LIHEAP Quarterly Performance & Management Report Form: List of Checks to Complete Before Submission

This document provides a list of items for grant recipients to check before submission of the quarterly *LIHEAP Quarterly Performance & Management Report Form.* If you can answer "yes" to all the following questions, then you are ready to certify and submit your final *LIHEAP Quarterly Performance & Management Report Form*.

Check Number	General Checks	Response
1.	**Did you report information for all required items?** States, territories, and tribes that were awarded more than $50,000 in federal LIHEAP funds for the fiscal year are required to complete all sections in the report. Tribes and tribal organizations that were awarded less than $50,000 in federal LIHEAP funds for the fiscal year are only required to complete Sections I, III, V, and VI (all other sections are optional).	YES NO

Check Number	Section I "Total Households Assisted"	Response
2.	**Are you reporting on all households assisted with federal LIHEAP dollars during the Quarter?** For each quarter, you should report the total number of households assisted with federal LIHEAP funds during the 3-month quarter period. Households assisted with multiple benefits during a quarter (such as a household receiving one heating benefit and one crisis benefit during the same quarter) should only be counted once in the assisted household count. Do not include households that applied during the quarter but were not assisted during the same quarter. Do not include households assisted with entirely non-federal dollars. Do not include households that only received SNAP nominal benefits. [Please note that households assisted in multiple quarters should be reported in each quarter they are assisted.]	YES NO

Check Number	Section II "Performance Management"	Response
3.	**Are you reporting on all instances in which federal LIHEAP dollars helped prevent the loss of home energy service during the Quarter?** For each quarter, you should report the total number of instances where federal LIHEAP funds helped prevent the imminent loss of home energy	YES NO

	service during the 3-month quarter period. This generally includes the following: 1) households that received a past due notice or utility disconnect notice who received LIHEAP assistance that prevented disconnection, 2) households with an imminent risk of running out of fuel who received LIHEAP assistance that prevented running out of fuel, and 3) households with failing home energy equipment who received LIHEAP assistance that repaired or replaced the equipment prior to failure. "Imminent risk" should be defined by the grant recipient based on local conditions and should correspond with existing definitions used to determine home energy emergencies (as outlined in the grant recipient's Model Plan and/or policy manuals).	
4.	**Are you reporting on all instances in which federal LIHEAP dollars helped restore home energy service during the Quarter?** For each quarter, you should report the total number of instances where federal LIHEAP funds helped restore home energy service to a household during the 3-month quarter period. This generally includes the following: 1) households with disconnected service that were reconnected due to receiving LIHEAP assistance, 2) households without any fuel who received fuel due to LIHEAP assistance, or 3) households with inoperable home energy equipment who received LIHEAP assistance that repaired or replaced the broken equipment. For grant recipients to report that a LIHEAP benefit restored service, they must have some assurance that the benefit was successful in restoring home heating or cooling service.	YES NO

Check Number	Section III "Estimated Uses of LIHEAP Funds"	Response
5.	**Are you reporting the total cumulative amount of LIHEAP dollars that are obligated as of the end of the Quarter?** The obligation amounts you report should be the total (or cumulative) amount of your awarded funds for the fiscal year that have been obligated as of the last date of the quarter period. The definition of obligation is defined by each grant recipient, and "obligating" is often distinct from "expending" funds. The dollar amount reported should only include current year LIHEAP dollars awarded by HHS and obligated as of the last date of the Quarter; prior year LIHEAP dollars carried over from previous fiscal years should not be reported. The amount you report should be cumulative and include funds you obligated in earlier quarters in the year and reported previously. For example, the Quarter 2 report should include funds obligated during both Quarters 1 and 2.	YES NO
6.	**Are you reporting the appropriate funds in Column A versus B?**	YES NO

	The instructions published with the Action Transmittal should describe which funds to include in each column. Column A should include the funding types that HHS has classified as regular or non-supplemental, while Column B should include the funding types that HHS has classified as supplemental for the purposes of this report.	
7.	**For Quarter 3 only: Are you reporting the projected amount of current year awarded funds that will remain unobligated by the end of the fiscal year?** The unobligated amounts you report should be the total (or cumulative) amount of your awarded funds for the fiscal year that you estimate will remain unobligated by the last date of the fiscal year.	YES NO
8.	**For Quarter 4 only: Are you reporting the final amount of current year awarded funds that remained unobligated by the end of the fiscal year?** The unobligated amounts you report should be the total (or cumulative) amount of your awarded funds for the fiscal year that remained unobligated by the last date of the fiscal year.	YES NO
9.	**For Quarters 3 and 4 only: Have you provided a response for questions 7 and 8?** A response should be provided for questions 7 and 8 if reported unobligated funds are greater than $0. For question 7, you should include an explanation statement for why funds were not obligated during the fiscal year. For question 8, you should include a description of how carried over funds will be obligated in the next fiscal year.	YES NO

Check Number	Section IV "LIHEAP Program Implementation and Support"	Response
10.	**Have you answered "yes" or "no" to each question 1-7 by selecting your choice in the drop-down menu in Column B?** For Quarters 1-3, questions 1-7 should be answered via the drop-down menus under Column B of the report. If a question is answered "yes," explain what changes were made, when they were made, and why they were made in the space provided below each question. No explanation is required for questions answered "no." For Quarter 4, responses should be entered into the space provided.	YES NO
11.	**Have you provided a response for questions 8-10?** A response should be provided for questions 8-10 when available. If a response is not available or applicable, please respond with "N/A."	YES NO

Check Number	Section V "Remarks"	Response
12.	**Have you adequately explained any data anomalies or system limitations which provide context to the data?** For instance, if no households were served in the quarter, the reason for that should be explained.	YES NO

Check Number	Section VI "Certification"	Response
13.	**Have you completed all four parts of Section VI?** Each part (a-d) of the Certification Section should be completed.	YES NO