

FY 2022 Performance Data Form:

Overview & Reminders for Module 2 (Performance Measures)

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 12, 2022

Welcome:

Peter Edelman (OCS)

Presenters:

Melissa Torgerson (Verve Associates)

Dan Bausch (APPRISE)



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Welcome

- **Purposes of This Webinar**

- To review the key requirements for completing Performance Measures module of the FY 2022 LIHEAP Performance Data Form (aka Module 2).
- To explain the approach for reporting on supplemental funds, including LIHEAP American Rescue Plan Act (ARPA) funds.
- To highlight key reminders and ways to avoid common reporting issues.
- To review examples of different reporting scenarios.

- **Audience for This Webinar**

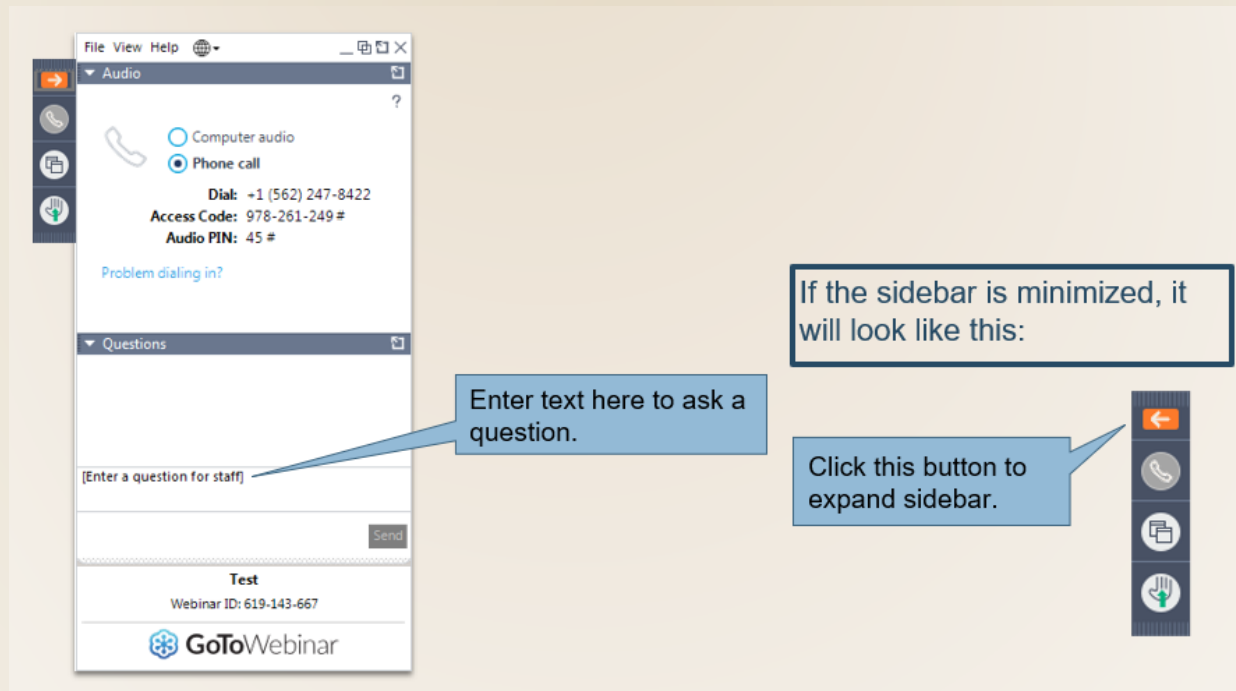
- State LIHEAP Coordinators.
- Fiscal and program staff that assist with completing the Performance Measures Module.

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 Performance Measures webinar will be **repeated** on January 12th. 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 Performance Measures Report | Slide 7 |
| 2. Reporting Guidance for Module 2A (All Households) | Slide 15 |
| 3. Reporting Guidance for Modules 2B & 2C (Supplemental Funding) | Slide 36 |
| 4. Reporting Examples | Slide 46 |
| 5. Data Validation & Checks | Slide 51 |
| 6. Final Reminders | Slide 54 |

Audience Poll Question #1

QUICKPOLL

How experienced are you with working on the Performance Measures (Module 2 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 Performance Measures Report

Placement in The Performance Data Form

- The Performance Measures report 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 Performance Measures Report

Background

- The Performance Measures have been submitted by state grant recipients since 2016 in Module 2 of the LIHEAP Performance Data Form.
- There are three main types of data that need to be reported in the Performance Measures report:
 - **LIHEAP Energy Burden Targeting Information (Section V)**
 - **LIHEAP Restorations of Lost Energy Service (Section VI)**
 - **LIHEAP Preventions of the Loss of Energy Service (Section VII)**
- The Performance Measures provide quantitative information on annual LIHEAP impacts and targeting performance. These data are used to assist OCS and Grant Recipients with LIHEAP Performance Management.

Overview of the Performance Measures Report

How the Data are Used

- Data from the Performance Measures report 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.

Single State Reports

LIHEAP Glossary Reports Help Site Feedback

1 Start: Topics

2 States

3 Years

4 Results

Who is income-eligible for assistance ▼

How much funding comes from each source ▼

How are funds used ▼

Who is assisted ▼

Energy Burden▼

Average Annual Income by Main Heating Fuel Type – All & High Burden LIHEAP Households

Average Annual Total Energy Bill by Main Heating Fuel Type – All & High Burden LIHEAP Households

Average Annual Total LIHEAP Benefits by Main Heating Fuel Type – All & High Burden LIHEAP Households

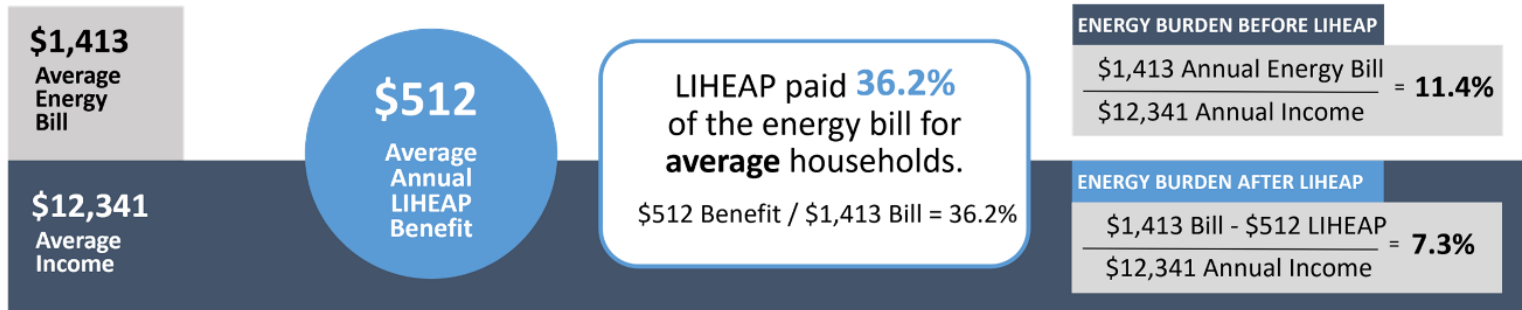
Energy Burden Before LIHEAP by Main Heating Fuel Type – All & High Burden LIHEAP Households

Overview of the Performance Measures Report

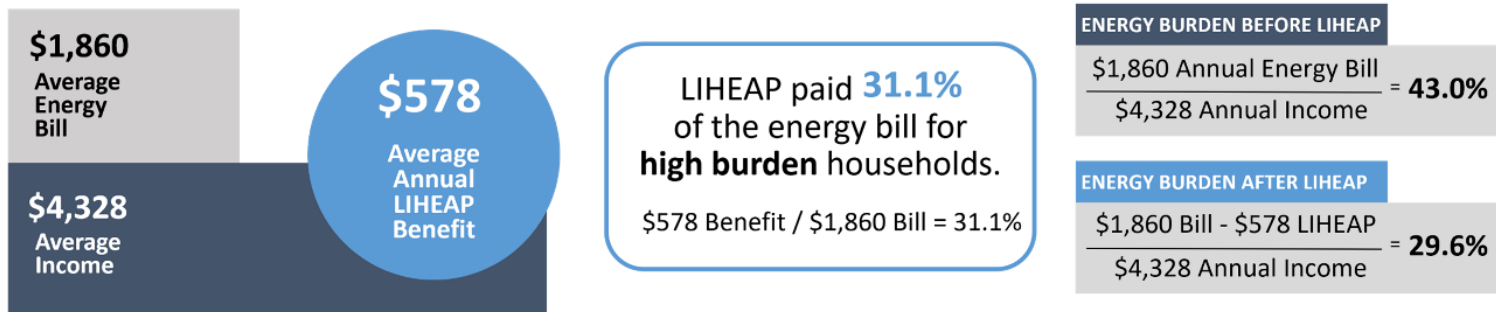
How the Data are Used

- [Performance Measures Executive Summary:](#)

All Households



High Burden Households



Overview of the Performance Measures Report

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

Overview of the Performance Measures Report

Modules 2A to 2C

- Last year, OCS updated the Performance Measures report to collect data in three tabs:
 - **Module 2A** is where you report on all LIHEAP-assisted households during the Fiscal Year.
 - **Module 2B** is where you report on the subset of households that received assistance *fully or partially funded* with LIHEAP CARES Act funds.
 - **Module 2C** is where you report on the subset of households that received assistance *fully or partially funded* with LIHEAP ARPA funds.

Overview of the Performance Measures Report

Reporting Requirements in FY 2022

- There are no changes to Module 2 of the Performance Data Form in FY 2022.
 - The reporting requirements and data points remain the same as last year. There are no new reporting items required or requested for the FY22 Report.
 - Grant recipients can use the same procedures or queries as last year to complete the report, as long as you account for any program changes you made that might require procedure updates or changes from last year.
 - *For example, if you did not use ARPA funds until FY 2022, this Performance Measures report will be the first where you report on Module 2C on ARPA.*
 - The instructions and training materials from last year are still applicable and can be referenced as you prepare your FY 22 reports.

Updates to the Performance Measures Report

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 to submit 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.

Reporting Guidance for Module 2A (All Households)



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Reporting Guidance for Module 2A

Overview of Module 2A

- Module 2A is the main tab for reporting on Performance Measures.
- In Module 2A, you need to report data related to LIHEAP impacts in FFY 2022 for households assisted with any type of LIHEAP federal funds.
- Note: Modules 2B and 2C are asking for the same kind of report or information as Module 2A, but filtered to the subset of households that received supplemental LIHEAP CARES or ARPA funds and those benefits.

Reporting Guidance for Module 2A

Overview of Sections

- Each of the Modules consist of three sections:

- **Section V:** **LIHEAP Energy Burden Targeting Information**
- **Section VI:** **LIHEAP Restorations of Lost Energy Service**
- **Section VII:** **LIHEAP Preventions of the Loss of Energy Service**

Reporting Guidance for Module 2A

Overview of Section V (Energy Burden Targeting)

V. ENERGY BURDEN TARGETING

		Bill Payment-Assisted Household Main Fuel				
	All Households	Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
A. Unduplicated Number of LIHEAP Bill Payment-Assisted Households	Auto-Calculated	0	0	0	0	0
B. Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)						
1. Unduplicated Number of Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	Auto-Calculated	0	0	0	0	0
2. Average Annual Household Income	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
3. Average Annual Total LIHEAP Benefit per Household (including Heating, Cooling, Crisis, Supplemental Benefits)	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
4. Average Annual Main Heating Fuel Bill	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
5. Average Annual Electricity Bill	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
6. Average Annual Total Residential Energy Bill	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
7. Average Annual Burden Before Receiving LIHEAP	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
8. Average Annual Burden After Receiving LIHEAP	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
9. Average Percentage Point Change in Energy Burden	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
10. Average Percentage Reduction in Energy Burden	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
C. High Burden Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)						
1. Unduplicated Number of High Burden Households (Top 25%) with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	Auto-Calculated	0	0	0	0	0
2. Average Annual Household Income for High Burden Households	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
3. Average Annual Total LIHEAP Benefit per High Burden Household (including Heating, Cooling, Crisis, Supplemental Benefits)	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
4. Average Annual Main Heating Fuel Bill for High Burden Households	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
5. Average Annual Electricity Bill for High Burden Households	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
6. Average Annual Total Residential Energy Bill for High Burden Households	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
7. Average Annual Burden Before Receiving LIHEAP for High Burden Households	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
8. Average Annual Burden After Receiving LIHEAP for High Burden Households	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
9. Average Percentage Point Change in Energy Burden for High Burden Households	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
10. Average Percentage Reduction in Energy Burden for High Burden Households	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated

Reporting Guidance for Module 2A

Overview of Section V (Energy Burden Targeting)

- Section V consists of three parts:

- **Part A:** Total Number of Bill Payment Assisted Households in FY 2022.



Part B: Bill Payment Assisted Households for whom 12 months of complete billing data were collected.



Part C: High Burden Households with 12 months of complete billing data (top 25% of households in reported in Part B with the highest household energy burdens)

Reporting Guidance for Module 2A

Overview of Section V (Energy Burden Targeting)

- To report Section V statistics, grant recipients follow these steps each year:
 1. Identify the total households that received bill payment assistance (reported in Part A)
 2. Collect energy expenditure data from a sample of your energy vendors.
 3. Identify the households with complete annual expenditure data.
 4. Use the collected data and your program data to calculate the statistics for Part B.
 5. Identify the top 25% (top quartile) of households from Part B (step 4 above) to calculate the same statistics for Part C.

Reporting Guidance for Module 2A

Overview of Section V (Energy Burden Targeting)

All Households
Served with LIHEAP
Bill Payment
Assistance in FY
2022

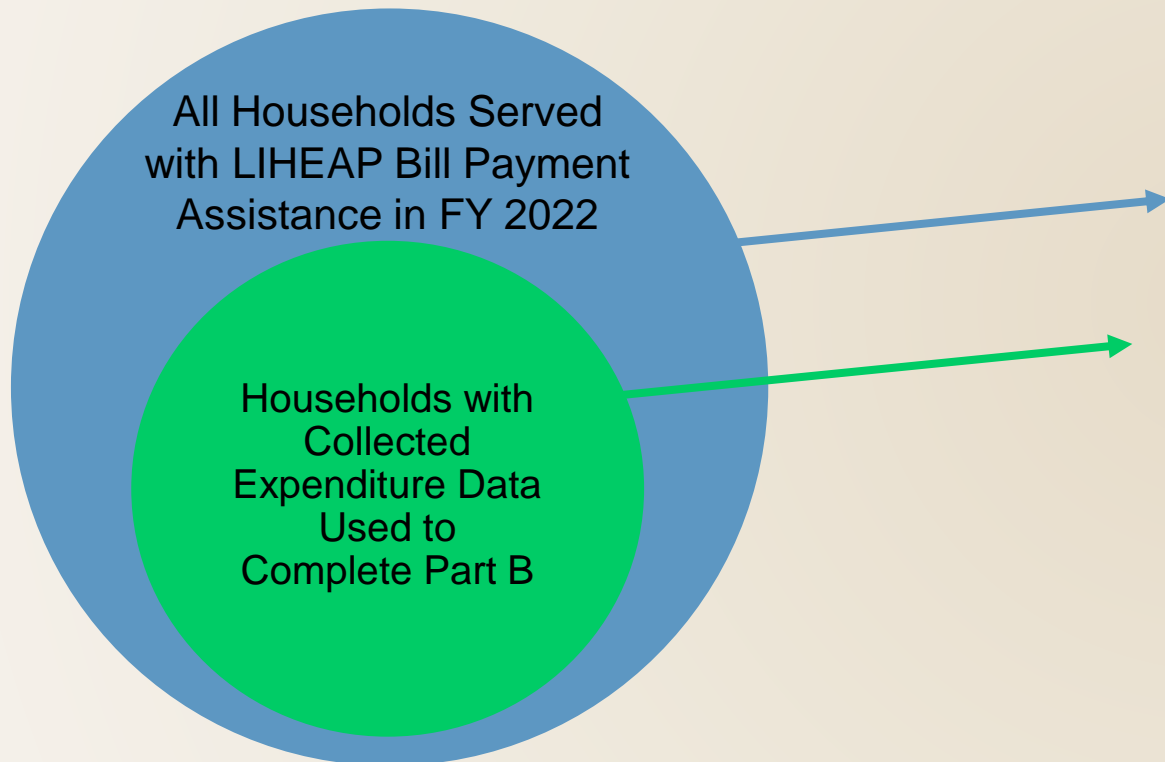
30,000 households served in FY 2022

- These are the households to report in Part A, Section V of Module 2A.

Module 2A	Value
Part A – Unduplicated Number of LIHEAP Bill Payment Assistance Households	30,000

Reporting Guidance for Module 2A

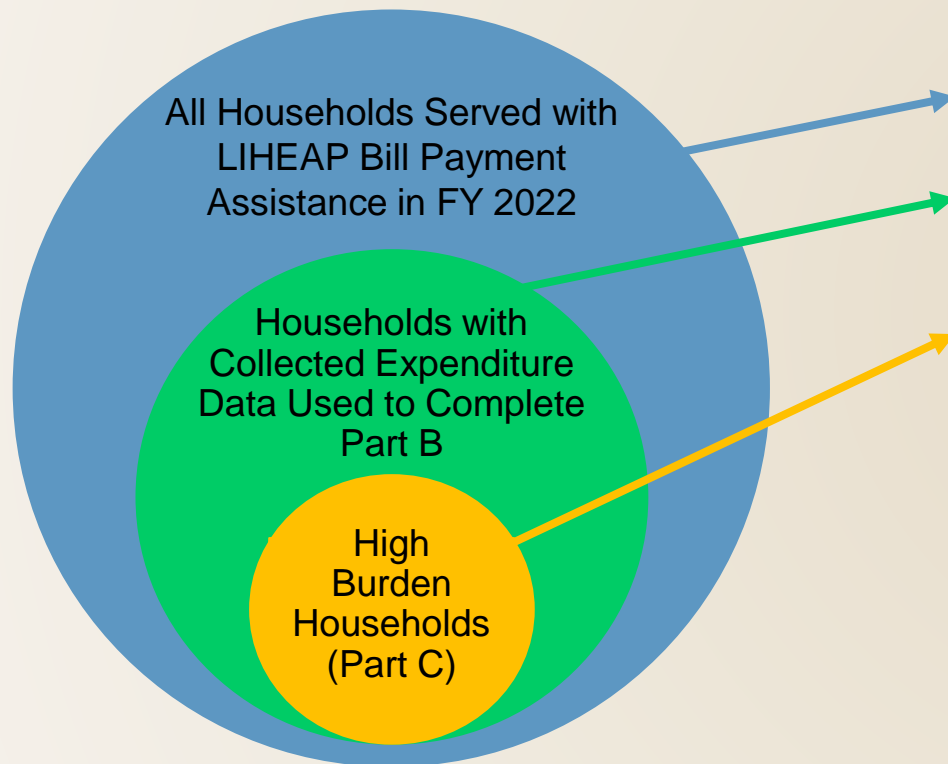
Overview of Section V (Energy Burden Targeting)



Module 2A, Section V, Part B		Value
Part A – Unduplicated Number of LIHEAP Bill Payment Assistance Households		30,000
Part B		
Number of Households		20,000
Average Annual Income		\$12,540
Average Main Heating Bill		\$1,125
Average Total LIHEAP Benefit		\$400

Reporting Guidance for Module 2A

Overview of Section V (Energy Burden Targeting)



Module 2A, Section V, Part B	Value
Part A – Unduplicated Number of LIHEAP Bill Payment Assistance Households	30,000
Part B – Unduplicated Number of LIHEAP Bill Payment Assistance Households (with collected expenditure data)	20,000
Part C	
Number of Households	5,000
Average Annual Income	\$8,000
Average Main Heating Bill	\$2,000
Average Total LIHEAP Benefit	\$400

Reporting Guidance for Module 2A – Key Step #1

Collect Annual Bill Amount from a Sample of Energy Vendors

- For Section V, grant recipients need to have the annual energy bill data for households in Part B.
- Grant recipients should follow these steps to do this:
 1. Identify the top energy vendors for each main heating fuel type.
 2. Request annual expenditure data from the sample of vendors (e.g., procuring the vendor data).

Important Reminder: For electricity vendors, include all households with accounts for that vendor, not just households who use electricity for heating.

3. Review the returned vendor data and keep valid annual expenditure data.

Reporting Guidance for Module 2A – Key Step #2

Combine the Vendor Data with your Program Data

- The expenditure data from vendors needs to be linked back to your LIHEAP program data to have the following for each household:
 - Annual Main Heating Expenditures
 - Annual Electricity Expenditures (If electricity is not the main heating fuel)
 - Annual Household Income
 - Main Heating Fuel Type
 - Total LIHEAP Benefit Amounts Received for FY 2022
- Important Reminders:
 - Remember that complete data is needed for a household to be included in Part B. Households without collected vendor data are excluded.
 - For all households in Part B, data is needed on the annual main heating bill AND annual electricity bill (if electricity is not used for heating).
 - Make sure to include/keep indicators of CARES and ARPA benefits (needed for Modules 2B/C).

Reporting Guidance for Module 2A – Key Step #3

Calculate Statistics for Part B

- Once you have combined your vendor and program datasets and identified households with complete energy bill data...
- Calculate the statistics in the report for each main heating fuel type.
- These include:
 - Average Annual Household Income
 - Average Annual Main Heating Bill Amount
 - Average Annual Electricity Bill Amount
 - Average Total Amount of LIHEAP Benefits Received

Reporting Guidance for Module 2A

Overview of Section V (Energy Burden Targeting)

V. ENERGY BURDEN TARGETING

		Bill Payment-Assisted Household Main Fuel				
	All Households	Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
A. Unduplicated Number of LIHEAP Bill Payment-Assisted Households	Auto-Calculated	0	0	0	0	0
B. Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)						
1. Unduplicated Number of Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	Auto-Calculated	0	0	0	0	0
2. Average Annual Household Income	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
3. Average Annual Total LIHEAP Benefit per Household (including Heating, Cooling, Crisis, Supplemental Benefits)	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
4. Average Annual Main Heating Fuel Bill	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
5. Average Annual Electricity Bill	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
6. Average Annual Total Residential Energy Bill	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
7. Average Annual Burden Before Receiving LIHEAP	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
8. Average Annual Burden After Receiving LIHEAP	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
9. Average Percentage Point Change in Energy Burden	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
10. Average Percentage Reduction in Energy Burden	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
C. High Burden Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)						
1. Unduplicated Number of High Burden Households (Top 25%) with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	Auto-Calculated	0	0	0	0	0
2. Average Annual Household Income for High Burden Households	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
3. Average Annual Total LIHEAP Benefit per High Burden Household (including Heating, Cooling, Crisis, Supplemental Benefits)	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
4. Average Annual Main Heating Fuel Bill for High Burden Households	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
5. Average Annual Electricity Bill for High Burden Households	Auto-Calculated	\$0	\$0	\$0	\$0	\$0
6. Average Annual Total Residential Energy Bill for High Burden Households	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
7. Average Annual Burden Before Receiving LIHEAP for High Burden Households	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
8. Average Annual Burden After Receiving LIHEAP for High Burden Households	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
9. Average Percentage Point Change in Energy Burden for High Burden Households	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated
10. Average Percentage Reduction in Energy Burden for High Burden Households	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated

Reporting Guidance for Module 2A – Key Step #4

Identify High Burden Households & Calculate Part C Statistics

- Section V asks for average statistics for all households versus “high burden” households.
- “High Burden” households are the top quartile (top 25%) of households with the highest calculated household energy burdens from your households included in Part B
- To identify High Burden households, follow these steps:
 1. For each household in Part B, calculate their total energy bill (the sum of their main heating bill and their electricity bill).
 2. Calculate the energy burden for each households (= total annual household energy bill / total annual household income)
 3. Assign a value of 100% burden to households with \$0 income or with a calculated energy burden above 100%.
 4. Sort the combined set of ALL households from highest to lowest energy burden.
 5. Draw the top 25% of households with the highest energy burden, regardless of their main heating fuel type.
 6. Produce the same statistics as you did for Part B but just for the 25% of high burden households drawn.

Reporting Guidance for Module 2A – Key Step #4

Identify High Burden Households & Calculate Part C Statistics

Household ID	Main Heating Fuel	Annual Income	Step 1: Annual Total Residential Energy Bill	Step 2: Energy Burden
Household 5	Electricity	\$0	\$1,000	100%
Household 2	Fuel Oil	\$10,000	\$3,000	30%
Household 1	Propane	\$16,000	\$4,000	25%
Household 8	Natural Gas	\$10,000	\$1,500	15%
Household 7	Fuel Oil	\$24,000	\$2,400	10%
Household 6	Electricity	\$10,000	\$800	8%
Household 3	Electricity	\$15,000	\$1,200	8%
Household 4	Natural Gas	\$30,000	\$1,800	6%

Step 5:
Top 25%
Selected

Step 3: Zero-
Income Household
was assigned 100%
energy burden

Step 4: Households
sorted by energy burden

Presenter(s):
Melissa Torgerson

Reporting Guidance for Module 2A

Overview of Section VI (Restoration of Service)

- Each of the Modules consist of three sections:
 - **Section V:** **LIHEAP Energy Burden Targeting Information**
 - **Section VI:** **LIHEAP Restorations of Lost Energy Service**
 - **Section VII:** **LIHEAP Preventions of the Loss of Energy Service**

Reporting Guidance for Module 2A

Overview of Section VI (Restoration of Service)

VI. RESTORATION OF HOME ENERGY SERVICE						
A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Energy Source (where LIHEAP benefit was applied)				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Energy Service Restored After Disconnection	Auto-Calculated	0	0			
2. Fuel Delivered to Home that Ran Out of Fuel	Auto-Calculated			0	0	0
3. Repair/Replacement of Inoperable Home Energy Equipment	Auto-Calculated	0	0	0	0	0

Reporting Guidance for Module 2A – Key Step #5

Reporting Energy Service Restorations in Section VI

- Section VI asks grant recipients to report **occurrences** of when LIHEAP assistance was used to restore energy service to a household that lost it.
- For example, if a household ran out of fuel twice and LIHEAP provided fuel to them on each occasion of this, then this should be reported as 2 occurrences.
- These occurrences should be **broken down by the fuel type to which the benefit was applied**, i.e., not by the household's main heating fuel type.
- Follow these steps to complete this section:
 1. Identify all the LIHEAP Benefits provided in FY 2022.
 2. Identify the benefits in #1 that restored energy service that had been lost. This includes...
 - Benefits that reconnected shut off utility service.
 - Benefits that provided a fuel delivery to a house that ran out of fuel.
 - The repair/replacement of equipment that was inoperable.

Reporting Guidance for Module 2A

Overview of Section VII (Prevention of Loss of Service)

- Each of the Modules consist of three sections:
 - **Section V:** **LIHEAP Energy Burden Targeting Information**
 - **Section VI:** **LIHEAP Restorations of Lost Energy Service**
 - **Section VII:** **LIHEAP Preventions of the Loss of Energy Service**

Reporting Guidance for Module 2A

Overview of Section VII (Prevention of Loss of Service)

VII. PREVENTION OF LOSS OF HOME ENERGY SERVICE

A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Energy Source (where LIHEAP benefit was applied)				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Past Due Notice or Utility Disconnect Notice	Auto-Calculated	0	0			
2. Imminent Risk of Running out of Fuel	Auto-Calculated			0	0	0
3. Repair/Replacement of Operable Equipment to Prevent Imminent Home Energy Loss	Auto-Calculated	0	0	0	0	0

Reporting Guidance for Module 2A – Key Step #6

Reporting Preventions of Lost Service in Section VII

- Section VII asks grant recipients to report **occurrences** of when LIHEAP assistance was used to prevent the imminent loss of energy service.
 - For example, if a household had an imminent disconnection in the winter and summer and LIHEAP prevented both from occurring, then this should be reported as 2 occurrences.
- These occurrences should be **broken down by the fuel type to which the benefit was applied**, i.e., not by the household's main heating fuel type.
- Follow these steps to complete this section:
 1. Identify all the LIHEAP Benefits provided in FY 2022.
 2. Identify the benefits in #1 that prevented the imminent loss of energy service for a household.

This includes...

 - Benefits that prevented an upcoming disconnection.
 - Benefits that provided a fuel delivery when a household was low on fuel.
 - The repair/replacement of equipment that was functional but failing.

Reporting Guidance for Modules 2B & 2C (Households Served with Supplemental Funds)



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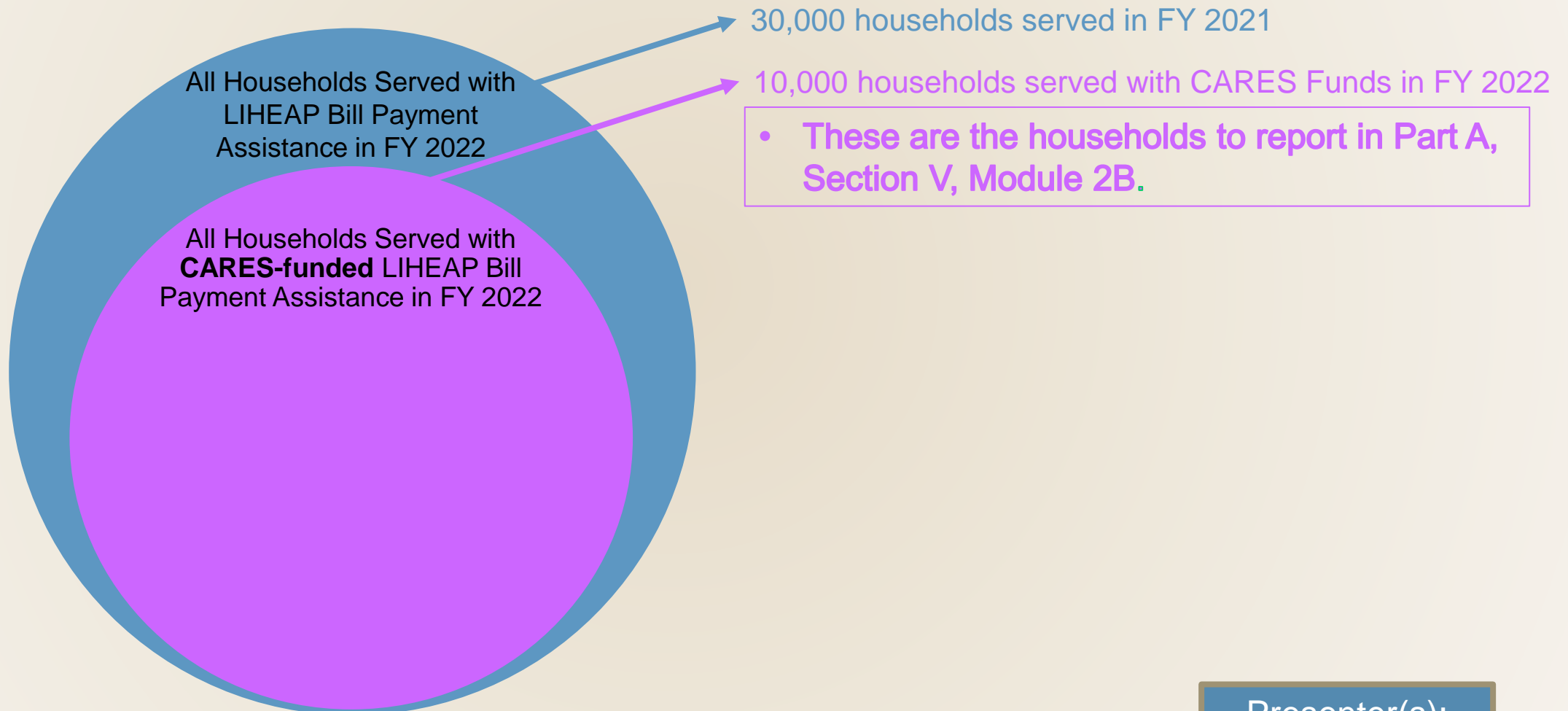
Reporting Guidance for Modules 2B & 2C

Overview of Reporting Requirements for Supplemental Funding

- Modules 2B & 2C ask grant recipients to produce the same statistics as Module 2A, but only for the subsets of households that received assistance in FFY 2022 with CARES (Module 2B) or with ARPA (Module 2C), respectively.
- These do not require grant recipients to make new or additional vendor requests. Instead, it means identifying and filtering to CARES and ARPA households/benefits and producing the same statistics for these subgroups.
- For example, your program provided LIHEAP assistance to 30,000 total households (reported in Part A of Module 2A). Part A of each of the Supplemental Funds Modules asks you to identify:
 - Which of the 30,000 households received *fully or partially* CARES-funded assistance (report in Part A of Module 2B)
 - Which of the 30,000 households received *fully or partially* ARPA-funded assistance (report in Part A of Module 2C)
- For Parts B & C of the Supplemental Funds Modules (i.e., households with complete bill data and high-burden households, respectively), grant recipients should do the following...

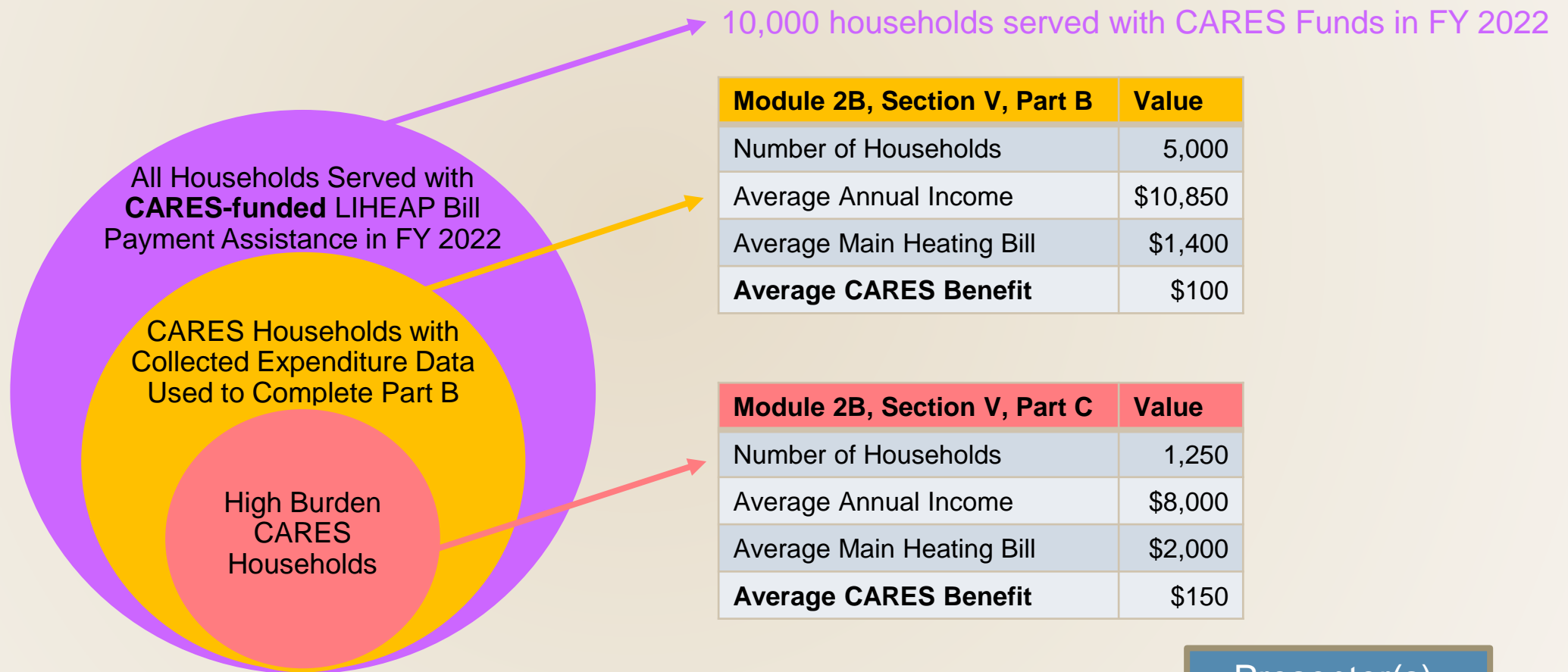
Reporting Guidance for Module 2B (CARES)

Overview of Section V (Energy Burden Targeting)



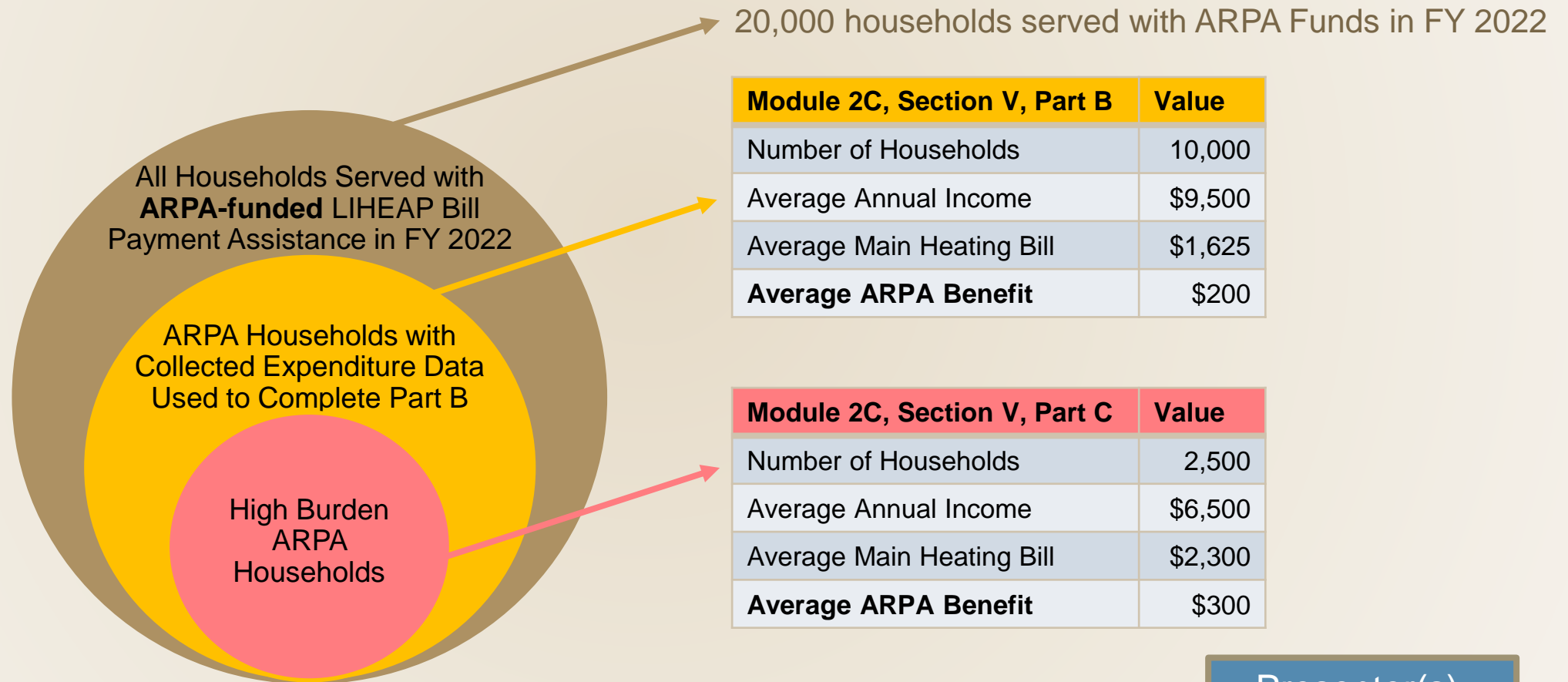
Reporting Guidance for Module 2B (CARES)

Overview of Section V (Energy Burden Targeting)



Reporting Guidance for Module 2C (ARPA)

Overview of Section V (Energy Burden Targeting)



Reporting Guidance for Modules 2B & 2C

What is Needed to Complete Section V (Energy Burden Targeting)

- You need two additional pieces of information to fill out the supplemental funding Modules:
 1. The CARES benefit amount that a household received
 2. The ARPA benefit amount that a household received

Reporting Guidance for Modules 2B & 2C

What is Needed to Complete Section V (Energy Burden Targeting)

Client Data Required Each Year:

Household ID	Main Heating Fuel	Annual Main Heating Bill	Annual Electricity Bill	Total LIHEAP Benefit Amount
#1	Propane	\$2,800	\$1,200	\$525
#2	Fuel Oil	\$1,500	\$1,500	\$750
#3	Electricity	\$1,200	\$0	\$240
#4	Gas	\$1,000	\$800	\$300
#5	Electricity	\$1,000	\$0	\$200

- Module 2A
 - Average Annual Heating Bill = \$1,500
 - Average Electric Bill = \$700
 - Average Total Benefit Amount = \$2,015

Reporting Guidance for Modules 2B & 2C

What is Needed to Complete Section V (Energy Burden Targeting)

Client Data Required Each Year:

Household ID	Main Heating Fuel	Annual Main Heating Bill	Annual Electricity Bill	Total LIHEAP Benefit Amount
#1	Propane	\$2,800	\$1,200	\$525
#2	Fuel Oil	\$1,500	\$1,500	\$750
#3	Electricity	\$1,200	\$0	\$240
#4	Gas	\$1,000	\$800	\$300
#5	Electricity	\$1,000	\$0	\$200

Additional Items:

CARES Benefit Amount	ARPA Benefit Amount
\$100	
	\$200
	\$50

Reporting Guidance for Modules 2B & 2C

What is Needed to Complete Section V (Energy Burden Targeting)

Client Data Required Each Year:

Additional Items:

Household ID	Main Heating Fuel	Annual Main Heating Bill	Annual Electricity Bill	Total LIHEAP Benefit Amount	CARES Benefit Amount	ARPA Benefit Amount
#1	Propane	\$2,800	\$1,200	\$525	\$100	
#2	Fuel Oil	\$1,500	\$1,500	\$750		\$200
#3	Electricity	\$1,200	\$0	\$240		
#4	Gas	\$1,000	\$800	\$300		\$50
#5	Electricity	\$1,000	\$0	\$200		

- Module 2C
 - Average Annual Heating Bill = \$1,250
 - Average Electric Bill = \$1,150
 - Average ARPA Benefit Amount = \$125

Reporting Guidance for Modules 2B & 2C

What is Needed to Complete Sections VI & VII (Restorations & Preventions)

- The Section VI (Restoration of Energy Service) and Section VII (Prevention of Loss of Energy Service) reporting rules for Modules 2B & 2C are the same as they are for Module 2A.
- The only difference here is that, in Module 2B, you should only report on the number of occurrences of energy service restoration and prevention loss that were *fully or partially* funded by LIHEAP CARES Act funds.
- Similarly, in Module 2C, you should only report on the number of occurrences of energy service restoration and prevention loss that were *fully or partially* funded by LIHEAP ARPA funds.

Reporting Examples



ADMINISTRATION FOR
CHILDREN & FAMILIES

Example #1:

State X Used ARPA for Supplemental Benefits

- Scenario

- In FY 2022, State X served 50,000 households.
- They expended all their CARES funds in FY 2021 and did not provide any CARES benefits during FY 2022.
- They provided a \$200 supplemental benefit to most households using their ARPA funds.

	Module 2A - All	Module 2B – CARES Subset	Module 2C – ARPA Subset
Part A - Total Households	50,000	0	48,000
Part B			
Households with Data	25,000		24,800
Average Income	\$12,000		\$11,900
Average Benefit Amount	\$450		\$200
Average Energy Expenses	\$1,200		\$1,150
Pre-LIHEAP Energy Burden	10%		10%
Post-LIHEAP Energy Burden	6%		8%
Burden Reduction	4%		2%

Example #2:

State Y Used ARPA for Targeted Assistance

- Scenario

- In FY 2022, State Y served 30,000 households.
- They did not provide any CARES benefits in FY 2022.
- They used ARPA to provide the top 5,000 households with the highest arrearages with arrearage assistance up to \$3,000.

	Module 2A - All	Module 2B – CARES Subset	Module 2C – ARPA Subset
Part A - Total Households	30,000	0	5,000
Part B			
Households with Data	20,000		3,000
<i>Average Income</i>	\$12,000		\$10,000
<i>Average Benefit Amount</i>	\$450		\$1,500
<i>Average Energy Expenses</i>	\$1,500		\$1,800
<i>Pre-LIHEAP Energy Burden</i>	13%		18%
Post-LIHEAP Energy Burden	9%		3%
Burden Reduction	4%		15%

Example #3:

State Z Restoration & Prevention

- Scenario

- In State Z, if a household applies for LIHEAP and is disconnected from electric service or received a disconnection notice, they receive a Crisis benefit to have their electric service restored or to pay the balance owed.
- They provide a total of 500 households with Crisis Assistance due to being disconnected, and 800 with Crisis Assistance due to receiving a past-due notice.
- State Z used CARES funds in FY 2022, but only for regular assistance and not for Crisis Assistance.
- State Z used ARPA funds in FY 2022 to help 100 households that got shut off when their COVID moratorium was lifted.

	Module 2A – All	Module 2B – CARES Subset	Module 2C – ARPA Subset
Occurrences where Energy Service was restored after Disconnection	500	0	100
Past Due Notice or Disconnect Notice	800	0	0

Cheat Sheet Table for Performance Measures

	Item	Module 2A (All Households)	Module 2B (CARES)	Module 2C (ARPA)
Section V Energy Burden	Population to Use for Section V Line A	All Households who received LIHEAP bill payment assistance in FFY 2022 [This should match your Household Report]	Subset who received CARES assistance in FFY 2022 (if any) [This should match your Household Report]	Subset who received ARPA assistance in FFY 2022 (if any) [This should match your Household Report]
	Population to Use for Section V Parts B and C	Households with energy expenditure data collected from vendors	Households with energy expenditure data who received CARES assistance in FFY 2022 (if any)	Households with energy expenditure data who received ARPA assistance in FFY 2022 (if any)
	Benefit Data to Use	Total amount in LIHEAP benefits each household received during FFY 2022	CARES benefit amount each household received during FFY 2022	ARPA benefit amount each household received during FFY 2022
Section VI Restoration of Service	Population to Use	Count all occurrences for any households assisted in FFY 2022.	Count all occurrences where the benefit was partially or fully funded with CARES	Count all occurrences where the benefit was partially or fully funded with ARPA
Section VII Prevention of Loss	Population to Use	Count all occurrences for any households assisted in FFY 2022.	Count all occurrences where the benefit was partially or fully funded with CARES	Count all occurrences where the benefit was partially or fully funded with ARPA

Data Validation & Checks



ADMINISTRATION FOR
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Data Validations & Checks

Form Validations

- For Module II of the Performance Data Form, OCS has implemented steps to help grantees complete the report accurately. These include:
 - **Calculated Fields** – Where possible, OCS has included formulas to calculate fields to reduce the reporting burden and avoid potential reporting issues.
 - **Locked Fields** – Fields that should not require a value are locked to avoid accidental editing.

Data Validations & Checks

Review Process

- APPRISE checks submitted Performance Measures 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.
- When your report is confirmed as complete, you will be notified.

Final Reminders



ADMINISTRATION FOR
CHILDREN & FAMILIES

Final Reminders

Collect Energy Expenditure Data from Vendors Soon

- 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.

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 the final Excel Spreadsheet template to use 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

Performance Measures 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/LIHEAP-PDF-Section-V-Before-You-Submit-Document.pdf
- **Past Years’ Performance Measures Data:**
 - <https://liheappm.acf.hhs.gov/datawarehouse>
- **Performance Measures Executive Summaries:**
 - <https://liheappm.acf.hhs.gov/performance-measures#>
- **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

Upcoming Training Webinars

- A training webinar for Module I of the Performance Data Form (i.e., the Grantee Survey) webinar will be held on **Jan 5th, 2023 – 2 PM Eastern**.
 - If you or your colleagues would like to attend this, please register using this link:
<https://attendee.gotowebinar.com/register/7859442583748523610>
- This Performance Measures report webinar will be repeated on **Jan 12th, 2023 – 2 PM Eastern**:
 - If you or your colleagues would like to attend this, please register using this link:
<https://attendee.gotowebinar.com/register/8520026970693113685>

Audience Poll Question #2

QUICKPOLL

How helpful was this webinar in understanding what is needed to complete the FY 2022 Performance Measures Report?

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; 609-252-9055
 - 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.

