Step-By-Step Overview of the FY 2019 Household Report

LIHEAP Webinar hosted by the Office of Community Services (OCS) in the Administration for Families and Children (ACF) presented by APPRISE under contract to OCS

November 14, 2019

Welcome:
Kate Thomas (OCS)

Presenters:
Melissa Torgerson (Verve Associates)
Dan Bausch (APPRISE)

Welcome

- **Purpose of This Webinar**
  - To provide an introduction to the Household Report – Long Form.
  - To furnish an in-depth overview of the FY 2019 Household Report, including a line-by-line review of each reporting item and instruction.
  - To highlight key reminders and ways to avoid common reporting issues.

- **Audience for This Webinar**
  - New LIHEAP Coordinators and staff who have not worked on completing the Household Report - Long Form.
  - Experienced LIHEAP Coordinators and staff that would like to review the requirements in detail and avoid reporting issues.

- **HHS Update**
  - The FY 2019 Household Report due date was announced in the July Action Transmittal on completing the FY 2020 Model Plan.
  - An Action Transmittal with the FY 2019 Household Report instructions is expected to be published soon.

Presenter(s):
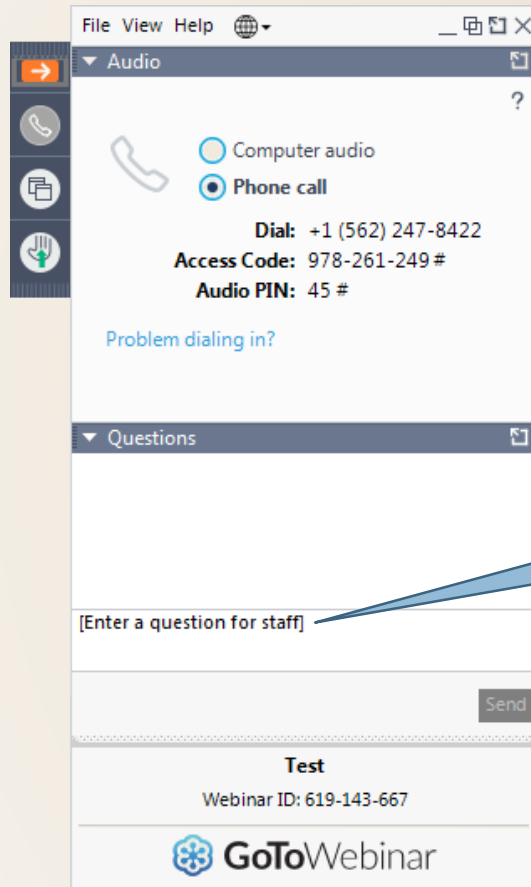Kate Thomas

Webinar Overview

- **Structure of The Webinar**
  - 90 minutes to review key information.
  - Slides available for download now under "Handouts" in the GoToWebinar Sidebar.
  - The webinar is being recorded and will be published on the ACF YouTube channel.

- **Have a question?**
  - You are encouraged to ask questions as you have them by typing them into the GoToWebinar "Question" box.
  - Submitted questions will be reviewed and responded to at the question breaks or via an e-mail from APPRISE.
  - You can also click the "raise your hand" button during a break to be called on to ask a question over the phone.

Presenter(s):
Melissa Torgerson

GoToWebinar Question Box

Enter text here to ask a question.

If the sidebar is minimized, it will look like this:

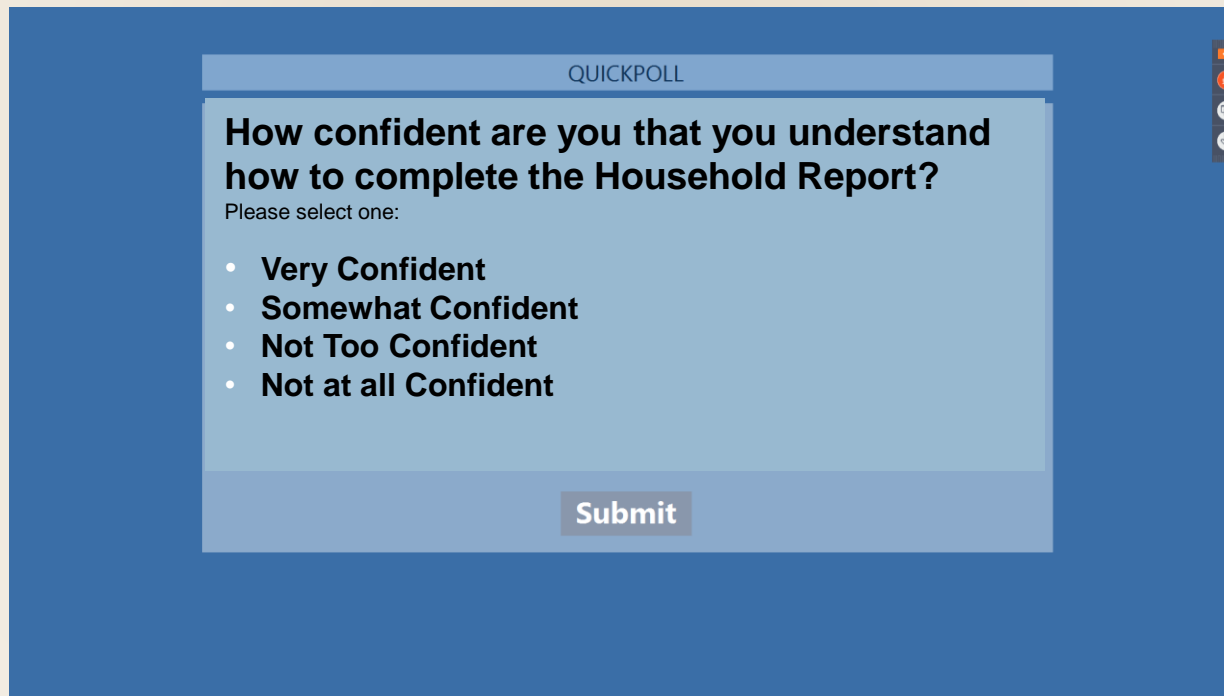Click this button to expand sidebar.

Presenter(s):
Melissa Torgerson

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Presentation Outline

Presenter(s):
Melissa Torgerson

Audience Poll Question #1

- How confident are you that you understand how to complete the Household Report?

QUICKPOLL

How confident are you that you understand how to complete the Household Report?
Please select one:

- **Very Confident**
- **Somewhat Confident**
- **Not Too Confident**
- **Not at all Confident**

Submit

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Audience Poll Question

- Review Audience Responses

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Melissa Torgerson

Basics of the Household Report

Overview of the Household Report
History and Purpose

- The Household Report is an annual report that grantees must submit to HHS.

- The Household Report has been submitted by grantees since the 1980s.

- The Report allows OCS to report information to Congress about LIHEAP outcomes, as required by the statute.

- Data are…
  - Published in the annual *LIHEAP Report to Congress*
  - Published in the LIHEAP Data Warehouse
  - Used to respond to Congressional and White House inquiries.

Presenter(s):
Dan Bausch

Overview of the Household Report
Data and Requirements

- Two main types of data need to be reported:
  - Information on households **that received** LIHEAP assistance
  - Information on households **that applied** for LIHEAP assistance.

- Two versions of the Report:
  - a *Long Form* for state & select territory grantees
  - a *Short Form* for tribal grantees.

- When is it due?
  - Grantees must submit preliminary data in September as part of their application for LIHEAP funds. Data can be estimated.
  - Grantees must submit **final non-estimated** data by **December 16th**.

Presenter(s):
Dan Bausch

Overview of the Household Report
Relation to Other Reports

- The *Model Plan* indicates the types of LIHEAP assistance you intend to provide during the upcoming fiscal year.

- After the fiscal year is complete…

  - The *Household Report* is for reporting **the count of households that were assisted or applied for each type of LIHEAP assistance** during the past fiscal year.

  - The *Performance Data Form - Module 1 (Grantee Survey)* is for reporting on the **sources of LIHEAP funds, the uses of LIHEAP funds during the past fiscal year, and the average benefit amount** provided.

  - The *Performance Data Form – Module 2 (Performance Measures)* is for reporting on the **energy burden of assisted households and the number of occurrences where LIHEAP maintained or restored home energy service** during the past fiscal year.

Presenter(s):
Dan Bausch

FY 2019 Household Report:
What Has Changed from Last Year?

- **There are <u>no changes</u> to the FY 2019 Household Report. The requirements remain the same as those for last year's FY 2018 Report.**

- Grantees can review the prior instructions for reporting each item in the Household Report – Long Form: https://www.acf.hhs.gov/ocs/resource/liheap-at-2019-02-household-report-short-form-and-long-form-for-fy-2018

- Grantees are also encouraged to review issues identified during the prior year review.

Presenter(s):
Dan Bausch

Reporting Rules for the Household Report

Rules for Reporting

- Grantees are expected to…

  1. Report data according to the official instructions

  2. Explain any unique program features or nuances in the **"Notes" section**.

  3. Provide a consistent report with <u>final data</u>.

  4. Investigate and address issues or questions from the review of your report in a timely fashion.

Presenter(s):
Melissa Torgerson

Overview of Reporting Rules
#1 – *Report According to the Instructions*

- LIHEAP is a block grant, giving grantees the freedom to design unique and diverse programs.

- OCS must report consistent information to Congress. The Household Report allows OCS to report uniform information on households that receive LIHEAP assistance.

- Grantees should…
  - Review the instructions for guidance on how to correctly report each item.
  - Contact their OCS liaison when encountering challenges in reporting according to the instructions.

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Melissa Torgerson

Overview of Reporting Rules
#1 – *Report According to the Instructions*

- Examples:

  - A grantee may have a program year that differs from the federal fiscal year (October 1 to September 30). However, all grantees are instructed to report information in the Household Report corresponding to the **federal fiscal year**.

  - Grantees may have reporting systems designed to report the count of individual benefits provided. However, all grantees are instructed to report information in the Household Report on the **number of households served**, rather than the number of benefits issued.

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Melissa Torgerson

Overview of Reporting Rules
#2 - *Explain Unique Program Features/Nuances*

- The Household Report includes a **Notes section** to allow grantees to explain any reported information that is out of the ordinary, generates a warning in OLDC, or requires clarification.

- If there is anything about your program operation that requires explanation to explain your Household Report data, please add a note in the Notes section.

- Notes allow for an accurate understanding of your reported data and OCS uses these notes in tables and footnotes in the annual Report to Congress.

4. Weatherization			
	Notes		

Certification

Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge.

Presenter(s):
Melissa Torgerson

Overview of Reporting Rules
#2 - *Explain Unique Program Features/Nuances*

- Examples:

  - A grantee reports the same number of households served with Heating Assistance and served with "Any Type of LIHEAP Assistance" because the grantee always provides heating assistance prior to other types of assistance. <u>For the Household Report, the grantee should include a note to indicate this</u>.

  - A grantee receives a Warning message in OLDC alerting them that the number of households they reported for Cooling Assistance is substantially different from the prior year. <u>If the grantee confirms the data are correct, the grantee should provide an explanation for this difference in the Notes Section</u>.

Presenter(s):
Melissa Torgerson

Overview of Reporting Rules
#3 – *Provide a Consistent Report with Final Data*

- The Household Report requires grantees to report using the best information available at the time of reporting.

- To meet the reporting requirements, grantees need to use their **data reporting system** to identify and count households for each reporting item using data tracking systems and program records.

- OCS provides data validation and checks to assist grantees with reporting:
  - OLDC Warning and Error Messages
  - APPRISE Review

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Dan Bausch

Overview of Reporting Rules
#3 – *Provide a Consistent Report with Final Data*

- Example of Data Reporting System for the Household Report

CAA Name or ##	HH First Name	HH Last Name	Unique ID	# in HH	Annual Income	Elderly (60+)	Disabled	Child (<6)	Payment Date	Benefit Type	Benefit Amount
CCAP	Charlotte	Lucas	444-44-4444	2	$ 3,000	N	N	N	3/14/2015	WX	N/A
CCAP	Charlotte	Lucas	444-44-4444	2	$ 3,000	N	N	N	11/14/2014	Heating	$ 200
CCAP	Charlotte	Lucas	444-44-4444	2	$ 3,000	N	N	N	1/9/2015	Winter Crisis	$ 400
CCAP	Tom	Watson	101-11-1010	2	$ 2,000	N	N	N	11/23/2014	Heating	$ 200
CCAP	William	Collins	131-31-1313	3	$ 1,500	Y	N	N	1/3/2015	Year Round	$ 300

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Overview of Reporting Rules
#4 – *Investigate/address issues or questions*

- If issues or questions are found during the review of a grantees report, OCS expects the following:

  - The grantee is expected to be able to verify their data by reviewing their data query, processing programs, or data files.
  - The grantee should correct issues or to furnish a note on issues that cannot be resolved for the current report
  - Grantees should respond to questions and make updates to their report in a timely fashion.

- Grantees should be able to verify and confirm each item they report using their reporting documentation (queries, internal reports, etc.).

Presenter(s):
Dan Bausch

Section I:
Number of Assisted Households

Overview of Section I

- Report the unduplicated number of households that received LIHEAP assistance for…

  - Each Type of LIHEAP Assistance (Lines 1 to 4)

  - Any Type of LIHEAP Assistance (Line 5)

  - Bill Payment Assistance (Line 6)

  - Nominal Payments for SNAP Partnership (Line 7)

Presenter(s):
Dan Bausch

Line #1 – Heating Assistance

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if**	**B. Total Number of**
1. Heating	☐	
2. Cooling	☐	
3.Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

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Presenter(s):
Dan Bausch

Topic #1 – Heating Assistance
What benefits are counted?

- Which households should be reported as receiving a Heating Assistance benefit?
  - Any household that received LIHEAP assistance to pay a share of a household's heating bills using funds allocated for regular Heating Assistance.
- For some states, Heating Assistance may also include:
  - Households that received expedited heating assistance (more on slide 27)
  - Households that received heating equipment repair/replacement on a non-emergency basis (more on slide 30)

Presenter(s):
Dan Bausch

Topic #1 – Heating Assistance
What is the reporting period?

- Households that received Heating Assistance during what time period should be included in the Household Report?
    - Report households that received Heating Assistance during the **fiscal year** (October 1, 2018 – September 30, 2019)

- Grantees may operate their programs on a different program year (e.g., starting January 1 or July 1), but the data used to complete the Household Report should be data for the fiscal year.

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Topic #1 – Heating Assistance
Expedited Heating Assistance

- If grantees do not have a separate crisis component and separate crisis funds, but do provide expedited heating assistance to households in a crisis situation, should these households be reported under Heating Assistance?
  - Yes, report households served with expedited heating assistance under **both** Heating Assistance and Crisis Assistance.

- Include a note that explains you do not have a separate crisis program and that states the number of households that were provided with expedited heating assistance.

- Confirm reporting is consistent with how your crisis program is characterized in your Model Plan (Fast Track should be checked in Field 4.8).

4.8 How do you handle crisis situations?	
☐	Separate component
☑	Fast Track
☐	Other - Describe:

Topic #1 – Heating Assistance
What if households received multiple benefits?

- How should a household be reported if it received multiple heating benefits during the fiscal year?
  - Report an unduplicated count of households that received Heating Assistance.

- **Definition**: Unduplicated Count – an item, such as a household, is counted only once for a specific data element.

- Example on next slide

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Topic #1 – Heating Assistance
Unduplicated Count Example

Household Scenarios	Number of Benefits Awarded by Type of LIHEAP Assistance						
	Heating	Cooling	Year Round Crisis	Winter Crisis	Summer Crisis	Other Crisis	Wxz.
Household A receives three heating assistance benefits and one year round crisis assistance benefit.	3	0	1	0	0	0	0
Household B receives a heating assistance benefit, a cooling assistance benefit, and weatherization assistance.	1	1	0	0	0	0	1
Household C receives a winter crisis benefit, emergency replacement of its heating unit, and summer crisis assistance benefit.	0	0	1	0	0	1	0
	Number of Households by Type of LIHEAP Assistance						
Unduplicated Number of Households for **EACH Type** of LIHEAP Assistance	2	1	2	0	0	1	1

Topic #1 – Heating Assistance
Non-Emergency Equipment Repair and Replacement

- Most grantees pay for heating equipment repair and replacement through their crisis program on an *emergency basis* or through their weatherization program on a *non-emergency basis*.

  - However, some grantees report households that received heating equipment repair/replacement under Heating Assistance if this was done on a **non-emergency** basis and paid for with heating assistance funds.

  - If a household received a regular heating benefit AND equipment repair/replacement using heating funds, the household should only be reported <u>once</u> under Heating Assistance.

- Include a note indicating the number of households that received <u>only</u> non-emergency repair or replacement using heating funds.

- Include a note indicating the number of households that received non-emergency repair or replacement and a regular Heating Assistance benefit.

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Topic #1 – Heating Assistance
Households Served with Prior Year Funds

- If a household was served in the current fiscal year with Heating Assistance using prior year funds, should the household be included in the Household Report?
  - Yes, report the number of households served during the fiscal year, even if using funds obligated by the state in the prior year.

- Grantees should add a note that explains the funding that was used from the previous year and the number of households that were served with this funding.

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Topic #1 – Heating Assistance
Households Served Using LIHEAP & Other Funds

- Should households that received a heating benefit that is only partially paid for with LIHEAP funds be reported in the Household Report?

  - Yes, if a household was assisted with **any** LIHEAP dollars, it should be included in the Household Report.

  - If a household was assisted with no LIHEAP dollars, it should not be included in the Household Report.

Presenter(s):
Dan Bausch

Topic #1 – Heating Assistance
Reporting Actual Data in the Final Report

- Can the Household Report contain estimated data?
  - While grantees can submit estimated data in the *preliminary* Household Report, actual data must be submitted for the final Household Report.

- Once all data in the Household Report are final, select "no" in response to the question in the Instructions Section: "Do the data below include estimated figures?" and uncheck any estimated data checkboxes.

- The final Household Report with actual data is due on **December 16th.**

Presenter(s):
Dan Bausch

Line #2 – Cooling Assistance

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Cooling	☐	
3.Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

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Presenter(s):
Melissa Torgerson

Topic #1 – Cooling Assistance
What benefits are counted?

- Which households should be reported as receiving a Cooling Assistance benefit?
  - Any household that received LIHEAP assistance to pay a share of a household's cooling bills using funds allocated for regular Cooling Assistance.

- For some states, Cooling Assistance may also include households that received cooling equipment repair/replacement on a non-emergency basis.

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Melissa Torgerson

Topic #1 – Cooling Assistance
Consistency with Model Plan

- If your Model Plan indicates you have a cooling program, should households be reported in the Household Report?
  - Yes, if a grantee has a cooling program, households should be reported under Cooling Assistance.

- If grantees do operate a cooling program but did not serve any households with Cooling Assistance during the fiscal year, add a note to explain why no households were served with Cooling Assistance.

Presenter(s):
Melissa Torgerson

Topic #1 – Cooling Assistance
Consistency with Model Plan

Section 1 Program Components

Program Components, 2605(a), 2605(b)(1) - Assurance 1, 2605(c)(1)(C)

1.1 Check which components you will operate under the LIHEAP program. (Note: You must provide information for each component designated here as requested elsewhere in this plan.)	Dates of Operation	
	Start Date	**End Date**
☑ **Heating assistance**	10/01/2018	05/31/2019
☑ **Cooling assistance**	06/01/2019	09/30/2019
☑ Crisis assistance	10/01/2018	09/30/2019
☑ **Weatherization assistance**		

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Cooling	☐	**1,000**
3.Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Topic #1 – Cooling Assistance
Reminders from Heating Assistance Reporting

- Several reporting requirements and guidelines were covered in the previous section about Heating Assistance, and some of these topics also apply to Cooling Assistance. Please refer back to the listed slides to review information on the following topics. The guidance found in these slides should also be followed when reporting Cooling Assistance in Line 2.

  - Reporting Period (Slide 26)

  - Unduplicated Count (Slides 28 and 29)

  - Non-Emergency Equipment Repair & Replacement (Slide 30)

  - Households Served with Prior Year Funds (Slide 31)

  - Households Served Using LIHEAP and Other Funds (Slide 32)

  - Reporting Actual Data in the Final Report (Slide 33)

Presenter(s):
Melissa Torgerson

Lines #3a-f – Crisis Assistance

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Cooling	☐	
3.Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

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Topic #1 – Crisis Assistance
What are the different types of Crisis Assistance?

- What is Crisis Assistance?
  - A type of LIHEAP assistance that is provided in under 48 hours after a request for assistance. Grantees set their own criteria for Crisis Assistance, defined in their Model Plans. Crisis reporting in the Household Report should be consistent with the Model Plan.

- Five categories of Crisis Assistance can be reported in the Household Report form:
  - Year Round Crisis
  - Winter Crisis
  - Summer Crisis
  - Emergency Furnace Repair & Replacement
  - Other Crisis Assistance

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Dan Bausch

Topic #1 – Crisis Assistance
What if another agency administers this?

- Some grantees may not directly capture information about crisis assistance in their primary LIHEAP data tracking systems.

- **In this situation, Grantees do need to obtain household-level data from their subgrantees or program partners who record this information**. Grantees need this to identify which households received other types of LIHEAP assistance in order to calculate and report the count of households that received "Any Type of LIHEAP Assistance" (Line 5 of Section I) .

  - This also means a unique ID is needed to match households that received Crisis Assistance to households that received other types of LIHEAP assistance.

- Please contact APPRISE if you need assistance with this.

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Dan Bausch

Topic #1 – Year Round Crisis Assistance
What benefits are counted?

- Which households should be reported as receiving Year Round Crisis Assistance?
  - Any household that received Year Round Crisis Assistance according to the criteria defined by the grantee in their Model Plan.
  - Typically includes crisis assistance that is provided throughout the year, rather than seasonally.
  - For expedited or "fast track" heating assistance in a crisis situation, see slide 27.

- Examples of Year Round Crisis Assistance could include:
  - Bill Payment assistance after disconnection/disconnect notice
  - Emergency fuel delivery after running out of fuel or due to imminent risk of running out of fuel

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Topic #1 – Winter Crisis Assistance
What benefits are counted?

- Which households should be reported as receiving Winter Crisis Assistance?
  - Any household that received Winter Crisis Assistance according to the criteria defined by the grantee in their Model Plan.
  - Typically includes crisis assistance provided under the same timeline as a state's heating assistance program.
  - For expedited or "fast track" heating assistance in a crisis situation, see slide 27.

- Examples of Winter Crisis Assistance could include:
  - Bill Payment assistance after disconnection/disconnect notice
  - Emergency fuel delivery after running out of fuel or due to imminent risk of running out of fuel

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Dan Bausch

Topic #1 – Summer Crisis Assistance
What benefits are counted?

- Which households should be reported as receiving Summer Crisis Assistance?
  - Any household that received Summer Crisis Assistance according to the criteria defined by the grantee in their Model Plan.
  - Typically includes crisis assistance provided under the same timeline as a state's cooling assistance program.

- Examples of Summer Crisis Assistance could include:
  - Bill Payment assistance after disconnection/disconnect notice

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Topic #1 – Emergency Furnace Repair & Replacement
Which households are counted?

- Which households should be reported as receiving Emergency Furnace Repair & Replacement?
  - Any household that received emergency **home energy equipment** repair or replacement using crisis funds.
  - This includes repairing broken and inoperable home energy equipment (furnaces, HVAC systems, etc.) within 48 hours.

- This should be reflected in the Model Plan (check "Yes" next to Field 4.14 "Do you provide for equipment repair or replacement using crisis funds?")

- If you report Emergency Repair & Replacement households, include a note that indicates the nature of the assistance and how many of these households are included in the regular crisis assistance categories (year round, winter, or summer crisis assistance)

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Dan Bausch

Topic #1 – Other Crisis Assistance
What is Other Crisis Assistance?

- Report households served with "Other Crisis Assistance" if you provide <u>emergency crisis assistance that is additional and distinct from the main crisis assistance types</u> (Winter Crisis, Summer Crisis, Year Round Crisis, or Emergency Furnace Repair & Replacement).

- "Other Crisis Assistance" is not intended for reporting a grantee's primary crisis bill payment assistance or emergency equipment repair and replacement assistance households.

Presenter(s):
Dan Bausch

Topic #1 – Other Crisis Assistance
How should Other Crisis Assistance be reported?

- The Household Report includes two blank lines under Crisis Assistance (lines 3e and 3f). These are intended for reporting "Other Crisis Assistance".

- If you report "Other Crisis Assistance" households, always include a note that indicates the nature of the assistance and how many of these households are included in the regular crisis assistance categories (year round, winter, or summer crisis assistance).

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Presenter(s):
Dan Bausch

Topic #1 – Other Crisis Assistance
Example

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Cooling	☐	
3.Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e. Name of program - E.g. Winter HELP Program	☐	1,524
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	

Example Note:

In addition to Winter Crisis Assistance, we operate a separate crisis assistance program called the Winter HELP Program. It provides space heaters and blankets. All 1,524 households that received this assistance also received Winter Crisis Assistance.

Topic #1 – Crisis Assistance
Reminders from Heating Assistance Reporting

- Several reporting requirements and guidelines were covered in the first section about Heating Assistance, and some of these topics also apply to Crisis Assistance. Please refer back to the listed slides to review information on the following topics. The guidance found in these slides should also be followed when reporting Crisis Assistance in Lines 3(a-f).

  - Reporting Period (Slide 26)

  - Expedited Heating Assistance (Slide 27)

  - Unduplicated Count (Slides 28 and 29)

  - Households Served with Prior Year Funds (Slide 31)

  - Households Served Using LIHEAP and Other Funds (Slide 32)

  - Reporting Actual Data in the Final Report (Slide 33)

Presenter(s):
Dan Bausch

Line #4 – Weatherization Assistance

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Cooling	☐	
3.Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Presenter(s):
Melissa Torgerson

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Topic #1 – Weatherization Assistance
Which households are counted?

- Which households should be reported as receiving Weatherization Assistance?
  - Any household that received low-cost residential weatherization and other energy-related home repair with LIHEAP funds.

- LIHEAP Weatherization can be administered:
  - Entirely under LIHEAP rules
  - Entirely under DOE WAP rules
  - Mostly under LIHEAP rules, with some DOE WAP rules
  - Mostly under DOE WAP rules, with some LIHEAP rules

- Grantees may only use 15% of their LIHEAP funds for Weatherization Assistance, unless a waiver from HHS to increase the percentage to 25% is requested and approved.

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Presenter(s):
Melissa Torgerson

Topic #1 – Weatherization Assistance
What if another agency administers this?

- Some grantees may not directly capture information about weatherization assistance in their primary LIHEAP data tracking systems.

- **Grantees in this situation do need to obtain household-level data from their subgrantees or program partners who record this information**. Grantees need this to identify which households received other types of LIHEAP assistance in order to calculate and report the count of households that received "Any Type of LIHEAP Assistance" (Line 5 of Section I) .

  - This also means a unique ID is needed to match households that received Weatherization Assistance to households that received other types of LIHEAP assistance.

- Please contact APPRISE if you need assistance with this.

Presenter(s):
Melissa Torgerson

Topic #1 – Weatherization Assistance
#3 – *Provide a Consistent Report with Final Data*

- Example of a Data Reporting System for the Household Report with a unique ID to match households that received Weatherization Assistance to households that received other types of LIHEAP assistance.

CAA Name or ##	HH First Name	HH Last Name	Unique ID	# in HH	Annual Income	Elderly (60+)	Disabled	Child (<6)	Payment Date	Benefit Type	Benefit Amount
CCAP	Charlotte	Lucas	444-44-4444	2	$ 3,000	N	N	N	3/14/2015	WX	N/A
CCAP	Charlotte	Lucas	444-44-4444	2	$ 3,000	N	N	N	11/14/2014	Heating	$ 200
CCAP	Charlotte	Lucas	444-44-4444	2	$ 3,000	N	N	N	1/9/2015	Winter Crisis	$ 400
CCAP	Tom	Watson	101-11-1010	2	$ 2,000	N	N	N	11/23/2014	Heating	$ 200
CCAP	William	Collins	131-31-1313	3	$ 1,500	Y	N	N	1/3/2015	Year Round	$ 300

Presenter(s): Dan Bausch

Topic #1 – Weatherization Assistance
Consistency with Model Plan

- If your Model Plan indicates providing Weatherization Assistance, should households be reported in the Household Report?
  - Yes, if a grantee runs a weatherization program, households should be reported under Weatherization Assistance.

- If grantees do operate a weatherization program but did not serve any households with Weatherization Assistance during the fiscal year, add a note to explain why no households were served with Weatherization Assistance.

Presenter(s):
Melissa Torgerson

Program Components, 2605(a), 2605(b)(1) - Assurance 1, 2605(c)(1)(C)

	1.1 Check which components you will operate under the LIHEAP program. (Note: You must provide information for each component designated here as requested elsewhere in this plan.)	Dates of Operation	
		Start Date	End Date
☑	Heating assistance	10/01/2018	05/31/2019
☑	Cooling assistance	06/01/2019	09/30/2019
☑	Crisis assistance	10/01/2018	09/30/2019
☑	Weatherization assistance	10/01/2018	09/30/2019

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	**300**
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Topic #1 – Weatherization Assistance
Equipment Repair and Replacement

- If equipment repair and replacement is provided using weatherization funds, where should households that received these services be reported?
  - Report these households under Weatherization Assistance if weatherization funds were used.

Presenter(s):
Melissa Torgerson

Topic #1 – Weatherization Assistance
Reminders from Heating Assistance Reporting

- Several reporting requirements and guidelines were covered in the first section about Heating Assistance, and some of these topics also apply to Weatherization Assistance. Please refer back to the listed slides to review information on the following topics. The guidance found in these slides should also be followed when reporting Weatherization Assistance in Line 4.

  - Reporting Period (Slide 26)

  - Unduplicated Count (Slides 28 and 29)

  - Households Served with Prior Year Funds (Slide 31)

  - Households Served Using LIHEAP and Other Funds (Slide 32)

  - Reporting Actual Data in the Final Report (Slide 33)

Presenter(s):
Melissa Torgerson

Line #5 – Any Type of LIHEAP Assistance

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Cooling	☐	
3.Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Presenter(s):
Dan Bausch

Topic #1 – Any Type of LIHEAP Assistance
How is Any Type of LIHEAP Assistance calculated?

- How should the number of households that received Any Type of LIHEAP Assistance be reported?
  - Report an **<u>unduplicated</u>** count of households that received any type of LIHEAP Assistance.
  - Count a household that received at least one type of LIHEAP assistance, regardless of the type(s) of assistance provided to the household, only once.

- Example on next slide

Presenter(s):
Dan Bausch

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Topic #1 – Any Type of LIHEAP Assistance
Unduplicated Count Example

Household Scenarios	Number of Assisted Households by Type of LIHEAP Assistance						
	Heating	**Cooling**	**Year Round Crisis**	**Winter Crisis**	**Summer Crisis**	**Other Crisis**	**Wxz.**
Household A receives three heating assistance benefits and one year round crisis assistance benefit.	3	0	1	0	0	0	0
Household B receives a heating assistance benefit, a cooling assistance benefit, and weatherization assistance.	1	1	0	0	0	0	1
Household C receives a winter crisis benefit, emergency replacement of its heating unit, and summer crisis assistance benefit.	0	0	1	0	0	1	0
Unduplicated Number of Households for EACH Type of LIHEAP Assistance	2	1	2	0	0	1	1
Unduplicated Number of Households for ANY Type of LIHEAP Assistance	3						

Topic #1 – Any Type of LIHEAP Assistance
What are general guidelines for reporting?

- What are general guidelines when reporting households served with Any Type of LIHEAP Assistance?

  - Confirm that you have no duplicate clients to count each household only once.

  - The number reported in Any Type of LIHEAP Assistance should be <u>greater than</u> the number of households reported for each type of assistance (unless households must receive one type of assistance before receiving any other type of assistance).

  - The number reported in Any Type of LIHEAP Assistance should be <u>less than</u> the sum of households reported for each type of assistance (unless households can only receive one type of assistance per year).

Presenter(s):
Dan Bausch

Line #6 – Bill Payment Assistance

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Cooling	☐	
3.Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

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Presenter(s):
Dan Bausch

Topic #1 – Bill Payment Assistance
What is Bill Payment Assistance?

- Which households received Bill Payment Assistance?
  - Any household provided with a LIHEAP benefit <u>used to pay a share of a household's energy bills and utility deposits</u>.

- *This should include:*
  - Households receiving heating, cooling, and crisis assistance benefits to pay a share of a household's energy bills or utility deposits.
  - Households receiving Heat-in-Rent payments.

- *This should exclude:*
  - Households receiving only LIHEAP weatherization assistance or energy-related equipment repair or replacement services.
  - SNAP households that only received a nominal LIHEAP benefit (if applicable).

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Topic #1 – Bill Payment Assistance
What are general guidelines for reporting?

- What are some general guidelines when reporting households served with Bill Payment Assistance?
  - Report an <u>unduplicated count</u> of households that received any type of bill payment assistance.

  - Many grantees allow households to receive more than one type of LIHEAP bill payment assistance, such as receiving both Crisis Assistance and Heating Assistance.
    - If that is the case, then the unduplicated count of bill payment assistance households should be less than the sum of the household counts for each separate assistance type.

Presenter(s):
Dan Bausch

Topic #1 – Bill Payment Assistance
What are general guidelines for reporting?

- What are some general guidelines when reporting households served with Bill Payment Assistance?

  - Report an <u>unduplicated count</u> of households that received any type of bill payment assistance.

  - Many grantees provide weatherization or equipment repair/replacement through LIHEAP.
    - If that is the case, then the unduplicated count of bill payment assistance households should be less than or equal to the total unduplicated count for any type of LIHEAP assistance (Section I, Line 5).

Presenter(s):
Dan Bausch

Topic #1 – Bill Payment Assistance
Connection to Performance Data Form

- The number you report should be the same as Section V Part A of your FY 2019 Performance Data Form.

Household Report

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
5. Any type of LIHEAP assistance	☐	390,708
6. Bill Payment Assistance	☐	390,708
7. Nominal Payments	☐	301,213

Performance Data Form – Module 2 Section V – Part A

V. ENERGY BURDEN TARGETING		Bill Payment- Assisted Household Main Heating Fuel					
	All Households	**Electricity**	**Natural Gas**	**Fuel Oil**	**Propane**	**Other Fuels**
A. Unduplicated Number of LIHEAP Bill Payment-Assisted Households	390,708	83,916	212,925	77,472	11,822	4,573

Line #7 – Nominal Payments

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Cooling	☐	
3.Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Presenter(s):
Dan Bausch

Topic #1 – Nominal Payments
What are Nominal Payments?

- Which households received Nominal Payments?
  - Any household that received nominal LIHEAP benefits as part of a partnership with the Supplemental Nutrition Assistance Program (SNAP). The minimum benefit amount is $20.01.

- Only the few states that have a separate LIHEAP payment amount for SNAP recipient households need to report these households.

- This is often referred to as "Heat or Eat" or "Cool or Eat" Program.

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Presenter(s):
Dan Bausch

Topic #1 – Nominal Payments
What are general guidelines for reporting?

- What are general guidelines when reporting households that received Nominal Payments?
  - Report the SNAP households that received a nominal LIHEAP benefit.

  - Provide a note that includes the number of households served, a program description, and the benefit amount.

  - <u>Do NOT</u> include households that received nominal benefits in the reported number of households that received "Any Type of Assistance."

  - States that provide nominal benefits must indicate that they provide nominal benefits in their Model Plans (Field 1.7a).

Presenter(s):
Dan Bausch

Topic #1 – Nominal Payments
Reporting Example?

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Cooling	☐	
3.Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	1

Notes

NYS issued a $21 nominal "Heat & Eat" benefit to 1 household in FY 2019

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Presenter(s):
Dan Bausch

Topic #1 – Reporting Reminder
Reporting Unduplicated Counts

- Grantees should report an <u>unduplicated count</u> for each data element.

- If a household received multiple benefits for the same type of assistance…
  - That households is only counted once when reporting the count of households that received that type of assistance.

- If a household receives more than one time of assistance…
  - That household should be included in the unduplicated count for each type of assistance.

- When you are calculating the number of households that received Bill Payment Assistance or Any Type of LIHEAP Assistance…
  - Each household should only be counted once.

Presenter(s):
Dan Bausch

Topic #1 – Questions

Grantee Questions regarding Section I of the Household Report Form?
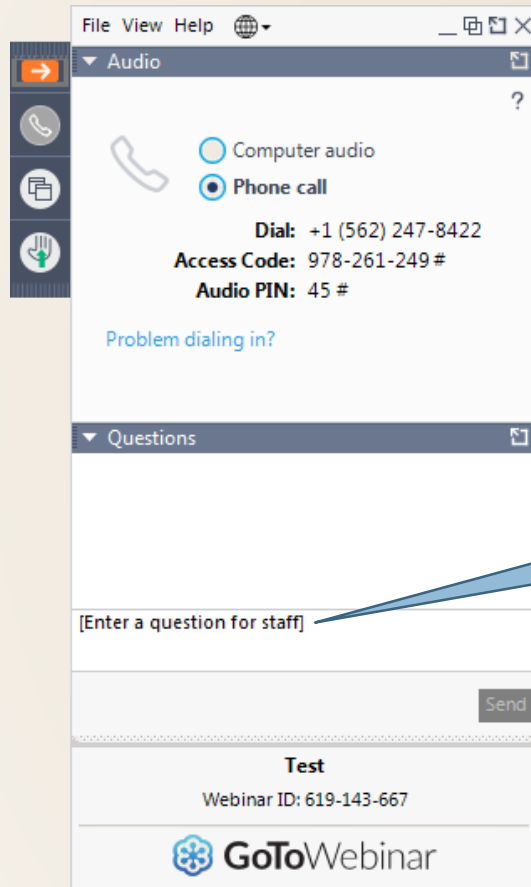
Presenter(s):
Melissa Torgerson

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Presenter(s):
Melissa Torgerson

Section II:
Number of Assisted Households by Poverty Interval

ADMINISTRATION FOR
CHILDREN & FAMILIES

Topic #2 – Section II

II. Number of Assisted Households by Poverty Interval

Applicable HHS Poverty Guidelines, in effect at the beginning of FFY					
Type of LIHEAP assistance	A. Under 75% poverty	B. 75%-100% poverty	C. 101%-125% poverty	D. 126%-150% poverty	E. Over 150% poverty
1. Heating					
2. Cooling					
3.Crisis					
a. Year Round					
b. Winter					
c. Summer					
d. Emergency Furnace Repair & Replacement					
e.					
f.					
4. Weatherization					

Presenter(s): Melissa Torgerson

Topic #2 – Section II Reporting Requirements
What information is required?

- What information is reported in Section II?
  - Provide an **unduplicated count** of assisted households by poverty interval for Heating, Cooling, Crisis, and Weatherization Assistance.

- Grantees must report the number of assisted households by poverty interval for each type of assistance reported in Section I.
- The sum of households reported by poverty interval in Section II for each type of assistance should equal the total households reported for each type of assistance in Section I.
  - Example on next slide
- Grantees should confirm reporting is consistent with the income threshold defined in their State Plans.

Presenter(s):
Melissa Torgerson

Topic #2 – Section II Reporting Requirements
Sum of Poverty Intervals – Example

From Section I

II. Number of Assisted Households by Poverty Interval

Applicable HHS Poverty Guidelines, in effect at the beginning of FFY					
Type of LIHEAP assistance	A. Under 75% poverty	B. 75%-100% poverty	C. 101%-125% poverty	D. 126%-150% poverty	E. Over 150% poverty
1. Heating	2	3	5	1	2
2. Cooling					
3.Crisis					
a. Year Round					
b. Winter					
c. Summer					
d. Emergency Furnace Repair & Replacement					
e.					
f.					
4. Weatherization					

A. Select if estimated data	B. Total Number of Households
☐	13
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	

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Presenter(s):
Melissa Torgerson

Topic #2 – Section II Reporting Requirements
How was income eligibility determined?

- How did grantees determine which households were eligible for LIHEAP assistance?
  - When determining eligibility for FY 2019, grantees had a few options:
    1. Use the FY 2018 HHS Poverty Guidelines.
    2. Use the FY 2019 State Median Income (SMI).
    3. If a program component began after the start of the calendar year, use the FY 2019 HHS Poverty Guidelines.
    4. Switch to the FY 2019 HHS Poverty Guidelines when these guidelines came into effect (mid-year).

Presenter(s):
Dan Bausch

Topic #2 – Section II Reporting Requirements
Which income guidelines are used for reporting?

- Since grantees can use different income guidelines in determining eligibility, how should households be reported in Section II?

  - Report households in Section II according to the income standard used at the beginning of the fiscal year: **the *2018 HHS Poverty Guidelines***

  - They are available here: https://www.acf.hhs.gov/ocs/resource/hhs-poverty-guidelines-for-optional-use-in-ffy-2018

- If grantees changed the income guidelines they were using mid-year (i.e. used FY 2019 HHS PG after they came into effect rather than use FY 2018 HHS PG), grantees might serve some households over the original income threshold indicated in their Model Plan.

- If some households are over the income threshold indicated in your Model Plan for this reason, add a note explaining this.

Presenter(s):
Dan Bausch

Topic #2 – Section II Reporting Requirements
Steps to Assign each Household to a Poverty Interval

4-step process:

1. For each household you assist with LIHEAP…
   - Collect the household's <u>gross income</u>.
   - Collect the number of members in that household.

2. If the income amount you collect represents less than one year, convert the gross income to be annual gross income.

3. Divide the assisted household's gross income by the dollar amount equal to 100% of the <u>2018 HHS Poverty Guidelines</u> for that household size.

4. Multiply the result by 100 and round to the nearest whole number percent.

Presenter(s):
Dan Bausch

Topic #2 – Section II Reporting Requirements
Example of how to assign Poverty Interval

A **3-person** household in Arizona with an **annual gross income of $26,539** received heating assistance in FY 2019.

To assign their Poverty Interval:

- According to the 2018 HHS Poverty Guidelines for Arizona, $20,780 represents 100% of the HHS Poverty Guidelines for a three-person household.

- Divide the household's income of $26,539 by $20,780. The result is 1.2771.

- Multiply by 100 = 127.71%

- Rounding off to the nearest whole percent = 128% of the 2018 HHS Poverty Guidelines.

The household is classified as being within the interval of "126% - 150% poverty" for heating assistance.

Presenter(s):
Dan Bausch

Topic #2 – Section II Reporting Requirements
Reporting Households with Missing Income

- In general, there should not be households missing income information.

- In rare instances when income information is missing, follow the guidance below:
  - Report these households in the highest poverty interval in Section II. Missing income information must be reported so the sum of households reported by poverty interval in Section II equals the total households reported in Section I.
  - Add a note explaining the number of households that were missing income information, what type of assistance these households received, and the poverty interval these households were included in.

Presenter(s):
Dan Bausch

Section III:
Number of Assisted Households by Vulnerable Population

Topic #3 – Section III

III. Number of Assisted Households by Vulnerable Population

Number of assisted households with at least one member of the following target groups

Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
1. Heating				
2. Cooling				
3. Crisis				
a. Year Round				
b. Winter				
c. Summer				
d. Emergency Furnace Repair & Replacement				
e.				
f.				
4. Weatherization				
5. Any type of LIHEAP assistance				

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Presenter(s):
Melissa Torgerson

Topic #3 – Section III Reporting Requirements
Vulnerable Households

- Which households are considered vulnerable households?

  - The LIHEAP Statute specifies three separate vulnerability groups

    - Households with one or more elderly members

    - Households with one or more disabled members

    - Households with one or more young children

Presenter(s):
Melissa Torgerson

Topic #3 – Section III Reporting Requirements
Definitions of Vulnerable Households

- How are vulnerable groups defined?

  - Elderly is defined as a person 60 years or older

  - Young child is defined as a person age 5 years or under

  - A disabled household member is not defined by the LIHEAP Statute. States decide who they will count as disabled members based on their own definitions

    - Examples include:
      - Members with a permanent disability
      - Members receiving disability insurance

Presenter(s):
Melissa Torgerson

Topic #3 – Section III Reporting Requirements
Identifying Vulnerable Households

- What do I need to identify households with vulnerable members?

  - Collect information as part of the application/intake process

  - Store data in your data management system

  - Create an indicator field for each vulnerable member type to mark whether or not a household contains a vulnerable member.

  - Create an indicator field to mark whether a household contains any of the three vulnerable member types.

Presenter(s):
Melissa Torgerson

Topic #3 – Section III Reporting Requirements
What information is required?

- What information is reported in Section III?
  - Provide an **unduplicated count** of assisted households by vulnerable population for Heating, Cooling, Crisis, Weatherization, and Any Type of LIHEAP Assistance.
  - A household is counted if ANY member meets the vulnerable population definition.

- Grantees should report the number of assisted households by vulnerable population for each type of assistance reported in Section I.

- In general, the households reported in Section III for each type of assistance should be a subset of the households reported in Section I (unless a grantee allows only households with a vulnerable member to receive a type of assistance).

Presenter(s):
Dan Bausch

Topic #3 – Section III Reporting Requirements
Households with At Least One Vulnerable Member

III. Number of Assisted Households by Vulnerable Population

Number of assisted households with at least one member of the following target groups

Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
1. Heating				
2. Cooling				
3.Crisis				
a. Year Round				
b. Winter				
c. Summer				
d. Emergency Furnace Repair & Replacement				
e.				
f.				
4. Weatherization				
5. Any type of LIHEAP assistance				

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Presenter(s):
Dan Bausch

Topic #3 – Section III Reporting Requirements
Notes on Reporting Unduplicated Counts

- What are general guidelines when reporting unduplicated counts in Section III, Column D?
  - In Column D, "Elderly, Disabled, or Young Child", report an unduplicated count for each type of assistance with **at least one vulnerable member**.

  - You should <u>NOT</u> simply add Elderly + Disabled + Young Child to produce the number of households with an "Elderly, Disabled, or Young Child" member
  - This value should capture the total number of households for each type of assistance with one or more vulnerable members.
  - This should be less than the sum of elderly, disabled, and young child households for each type of assistance.

Presenter(s):
Dan Bausch

Topic #3 – Section III Reporting Requirements
Households with At Least One Vulnerable Member – Example

III. Number of Assisted Households by Vulnerable Population

Number of assisted households with at least one member of the following target groups

Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
1. Heating	2	3	1	4
2. Cooling				
3.Crisis				
a. Year Round				
b. Winter				
c. Summer				
d. Emergency Furnace Repair & Replacement				
e.				
f.				
4. Weatherization				
5. Any type of LIHEAP assistance				

- Example:
  - 1 household has an elderly member and a disabled member
  - 1 household has a disabled member and a young child
  - 1 household only has an elderly member
  - 1 household only has a disabled member

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Presenter(s):
Dan Bausch

Topic #3 – Section III Reporting Requirements
Any Type of LIHEAP Assistance by Vulnerability

III. Number of Assisted Households by Vulnerable Population

Number of assisted households with at least one member of the following target groups				
Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
1. Heating				
2. Cooling				
3.Crisis				
a. Year Round				
b. Winter				
c. Summer				
d. Emergency Furnace Repair & Replacement				
e.				
f.				
4. Weatherization				
5. Any type of LIHEAP assistance				

Presenter(s):
Dan Bausch

# Topic #3 – Section III Reporting Requirements
Notes on Reporting Unduplicated Counts

- What are general guidelines when reporting unduplicated counts in Section III, Line 5?
  - In Line 5, report an **unduplicated count** of households that received Any Type of LIHEAP Assistance by vulnerable category.

  - The same guidelines for reporting Any Type of LIHEAP Assistance in Section I apply to reporting Any Type of LIHEAP Assistance in Section III. Refer to Slide 59 to review this guidance.

  - The number reported in Any Type of LIHEAP Assistance in Section III should be less than the number reported in Any Type of LIHEAP Assistance in Section I.

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Presenter(s):
Dan Bausch

Topic #3 – Questions

Grantee Questions regarding Sections I to III of the Household Report?
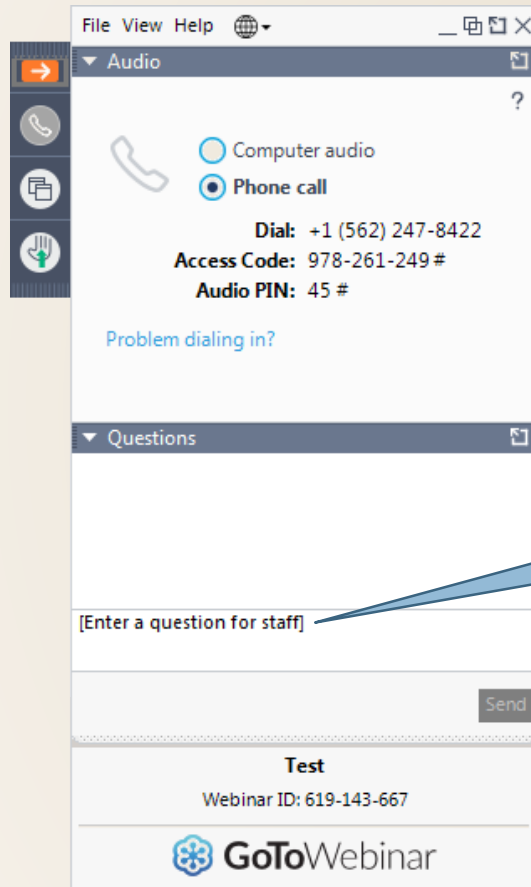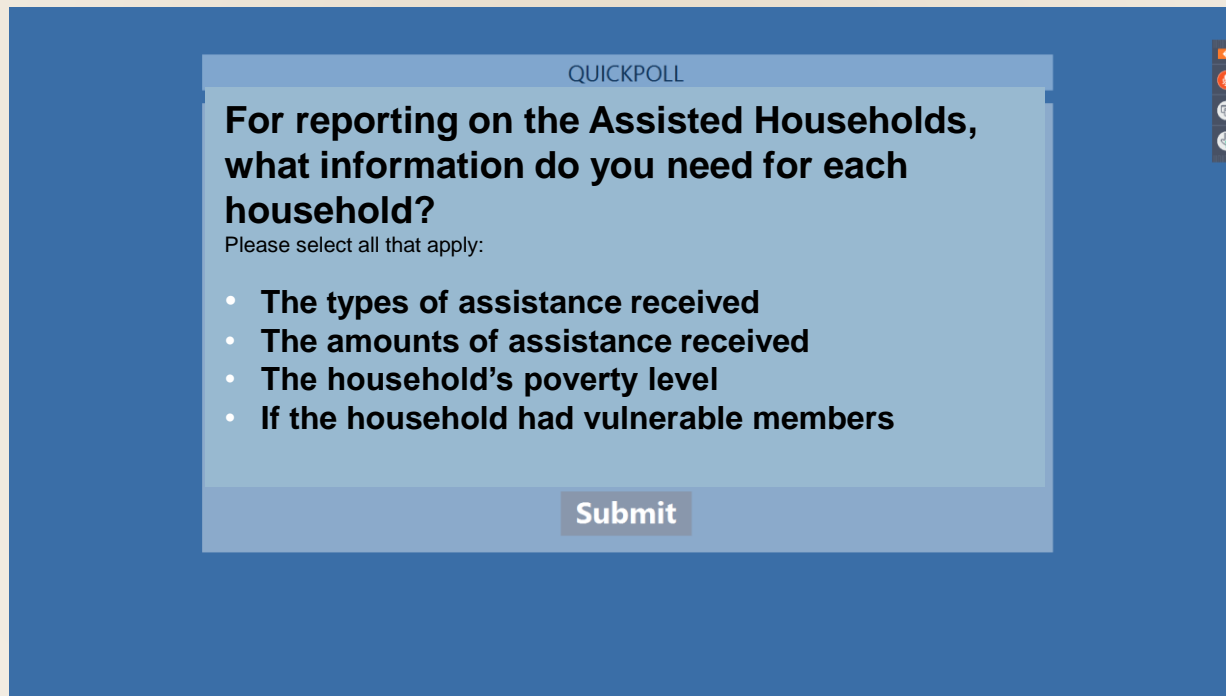
Presenter(s):
Dan Bausch

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Presenter(s): Dan Bausch

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Audience Poll Question #2

- For reporting on the Assisted Households, what information do you need for each household?

QUICKPOLL

For reporting on the Assisted Households, what information do you need for each household?

Please select all that apply:

- **The types of assistance received**
- **The amounts of assistance received**
- **The household's poverty level**
- **If the household had vulnerable members**

Submit

Presenter(s):
Dan Bausch

Audience Poll Question

- Review Audience Responses

Presenter(s):
Dan Bausch

Section IV:
Number of Applicant Households

Topic #4 – Section IV

IV. Number of Applicant Households

Number of applicant households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Cooling	☐	
3.Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	

Presenter(s): Melissa Torgerson

Topic #4 – Applicant Households
Which households are applicant households?

- Which households are considered applicant households?
  - The definition of applicant households is left to each LIHEAP grantee, as the LIHEAP statute does not define the term.

  - Grantees should report applicant households according to their definitions.

  - Examples include:
    - Households that submit an application for assistance during the fiscal year.
    - Households that visit an agency to apply.

Presenter(s):
Melissa Torgerson

Topic #4 – Applicant Households
What is the reporting period?

- Households that applied during what time period should be included in Section IV of the Household Report?
  - Report households that applied during the **fiscal year** (October 1, 2018 – September 30, 2019)

- Grantees may operate their programs on a different program year (e.g., starting January 1 or July 1), but the data used to complete the Household Report should be data for the fiscal year.

Presenter(s):
Melissa Torgerson

Topic #4 – Applicant Households
What information is required?

- What information is reported in Section III?
  - Provide an **unduplicated count** of households that applied for each type of LIHEAP assistance, regardless of if they actually received the assistance.

- Grantees should report the number of applicant households for each type of assistance reported in Section I.

Presenter(s):
Dan Bausch

Topic #4 – Applicant Households
Comparing Applicant and Assisted Households

- How should the number of applicant households for each type of assistance compare to the number of assisted households for each type of assistance?

  - In general, the number of applicant households reported for each type of assistance in Section IV should be **greater than or equal to** the number of assisted households reported for each type of assistance in Section I.

    - If this is not the case, add a note explaining this.

Presenter(s):
Dan Bausch

Topic #4 – Applicant Households
Prior Year Applicants that Received Assistance

- Should households that received assistance in FFY 2019, but applied in FFY 2018 be included in Section IV?
  - No, only households that applied during the federal fiscal year (FFY 2019) should be included in Section IV.

- If households that applied in the previous federal fiscal year received assistance during FFY 2019, the number of applicant households might be less than the number of assisted households.

- If this is the case, add a note that explains the number of households that were assisted in the current fiscal year that applied in the previous year.

Presenter(s):
Dan Bausch

Section V:
Number of Applicant Households by Poverty Interval

ADMINISTRATION FOR
CHILDREN & FAMILIES

Topic #5 – Section V

V. Number of Applicant Households by Poverty Interval

Applicable HHS Poverty Guidelines, in effect at the beginning of FFY						
Type of LIHEAP assistance	A. Under 75% poverty	B. 75%-100% poverty	C. 101%-125% poverty	D. 126%-150% poverty	E. Over 150% poverty	F. Income data unavailable
1. Heating						
2. Cooling						
3.Crisis						
a. Year Round						
b. Winter						
c. Summer						
d. Emergency Furnace Repair & Replacement						
e.						
f.						
4. Weatherization						

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Presenter(s): Melissa Torgerson

Topic #5 – Section V Reporting Requirements
What information is required?

- What information is reported in Section V?
  - Provide an **unduplicated count** of applicant households by poverty interval for Heating, Cooling, Crisis, and Weatherization Assistance.

- Report the number of applicant households by poverty interval for each type of assistance reported in Section IV.

- The sum of households reported by poverty interval in Section V for each type of assistance should equal the total households reported for each type of assistance in Section IV.
  - Example on next slide

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Presenter(s):
Melissa Torgerson

Topic #5 – Section V Reporting Requirements
Sum of Poverty Intervals – Example

From Section IV

V. Number of Applicant Households by Poverty Interval

Applicable HHS Poverty Guidelines, in effect at the beginning of FFY								A. Select if estimated data	B. Total Number of Households
Type of LIHEAP assistance	A. Under 75% poverty	B. 75%-100% poverty	C. 101%-125% poverty	D. 126%-150% poverty	E. Over 150% poverty	F. Income data unavailable			
1. Heating	1	5	4	5	4	2	⟶	☐	21
2. Cooling								☐	
3.Crisis									
a. Year Round								☐	
b. Winter								☐	
c. Summer								☐	
d. Emergency Furnace Repair & Replacement								☐	
e.								☐	
f.								☐	
4. Weatherization								☐	

- Add Section V. columns A, B, C, D, E, and F together to get **Total Number of Households** for Section IV

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Presenter(s):
Melissa Torgerson

- Since grantees can use different income guidelines in determining eligibility throughout the fiscal year, how should households be reported in Section V?

  - Report households in Section V according to the income standard used at the **beginning of the fiscal year, in this case 2018 HHS Poverty Guidelines**.

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Topic #5 – Section V Reporting Requirements
Reporting Households with Missing Income

- Are applicant households with missing income information reported in Section V?
  - Yes, households missing income information should be reported in Column F, "Income data unavailable"

- Again, confirm the sum of households reported by poverty interval in Section V for each type of assistance equals the total households reported for each type of assistance in Section IV.

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Presenter(s):
Dan Bausch

Topic #5 – Section V Reporting Requirements
Comparing Applicant and Assisted Households

- How should the number of applicant households by poverty level compare to the number of assisted households by poverty level?
  - For each type of assistance, the applicant counts in each poverty level in Section V should be **greater than or equal to** the number of assisted households by poverty level reported in Section II.
    - If this is not the case, add a note explain this.

Presenter(s):
Dan Bausch

Section VI:
Number of Assisted Households by Young Child Age Category (Optional)

Topic #6 – Section VI

VI. Number of Assisted Households by Young Child Age Category (Optional)

At least one member who is		
Type of LIHEAP assistance	A. Age 2 years or under	B. Age 3 years through 5 years
1. Heating		
2. Cooling		
3.Crisis		
a. Year Round		
b. Winter		
c. Summer		
d. Emergency Furnace Repair & Replacement		
e.		
f.		
4. Weatherization		

Presenter(s):
Melissa Torgerson

Topic #6 – Section VI Reporting
Optional Data

- Is completing Section VI required?
  - No, Section VI is not required, and you can submit your final Household Report without completing Section VI.

- Although Section VI is optional, it gives grantees the opportunity to provide more information about their program and the vulnerable population that is served.

Presenter(s):
Melissa Torgerson

Topic #6 – Section VI Reporting
What information is reported?

- What information is reported in Section VI?
  - The number of assisted households with at least one child who is 2 years or under.
  - The number of assisted households with at least one child who is between 3 years old and 5 years old.

Presenter(s):
Melissa Torgerson

Topic #6 – Section VI Reporting
How should young child households be reported?

- How are assisted households by young child category reported?

  - Refer to Section III to count the assisted households with at least one child 5 years old or under for each type of assistance.

  - Then, count the households with at least one child who is 2 years old or under.

  - Then, count the households with at least one child who is between 3 years old and 5 years old, regardless of if the household was already counted as a household with at least one child 2 years old or under.

Presenter(s):
Dan Bausch

Topic #6 – Section VI Reporting
Section III and Section VI Comparison

- How should the reported households for each young child category compare to the young child households reported in Section III?

  - For each type of assistance, the sum of households with a Child Age 2 Years or Under and households with a Child Ages 3 Through 5 in Section VI should be **greater than** the number of households with a Child 5 Years or Younger in Section III.

  - Example on next slide

Presenter(s):
Dan Bausch

VI. Number of Assisted Households by Young Child Age Category (Optional)

Type of LIHEAP assistance	A. Age 2 years or under	B. Age 3 years through 5 years	C. Age 5 years or under (young child)
At least one member who is			
1. Heating	3	3	4
2. Cooling			
3.Crisis			
a. Year Round			
b. Winter			
c. Summer			
d. Emergency Furnace Repair & Replacement			
e.			
f.			
4. Weatherization			
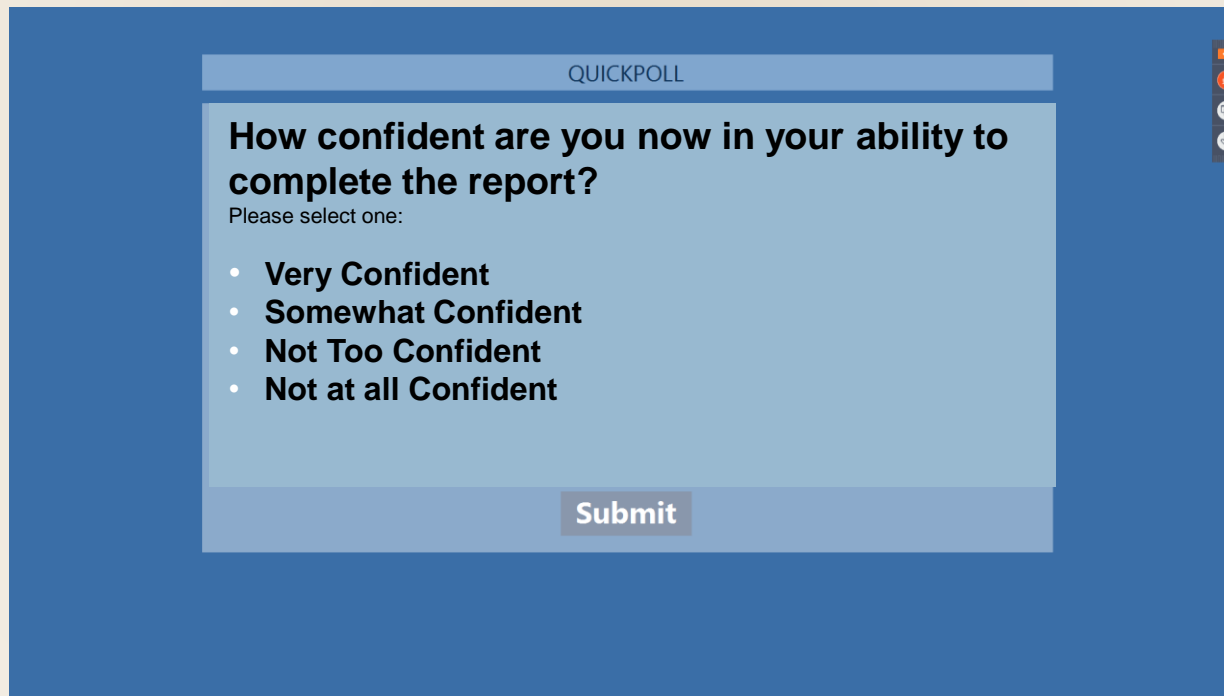
- Example:
  1. The Gomez household has two children: a 1 year old and a 4 year old.
  2. The Johnson household has two children: a newborn and a 5 year old.
  3. The O'Shay household has one child that is 6 months old.
  4. The Kim household has one child that is 4 years old.

Presenter(s):
Dan Bausch

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Audience Poll Question #3

- How confident are you now in your ability to complete the report?

QUICKPOLL

How confident are you now in your ability to complete the report?
Please select one:

- **Very Confident**
- **Somewhat Confident**
- **Not Too Confident**
- **Not at all Confident**

Submit

Presenter(s):
Dan Bausch

Audience Poll Question

- Review Audience Responses

Presenter(s):
Dan Bausch

Final Reminders

Final Reminders
Reporting in OLDC

- There are <u>no changes</u> to the FY 2019 Household Report. The requirements remain the same as those for last year's FY 2018 Report.

- The final Household Report is due in OLDC on **December 16th.**

- Remember that the Household Report must be:
  - Entered in OLDC
  - Saved in OLDC
  - Certified by the appropriate person
  - Submitted by the appropriate person

Presenter(s): Melissa Torgerson

Final Reminders
OLDC Warning and Error Messages

- Several validation checks are programmed into OLDC, and a warning or error message will appear if a check fails.

  - Warning Messages indicate data that may be correct, but require confirmation and additional explanation in the "Notes" section of the form.

  - Fatal Error Messages indicate inconsistent data that must be corrected before grantees are able to submit their Household Report in OLDC.

Presenter(s):
Melissa Torgerson

Final Reminders
Addressing Warnings and Fatal Errors

- If a warning message appears, but you have an explanation for the warning (and have confirmed that the data is correct), add a note addressing the warning.

- If a warning message appears and you do not know how to resolve it, contact APPRISE for assistance.

- If a fatal error occurs and you do not know how to resolve it, contact APPRISE and we will work together to resolve the reporting issue.

Presenter(s):
Melissa Torgerson

Final Reminders
Updating and Revising Report

- After you submit your report…

  - APPRISE will e-mail grantees to alert them to any issues or questions based on reviewing their submitted Household Report.

  - Grantees should provide a response and make any corrections to their submitted report.

  - When your report is confirmed to be complete, your liaison will accept your report in OLDC. Your final approved report information will be used for the LIHEAP Report to Congress.

- If you later identify a correction or change is needed, you will need to submit a revision in OLDC.

Presenter(s):
Dan Bausch

Final Reminders
Household Report Resources

- **2018 HHS Poverty Guidelines to use for Poverty Intervals:**

  https://www.acf.hhs.gov/ocs/resource/hhs-poverty-guidelines-for-optional-use-in-ffy-2018

- **Household Report AT and Instructions:**

  https://www.acf.hhs.gov/ocs/resource/liheap-action-transmittals

- **Past Years' Household Report Data:**

  https://liheappm.acf.hhs.gov/data_warehouse/index.php?report=homepage

Presenter(s):
Dan Bausch

Final Reminders
Checking Your Report Prior to Submission

- Make use of the ***LIHEAP Household Report "Check Before You Submit" Document***
  - Grantees should review all of the checks in the list, and if they can answer "Yes" to all of the questions in the list, they are ready to certify and submit the LIHEAP Household Report.
  - Link to "Check Before You Submit" Document: https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/Household-Report-Check-Before-You-Submit-Document.pdf

- Review and address OLDC warning or error messages.

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Presenter(s):
Dan Bausch

Final Reminders
OLDC Resources

- OLDC is accessed through Grant Solutions.

- Log-in to Grant Solutions at https://www.grantsolutions.gov/gs

- Once logged in, click "OLDC" in the top taskbar to access the OLDC homepage.

- If you need assistance, please contact Grants Center Of Excellence systems Help Desk:
  - (202) 401-5282 or (866) 577-0771
  - help@grantsolutions.gov

Presenter(s): Dan Bausch

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Final Reminders
Upcoming Webinars

- This is the first of two webinars on completing the FY 2019 Household Report.

  - Upcoming Additional Webinars:

    Webinar #2: Reminders for Completing the FY 2019 Household Report
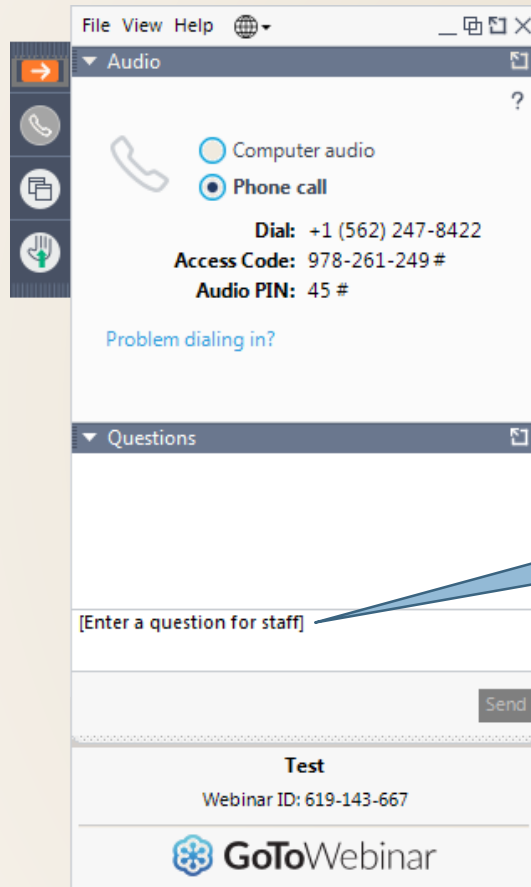   Tuesday November 19, 2019 at 3 PM ET
    - This will be a 30-minute refresher webinar to provide reminders.
    - This is intended for Coordinators and staff who completed prior Household Reports.

- There will also be webinars on the FY 2019 Performance Data Form in December and January.

Presenter(s):
Dan Bausch

Final Reminders
Support Resources

- OCS liaisons
  - http://www.acf.hhs.gov/programs/ocs/resource/division-of-energy-assistance-federal-staff

- Grants Center Of Excellence systems Help Desk
  - help@grantsolutions.gov
  - (202) 401-5282 or (866) 577-0771

- APPRISE Team
  - Daniel Bausch, Daniel-Bausch@appriseinc.org; 609-252-9050
  - Jorge Mancilla, Jorge-MancillaUribe@appriseinc.org; 609-252-9009
  - Elena Rubino, Elena-Rubino@appriseinc.org; 609-252-8011
  - Georgios Anagnostopoulos, g-Anagnostopoulos@appriseinc.org; 609-252-9055
  - Pragya Chauhan, Pragya_Chauhan@appriseinc.org; 609-252-9057
  - Melissa Torgerson, melissa@verveassociates.net; 503-706-2647

Presenter(s):
Dan Bausch

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Presenter(s): Melissa Torgerson