

# **Instructions for *LIHEAP Household Report for Federal Fiscal Year (FFY) 2024 – Short Form***

Division of Energy Assistance (DEA), Office of Community Services (OCS), Administration for Children and Families (ACF)  
[August 21, 2024]

## **The Paperwork Reduction Act of 1995**

This information collection (OMB Control No. 0970-0060; Expiration Date: 03/31/2026) 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 grant recipients' performance in administering the LIHEAP program.

Public reporting burden for this information collection (*LIHEAP Household Report for Federal Fiscal Years (FFY) 2024 – Short Form*) is estimated to be an average burden of 10 hours per respondent. The estimate includes the time for reviewing instructions as well as 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. **This information collection is required of Indian tribes and tribal organizations and insular areas (other than the Commonwealth of Puerto Rico) that received Fiscal Year 2024 (FY24) federal LIHEAP funds.**

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

LIHEAP data is submitted through the Administration for Children and Families' (ACF's) Online Data Collection (OLDC) system, a component of Grant Solutions. After signing on to OLDC, select the *LIHEAP Household Report Short Form* for FY24.

## **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 grant recipients, 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.

## ***Reporting Changes for FY24 Reporting***

Starting with FY24, grant recipients are required to report demographic information on the 1) race, 2) ethnicity, and 3) sex for all household members residing in households assisted by LIHEAP during FY24. Grant recipients are also required to report the number of assisted households by Owner/Renter status. These items were included as optional reporting items for the prior FY23 report and are now required for FY24 (as was announced in 2022). There are no other substantive changes to the Household Report form or reporting requirements.

## ***Federal LIHEAP funds***

Households could be assisted in FY24 with the following federal LIHEAP funds:

- FY24 LIHEAP regular block grant funds
- Regular LIHEAP funds carried over from FY23 for obligation during FY24
- FY23 LIHEAP block grant funds reallocated to FY24
- Prior federal LIHEAP funds obligated in prior years that were expended during FY24

The purpose of the *LIHEAP Household Report* is to report the number of households assisted with federal LIHEAP funding during the federal fiscal year.

Starting for FY24, the *LIHEAP Household Report* requires grant recipients to report the following items that were previously optional:

1. Section II: Number of Assisted Households Owner/Renter Status
2. Section V: Number of Assisted Household Members by Race and Ethnicity
3. Section VI: Number of Assisted Household Members by Sex

## **I. Type of Assistance**

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

- Heating assistance
- Cooling assistance
- Winter or year-round crisis assistance
- Summer crisis assistance
- Other crisis assistance
- Weatherization and energy-related home repairs

The estimated counts of household data are due to ACF via the OLDC system by September 18, 2024. Final LIHEAP household data for FY24 must be submitted to ACF by **December 31, 2024**.

## **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 Children and Families' Online Data Collection (OLDC) system if this information is not included.

### ***Reporting Period***

Household data are for the FY24 reporting period (October 1, 2023 through September 30, 2024). Grant recipients 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 FY24.

### ***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 or 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 FY24 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.

For each type of assistance, the report shows multiple lines to report households that received that assistance. The first line is to report information on all households assisted (regardless of specific LIHEAP funding source). The additional lines below the first line are intended for reporting on the subset of households from the first line who were assisted with any amount of the applicable funding source (CARES Act funds, ARPA funds, etc.).

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

Report unduplicated counts of household counts that received LIHEAP assistance, by type of LIHEAP assistance provided in FY24. 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 required on the 2024 Annual Household Report.

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 or 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 Sex**

This section requires recipients to report sex of assisted household applicants. Note: This section only asks about the sex of the applicant and should not report data on other household members. This section is required for all recipients on the FY24 Annual Report. Recipients should report the following information:

1. Male – number of assisted household applicants that identify their sex as male.
2. Female – number of assisted household applicants that identify their sex as female.
4. Not reported – number of assisted household applicants that indicate sex is not reported.
5. Total (Auto-calculated) – an unduplicated number of household applicants that identify themselves in any of these 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 required for all recipients on the FY24 Annual Report. 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 Sex**

This section requires recipients to report the sex of all assisted household members, including the applicant. This section is required for all recipients on the FY24 Annual Report.

Recipients should report the following information:

1. Male – number of assisted household members that identify their sex as male.
2. Female – number of assisted household members that identify their sex as female.
4. Not reported – number of assisted household members that indicate sex as not reported.
5. Total (Auto-calculated) – an unduplicated number of household members that identify themselves in any of these 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 18, 2024** is the deadline for all grantees to submit their estimated *LIHEAP Household Report* for FY24 as part of their LIHEAP plans for FY25. **Final LIHEAP household data for FY24 must be submitted to ACF by December 31, 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 FY25 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.