

Instructions for the LIHEAP Performance Data Form

Overview

Introduction

The LIHEAP Performance Data Form (LPDF) is designed for state LIHEAP grant recipients (the 50 states and the District of Columbia) to complete every federal Fiscal Year (FY) (October 1 to September 30). The LPDF consists of the following modules:

1. **LIHEAP Grant Recipient Survey [LPDF Module 1]**. This module collects and reports data on sources and uses of LIHEAP funds. This module is required.
2. **LIHEAP Performance Measures (Mandatory Reporting) [LPDF Modules 2, 2A, and 2B]**. These modules collect and reports data on energy burden, including the restoration of home energy services and the prevention of service disconnections. These modules are required.
 - Module 2 is for grant recipients to report the data for *all households regardless of funding source*. This is consistent with what grant recipients were required to report in the past. All state grant recipients are expected to complete this module.
 - Module 2A is for grant recipients to report information on the subset of households that were assisted with supplemental LIHEAP funding from the *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act) [P.L. 116-136]. Important Note: The counts to enter in this module come from the subset of the households reported in Module 2 that received benefits from the CARES Act. OCS expects that most grant recipients will not need to complete this module because no CARES Act supplemental LIHEAP funds were remaining for obligation after FY20.
 - Module 2B is for grant recipients to report information on the subset of households that were assisted with supplemental LIHEAP funding from the *American Rescue Plan Act of 2021* (ARPA) [P.L. 117-2]. Important Note: The counts to enter in this module come from the subset of the households reported in Module 2 that received benefits from ARPA. OCS expects that most grant recipients will not need to complete this module because no ARPA supplemental LIHEAP funds were remaining for obligation after FY21.
3. **LIHEAP Performance Measures (Optional Reporting) [LPDF Module 3]**. This module collects and reports data from state grant recipients wishing to report additional data on the more advanced LIHEAP performance measures and indicators. This module is optional.

The LPDF must be submitted to OCS using the [Online Data Collection System \(OLDC\)](#), which is available through the [GrantSolutions website](#).

The due date for the LPDF is **January 31** of the FY following that of the data to be reported. State grant recipients and the District of Columbia are required to submit complete data for Module 1 (the Grant Recipient Survey) and Modules 2, 2A, and 2B (the Performance Measures) via the [online GrantSolutions platform](#) by this date.

The Paperwork Reduction Act of 1995

This information collection is conducted in accordance with the Low-Income Home Energy Assistance Act of 1981, as amended (LIHEAP Act) [42 U.S.C. § 8621 *et seq.*]. Responses to the first four modules of this information collection are **mandatory** for the states, including the District of Columbia. Information received from this form provides Congress with aggregated and state-specific data on states' financial decision making in administering the LIHEAP program. Information received from this collection is also responsive to Section 2610(b)(2) of the LIHEAP Act [42 U.S.C. 8629(b)(2)], which requires the Secretary to provide for the collection of data on program impact. The burden per state for the Grant Recipient Survey (Module 1) is estimated to be 14.2 hours. Fifty-one state responses at an average of 14.2 hours per response results in a total burden of 724.2 hours for this module for all states. The burden per state for Modules **2, 2A, 2B** and **3** (LIHEAP Performance Measures) is estimated to be 165.1 hours. Fifty-one state responses at an average of 165.1 hours per response results in a total burden of 8,420.1 hours for all states.

These estimates of burden hours for all modules include time for reviewing instructions, gathering data, and completing and submitting the data. The LPDF is conducted once every fiscal year. The 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 that does not display a current and valid OMB control number. (The OMB control number for this information collection is (0970-0449) and the expiration date is [NEWEXPDATE Mmmm d, yyyy]).

Module-by-Module Instructions

LIHEAP Grant Recipient Survey [LPDF Module 1]

The *LIHEAP Grant Recipient Survey Module of the LPDF* (LIHEAP Grant Recipient Survey) is designed to obtain fiscal data from the 50 states and the District of Columbia on the sources of LIHEAP funds, uses of LIHEAP funds, and average household benefits. It is broken up into the following four sections:

- Section I – Grant Recipient Information
- Section II – Reporting Requirements
- Section III – Estimated Sources of LIHEAP Funds
- Section IV – Estimated Uses of LIHEAP Funds. (Note: “Uses” refers to the obligation of funds, not expenditure of funds. The term “obligation” is as each state defines it.)

New Changes for FY25 Reporting

Numbering has been updated throughout and the following changes are noted for Module 1 (the Grant Recipient Survey) for FY25 reporting:

- Throughout the form: Minor wording changes, such as changing “FFY” to “FY” and repeat occurrences of “Infrastructure Act” to “IIJA.”
- In Section III
 - o The title of the **Average household benefit** column has been updated to emphasize that such average is based on expenditures.
 - o Section A, Item 6. **Petroleum Violation Escrow (Oil Overcharge) funds obligated in FY** has been removed.
 - o The title of Section B has been updated to remove the reference to ARPA.
 - o Section A, Item 7b. **Previous FFY REACH Program Award Funds Obligated in FFY** has been renumbered to Item 7.
 - o Section C, Item 11. **Previous Unobligated CARES Act Allotment, not Subject to 10% Carryover Limit** has been retitled as **IIJA funds carried over from previous FY**.
- In Section IV
 - o The title of Section A has been changed from “**Type of LIHEAP Assistance--All Funds Except IIJA...**” to “**Type of LIHEAP assistance--non-supplemental funds....**”
 - o “**--non-supplemental funds**” has been appended to the titles of each item in Section A.
 - o The **Maximum Annual Dollar Income for 4-person Household...** column has been removed.
 - o Section B, Item **12. FY REACH funds obligated in next FY--non-supplemental funds** has been added.
 - o Section B, Item **14. Other non-administrative costs (i.e. non-admin IT system enhancements)--non-supplemental funds** has been added.
 - o Section C, Item formerly numbered **12. Previous unobligated ARP Act Allotment, not Subject to 10% Carryover Limit...** has been removed.
 - o Section C, Item **16. Obligated funding for a given type of assistance in current FY, but will serve households in the subsequent FY--non-supplemental funds** was previously listed under Section C, Item **Q1**.

- o Section C, Item **17. Average Household Benefits** are estimated due to unique **program operation, rather than directly calculated--non-supplemental funds** was previously listed under Section C, Item **Q2**.
- o Section E, Item **27. Other non-administrative costs (i.e. non-admin IT system enhancements)--IIJA** has been added.
- o Section F, Item **29. Obligated funding for a given type of assistance in current FY, but will serve households in the subsequent FY--IIJA** was previously listed under Section L, Item **Q7**.
- o Section F, Item **30. Average household benefits are estimated due to unique program operation, rather than directly calculated--non-supplemental funds** was previously listed under Section L, Item **Q8**.
- o All the items in Section D and the remaining items in Sections E and F (relating to CARES Act funds) have been rewritten to relate to funds appropriated through the *Infrastructure Investment and Jobs Act (IIJA)* [P.L. 117-58].
- o Sections G, H, and I (relating to ARPA funds) and all the items in those sections have been removed.

Pre-populated Information

All items in Section III **Estimated Sources of LIHEAP Funds** are pre-populated based on OCS records. Grant recipients should correct any incorrect values in Items **5** and **12** and should review the pre-populated values in the remaining items to verify that they are correct. See the Section III description for more information.

Pointers

Your attention to the pointers below will minimize our need to contact you for clarification of your survey responses, thus expediting the completion of the survey process. This will enhance our timeliness to compile and report the survey's results. We request that particular attention be paid to the following pointers:

1. "Uses of Funds" represents a state's **obligation** of federal LIHEAP funds, **not expenditure of federal LIHEAP funds**. In some cases, obligated funds are not actually expended until after the end of the federal fiscal year.
2. The total "Uses of Funds" (shown in Item **31** of Section IV) must equal the total "Sources of Funds" (shown in Item **14** of Section III).
3. Exclude the U.S. Department of Energy Weatherization Assistance Program (DoE WAP) funds in your responses to the LIHEAP Weatherization questions (in Item **4** and Item **21** of Section IV).
4. In Section B, Item **14. Administration/planning costs--non-supplemental funds** include any administrative or planning costs that were sourced from the Leveraging Incentive Program (Leveraging). HHS did not issue any Leveraging grants in recent years.
5. Unless indicated otherwise, definitions of terms should be those used by the state.

6. Average household benefits should take into account all types of benefits under each type of assistance (for the applicable funding category). Contrary to the rest of the form, these averages should be based on expenditures rather than obligations.
7. The rounding function will show whole dollars on this module even though cents can be entered into the cells. Please type in the rounded whole dollar amount without cents in such cases. Otherwise, your survey's sources and uses of funds may not be equal to each other.
8. Any clarifications of a state's response should be indicated in the **Notes** item of the LPDF along with the section and item number that is being noted.

SECTION I: Grant Recipient Information

Enter the full name, telephone number (including area code), and email address of the person who is completing the survey.

SECTION II: Reporting Requirements

The 50 states and the District of Columbia are required to complete the LIHEAP Grant Recipient Survey for each fiscal year. Grant recipients are to report obligation, not expenditure, of LIHEAP funds for that year. The data are used in the annual LIHEAP Report to Congress and reporting on program performance to Congress.

SECTION III: Estimated Sources of LIHEAP Funds

Section III of the Grant Recipient Survey is individualized for your state with pre-populated data. Please see below for information on each specific item.

Section A. All Funds Except IJJA.

Item 1. FY LIHEAP Block Grant funds (net of Indian tribal set-asides)--regular funds.

This is your state's LIHEAP block grant allotment from regular current year LIHEAP appropriations, net of any applicable set-asides to Indian tribes or tribal organizations. **(This is pre-populated and locked from editing.)**

Item 2. FY Emergency Contingency funds (net of Indian tribal set-asides). This is your state's current year LIHEAP emergency contingency fund allotment, net of any applicable set-asides to Indian tribes or tribal organizations. **(This is pre-populated and locked from editing.)**

Item 3. LIHEAP Block Grant funds from previous FY reallocated to FY. This is your state's current year LIHEAP allotment of reallocated previous fiscal year funds, also net of any applicable set-asides to Indian tribes or tribal organizations. **(This is pre-populated and locked from editing.)**

Item 4. Previous FY unobligated Emergency Contingency funds, not subject to 10%

carryover limit. These are your state's previous fiscal year emergency contingency funds that you obligated in the current fiscal year, if any. **(This is pre-populated and locked from editing.)**

Item 5. All funds carried over from previous FY.... These are your state's previous fiscal year unobligated non-IIJA grant funds that were carried over for obligation in the current fiscal year, as reported on your state's LIHEAP Grant Recipient Survey (or, for FY23, the Grantee Survey) for the previous fiscal year under Item 7 of Section IV. **This is pre-populated and available for editing to update the amount as needed.** Note, if this amount is changed, please update other reports so the information reconciles as appropriate.

Item 6. FY Residential Energy Assistance Challenge (REACH) program funds. These are your state's current year REACH funds, if any. **(This is pre-populated and locked from editing.)**

Item 7. Previous FY REACH program funds obligated in FY. These are your state's unobligated previous fiscal year REACH funds, if any, that were obligated in the current fiscal year. **(This is pre-populated and locked from editing.)**

Item 8. FY Leveraging Incentive funds. These are your state's current year Leveraging funds (not subject to the 10% carryover limit), if any. **(This is pre-populated as \$0 and locked from editing.)**

Item 9. Previous FY Leveraging Incentive funds obligated in FY. These are your state's unobligated previous fiscal year Leveraging funds, if any, that were obligated in the current fiscal year. **(This is pre-populated and locked from editing.)**

Section B. Estimated Subtotal Sources of Funds--Non-Supplemental Funding.

Item 10. This field sums Items 1-9 of this section to indicate the total of non-IIJA federal funds available for LIHEAP for the current fiscal year. The total funds available amount must equal that in the "Total funds / awards" column of Item 15. **Sum of Items 1-14.... (This is auto-calculated and locked from editing.)**

Section C. All Supplemental Funds

Item 11. IIJA funds carried over from previous FY. This is your state's carryover of previous unobligated funds from the IIJA, as reported on your state's LIHEAP Grant Recipient Survey (or, for FY23, the Grantee Survey) for the previous fiscal year under Item 43 of Section IV. **(This is pre-populated and available for editing to update the amount as needed.)**

Item 12. IIJA funds (net of Indian tribal set-asides). This is your state's LIHEAP allotment from the IIJA, net of any applicable set-asides to Indian tribes or tribal organizations. **(This is pre-populated and locked from editing.)**

Section D. Estimated Subtotal Sources of Supplemental Funds.

Item 13. Sum of Items 11-12.... This item sums Items 11 through 12 to indicate the total federal funds available from the supplemental sources for the current fiscal year. The

amount that appears for this item must equal that in the “Total funds / awards” column of Item **28. Sum of Items 18 and 27...** of Section IV. **(This is auto-calculated and locked from editing.)**

Section E. Estimated Total of Sources of All Funds.

Item 14. Item 10 plus Item 13.... This field adds Item 10 to Item 13 to indicate the total federal funds available for LIHEAP for the current fiscal year. The amount that appears for this item must equal that in the “Total funds / awards” column of Item **31. Sum of Items 15 and 28...** of Section IV. **(This is auto-calculated and locked from editing.)**

SECTION IV: Estimated Uses of LIHEAP Funds

Except for average household benefits, “Estimated Uses of LIHEAP Funds” means a state's **obligation (legal commitment)**, not expenditure, of funds. (In some cases, obligated LIHEAP funds are not actually expended until after the end of the fiscal year.) Include information on all funds or awards that were obligated for use in LIHEAP during the current fiscal year, including funds carried over from the previous fiscal year. Available unobligated LIHEAP funds that were not obligated by the end of the current fiscal year are to be reported as funds carried over to the following fiscal year, even if they remained with HHS pending drawdown or were returned to HHS directly.

The term “obligation” is as each state’s state-wide fiscal rules define it. The obligation of LIHEAP funds is based on a state’s budgetary planning process and may change over the FY. Expenditure of funds represents the funds paid out for LIHEAP and is reconciled when a state closes out its LIHEAP program for each fiscal year in accordance with the Single Audit Act (31 USC § 7501 *et seq.*; see also 2 CFR Part 200, Subpart F). Please keep in mind the following points about the use of LIHEAP federal funds when completing SECTION IV:

1. Block grant and other LIHEAP allotments may only be used for purposes specified in the LIHEAP Act and in the HHS block grant regulations (45 CFR Part 96).
2. States may receive a waiver, if requested, from HHS to use up to 25% of the funds for Weatherization assistance.
3. **This module asks you to separate the reporting of LIHEAP funds and benefits provided by non-supplemental LIHEAP funds and IJJA funds.** Report the funds and benefits from each of these appropriations as follows:
 - A. Report and confirm the pre-populations/auto-calculations of funds from all sources except for IJJA funds; including any continuing resolution(s), the full-year appropriation, prior year reallocations, and previous-year carryover; in the appropriate items of Sections **A** and **B**.
 - B. Report and confirm the pre-populations/auto-calculations of IJJA funds, including the full-year appropriation and previous-year carryover; in the appropriate items of Sections **C** and **D**.
4. Report on all federal LIHEAP funds used to provide “Other Crisis benefits,” including federal LIHEAP funds used to provide furnace or air conditioner repairs or replacements. Specify the type(s) of these benefits. Report these obligations in Sub-items **3.d** and **20.d** — depending on the funds’ source — of Section IV of this module.

5. Report on all federal funds that you obligated for “Nominal payments.” This would include funds used to provide Supplemental Nutrition Assistance Program (SNAP) households with a nominal LIHEAP payment. Typically, such payments are called “heat or eat” or “cool or eat” or both. Report these obligations in Items **5** or **22** — depending on the funds’ source — of Section IV of this module.

Row Items in SECTION IV — Estimated Uses of Funds

Section A. Type of LIHEAP assistance—non-supplemental funds...

Item 1. Heating assistance benefits—non-supplemental funds. For this item, report the following data about heating assistance that was sourced from non-IIJA funds:

- A. In the **Total funds / awards** column, the amount of non-IIJA funds that you obligated for heating assistance benefits. Exclude the cost of administering the heating assistance component. If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
- B. In the **Average household benefit...** column, your average heating assistance benefit based on expenditures that extended from obligations of non-IIJA funds, whether you made those obligations in the current FY or in previous FYs. The average household benefit should take into account all types of benefits that you categorize under this type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the **Notes** item.

Item 2. Cooling assistance benefits—non-supplemental funds. For this item, report the following data about cooling assistance that was sourced from non-IIJA funds:

- A. In the **Total funds / awards** column, the amount of non-IIJA funds that you obligated for cooling assistance benefits. Exclude the cost of administering the cooling assistance component. If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
- B. In the **Average household benefit...** column, your average cooling assistance benefit based on expenditures that extended from obligations of non-IIJA funds, whether you made those obligations in the current FY or in previous FYs. The average household benefit should take into account all types of benefits that you categorize under this type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the **Notes** item.

Item 3. Crisis assistance benefits by type—non-supplemental funds. For this item, report, for each applicable type of crisis assistance, the following data about crisis assistance that was sourced from non-IIJA funds:

- A. In the **Total funds / awards** column, the amount of non-IIJA funds that you obligated for the applicable crisis assistance benefit. Exclude the cost of administering the crisis assistance component. If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
- B. In the **Average household benefit...** column, your average of the applicable crisis assistance benefit based on expenditures that extended from obligations of non-IIJA

funds, whether you made those obligations in the current FY or in previous FYs. The average household benefit should take into account all types of benefits that you categorize under this type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the **Notes** item.

- C. For sub-Items **3.a.** through **3.d.**, additionally report on the types of crisis benefit you provided.

The **Total funds / awards** entry for sub-Item **3.d. Other Crisis Benefits:--non-supplemental funds** sums your entries for sub-sub-Items **3.d.(1)** through **3.d.(3)**.

Note: The types of crisis assistance listed consist of winter crisis, summer crisis, fiscal year-round crisis (i.e., crisis programs that operate 10 to 12 months during the fiscal year), and other crisis benefits (such as responses to area-wide weather and supply shortage emergencies declared by a public official, an emergency furnace repair or replacement program that is separate from the regular winter crisis assistance program, etc.). If applicable, briefly describe the “other” category, e.g., emergency furnace repairs.

If you don't provide any funds for crisis fuel assistance but expedite heating or cooling assistance, indicate such as expedited or fast track crisis assistance. Also, include a note that indicates, for heating or cooling assistance, the amount of such funds used for expedited or fast track crisis assistance.

Item 4. Weatherization assistance benefits—non-supplemental funds. For this item, report the following data about Weatherization assistance that was sourced from non-IIJA funds:

- A. In the **Total funds / awards** column, include the amount of non-IIJA funds that you obligated for Weatherization assistance benefits. Exclude the cost of administering the Weatherization assistance component.

Note: In the past, some grant recipients have reported LIHEAP and DoE WAP funds together. Report only on federal LIHEAP funds. If applicable, include a note that indicates if the benefits include funds for home energy-related home repairs (please describe such assistance).

Section B. Other Permitted Uses of LIHEAP Funds—non-supplemental funds...

Item 5. Nominal Payments—non-supplemental funds. For this item, report the amount of non-IIJA funds that you obligated for those households that received a reduced nominal LIHEAP benefit payment that deviates from the state's regular payment matrix because the household is a recipient of SNAP. In other words, only states that have a separate LIHEAP payment amount for SNAP recipient households need to report those households as nominal payment households. Other types of small benefit amounts that are part of the state's payment matrix or that target other populations should not be included in the nominal payment amount.

Item 6. FY unobligated funds (excluding funds in Items 7, 8, 12, and 23) carried over to next FY—non-supplemental funds. For this item, report the amount of non-IIJA funds that you carried over for obligation in the following fiscal year.

Note: Section 2607(b)(2)(B) of the LIHEAP Act [42 U.S.C. 8626(b)(2)(B)] limits to 10% the amount of LIHEAP funds that may be carried over from one fiscal year for obligation in the

following fiscal year. The statute requires that 90% of that amount must be obligated in the fiscal year for which the funds were awarded and that any excess unobligated funds must be returned to HHS.

Item 7. FY allowable unobligated Emergency Contingency funds, not subject to 10% carryover limit, obligated in next FY—non-supplemental funds. This item will show the amount of Emergency Contingency funds that you plan to obligate in the following year. (This is pre-populated as \$0 and locked from editing for FYs in which the total award of these funds was \$0.)

Item 8. FY Leveraging Incentive funds obligated in next FY—non-supplemental funds. This item will show the amount of Leveraging funds that you plan to obligate in the following year. ACF has not awarded any Leveraging Incentive funds in recent years. (This is pre-populated as \$0 and locked from editing for FYs in which the total award of these funds was \$0.)

Note: Section 96.87(k) of the HHS block grant regulations [45 CFR 96.87(k)] provides that Leveraging funds must be obligated in the fiscal year in which they are awarded or in the following fiscal year. These funds are not subject to the 10% carryover limit.

Item 9. FY LIHEAP funds used to identify, develop & demonstrate Leveraging Incentive activities—non-supplemental funds. For this item, report the amount of non-IIJA funds that you obligated to identify, develop, and demonstrate leveraging activities.

Note: Section 2607A(c)(2) of the LIHEAP Act [42 U.S.C. 8626a(c)(2)] limits the amount that states may obligate to identify, develop, and demonstrate Leveraging programs to 0.08% of funds payable or \$35,000, whichever is greater. Furthermore, this limit applies to the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of current year funds other than those from Leveraging or REACH for this purpose provided this amount plus the total from all other sources doesn't exceed the 0.08% or \$35,000 cap.

Item 10. Assurance 16 activities--non-supplemental funds. For this item, report the amounts, if any, of non-IIJA funds that you obligated to carry out the activities authorized by Section 2605(b)(16) of the LIHEAP Act [42 U.S.C. 8624(b)(16)] (Assurance 16 activities). These include services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance (including needs assessment, counseling, and assistance with energy vendors).

Note: Section 2605(b)(16) of the LIHEAP Act [42 U.S.C. 8624(b)(16)] limits the total amount that you may obligate on these activities to 5% of funds payable. In addition, this limit takes its base from the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of current year funds other than those from Leveraging or REACH for this purpose provided this amount plus the total from all other sources doesn't exceed the 5% cap.

Item 11. FY Residential Energy Assistance Challenge (REACH) funds--non-supplemental funds. For this item, report the amount of funds that you obligated in the current FY from awards received through the REACH program, if applicable. (This is pre-populated as \$0 and locked from editing for FYs in which the total award of these funds was \$0.)

Item 12. FY REACH funds obligated in next FY--non-supplemental funds. For this item, report the amount of REACH funds that you plan to obligate in the following FY from

awards received through in the current FY through the REACH program. ACF has not awarded any REACH funds in recent years. (This is pre-populated as \$0 and locked from editing for FYs in which the total award of these funds was \$0.)

Item 13. Administration/planning costs--non-supplemental funds. For this item, report the amount of non-IIJA funds that you obligated for administration and planning costs.

Note: These amounts should include, from current year funds other than those from Leveraging or REACH, (a) all state and local administration and planning costs, and (b) both direct and indirect costs charged as administration and planning costs for the program. Information Technology (IT) obligations other than those for IT system enhancements should be included in Administration/Planning costs, even if you define them as program costs. If Administration/Planning costs exceed 10% because of this inclusion, it is acceptable for you to include, in the **Notes** item of this module, a note that explains that [LIHEAP IM 2000-12, dated March 15, 2000](#) allows such a scenario.

Section 2605(b)(9) of the LIHEAP Act [42 U.S.C. 8624(b)(9)] limits the amount that states obligate in planning and administration to 10% of the funds payable to the state. All amounts above 10% must come from non-federal funds, except that other federal funds may be used to pay the costs of planning and administering Assurance 16 activities without regard to the 10% limit. This cap takes its base from the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of current year funds other than those from Leveraging or REACH for this purpose provided this amount plus the total from all other allowable sources doesn't exceed the 10% cap.

The cost of administering the state's LIHEAP Weatherization assistance is to be included in this item, as is the cost of administering other LIHEAP activities.

Under the terms of the LIHEAP statute and implementing regulations, Leveraging funds may not be used for administrative and planning costs. However, the amount of the Leveraging award may be added to the base with which the maximum amount of administrative and planning costs is calculated.

Item 14. Other non-administrative costs (i.e., non-admin IT system enhancements)--non-supplemental funds. For this item, report the amount of non-IIJA funds that you obligated for other costs that weren't reported on Items 1 through 13 of Section IV. These include obligations for IT system enhancements that weren't reported as administration and planning costs in Item 13.

Section C. Estimated Total Uses of Funds--non-supplemental funds

Item 15. Sum of Items 1-14.... This item adds the **Total funds / awards** amounts in Items 1 through 14 of Section IV. This overall total indicates the estimated total uses of all current year non-supplemental federal funds available for LIHEAP. The amount in this item must equal the amount in Item 10. **Sum of Items 1-9...** of Section III. (**This is auto-calculated and locked from editing.**)

Item 16. Obligated funding for a given type of assistance in current FY, but will serve households in the subsequent FY--non-supplemental funds. For this item, select the appropriate answer ("yes" or "no") to indicate whether your state obligated non-IIJA funds for the given type of assistance but will serve households in the following fiscal year. Please include clarifications in the **Notes** item of this module and cross-reference those clarifications with the module's section and item number that is being noted.

Item 17. Average household benefits are estimated due to unique program operations, rather than directly calculated--non-supplemental funds. For this item, select the appropriate answer ("yes" or "no") to indicate whether your state's average household benefit datapoints for funds from non-IIJA sources are estimated due to unique program operation, rather than directly calculated. Please include clarifications in the **Notes** item of this module and cross-reference those clarifications with the module's section and item number.

Section D. Type of LIHEAP Assistance--Infrastructure Investment and Jobs Act (IIJA) Funds...

Item 18. Heating Assistance benefits--IIJA. For this item, report the following data about heating assistance that was sourced from IIJA funds, including those that were carried over from the previous FY:

- A. In the **Total funds / awards** column, the amount of IIJA funds that you obligated for heating assistance benefits. Exclude the cost of administering the heating assistance component. If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
- B. In the **Average household benefit...** column, your average heating assistance benefit based on expenditures that extended from obligations of IIJA funds, whether you made those obligations in the current FY or in previous FYs. The average household benefit should take into account all types of benefits that you categorize under this type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the **Notes** item of this module.

Item 19. Cooling Assistance benefits--IIJA. For this item, report the following data about cooling assistance that was sourced from IIJA funds, including those that were carried over from the previous FY:

- A. In the **Total funds / awards** column, the amount of IIJA funds that you obligated for cooling assistance benefits. Exclude the cost of administering the cooling assistance component. If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
- B. In the **Average household benefit...** column, your average cooling assistance benefit based on expenditures that extended from obligations of IIJA funds, whether you made those obligations in the current FY or in previous FYs. The average household benefit should take into account all types of benefits that you categorize under this type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the **Notes** item.

Item 20. Crisis Assistance benefits by Type--IIJA. For this item, report, for each applicable type that you provided, the following data about crisis assistance that was sourced from IIJA funds, including those that were carried over from the previous FY:

- A. In the **Total funds / awards** column, the amount of IIJA funds that you obligated for the applicable crisis assistance benefit. Exclude the cost of administering the crisis assistance component. If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).

- B. In the **Average household benefit** column, your average of the applicable crisis assistance benefit based on expenditures that extended from obligations of IIJA funds, whether you made those obligations in the current FY or in previous FYs. The average household benefit should take into account all types of benefits that you categorize under this type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the **Notes** item.
- C. For sub-Items **21.a.** through **21.d.**, additionally report on the types of crisis benefit that you provided with IIJA funds.

The **Total funds / awards** entry for sub-Item **21.d. Other Crisis Benefits—IIJA** sums your entries for sub-sub-Items **21.d.(1)** through **21.d.(3)**.

Note: The types of crisis assistance listed consist of winter crisis, summer crisis, fiscal year-round crisis (i.e., crisis programs that operate 10 to 12 months during the fiscal year), and other crisis benefits (such as responses to area-wide weather and supply shortage emergencies declared by a public official, an emergency furnace repair or replacement program that is separate from the regular winter crisis assistance program, etc.). If applicable, briefly describe the “other” category, e.g., emergency furnace repairs.

If you don’t provide any IIJA funds for crisis fuel assistance but expedite heating or cooling assistance, indicate such as expedited or fast track crisis assistance. Also, include a note that indicates, for heating or cooling assistance, the amount of such funds used for expedited or fast track crisis assistance.

Item 21. Weatherization assistance benefits—IIJA. For this item, report the following data about Weatherization assistance that was sourced from IIJA funds, including those that were carried over from the previous FY:

- A. In the **Total funds / awards** column, the amount of IIJA funds that you obligated for Weatherization assistance benefits. Exclude the cost of administering the Weatherization assistance component.

Note: In the past, some grant recipients have reported LIHEAP and DoE WAP funds together. Report only on federal LIHEAP funds. If applicable, include a note that indicates if the benefits include funds for home energy-related home repairs (please describe such assistance).

Section E. Other Permitted Uses of LIHEAP Funds—IIJA...

Item 22. Nominal payments--IIJA. For this item, report the amount of IIJA funds that you obligated for those households that received a reduced nominal LIHEAP benefit payment that deviates from the state’s regular payment matrix because the household is a recipient of SNAP. In other words, only states that have a separate LIHEAP payment amount for SNAP recipient households need to report those households as nominal payment households. Other types of small benefit amounts that are part of the state’s payment matrix or that target other populations should not be included in the nominal payment amount.

Note: Include in this item IIJA funds that you received in the current FY and those that you carried over from the previous FY.

Item 23. Unobligated IIJA funds carried over to next FY. For this item, report the amount of

unobligated IIJA funds that you carried over for obligation in the following fiscal year. Include IIJA funds that you received in the current FY and those that you carried over from the previous FY.

Note: Section 2607(b)(2)(B) of the LIHEAP Act [42 U.S.C. 8626(b)(2)(B)] limits to 10% the amount of funds that may be carried over from one fiscal year for obligation in the following fiscal year. The statute requires that 90% of that amount must be obligated in the fiscal year for which the funds were awarded and that any excess unobligated funds must be returned to HHS.

Item 24. FY LIHEAP funds used to identify, develop & demonstrate Leveraging Incentive activities--IIJA. For this item, report the amount of any IIJA funds that you obligated to identify, develop, and demonstrate leveraging activities. Include IIJA funds that you received in the current FY and those that you carried over from the previous FY.

Note: Section 2607A(2) of the LIHEAP Act [42 U.S.C. 8626a(c)(2)] limits the amount that states may obligate to identify, develop, and demonstrate leveraging programs to 0.08% of funds payable or \$35,000, whichever is greater. Furthermore, this limit applies to the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of current year funds other than those from Leveraging or REACH for this purpose provided this amount plus the total from all other sources doesn't exceed the 0.08% or \$35,000 cap.

Item 25. Assurance 16 activities--IIJA. For this item, report the amount of IIJA funds that you obligated to carry out Assurance 16 activities. Include IIJA funds that you received in the current FY and those that you carried over from the previous FY.

Note: The 5% of funds payable to which 42 U.S.C. 8624(b)(16) limits the amount that states may obligate for this purpose takes its base from the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of these supplemental funds for this purpose provided this amount plus the total from all other allowable sources doesn't exceed the 5% cap.

Item 26. Administration/planning costs--IIJA. For this item, report the amount of IIJA funds that you obligated for administration and planning. Include IIJA funds that you received in the current FY and those that you carried over from the previous FY.

Note: The 10% of funds payable to which 42 U.S.C. 8624(b)(9) limits the amount that states may obligate for this purpose takes its base from the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of these supplemental funds for this purpose provided this amount plus the total from all other allowable sources doesn't exceed the 10% cap.

Item 27. Other non-administrative costs (i.e., non-admin IT system enhancements)--IIJA. For this item, report the amount of IIJA funds that you obligated for other costs that weren't reported on Items 18 through 26 of Section IV. These include obligations for IT system enhancements that weren't reported as administration and planning costs in Item 26. Include IIJA funds that you received in the current FY and those that you carried over from the previous FY.

Section F. Estimated Total Uses of Funds--IIJA

Item 28. Sum of Items 18-27.... This item adds the **Total funds / awards** amounts calculated

in Items **18** through **27** of Section IV. This overall total indicates the estimated total uses of IIJA funds, if any, available for LIHEAP. The amount in this item must equal the amount in Item **13. Sum of Items 11-12...** of Section III. **(This item is auto-calculated and locked from editing.)**

Item 29. Obligated funding for a given type of assistance in current FY, but will serve households in the subsequent FY--IIJA. For this item, select the appropriate answer ("yes" or "no") to indicate whether your state obligated IIJA funds for the given type of assistance but will serve households in the following fiscal year. Please include clarifications in the **Notes** item of this module and cross-reference those clarifications with the module's section and item number that is being noted.

Item 30. Average household benefits are estimated due to unique program operation, rather than directly calculated--IIJA. For this item, select the appropriate answer ("yes" or "no") to indicate whether your state's average household benefit datapoints for funds from IIJA sources are estimated due to unique program operation, rather than directly calculated. Please include clarifications in the **Notes** item of this module and cross-reference those clarifications with the module's section and item number.

Section G. Estimated Subtotal Uses of All Funds

Item 31. Sum of Items 15 and 28.... This item adds the **Total funds / awards** amount in Item **15** to that in Item **28** of Section IV. This overall total indicates the estimated total uses of all funds available for LIHEAP. The amount in this item must equal the amount in Item **14. Item 10 plus Item 13...** of Section III. **(This item is auto-calculated and locked from editing.)**

Module 2. Required LIHEAP Performance Measures--All Households

Module 2. **Required LIHEAP Performance Measures--All Households** is **required** for all state grant recipients.

This module asks state LIHEAP grant recipients to report on the following LIHEAP outcomes for all households:

- Reduction of home energy burden (Section V)
- Restoration of home energy service (Section VI)
- Prevention of loss of home energy service (Section VII)

These measures and the reporting form were developed by OCS in collaboration with the LIHEAP Performance Measures Implementation Work Group.

Following the four sections of the LPDF found in Module 1, **Module 2. LIHEAP Required Performance Measures--All Households** includes the following three additional sections:

- SECTION V. Energy Burden Targeting
- SECTION VI. Restoration of Home Energy Service
- SECTION VII. Prevention of Loss of Home Energy Service

The remainder of this document outlines instructions and data requirements for Modules 2, 2A, 2B and 3 of the Performance Data Form, addressing LIHEAP Performance Measures. Additional support materials can be found at [the LIHEAP Performance Management Website](#).

New Form Changes

There are no changes to Modules 2, 2A, or 2B starting with FY23. But it is expected that most grant recipients will only need to complete Module 2. This is because the funding sources to which the other modules apply—CARES Act for Module 2A and ARPA for Module 2B—were unavailable for obligation after FY22.

- **Module 2** grant recipients will report performance measures data in the same way that they have in previous years. All households with data should be included regardless of funding source.
- **Module 2A** is identical to the layout of Module 2 EXCEPT that the data reported in Module 2A will only be applicable to those households who received assistance sourced with LIHEAP CARES Act funds. Include households that received a benefit that was fully or partially funded with CARES Act funds during the fiscal year. Include households that received a benefit that was fully or partially funded by CARES Act funds during the fiscal year. Exclude households that did not receive a benefit that was

fully or partially funded by CARES Act funds during the fiscal year.

- **Module 2B** is identical in layout to Module 2 EXCEPT that the data reported in Module 2B will only be applicable to those households who received assistance sourced with LIHEAP ARPA funds. Include households that received a benefit that was fully or partially funded with ARPA funds during the fiscal year. Exclude households that did not receive a benefit that was fully or partially funded by ARPA funds during the fiscal year.

Households that received funding from multiple sources should be reported in each of the relevant modules, but the average benefit amounts reported for CARES Act and ARPA households should include only the portion of benefits funded through those funding sources.

For grant recipients that did not serve any households using either CARES Act or ARPA funds during the applicable fiscal year, Modules 2A and 2B will be left blank, but a note should be included explaining that no households with performance measures data were served with that funding source during the fiscal year.

SECTION V: Energy Burden Targeting

Energy burden is the percentage of household income spent on home energy costs. For example, high-burden households are those that spend more of their income on home energy costs.

The link between energy burden and LIHEAP is important. Section 2605(b)(5) of the LIHEAP Act [42 U.S. C. § 8624(b)(5)] requires LIHEAP grant recipients to “*provide, in a timely manner, that the highest level of assistance will be furnished to those households that have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size.*” Home energy burden and the presence of a vulnerable household member are the two key priorities Congress intended for the distribution of LIHEAP assistance.

To understand the impacts of LIHEAP on household energy burden, the LIHEAP Performance Data Form uses information provided by grant recipients to evaluate LIHEAP impact on energy burden using the following indicators and measures:

- Change in Energy Burden (pre-post LIHEAP) indicators.
- Benefit Targeting Index.
- Burden Reduction Targeting Index.

The change in energy burden (indicators) tells us how LIHEAP reduces the percentage of income households spend on their energy bills. We know that low-income households have to make tough choices between paying their energy bills and other essential needs (food, prescriptions). Reducing the amount of income people spend on energy bills decreases the health and safety risks associated with these kinds of decisions.

The Benefit Targeting Index tells us whether high energy burden households receive higher LIHEAP benefits than average households. This is important because the LIHEAP Act requires grant recipients to provide the highest level of assistance to households with the highest energy burden (highest energy costs in relation to income and family size).

The Burden Reduction Targeting Index tells us whether high energy burden households have a larger share of their energy bill paid with LIHEAP than average households. Once again, the LIHEAP Act requires grant recipients to target the highest level of assistance to

households with the highest energy costs in relation to income. This measure will help grant recipients identify whether they are effectively using benefits to reduce the percentage of income high-burden households pay toward their energy bills.

Which households should be counted in Section V?

SECTIONS V of Modules **2**, **2A**, and **2B** count those households who received LIHEAP bill payment assistance other than nominal benefit assistance in the current federal fiscal year. “Bill payment assistance” includes any LIHEAP benefits used to pay a share of household energy bills, including utility deposits. This includes heating, cooling, crisis, and supplemental assistance.

- For Module **2**, all households should be counted that received LIHEAP bill payment assistance from any funding source (regular block grant, IIJA, other supplemental, prior-year carryover, prior year reallocation, CARES Act, or ARPA).
- For Module **2A**, report the subset of households that received bill payment assistance through CARES Act funds. All such households should also have been reported in Module **2**. These households may also be reported in Module **2B** if they received assistance from ARPA funds as well as CARES Act funds.
- For Module **2B**, report the subset of households that received bill payment assistance through ARPA funds. All such households should also have been reported in Module **2**. These households may also be reported in Module **2A** if they received assistance from CARES Act funds as well as ARPA funds.

Households that should **NOT** be counted in Section V include those that didn’t receive any federal LIHEAP benefit other than the following:

- Benefits for LIHEAP weatherization assistance or energy-related home repair (e.g., heating or cooling equipment repair or replacement); or
- Nominal LIHEAP benefits granted to SNAP households.

What Home energy data is needed to complete Section V?

Many of the fields in SECTIONS V require specific information regarding home energy. For example, average annual income and average LIHEAP benefit data is broken out by main heating fuel. Therefore, at the time of application, grant recipients will need to ask each household to identify its main heating fuel type (i.e., natural gas, electricity, fuel oil, propane, or other fuels).

Grant recipients that offer cooling programs should still ask households for their main heating fuel type, as most cooling program impacts will be captured during analysis of the electric bill data (see below).

SECTIONS V also requires grant recipients to collect average annual energy bills for both main heating fuel and electricity. Therefore, at the time of application, grant recipients will need to ask each household to provide vendor account numbers as well as sign a waiver that allows the grant recipient to collect billing information from home energy vendors.

To reduce the burden associated with vendor data collection, grant recipients are only required to collect annual energy bill data from the top five natural gas companies, top five electric companies, top ten propane vendors, top ten fuel oil vendors, and top ten other vendors based on the numbers of LIHEAP assisted households within their state. Grant recipients may opt to collect data from

additional vendors (beyond the largest five or ten). However, any grant recipient wishing to use fewer than the required number of vendors in any of the fuel categories must contact OCS to obtain prior approval. (Note: Some grant recipients have fewer than five electric or natural gas vendors. Other grant recipients have fewer than ten fuel oil vendors.)

Data Requirements

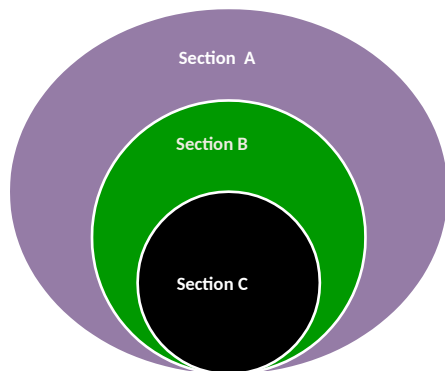
The following outlines the data required to complete SECTIONS V of Modules **2**, **2A**, and **2B**. For more information, including strategies and best practices for data collection, grant recipients should visit the [LIHEAP Performance Measures Website](#).

Reporting Values for “All Households”

SECTIONS V require data to be reported by main heating fuel type and for “All Households.” For each main heating fuel type, the statistics that are reported should be calculated using only the households that are identified as having that main heating fuel type. For the “All Households” column, the statistics that are reported should be calculated using all of your households that are used for reporting separately by main heating fuel type. Please Note: Calculating the “All Households” statistics by taking a simple mean of the main heating type statistics is incorrect because each main heating type included a different number of households. Grant recipients who need assistance with this step should contact APPRISE or [their OCS program specialist](#) for assistance.

In Modules **2A** and **2B**, the “All Households” column will include the subset of all households that received bill assistance (in part or whole) through CARES Act or ARPA funds respectively. Likewise, for each main heating fuel type, the statistics that are reported should be calculated using the households that are identified as having that main heating type and that received bill assistance (in part or whole) through CARES Act or ARPA funds.

Section A. Unduplicated number of LIHEAP bill payment-assisted households



Section A—All bill payment-assisted households

Section B—Bill payment assisted households with available energy bill data

Section C—Highest burden bill payment assisted households with available energy bill data

- As in previous years, Section A of Section V of Module **2** includes all households that received LIHEAP bill payment assistance during the reporting period. The total number of households reported in Module **2** should be the same number reported in your *LIHEAP Household Report Long Form* (Household Report) in Section I, Item **18. Bill Payment Assistance**.

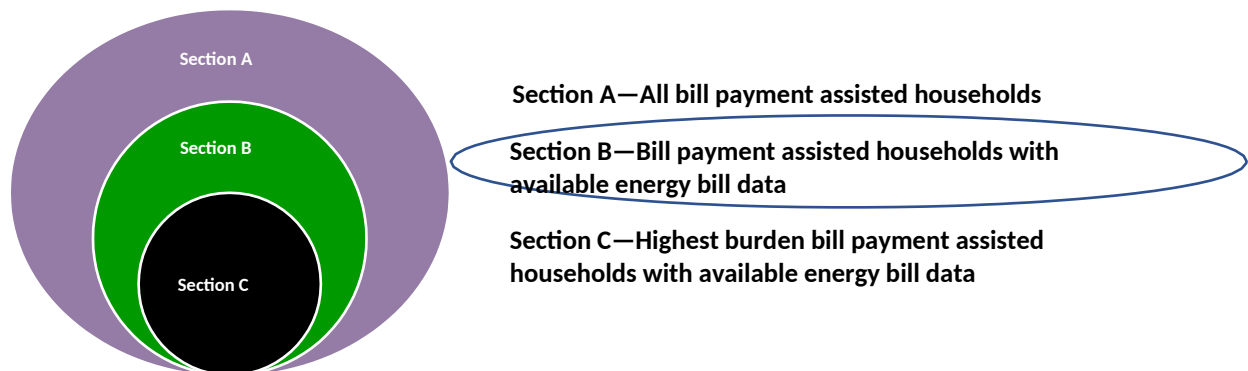
- The total number of households reported in Module **2A** includes all households that received bill assistance through CARES Act funds in the reporting period. This number should be the same as the number reported in your Household Report in Section I, Line **19. Bill Payment Assistance (CARES Act funding only)**.
- The total number of households reported in Module **2B** includes all households that received bill assistance through ARPA funds in the reporting period. This number should be the same as the number reported in your Household Report in Section I, Line **20. Bill Payment Assistance (American Rescue Plan Act funding)**.

Bill payment assistance includes any LIHEAP benefits used to pay a share of household energy bills. This includes heating, cooling, and crisis assistance.

As stated above, SECTIONS V should not include those households who received only weatherization or energy related home repair (including equipment repair and replacement) or households who received only a nominal LIHEAP benefit through the SNAP “heat or eat” program.

Sections A also ask grant recipients to break bill payment assisted households out by main heating fuel type. To obtain this data, grant recipients will need to ask each household to identify its main heating fuel type at the time of application. As stated above, the sum of households across the main heating types for Module **2** should be the same total number reported in your Household Report, in Section I. **Number of assisted households, Line 18. Bill Payment Assistance.** Similarly, for Modules **2A** and **2B** the equivalent sums should be the same as those that appear in total numbers reported on, respectively, Lines **19** and **20** of Section I of your Household Report. Please provide information in the **Notes** section if there is a discrepancy for any of the modules between your total numbers of households in Sections A and the corresponding totals in your Household Report.

Section B. All Households with 12 Consecutive Months of Bill Data (Main Heating Fuel and Electricity)



Section B includes only those households from the corresponding Sections A for which the grant recipient can obtain the average annual energy bill (12 consecutive months of usage) for both main heating fuel and electricity.

LIHEAP bill payment assistance households that do not have complete energy billing data (e.g., because they do not have 12

consecutive months of billing history or the grant recipient does not have an agreement with the vendor) should not be counted in Section B. Households missing either the main heating fuel billing data or the electricity billing data should be excluded.

As noted above, grant recipients are only required to collect annual bill data for those bill payment assisted households whose main fuel and electricity are provided by a top five natural gas company, top five electric company, top ten propane vendor, top ten fuel oil vendor, or top ten “other” vendor based on the numbers of LIHEAP assisted households within their state.

LINE B1: Unduplicated number of households with 12 consecutive months of bill data (main heating fuel and electricity): Line **B1** require grant recipients to report the number of bill payment assisted households for which they can obtain the average annual energy bill (12 consecutive months of billing history) for both main heating fuel and electricity.

Similar to other data in this report, grant recipients are first asked to report the total number of bill payment assisted households with complete annual bill data, and then break these households down by main heating fuel type.

For Modules **2A** and **2B**, grant recipients will report in the same way as Module **2** the households with 12 consecutive months of billing history for the subset of households that received billing assistance through CARES Act or ARPA funds respectively.

LINE B2: Average annual household income: Line **B2** require grant recipients to report average annual household income for those households with 12 consecutive months of both main fuel and electric bill data (as reported on the corresponding Line B1). Average annual household income should be calculated in the same way it is calculated for the Household Report, using gross income. Zero income households should be included in this calculation. Grant recipients are asked to report the average annual income for all households with complete annual bill data, and then further break this data out by main fuel type.

For **2A** and **2B** the income calculations should be carried out in the same way as for Module **2** for the subsets of households shown in Line B1 of those modules.

LINE B3: Average annual total LIHEAP benefit per household (including Heating, Cooling, Crisis, Supplemental benefits): As in prior years, for Module **2**, Line **B3** require grant recipients to report the total average annual per household LIHEAP bill payment assistance benefit(s) for those households that received bill payment assistance and that have 12 consecutive months of both main fuel and electric bill data.

For Module **2A**, the amount to be reported is the total average annual per household LIHEAP bill payment assistance benefit(s) **from CARES Act funds only**. Households may have also received benefits from other funds, including ARPA funds, but these benefit amounts should not be included in the average benefit for this module.

In the same way, for Module **2B**, the amount to be reported is the total average annual per household LIHEAP bill payment assistance benefit(s) **from ARPA funds only**. Households may have also received benefits from other funds, including CARES Act funds, but these benefit amounts should not be included in the average benefit for this module.

The households to be included in calculating these averages should be the same households reported on Line **B1**, which are all households, or the relevant subset of households receiving CARES Act or ARPA benefits that received heating, cooling, crisis, and supplemental assistance used to help pay household energy bills (this includes utility deposits and benefits to assist with secondary fuel payments) and that have 12 consecutive months of both main fuel and electric bill data. Please do not include households that received only non-bill payment assistance, including equipment repair and replacement or weatherization assistance, or only nominal payments to SNAP.

The average benefits reported should include any otherwise countable heating, cooling, crisis, and supplemental assistance benefits used to help pay household energy bills (this includes utility deposits and benefits to assist with secondary fuel payments). In some states, households received multiple bill payment assistance benefits during the federal fiscal year. For example, a household may have received both a regular heating assistance benefit and a crisis benefit. *In these cases, grant recipients will first need to add together the bill payment assistance benefits each household received*, and then calculate the average total LIHEAP benefit per household. For Module **2**, grant recipients should add together *all* bill payment assistance benefits from any source. For Module **2A**, grant recipients should add together any bill payment assistance benefits attributable to CARES Act funds. And for Module **2B**, grant recipients should add together any bill payment assistance benefits attributable to ARPA funds.

Grant recipients are asked to report the average bill payment assistance benefit for all households that received bill payment assistance and that have complete annual bill data, and then break this data out to report average bill payment assistance benefits for each main fuel type.

LINE B4: Average annual main heating fuel bill: Line **B4** require grant recipients to report the average annual main heating fuel bill for those households that have 12 consecutive months of main fuel and electric bill data (as reported in Line **B1**). To report this data, grant recipients will need to collect complete annual bill information (12 consecutive months) from each bill payment assisted household's main fuel vendor. This data includes all required customer payments, such as monthly service charges, usage charges, and taxes. However, expenditures should exclude optional charges such as appliance repair contracts, equipment purchases, and other special services.

There may be variation among grant recipient timeframes for collecting 12 consecutive months of billing histories. For example, many grant recipients find it optimal to collect bill data from vendors at the end of the FY (e.g., a request made to vendors in the October following the FY for customer bill data from throughout the FY). However, other grant recipients collect customer bill data from vendors at the time of LIHEAP intake — which may result in 12 consecutive months of billing data that falls across more than one FY. States may consider alternative timeframes for obtaining 12 consecutive months of billing history as long as the methods are consistent and approved by OCS.

For Modules **2A** and **2B** the average main heating bill for bill payment assisted households should be calculated in the same way as for Module **2** for the subsets of households shown in Line **B1** of those modules.

LINE B5: Average Annual Electricity Bill: Line **B5** require grant recipients to report the average annual electricity bill for those households who have 12 consecutive months of main fuel and electric bill data (as reported in Line **B1**). To report this data, the grant recipient will need to collect annual bill information (12 consecutive months) from each bill payment

assisted household's electricity vendor. This data includes all required customer payments, such as monthly service charge, usage charge, and taxes. However, expenditures should exclude optional charges such as appliance repair contracts, equipment purchases, and other special services. For households whose main fuel is electricity, only the electric bill will need to be collected.

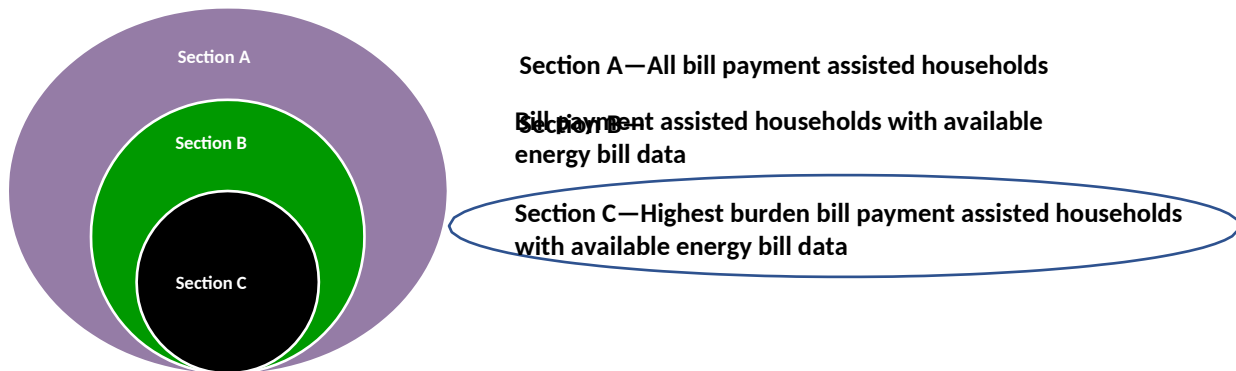
For Modules **2A** and **2B**, the average electricity bill for bill payment assisted households should be calculated in the same way as for Module **2** for the subset of households shown in Line **B1** of those modules.

Note: This field is pre-populated with \$0 for electric main heat households because the average annual electricity bills for those households are reported in Line **B4** only.

The following fields in Section B are auto-calculated for the grant recipient based on the data entered above:

- **Average annual total residential energy bill.** Line **B6** automatically adds the average annual main heating fuel and electricity bill data to calculate average annual residential energy bill.
- **Average annual burden before receiving LIHEAP.** Line **B7** automatically divides the average annual residential energy bill by the average annual income to calculate average annual energy burden before LIHEAP benefits were awarded.
- **Average annual burden after receiving LIHEAP.** Line **B8** automatically subtracts the average annual benefit amount from the annual residential energy bill — then divide the adjusted annual energy bill by the average annual income to calculate energy burden *after* LIHEAP, or the energy burden after receiving the benefits applicable to the module. In these latter cases, the energy burden of the household may have also been reduced by benefits from other sources and so does not represent the final energy burden after all LIHEAP benefits.
- **Average percentage point change in energy burden.** Line **B9** automatically calculate the percentage point difference between pre-LIHEAP and post-LIHEAP energy burden.
- **Average percentage reduction in energy burden.** Line **B10** automatically calculate the percentage difference between pre-LIHEAP and post-LIHEAP energy burden as a proportion of pre-LIHEAP burden.

Section C. High-Burden Households with 12 Consecutive Months of Bill Data (Main Heating Fuel and Electricity)



Section C contains the same data elements as Section B. However, Section C only include results for those households from Section B with the highest calculated energy burdens.

To identify the highest burden households from Section B that should be included in Section C, grant recipients will first need to calculate the energy burden for each individual household included in Section B. Once this is calculated, households can then be sorted from highest to lowest calculated energy burden. Those within the top 25% (e.g., the households from Section B with the highest calculated energy burdens based on being in the top quartile) are counted in Section C.

To calculate home energy burden for each household reported in Line **B1**, the grant recipient will need to use its database (or a spreadsheet tool) to add together each household's annual main heating bill plus annual household electricity bill to calculate their total annual residential energy bill. This value is then divided by the household's average annual income. The calculated energy burden amount should be populated for all households used in Section B and should be capped to not exceed 100% for any household. Once each household's energy burden is calculated, those households within the top 25% (e.g., the households from Section B with the highest calculated energy burdens based on being in the top quartile) will be reported in Section C. Please note that the top 25% should be selected from all households reported in Line **B1** of the relevant module, rather than selecting the top 25% separately for each individual main heating fuel type. This means Section C may include a larger or smaller portion of households from a particular fuel type. Grant recipients who need assistance with this step should contact APPRISE or their [OCS program specialist](#) for assistance.

As with Section B, grant recipients must complete Section C for Modules 2A and 2B separately, using the same method as they used for Module 2 to determine the top 25% of households reported in Line B1 of those modules.

LINE C1: Unduplicated number of high-burden households (top 25%) with 12 consecutive months of bill data (main heating fuel and electricity): Line C1 asks grant recipients to report the number of high-burden households with complete energy bill information and then the number of high-burden households by main heating fuel type.

For Modules **2A** and **2B**, grant recipients will report in the same way as they did for Module **2** — specifically, the number of high-burden households with complete energy bill information and then the number of high-burden households by main heating fuel type for the subset of households that received billing assistance through CARES Act or ARPA funds respectively.

LINE C2: Average annual household income for high-burden households: Line C2 asks grant recipients to report average annual household income for those high-burden households identified on Line C1. Grant recipients are asked to report the average annual income for all high-burden households as well as the average annual income of high-burden households within each main fuel type.

For Modules **2A** and **2B**, the high-burden income calculations should be calculated in the same way for the subset of households shown in Line C1 of those modules as was done for Module **2**.

LINE C3: Average annual total LIHEAP benefit per high-burden household (including heating, cooling, crisis, supplemental benefits): Line C3 requires grant recipients to report the average annual bill payment assistance benefit for those high-burden households identified in Line C1. For Modules **2A** and **2B**, this line requires grant recipients to report the average annual benefit attributable to the CARES Act or ARPA. Grant recipients are asked to report the average bill payment assistance benefit for all high-burden households as well as the average bill payment assistance benefit of high-burden households within each fuel type.

As with the benefit amount reported in Line B3, this amount in Module **2** should include bill payment assistance from all sources (including CARES Act and ARPA).

For Module **2A**, the amount should include only the bill payment assistance attributable to CARES Act funding.

For Module **2B**, the amount should include only the bill payment assistance attributable to ARPA funding.

LINE C4: Average annual main heating fuel bill for high-burden households: Line C4 requires grant recipients to report the average annual main heating fuel bill for those high-burden households with 12 consecutive months of billing data that were identified in Line C1.

For Modules **2A** and **2B**, the average main heating fuel bill for high-burden households should be calculated in the same way as was done in Module **2** for the subsets of households shown in Line C1.

LINE C5: Average annual electricity bill for high-burden households: Line C5 requires grant recipients to report the average annual electricity bill for those high burden households identified in Line C1.

For Modules **2A** and **2B**, the average electricity bill for high burden households should be calculated in the same way as was done in Module **2** for the subsets of households shown in Line C1.

Note: This field is pre-populated with \$0 for electric main heat households because the average annual electricity bill for those households is reported in Line C4 only.

The remaining fields in Section C are auto-calculated for the grant recipient based on the data entered above. These fields consist of the following:

LINE C6: Average annual total residential energy bill for high-burden households: Line C6 automatically adds together the average annual main heating fuel and electricity bill data

to calculate average annual residential energy bill for high burden households.

LINE C7: Average annual burden before receiving LIHEAP for high-burden households: Line C7 automatically divides the average annual residential energy bill by the average annual income to calculate average annual energy burden of high burden households before receiving LIHEAP.

LINE C8: Average annual burden after receiving LIHEAP for high-burden households : Line C8 automatically subtracts the average annual LIHEAP benefit amount in Line C3 from the annual residential energy bill — then divides the adjusted annual energy bill by the average annual income to calculate energy burden for high burden households *after* receiving LIHEAP. For Modules **2A** and **2B**, this will be the average energy burden after subtracting only the benefit attributable to CARES Act or ARPA. These households may have received benefits from other sources, so this does not necessarily reflect their final energy burden. These figures should be interpreted with caution.

LINE C9: Average percentage point change in energy burden for high-burden households: Line C9 automatically calculates the percentage point difference between pre-LIHEAP and post- LIHEAP energy burden among high burden households. For Modules **2A** and **2B**, this amount will show the percentage of the household's total energy burden which was reduced as a result of CARES Act or ARPA. For Module **2**, the amount shows the percentage of the household's total energy burden reduced by all LIHEAP benefits received in the fiscal year.

LINE C10: Average percentage reduction in energy burden for high-burden households: Line C10 automatically calculates the percentage difference between pre-LIHEAP and post-LIHEAP energy burden as a proportion of pre-LIHEAP burden among high burden households.

Section D. Benefit Targeting Index for high-burden households

Section D uses information collected in Sections A through C to automatically calculate the **Benefit Targeting Index** for high-burden households. This index tells us whether high energy burden households receive higher LIHEAP benefits than average households. A score of over 100 means that high energy burden households receive a greater LIHEAP benefit than average households. Benefit Targeting Index results will be automatically calculated for Modules **2A** and **2B**. However, these results should be interpreted with caution since they do not account for the extent to which household burdens were reduced by benefits attributable to other sources of funds.

For more information about how to interpret this and other targeting indices, please see pages 38 through 40 of [the FY09 Home Energy Notebook](#).

Section E. Burden Reduction Targeting Index for high-burden households

Section E uses information collected in Sections A through C to automatically calculate the **energy burden reduction index**. This index **tells us whether high energy burden households have a larger share of their energy bill paid with LIHEAP than average households**. A score of over 100 means that high energy burden households are seeing more of their energy burden reduced with LIHEAP than average households. As with Section D, these results will be automatically calculated for Modules **2A** and **2B**, but they should be interpreted with caution.

For more information about how to interpret the targeting index, please see pages 38 through 40 of

the FY09 Home Energy Notebook.

SECTION VI. Restoration of Home Energy Service

One core purpose of LIHEAP is to ensure that low-income households have access to necessary home energy services. By restoring services to clients who do not currently have access to home energy, the program is eliminating a significant risk to the health and safety of low-income households.

Sections VI of Module 2, 2A, and 2B use data provided by grant recipients to measure the impact of LIHEAP on restoration of home energy service.

Which households do i count in Sections VI?

For both Sections VI and VII, grant recipients should draw from the pool of all LIHEAP households that received assistance during the federal fiscal year.

For Section VI of Module **2**, all households that received LIHEAP assistance resulting in the restoration of home energy services should be counted, including those that received the relevant assistance through CARES Act or ARPA funds.

For Section VI of Module **2A**, households should only be included where they received CARES Act funds that were specifically used for the purpose of restoring services. Households which received benefits through CARES Act funds *only* for assistance that did not contribute to restoring home energy services should not be included. Where households received assistance leading to restored service from multiple sources of funding, these should be included if *any* of the assistance is attributable to CARES.

For Section VI of Module **2B**, households should only be included where they received ARPA funds that were specifically used for the purpose of restoring services. Households which received benefits through ARPA funds *only* for assistance that did not contribute to restoring home energy services should not be included. Where households received assistance leading to restored service from multiple sources of funding, these should be included if *any* of the assistance is attributable to ARPA.

All households in Modules **2A** and **2B** should be counted in Module **2**. Households may be counted in both Modules **2A** and **2B** if home energy service was restored as a result of both CARES Act and ARPA funds.

For some grant recipients, the pool from which they draw these households may be different than that from which they draw the households counted in Section V. This is because Section V only includes households who received bill payment assistance. By contrast, Sections VI and VII also account for weatherization and equipment repair or replacement benefits.

What household information is necessary to complete Sections VI?

The data fields in Sections VI of Modules **2**, **2A**, and **2B**, and Module **3** of the Performance Data Form require specific information regarding the current status of household home energy service. Many grant recipients already ask households to report whether or not they currently have home energy service at the time of LIHEAP application. However, to complete this report, grant recipients would need to go a step further to determine and record whether the household

- Does not have service because it is disconnected.
- Does not have service because it is out of fuel.
- Does not have service because it has inoperable equipment (*inoperable includes red-tagged equipment, or equipment that if powered on, will result in injury or death*).

Once this status is known and recorded, a grant recipient can then track whether a LIHEAP benefit resulted in restoration of home energy service.

It is important to note that in many cases, repair or replacement of inoperable heating or cooling equipment may be administered by LIHEAP weatherization contractors. Therefore, grant recipients may need to coordinate with their weatherization partners to identify inoperable equipment that was repaired or replaced using LIHEAP funds.

Data Requirements

The following outlines the data required to complete Sections VI of Modules **2**, **2A**, and **2B**, and Module **3** (LIHEAP Performance Measures). For more information, including strategies and best practices for data collection, grant recipients should visit [the LIHEAP Performance Measures Website](#).

Section A. All occurrences of LIHEAP households that had...

LINE A1: Energy service restored after disconnection. Line A1 requires grant recipients to report on the number of occurrences for which LIHEAP assistance led to the restoration of a household's energy service after a disconnection. (Note: Households for whom the primary energy service was restored should be counted even if they were able to heat or cool their home in another way). The total number of occurrences is an auto-calculated sum of occurrences for each applicable energy source. Note: In this case, "energy source" is the fuel source where the LIHEAP benefit is being applied. In some cases, this may not be the household's primary fuel source.

In Module **2A**, all occurrences where energy services were restored partially or fully using CARES Act funds should be counted. In Module **2B**, all occurrences where energy services were restored partially or fully using ARP funds should be counted.

LINE A2: Fuel delivered to home that ran out of fuel. Line A2 requires grant recipients to report on the number of occurrences for which LIHEAP resulted in delivery of fuel after a household had no fuel. (Note: Households should be counted even if they were able to use something other than their main fuel source to temporarily heat their home.) The total number of occurrences is an auto-calculated sum of occurrences for each applicable energy source. Note: In this case, "energy source" is the fuel source where the LIHEAP benefit is being applied. In some cases, this may not be the household's primary fuel source.

As in Line A1, for Modules **2A** and **2B** grant recipients will report the subset of occurrences where fuel delivery to households that had run out of fuel resulted from CARES Act or ARP funds, fully or in part.

LINE A3: Repair/replacement of inoperable home energy equipment. Line A3 requires grant recipients to report the number of occurrences of households who had inoperable

heating or cooling equipment repaired or replaced with LIHEAP funds. (Note: Households should be counted even if they were able to use something other than their main equipment to temporarily heat or cool their home.) The total number of occurrences is an auto-calculated sum of occurrences for each applicable energy source. Note: In this case, “energy source” is the fuel source where the LIHEAP benefit is being applied. In some cases, this may not be the household’s primary fuel source.

As in Lines A1 and A2, for Modules **2A** and **2B** grant recipients will report the subset of occurrences where repairs or replacements of inoperable equipment resulted from CARES Act or ARPA funds, fully or in part.

SECTION VII. Prevention of Loss of Home Energy Service

By preventing the loss of home energy service to households with increased financial burdens, LIHEAP can eliminate the costs associated with service restoration (e.g., reconnection charges) and can minimize health and safety risks.

Sections VII of Modules **2**, **2A**, and **2B** and Module **3** of the LIHEAP Performance Data Form use data provided by grant recipients to measure the impact of LIHEAP on preventing loss of home energy service.

Which households should be counted in Sections VII?

For both Sections VI and VII, grant recipients should count all LIHEAP households identified in the LIHEAP Household Report and Grant Recipient Survey.

For some grant recipients, the pool from which they draw these households may be different than that from which they draw the households counted in Section V. This is because Section V only includes households who received Bill Payment Assistance. By contrast, Sections VI and VII also account for weatherization and equipment repair or replacement benefits.

As in Sections VI for Modules **2A** and **2B**, grant recipients should report the subset of households where loss of home energy service was prevented partially or fully by assistance attributable to CARES Act or ARPA funds respectively.

All households in Modules **2A** and **2B** should be counted in Module **2**. Households may be counted in both Module **2A** and **2B** if loss of home energy service was prevented as a result of both CARES Act and ARPA funds.

What household information is necessary to complete Sections VII?

The data fields in Sections VII of Modules **2**, **2A**, and **2B** and Module **3** of the LIHEAP Performance Data Form require specific information regarding current status of home energy service, and more specifically, whether or not a household is at risk of losing their home energy service. Situations where a LIHEAP benefit would prevent a loss of home energy service include:

- **Households with a utility past due or disconnect notice:** At the time of application, households would be asked whether they currently have a past due or disconnect notice from their energy supplier.
- **Households with limited fuel:** If applicants heat with a delivered fuel (e.g., fuel oil,

propane, or wood) and do not have a past due notice, the grant recipient would ask questions at the time of application to determine whether or not the household is at “imminent risk” of losing their home energy service. In the case of delivered fuels, “imminent risk” should be defined by the grant recipient based on local conditions and should correspond with existing state definitions used to determine home energy emergencies (as outlined in the grant recipient’s Model Plan).

- **Households in need of equipment repair/replacement:** The grant recipient would determine at the time of application (or home energy audit) whether a LIHEAP household has currently operable heating or cooling equipment that needs to be repaired or replaced to prevent loss of home energy service. It is up to the grant recipient to determine whether a household is at “imminent risk” of losing their home energy service if heating or cooling equipment is not repaired or replaced. The definition of “imminent risk” should correspond with existing state definitions used to determine home energy emergencies (as outlined in the grant recipient’s Model Plan).

Data Requirements

The following outlines the data required to complete Section VII of Module 2 (LIHEAP Performance Measures). For more information, including strategies and best practices for data collection, grant recipients should visit [the LIHEAP Performance Measures Website](#).

Section A. All occurrences of LIHEAP households that had...

LINE A1: Past due notice or utility disconnect notice for which LIHEAP assistance prevented disconnection. Line A1 requires grant recipients to report the number of occurrences of households that had a past due or disconnect notice at the time of application and for which the receipt of LIHEAP benefit(s) resulted in continuance of home energy service. *Households who are already disconnected should not be counted in this section.* The total number of occurrences is an auto-calculated sum of occurrences for each applicable energy source. Note: In this case, “energy source” is the fuel source where the LIHEAP benefit is being applied. In some cases, this may not be the household’s primary fuel source.

In Module **2A**, all applicable occurrences in which the receipt of benefits attributable to CARES Act funds, fully or in part, resulted in continuance of home energy service should be counted. In Module **2B**, all applicable occurrences in which the receipt of benefits attributable to ARPA funds, fully or in part, resulted in continuance of home energy service should be counted.

LINE A2: Imminent risk of running out of fuel for which LIHEAP assistance prevented depletion. Line A2 requires grant recipients to report the number of occurrences of households that were at imminent risk of running out of fuel at the time of LIHEAP application and for which the receipt of LIHEAP benefit(s) resulted in the delivery of fuel. *Households who are already out of fuel should not be counted in this section.* The total number of occurrences is an auto-calculated sum of occurrences for each applicable energy source. Note: In this case, “energy source” is the fuel source where the LIHEAP benefit is being applied. In some cases, this may not be the household’s primary fuel source.

As in Line A1, for Modules **2A** and **2B** grant recipients will report the subset of occurrences in which the receipt of benefits attributable to CARES Act or ARPA funds,

fully or in part, results in continuance of home energy service.

LINE A3: Repair/replacement of faulty but operable equipment by LIHEAP assistance to prevent imminent home energy loss: Line A3 requires grant recipients to report the number of occurrences of households for which LIHEAP heating or cooling equipment repair or replacement benefits prevented loss of home energy service. Households whose heating or cooling equipment is inoperable (or red-tagged) at the time of application or home energy audit should not be counted in this section. The total number of occurrences is an auto-calculated sum of occurrences for each applicable energy source. Note: In this case, “energy source” is the fuel source where the LIHEAP benefit is being applied. In some cases, this may not be the household’s primary fuel source.

As in Line A1 and A2, for Modules **2A** and **2B** grant recipients will report the subset of occurrences where the receipt of benefits attributable to CARES Act or ARPA funds, fully or in part, results in continuance of home energy service.

LIHEAP Performance Measures (Optional Reporting) [LPDF Module 3]

In this Module 3, you may report additional data on average energy consumption, service restoration, and service loss prevention. This module is optional.

The data in this module that is submitted by grant recipients will be used for more detailed analysis of energy burden reduction.

SECTION V. ENERGY BURDEN TARGETING (OPTIONAL MEASURES)

Section A. All households with 12 consecutive months of bill data (main heating fuel and electricity)

LINE A1: Average annual electricity usage: Line A1 allows grant recipients to report average annual electricity usage for bill –payment-assisted households. This data will be used for more detailed analysis of home energy burden reduction.

Grant recipients that elect to report this data should report the average annual electricity usage in millions of British thermal units (MMBtus) for each main heating fuel. MMBtu is a common unit for energy usage that will allow for comparison of energy usage across main heating fuel types.

LINE A2: Average annual main heating usage: Line A2 allows grant recipients to report average annual main heating fuel usage for bill –payment-assisted households. This data will be used for more detailed analysis of home energy burden reduction.

Grant recipients that elect to report this data should report the average annual main heating usage in MMBtus for each main heating fuel.

Section B. High-Burden Households with 12 Consecutive Months of Bill Data (Main Heating Fuel and Electric)

LINE B1: Average annual electricity usage by high-burden households: Line B1 allows grant recipients to report average annual electricity usage for high burden households. This

data will be used for more detailed analysis of home energy burden reduction.

Households are defined as high burden according to the criteria specified in [Section C of Section V of Module 2](#).

Grant recipients that elect to report this data should report the average annual electricity usage for high burden households in MMBtus for each main heating fuel.

LINE B2: Main heating usage by high-burden households: Line B2 allows grant recipients to report average annual main heating fuel usage for high burden households. This data will be used for more detailed analysis of home energy burden reduction.

Households are defined as high burden according to the criteria specified in [Section C of Section V of Module 2](#).

Grant recipients that elect to report this data should report the average main heating usage in MMBtus for each main heating fuel.

Section C. Unduplicated Number of LIHEAP Bill Payment-Assisted Households That Use...

LINE C1: Electricity as supplemental heating fuel: Line C1 includes the unduplicated number of LIHEAP bill payment assisted households that use electricity as a supplemental heating fuel. Grant recipients that elect to report this data should report this data for all households as well as for households within each main heating fuel type.

LINE C2: Wood as supplemental heating fuel: Line C2 includes the unduplicated number of LIHEAP bill payment assisted households that use wood as a supplemental heating fuel. Grant recipients that elect to report this data should report this data for all households as well as for households within each main heating fuel type.

LINE C3: Other supplemental heating fuel: Line C3 includes the unduplicated number of LIHEAP bill payment assisted households that use fuels other than electricity and wood for supplemental heating fuel. Grant recipients that elect to report this data should report this data for all households as well as for households within each main heating fuel type.

LINE C4: Central air conditioning (A/C): Line C4 includes the unduplicated number of LIHEAP bill payment assisted households with central air conditioning. Grant recipients that elect to report this data should report this data for all households as well as for households within each main heating fuel type.

LINE C5: Window/Wall A/C (including evaporative cooler): Line C5 includes the unduplicated number of LIHEAP bill payment assisted households with window or wall air conditioners (including evaporative coolers). (Note: If a household was already counted as having central air conditioning, they should not be included here.) Grant recipients that elect to report this data should report this data for all households as well as for households within each main heating fuel type.

SECTION VI. RESTORATION OF HOME ENERGY SERVICE (OPTIONAL REPORTING)

Section A. Unduplicated count of all LIHEAP-assisted households that had:...

LINE A1: Restorations of home energy service: Line A1 allows grant recipients to report on the unduplicated number of households for which LIHEAP assistance led to the restoration of energy service. Households that had home energy service(s) restored with LIHEAP funds more than one time during the fiscal year should only be counted once. (Note: Households for whom the primary energy service was restored should be counted even if they were able to heat or cool their home in another way.)

SECTION VII. PREVENTION OF LOSS OF HOME ENERGY SERVICE (OPTIONAL REPORTING)

Section A. Unduplicated count of all LIHEAP-assisted households that had:...

LINE A1: Preventions of loss of home energy service: Line A1 allows grant recipients to report on the unduplicated number households for which the receipt of LIHEAP benefit(s) resulted in continuance of home energy service. Households for which loss of home energy service was prevented more than one time during the fiscal year should only be counted once. *Households who are already disconnected should not be counted in this section.*

Notes

Each module of this report has a section for notes. These sections should be used by grant recipients to provide notes or clarification regarding the data that they report in the associated module. Please include the section number and the Item number or Line number being referenced.