

Instructions for *LIHEAP Household Report for FFY 2023 – Short Form*

Division of Energy Assistance/OCS/ACF
[DATE TBD]

The Paperwork Reduction Act of 1995

This information collection (OMB Control No. 0970-0060; Expiration Date: 05/31/2025) is conducted in accordance with the Low Income Home Energy Assistance Program (LIHEAP) statute (Public Law 97-35, as amended), and 45 CFR 96.82. Information received from this collection provides data to the Administration and Congress in its oversight of grantees' performance in administering the LIHEAP program.

Public reporting burden for this information collection (*LIHEAP Household Report for Federal Fiscal Years (FFY) 2023–Short Form*) is estimated to be an average burden of ten (10) hours per respondent. The estimate includes the time for reviewing instructions, and gathering, editing, maintaining, and reporting the data.

The responses to this collection are required in order to obtain LIHEAP funding in accordance with Section 2605(c)(1)(G) of the LIHEAP statute. Specifically, this information collection is required of Indian Tribes/Tribal Organizations and Insular Areas (other than the Commonwealth of Puerto Rico) that received FY 2022 block grant funds or funding authorized under the CARES Act (Public Law 116-136), enacted 3/27/2020, or the ARPA Act (Public Law 117-2), enacted March 11, 2021, and under the American Rescue Plan Act (ARPA) (Public Law 117-2), enacted March 11, 2021.

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

Introduction

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

Federal LIHEAP funds

Households could be assisted in FFY 2023 with the following Federal LIHEAP funds:

- FY 2023 LIHEAP regular block grant funds,
- FY 2022 LIHEAP block grant funds reallocated to FY 2023,
- Regular LIHEAP funds carried over from FY 2022 for obligation during FY 2023,
- Regular LIHEAP funds obligated in FY 2023 that were expended in FY 2023
- Regular LIHEAP funds obligated in FY 2022 that were expended in FY 2023, Coronavirus Aid, Relief, and Economic Security (CARES) Act supplemental LIHEAP funding; and
- American Rescue Plan Act (ARPA) supplemental LIHEAP funding.

The purpose of the LIHEAP Household Report is to report the number of households assisted with LIHEAP funding.

Starting for FY 2023 the LIHEAP Household Report is to report the Number of Assisted Households by Owner/Renter Status.

The FY 2023 report is being revised to include applicant demographic information and for FY 2024 demographic information on all household members. This demographic information will include:

1. Number of Assisted Applicants by Race and Ethnicity. Grant recipients will report on assisted applicants by race and ethnicity according to standard census categories. This measure will be required starting in FY 2023.
2. Number of Assisted Household Applicants by Gender. Grant recipients will report on LIHEAP assisted applicants by gender. This measure will be required starting in FY 2023.
3. Assisted Household Members by Race and Ethnicity. This measure will quantify LIHEAP assisted household members by race and ethnicity and be optional for FY 2023 but required starting in FY 2024.
4. Number of Assisted Household Members by Gender. This measure will quantify LIHEAP assisted household members by gender and be optional for FY 2023 but required starting in FY24.

I. Type of Assistance

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

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

The estimated counts of household data are due to ACF via the OLDC system by September 1, 2023. Final LIHEAP household data for FFY 2023 must be submitted to ACF by December 31, 2023.

General Requirements

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

Identifying Information

Please include the following identifying information in your agency's *LIHEAP Household Report*: the name, email address, and telephone number of the person to be contacted if we need to follow up with your agency about its *LIHEAP Household Report*. You will not be able to submit the report through the Administration for Families and Children's Online Data Collection (OLDC) system if this information is not included.

Reporting Period

Household data are for the reporting period for FFY 2023 (October 1, 2022 - September 30, 2023). Grantees may operate their programs on a different program year (e.g., starting January 1 or July 1). However, complete household data still need to be reported for FFY 2023.

Definition of Household

The unit of LIHEAP counting is the household; not the head of household or persons in the households. LIHEAP household counts need to be consistent with Section 2603(5) of the LIHEAP statute that defines the term "household" as "any individual or group of individuals who are living together as one economic unit for whom residential energy is customarily purchased in common or who make undesignated payments for energy in the form of rent."

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

Households Assisted with Federal LIHEAP Funds

Count all households assisted in FFY 2023 with regular **Federal** LIHEAP funds, as indicated above. Include all households that received LIHEAP weatherization assistance even if those funds were used under the Department of Energy's Low Income Weatherization Assistance Program.

Unduplicated Household Counts

Report unduplicated counts of household counts that received LIHEAP assistance, by type of LIHEAP assistance provided in FFY 2023. The concept of unduplicated counts means that an item, such as a household, is counted only once for a specific category. For example, a household receives two heating assistance benefits and three winter crisis assistance benefits. Count that assisted household once under the category of heating assistance and once under the category of winter crisis assistance.

II. Number of Assisted Households by Owner/Renter Status

This section requires recipients to report the owner/renter status of all unduplicated assisted households. This section is optional for the Fiscal Year 2023 but will be required on the 2024 reports Annual Household Report. This will allow recipients to make the needed changes to collect these data indicators.

Recipients should report the following information:

Owner/Renter Status

1. Own
2. Rent with utilities billed separately
3. Rent with utilities in rental fee
4. Other
5. Unknown/not Reported

III. Number of Assisted Household Applicants by Race and Ethnicity

Report the race and ethnicity of assisted household applicants. Note: this section only asks about the race and ethnicity of the applicant and should not include race/ethnicity data on other household members. Recipients should report the following information:

A. Ethnicity:

1. Hispanic, Latino, or Spanish Origins – number of assisted household applicants that identify themselves as a part of this ethnic group.
2. Non-Hispanic, Latino or Spanish Origins – number of assisted household applicants that do not identify themselves as a part of this ethnic group.
3. Unknown/not reported – number of assisted household applicants that are unknown or not reported by ethnicity.
4. Total (Auto Calculated) - An unduplicated number of household applicants that identify themselves in any of these categories.

B. Race:

1. American Indian or Alaska Native – number of assisted household applicants that identify themselves as a part of this race.
2. Asian – number of assisted household applicants that identify themselves as a part of this race.
3. Black or African American – number of assisted household applicant that identify themselves as a part of this race.
4. Native Hawaiian or Other Pacific Islander – number of assisted household applicants that identify themselves as a part of this race.

5. White – number of assisted household applicants that identify themselves as a part of this race.
6. Multi-race (two or more of the above) – number of assisted household applicants that identify themselves as a part more than one race.
7. Other – number of assisted household applicants that identify themselves as a part of another.
8. Unknown/not reported – number of assisted household applicants that is unknown or was not reported.
9. Total (Auto Calculated) – An unduplicated number of household applicants that has identified themselves as a part of any of these races.

IV. Number of Assisted Household Applicants by Gender

This section requires recipients to report gender of assisted household applicants. Note: this section only asks about the gender of the applicant and should not gender data on other household members. This section is optional for the Fiscal Year 2023 but will be required for all recipients on the FY 2024 Annual Report. This will allow recipients to make the needed changes to collect these data indicators. Recipients should report the following information:

1. Self-Identified Male – number of assisted household applicants that identify their gender as male.
2. Self-Identified Female – number of assisted household applicants that identify their gender as female.
3. Other – number of assisted household applicants that identify their gender as other.
4. Unknown/not reported – number of assisted household applicants that indicate gender is unknown or not reported.
5. Total (Auto Calculated) – an unduplicated number of household applicants that identify themselves in any of these gender categories.

V. Number of Assisted Household Members by Race and Ethnicity

This section requires recipients to report the race and ethnicity of all assisted household members, including the applicant. This section is optional for the Fiscal Year 2023 but will be required for all recipients on the FY 2024 Annual Report. This will allow recipients to make the needed changes to collect these data indicators. Recipients should report the following information:

A. Ethnicity:

1. Hispanic, Latino, or Spanish Origins – number of assisted household members that identify themselves as a part of this ethnic group.

2. Non-Hispanic, Latino or Spanish Origins – number of assisted household members that do not identify themselves as a part of this ethnic group.
3. Unknown/not reported – number of assisted household members that are unknown or not reported by ethnicity.
4. Total (Auto Calculated) - An unduplicated number of household members that identify themselves in any of these ethnic categories.

B. Race:

1. American Indian or Alaska Native – number of assisted household members that identify themselves as a part of this race.
2. Asian – number of assisted household members that identify themselves as a part of this race.
3. Black or African American – number of assisted household members that identify themselves as a part of this race.
4. Native Hawaiian or Other Pacific Islander – number of assisted household members that identify themselves as a part of this race.
5. White – number of assisted household members that identify themselves as a part of this race.
6. Multi-race (two or more of the above) – number of assisted household members that identify themselves as a part more than one race.
7. Other – number of assisted household members that identify themselves as a part of another.
8. Unknown/not reported – number of assisted household members that is unknown or was not reported.
9. Total (Auto Calculated) - An unduplicated number of household members that has identified themselves as a part of any of these races.

VI. Number of Assisted Household Members by Gender

This section requires recipients to report the gender of all assisted household members, including the applicant. This section is optional for the Fiscal Year 2023 but will be required for all recipients on the FY 2024 Annual Report. This will allow recipients to make the needed changes to collect these data indicators.

Recipients should report the following information:

1. Self-Identified Male – number of assisted household members that identify their gender as male.

2. Self-Identified Female – number of assisted household members that identify their gender as female.
3. Other – number of assisted household members that identify gender as other.
4. Unknown/not reported – number of assisted household members that indicate gender is 12 unknown or not reported.
5. Total (Auto Calculated) – an unduplicated number of household members that identify themselves in any of these gender categories.

Remarks

The remarks section is where all notes need to be entered concerning the data in the way of explanations and qualifications. Full use of the notes section can help to minimize or avoid follow up queries. Please identify which part of the *LIHEAP Household Report* that you are noting.

Certification

This is where the official signing the LIHEAP Household Report clicks the “certify” and “click to sign” buttons in OLDC, which will then populate the date. Also provide the official’s name, job title, and telephone number.

Submission

September 1, 2023 is the deadline for all grantees to submit their *LIHEAP Household Report for FFY 2023* as part of their LIHEAP plans for FFY 2024. This date may be extended for tribal grantees if the state(s) in which the tribe is located agrees to a later date. The date may be extended for territorial grantees if HHS agrees to a later date.

Please submit the completed Household Report in OLDC, attaching all documents required for the FFY 2024 application (plan and required attachments).

OLDC can be accessed here: <https://home.grantsolutions.gov/home/>

If you have not yet created an account in OLDC, contact your [LIHEAP regional liaison](#) for assistance.