

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

From: J. Janelle George, Acting Director,
Office of Community Services (OCS)
Administration for Children and Families (ACF)

Date: June 3, 2025

Subject: NonSubstantive Change Request – The Low Income Home Energy Assistance Program Quarterly Performance and Management Report (OMB #0970- 0589)

This memo requests approval of nonsubstantive changes to the approved information collection, The Low Income Home Energy Assistance Program Quarterly Performance and Management Report (LIHEAP Quarterly Reports) (OMB #0970- 0589).

Background

The LIHEAP Carryover and Reallotment Report (CRR) is used for the collection of data about timely obligation of LIHEAP regular block grant, reallotted, and supplemental funds and reporting funds for carryover and reallotment.

ACF is working to submit a revision request for the LIHEAP CRR (OMB #0970-0106) but will not be able to submit it before its current expiration date of June 30, 2025. ACF is in the process of getting the first notice published in the *Federal Register*, once HHS approves publication.

The next CRR report is usually due from grant recipients on August 1st. Since the 60-day comment period has not begun, we will not have approval for the reinstatement of the CRR by that date. The August 1st requirement for this data submission is part of the statute and cannot be moved. ACF would like to propose an interim solution for this year that allows us to gather necessary information in a timely way, meet statutory requirements, and reduce burden on grant recipients.

Overview of Requested Changes

The Office of Community Services currently receives the Unobligated Balance for LIHEAP funds based on the Q4 submissions of the LIHEAP Quarterly Report (0970-0589). ACF would like to make an update to the Q3 report to add an element for respondents to provide the Estimated Unobligated Balance of Funds through September 30th. The purpose and use of the information would be in line with the purpose and use of information collected for the Quarterly Reports, which is for the purpose of Training and Technical Assistance.

Time Sensitivities

As statute requires an August 1st data submission, we are seeking immediate review and approval for this nonsubstantive change.