

Completing the FY 2022 Grantee Survey

Module 1 of the FY 2022 Performance Data Form

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

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Welcome

- **Purpose of This Webinar**

- To review the key requirements for completing the Grantee Survey module of the FY 2022 LIHEAP Performance Data Form (aka Module 1).
- To explain changes to the FY 2022 Grantee Survey since last year.
- To explain the approach for reporting on supplemental funds, including LIHEAP American Rescue Plan Act (ARPA) funds and LIHEAP Infrastructure Act funds.
- To highlight key reminders and ways to avoid common reporting issues.
- To review examples of different reporting scenarios.

- **Audience for This Webinar**

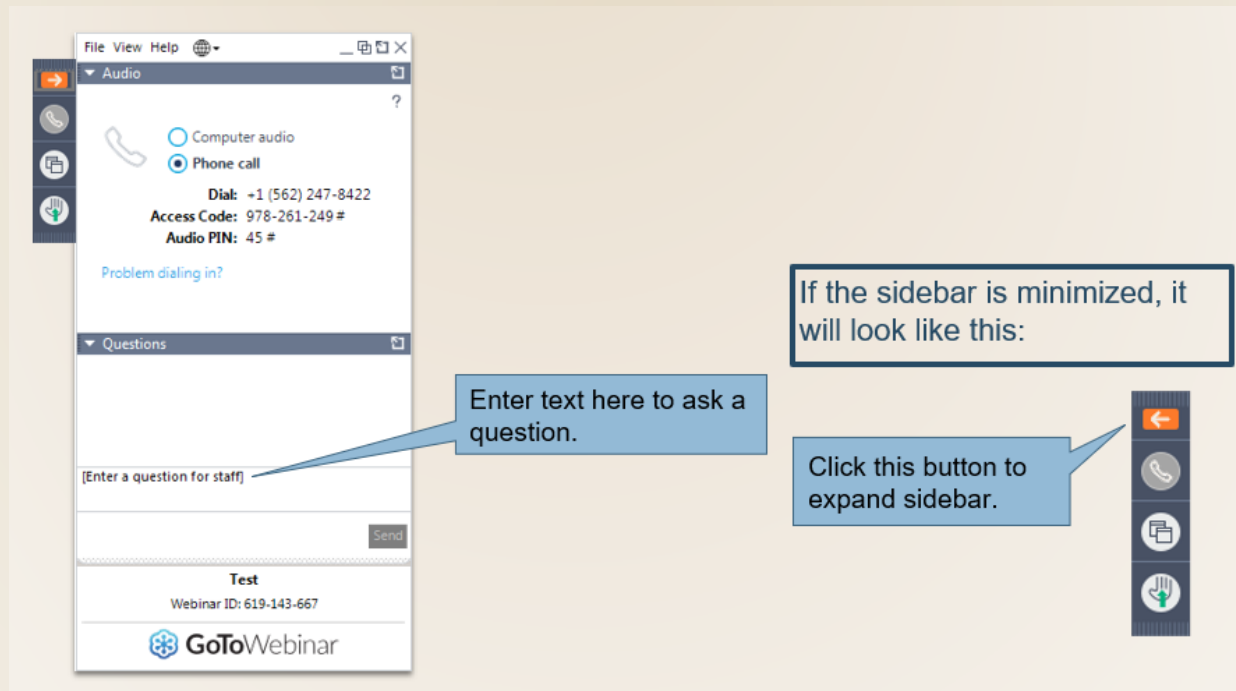
- State LIHEAP Coordinators.
- Fiscal and program staff that assist with completing the Grantee Survey.

Webinar Overview

- **Structure of the Webinar**
 - 60-minutes.
 - **Slides and Spreadsheet Template available for download now** under “Handouts” in the GoToWebinar Sidebar.
 - The webinar is being recorded and will be published on the ACF YouTube channel.
- This Grantee Survey webinar will be **repeated** on January 5th. You do not need to attend both.

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.



Presentation Outline

- | | | |
|----|---|-----------------|
| 1. | Overview of the Grantee Survey | Slide 7 |
| 2. | Updates to the Grantee Survey | Slide 11 |
| 3. | Key Concepts & Reminders | Slide 16 |
| 4. | Reporting Guidance for Supplemental Funding | Slide 32 |
| 5. | Reporting Examples | Slide 39 |
| 6. | Data Validation & Checks | Slide 43 |
| 7. | Final Reminders | Slide 46 |

Audience Poll Question #1

QUICKPOLL

**How experienced are you with working on the Grantee Survey
(Module 1 of the LIHEAP Performance Data Form?)**

Please select one:

- **Not at all (new to the report)**
- **Not too much (1 to 2 years)**
- **Somewhat experienced (3 to 4 years)**
- **Very experienced (5+ years)**

Overview of the Grantee Survey

Placement in The Performance Data Form

- The Grantee Survey is not a stand-alone report – it is included in the *LIHEAP Performance Data Form*.
- The Performance Data Form is one report that consists of multiple Modules:
 - Module 1 (Grantee Survey) – Mandatory
 - Module 2 (Performance Measures) - Mandatory
 - Module 3 (Optional Performance Measures) – *Optional*
- Module 1 and 2 are distinct and different procedures are needed to complete each Module.

Overview of the Grantee Survey

Background

- **The Grantee Survey** has been collected by HHS for decades and is focused on funds available in the prior Fiscal Year and how they were used.
- There are three main types of data that need to be reported in the Grantee Survey:
 1. The amount of funds obligated (for each funding source and type of assistance)
 2. The average benefit amounts provided to households (for each funding source and type of assistance)
 3. The maximum annual income limits for a 4-person household (for each funding source and type of assistance)
- **The Grantee is not an audit report.** Rather, the Grantee Survey provides a snapshot of how LIHEAP funds are obligated, the average benefits households are receiving, and how grant recipients are setting income-eligibility criteria.

Overview of the Grantee Survey

How the Data are Used

- Data from the Grantee Survey are...
 - Published in the annual LIHEAP Report to Congress
 - Published in the [LIHEAP Data Warehouse](#).
 - Used to respond to Congressional and White House inquiries.
 - Useful for you to compare your program to other states.

Program Highlights: Preliminary FY 2021 data indicate that with the LIHEAP regular appropriation:

- 50 states and the District of Columbia provided an estimated \$2.877 billion for heating assistance.
- 23 states and the District of Columbia provided an estimated \$564 million for cooling assistance.
- 48 states and the District of Columbia provided an estimated \$1.272 billion for crisis assistance.
- 48 States and the District of Columbia provided an estimated \$516 million in assistance for low-cost residential weatherization or other energy-related home repair.

Overview of the Grantee Survey

Relation to Other Reports

Model Plan

(Submitted with data for a fiscal year)

- What you plan to do during a fiscal year

Household Report

(Submitted with data for a fiscal year)

- Counts of households served in the prior fiscal year

Module 1 Grantee Survey

(Submitted with data for a fiscal year)

- How funds available in the prior fiscal year were obligated for different types of assistance

Module 2 Performance Measures

(Submitted with data for a fiscal year)

- How LIHEAP assistance in the prior fiscal year impacted household energy burdens and access to energy service

Quarterly LIHEAP Report

(Submitted with data each quarter)

- Key indicators on LIHEAP activity during the past quarter

Carryover Report & SF-425

(Submitted with data for a fiscal year)

- Fiscal reports on obligations and expenditures

Updates to the Grantee Survey

Overview of Changes to the FY 2022 Report

- There have been some limited changes for completing the Grantee Survey for FY 2022. These are due to the release of a new supplemental funding award beginning in FY 2022.
- Grant recipients can use the same procedures or queries as last year to complete the report.
- Lines that were previously “reserved” for additional supplemental funds and not open for editing have been opened for reporting.
- We will review these changes in this webinar.

Updates to the Grantee Survey

Release of LIHEAP Infrastructure Act funds

- The 2021 Infrastructure Investment and Jobs Act provided \$500 million over five federal fiscal years in additional funding for LIHEAP.
- In FY 2022, HHS released \$100 million of this supplemental funding to LIHEAP grant recipients.
- **Grant recipients were required to obligate 90 percent of their award under this funding release by September 30th, 2022 and were allowed to carry over up to 10 percent to obligate in FY 2023.**
- Recipients can use these funds for any purpose normally authorized under the federal LIHEAP statute including heating, cooling, crisis, weatherization assistance, administrative costs, and the reduction of home energy burden.
- You can find more information about the FY 2022 LIHEAP Infrastructure Act supplemental funding release here: <https://www.acf.hhs.gov/ocs/policy-guidance/liheap-dcl-2022-05-infrastructure-funding-release-fy2022>

Updates to the Grantee Survey

Reporting on LIHEAP Infrastructure Funds

- To understand how the LIHEAP Infrastructure Funds were used, HHS has opened lines previously “reserved” for reporting on additional supplemental funds.
- Grant recipients must separately report on the uses of LIHEAP Infrastructure Act funds during FY 2022.
- The reporting is found in Section IV Parts J to L and matches the same format and approach for reporting on uses of other funding types.
- *Note for other reports:*
 - Grant Recipients do not need to report any separate information on Infrastructure funds or assistance for the Household Report or Performance Measures.

Updates to the Grantee Survey

Funding Sources to Report on

- In FY 2022, grant recipients were no longer allowed to obligate CARES Act funds. Any CARES Act funds that were unobligated by Sept. 30th, 2021, had to be returned to HHS.
- As such, for FY 2022, grant recipients need to report information on three funding types:
 - **Regular LIHEAP funds, including Block Grant funds and Reallotment funds.**
 - **LIHEAP ARPA Funds**
 - **LIHEAP Infrastructure Act Funds**
- Note for FY 2022 Reporting:
 - Grant recipients that obligated **all** their ARPA funds *during FY 2021* will not have ARPA obligations to report in the FY 2022 Grantee Survey since those were already reported in the FY 2021 report.

Updates to the Grantee Survey

Status, Submission, and Due Date

- As with the prior report, OCS is anticipating that the FY 2022 Performance Data Form will be submitted using the Basecamp platform via an Excel Spreadsheet.
- HHS will be providing each state's customized Excel Spreadsheet with pre-populated funding data in the coming week. Please use this spreadsheet for submitting the final report.
- **The current due date is January 31, 2023, as was announced in a prior communication.** OCS is planning to release additional communications soon about the report.

Key Concepts & General Reminders



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Key Concepts for Reporting

#1 – *FFY 2022 Reporting Period*

- The FY 2022 Grantee Survey is focused on activity during Federal Fiscal Year 2022.
- This is from October 1, 2021 to September 30, 2022.
- If you operate any of your programs on a different calendar (e.g., starting January 1 or July 1), the data used to complete the Grantee Survey still needs to correspond to the Federal Fiscal Year period.
 - This means that you may need to pull information from portions of two of your program years.

Key Concepts for Reporting

#1 – FFY 2022 Reporting Period

- Guidance for Grantee Survey reporting:

Reporting Funds in Section III (Sources)	Reporting Total Funds in Section IV (Uses)	Reporting Maximum Income in Section IV (Uses)	Reporting Average Benefits in Section IV (Uses)
<p>Include all funds awarded by OCS in FFY 2022, and funds optionally carried into FFY 2022 for obligation during FY 2022.</p> <p>This is all federal LIHEAP funds available for obligation during FFY 2022.</p>	<p>Report on how the funds available for obligation during FFY 2022 were obligated in FY 2022 (or carried over to FFY 2023) to different assistance types and components.</p> <p>This is how all federal LIHEAP funds available for obligation during FFY 2022 were obligated to different categories of use.</p>	<p>Report the maximum income cutoff level for a 4-person household set at the start of your FFY 2022 program components.</p> <p>These need to be annual dollar cutoff amounts for assistance at the start of each component in FFY 2022.</p>	<p>Report the mean (average) benefit amounts households received during FFY 2022.</p> <p>This should be calculated only using benefits provided to households during FFY 2022.</p>

Key Concepts for Reporting

#2 – Section IV Total Funds & Obligations

- In Section IV, the Grantee Survey asks you to report “Total Funds/Awards” for different components.
- This refers to the amount of your available funds in FFY 2022 you **obligated** for each program component.

A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2022 (10/1/2021) to 9/30/2022		
	Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person Household as of the effective
1. Heating Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$0		
(1) Specify--non-supplemental funds	\$0	\$0	
(2) Specify--non-supplemental funds	\$0	\$0	\$0
(3) Specify--non-supplemental funds	\$0	\$0	\$0

Key Concepts for Reporting

#2 – *Section IV Total Funds & Obligations*

- **The LIHEAP statute provides grant recipients with flexibility in defining what constitutes the obligation of funds.** As a result, the definition for "obligation" varies across grant recipients.
- **Obligations are not always the same as expenditures.**
 - Expenditures generally include benefits that are issued/paid.
 - In some cases, obligated funds are not actually expended until after the end of the Fiscal Year. For example, a grant recipient may obligate funds for Heating Assistance during the Fiscal Year, but a portion of those funds may not be expended as benefits issued to clients until subsequent Fiscal Years.
- **Examples of Obligations (as defined by some grant recipients):**
 - Approval letters issued to clients
 - Credit lines established with vendors
 - Purchase Orders
 - Contracts to Perform Services

Key Concepts for Reporting

#3 – *Carryover Funds*

- Carryover Funds = LIHEAP funds that a grant recipient did not obligate during the same Fiscal Year because the grant recipient elected to “carry over” or hold available those funds for obligation in the subsequent fiscal year.
- In the Grantee Survey, you need to report multiple carryover values:
 - *In Section III (Sources):* Funds carried into FY 2022 and available for obligation.
 - *In Section IV (Uses):* Funds you did not obligate during FY 2022 and carried into FY 2023.
- For the Grantee Survey, the amounts you report as being carried over to FFY 2023 should match the carryover amounts in your final FFY 2022 Carryover & Reallotment Report (due December 30).
- If you need assistance in submitting a revision to your FFY 2022 Carryover & Reallotment report, please contact APPRISE.

Key Concepts for Reporting

#3 – *Carryover Funds*

Funding Type	Carryover Rules	Reporting for Section III (Sources)	Reporting for Section IV (Uses)
Regular	Up to 10% of funds awarded in a FFY can be carried over to the next FFY.	FFY 2022 awards from HHS are pre-populated here. Report any funds you were awarded in FFY 2021 and elected to carry over to FFY 2022 in Line 5.	Report how you obligated available funds during FFY 2022, or if you carried over funds to FFY 2023.
ARPA funds	Funds could be obligated during FFY 2021 and FFY 2022 only. None could be carried over to FY 2023.	If you carried over funds to FFY 2022, these are reported here.	If you carried over funds to FFY 2022, you report on the uses of those funds here.
Infrastructure Act funds	Up to 10% of funds awarded in a FFY can be carried over to the next FFY.	FFY 2022 awards from HHS are pre-populated here.	Report how you obligated available funds during FFY 2022, or if you carried over funds to FFY 2023.

Reporting Reminders

#1 – *Consistency between Sources & Uses*

- Your Grantee Survey should reflect how all the funds you received in FFY 2022 were obligated or not (in Section IV, Uses of Funds).
- This means, for each funding type, the total funding amounts in Section III (Sources of Funds) should match the total amounts in Section IV (Uses of Funds).
- *The following lines should match...*
 - Line 10 in Section III (Subtotal of Non-Supplemental Funds) should match Line 14 in Section IV (Total Uses of Funds – Non-Supplemental).
 - Line 12 in Section III (ARPA) should match Line 36 in Section IV (Total Uses of Funds – ARP Act Funds).
 - Line 13 in Section III (Infrastructure Act) should match Line 47 in Section IV (Total Uses of Funds – Infrastructure Act Funds).

Reporting Reminders

#1 – *Consistency between Sources & Uses*

- Example
 - You were awarded \$50 million regular LIHEAP block grant for FFY 2022.
 - You also had \$5 million in FY 2021 regular block grant funds you carried over and obligated during FFY 2022.
 - In Section IV, you report on how those \$55,000 were obligated.

Section III Line	Line Number	Amount
Block Grant Allotment	Line 1	\$50 million
Funds Carried Over from Previous FFY	Line 5	\$5 million
Total Regular Funds Available	Line 10	\$55 million

Reporting Reminders

#1 – *Consistency between Sources & Uses*

- Example
 - In Section IV, you would report on how the \$55 million in regular funds were obligated during FY 2022.
 - The Section IV total amount for regular funds should add up to \$55 million.

Section IV Line	Line Number	Amount
Heating Assistance – non-supplemental funds	Line 1	\$20 million
Cooling Assistance – non-supplemental funds	Line 2	\$10 million
Year-Round Crisis – non-supplemental funds	Line 3c	\$5 million
Weatherization Assistance – non-supplemental funds	Line 4	\$15 million
Administration/Planning Costs – Non-supplemental	Line 13	\$5 million
Total Regular Fund Uses	Line 14	\$55 million

Reporting Reminders

#2 – Section IV Average Household Benefits

- The Grantee Survey asks for information on the average benefit amount for households assisted with each type of assistance.
- This refers to the mean benefits issued to households during the Fiscal Year.

A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)

1. Heating Assistance Benefits--non-supplemental funds
2. Cooling Assistance Benefits--non-supplemental funds
3. Crisis Benefits by Type--non-supplemental funds
a. Winter Crisis Benefits--non-supplemental funds
b. Summer Crisis Benefits--non-supplemental funds
c. Year-round Crisis Benefits--non-supplemental funds
d. Other Crisis Benefits--non-supplemental funds
(1) Specify--non-supplemental funds
(2) Specify--non-supplemental funds
(3) Specify--non-supplemental funds

All of FFY 2022 (10/1/2021) to 9/30/2022)		
Amount Rounded to the Nearest Dollar		
Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person Household as of the effective
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0

Reporting Reminders

#2 – *Section IV Average Household Benefits*

- For each type of assistance...
 - The average household benefit should account for all types of benefits provided under that type of assistance during the entire fiscal year.
 - **The average benefit is calculated by summing the benefit amounts across all households that received the assistance and dividing by the total number of households that received the assistance.**
 - Separately calculate the average benefit amounts for regular LIHEAP funds, ARP Act funds, and Infrastructure Act funds.
- If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the Notes section.

Reporting Reminders

#3 – Maximum Annual Dollar Income

- The Grantee Survey asks for information on the maximum annual or annualized dollar income cutoff for a 4-person household that was in effect at the beginning of FY 2022 (October 1, 2021).

A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2022 (10/1/2021) to 9/30/2022		
	Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person Household as of the effective date
1. Heating Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$0		
(1) Specify--non-supplemental funds	\$0	\$0	
(2) Specify--non-supplemental funds	\$0	\$0	\$0
(3) Specify--non-supplemental funds	\$0	\$0	\$0

Reporting Reminders

#3 – *Maximum Annual Dollar Income*

- The Poverty Guidelines that were in effect at the beginning of FY 2022 were the [2021 HHS Poverty guidelines](#).
 - Available here: <https://www.acf.hhs.gov/ocs/policy-guidance/liheap-im-2021-02-federal-poverty-guidelines-optional-use-federal-fiscal-year>
- If a Grant Recipient's LIHEAP program component began after the release of the 2022 HHS Federal Poverty Guidelines, the grant recipient may choose to use the 2022 Guidelines in its FY 2022 LIHEAP Grantee Survey reporting.
 - Grant Recipients that choose to use the 2022 HHS Poverty Guidelines in their report should include a note stating this in the 'Notes' section of the form.
- If you provided assistance using LIHEAP ARPA or LIHEAP Infrastructure Act funds:
 - Report the amount based on the income criteria used to receive the assistance with those funds.

Reporting Reminders

#4 – *Consistency with Household Report*

- Data reported in Section IV “Uses of LIHEAP funds” should generally be consistent with the types of assistance reported in your Household Reports.
- Due to the supplemental funds and rules for obligations versus expenditures, you may have some assistance types that are reported in one report but not the other. Notes help clarify and explain this.
- For each assistance you offered in FY 2022, you should be able to report the following for that type of assistance:
 - Total Funds/Awards Funds
 - Average Household Benefit
 - Maximum Annual Dollar Income
- *Please add a note if...*
 - If you obligated \$0 for a type of assistance reported in your Household Report.
 - If you obligated funds for assistance and reported zero assisted households for that type of assistance in your Household Report.

Reporting Reminders

#5 – *Include Notes to Explain Reporting*

- The Grantee Survey includes a **Notes** section.
- Notes allow for an accurate understanding of the reported data, and OCS uses information from these notes in the Report to Congress.
- 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.
- Examples of when to add a note:
 - If a large amount of funds obligated to a category, but few households were served with that assistance during FFY 2022 (indicated in your FY 2022 Household Report) because funds were not expended until later.
 - If your carryover amounts do not match your FY 2022 Carryover & Reallotment Report.

Reporting on Supplemental Funds



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Reporting on Supplemental Funds

Comparison to the Household Report

- The FY 2022 Household Report asked grant recipients to report as follows for each type of assistance:
 - Report total households (regardless of funding source).
 - Report the subset of households that were assisted with LIHEAP CARES Act funds (using CARES funds that were obligated in prior fiscal years but used to assist households in FY 2022).
 - Report the subset of households that were assisted with LIHEAP ARPA funds in FY 2022.
- On the other hand, the FY 2022 Grantee Survey is asking grant recipients to report:
 - Information for regular LIHEAP funds only,
 - Information for ARPA funds only, and
 - Information for Infrastructure Act funds only.
- **The Grantee Survey has no fields where you will report on combined regular LIHEAP, ARP Act, or Infrastructure Act funds.** Reporting is always for each separate funding category.

Reporting on Supplemental Funds

Comparison to the Household Report

- **Special Note for FY 2022:**

- The FY 2022 Household Report does NOT require grant recipients to separately report households that were assisted with Infrastructure Act funds.
 - Instead, the FY 2022 Household Report only requires grant recipients to report on households that were assisted in FY 2022 with 1) any type of LIHEAP funding, 2) CARES Act funds, and 3) ARP Act funds.
- The FY 2022 Grantee Survey, however, requires grant recipients to separately report on the FY 2022 uses of:
 - Regular (non-supplemental) LIHEAP funds,
 - ARP Act funds, and
 - **Infrastructure Act funds.**

Reporting on Regular (non-Supplemental) Funds

Layout

A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)		All of FFY 2022 (10/1/2021) to 9/30/2022		
		Amount Rounded to the Nearest Dollar		
		Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person Household as of the effective date
1. Heating Assistance Benefits--non-supplemental funds		\$0	\$0	\$0
2. Cooling Assistance Benefits--non-supplemental funds		\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds				
a. Winter Crisis Benefits--non-supplemental funds		\$0	\$0	\$0
b. Summer Crisis Benefits--non-supplemental funds		\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds		\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds		\$0		
(1) Specify--non-supplemental funds		\$0	\$0	
(2) Specify--non-supplemental funds		\$0	\$0	\$0
(3) Specify--non-supplemental funds		\$0	\$0	\$0
4. Weatherization Assistance Benefits--non-supplemental funds		\$0		\$0

Reporting on Supplemental Funds – ARPA

Layout

G. Type of LIHEAP Assistance--ARPA Funds: (Items 26-29)	All of FFY 2022 (10/1/2021) to 9/30/2022)		
	Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person Household as of the effective date
26. Heating Assistance Benefits--ARPA Funds	\$0	\$0	\$0
27. Cooling Assistance Benefits--ARPA Funds	\$0	\$0	\$0
28. Crisis Benefits by Type--ARPA Funds			
a. Winter Crisis Benefits--ARPA Funds	\$0	\$0	\$0
b. Summer Crisis Benefits--ARPA Funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--ARPA Funds	\$0	\$0	\$0
d. Other Crisis Benefits--ARPA Funds	\$0		
(1) Specify--ARPA Funds	\$0	\$0	\$0
(2) Specify--ARPA Funds	\$0	\$0	\$0
(3) Specify--ARPA Funds	\$0	\$0	\$0
29. Weatherization Assistance Benefits--ARPA Funds	\$0		\$0

Reporting on Supplemental Funds – Infrastructure Act Funds

Layout

J. Type of LIHEAP Assistance--Infrastructure Act Funds: (Items 37-40)	All of FFY 2022 (10/1/2021) to 9/30/2022		
	Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person Household as of the effective date
37. Heating Assistance Benefits--Infrastructure Act Funds	\$0	\$0	\$0
38. Cooling Assistance Benefits--Infrastructure Act Funds	\$0	\$0	\$0
39. Crisis Benefits by Type--Infrastructure Act Funds			
a. Winter Crisis Benefits--Infrastructure Act Funds	\$0	\$0	\$0
b. Summer Crisis Benefits--Infrastructure Act Funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--Infrastructure Act Funds	\$0	\$0	\$0
d. Other Crisis Benefits--Infrastructure Act Funds	\$0		
(1) Specify--Infrastructure Act Funds	\$0	\$0	\$0
(2) Specify--Infrastructure Act Funds	\$0	\$0	\$0
(3) Specify--Infrastructure Act Funds	\$0	\$0	\$0
40. Weatherization Assistance Benefits--Infrastructure Act Funds	\$0		\$0

Reporting on Supplemental Funds

Distinguishing Funding Types

- **To report on the obligation of funds:**
 - Use your fiscal tracking information to identify which assistance types or categories you obligated each type of funds to.
- **To report on the average benefit amounts:**
 - Identify households that received the type of assistance with some amount of the assistance funded by that funding type.
 - Calculate the average benefit amount using the benefit amount associated with that funding category for each household.
- **To report the maximum income for a 4-person household:**
 - Identify the income-eligibility criteria you used for that type of assistance and funding category.
- **Remember:**
 - Include notes explaining any approaches you needed to take to assign or estimate amounts due to timing issues or your obligation approach.
 - Contact APPRISE if you need assistance.

Reporting Examples



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Reporting Examples

Grant Recipient X – Prioritized Regular Funds, Saved Infrastructure Act Funds

Funds Awarded in FFY 2022: \$25 million in regular funds and \$5 million in Infrastructure Act Funds.

Grant Recipient X Decisions

- **Regular:** They obligated all their regular funds, not carrying over any to FFY 2023.
- **ARPA:** They obligated all their ARPA funds before FFY 2022.
- **Infrastructure Act:** Grant Recipient X did NOT obligate any of their Infrastructure Act funds during FFY 2022.

Reporting in the FY 2022 Grantee Survey

Section III – Sources

- Regular funds: \$25 million
 - ARPA funds: \$0
 - Infrastructure funds: \$5 million
-
- **TOTAL:** \$30 million

Section IV – Uses

- Regular Funds
 - \$25 million split across assistance types
 - \$0 carried over to FY 2023 (line 7)
 - ARPA Funds
 - \$0 for all fields
 - Infrastructure Act Funds
 - \$5 million reported carried over to FY 2023 (line 43)
-
- **TOTAL: \$30 million**

Reporting Examples

Grant Recipient Y – Used Some Regular & Infrastructure Act Funds

Funds Awarded in FFY 2022: \$30 million in regular funds and \$7 million in Infrastructure Act Funds.

Grant Recipient Y Decisions

- **Regular:** They obligated 90% of their regular funds, carrying over 10% to FFY 2023.
- **ARPA:** They obligated all their ARPA funds before FFY 2022.
- **Infrastructure Act:** Grant Recipient Y obligated half of their Infrastructure Act funds during FFY 2022.

Reporting in the FY 2022 Grantee Survey

Section III – Sources

- Regular funds: \$30 million
 - ARPA funds: \$0
 - Infrastructure funds: \$7 million
-
- **TOTAL:** \$37 million

Section IV – Uses

- Regular Funds
 - \$27 million split across assistance types
 - \$3 million carried over to FY 2023 (line 7)
 - ARPA Funds
 - \$0 for all fields
 - Infrastructure Act Funds
 - \$3.5 million split across assistance types
 - \$3.5 million reported carried over to FY 2023 (line 43)
-
- **TOTAL: \$37 million**

Reporting Examples

Grant Recipient Z – Used All 3 Funding Types during FFY 2022

Funds Awarded in FFY 2022: \$20 mill. in regular funds and \$4 mill. in Infrastructure Act Funds.

Grant Recipient Z Decisions

- **Regular:** They obligated 90% of their regular funds, carrying over 10% to FFY 2023.
- **ARPA:** They saved \$1 million of their ARPA funds to obligate to Heating Assistance during FFY 2022.
- **Infrastructure Act:** Grant Recipient Z obligated 100% of their Infrastructure Act funds during FFY 2022.

Reporting in the FY 2022 Grantee Survey

Section III – Sources

- Regular funds: \$20 million
- ARPA funds: \$1 million
- Infrastructure funds: \$4 million

• **TOTAL:** \$25 million

Section IV – Uses

- Regular Funds
 - \$18 million split across assistance types
 - \$2 million carried over to FY 2023 (line 7)
- ARPA Funds
 - \$1 million for Heating Assistance
- Infrastructure Act Funds
 - \$4 million split across assistance types
 - \$0 reported carried over to FY 2023 (line 43)

• **TOTAL:** \$25 million

Data Validation & Checks



ADMINISTRATION FOR
CHILDREN & FAMILIES

Data Validation & Checks

Form Validations

- OCS has implemented steps to help grant recipients accurately complete the report. These include:
 - **Pre-Populated Fields** – When possible, OCS has pre-populated fields to reduce burden and potential reporting issues.
 - Section III has most funding source values pre-populated. However, these should be reviewed and checked.
 - The only lines in Section III you made need to edit are the carryover lines (Line 5 for regular funds and Line 12 for LIHEAP ARPA funds).
 - **Summation Checks** – The forms include summation fields to help grant recipients check that the total sources equal the total uses.
 - See slide 22 for a list of these fields.

Data Validations & Checks

Review Process

- APPRISE checks submitted Grantee Survey data and will email grant recipients to alert them to any issues or questions based on this review.
- These checks are intended to help ensure your report is accurate and any reporting nuances are documented.
- Checks include:
 - Verifying the internal consistency of the report data.
 - Reviewing report notes.
 - Verifying that the report data is consistent with notes and other reports.
 - Checking that ARPA and Infrastructure Act information is correctly reported.
- When your report is confirmed as complete, you will be notified.

Final Reminders



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Final Reminders

Updates to Module 1

- There have been some limited changes for completing the Grantee Survey for FY 2022. These are due to the release of a new supplemental LIHEAP Infrastructure funding award beginning in FY 2022.
- The main changes to the FY 2022 Grantee Survey are:
 - Grant recipients must separately report on the uses of LIHEAP Infrastructure Act funds during FY 2022. Lines previously “reserved” and closed are not open to do this. These are found in Section IV Parts J to L.
 - Grant recipients will not report on the uses of CARES Act funds in FY 2022 (any unobligated CARES Act funds had to be returned to HHS at the end of FY 2021)

Final Reminders

Submission Process

- As with the prior report, OCS is anticipating that the FY 2022 Performance Data Form will be submitted using the Basecamp platform via an Excel Spreadsheet.
- HHS will be providing each state's customized Excel Spreadsheet with pre-populated funding data in the coming week. Please use this spreadsheet for submitting the final report.
- **The current due date is January 31, 2023, as was announced in a prior communication.** OCS is planning to release additional communications soon about the report.

Final Reminders

Grantee Survey Resources

- **Required Reports Support on the LIHEAP PMW:**
 - <https://liheappm.acf.hhs.gov/required-reports/>
- **“Check Before You Submit” Document:**
 - [https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/PDF-Module-1-\(Grantee%20Survey\)-Check-Before-You%20Submit-Document.pdf](https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/PDF-Module-1-(Grantee%20Survey)-Check-Before-You%20Submit-Document.pdf)
- **2021 HHS Poverty Guidelines:**
 - <https://www.acf.hhs.gov/ocs/policy-guidance/liheap-im-2021-02-federal-poverty-guidelines-optional-use-federal-fiscal-year>
- **Past Years’ Grantee Survey Data:**
 - <https://liheappm.acf.hhs.gov/datawarehouse>
- **Last Year’s Performance Data Form AT, Excel Template, and Instructions:**
 - <https://www.acf.hhs.gov/ocs/policy-guidance/liheap-2022-02-liheap-performance-data-form-fy-2021>

Final Reminders

Performance Measures (Module 2) Reminder

- The Performance Measures (Module 2) is also due with the Grantee Survey.
- We will be conducting training for the Performance Measures (Module 2).
- **These webinars will be identical** (so you only need to attend one of them). Please register using the links provided.
 - **December 12th, 2022 – 2PM Eastern Time:**
<https://attendee.gotowebinar.com/register/3386752427258031712>.
 - January 12th, 2023 – 2 PM Eastern Time:
<https://attendee.gotowebinar.com/register/8520026970693113685>

Final Reminders

Performance Measures (Module 2) Reminder

- As a reminder, each state needs to collect annual energy expenditure data from a sample of your top vendors.
- In order to complete the energy burden targeting sections of this Module (section V), grantees need to:
 1. Identify the top energy vendors for each main heating fuel type.
 2. Request data from the sample of vendors (e.g., procuring the vendor data)
 3. Review the returned vendor data
 4. Combine their LIHEAP client/program data with the vendor data and generate statistics (e.g., average annual heating bills, average annual electricity bills, average annual income, etc.)
- Please remember to reach out to the energy vendors in your state soon. Please contact APPRISE if you require any assistance with this.

Audience Poll Question #2

QUICKPOLL

How helpful was this webinar in understanding what is needed to complete the FY 2022 Grantee Survey?

Please select one:

- **Not at all helpful**
- **Not too helpful**
- **Somewhat helpful**
- **Very helpful**

Final Reminders

Support Resources

- OCS Liaisons
 - <http://www.acf.hhs.gov/programs/ocs/resource/division-of-energy-assistance-federal-staff>
- APPRISE Team
 - Nicolas Mititelu, nicolas-mititelu@appraiseinc.org; 609-252-0035
 - Moiz Ali Jehangir, Moiz-Jehangir@appraiseinc.org; 609-252-9052
 - Pragya Chauhan, Pragya-Chauhan@appraiseinc.org; 609-252-8011
 - Melissa Torgerson, melissa@verveassociates.net; 503-706-2647
 - Daniel Bausch, Daniel-Bausch@appraiseinc.org; 609-252-9050

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.

