

# FY 2020 Household Report: *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

**December 9, 2020**

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# Welcome

- **Purpose of This Webinar**

- To furnish an in-depth overview of the FY 2020 Household Report, including a line-by-line review of each reporting item and instruction.
- To explain the new reporting requirements for CARES Act funds.
- 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.

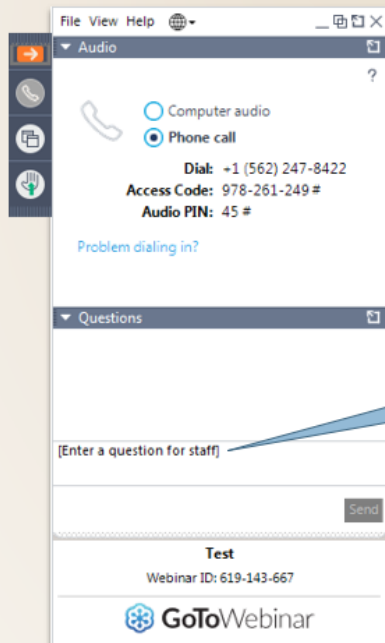
# Webinar Overview

- **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.

# 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.



Enter text here to ask a question.

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# Presentation Outline

- |     |   |                 |
|-----|---|-----------------|
| 1.  | Basics of The Household Report                                      | <b>Slide 6</b>  |
| 2.  | Changes to the Household Report                                     | <b>Slide 10</b> |
| 3.  | Reporting Rules for the Household Report                            | <b>Slide 14</b> |
| 4.  | Section I: Number of Assisted Households                            | <b>Slide 21</b> |
| 5.  | Section I Continued: Examples for CARES Reporting                   | <b>Slide 50</b> |
| 6.  | Section II: Number of Assisted Households by Poverty Interval       | <b>Slide 55</b> |
| 7.  | Section III: Number of Assisted Households by Vulnerable Population | <b>Slide 62</b> |
| 8.  | Section IV: Number of Applicant Households                          | <b>Slide 70</b> |
| 9.  | Section V: Number of Applicant Households by Poverty Interval       | <b>Slide 75</b> |
| 10. | Final Reminders   | <b>Slide 78</b> |

# Basics of the Household Report



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# Overview of the Household Report

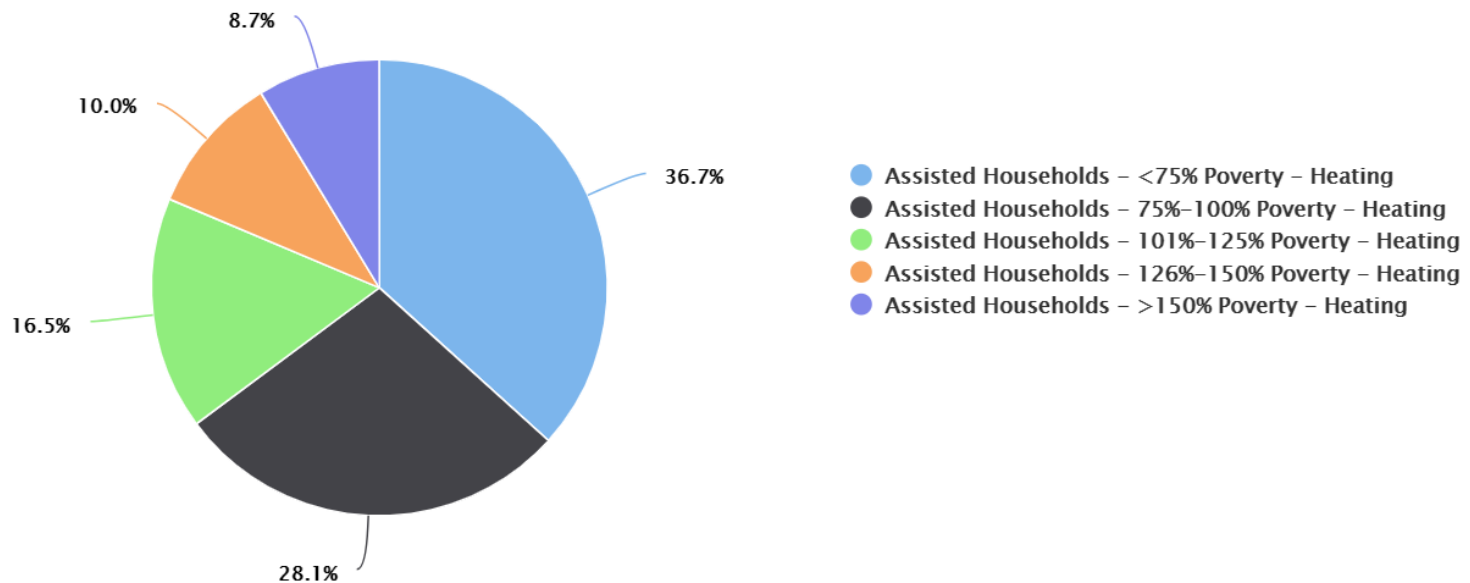
## *History and Purpose*

- 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.

# Overview of the Household Report

## *Example of Household Report Data*

LIHEAP Heating Assistance Recipient Households by Percent of HHS Poverty Guideline – National – Fiscal Year 2019

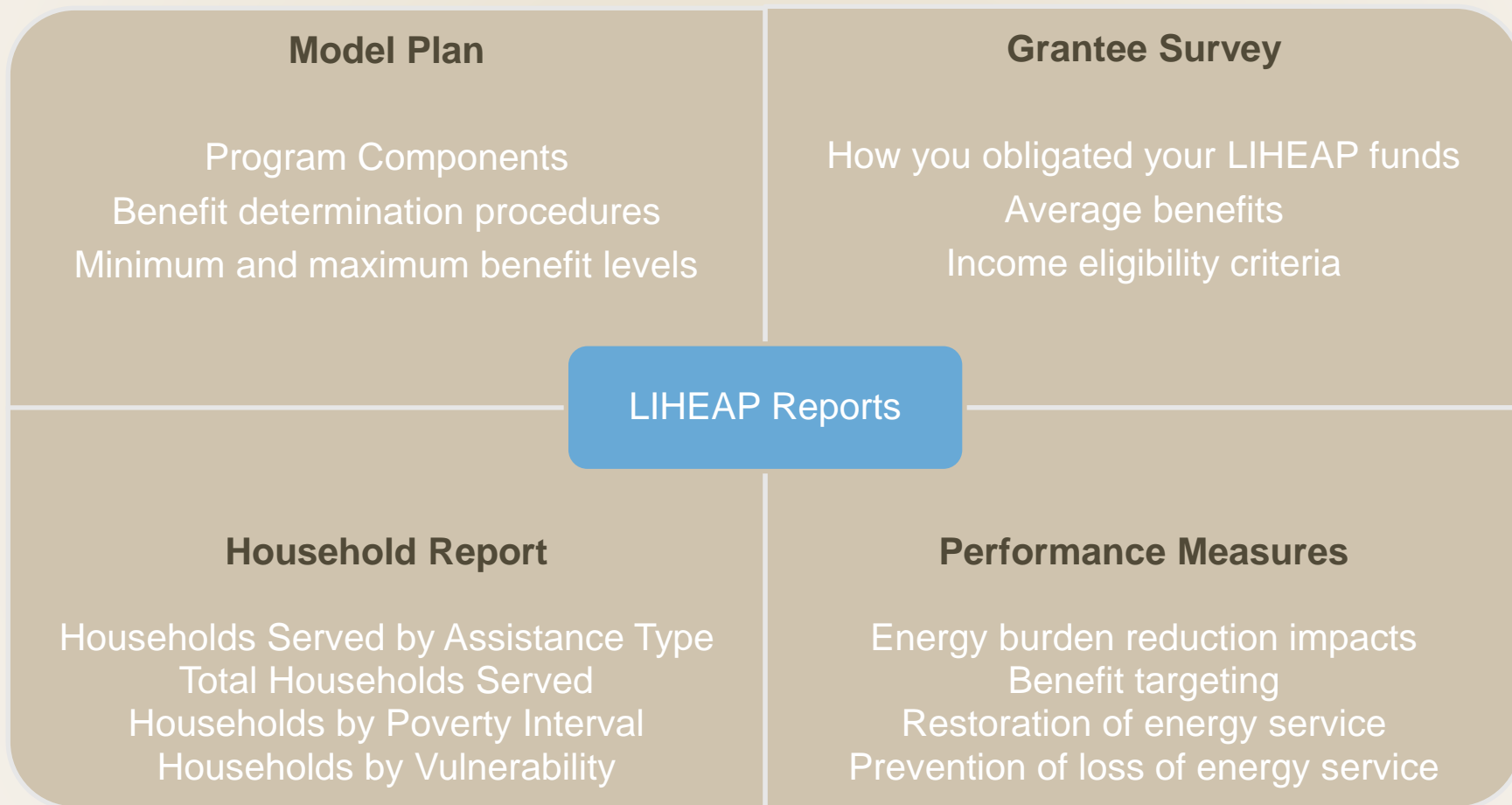


- Charts and tables with Household Report data are available in the [LIHEAP Data Warehouse](#) under “Standard Reports”.



# Overview of the Household Report

## *Relation to Other Reports*



# New Changes to the Household Report for FY 2020



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# New Changes to the Household Report

## *Award of Supplemental CARES Funds*

- In March, the President signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136). As part of the CARES Act, Congress appropriated approximately \$900 million in supplemental funds for LIHEAP.
- On May 8<sup>th</sup>, OCS released the LIHEAP CARES Act funds to grantees.
- The Dear Colleague Letter announcing the award of LIHEAP CARES Act funds notified grantees that they “must track, account for, and report on” these funds.  
<https://www.acf.hhs.gov/ocs/resource/liheap-dcl-2020-10-cares-act-supplemental-funding-release-fffy20>
- To allow OCS to monitor the use of CARES Act Funds, **the Household Report has been revised for FY 2020 and FY 2021.**

# New Changes to the Household Report

## *New CARES Fields*

To separately identify the impact of supplemental federal LIHEAP funding, HHS expanded the Household Report for FY 2020. **For each item in the report, the revised form now includes three lines.**

- 1) The first line is for all households regardless of funding source. ***This is the same information you reported in prior years.*** Report households assisted with regular LIHEAP funds, or LIHEAP CARES funds, or both.
- 2) The second line is for all households assisted with CARES Act supplemental LIHEAP funding. ***This is new for FY 2020 reporting.***
- 3) The third line is reserved for all households assisted with other Federal Supplemental LIHEAP funding [***This is not applicable for FY 2020 reporting***].

# New Changes to the Household Report

## *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	<input type="checkbox"/>	<input type="text"/>
2. Heating (CARES Act funding only)	<input type="checkbox"/>	<input type="text"/>
3. Heating (Reserved for other supplemental funding)		
4. Cooling	<input type="checkbox"/>	<input type="text"/>
5. Cooling (CARES Act funding only)	<input type="checkbox"/>	<input type="text"/>
6. Cooling (Reserved for other supplemental funding)		
7. Crisis		
a. Year Round	<input type="checkbox"/>	<input type="text"/>
b. Year Round (CARES Act funding only)	<input type="checkbox"/>	<input type="text"/>
c. Year Round (Reserved for other supplemental funding)		

- In each section of the report, for each type of assistance, there are **three** lines, but **only two** must be completed.
- Lines reserved for other supplemental funding are **locked for editing** because grantees did not receive any other Federal Supplemental LIHEAP Funding.

# Reporting Rules for the FY 2020 Household Report



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# 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	<input type="checkbox"/>	<input type="text"/>
2. Heating (CARES Act funding only)	<input type="checkbox"/>	<input type="text"/>
3. Heating (Reserved for other supplemental funding)		

- For each type of assistance, the first line is where you should report the total number of households.
  - **Include** households assisted with ANY federal LIHEAP funding source. This includes households assisted with:
    - Regular FY 2020 LIHEAP funds
    - Prior year LIHEAP funds expended in FY 2020
    - LIHEAP CARES Act funds
  - **Exclude** households assisted with state funds or non-LIHEAP CARES funds.
- **Key Point:** This is consistent with what grantees were required to report in the past (counting all households assisted with federal LIHEAP funds).

# Reporting Rule #2:

## *Report the subset of CARES Households (new)*

### 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	<input type="checkbox"/>	<input type="text"/>
2. Heating (CARES Act funding only)	<input type="checkbox"/>	<input type="text"/>
3. Heating (Reserved for other supplemental funding)		

- For each type of assistance, the second line is where you should report the number of households that received the assistance with LIHEAP CARES Act funding.
  - **Include** households who received a benefit that was fully **or** partially funded with LIHEAP CARES Act funds.
  - **Exclude** households whose benefit was paid fully with regular LIHEAP funds or non-federal funds (such as state funds).
- **Key Point:** Households who received assistance from LIHEAP CARES Act funds are counted in both the second line AND the first line (see prior slide).



# Reporting Rule #3:

## *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. If you receive a Warning message, please explain why the message is not applicable based on your program operation.
- 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.

# Reporting Rule #3:

## *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 2020, 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 2020, we expanded our Cooling program substantially, resulting in a larger number of households served.”*

# Reporting Rule #4:

## *Reporting “Any Type of Assistance” and “Bill Payment Assistance”*

- Both fields require grantees to report an unduplicated count.
- Any Type of Assistance = Report the count that received any of your LIHEAP benefits.
- “Bill Payment Assistance” = Report the count that received a LIHEAP benefit used to pay a share of the household’s energy bills and utility deposits.

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		

Example with three households that received assistance

# Audience Poll Question #1

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	<input type="checkbox"/>	<input type="text"/>
2. Heating (CARES Act funding only)	<input type="checkbox"/>	<input type="text"/>

## QUICKPOLL

**If a household received Heating Assistance *with LIHEAP CARES Act funds*, where should it be counted and reported?**

Please select one:

- The first Heating Assistance Line only
- The second Heating Assistance Line only
- Both lines
- I'm not sure

# Section I: Number of Assisted Households



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# Overview of Section I

- Report the number of households that received...
  - Each Type of LIHEAP Assistance (Lines 1 to 10)
  - Any Type of LIHEAP Assistance (Lines 11-13)
  - Bill Payment Assistance (Line 14-17)
  - Nominal Payments for SNAP Partnership (Lines 17-19)

# 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	<input type="checkbox"/>	
2. Heating (CARES Act funding only)	<input type="checkbox"/>	
3. Heating (Reserved for other supplemental funding)		
4. Cooling	<input type="checkbox"/>	
5. Cooling (CARES Act funding only)	<input type="checkbox"/>	
6. Cooling (Reserved for other supplemental funding)		
7. Crisis		

# 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.*
- ❑ 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)



# 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).

# 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 only 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.

# Topic #1 – Heating Assistance

## *Reporting Reminders*

- *Time Period* - Report households assisted during Federal Fiscal Year FY 2020 (October 1, 2019 to September 30, 2020)
- *Multiple Benefits* – Report each household only once, even if a household got multiple Heating Assistance benefits.
- *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 CARES Act funds (e.g. the subset from Line 1)

# 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	<input type="checkbox"/>	
2. Heating (CARES Act funding only)	<input type="checkbox"/>	
3. Heating (Reserved for other supplemental funding)		
4. Cooling	<input type="checkbox"/>	
5. Cooling (CARES Act funding only)	<input type="checkbox"/>	
6. Cooling (Reserved for other supplemental funding)		
<b>7. Crisis</b>		
a. Year Round	<input type="checkbox"/>	
b. Year Round (CARES Act funding only)	<input type="checkbox"/>	
c. Year Round (Reserved for other supplemental funding)		
d. Winter	<input type="checkbox"/>	
e. Winter (CARES Act funding only)	<input type="checkbox"/>	
f. Winter (Reserved for other supplemental funding)		
g. Summer	<input type="checkbox"/>	
h. Summer (CARES Act funding only)	<input type="checkbox"/>	
i. Summer (Reserved for other supplemental funding)		

# 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.*
- ❑ For some states, Cooling Assistance may also include:
  - ❑ Households that received cooling equipment repair/replacement on a non-emergency basis (more on slide 30)

# Topic #1 – Cooling Assistance

## *Reporting Reminders*

- *Time Period* - Report households assisted during Federal Fiscal Year FY 2020 (October 1, 2019 to September 30, 2020)
- *Multiple Benefits* – Report each household only once, even if a household got multiple Cooling Assistance benefits.
- *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 using any amount of CARES Act funds (e.g. the subset from Line 4)

# Crisis Assistance

## 7. Crisis

a. Year Round

b. Year Round (CARES Act funding only)

c. Year Round (Reserved for other supplemental funding)

d. Winter

e. Winter (CARES Act funding only)

f. Winter (Reserved for other supplemental funding)

g. Summer

h. Summer (CARES Act funding only)

i. Summer (Reserved for other supplemental funding)

j. Emergency Furnace Repair & Replacement

k. Emergency Furnace Repair & Replacement (CARES Act funding only)

l. Emergency Furnace Repair & Replacement (Reserved for other supplemental funding)

# 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



# 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.

# 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?”)

# Topic #1 – Other Crisis Assistance

## *What is Other Crisis Assistance?*

- ❑ Report households served with “Other Crisis Assistance” if you provide emergency crisis assistance that is additional and distinct from the main crisis assistance types (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.

# Topic #1 – Other Crisis Assistance

## *How should Other Crisis Assistance be reported?*

- ❑ The Household Report includes two items 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).

# Topic #1 – Crisis Assistance

## *Reporting Reminders*

- *Time Period* - Report households assisted during Federal Fiscal Year FY 2020 (October 1, 2019 to September 30, 2020)
- *Multiple Benefits* – Report each household only once, even if a household got multiple benefits 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 using any amount of CARES Act funds (e.g. the subset from first line)

# Weatherization Assistance

k. Emergency Furnace Repair & Replacement (CARES Act funding only)	<input type="checkbox"/>	
l. Emergency Furnace Repair & Replacement (Reserved for other supplemental funding)		
m.	<input type="checkbox"/>	
n.(CARES Act funding only)	<input type="checkbox"/>	
o. (Reserved for other supplemental funding)		
p.	<input type="checkbox"/>	
q.(CARES Act funding only)	<input type="checkbox"/>	
r. (Reserved for other supplemental funding)		
8. Weatherization	<input type="checkbox"/>	
9. Weatherization (CARES Act funding only)	<input type="checkbox"/>	
10. Weatherization (Reserved for other supplemental funding)		
11. Any type of LIHEAP assistance	<input type="checkbox"/>	
12. Any type of LIHEAP assistance (CARES Act funding only)	<input type="checkbox"/>	
13. Any type of LIHEAP assistance (Reserved for other supplemental funding)		
14. Bill Payment Assistance	<input type="checkbox"/>	
15. Bill Payment Assistance (CARES Act funding only)	<input type="checkbox"/>	
16. Bill Payment Assistance (Reserved for other supplemental funding)		
17. Nominal Payments	<input type="checkbox"/>	

# 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 if weatherization funds were used.

# 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” (Lines 11 and 12 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.



# Topic #1 – Weatherization Assistance

## *Reporting Reminders*

- *Time Period* - Report households assisted during Federal Fiscal Year FY 2020 (October 1, 2019 to September 30, 2020)
- *Multiple Benefits* – Report each household only once, 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 using any amount of CARES Act funds (e.g. the subset from Line 8)

# Any Type of LIHEAP Assistance

r. (Reserved for other supplemental funding)		
8. Weatherization	<input type="checkbox"/>	
9. Weatherization (CARES Act funding only)	<input type="checkbox"/>	
10. Weatherization (Reserved for other supplemental funding)		
11. Any type of LIHEAP assistance	<input type="checkbox"/>	
12. Any type of LIHEAP assistance (CARES Act funding only)	<input type="checkbox"/>	
13. Any type of LIHEAP assistance (Reserved for other supplemental funding)		
14. Bill Payment Assistance	<input type="checkbox"/>	
15. Bill Payment Assistance (CARES Act funding only)	<input type="checkbox"/>	
16. Bill Payment Assistance (Reserved for other supplemental funding)		
17. Nominal Payments	<input type="checkbox"/>	
18. Nominal Payments (CARES Act funding only)	<input type="checkbox"/>	
19. Nominal Payments (Reserved for other supplemental funding)		

# Topic #1 – Any Type of LIHEAP Assistance

## *Which households are counted?*

- ❑ Report the total unduplicated count of all households that received any type of LIHEAP Assistance. This includes each of the types of assistance presented previously.
- ❑ What are general guidelines when reporting households served with *Any Type of LIHEAP Assistance*?
  - ❑ Confirm that you have no duplicate household and count each household only once.
- ❑ The “Any Type of LIHEAP Assistance” count should be...
  - ❑ less than the sum of households reported for each type of assistance if you allow households to receive more than one type of assistance.
  - ❑ Equal to the sum of household reported for each type of assistance only if households can only receive one type of assistance per year

# Lines 14-16 – Bill Payment Assistance

r. (Reserved for other supplemental funding)		
8. Weatherization	<input type="checkbox"/>	
9. Weatherization (CARES Act funding only)	<input type="checkbox"/>	
10. Weatherization (Reserved for other supplemental funding)		
11. Any type of LIHEAP assistance	<input type="checkbox"/>	
12. Any type of LIHEAP assistance (CARES Act funding only)	<input type="checkbox"/>	
13. Any type of LIHEAP assistance (Reserved for other supplemental funding)		
14. Bill Payment Assistance	<input type="checkbox"/>	
15. Bill Payment Assistance (CARES Act funding only)	<input type="checkbox"/>	
16. Bill Payment Assistance (Reserved for other supplemental funding)		
17. Nominal Payments	<input type="checkbox"/>	
18. Nominal Payments (CARES Act funding only)	<input type="checkbox"/>	
19. Nominal Payments (Reserved for other supplemental funding)		

# Topic #1 – Bill Payment Assistance

## *What is 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).

# 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 unduplicated count 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, Lines 11 and 12).

# Line #7 – Nominal Payments

r. (Reserved for other supplemental funding)		
8. Weatherization	<input type="checkbox"/>	
9. Weatherization (CARES Act funding only)	<input type="checkbox"/>	
10. Weatherization (Reserved for other supplemental funding)		
11. Any type of LIHEAP assistance	<input type="checkbox"/>	
12. Any type of LIHEAP assistance (CARES Act funding only)	<input type="checkbox"/>	
13. Any type of LIHEAP assistance (Reserved for other supplemental funding)		
14. Bill Payment Assistance	<input type="checkbox"/>	
15. Bill Payment Assistance (CARES Act funding only)	<input type="checkbox"/>	
16. Bill Payment Assistance (Reserved for other supplemental funding)		
17. Nominal Payments	<input type="checkbox"/>	
18. Nominal Payments (CARES Act funding only)	<input type="checkbox"/>	
19. Nominal Payments (Reserved for other supplemental funding)		

# 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.



# 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.
  - ❑ Do NOT 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).

# Section I Continued: Examples for CARES Reporting



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# Scenario #1

## *Grantee X Provides Supplemental Benefits*

- ❑ Grantee X provided 5,000 households with Heating Assistance and 2,000 with Year-Round Crisis Assistance using their regular LIHEAP funds.
- ❑ When the LIHEAP CARES funds were issued, grantee X decided to use those funds to provide all 5,000 households that got Heating Assistance with a supplemental CARES Heating Assistance benefit.
- ❑ A total of 6,000 households received any assistance in FY 2020.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	5,000
7. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
m. _____	0
n. (CARES Act funding only)	0
11. Any type of LIHEAP assistance	6,000
12. Any type of LIHEAP assistance (CARES Act funding only)	5,000

# Scenario #2

## Grantee Y Serves More Households

- ❑ Grantee Y also provided 5,000 households with Heating Assistance and 2,000 with Year-Round Assistance using their regular LIHEAP funds.
- ❑ When the LIHEAP CARES funds were issued, grantee Y decided to use those funds to provide additional households with Heating Assistance. 3,000 new households received Heating Assistance from the LIHEAP CARES funds.
- ❑ A total of 9,000 households received any assistance in FY 2020.

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

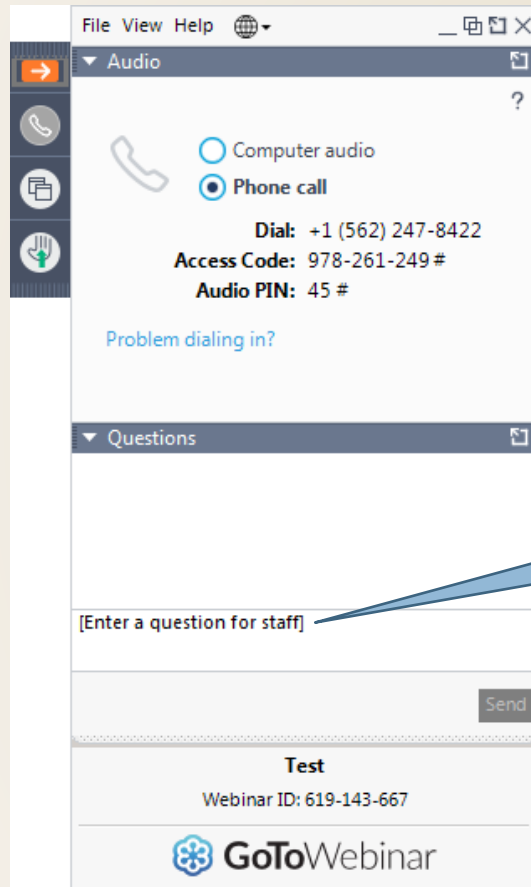
# Scenario #3

## Grantee Z Offers New Assistance Component

- ❑ Grantee Z also provided 5,000 households with Heating Assistance and 2,000 with Year-Round Crisis Assistance using their regular LIHEAP funds.
- ❑ When the LIHEAP CARES funds were issued, grantee Z decided to create a new Crisis Assistance component that households could apply for to receive emergency assistance related to COVID impacts. 3,000 household received the new assistance from the LIHEAP CARES funds.
- ❑ A total of 7,500 households received any assistance in FY 2020.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	0
7. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
m.	3,000
n. (CARES Act funding only)	3,000
11. Any type of LIHEAP assistance	7,500
12. Any type of LIHEAP assistance (CARES Act funding only)	3,000

# GoToWebinar Question Box



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## **Section II: Number of Assisted Households by Poverty Interval**



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# Topic #2 – Section II Reporting Requirements

## *What information is required?*

- ❑ For Section II, report the count of assisted households by poverty interval 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.



# 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 (Reserved for other supplemental funding)					
4. Cooling					
5. Cooling (CARES Act funding only)					
6. Cooling (Reserved for other supplemental funding)					

### From Section I

A. Select if estimated data	B. Total Number of Households
<input type="checkbox"/>	13
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



# Topic #2 – Section II Reporting Requirements

## *How was income eligibility determined?*

When determining eligibility for FY 2020, grantees had a few options:

1. Use the FY 2019 HHS Poverty Guidelines.
2. Use the FY 2020 State Median Income (SMI).
3. If a program component began after the start of the calendar year, use the FY 2020 HHS Poverty Guidelines.
4. Switch to the FY 2020 HHS Poverty Guidelines when these guidelines came into effect (mid-year).

# 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 2019 HHS Poverty Guidelines**
  - ❑ They are available here: <https://www.acf.hhs.gov/ocs/resource/liheap-im2019-01-hhs-poverty-guidelines-fy2019>
- ❑ If grantees changed the income guidelines they were using mid-year (i.e. used FY 2020 HHS PG after they came into effect rather than use FY 2019 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.

# 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 2019 HHS Poverty Guidelines for that household size.
4. Multiply the result by 100 and round to the nearest whole number percent.

# 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.

# **Section III: Number of Assisted Households by Vulnerable Population**



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# 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 (Reserved for other supplemental funding)				
4. Cooling				
5. Cooling (CARES Act funding only)				
6. Cooling (Reserved for other supplemental funding)				

# Topic #3 – Section III Reporting Requirements

## *Definitions of Vulnerable Households*

- ❑ The LIHEAP Statute specifies three separate vulnerability groups:
  1. Households with an elderly member (defined as a person 60 years or older)
  2. Households with a young child (defined as a person age 5 years or under)
  3. Households with a disabled member (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 one or more 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).

# 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.

# Topic #3 – Section III Reporting Requirements

## *Notes on Reporting Column D*

- ❑ In Column D, “Elderly, Disabled, or Young Child”, report the count of households with **at least one vulnerable member**.
- ❑ You should NOT 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.
- ❑ This should be less than the sum of elderly, disabled, and young child households for each type of assistance.

# 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. Heating (CARES Act funding only)				
3. Heating (Reserved for other supplemental funding)				
4. Cooling				
5. Cooling (CARES Act funding only)				
6. Cooling (Reserved for other supplemental funding)				

#### □ 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

Presenter(s):  
Dan Bausch

# 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.

# 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.

# Topic #4 – Applicant Households

## *Which households are CARES applicants?*

- ❑ If a grantee expended any LIHEAP CARES funds to provide households with benefits during FFY 2020 for a type of assistance, you need to count and report the number of LIHEAP CARES applicant households.
  - 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-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 a CARES-funded benefit, the grantee can:
      - Report the total number of households that applied for that type of assistance, repeating the information reported for the first line; or
      - Report the number of households that applied for that type of assistance after you began issuing CARES-funded benefits.



# 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.

## Topic #4 – Applicant Households

### *Prior Year Applicants that Received Assistance*

- ❑ Should households that received assistance in FFY 2020, but applied in FFY 2019 be included in Section IV?
  - ❑ No, only households that applied during the federal fiscal year (FFY 2020) should be included in Section IV.
- ❑ If households that applied in the previous federal fiscal year received assistance during FFY 2020, 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.

# **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 (Reserved for other supplemental funding)						
4. Cooling						
5. Cooling (CARES Act funding only)						
6. Cooling (Reserved for other supplemental funding)						

# Topic #5 – Section V Reporting Requirements

## *What information is required?*

- ❑ Report the number of applicant households by poverty interval 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).

# Final Reminders



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# Final Reminders

## *Household Report Changes*

- The Household Report has been revised for FY 2020 and FY 2021 to allow OCS to track and monitor the use of LIHEAP CARES funds.
  - Grantees still need to report the same information as last year on total assisted households and total applicant households for each type of assistance. [First Line]
  - Grantees also need to report information specifically for households that received benefits from LIHEAP CARES funds. [Second Line]
  - OCS has included extra lines reserved for use in the event that additional supplemental funds are issued during FY 2021. These lines are disabled in the FY 2020 report. [Third Line]
- Grantees facing challenges with understanding the reporting requirements should contact APPRISE.

# Final Reminders

## *Due Dates, Submission, Validation*

- ❑ The final Household Report is due in OLDC on **December 31<sup>st</sup>, 2020.**
- ❑ 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.



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

# 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.

# 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](mailto:help@grantsolutions.gov)

# Final Reminders

## *Household Report Resources*

- ❑ **2019 HHS Poverty Guidelines to use for Poverty Intervals:**

<https://www.acf.hhs.gov/ocs/resource/liheap-im2019-01-hhs-poverty-guidelines-fy2019>

- ❑ **Household Report AT and Instructions:**

<https://www.acf.hhs.gov/ocs/resource/liheap-at-2020-06-household-report-long-and-short-form-fy20>

- ❑ **“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](https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/Household-Report-Check-Before-You-Submit-Document.pdf)

- ❑ **Past Years’ Household Report Data:**

[https://liheappm.acf.hhs.gov/data\\_warehouse/index.php?report=homepage](https://liheappm.acf.hhs.gov/data_warehouse/index.php?report=homepage)

# Final Reminders

## *Reports and Training Webinars*

- ❑ FY 2020 Performance Data Form
  - ❑ **OCS is expected to issue the instructions and action transmittal for the FY 2020 Performance Data Form soon.**
  - ❑ For Module 1 (Grantee Survey), grantees will need to report the uses of LIHEAP CARES funds.
  - ❑ For Module 2 (Performance Measures), there will be no changes to the reporting requirements.
- ❑ FY 2020 Carryover & Reallotment Report
  - ❑ The final report will be due December 31, 2020.
  - ❑ APPRISE completed a training webinar in October:  
<https://www.youtube.com/watch?v=D6DkLgN2J0w&feature=youtu.be>

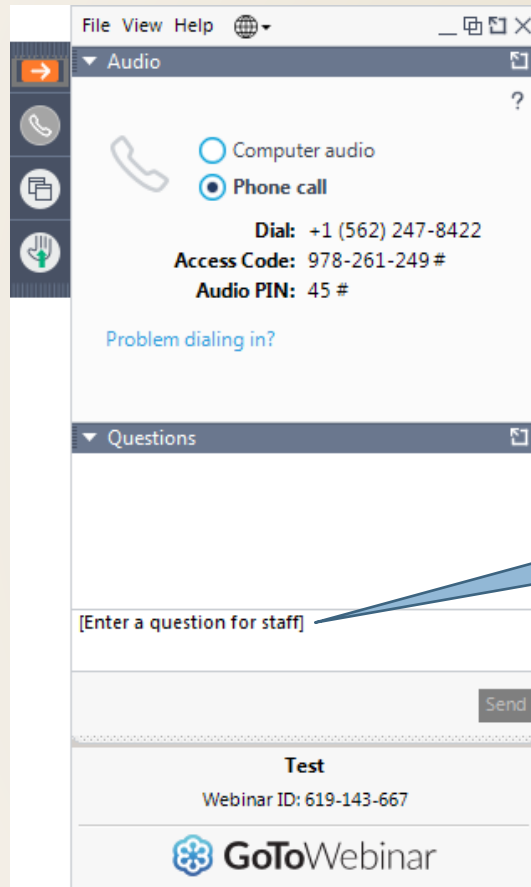
# Final Reminders

## *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](mailto:help@grantsolutions.gov)
  - (202) 401-5282 or (866) 577-0771
- APPRISE Team
  - Daniel Bausch, [Daniel-Bausch@appraiseinc.org](mailto:Daniel-Bausch@appraiseinc.org); 609-252-9050
  - Jorge Mancilla, [Jorge-MancillaUribe@appraiseinc.org](mailto:Jorge-MancillaUribe@appraiseinc.org); 609-252-9009
  - Pragya Chauhan, [Pragya-Chauhan@appraiseinc.org](mailto:Pragya-Chauhan@appraiseinc.org); 609-252-9057
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  - Melanie Huang, [Melanie-Huang@appraiseinc.org](mailto:Melanie-Huang@appraiseinc.org); 609-252-9059
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  - Melissa Torgerson, [melissa@verveassociates.net](mailto:melissa@verveassociates.net)

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Melissa Torgerson

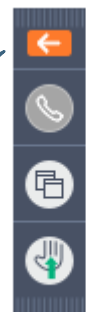
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# Audience Poll Question #2

## QUICKPOLL

**How confident are you that you understand how to correctly complete the FY 2020 Household Report?**

Please select one:

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

