

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

From: Heather Jones, Policy, Data, and Evaluation Branch Chief
Low Income Home Energy Assistance Program (LIHEAP)
Office of Community Services (OCS)
Administration for Children and Families (ACF)

Date: February 20, 2024

Subject: NonSubstantive Change Request –*LIHEAP Quarterly Performance and Management Report* (OMB #0970-0589)

This memo requests approval of nonsubstantive changes to the approved information collection, *LIHEAP Quarterly Performance and Management Report* (OMB #0970-0589).

Background

The LIHEAP Quarterly Performance and Management Report Instructions were originally approved by Office of Management and Budget (OMB) on October 12, 2022, for use until October 31, 2025. The instructions were created to provide direction to the LIHEAP grant recipients on how to record data and information for the LIHEAP Quarterly Performance and Management Report using a Microsoft Spreadsheet.

Overview of Requested Changes

Beginning in fiscal year (FY) FY24, the *LIHEAP Quarterly Performance and Management Report* method of data collection was changed from using a Microsoft Spreadsheet to entering the report into the Grant Solutions Online Data Collection (OLDC) system. OLDC allows grant recipients to enter LIHEAP data collection reports and allows LIHEAP to maintain and store data in a data warehouse. Utilizing OLDC for the *LIHEAP Quarterly Performance and Management Report* will reduce grant recipient burden and improve the quality of the data collection. As a result of this change, OCS updated the LIHEAP Quarterly Performance and Management Report Instructions.

The LIHEAP Quarterly Performance and Management Report Instructions were changed from describing how to use the Microsoft Spreadsheet report to how to enter the report into OLDC. Additional changes were made to provide a more complete explanation of the requirements. There are no changes proposed the information requested on the LIHEAP Quarterly Performance and Management Report.