FY 2021 Household Report Long Form: *Step-by-Step Overview*

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

November, 30th 2021

Welcome:
Sharnice Peters (OCS)

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

Welcome

- **Purpose of This Webinar**
  - To explain the data needed to complete the FY 2021 Household Report Long Form.
  - To furnish an in-depth review of the report, including a line-by-line review of each reporting item and instruction.
  - To explain the approach for reporting on households assisted with supplemental funds, including CARES Act or ARPA funds.
  - To highlight reporting nuances and addressing reporting challenges or 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.
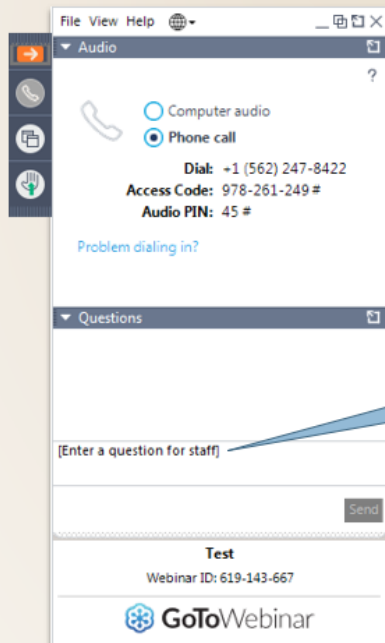
Presenter(s):
Sharnice Peters

Webinar Overview

- **Structure of the Webinar**

  - 90-minutes with question breaks.

  - **Slides and resources available for download now** under "Handouts" in the GoToWebinar Sidebar.

  - The webinar is being recorded and will be published on the ACF YouTube channel.

Presenter(s):
Melissa Torgerson

GoToWebinar Question Box

- **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 end of the webinar or via an e-mail from APPRISE.

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

Enter text here to ask a question.

Click this button to expand sidebar.

Presenter(s): Melissa Torgerson

Presentation Outline

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Presenter(s):
Melissa Torgerson

Audience Poll Question #1

QUICKPOLL

Which of the following best describes your role and experience with the LIHEAP Household Report (HHR)?

Please select one:

- **LIHEAP Coordinator – Experienced with the HHR**

- **Newer LIHEAP Coordinator – Limited Experience with the HHR**

- **State LIHEAP Staff Member Who Works on the HHR**

- **Contractor Who Helps Complete the Report**

- **None of the Above (OCS staff, OCS contractors, etc.)**

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Presenter(s):
Melissa Torgerson

Basics of the Household Report

Overview of the Household Report
History and Purpose

- 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.

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

- 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
Example of Household Report Data

LIHEAP Heating Assistance Recipient Households by Percent of HHS Poverty Guideline – National – Fiscal Year 2020

9.0%

9.7%

37.4%

16.4%

27.5%

- Assisted Households – <75% Poverty – Heating
- Assisted Households – 75%–100% Poverty – Heating
- Assisted Households – 101%–125% Poverty – Heating
- Assisted Households – 126%–150% Poverty – Heating
- Assisted Households – >150% Poverty – Heating
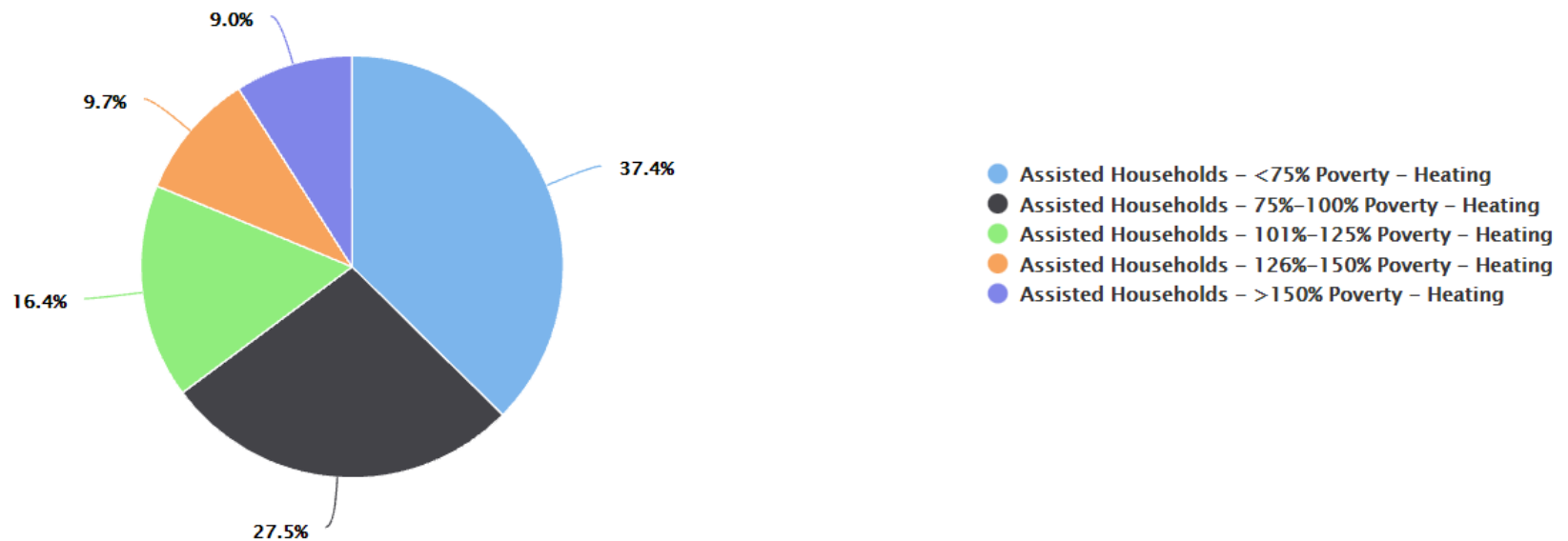
- Charts and tables with Household Report data are available in the LIHEAP Data Warehouse under "Standard Reports".

Presenter(s):
Dan Bausch

Overview of the Household Report
Relation to Other Reports
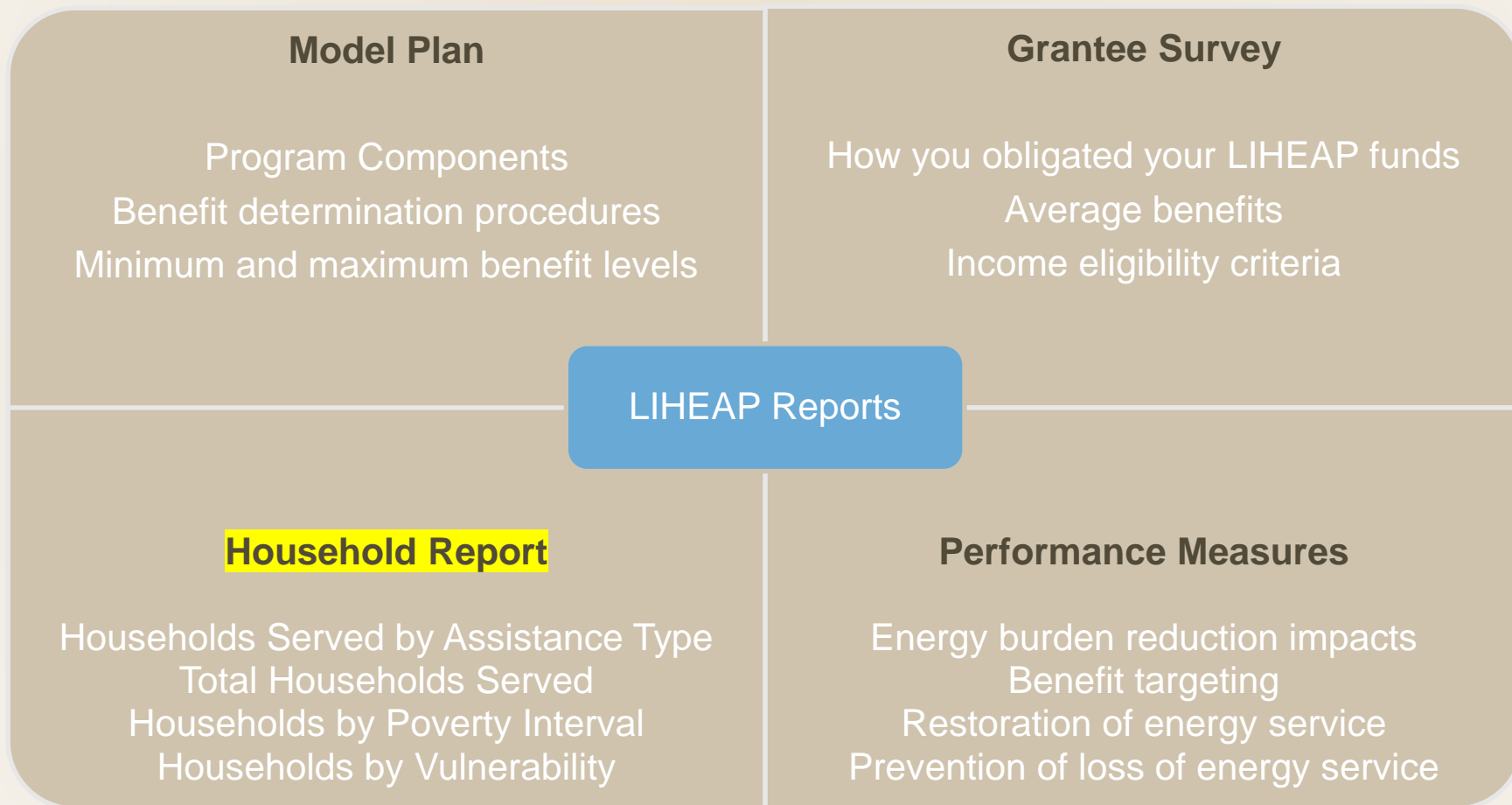
Model Plan

Program Components
Benefit determination procedures
Minimum and maximum benefit levels

Grantee Survey

How you obligated your LIHEAP funds
Average benefits
Income eligibility criteria

LIHEAP Reports

Household Report

Households Served by Assistance Type
Total Households Served
Households by Poverty Interval
Households by Vulnerability

Performance Measures

Energy burden reduction impacts
Benefit targeting
Restoration of energy service
Prevention of loss of energy service

Presenter(s):
Dan Bausch

New Updates to the Household Report
Changes Last Year for the FY 2020 Report

- Last year, HHS revised the Household Report to include new lines for supplemental funding releases. These changes were made to allow HHS to separately identify the impact of supplemental federal LIHEAP funding.

- For each type of assistance, there were two lines required for reporting:
    1. Total Households
    2. The subset of households assisted with LIHEAP CARES Act funds

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. Heating (CARES Act funding only)	☐	
3. Heating (Reserved for other supplemental funding)		

- **A third line was reserved for other supplemental funding releases, but not open or editable in last year's FY 2020's report.**

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Presenter(s):
Dan Bausch

New Updates to the Household Report
Award of Supplemental ARPA Funds

- In March of 2021, the President signed into law the American Rescue Plan Act of 2021 (ARPA) (Public Law No: 117-2).

- Pursuant to SEC. 2911 of H.R. 1319, as part of the American Rescue Plan Act of 2021, Congress appropriated approximately $4.5 billion in supplemental funds for LIHEAP.

- HHS released the ARPA funds for LIHEAP in May 2021. Any portion of LIHEAP ARPA funds could have ben obligated in FFY 2021 or later during FFY 2022.

- The Dear Colleague Letter announcing the award of LIHEAP American Rescue Plan Act funds notified grantees that they "must track, account for, and report on" these funds. https://www.acf.hhs.gov/ocs/policy-guidance/liheap-dcl-2021-05-supplemental-funding-release-fy-21

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Presenter(s):
Dan Bausch

New Updates to the Household Report
Award of Supplemental ARPA Funds

- The release of ARPA funds meant that grantees **may** have provided assistance to households during FY 2021 with up to three different types of federal LIHEAP funds:

  1. **Regular LIHEAP Funds**, including Block Grant funds or Reallotment Funds

  2. **LIHEAP CARES Act Funds**

  3. **LIHEAP ARPA Funds**

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Presenter(s):
Dan Bausch

New Updates to the Household Report
Updates for the FY 2021 Report

- Because ARPA funds were released during FY 2021, HHS has opened the third line on the report.

- For each type of assistance, <u>there are now three lines required for reporting</u>:

  1. Total LIHEAP-Assisted Households
  2. The subset of households assisted with LIHEAP CARES Act funds
  3. *NEW:* **The subset of households assisted with LIHEAP ARPA funds**

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. Heating (CARES Act funding only)	☐	
3. Heating (American Rescue Plan Act funding)	☐	

- The reporting of this information assists HHS in identifying and reporting the impacts of supplemental LIHEAP funds on serving eligible households.

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Presenter(s): Dan Bausch

New Updates to the Household Report
Summary

- There are no changes to the form structure or sections for the FY 2021 Household Report.

- For each type of assistance, grantees still report on total households (first line) and the subset of households that were assisted with CARES Act funds (second line).

- **The only change from last year's FY 2020 report is that grantees must now report information on the subset of households that were assisted with LIHEAP ARPA funds during FY 2021 (third line).**

- As with last year's report, the report must be submitted via OLDC.

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Presenter(s):
Dan Bausch

Data Needed
Assisted Households (Sections I to III)

- **For each household *assisted during FFY 2021*, you need the following:**

  1. A Household Indicator to identify households (e.g. a unique ID or other identifier)

  2. Types of assistance received during FFY 2021 and funding sources used for furnishing each type of assistance

  3. Household income/size OR the household poverty level

  4. Elderly member (60+ years old) in the household?

  5. Disabled member in the household?

  6. Child under age six in the household?
     - OPTIONAL for Section VI – Young children under age 3
     - OPTIONAL for Section VI – Young children age 3 to 5

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Presenter(s):
Melissa Torgerson

Data Needed
Applicant Households (Sections IV &V)

- **For each *applicant* household during FFY 2021, you need the following:**

  1. Types of assistance applied for during FFY 2021 and funding sources used for furnishing each type of assistance

  2. Household income/size OR the household poverty level *[When this is available for the household]*

Presenter(s):
Melissa Torgerson

Reporting Rule #1:
Report Total Households (as in the Past)

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. Heating (CARES Act funding only)	☐	
3. Heating (American Rescue Plan Act funding)	☐	

➢ The first line under each type of assistance is used to report total households that received that type of assistance <u>from any federal LIHEAP funds</u>.

  ➢ **Include** all households assisted with:
    ➢ Regular LIHEAP funds (block grant, reallotment, or carried over regular funds)
    ➢ LIHEAP CARES Act funds
    ➢ LIHEAP ARPA funds
  • **Note:** The federal funding type used does not matter for this line.

➢ *Key Point:* **This is consistent with what grantees were required to report in the past (counting all households assisted with federal LIHEAP funds).**

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Presenter(s): Melissa Torgerson

Reporting Rule #2:
Report the subset of CARES Households

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. Heating (CARES Act funding only)	☐	
3. Heating (American Rescue Plan Act funding)	☐	

➢ The second line under each type of assistance is the subset of households that received that assistance from LIHEAP CARES Act funds.

  ➢ **Include** any households who received a benefit for that particular type of assistance that was fully or partially funded with LIHEAP CARES Act funds.

  ➢ **Exclude** households whose benefit for that type of assistance was paid without any LIHEAP CARES Act funds (e.g. only regular LIHEAP funds or LIHEAP ARPA funds were used to provide that assistance to the household).

➢ *Key Point:* **The same households reported here need to be included in the first line as well. The second line is a subset of households in the first line.**

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Reporting Rule #3:
Report the subset of ARPA Households

I. Number of Assisted Households
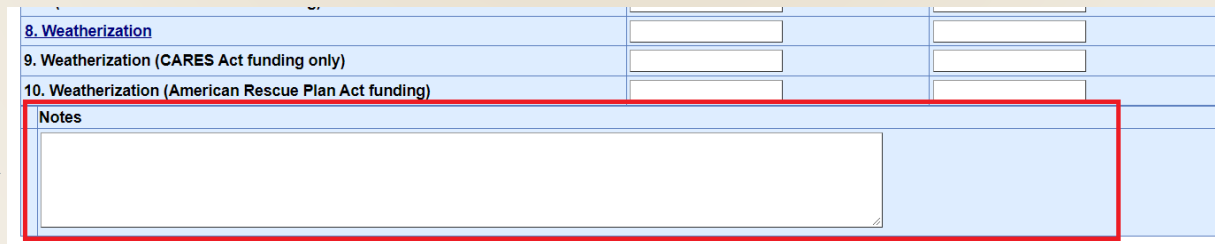
Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Heating (CARES Act funding only)	☐	
3. Heating (American Rescue Plan Act funding)	☐	

➤ The third line under each type of assistance is the subset of households that received that assistance <u>from LIHEAP ARPA funds</u>.

   ➤ **Include** households who received a benefit for that particular type of assistance that was fully or partially funded with LIHEAP ARPA funds.

   ➤ **Exclude** households whose benefit was paid without any LIHEAP ARPA funds (e.g. only regular LIHEAP funds or LIHEAP ARPA funds were used to provide the assistance to the household).

➤ *Key Point :* The same households reported here need to be included in the first line as well. The third line is a subset of households in the first line.

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Presenter(s):
Melissa Torgerson

Reporting Rule #4:
Include Notes to Explain Reporting

- The Household Report includes a **Notes section.**

- If you receive a Warning message in OLDC, you can explain the issue in a note.

- Notes are reviewed and provide useful context. Please do not hesitate to leave notes to explain information that is out of the ordinary or to provide clarification.

- Notes allow for an accurate understanding of the reported data, and OCS uses information from these notes in the Report to Congress.

8. Weatherization		
9. Weatherization (CARES Act funding only)		
10. Weatherization (American Rescue Plan Act funding)		
Notes		

Presenter(s):
Melissa Torgerson

Reporting Rule #4:
Explain Unique Program Features/Nuances

Example:

- 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.

- The Coordinator checks the information and confirms it is correct because they expanded their Cooling Assistance program in FY 2021, resulting in a large increase in households served.

- In the notes, the Coordinator could write:

  - *"The change in the number of households served with Cooling Assistance is correct. In FY 2021, we expanded our Cooling program substantially, resulting in a larger number of households served."*

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Presenter(s):
Melissa Torgerson

Reporting Rule #5:
Reporting "Any Type of Assistance" and "Bill Payment Assistance"

- The Household Report requires grantees to report an **underduplicated** count across different categories of assistance.

- **Bill Payment Assistance** = Report the count of households that received at least one benefit used to pay a share of the household's energy bills and utility deposits. This does not include assistance for weatherization or equipment assistance.

- **Any Type of Assistance** = Report the total count of households that received any LIHEAP assistance, including bill payment assistance, weatherization, or equipment assistance.

Example with three households that received assistance:

Household Scenarios	Number of Assisted Households by Type of LIHEAP Assistance		
	Heating	**Cooling**	**Wxz.**
Household A receives a heating benefit	1	0	0
Household B receives a heating benefit and a cooling benefit	1	1	0
Household C receives weatherization	0	0	1
Any Type of Assistance	3		
Bill Payment Assistance	2		

Presenter(s): Melissa Torgerson

Audience Poll Question #2

The Jackson household received an initial Heating benefit from CARES funds and later received a second Heating benefit from ARPA funds.

Which of the three Heating Assistance lines in the Household Report should include the Jackson household?

Please select one:

- **Both the second and third lines, but not the first line**
- **All three lines**
- **Only the ARPA line**
- **I'm not sure**

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. Heating (CARES Act funding only)	☐	
3. Heating (American Rescue Plan Act funding)	☐	

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Presenter(s): Melissa Torgerson

Section I:
Number of Assisted Households

Overview of Section I

- Report the number of households that received…

  - Heating Assistance (Lines 1 to 3)

  - Cooling Assistance (Lines 4 to 6)

  - Crisis Assistance (Lines 7a to 7r)

  - Weatherization Assistance (Lines 8 to 10)

  - Any Type of LIHEAP Assistance (Lines 11 to 13)

  - Bill Payment Assistance (Lines 14 to 16)

  - Nominal Payments for SNAP Partnership (Lines 17 to 19)

Presenter(s):
Dan Bausch

Heating 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. Heating (CARES Act funding only)	☐	
3. Heating (American Rescue Plan Act funding)	☐	
4. Cooling	☐	
5. Cooling (CARES Act funding only)	☐	
6. Cooling (American Rescue Plan Act funding)	☐	
7. Crisis		
a. Year Round	☐	
b. Year Round (CARES Act funding only)	☐	
c. Year Round (American Rescue Plan Act funding)	☐	

Presenter(s):
Dan Bausch

Topic #1 – Heating Assistance
Which households are counted?

❑ Report any household that received LIHEAP assistance *to pay a share of a household's heating bills using funds allocated for regular Heating Assistance.*

❑ Grantees have varying criteria for defining assistance as Heating Assistance. This can include assistance provided during a specific time of year or assistance based on a distinct application process.

❑ For some states, Heating Assistance may also include:
  ❑ Households that received expedited heating assistance (more on slide 32)
  ❑ Households that received heating equipment repair/replacement on a non-emergency basis (more on slide 33)

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Presenter(s):
Dan Bausch

Topic #1 – Heating Assistance
Expedited Heating Assistance

- If a grantee provides expedited heating assistance to households in a crisis situation:

  - Report those households served with expedited heating 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).

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Presenter(s):
Dan Bausch

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 once under Heating Assistance.

  ❑ Include a note indicating the number of households that received <u>only</u> non-emergency repair or replacement using heating funds and the number that received both a non-emergency repair or replacement and a regular Heating Assistance benefit.

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Presenter(s):
Dan Bausch

Topic #1 – Heating Assistance
Reporting Reminders

- *Time Period* - Report households assisted during <u>Federal</u> Fiscal Year FY 2021 (October 1, 2020 to September 30, 2021)

- *Multiple Benefits* – Report each household only once per line, even if a household got multiple Heating Assistance benefits from the same funding source.

- *Funds Uses* – If a household was assisted with **any** LIHEAP dollars, it should be included in the Household Report.

- **Line 1** – Report all households that received Heating Assistance from ANY federal LIHEAP funds

- **Line 2** – Report all households that received Heating Assistance *fully or partially* funded by CARES Act funds (e.g. the subset from Line 1)

- **Line 3** – Report all households that received Heating Assistance *fully or partially* funded by ARPA funds (e.g. the subset from Line 1)

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Presenter(s): Dan Bausch

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. Heating (CARES Act funding only)	☐	
3. Heating (American Rescue Plan Act funding)	☐	
4. Cooling	☐	
5. Cooling (CARES Act funding only)	☐	
6. Cooling (American Rescue Plan Act funding)	☐	
7. Crisis		
a. Year Round	☐	
b. Year Round (CARES Act funding only)	☐	
c. Year Round (American Rescue Plan Act funding)	☐	

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Presenter(s):
Dan Bausch

Topic #1 – Cooling Assistance
Which households are counted?

❑ Report any household that received LIHEAP assistance *to pay a share of a household's cooling bills using funds allocated for regular Cooling Assistance.*

❑ Grantees have varying criteria for defining assistance as Cooling Assistance. This can include assistance provided during a specific time of year or assistance based on a distinct application process.

❑ For some states, Cooling Assistance may also include:
  ❑ Households that received cooling equipment repair/replacement on a non-emergency basis (more on slide 33)

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Presenter(s):
Dan Bausch

Topic #1 – Cooling Assistance
Reporting Reminders

- *Time Period* - Report households assisted during <u>Federal</u> Fiscal Year FY 2021 (October 1, 2020 to September 30, 2021)

- *Multiple Benefits* – Report each household only once per line, even if a household got multiple Cooling Assistance benefits from the same funding source.

- *Funds Uses* – If a household was assisted with **any** LIHEAP dollars, it should be included in the Household Report.

- **Line 4** - Report all households that received Cooling Assistance using ANY federal LIHEAP funds

- **Line 5** – Report all households that received Cooling Assistance *fully or partially* funded by CARES Act funds (e.g. the subset from Line 4)

- **Line 6** – Report all households that received Cooling Assistance *fully or partially* funded by ARPA funds (e.g. the subset from Line 4)

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Presenter(s):
Dan Bausch

Crisis Assistance

4. Cooling	☐	
5. Cooling (CARES Act funding only)	☐	
6. Cooling (American Rescue Plan Act funding)	☐	
7. Crisis	☐	
a. Year Round	☐	
b. Year Round (CARES Act funding only)	☐	
c. Year Round (American Rescue Plan Act funding)	☐	
d. Winter	☐	
e. Winter (CARES Act funding only)	☐	
f. Winter (American Rescue Plan Act funding)	☐	
g. Summer	☐	
h. Summer (CARES Act funding only)	☐	
i. Summer (American Rescue Plan Act funding)	☐	
j. Emergency Furnace Repair & Replacement	☐	
k. Emergency Furnace Repair & Replacement (CARES Act funding only)	☐	
l. Emergency Furnace Repair & Replacement (American Rescue Plan Act funding)	☐	
m. [ ]	☐	
n.(CARES Act funding only)	☐	
o. (American Rescue Plan Act funding)	☐	
p. [ ]	☐	
q.(CARES Act funding only)	☐	
r. (American Rescue Plan Act funding)	☐	
8. Weatherization	☐	
9. Weatherization (CARES Act funding only)	☐	
10. Weatherization (American Rescue Plan Act funding)	☐	

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Presenter(s):
Dan Bausch

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 an expedited timeframe after a request for assistance.

  ❑ Grantees set their own criteria for Crisis Assistance, defined in their Model Plans.

❑ Five categories of Crisis Assistance can be reported in the Household Report form:

  1. Year Round Crisis
  2. Winter Crisis
  3. Summer Crisis
  4. Emergency Furnace Repair & Replacement
  5. Other Crisis Assistance

Presenter(s): Dan Bausch

Topic #1 – Crisis Assistance
Year-Round, Winter, and Summer Crisis Assistance

- **Year Round Crisis Assistance**
  - Typically includes crisis assistance provided throughout the year, rather than seasonally.

- **Winter Crisis Assistance**
  - Typically includes crisis assistance provided under the same timeline as a state's heating assistance program.

- **Summer Crisis Assistance**
  - Typically includes crisis assistance provided under the same timeline as a state's cooling assistance program.

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Presenter(s):
Dan Bausch

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 an expedited timeframe.

❑ 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)

❑ 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?")

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Presenter(s):
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 <u>not</u> intended for reporting a grantee's primary crisis bill payment assistance or emergency equipment repair and replacement assistance households.

- ❑ Examples of "Other Crisis Assistance"
    - ❑ A special pandemic crisis program component separate from your winter or year-round crisis program
    - ❑ Shelter assistance

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Presenter(s):
Dan Bausch

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

❑ The Household Report includes two "open" boxes under Crisis Assistance (Lines 7m to 7r). 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).

m.	☐	
n.(CARES Act funding only)	☐	
o. (American Rescue Plan Act funding)	☐	
p.	☐	
q.(CARES Act funding only)	☐	
r. (American Rescue Plan Act funding)	☐	

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Presenter(s):
Dan Bausch

Topic #1 – Crisis Assistance
Reporting Reminders

- *Time Period* - Report households assisted during <u>Federal</u> Fiscal Year FY 2021 (October 1, 2020 to September 30, 2021)

- *Multiple Benefits* – Report each household only once per line, even if a household got multiple benefits from the same funding source for that Crisis Assistance type.

- *Funds Uses* – If a household was assisted with **any** LIHEAP dollars, it should be included in the Household Report.

- **First Line for Each Crisis Type** - Report all households that received that type of Crisis Assistance using ANY federal LIHEAP funds

- **Second Line for Each Crisis Type -** Report all households that received that type of Crisis Assistance *fully or partially* funded by CARES Act funds (e.g. the subset from first line)

- **Third Line for Each Crisis Type –** Report all households that received that type of Crisis Assistance *fully or partially* funded by ARPA funds (e.g. the subset from first line)

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Presenter(s):
Dan Bausch

Weatherization Assistance

p. [_____]	☐	[_____]
q.(CARES Act funding only)	☐	[_____]
r. (American Rescue Plan Act funding)	☐	[_____]
8. Weatherization	☐	[_____]
9. Weatherization (CARES Act funding only)	☐	[_____]
10. Weatherization (American Rescue Plan Act funding)	☐	[_____]
11. Any type of LIHEAP assistance	☐	[_____]
12. Any type of LIHEAP assistance (CARES Act funding only)	☐	[_____]
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	☐	[_____]

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Presenter(s):
Melissa Torgerson

Topic #1 – Weatherization Assistance
Which households are counted?

❑ Report households that received low-cost residential weatherization and other energy-related home repairs with LIHEAP funds designated for Weatherization Assistance.

❑ Report households that received equipment repair and replacement <u>if funds allocated to Weatherization Assistance were used</u>.

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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.

❑ **In this situation, Grantees need to obtain household-level data from their subgrantees or program partners to report on households**.

❑ Household-level data is needed to confirm an accurate count of households that received "Any Type of LIHEAP Assistance" (Lines 11, 12, and 13 of Section I) by matching 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

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Topic #1 – Weatherization Assistance
Reporting Reminders

- *Time Period* - Report households assisted during <u>Federal</u> Fiscal Year FY 2021 (October 1, 2020 to September 30, 2021)

- *Multiple Benefits* – Report each household only once per line, even if a household received Weatherization Assistance more than once.

- *Funds Uses* – If a household was assisted with **any** LIHEAP weatherization dollars, it should be included in the Household Report.

- **Line 8** - Report all households that received Weatherization Assistance using ANY federal LIHEAP funds

- **Line 9** – Report all households that received Weatherization Assistance *fully or partially* funded by CARES Act funds (e.g. the subset from Line 8)

- **Line 10** – Report all households that received Weatherization Assistance *fully or partially* funded by ARPA funds (e.g. the subset from Line 8)

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Any Type of LIHEAP Assistance

8. Weatherization	☐	
9. Weatherization (CARES Act funding only)	☐	
10. Weatherization (American Rescue Plan Act funding)	☐	
11. Any type of LIHEAP assistance	☐	
12. Any type of LIHEAP assistance (CARES Act funding only)	☐	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	☐	
14. Bill Payment Assistance	☐	
15. Bill Payment Assistance (CARES Act funding only)	☐	
16. Bill Payment Assistance (American Rescue Plan Act funding)	☐	

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Presenter(s):
Melissa Torgerson

Topic #1 – Any Type of LIHEAP Assistance
Which households are counted?

❑ Report the total **<u>unduplicated</u>** count of all households that received any type of LIHEAP Assistance.

❑ This includes households that received:
- ❑ Bill payment assistance (heating, cooling, crisis to help pay share of bills)
- ❑ Weatherization assistance
- ❑ Equipment repair/replacement assistance

❑ This does <u>not</u> include households that only received:
- ❑ SNAP households that only received a nominal LIHEAP benefit (if applicable).
- ❑ Assistance provided exclusively with non-federal or state funds (these households should not be included anywhere in the Household Report)

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Presenter(s):
Melissa Torgerson

Topic #1 – Any Type of LIHEAP Assistance
What to Expect Based on Your Programs

❑ **If households can receive more than one type of assistance in a fiscal year:**

  ❑ The "Any Type" count should be less than the sum of households reported for each assistance type.

  ❑ <u>Example</u>: Any Type < (Heating + Cooling + Crisis)

❑ **If households can only receive one type of assistance per year:**

  ❑ The "Any Type" count should be equal to the sum of households reported for each assistance type

  ❑ <u>Example</u>: Any Type = (Heating + Cooling + Crisis)

❑ **If households must all receive heating assistance prior to any other type of assistance:**

  ❑ The "Any Type" count should be equal to the Heating Assistance count.

  ❑ <u>Example</u>: Any Type = Heating

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Melissa Torgerson

Lines 14-16 – Bill Payment Assistance

11. Any type of LIHEAP assistance	☐	
12. Any type of LIHEAP assistance (CARES Act funding only)	☐	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	☐	
14. Bill Payment Assistance	☐	
15. Bill Payment Assistance (CARES Act funding only)	☐	
16. Bill Payment Assistance (American Rescue Plan Act funding)	☐	
17. Nominal Payments	☐	
18. Nominal Payments (CARES Act funding only)	☐	
19. Nominal Payments (American Rescue Plan Act funding)	☐	

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Presenter(s):
Melissa Torgerson

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

❑ For this item, report an <u>unduplicated count</u> of households that received any type of bill payment assistance.

❑ Bill payment assistance is when a household is provided with a LIHEAP benefit *to pay a share of a household's energy bills and utility deposits.*

❑ *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 to Expect Based on Your Programs

- **If you did NOT provide weatherization or equipment repair/replacement using LIHEAP:**
  - The "Bill Payment Assistance" count should be <u>equal to</u> the "Any Type of LIHEAP Assistance" count because all assisted households received bill payment assistance.

- **If you provided weatherization or equipment repair/replacement and all households that received those also received bill payment assistance:**
  - The "Bill Payment Assistance" count should be <u>equal to</u> the "Any Type of LIHEAP Assistance" count because all assisted households received bill payment assistance.

- **If you provided weatherization or equipment repair/replacement and some of those households only received those services:**
  - The "Bill Payment Assistance" count should be <u>less than</u> the "Any Type of LIHEAP Assistance" count because some assisted households did not receive bill payment assistance.

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Line #7 – Nominal Payments

14. Bill Payment Assistance	☐	
15. Bill Payment Assistance (CARES Act funding only)	☐	
16. Bill Payment Assistance (American Rescue Plan Act funding)	☐	
17. Nominal Payments	☐	
18. Nominal Payments (CARES Act funding only)	☐	
19. Nominal Payments (American Rescue Plan Act funding)	☐	

Presenter(s):
Melissa Torgerson

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.

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

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

Presenter(s):
Melissa Torgerson

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

❑ 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).
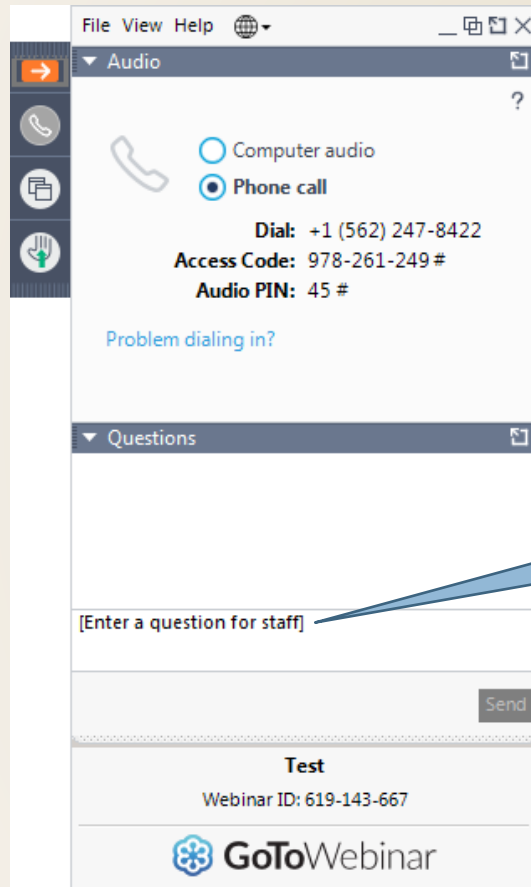
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Section I Continued:
Examples for Reporting Based on Different Uses of Supplemental Funds

ADMINISTRATION FOR
CHILDREN & FAMILIES

Scenario #1
Grantee X Provides Supplemental Benefits

Heating Assistance

☐ Grantee X provided 5,000 households with Heating Assistance using their regular LIHEAP funds.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	
3. Heating (American Rescue Plan Act funding)	
7. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	
9. Weatherization (CARES Act funding only)	
10. Weatherization (American Rescue Plan Act funding)	
11. Any type of LIHEAP assistance	
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #1
Grantee X Provides Supplemental Benefits

Heating Assistance

❑ Grantee X provided 5,000 households with Heating Assistance using their regular LIHEAP funds.

❑ When the LIHEAP ARP Act funds were issued, Grantee X decided to use those funds to provide all 5,000 households that got Heating Assistance with a supplemental ARP Act Heating Assistance benefit.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	
3. Heating (American Rescue Plan Act funding)	5,000
7. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	
9. Weatherization (CARES Act funding only)	
10. Weatherization (American Rescue Plan Act funding)	
11. Any type of LIHEAP assistance	
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #1
Grantee X Provides Supplemental Benefits

Heating Assistance

☐ Grantee X provided 5,000 households with Heating Assistance using their regular LIHEAP funds.

☐ When the LIHEAP ARP Act funds were issued, Grantee X decided to use those funds to provide all 5,000 households that got Heating Assistance with a <u>supplemental ARP Act Heating Assistance</u> benefit.

☐ Grantee X had also saved some of their CARES Act LIHEAP allotment for FY 2021. They decided to use those funds to provide a *second* supplemental payment to the 500 households with highest pre-LIHEAP energy burdens

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	500
3. Heating (American Rescue Plan Act funding)	5,000
7. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	
9. Weatherization (CARES Act funding only)	
10. Weatherization (American Rescue Plan Act funding)	
11. Any type of LIHEAP assistance	
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #1
Grantee X Provides Supplemental Benefits

Heating Assistance

- Grantee X provided 5,000 households with Heating Assistance using their regular LIHEAP funds.

- When the LIHEAP ARP Act funds were issued, Grantee X decided to use those funds to provide all 5,000 households that got Heating Assistance with a supplemental ARP Act Heating Assistance benefit.

- Grantee X had also saved some of their CARES Act LIHEAP allotment for FY 2021. They decided to use those funds to provide a second supplemental payment to the 500 households with highest pre-LIHEAP energy burdens

- Because the supplemental benefits were offered *in addition to* the regular LIHEAP benefit for each household, the unduplicated count of households receiving heating assistance is 5,000.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	500
3. Heating (American Rescue Plan Act funding)	5,000
7. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	
9. Weatherization (CARES Act funding only)	
10. Weatherization (American Rescue Plan Act funding)	
11. Any type of LIHEAP assistance	
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #1
Grantee X Provides Supplemental Benefits

Crisis & Weatherization

☐ Grantee X did not issue any Crisis or Weatherization Assistance using CARES or ARPA funds.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	500
3. Heating (American Rescue Plan Act funding)	5,000
7. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	
9. Weatherization (CARES Act funding only)	0
10. Weatherization (American Rescue Plan Act funding)	0
11. Any type of LIHEAP assistance	
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #1
Grantee X Provides Supplemental Benefits

Crisis & Weatherization

☐ Grantee X did not issue any Crisis or Weatherization Assistance using CARES or ARPA funds.

☐ However, they did serve 2,000 households with Crisis Assistance and 500 households with Weatherization assistance using regular LIHEAP funds. So, we can fill in Lines 7a and 8 accordingly.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	500
3. Heating (American Rescue Plan Act funding)	5,000
7. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	500
9. Weatherization (CARES Act funding only)	0
10. Weatherization (American Rescue Plan Act funding)	0
11. Any type of LIHEAP assistance	
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

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Scenario #1
Grantee X Provides Supplemental Benefits

Any Type of Assistance

❑ After de-duplicating households that received Heating Assistance, Crisis Assistance, and Weatherization Assistance, Grantee X indicates that 6,000 households received ANY Type of Assistance.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	500
3. Heating (American Rescue Plan Act funding)	5,000
7. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	500
9. Weatherization (CARES Act funding only)	0
10. Weatherization (American Rescue Plan Act funding)	0
11. Any type of LIHEAP assistance	6,000
12. Any type of LIHEAP assistance (CARES Act funding only)	500
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	5,000

Scenario #1
Grantee X Provides Supplemental Benefits

Any Type of Assistance

- After de-duplicating households that received Heating Assistance, Crisis Assistance, and Weatherization Assistance, Grantee X indicates that 6,000 households received ANY Type of Assistance.

- However, since ARPA and CARES funds were only used to provide supplemental benefits, and were not used for Crisis or Weatherization, we know the counts on Lines 12 and Line 13 should match Line 2 and Line 3 respectively.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	500
3. Heating (American Rescue Plan Act funding)	5,000
7. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	500
9. Weatherization (CARES Act funding only)	0
10. Weatherization (American Rescue Plan Act funding)	0
11. Any type of LIHEAP assistance	6,000
12. Any type of LIHEAP assistance (CARES Act funding only)	500
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	5,000

Scenario #2
Grantee Y Serves New Households

Heating Assistance

❑ Like Grantee X, Grantee Y also provided 5,000 households with Heating Assistance using their regular LIHEAP funds.

❑ However, Grantee Y decided to use their CARES and ARPA funds to provide <u>additional</u> households with Heating Assistance.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	
3. Heating (American Rescue Plan Act funding)	
7. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	
9. Weatherization (CARES Act funding only)	
10. Weatherization (American Rescue Plan Act funding)	
11. Any type of LIHEAP assistance	
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2
Grantee Y Serves New Households

Heating Assistance

- ❑ Like Grantee X, Grantee Y also provided 5,000 households with Heating Assistance using their regular LIHEAP funds.

- ❑ However, Grantee Y decided to use their CARES and ARPA funds to provide <u>additional</u> households with Heating Assistance.

  - ❑ 3,000 new households received Heating Assistance from the LIHEAP CARES funds and;

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	
7. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	
9. Weatherization (CARES Act funding only)	
10. Weatherization (American Rescue Plan Act funding)	
11. Any type of LIHEAP assistance	
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2
Grantee Y Serves New Households

Heating Assistance

- ❑ Like Grantee X, Grantee Y also provided 5,000 households with Heating Assistance using their regular LIHEAP funds.

- ❑ However, Grantee Y decided to use their CARES and ARPA funds to provide <u>additional</u> households with Heating Assistance.

  - ❑ 3,000 new households received Heating Assistance from the LIHEAP CARES funds and;

  - ❑ 2,000 new households received Heating Assistance from the ARP Act funds.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	2,000
7. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	
9. Weatherization (CARES Act funding only)	
10. Weatherization (American Rescue Plan Act funding)	
11. Any type of LIHEAP assistance	
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2
Grantee Y Serves New Households

Heating Assistance

❑ Like Grantee X, Grantee Y also provided 5,000 households with Heating Assistance using their regular LIHEAP funds.

❑ However, Grantee Y decided to use their CARES and ARPA funds to provide <u>additional</u> households with Heating Assistance.

   ❑ 3,000 new households received Heating Assistance from the LIHEAP CARES funds and;

   ❑ 2,000 new households received Heating Assistance from the ARP Act funds.

❑ Because the households served with each of type of funds are mutually exclusive groups, we see that the total number of households served with heating assistance is 10,000.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	10,000
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	2,000
7. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	
9. Weatherization (CARES Act funding only)	
10. Weatherization (American Rescue Plan Act funding)	
11. Any type of LIHEAP assistance	
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

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Scenario #2
Grantee Y Serves New Households

Crisis & Weatherization

❑ Like Grantee X, Grantee Y did not issue any Crisis or Weatherization Assistance using CARES or ARPA funds.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	10,000
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	2,000
7. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	
9. Weatherization (CARES Act funding only)	0
10. Weatherization (American Rescue Plan Act funding)	0
11. Any type of LIHEAP assistance	
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2
Grantee Y Serves New Households

Crisis & Weatherization

- ☐ Like Grantee X, Grantee Y did not issue any Crisis or Weatherization Assistance using CARES or ARPA funds.

- ☐ However, they did serve 2,000 households with Crisis Assistance and 500 households with Weatherization assistance using regular LIHEAP funds. So, we can fill in Lines 7a and 8 accordingly.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	10,000
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	2,000
7. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	500
9. Weatherization (CARES Act funding only)	0
10. Weatherization (American Rescue Plan Act funding)	0
11. Any type of LIHEAP assistance	
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2
Grantee Y Serves New Households

Any Type of Assistance

☐ After de-duplicating households that received Heating Assistance, Crisis Assistance, and Weatherization Assistance, Grantee X indicates that 10,500 households received ANY Type of Assistance.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	10,000
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	2,000
7. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
m. _____.	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	500
9. Weatherization (CARES Act funding only)	0
10. Weatherization (American Rescue Plan Act funding)	0
11. Any type of LIHEAP assistance	10,500
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2
Grantee Y Serves New Households

Any Type of Assistance

❑ After de-duplicating households that received Heating Assistance, Crisis Assistance, and Weatherization Assistance, Grantee Y indicates that 10,500 households received ANY Type of Assistance.

❑ However, since ARPA and CARES funds were only used to provide heating benefits, and were not used for Crisis or Weatherization, we know the counts on lines 12 and 13 should match Lines 2 and Line 3 respectively.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	10,000
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	2,000
7. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	500
9. Weatherization (CARES Act funding only)	0
10. Weatherization (American Rescue Plan Act funding)	0
11. Any type of LIHEAP assistance	10,500
12. Any type of LIHEAP assistance (CARES Act funding only)	3,000
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	2,000

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Section II:
Number of Assisted Households by Poverty Interval

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

❑ For Section II, report the count of assisted households <u>by poverty interval</u> for Heating, Cooling, Crisis, and Weatherization Assistance.

❑ 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.

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

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. Heating (CARES Act funding only)					
3. Heating (American Rescue Plan Act funding)					
4. Cooling					
5. Cooling (CARES Act funding only)					
6. Cooling (American Rescue Plan Act funding)					

I. Number of Assisted Households

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

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Melissa Torgerson

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

When determining eligibility for FY 2021, grantees have a few options:

1. Use the FY 2020 HHS Poverty Guidelines.

2. Use the FY 2021 State Median Income (SMI).

3. If a program component began after the start of the calendar year, use the FY 2021 HHS Poverty Guidelines.

4. Switch to the FY 2021 HHS Poverty Guidelines when these guidelines come into effect (mid-year).

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

❏ Report households in Section II according to the income standard used at the beginning of the fiscal year: **the *2020 HHS Poverty Guidelines***

   ❏ They are available here: https://www.acf.hhs.gov/ocs/policy-guidance/liheap-im-2020-01-hhs-poverty-guidelines-optional-use-ffy-2020-and-mandatory

❏ If grantees changed the income guidelines they were using mid-year (i.e. used FY 2021 HHS PG after they came into effect rather than use FY 2020 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.

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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 gross income.
   - ❑ 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 2020 HHS Poverty Guidelines for that household size.

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

Presenter(s):
Melissa Torgerson

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

❑ In general, there should be <u>not</u> 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):
Melissa Torgerson

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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. Heating (CARES Act funding only)				
3. Heating (American Rescue Plan Act funding)				
4. Cooling				
5. Cooling (CARES Act funding only)				
6. Cooling (American Rescue Plan Act funding)				

Presenter(s): Dan Bausch

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

❑ The LIHEAP Statute specifies three separate vulnerability groups:

1. Households with an <u>elderly member</u> (defined as a person 60 years or older)

2. Households with a <u>young child</u> (defined as a person age 5 years or under)

3. Households with a <u>disabled member</u> (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):
Dan Bausch

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

❑ These items are needed for Section III for each type of assistance and "Any Type of LIHEAP Assistance":

1. The count of assisted households with an elderly member

2. The count of assisted households with a young child

3. The count of assisted households with a disabled member

4. The count of assisted households with <u>one or more</u> of the three vulnerability types (elderly, young child, or disabled).

❑ 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
Identifying Vulnerable Households

❑ 4 steps to identify households with vulnerable members:

1. Collect information as part of the application/intake process

2. Store data in your data management system

3. Create an indicator field for each vulnerable member type to mark whether or not a household contains a vulnerable member. (e.g. three yes/no or 0/1 fields)

4. Create a "any vulnerability" indicator field to mark whether a household contains any of the three vulnerable member types.

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Dan Bausch

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❑ In Column D, "Elderly, Disabled, or Young Child", report the count of households 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. Households can have more than one of the vulnerability types.**

  ❑ In general, this count of households should be less than the sum of elderly, disabled, and young child households for each type of assistance.

Presenter(s):
Dan Bausch

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

❑ Example:
   ❑ Household A has an elderly member and a disabled member
   ❑ Household B has a disabled member and a young child
   ❑ Household C has an elderly member
   ❑ Household D has no vulnerable members

Household Scenarios	Elderly	Disabled	Young Child	Any Type of Vulnerability
Household A	Yes	Yes	No	Yes
Household B	No	Yes	Yes	Yes
Household C	Yes	No	No	Yes
Household D	No	No	No	No
Total Households to Report	**2**	**2**	**1**	**3**

Presenter(s): Dan Bausch

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Note on Section VI Reporting
Optional Data

❑ Section VI allows grantees to report additional information on young child households.

❑ Section VI is not required, and you can submit your final Household Report without completing Section VI.

❑ Section VI includes two reporting items:

   ❑ Report the number of assisted households with at least one child who is 2 years or under.

   ❑ Report the number of assisted households with at least one child who is between 3 years old and 5 years old.

Presenter(s):
Dan Bausch

Section IV:
Number of Applicant Households

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Topic #4 – Applicant Households
Which households are 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.

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Dan Bausch

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Topic #4 – Applicant Households
Which households are ARPA applicants?

❑ If a grantee <u>expended</u> any LIHEAP CARES or ARPA funds to provide households with benefits during FFY 2021 for a type of assistance, you need to count and report the number of applicant households corresponding to that type of assistance.

- o Grantees can use different approaches to report this:

  1. If a grantee had a separate application form or process for a household to apply to receive a CARES or ARPA-funded benefit, grantees can report the number of households that used that form or process.

  2. If a grantee did not have a distinct application form or process to apply to receive an CARES or ARPA-funded benefit, the grantee can:

     - o Report the total number of households that applied for that type of assistance, repeating the information reported for the first line; or

     - o Report the number of households that applied for that type of assistance after you began issuing ARPA funded benefits.

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 2021, but applied in FFY 2020, be included in Section IV?

  ❑ No, only households that applied during the federal fiscal year (FFY 2021) should be included in Section IV.

❑ If households that applied in the previous federal fiscal year received assistance during FFY 2021, 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.

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Dan Bausch

Section V:
Number of Applicant Households by Poverty Interval

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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	Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	F. Income data unavailable
1. Heating						
2. Heating (CARES Act funding only)						
3. Heating (American Rescue Plan Act funding)						
4. Cooling						
5. Cooling (CARES Act funding only)						
6. Cooling (American Rescue Plan Act funding)						

❑ Report the number of applicant households <u>by poverty interval</u> for each type of assistance reported in Section IV.

❑ The same reporting guidelines described for Section II for identifying and reporting households by poverty interval apply for Section V.

❑ Since some applicants may not have submitted complete income information, Section V includes a column to report households where income data was unavailable (column F).

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Presenter(s):
Dan Bausch

Final Reminders

ADMINISTRATION FOR
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Final Reminders
Household Report Changes

- There are no changes to the form structure or sections for the FY 2021 Household Report.

- For each type of assistance, grantees still report on total households (first line) and the subset of households that were assisted with CARES Act funds (second line).

- **The only change from last year's FY 2020 report is that grantees must now report information on the subset of households that were assisted with LIHEAP ARPA funds during FY 2021 for each type of assistance (third line).**

  - To complete the final report, grantees need to use their data reporting systems to identify households that received any LIHEAP ARP Act funds.

  - Grantees facing challenges with understanding the reporting requirements should contact APPRISE.

Presenter(s):
Melissa Torgerson

Final Reminders
Due Dates, Submission, Validation

❑ **Final Household Report – due in OLDC on December 31, 2021.**
  ❑ The final Household Report <u>must contain final data</u> from grantee tracking systems and program records.

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

❑ The Household Report does include validation checks in OLDC. If you receive any messages that you are unsure about or which prevent you from submitting your report, please contact APPRISE.

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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.

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

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

  - If either a warning or error message appears and you are unable to resolve it, contact APPRISE for assistance.

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):
Melissa Torgerson

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):
Melissa Torgerson

Final Reminders
Household Report Resources

❑ **2020 HHS Poverty Guidelines to use for Poverty Intervals:**

  ❑ https://www.acf.hhs.gov/ocs/policy-guidance/liheap-im-2020-01-hhs-poverty-guidelines-optional-use-ffy-2020-and-mandatory

❑ **Household Report AT and Instructions:**

  ❑ https://www.acf.hhs.gov/ocs/policy-guidance/liheap-2021-05-household-report-fy2021

❑ **"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

❑ **Required Reports Support on the LIHEAP PMW:**
  ❑ https://liheappm.acf.hhs.gov/required-reports/

Presenter(s):
Melissa Torgerson

Audience Poll Question #2

QUICKPOLL

How confident are you that you understand how to correctly complete the FY 2021 Household Report?
Please select one:

- **Very Confident**

- **Somewhat Confident**
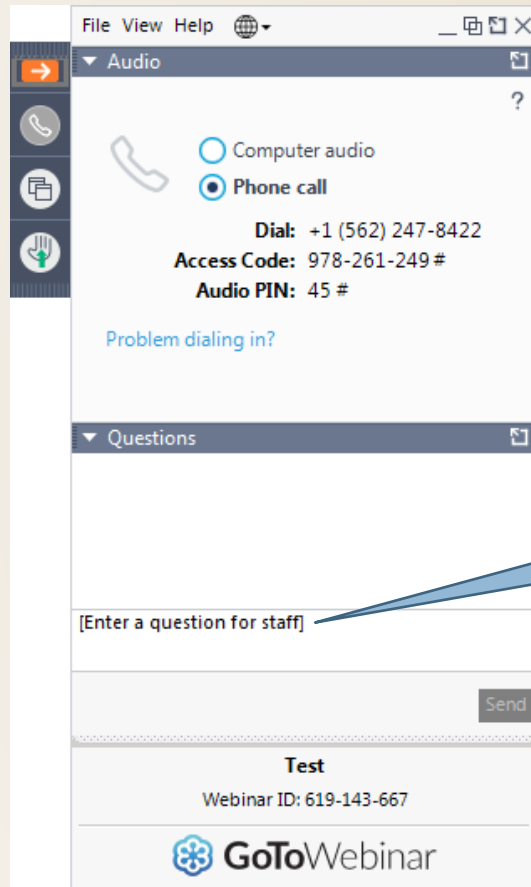
- **Not Too Confident**

- **Not at all Confident**

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
  - Connor Priest, connor-priest@appriseinc.org; 609-252-9009
  - Pragya Chauhan, Pragya-Chauhan@appriseinc.org; 609-252-8011
  - Thomas Hanes, Tom-Hanes@appriseinc.org; 609-252-9055
  - Nicolas Mititelu, nicolas-mititelu@appriseinc.org; 609-252-0035
  - Moiz Jehangir, Moiz-Jehangir@appriseinc.org; 609-252-9052
  - Melissa Torgerson, melissa@verveassociates.net; 503-706-2647
  - Daniel Bausch, Daniel-Bausch@appriseinc.org; 609-252-9050

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