

**To:** Kelsi Feltz  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Christina Clark  
Office of Community Services (OCS)  
Administration for Children and Families (ACF)

**Date:** July 28, 2023

**Subject:** Change Request – Low Income Household Water Assistance Program Forecast Form (OMB #0970-0558)

---

This memo requests approval of changes to the approved information collection, Low Income Household Water Assistance Program (LIHWAP) Forecast Form, approved under the Generic for ACF Program Office Monitoring Activities (OMB #0970-0558).

### ***Background***

OMB approved the LIHWAP Forecast Form in January 2023. Subsequently, OCS sent out an Action Transmittal with the LIHWAP Forecast Form on February 1, 2023. At that time, LIHWAP's obligation deadline was September 30, 2023.

OCS has utilized the submitted LIHWAP Forecast Forms to enhance oversight and evaluation of grant recipient performance and progress. OCS compares forecasts with actual grant recipient drawdowns from the Payment Management System. This information is used to support ongoing training and technical assistance provided by OCS to grant recipients.

OCS identified that many grant recipients need additional time to accomplish the goals for LIHWAP. OCS is instituting an optional No Cost Extension (NCE) for grant recipients that extends the obligation deadline by six months to March 31, 2024. OCS estimates that approximately 70 grant recipients will utilize the NCE.

### ***Overview of Requested Changes***

OCS requests to adjust the LIHWAP Forecast Form to include the six months from October 2023 through March 2024. Grant recipients approved for the NCE will be asked to update their spending forecast for Consolidated Appropriations Act of 2021 and American Rescue Plan Act of 2021 funds to include the extra six months in the obligation period.

### ***Time Sensitivities***

LIHWAP grant recipients are required to submit requests for an NCE by August 14, 2023. OCS will review all requests within ten business days of submission. Grant recipients approved for a NCE will need to update their spending plan. OCS would like to send the updated form at the same time grant recipients are notified of their NCE approval.