150%	Over 150%
Total	1,093,938	52.4%	22.1%	13.9%	6.6%	5.0%
Alabama	12,402	57.8	29.6	12.6	0.0	0.0
Alaska	1,061	64.8	18.0	10.5	6.7	0.0
Arizona	2,020	51.1	26.8	13.2	8.9	0.0
Arkansas	16,916	44.5	22.6	32.9	0.0	0.0
California	60,462	44.5	18.2	18.6	9.4	9.4
Colorado	1,762	10.7	30.4	11.5	11.5	35.9
Connecticut	20,631	22.8	15.8	20.3	19.0	22.1
Delaware	4,238	32.0	24.0	18.0	12.0	14.0
Dist. of Col.	1,432	63.0	16.0	10.0	11.0	0.0
Florida	21,059	51.2	26.2	14.4	7.3	0.9
Georgia	17,696	78.3	14.0	6.8	0.9	0.0
Hawaii	0	--	--	--	--	--
Idaho ³	6,623	57.1	20.1	13.7	9.1	0.0
Illinois	8,006	55.1	17.3	15.6	12.0	0.0
Indiana	30,592	58.0	20.2	21.3	0.6	0.0
Iowa	2,640	36.6	23.6	21.1	18.8	0.0
Kansas ³	2,490	58.6	22.9	15.4	3.1	0.0
Kentucky	81,410	62.9	28.9	5.2	0.0	3.0
Louisiana	3,561	62.5	20.1	9.2	5.8	2.3
Maine	4,073	9.4	39.7	34.6	13.5	2.7
Maryland ^{3 4}	--	--	--	--	--	--
Massachusetts ^{3 5}	10,269	30.9	22.5	17.4	13.8	15.5
Michigan	70,760	76.8	15.2	4.5	2.4	1.0
Minnesota ⁶	22,602	32.1	16.8	14.8	13.9	22.5

¹--" indicates that data were not reported, were reported incorrectly, or were not applicable for States which did not provide winter/year-round crisis assistance.

²Percent distributions may not add to 100% across income levels due to rounding. The total number of households reported within the above poverty levels represents 99.0% of all households receiving winter/year-round crisis assistance.

³Households in winter fuel crisis situations received expedited heating assistance.

⁴Data are unavailable for those households served through State's shelter program and those households that received expedited heating assistance in winter crisis situations, but did not complete the application process to receive their remaining heating assistance benefits.

⁵Winter crisis data include 214 households served through the State's Homeless Prevention Program.

⁶Crisis assistance includes 4,008 households that received emergency energy-related repairs.

State	All households assisted	Percent of 2003 HHS Poverty Guidelines ²				
		Under 75%	75% - 100%	101% - 125%	126% - 150%	Over 150%
Mississippi	1,946	78.3	10.8	7.0	2.6	1.3
Missouri	45,741	52.8	25.8	18.6	1.5	1.2
Montana	550	49.1	20.9	19.1	10.9	0.0
Nebraska	15,834	75.0	18.5	6.4	0.0	0.1
Nevada	9	0.0	0.0	0.0	100.0	0.0
New Hampshire ³	3,810	39.0	18.3	15.7	12.9	14.1
New Jersey	14,647	32.8	21.9	18.8	14.8	11.8
New Mexico	17,656	88.1	9.0	1.9	0.9	0.0
New York	143,743	33.5	23.1	15.2	10.6	17.6
North Carolina	62,936	61.1	19.5	10.5	5.8	3.1
North Dakota ⁷	2,006	41.2	32.3	19.6	32.0	0.0
Ohio	135,671	63.3	17.1	11.5	8.1	0.0
Oklahoma	6,845	77.5	19.5	3.1	0.0	0.0
Oregon	2,939	48.9	19.6	13.2	9.6	8.8
Pennsylvania	108,592	41.0	32.6	20.6	5.8	0.0
Rhode Island	3,785	18.7	21.2	15.9	15.2	28.9
South Carolina	10,572	80.4	15.4	2.9	1.3	0.0
South Dakota ^{3 8}	1,145	34.1	24.4	18.3	17.8	5.4
Tennessee	9,726	60.2	24.1	15.7	0.0	0.0
Texas	12,161	69.8	20.5	9.7	0.0	0.0
Utah	3,585	65.1	21.6	13.3	0.0	0.0
Vermont	6,086	29.6	25.2	16.9	27.8	0.6
Virginia	15,620	54.2	27.4	15.4	3.0	0.0
Washington ^{3 9}	11,460	36.6	30.7	32.7	0.0	0.0
West Virginia	17,326	65.9	21.7	11.0	1.4	0.1
Wisconsin	36,107	35.7	26.3	19.7	16.5	1.8
Wyoming	733	47.7	34.0	13.6	4.6	0.0

⁷Crisis assistance includes 108 households that received emergency repair or replacement of furnaces or air conditioners for medically-necessary cooling.

⁸Crisis assistance includes 498 households that received emergency replacement of furnaces. A small number of these households may have received expedited fuel assistance.

⁹Data reported for 286 households that received heating system replacements and 402 households that received emergency rental assistance.

Table D-4. LIHEAP: Percent of households receiving summer crisis assistance, classified by 2003 HHS Poverty Guidelines intervals, by State, fiscal year 2004¹

State	All households assisted	Percent of 2003 HHS Poverty Guidelines ²				
		Under 75%	75% - 100%	101% - 125%	126% - 150%	Over 150%
Total	88,412	55.4%	22.7%	15.3%	6.0%	0.5%
Alabama	9,100	57.6	29.7	12.7	0.0	0.0
Alaska	0	--	--	--	--	--
Arizona	0	--	--	--	--	--
Arkansas	0	--	--	--	--	--
California	0	--	--	--	--	--
Colorado	0	--	--	--	--	--
Connecticut	0	--	--	--	--	--
Delaware	0	--	--	--	--	--
Dist. of Col.	0	--	--	--	--	--
Florida	25,637	54.9	22.7	13.7	7.7	1.0
Georgia	0	--	--	--	--	--
Hawaii	336	45.5	39.3	8.9	6.3	0.0
Idaho	0	--	--	--	--	--
Illinois	0	--	--	--	--	--
Indiana	0	--	--	--	--	--
Iowa	757	37.9	26.2	19.7	16.2	0.0
Kansas	0	--	--	--	--	--
Kentucky	0	--	--	--	--	--
Louisiana	0	--	--	--	--	--
Maine	0	--	--	--	--	--
Maryland	0	--	--	--	--	--
Massachusetts	0	--	--	--	--	--
Michigan	0	--	--	--	--	--
Minnesota	0	--	--	--	--	--
Mississippi	0	--	--	--	--	--
Missouri	20,017	53.4	22.8	21.4	1.4	1.0
Montana	0	--	--	--	--	--
Nebraska	0	--	--	--	--	--

¹--" indicates that data were not reported, were reported incorrectly, or were not applicable for States which did not provide summer crisis assistance.

²Percent distributions may not add to 100% across income levels due to rounding. The total number of households reported within the above poverty levels represents 100% of all households receiving summer crisis assistance.

State	All households assisted	Percent of 2003 HHS Poverty Guidelines ²				
		Under 75%	75% - 100%	101% - 125%	126% - 150%	Over 150%
Nevada	0	--	--	--	--	--
New Hampshire	0	--	--	--	--	--
New Jersey	0	--	--	--	--	--
New Mexico	0	--	--	--	--	--
New York	0	--	--	--	--	--
North Carolina	0	--	--	--	--	--
North Dakota	0	--	--	--	--	--
Ohio	32,565	57.0	20.5	13.6	8.9	0.0
Oklahoma	0	--	--	--	--	--
Oregon	0	--	--	--	--	--
Pennsylvania	0	--	--	--	--	--
Rhode Island	0	--	--	--	--	--
South Carolina	0	--	--	--	--	--
South Dakota	0	--	--	--	--	--
Tennessee	0	--	--	--	--	--
Texas	0	--	--	--	--	--
Utah	0	--	--	--	--	--
Vermont	0	--	--	--	--	--
Virginia	0	--	--	--	--	--
Washington	0	--	--	--	--	--
West Virginia	0	--	--	--	--	--
Wisconsin	0	--	--	--	--	--
Wyoming	0	--	--	--	--	--

Table D-5. LIHEAP: Percent of households receiving weatherization assistance, classified by 2003 HHS Poverty Guidelines intervals, by State, fiscal year 2004¹

State	All households assisted	Percent of 2003 HHS Poverty Guidelines ²				
		Under 75%	75% - 100%	101% - 125%	126% - 150%	Over 150%
Total	112,412	33.9%	23.4%	20.3%	13.9%	8.5%
Alabama	434	47.7	42.2	10.1	0.0	0.0
Alaska	627	18.7	14.5	22.2	17.2	27.4
Arizona	562	25.3	36.8	18.3	19.6	0.0
Arkansas	452	45.4	35.2	18.6	0.7	0.2
California	19,901	27.6	18.3	23.1	14.1	16.9
Colorado	3,551	32.8	23.7	17.4	15.0	11.1
Connecticut	0	--	--	--	--	--
Delaware	160	31.9	23.8	18.1	12.5	13.8
Dist. of Col.	918	16.0	35.9	28.0	20.0	0.0
Florida	744	25.1	30.0	44.9	0.0	0.0
Georgia	976	23.1	27.2	24.1	22.4	3.3
Hawaii	0	--	--	--	--	--
Idaho	1,341	--	--	--	--	--
Illinois	6,698	32.9	25.1	25.6	16.5	0.0
Indiana	1,309	39.0	25.0	27.0	9.0	0.0
Iowa	2,192	20.6	20.7	28.5	30.2	0.0
Kansas	775	16.1	37.3	11.6	10.8	24.1
Kentucky	691	65.6	22.0	12.4	0.0	0.0
Louisiana ³	627	43.4	31.4	14.2	10.5	0.5
Maine	1,267	3.6	29.6	40.3	19.4	7.0
Maryland	0	--	--	--	--	--
Massachusetts	8,205	7.3	16.3	18.4	21.3	36.7
Michigan ⁴	3,198	35.1	21.6	28.5	12.4	2.4
Minnesota	1,378	21.0	18.0	17.1	17.3	26.6
Mississippi	289	27.0	43.3	29.8	0.0	0.0

"--" indicates that data were not reported, were reported incorrectly, or were not applicable for States which did not provide weatherization assistance.

²Percent distributions may not add to 100% across income levels due to rounding. The total number of households reported within the above income levels represents 98.8% of all households receiving weatherization assistance.

³Income data unavailable for 113 households that received weatherization assistance.

⁴Data on weatherization assistance are for households that received furnace repair or replacement.

State	All households assisted	Percent of 2003 HHS Poverty Guidelines ²				
		Under 75%	75% - 100%	101% - 125%	126% - 150%	Over 150%
Missouri	0	--	--	--	--	--
Montana	992	49.0	21.0	19.1	11.0	0.0
Nebraska	775	41.7	24.1	22.5	5.9	5.8
Nevada	0	--	--	--	--	--
New Hampshire	171	26.3	20.5	21.6	25.7	5.8
New Jersey	1,086	26.8	24.4	19.4	21.2	8.2
New Mexico	543	59.9	36.6	3.5	0.0	0.0
New York	11,825	77.1	21.3	0.9	0.2	0.6
North Carolina	1,793	31.3	30.3	21.5	14.4	2.4
North Dakota	1,528	28.8	21.7	18.4	12.4	18.8
Ohio	6,786	33.5	21.5	22.4	19.6	3.1
Oklahoma	441	67.8	25.6	3.4	2.3	0.9
Oregon	3,130	20.5	29.3	38.7	4.2	7.3
Pennsylvania	7,579	31.1	26.5	23.0	17.9	1.5
Rhode Island	859	13.3	12.9	13.3	17.1	43.4
South Carolina	492	40.9	28.0	22.4	8.7	0.0
South Dakota	408	27.2	22.3	21.1	19.4	10.0
Tennessee	1,563	34.7	43.0	22.2	0.1	0.0
Texas	2,914	40.5	36.1	21.0	1.5	0.9
Utah	793	46.7	28.2	25.1	0.0	0.0
Vermont	0	--	--	--	--	--
Virginia	1,881	30.2	32.0	23.3	11.1	3.4
Washington	3,991	31.4	19.5	16.6	32.5	0.0
West Virginia	1,400	52.6	24.3	13.7	7.9	1.5
Wisconsin	4,916	25.1	26.3	24.1	22.2	2.3
Wyoming	251	37.1	27.1	19.5	16.3	0.0

Table D-6. LIHEAP: Percent of households receiving heating assistance containing at least one member who is elderly, disabled, or a young child, by State, fiscal year 2004¹

State	All households assisted	Percent of households assisted ²		
		Elderly	Disabled	Young child
Total	4,619,878	31.5%	31.5%	21.6%
Alabama	47,130	31.8	32.1	19.4
Alaska	7,576	23.8	29.1	28.0
Arizona ³	16,543	15.2	40.1	37.7
Arkansas	50,195	32.0	44.4	17.7
California ³	158,426	34.9	34.2	22.0
Colorado	98,676	24.8	27.0	25.8
Connecticut	79,183	30.9	25.8	24.2
Delaware	13,277	25.4	11.2	29.5
Dist. of Col. ³	14,325	39.0	9.0	31.0
Florida	17,444	26.9	23.4	26.5
Georgia	53,527	73.6	48.4	7.2
Hawaii ³	6,258	39.0	24.6	21.2
Idaho	31,901	29.8	47.2	27.1
Illinois	161,991	30.8	33.3	22.4
Indiana	126,510	28.0	35.4	26.4
Iowa	82,431	31.0	44.6	25.1
Kansas	45,072	24.3	38.8	25.0
Kentucky	111,767	25.7	47.2	12.6
Louisiana	18,362	35.8	37.2	22.0
Maine	45,426	52.0	32.4	13.0
Maryland	80,608	28.9	24.6	25.2
Massachusetts	136,656	34.2	19.1	20.9

¹Elderly is defined as a household member 60 years or older and young child as a household member 5 years or under. Definitions of disabled vary among the States. "--" indicates that data were not reported or were reported incorrectly.

²National percent of assisted households with at least one elderly or disabled member are based on State-reported data available for 100% of all households receiving heating assistance. National percent of assisted households with at least one young child is based on State-reported data for 99.4% of assisted households.

³Includes households that received combined heating and cooling assistance in Arizona, California, District of Columbia, and Nevada; households that received energy assistance in Hawaii with no differentiation made between heating and cooling assistance. States reported those households under heating assistance.

State	All households assisted	Percent of households assisted ²		
		Elderly	Disabled	Young child
Michigan ⁴	355,935	32.1	17.7	20.1
Minnesota	111,257	31.5	19.7	24.7
Mississippi	37,347	37.1	26.0	21.7
Missouri	104,097	22.0	33.5	21.2
Montana	19,283	27.8	39.3	54.1
Nebraska	31,041	9.9	18.5	55.1
Nevada ³	15,998	39.1	41.3	22.1
New Hampshire	28,002	30.7	28.1	22.3
New Jersey	154,645	20.7	13.6	23.2
New Mexico	36,578	31.6	41.2	24.9
New York	809,908	35.1	35.6	21.7
North Carolina	198,922	23.7	20.8	14.0
North Dakota	15,080	24.4	23.6	24.2
Ohio	289,771	29.2	32.5	20.0
Oklahoma	71,519	28.2	21.0	22.9
Oregon	54,452	40.2	42.3	16.9
Pennsylvania	327,279	33.4	28.9	18.5
Rhode Island	26,369	39.6	21.1	21.4
South Carolina	21,995	55.8	31.5	20.4
South Dakota	16,768	38.0	22.7	20.7
Tennessee	47,360	43.3	69.4	14.3
Texas	24,275	42.6	58.3	19.0
Utah	33,678	22.9	39.2	33.5
Vermont	18,462	31.6	34.7	18.0
Virginia	97,778	35.4	47.5	21.0
Washington	60,478	16.5	25.0	28.2
West Virginia	64,822	25.2	52.1	23.5
Wisconsin	134,840	28.2	38.1	26.6
Wyoming	8,655	32.7	23.1	26.4

⁴Data unavailable for those Heating Tax Credit households whose heating assistance applications were processed after the end of FY 2004.

Table D-7. LIHEAP: Percent of households receiving cooling assistance containing at least one member who is elderly, disabled, or a young child, by State, fiscal year 2004¹

State	All households assisted	Percent of households assisted ²		
		Elderly	Disabled	Young child
Total	307,296	34.9%	39.6%	23.0%
Alabama	23,319	29.0	29.2	20.7
Alaska	0	--	--	--
Arizona ³	--	--	--	--
Arkansas	0	--	--	--
California ³	--	--	--	--
Colorado	0	--	--	--
Connecticut	0	--	--	--
Delaware ⁴	1,252	80.8	19.2	13.6
Dist. of Col. ³	--	--	--	--
Florida	33,717	29.6	24.7	25.6
Georgia	0	--	--	--
Hawaii ³	0	--	--	--
Idaho	0	--	--	--
Illinois	0	--	--	--
Indiana	48,899	40.2	44.7	24.8
Iowa	0	--	--	--
Kansas	0	--	--	--
Kentucky	0	--	--	--
Louisiana	34,072	32.5	33.6	23.3
Maine	0	--	--	--
Maryland	0	--	--	--
Massachusetts	0	--	--	--

¹Elderly is defined as a household member 60 years or older and young child as a household member 5 years or under. Definitions of disabled vary among the States. "--" indicates that data were not reported, were reported incorrectly, or were not applicable for States which did not provide cooling assistance.

²National percent of assisted households with at least one elderly or disabled member are based on State-reported data available for 100% of all households receiving cooling assistance. National percent of assisted households with at least one young child is based on State-reported data for 97.9% of assisted households.

³Excludes households that received combined heating and cooling assistance in Arizona, California, District of Columbia, and Nevada; households that received energy assistance in Hawaii with no differentiation made between heating and cooling assistance. States reported those households under heating assistance.

⁴Includes 190 households that received room-sized air conditioners.

State	All households assisted	Percent of households assisted ²		
		Elderly	Disabled	Young child
Michigan	0	--	--	--
Minnesota	0	--	--	--
Mississippi	23,762	28.3	23.5	28.2
Missouri	0	--	--	--
Montana	0	--	--	--
Nebraska	5,861	47.8	34.6	13.9
Nevada ³	--	--	--	--
New Hampshire	0	--	--	--
New Jersey	33,895	49.3	33.2	6.0
New Mexico	0	--	--	--
New York	0	--	--	--
North Carolina	0	--	--	--
North Dakota	0	--	--	--
Ohio	0	--	--	--
Oklahoma	20,357	10.0	17.3	29.2
Oregon	0	--	--	--
Pennsylvania	0	--	--	--
Rhode Island	0	--	--	--
South Carolina	3,784	25.7	26.5	18.9
South Dakota	0	--	--	--
Tennessee	14,173	50.6	92.5	11.6
Texas	29,615	40.2	57.6	19.6
Utah	0	--	--	--
Vermont	0	--	--	--
Virginia	34,590	30.2	56.1	38.5
Washington	0	--	--	--
West Virginia	0	--	--	--
Wisconsin	0	--	--	--
Wyoming	0	--	--	--

Table D-8. LIHEAP: Percent of households receiving winter/year-round crisis assistance containing at least one member who is elderly, disabled, or a young child, by State, fiscal year 2004¹

State	All households assisted	Percent of households assisted ²		
		Elderly	Disabled	Young child
Total	1,093,938	15.8%	26.6%	30.0%
Alabama	12,402	27.1	34.2	30.2
Alaska	1,061	8.1	15.6	37.4
Arizona	2,020	15.0	40.0	38.0
Arkansas	16,916	7.6	29.0	30.9
California	60,462	15.5	25.5	34.8
Colorado	1,762	30.9	35.0	24.2
Connecticut	20,631	9.1	6.7	6.1
Delaware	4,238	19.0	5.0	30.0
Dist. of Col.	1,432	39.9	1.7	28.8
Florida	21,059	26.1	28.7	28.8
Georgia	17,696	14.2	31.9	28.8
Hawaii	0	--	--	--
Idaho ³	6,623	11.5	33.4	37.5
Illinois	8,006	20.4	30.8	28.8
Indiana	30,592	13.6	23.8	34.6
Iowa	2,640	31.0	44.6	25.1
Kansas ³	2,490	8.2	30.6	36.3
Kentucky	81,410	15.6	44.3	18.7
Louisiana	3,561	9.5	23.6	26.5
Maine	4,073	27.1	42.6	20.4
Maryland ^{3 4}	--	--	--	--
Massachusetts ^{3 5}	10,269	20.7	15.1	28.1

¹Elderly is defined as a household member 60 years or older and young child as a household member 5 years or under. Definitions of disabled vary among the States. "--" indicates that data were not reported, were reported incorrectly, or were not applicable for States which did not provide winter/year round crisis assistance.

²National percent of assisted households with at least one elderly or disabled member are based on State-reported data available for 99.0% of all households receiving winter/year round crisis assistance. National percent of assisted households with at least one young child is based on State-reported data for 97.8% of assisted households.

³Household in winter crisis situations received expedited heating.

⁴Data are unavailable on the number of households served through State's shelter program, and those households that received expedited heating assistance in winter crisis situations, but did not complete the application process to receive their remaining heating assistance benefits.

⁵Winter crisis data include 214 households served through the State's Homeless Prevention Program.

State	All households assisted	Percent of households assisted ²		
		Elderly	Disabled	Young child
Michigan	70,760	8.6	11.1	27.7
Minnesota ⁶	22,602	18.8	18.8	31.1
Mississippi	1,946	17.0	27.1	1.5
Missouri	45,741	10.8	18.9	30.4
Montana	550	27.8	39.1	54.0
Nebraska	15,834	3.0	13.1	63.5
Nevada	9	88.9	66.7	0.0
New Hampshire ³	3,810	6.8	22.8	29.0
New Jersey	14,647	14.5	12.5	26.7
New Mexico	17,656	10.9	29.9	37.8
New York	143,743	10.6	21.0	33.0
North Carolina	62,936	15.7	28.4	28.7
North Dakota ⁷	2,006	7.4	4.3	33.0
Ohio	135,671	11.8	21.6	31.0
Oklahoma	6,845	8.9	15.0	30.6
Oregon	2,939	28.0	37.8	25.1
Pennsylvania	108,592	32.0	37.7	28.9
Rhode Island	3,785	40.0	25.8	18.9
South Carolina	10,572	20.6	23.0	24.2
South Dakota ^{3 8}	1,145	25.1	16.9	29.7
Tennessee	9,726	15.2	56.3	38.9
Texas	12,161	24.0	37.1	34.7
Utah	3,585	13.7	28.7	40.4
Vermont	6,086	9.7	28.2	28.7
Virginia	15,620	21.2	38.3	27.8
Washington ^{3 9}	11,460	21.7	29.5	22.7
West Virginia	17,326	8.4	37.1	35.1
Wisconsin	36,107	22.8	37.3	31.0
Wyoming	733	17.3	9.5	47.9

⁶Crisis assistance includes 4,008 households that received emergency energy-related repairs..

⁷Crisis assistance includes 108 households that received emergency repair or replacement of furnaces or air conditioners for medically-necessary cooling.

⁸Crisis assistance includes 498 households that received emergency replacement of furnaces. A small number of these households may have received expedited fuel assistance.

⁹Crisis assistance data reported for 286 households that received heating system replacements and 402 households that received emergency rental assistance.

Table D-9. LIHEAP: Percent of households receiving summer crisis assistance containing at least one member who is elderly, disabled, or a young child, by State, fiscal year 2004¹

State	All households assisted	Percent of households assisted ²		
		Elderly	Disabled	Young child
Total	88,412	28.5%	30.5%	28.3%
Alabama	9,100	28.5	37.5	31.0
Alaska	0	--	--	--
Arizona	0	--	--	--
Arkansas	0	--	--	--
California	0	--	--	--
Colorado	0	--	--	--
Connecticut	0	--	--	--
Delaware	0	--	--	--
Dist. of Col.	0	--	--	--
Florida	25,637	20.8	26.8	31.6
Georgia	0	--	--	--
Hawaii	336	6.3	15.5	37.5
Idaho	0	--	--	--
Illinois	0	--	--	--
Indiana	0	--	--	--
Iowa	757	40.8	29.2	22.1
Kansas	0	--	--	--
Kentucky	0	--	--	--
Louisiana	0	--	--	--
Maine	0	--	--	--
Maryland	0	--	--	--
Massachusetts	0	--	--	--
Michigan	0	--	--	--
Minnesota	0	--	--	--
Mississippi	0	--	--	--
Missouri	20,017	10.4	17.0	30.9
Montana	0	--	--	--

¹Elderly is defined as a household member 60 years or older and young child as a household member 5 years or under. Definitions of disabled vary among the States. "--" indicates that data were not reported, were reported incorrectly, or were not applicable for States which did not provide summer crisis assistance.

²National percent of assisted households with at least one elderly or disabled member are based on State-reported data available for 100% of all households receiving summer crisis assistance. National percent of assisted households with at least one young child is based on State-reported data for 100% of assisted households.

State	All households assisted	Percent of households assisted ²		
		Elderly	Disabled	Young child
Nebraska	0	--	--	--
Nevada	0	--	--	--
New Hampshire	0	--	--	--
New Jersey	0	--	--	--
New Mexico	0	--	--	--
New York	0	--	--	--
North Carolina	0	--	--	--
North Dakota	0	--	--	--
Ohio	32,565	43.0	36.9	21.0
Oklahoma	0	--	--	--
Oregon	0	--	--	--
Pennsylvania	0	--	--	--
Rhode Island	0	--	--	--
South Carolina	0	--	--	--
South Dakota	0	--	--	--
Tennessee	0	--	--	--
Texas	0	--	--	--
Utah	0	--	--	--
Vermont	0	--	--	--
Virginia	0	--	--	--
Washington	0	--	--	--
West Virginia	0	--	--	--
Wisconsin	0	--	--	--
Wyoming	0	--	--	--

Table D-10. LIHEAP: Percent of households receiving weatherization assistance containing at least one member who is elderly, disabled, or a young child, by State, fiscal year 2004¹

State	All households assisted	Percent of households assisted ²		
		Elderly	Disabled	Young child
Total	112,412	36.5%	28.9%	19.0%
Alabama	434	46.1	61.3	9.4
Alaska	627	29.5	36.5	45.3
Arizona	562	47.2	52.0	5.2
Arkansas	452	52.0	47.8	13.1
California	19,901	25.7	21.0	21.4
Colorado	3,551	16.5	14.7	13.5
Connecticut	0	--	--	--
Delaware	160	35.0	8.8	38.8
Dist. of Col.	918	46.9	10.2	24.1
Florida	744	60.8	53.9	14.2
Georgia	976	60.3	12.5	10.9
Hawaii	0	--	--	--
Idaho	1,341	31.4	46.1	15.8
Illinois	6,698	48.1	50.5	19.6
Indiana	1,309	40.1	42.4	21.2
Iowa	2,192	36.6	45.1	10.9
Kansas	775	17.5	32.4	30.1
Kentucky	691	35.9	61.5	33.4
Louisiana	627	52.3	34.9	9.9
Maine	1,267	45.1	35.4	14.4
Maryland	0	--	--	--
Massachusetts	8,205	60.7	21.0	9.1
Michigan ³	3,198	27.4	31.9	23.3
Minnesota	1,378	38.2	19.8	23.1
Mississippi	289	66.1	47.1	1.7
Missouri	0	--	--	--
Montana	992	27.8	39.2	54.1

¹Elderly is defined as a household member 60 years or older and young child as a household member 5 years or under. Definitions of disabled vary among the States. "--" indicates that data were not reported, were reported incorrectly, or were not applicable for States which did not provide weatherization assistance.

²National percent of assisted households with at least one elderly or disabled member are based on State-reported data available for 100.8% of all households receiving weatherization assistance. National percent of assisted households with at least one young child is based on State-reported data for 99.6% of assisted households.

³Data on weatherization assistance are for households that received furnace repair or replacement.

State	All households assisted	Percent of households assisted ²		
		Elderly	Disabled	Young child
Nebraska	775	25.8	33.7	20.5
Nevada	0	--	--	--
New Hampshire	171	50.3	50.9	22.8
New Jersey	1,086	51.0	12.9	14.8
New Mexico	543	27.1	15.5	10.1
New York	11,825	37.0	13.7	16.5
North Carolina	1,793	44.1	31.5	14.7
North Dakota	1,528	26.2	24.7	23.4
Ohio	6,786	28.1	25.8	16.6
Oklahoma	441	50.3	44.4	15.4
Oregon	3,130	51.8	46.1	23.2
Pennsylvania	7,579	27.8	28.7	21.5
Rhode Island	859	44.5	23.3	19.0
South Carolina	492	44.9	39.4	--
South Dakota	408	45.6	27.5	15.2
Tennessee	1,563	56.1	77.0	9.7
Texas	2,914	48.6	36.6	19.0
Utah	793	31.7	34.4	30.0
Vermont	0	--	--	--
Virginia	1,881	53.2	48.5	14.0
Washington	3,991	25.5	19.9	22.3
West Virginia	1,400	34.2	47.5	17.9
Wisconsin	4,916	30.3	32.1	25.9
Wyoming	251	38.6	13.9	29.9

ATTACHMENT N

III. Household Data

Part III provides household data required under section 2610(a) of the LIHEAP statute. State-specific data on LIHEAP recipients are provided from State reports, as described in Appendix A.¹ Comparable State-specific data on LIHEAP eligible households are unavailable.² National and regional demographic data about LIHEAP eligible and assisted households are provided from the 2004 Current Population Survey (CPS) Annual Social and Economic Supplement (ASEC)³ and the 2001 Residential Energy Consumption Survey (RECS),⁴ as described in Appendix A. State-reported data on LIHEAP assisted households are included in Appendix D.

Number of households

States provided LIHEAP assistance to the following numbers of households in FY 2004:⁵

Type of assistance	Number of States	Number of households assisted
Heating	51	4,619,231
Cooling	13	307,296
Winter/year-round crisis ⁶	49	1,093,938
Summer crisis	6	88,412
Weatherization	45	112,412

The number of LIHEAP eligible households in each State cannot be estimated precisely. Typically, States operate LIHEAP only for part of a year. No data source provides seasonal, State-specific data on income and categorical eligibility for LIHEAP. Furthermore, a State may annualize one or more months of a household's income to test against its LIHEAP income standard. Given these qualifications, the 2004 CPS ASEC data indicate that an estimated:

- 35.4 million households had incomes under the Federal maximum income standard, and
- 24.1 million households had incomes under the stricter income standards adopted by many States.

¹As used in the remainder of the report, "States" refers to the 50 States and the District of Columbia.

²As used here, "LIHEAP eligible households" or "low income households" refer to those households with incomes under the Federal maximum standard established in section 2605(b)(2)(B), i.e., the greater of 150 percent of the poverty level or 60 percent of State median income.

³Beginning in 2001, the Census Bureau expanded the March CPS to include households interviewed for the CPS in February, March, and April. The Census Bureau also recalibrated the CPS by using population weights from the 2000 Decennial Census. The Census Bureau refers to the recalibrated supplement as the ASEC. These changes represent a break in the CPS data series. As a result, the 2004 CPS data included in this report are not strictly comparable to LIHEAP Reports to Congress prior to FY 2002. See Appendix A for more information.

⁴This Report uses adjusted data from the 2001 RECS. Use of these data represents a break in comparing data projected from the 1997 RECS. As a result, data projected from the 2001 RECS are not strictly comparable to the projected RECS data used in *LIHEAP Reports to Congress* prior to FY 2002.

⁵A total unduplicated number of LIHEAP recipient households cannot be calculated from State reports because households could receive more than one type of LIHEAP assistance. See also table D, Appendix D.

⁶Includes data from six States that provided crisis fuel assistance through expedited heating assistance. Data were unavailable from a seventh State that provided crisis fuel assistance through expedited heating assistance.

Previous State estimates indicate that about two-thirds of the national total of households receiving winter/year-round crisis assistance also receive regular heating assistance. Based on this overlap among households receiving both types of assistance, an estimated 5 million households received help with heating costs in FY 2004, compared to about 4.8 million households in FY 2003. The 5 million households represent about 14 percent of all households with incomes under the Federal maximum standard and about 21 percent of all households with incomes under the stricter income standards adopted by most States.

Income levels

As shown in table 6, LIHEAP households receiving heating assistance were among the poorer households when compared to the population of LIHEAP income eligible households under Federal or State income standards.⁷ This reflects the decisions of 35 percent of the States to use income standards below 150 percent of the poverty level for their heating assistance programs.

As shown in table 7 on the next page, the greatest percent of assisted households under 75 percent of poverty received summer crisis assistance. The greatest percent of assisted households over 150 percent of the poverty level received weatherization assistance.

Table 6. Percent of LIHEAP income eligible households compared to LIHEAP recipient households, by intervals of the 2003 Poverty Guidelines, as estimated from the 2004 CPS ASEC and States' LIHEAP Household Reports for FY 2004^{1/}

Low Income Households	2003 HHS Poverty Guidelines intervals ^{2/}				
	Under 75%	75%-99%	100%-124%	125%-149%	150% or more
	Percent of households				
At or below Federal Income Maximum Standard ^{3/}	22%	13%	15%	16%	34%
At or below State Income Standards ^{4/}	33	20	20	15	12
Receiving heating assistance ^{5/}	44	27	16	8	5

^{1/}Comparison of poverty level distributions between ASEC data and State-reported data should be viewed with caution as there may be differences in how the two data sources count household income.

^{2/}The 2003 HHS Poverty Guidelines were in effect at beginning of FY 2004. The Guidelines are included in Appendix I of this report.

^{3/}The Federal income maximum is the greater of 150 percent of the poverty level or 60 percent of State median income. State income standards can range from 110 percent of poverty to the Federal income maximum as selected by States. The poverty level distributions are estimated from the 2004 CPS ASEC. The median poverty level is 124 percent for this group of low income households.

^{4/}Low income includes those households eligible for LIHEAP assistance under State income standards. The poverty level distributions are estimated from the 2004 CPS ASEC. The median poverty level is 97 percent for this group of low income households..

^{5/}LIHEAP recipient households represent national data aggregated from States' LIHEAP Household Reports for FY 2004. Some recipient households may have gross incomes that exceeded the Federal income maximum if States used net income or calculate household income for several months in determining income eligibility. The median poverty level is 80 percent for this group of households.

⁷A portion of this population also may have received Federal funds to cover some home energy-related expenses from such sources as Temporary Assistance for Needy Families, subsidized rent, or public housing.

Table 7. Percent of households receiving LIHEAP assistance, classified by percent intervals of the 2003 Poverty Guidelines as reported by States, by type of LIHEAP assistance, fiscal year 2004

2003 HHS Poverty Guidelines intervals	Type of assistance				
	Heating	Cooling	Winter/year-round crisis	Summer crisis	Weatherization
	(Percent of households) ^{1/}				
Under 75%	44.3%	50.6%	52.4%	55.4%	33.9%
75%-100%	27.4	29.3	22.1	22.7	23.4
101%-125%	15.7	15.0	13.9	15.3	20.3
126%-150%	7.7	3.8	6.6	6.0	13.9
Over 150%	4.9	1.3	5.0	0.5	8.5

^{1/}Available data on households classified by intervals of the 2003 HHS Poverty Guidelines were close to 100% of the assisted households.

Elderly, disabled, and young children

Based on State-reported data on LIHEAP assisted households and weighted data on income eligible households from the 2004 CPS ASEC:

- About 32 percent of households receiving heating assistance included at least one elderly member (i.e., 60 years or older), compared to 40 percent of all low income households that have at least one elderly member. As shown by the State-reported data in table 8 on the next page, the percent of assisted households with at least one elderly member ranged from 16 percent for winter/year-round crisis assistance to 35 percent for cooling assistance.⁸
- About 32 percent of households receiving heating assistance included at least one disabled member, compared to 34 percent of all low income households that have at least one disabled member.⁹ As shown by State-reported data in table 8, the percent of assisted households with at

⁸In past reports, the comparison of the percent of LIHEAP recipient households to the percent of LIHEAP income eligible households was based on weighted estimates from the CPS. However, ACF's *LIHEAP Targeting Performance Measurement Statistics: GPRA Validation of Estimation Procedures* (2004) indicated that CPS data are the best data source for making estimates of the number of LIHEAP income eligible households and the administrative data are the best data source for making estimates of LIHEAP recipient households. Because of differences in the way some States define elderly, caution must be exercised in comparing estimates from the 2003 CPS ASEC with State-reported data.

⁹The LIHEAP statute does not provide a definition of a person with a disability. Beginning with FY 2003, the definition of a person with a disability also includes those households with a member who reported receipt of any of the following: (1) Social Security Disability payments, (2) Supplemental Social Security payments, (3) Veterans Administration Disability payments, (4) Medicaid Disability payments, or (5) any other type of Disability Payments, as reported on the 2003 CPS ASEC. Because of differences in the way States may define disabled, caution must be exercised in comparing estimates from the 2004 CPS ASEC with State-reported data. Also, the expanded definition of disability has resulted in a higher percentage of LIHEAP recipient households being classified as disabled than in previous reports.

least one disabled member, as defined by the States, ranged from 27 percent for winter/year-round crisis assistance to 40 percent for cooling assistance.

- About 22 percent of households receiving heating assistance included at least one child under six years of age, compared to 19 percent of all low income households that have at least one child under six years of age. As shown by State-reported data in table 8, the percent of assisted households with at least one young child, ranged from 19 percent for weatherization assistance to 30 percent for winter/year-round crisis assistance.

Table 8. Percent of LIHEAP recipient households containing at least one elderly or disabled member, or young child as reported by States, by type of LIHEAP assistance, fiscal year 2004 (see also tables D-6 through D-10, Appendix D)

Household characteristic	Type of assistance				
	Heating assistance	Cooling assistance	Winter/year round crisis	Summer crisis	Weatherization assistance
	(Percent of households)				
Elderly ^{1/}	31.5%	34.9%	15.8%	28.5%	30.5%
Disabled ^{2/}	31.5	39.6	26.6	30.5	28.9
Young children ^{3/}	21.6	23.0	30.0	28.3	19.0

^{1/}An elderly member is a person who is 60 years or older. Available data on households with an elderly member were close to 100% of the assisted households.

^{2/}The definition of "disabled" varies as determined by the States. Available data on households with a disabled member were close to 100% of the assisted households.

^{3/}A young child is a person who is under six years of age. Available data on households with a young child were close to 100% of the assisted households.

LIHEAP benefit levels

As shown in table 9 on the next page, there was a wide variation in benefit levels in FY 2004 among the types of assistance. The national average benefit was \$234 for heating assistance, which increased to \$277 when heating and winter crisis benefits were combined. The combined benefit represented an 11 percent decrease from FY 2003 (\$312).

LIHEAP offset of average heating costs

As noted in Part I of this report, the purpose of LIHEAP is to assist low income households, particularly those with the lowest incomes that pay a high proportion of household income for home energy, primarily in meeting their immediate home energy needs. LIHEAP is not intended to pay or offset the entire home energy costs of low income households. Rather, LIHEAP supplements other resources available to households for paying home energy costs. The percent of heating costs offset by LIHEAP assistance in FY 2004 varied by census region, as shown in table 10 on the next page.

Nationally, LIHEAP benefits offset a lower percent of average LIHEAP heating expenditures in FY 2004 (43.0 percent) compared to FY 2003 (48.3 percent). This change is due to the following factors:

- As noted above, the average LIHEAP household benefit for heating costs decreased nationally by about 11 percent from FY 2003 to FY 2004.

- The average home heating expenditures for LIHEAP recipient households decreased nationally by less than 0.1 percent from FY 2003 (\$646) to FY 2004 (\$645). Compared to FY 2003, the weather was moderately warmer in FY 2004 which offset the moderate increase in the price of heating fuels nationwide.

Table 9. Average benefits and range of average LIHEAP benefit levels, by type of LIHEAP assistance, fiscal year 2004 (see also table C-3, Appendix C)

Type of assistance	Average benefit ^{1/}	Range ^{2/}
Heating	\$234	\$66 - \$695
Cooling	185	85 - 574
Winter/year-round crisis	275	45 - 773 ^{3/}
Summer crisis	223	73 - 298

^{1/}Computed by HHS based on State estimates of obligated funds and State reports on number of households assisted. Comparable data not available for weatherization assistance.

^{2/}Based on State estimates of average benefits.

^{3/}Reflects range of average benefits for regular crisis fuel assistance programs. Six States also provided emergency crisis furnace repairs or replacement that range in average from \$131 to \$1,180 per household.

Table 10. Average percent offset of annual residential and heating costs for LIHEAP recipient households, nationally and by Census region, fiscal year 2004^{1/}

Census region	Average LIHEAP household residential energy costs ^{2/}	Average LIHEAP household heating costs ^{3/}	Average LIHEAP benefit for heating costs ^{4/}	Percent of residential energy costs offset by LIHEAP benefit ^{5/}	Percent of heating costs offset by LIHEAP benefit ^{6/}
Total	\$1,545	\$645	\$277	17.9%	43.0%
Northeast	1,857	870	290	15.6	33.3
Midwest	1,514	652	311	20.5	47.7
South	1,415	479	198	14.0	41.4
West ^{7/}	1,026	347	291	28.3	83.8

^{1/}LIHEAP fuel assistance is not intended to pay or offset the entire home energy costs of low income households. The experiences of individual LIHEAP recipient households may vary widely from the estimates of average residential energy costs, heating costs, and percent offset.

^{2/}Adjusted weighted averages from the 2001 RECS.

^{3/}Adjusted weighted averages from the 2001 RECS.

^{4/}The average benefit was calculated by dividing the sum of State estimates of obligated funds for heating and winter crisis assistance by an estimate of the number of households receiving heating and/or winter crisis assistance.

^{5/}LIHEAP fuel assistance is intended to assist eligible households with that portion of residential energy used for home energy, i.e., home heating or cooling.

^{6/}Percent offset of cooling costs by LIHEAP fuel assistance is not available.

^{7/}Percent of heating costs offset by LIHEAP benefit includes the benefits of four States that either provided combined heating and cooling assistance or made no differentiation between heating and cooling assistance.