Completing the *Federal Fiscal Year 2026 (FY26) LIHEAP Quarterly Report*

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

JUNE 16, 2026

WELCOME:
MARY WATTS (OCS)

PRESENTERS:
MELISSA TORGERSON (VERVE ASSOCIATES)
DAN BAUSCH (APPRISE)

Welcome

- **Purposes of this Webinar**
  - To review the key requirements for completing the federal Fiscal Year 2026 (FY26) *LIHEAP Quarterly Performance and Management Report* (referred to as the *LIHEAP Quarterly Report*).
  - To review the data elements needed to complete the report.
  - To explain changes made for Quarter 3 and 4 of the FY26 report.
  - Review the process for submitting and updating the report.
  - Provide an opportunity for participants to ask questions.

- **Audience for this Webinar**
  - State, Territory, and Tribal LIHEAP Coordinators.
  - Program staff and contractors that assist with completing the report.

Presenter(s):
Mary Watts

Speakers

- Today's webinar is being conducted by APPRISE, a non-profit research institute that is contracted with ACF to provide LIHEAP training and technical assistance.
- APPRISE works with LIHEAP grant recipients by assisting with reviewing your *LIHEAP Quarterly Report* and providing one-on-one technical assistance for reporting or performance management.

Daniel Bausch

Senior Project Director – APPRISE

Melissa Torgerson

Owner – Verve Associates LLC

Applied Public Policy Research
APPRISE
Institute for Study and Evaluation

Presenter(s):
Mary Watts

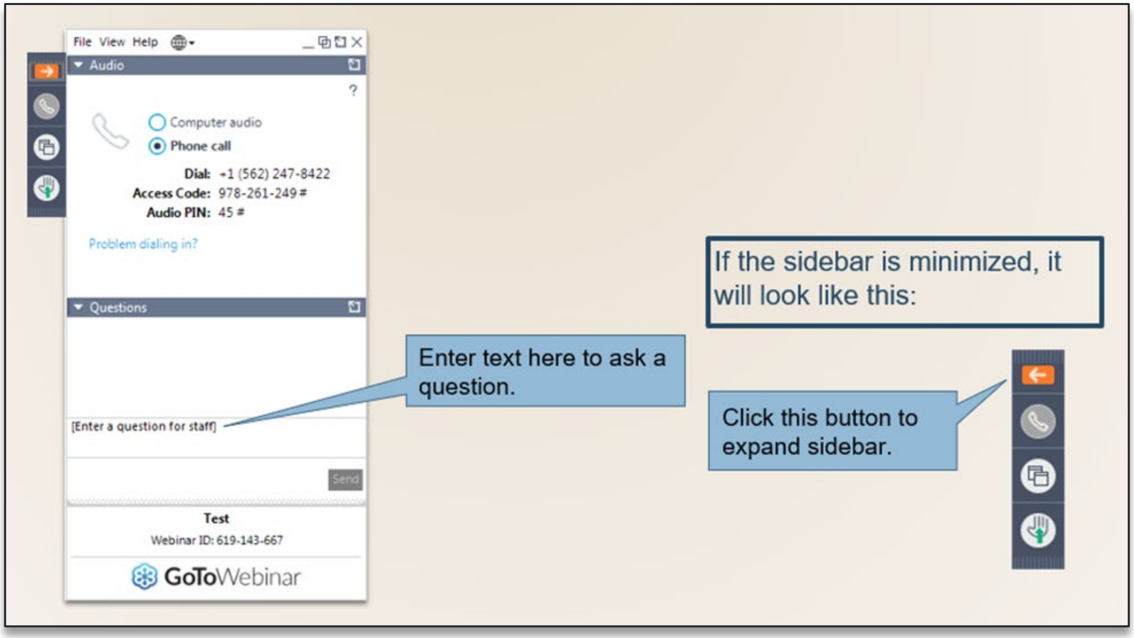
Webinar Overview

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

Presenter(s):
Melissa Torgerson

GoToWebinar Question Box

- Have a question?
  - You are encouraged to ask questions as you have them by typing them into the GoToWebinar "Question" box.
  - Submitted questions will be reviewed and responded to at the end of the webinar or via an e-mail from APPRISE.



Presenter(s):
Melissa Torgerson

Presentation Outline

Presenter(s):
Melissa Torgerson

Audience Poll Question #1

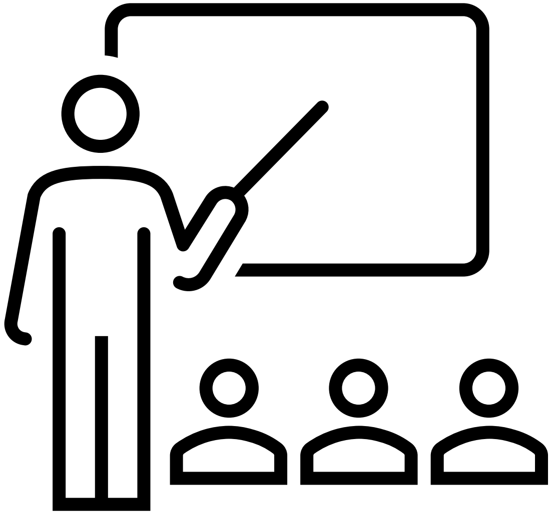
How prepared do you think your team is for correctly completing the *LIHEAP Quarterly Report* for Quarter 3 of FY26?

Please select one:

- **Not at all prepared** (i.e. haven’t turned attention to this)
- **A little prepared** (i.e. aware, but haven’t planned yet)
- **Mostly prepared** (i.e. planning and working out nuances)
- **Very prepared** (i.e. working on it and understand it)

Presenter(s):
Melissa Torgerson

Overview of the *LIHEAP Quarterly Report*



Overview of the LIHEAP Quarterly Report
Key Purposes

The *LIHEAP Quarterly Report* collects limited key information on grant recipients' programs each quarter, including:

- **Program Outcomes** – How many households were assisted? How much funding was obligated so far and is the grant recipient on track to obligate 90% of funding in the current fiscal year?

- **Program Impacts** – How many instances occurred where assistance prevented service loss or restored lost energy service?

- **Program Changes, Challenges, and Needs** – What recent changes have been made to program design or implementation? What challenges or training needs currently exist?

Presenter(s):
Dan Bausch

Overview on the LIHEAP Quarterly Report
History of Report

- 2022:
  - Initiation of the *LIHEAP Quarterly Report.*
- 2023:
  - Changes were made to the report to reduce burden for tribal grant recipients with a smaller amount of LIHEAP funds.
- 2024:
  - The report became available for submission on the Online Data Collection System (OLDC).
- 2026:
  - The *LIHEAP Quarterly Report* was renewed until 2029 with approved changes for Q3 and Q4.

Presenter(s):
Dan Bausch

Overview of the LIHEAP Quarterly Report

How it Relates to Other Report

Reports Looking Forward
(Next Fiscal Year)

"Real-time" Report

Reports Looking Back
(Prior Fiscal Year)

LIHEAP Model Plan

- Provides information on what you plan to do during the upcoming fiscal year.
- Specifies the characteristics of your programs.

LIHEAP Quarterly Report

- Provides key "real time" indicators on your LIHEAP program each quarter.
- Provides more detail on timing of program activity.

SF-425

- How much funding was obligated and/or expended in the past fiscal year.

Carryover & Reallotment Report

- Unobligated Funds remaining for carryover or return to HHS.

Household Report

- Summarizes households served with each type of assistance and the household member demographics for the prior fiscal year.

Performance Data Form (States Only)

- Provides information on uses of funds and impacts of assistance

Presenter(s):
Dan Bausch

Overview of the LIHEAP Quarterly Report
Why is this Collected?

The information you report is used to…

Track important LIHEAP indicators closer to "real-time".

Demonstrate LIHEAP activity levels during different times of year.

Respond to inquires and identify where updates to your Model Plan may be needed to reflect programmatic changes.

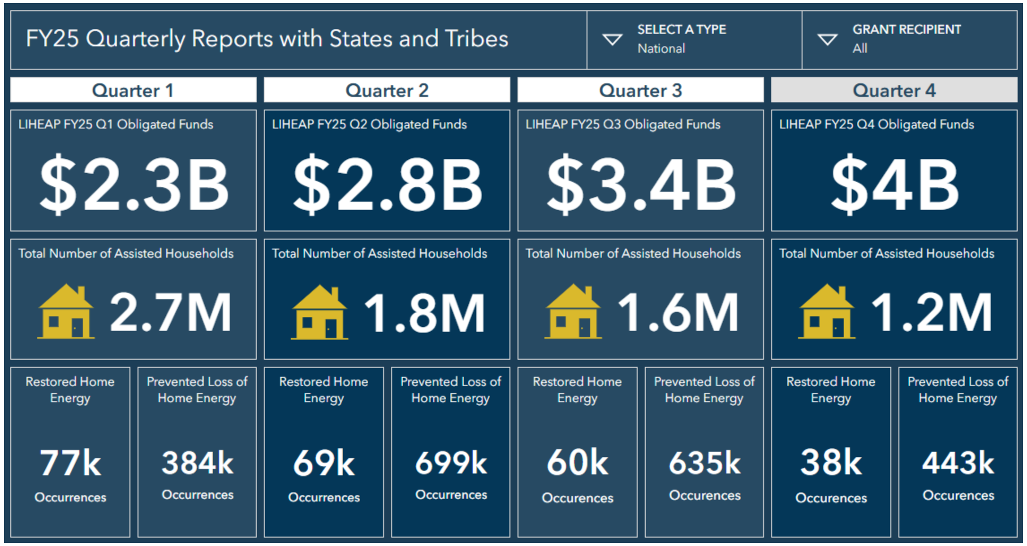
Inform where and how OCS should target additional training and technical assistance to aid grant recipients.

Communicate information to the public about LIHEAP via the *LIHEAP Data Dashboard*.

Presenter(s):
Dan Bausch

Overview of the LIHEAP Quarterly Report
LIHEAP Data Dashboard

- HHS has published a **LIHEAP Data Dashboard** that included *LIHEAP Quarterly Report* data for all grant recipients, including states, territories, and tribes.
- This tool is publicly available and allows you to see your own quarterly data from FY25, as well as national statistics.
- The tool also summarizes program information from the Model Plans.
- Link to Dashboard: https://liheap-fy25-data-dashboard-hhs-acf.hub.arcgis.com/



Presenter(s):
Dan Bausch

What’s New for FY26 Reporting

What’s New for FY26 Reporting
Report Announcements and Due Date

- **Report Announcement** – OCS released the Action Transmittal in April with instructions.
- **Due Dates** – The due dates were included in the Action Transmittal. The next report due is for Quarter 3 on **July 30, 2026.**
- **Report Availability** – The Q3 report is expected to be available for submission on the Online Data Collection System (OLDC) within the next two weeks.
- **Submission** – The report must be submitted in OLDC and must be validated and certified by the designated authorized official.

Presenter(s):
Dan Bausch

What’s New for FY26 Reporting
Report Due Dates

Schedule for FY26 LIHEAP Quarterly Report:

Report	Reporting Period	Report Due Date
Quarter 1	October 1 – December 31, 2025	April 30, 2026
Quarter 2	January 1 – March 31, 2026	April 30, 2026
Quarter 3	April 1 – June 30, 2026	July 30, 2026
Quarter 4	July 1 – September 30, 2026	October 30, 2026

Presenter(s):
Dan Bausch

What's New for FY26 Reporting
Report Changes

- **Q1 Report:** There were no changes (note: this report was due April 30).
- **Q2 Report:** There were no changes (note: this report was due April 30).
- **Q3 and Q4 Reports:** There are two important changes.
  - **Change #1:** Section III of the report has been updated to collect the same information previously collected in the *LIHEAP Carryover and Reallotment Report*.
  - **Change #2:** While Section III was previously optional for tribal grant recipients receiving awards under $50,000, Section III is now mandatory for all grant recipients.

Presenter(s):
Dan Bausch

What's New for FY26 Reporting
Change #1 for Q3 & Q4

Change #1: Section III of the report has been updated to collect the same information previously collected in the *LIHEAP Carryover and Reallotment Report*.

- ***Why was this change done?***
  - To simplify the reporting process by reducing the number of separate reports.
  - To collect this important data earlier in the fiscal year to support OCS technical assistance to grant recipients and the reallotment process.

- ***What does Section III now ask for Q3 and Q4?***
  - The *cumulative actual amount* of FY26 funds that were **obligated** as of the end of the quarter, by funding type.
  - The *projected amount* of awarded FY26 funds that will **remain unobligated** as of the end of FY26 (September 30, 2026), by funding type.
  - Explanation statements about reasons for unobligated or carried over funds and planned uses of the funds.

Presenter(s):
Dan Bausch

Overview of the LIHEAP Quarterly Report

How it Relates to Other Report

Reports Looking Forward
(Next Fiscal Year)

"Real-time" Report

Reports Looking Back
(Prior Fiscal Year)

SF-425

- How much funding was obligated and/or expended in the past fiscal year.

LIHEAP Model Plan

- Provides information on what you plan to do during the upcoming fiscal year.
- Specifies the characteristics of your programs.

LIHEAP Quarterly Report

- Provides key "real time" indicators on your LIHEAP program each quarter.
- Provides more detail on timing of program activity.
- **Provide information on cumulative obligations and projected unobligated funding amounts.**

Carryover & Reallotment Report

- Unobligated Funds remaining for carryover or return to HHS.

Household Report

- Summarizes households served with each type of assistance and the household member demographics for the prior fiscal year.

Performance Data Form (States Only)

- Provides information on uses of funds and impacts of assistance

Presenter(s):
Dan Bausch

What's New for FY26 Reporting
Change #2 for Q3 & Q4

Change #2: While Section III was previously optional for tribal grant recipients receiving awards under $50,000, Section III is now mandatory for all grant recipients.

- ***Why was this change done?***
  - To ensure this critical information that all grant recipients reported in the *Carryover and Reallotment Report* will be continuing to report it.
- ***What if I need assistance?***
  - Please reach out to APPRISE and the LIHEAP inbox (LIHEAP@acf.hhs.gov) for assistance in tracking and reporting on obligations.

Presenter(s):
Dan Bausch

What's New for FY26 Reporting

Resources to Assist With Completing the Report

The handouts for this webinar include resources to help you submit the report:

- ***FY25 Action Transmittal (AT):*** Included is the AT published by OCS in April.
- ***FY26 Quarterly Report Instructions:*** Included are the instructions for completing the FY26 Quarterly Report.
- ***Information Memorandum on LIHEAP Obligations, Expenditures, and Refunds (August 2024):*** This provided guidance on concepts for Section III of the report.

Presenter(s):
Dan Bausch

Data Needed to Complete the Report

Data Needed to Complete the Report
Types of Data

To complete the *LIHEAP Quarterly Report*, you need four different types of data and information.

1. Assisted Household Data
2. Household Energy Status Information*
3. Fiscal Data on Obligations
4. Program Implementation Information*

* Items 2 and 4 are optional for tribal grant recipients awarded less than $50,000 in FY26 regular non-supplemental LIHEAP Funds.

Presenter(s):
Melissa Torgerson

Data Needed to Complete the Report
#1 - Assisted Household Data

- **Data Source** = Program Records of assistance recipients or awarded benefits
- **Data Population** = All households assisted with regular LIHEAP, crisis, and Weatherization or equipment services.
- **Data Time Period Needed** = 3-month quarter
- **Important Note**: Focus is Households (NOT benefits issued or all household members)

Example of Program records:

ID	Primary Applicant Name	Benefit Type Received	Benefit Award Date
[redacted]	[redacted]	Heating	11/2/2025
[redacted]	[redacted]	Crisis	11/16/2025

Presenter(s):
Melissa Torgerson

Data Needed to Complete the Report
#2 – Household Energy Status Information

- **Data Source** = Application or intake information and Program Records
- **Data Population** = All households assisted with regular LIHEAP, crisis, and Weatherization or equipment services *who had energy service restored or imminent loss of service prevented*.
- **Data Time Period Needed** = 3-month quarter
- **Important Note**: Focus is occurrences
- *Example of Program records:*

Note for Tribal Grant Recipients: It is optional for Tribal Grant Recipients awarded less than $50,000 in FY26 LIHEAP Funds to report this information.

ID	Primary Applicant Name	Benefit Type Received	Benefit Award Date	Disconnected or Out of Fuel? (Restoration)	Past Due or Almost Out of Fuel? (Prevention)
[redacted]	[redacted]	Heating	11/2/2025	No	No
[redacted]	[redacted]	Crisis	11/16/2025	Yes	No

Presenter(s): Melissa Torgerson

Data Needed to Complete the Report
#3 – Fiscal Data on Obligations

- **Data Source** = Fiscal Records on Obligation of Awarded Funds
- **Data Population** = Funds awarded by HHS for LIHEAP for the fiscal year
- **Data Time Period Needed** = Report cumulative amount as of last day of quarter; projected unobligated amount for end of fiscal year
- **Important Note**: Focus is obligations (which may differ from expenditures)

Example of Fiscal Records

CAN	Award Amount	Obligation Amount as of end of Q3
Regular Award	$5 million	$4 million
IIJA Award	$1 million	$200,000
Total FY26 Awards	$6 million	$4.2 million

Note for FY26: All grant recipients are now asked to report the obligated cumulative amount separately for Regular LIHEAP funds and IIJA funds.

Presenter(s):
Melissa Torgerson

Data Needed to Complete the Report
#4 – Program Implementation Information

- **Data Source** = Administrative and Documentation Records
- **Data Time Period Needed** = Report changes / developments to program made since prior *LIHEAP Quarterly Report.*
- **Important Note**: Providing this information is very valuable to OCS as it is used to inform training and technical assistance. Grant recipients are encouraged to highlight policy and programmatic changes or developments to their programs.

Note for Tribal Grant Recipients: It is optional for Tribal Grant Recipients awarded less than $50,000 in FY26 LIHEAP Funds to report this information.

Presenter(s):
Melissa Torgerson

Section-By-Section Instructions

Section-by-Section Instructions
Report Sections

- **<u>Section I:</u> Total Households Assisted**
- **<u>Section II:</u> Performance Management**
- **<u>Section III:</u> Estimated uses of LIHEAP Funds**
- **<u>Section IV:</u> LIHEAP Program Implementation and Support**
- **<u>Section V</u>: Remarks**

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section I (Total Households Assisted)

- This section asks you to report one data point.
- All Grant Recipients must complete this section.
- What to Report:
  - **Line 1:** Report the total count of households assisted by LIHEAP during the three-month quarter.

I. Total Households Assisted	
	A. Total Households Q1
1. Number of assisted households	

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section I (Total Households Assisted)

- **This should include:**

  - Households issued or awarded a benefit during the quarter that was paid in full or in part <u>with federal LIHEAP funds.</u>
  - Households who received equipment or weatherization during the quarter that was paid in full or in part <u>with federal LIHEAP funds.</u>

- **This should <u>NOT</u> include:**

  - Households served <u>entirely</u> with other funds besides federal LIHEAP funds.
  - Households who applied but were denied and did not receive a benefit during the quarter.
  - Households who applied but were not assisted until after the quarter (they would be counted in the next quarter).
  - Households who only received a nominal benefit to assist with SNAP eligibility (commonly called Heat and Eat households).

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section I (Total Households Assisted)

- **Guidance for Calculating**
  - *Counting Unit:* Count households, not benefits issued or total household members.
  - *Multiple benefits*: If a household received multiple benefits during the same quarter, count the household only once when counting the total households assisted that quarter.

- **Do I count a household in the report if they were counted in a prior Quarter?**
  - Yes, report on all households assisted with LIHEAP funds during the specified quarter, even if they were assisted in a prior quarter and reported in that previous quarter's report.

- **What about LIHEAP Weatherization and Equipment?**
  - The intention of the report is to include all assisted households in the quarter. You should work with program partners to obtain information on a quarterly basis to identify and include households assisted with these services during the quarter.

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section II (Performance Management)

- **<u>Section I:</u> Total Households Assisted**
- **<u>Section II:</u> Performance Management**
- **<u>Section III:</u> Estimated uses of LIHEAP Funds**
- **<u>Section IV:</u> LIHEAP Program Implementation and Support**
- **<u>Section V</u>: Remarks**

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section II (Performance Management)

- This section asks you to report two data points.

- <u>This section is optional for Tribal Grant Recipients who were awarded less than $50,000 in FY25 LIHEAP funds.</u>

- What to Report:

  - <u>**Line 1:** Report the total number of times during the three-month quarter that a LIHEAP benefit or LIHEAP assistance *prevented* the imminent loss of home energy service.</u>

  - <u>**Line 2:** Report the total number of times during the three-month quarter that a LIHEAP benefit or LIHEAP assistance *restored* home energy service to a household without energy service.</u>

II. Performance Management

	A. Total Occurrences Q1
1. Number of Occurences of households where LIHEAP prevented the loss of home energy.	
2. Number of Occurences of households where LIHEAP restored home energy.	

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions

Section II – Line 1: Prevention of Loss

- **This should include:**

- All instances where a benefit during the quarter that was paid in full or in part <u>with federal LIHEAP funds</u> prevented the imminent loss of energy service.

- **This should <u>NOT</u> include:**

- Instances where no federal LIHEAP funds were used.
- Instances where LIHEAP assistance was provided to assist households that did NOT face imminent loss of energy service.

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section II – Line 1: Prevention of Loss

<u>Examples of Preventions</u>

- Households with a disconnection/shut-off notice who received a LIHEAP benefit that applied to that account, preventing their service from being disconnected.
- Households low on delivered fuel who received a LIHEAP fuel payment or fuel delivery.
- Households who had working but failing equipment that was repaired or replaced with LIHEAP federal funds.

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section II – Line 1: Prevention of Loss

- **Guidance for Calculating**
  - *Counting Unit:* Count instances of prevention.
  - *Multiple instances*: If a household was assisted multiple times that prevented imminent loss of service, count all instances.

- **What constitutes an "imminent loss" of home energy service?**
  - Each grant recipient determines what constitutes an "imminent" loss of service to characterize assistance as a prevention of loss.
  - For more information, view the Supplement on Determining At-Risk Households.

- **Is this just for Crisis/Emergency Assistance?**
  - This depends on your program design. Some programs will automatically provide crisis assistance for households facing imminent loss of service. Others may provide regular assistance in some instances. The intention is to count all instances where any benefit type prevented the imminent loss of service.

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section II – Line 2: Restoration of Service

- **This should include:**
  - All instances where a benefit during the quarter that was paid in full or in part <u>with federal LIHEAP funds</u> restored energy service to a household that had lost service.

- **This should <u>NOT</u> include:**
  - Instances where no federal LIHEAP funds were used.
  - Instances where LIHEAP assistance was provided to assist households that still had energy service.

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section II – Line 2: Restoration of Service

Examples of Restorations:

- Households shut off from utilities via disconnection who received a LIHEAP benefit that resulted in restored service.
- Households without any amount of a delivered fuel who received a LIHEAP fuel payment or fuel delivery.
- Households with non-working Equipment that had it repaired or replaced with LIHEAP federal funds.

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section II – Line 2: Restoration of Service

- **Guidance for Calculating**
  - *Counting Unit:* Count instances of restoration of service.
  - *Multiple instances*: If a household was assisted multiple times that restored service, count all instances.

- **What constitutes a restoration of home energy service?**
  - A restoration should be an instance where you know that energy service was lost, and you have an assurance that LIHEAP assistance resulted in service being regained.

  For more information, view the Supplement on Determining Service Restoration.

- **Is this just for Crisis/Emergency Assistance?**
  - Most programs will automatically provide crisis assistance for households who have lost service. The intention is to count all instances where any benefit type restored service, even if that was not done via your primary crisis component.

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section III (Estimated Use of LIHEAP Funds)

- **Section I: Total Households Assisted**
- **Section II: Performance Management**
- **Section III: Estimated uses of LIHEAP Funds**
- **Section IV: LIHEAP Program Implementation and Support**
- **Section V: Remarks**

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section III (Estimated Use of LIHEAP Funds)

- This section is now mandatory for **all** grant recipients.
- This section is focused on the obligation or non-obligation of awarded LIHEAP funds for FY26.
- 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 necessarily the same as expenditures.
  - *Examples of Obligations (as defined by some grant recipients):*
    - Approval letters issued to clients
    - Credit lines established with vendors
    - Contracts to Perform Services

For more information, view the IM on LIHEAP Obligations, Expenditures, and Refunds.

Presenter(s):
Dan Bausch

Section-by-Section Instructions

Section III (Estimated Use of LIHEAP Funds)

- **This should include**:
  - Only the federal LIHEAP funds awarded during FY26.
  - Both regular LIHEAP funds (block grant) and the supplemental Infrastructure and Investment Job Act (IIJA) LIHEAP funds.
  - <u>Obligations</u>: Report the *cumulative actual total* as of the end of the quarter. This means your Q3 report will include reporting on the total amount obligated from Oct. 1, 2025 to June 30, 2026.
  - <u>Unobligated funds</u>: Report the *projected amount* that will remain unobligated as of the end of FY26 (September 30, 2026). For example, if you have $5,000 remaining unobligated now but expect to obligate all of this by September, you would report $0.
- **This should <u>NOT</u> include:**
  - Any non-federal LIHEAP funds (such as ratepayer funds).
  - Any prior funds you carried into FY26.
  - <u>Obligations</u>: Non-cumulative amounts
  - <u>Unobligated Funds</u>: Exact current amounts

Presenter(s):
Dan Bausch

Section-by-Section Instructions

Section III – Unobligated Funds

- Grant Recipients may have unobligated funds for several reasons:

  1. **Timing** - They plan to obligate the funds before the end of FY26, but have not yet done so by the end of the applicable quarter being reported.

  2. **Carryover** - They plan to carryover a portion of awarded funds for obligation during the next Fiscal Year (FY27).

  3. **Reallotment** - They have funds that cannot be obligated during FY26 or carried over to the next FY, so these funds are subject to reallotment and must be returned to HHS.

Presenter(s):
Dan Bausch

Section-by-Section Instructions

Section III – Carryover Funds

- **Carryover Funds** are LIHEAP funds that a grant recipient was awarded and optionally determined to not obligate during the same Fiscal Year and to instead obligated during the subsequent Fiscal Year.

- Carryover Rules For FY26:
  - Grant recipients can carry over up to 10% of awarded FY26 funds to FY27.
  - **However, only regular funds may be carried over to FY27. Grant recipients cannot carry over FY26 IIJA funds to FY27**. The IIJA legislation states that IIJA funds will not be available past September 30, 2026.

Key Takeaway: **Grant Recipients should obligate all FY26 IIJA funds, and 90% of total FY26 funds by September 30, 2026.**

Presenter(s):
Dan Bausch

Section-by-Section Instructions

Section III – Funds Subject to Reallotment

- If a grant recipient has unobligated regular LIHEAP funds that exceed the 10% carryover threshold, the grant recipient must return those unobligated funds to the Federal government.
- HHS determines total funds available for reallotment and distributes them among grant recipients during the subsequent fiscal year.
- During the fiscal year, any grant recipient that anticipates having unobligated funds at the end of the year that is more than their carryover limit should contact their program specialist to discuss their situation.

Key Takeaway: **Grant recipients are expected to plan accordingly to obligate at least 90% of awarded funds. Grant recipients facing obligation challenges should contact OCS as soon as possible for assistance.**

Presenter(s):
Dan Bausch

Section-by-Section Instructions

Section III – For Q1 and Q2

- This section asked you to report obligations as of the end of the quarter for Q1 and Q2.
  - **Line 1**: This was pre-populated with the total awards released for FY26 as of the end of the quarter.
  - **Line 2 Column A:** Report the total **cumulative** amount of regular FY26 LIHEAP funds that have been **obligated** as of the end of the quarter.
  - **Line 2 Column B:** Report the total **cumulative** amount of FY26 IIJA funds that have been **obligated** as of the end of the quarter.

III. Estimated Use of LIHEAP Funds

	A. LIHEAP Current Fiscal Year Allotment	B. Infrastructure (if applicable)	C. {Reserved, if applicable} Other Supplemental Allotment
1. Current year amount payable (all funds awarded in FFY)			
2. Amount of funds obligated			

Presenter(s):
Dan Bausch

Section-by-Section Instructions

Section III – For Q3 and Q4

III. Estimated Use of LIHEAP Funds			
	Obligations by LIHEAP Funding Source (if applicable)		
	A. LIHEAP Current Fiscal Year Allotment	B. Infrastructure(IIJA)	C. (Reserved, if applicable) Other Supplemental Allotment
1. Current year amount payable (all funds awarded in FFY)	$51,146	$2,033	
2. 10 percent of amount payable (all funds awarded in FFY)	$0		
3. Amount of funds obligated	$0	$0	
4. Projected unobligated balance through September 30 of FFY	$0	$0	
4a. Total projected unobligated balances (sum of lines 4A, 4B, 4C)	$0		
5. Carryover Amount (FFY funds to be carried over for obligation in the following fiscal year.)	$0	$0	$0
6. Reallotment Amount (FFY funds that exceed the 10% carryover amount and are to be returned the Federal government.)	$0	$0	$0
7. Briefly state the reasons that these funds were not obligated in the fiscal year for which they were allotted			
8. Briefly describe the types of assistance to be provided with the amount of reallotted funds that will be held available for the following fiscal year			

Pre-populated → (line 1)

Pre-populated → (line 2)

Calculated by OLDC → (line 4a)

Calculated by OLDC → (line 5)

Calculated by OLDC → (line 6)

Section-by-Section Instructions
Section III – For Q3 and Q4

- This section will now ask you to report the following for Q3 and Q4.

  1. The total cumulative amount of awarded FY26 funds that were obligated as of the end of the quarter, by funding type.

Presenter(s):
Dan Bausch

Section-by-Section Instructions

Section III – For Q3 and Q4

III. Estimated Use of LIHEAP Funds			
	Obligations by LIHEAP Funding Source (if applicable)		
	A. LIHEAP Current Fiscal Year Allotment	B. Infrastructure(IIJA)	C. {Reserved, if applicable} Other Supplemental Allotment
1. Current year amount payable (all funds awarded in FFY)	$51,146	$2,033	
2. 10 percent of amount payable (all funds awarded in FFY)	$0		
3. Amount of funds obligated	$0	$0	
4. Projected unobligated balance through September 30 of FFY	$0	$0	
4a. Total projected unobligated balances (sum of lines 4A, 4B, 4C)	$0		
5. Carryover Amount (FFY funds to be carried over for obligation in the following fiscal year.)	$0	$0	$0
6. Reallotment Amount (FFY funds that exceed the 10% carryover amount and are to be returned the Federal government.)	$0	$0	$0
7. Briefly state the reasons that these funds were not obligated in the fiscal year for which they were allotted			
8. Briefly describe the types of assistance to be provided with the amount of reallotted funds that will be held available for the following fiscal year			

Section-by-Section Instructions

Section III – For Q3 and Q4

- This section will now ask you to report the following for Q3 and Q4.

1. The total cumulative amount of awarded FY26 funds that were obligated as of the end of the quarter, by funding type.

2. The projected amount of awarded FY26 funds that will remain unobligated as of the end FY26 (September 30, 2026), by funding type.

Presenter(s):
Dan Bausch

Section-by-Section Instructions
Section III – For Q3 and Q4

III. Estimated Use of LIHEAP Funds			
	Obligations by LIHEAP Funding Source (if applicable)		
	A. LIHEAP Current Fiscal Year Allotment	B. Infrastructure(IIJA)	C. {Reserved, if applicable} Other Supplemental Allotment
1. Current year amount payable (all funds awarded in FFY)	$51,146	$2,033	
2. 10 percent of amount payable (all funds awarded in FFY)	$0		
3. Amount of funds obligated	$0	$0	
4. Projected unobligated balance through September 30 of FFY	$0	$0	
4a. Total projected unobligated balances (sum of lines 4A, 4B, 4C)	$0		
5. Carryover Amount (FFY funds to be carried over for obligation in the following fiscal year.)	$0	$0	$0
6. Reallotment Amount (FFY funds that exceed the 10% carryover amount and are to be returned the Federal government.)	$0	$0	$0
7. Briefly state the reasons that these funds were not obligated in the fiscal year for which they were allotted			
8. Briefly describe the types of assistance to be provided with the amount of reallotted funds that will be held available for the following fiscal year			

Section-by-Section Instructions
Section III – For Q3 and Q4

- This section will now ask you to report the following for Q3 and Q4.

1. The total cumulative amount of awarded FY26 funds that were obligated as of the end of the quarter, by funding type.

2. The projected amount of awarded FY26 funds that will remain unobligated as of the end FY26 (September 30, 2026), by funding type.

3. Explanation statement for why funds were not obligated during the fiscal year. [If unobligated funds is greater than $0.]

Presenter(s):
Dan Bausch

Section-by-Section Instructions

Section III – For Q3 and Q4

III. Estimated Use of LIHEAP Funds			
	Obligations by LIHEAP Funding Source (if applicable)		
	A. LIHEAP Current Fiscal Year Allotment	B. Infrastructure(IIJA)	C. {Reserved, if applicable} Other Supplemental Allotment
1. Current year amount payable (all funds awarded in FFY)	$51,146	$2,033	
2. 10 percent of amount payable (all funds awarded in FFY)			$0
3. Amount of funds obligated	$0	$0	
4. Projected unobligated balance through September 30 of FFY	$0	$0	
4a. Total projected unobligated balances (sum of lines 4A, 4B, 4C)			$0
5. Carryover Amount (FFY funds to be carried over for obligation in the following fiscal year.)	$0	$0	$0
6. Reallotment Amount (FFY funds that exceed the 10% carryover amount and are to be returned the Federal government.)	$0	$0	$0
7. Briefly state the reasons that these funds were not obligated in the fiscal year for which they were allotted			
8. Briefly describe the types of assistance to be provided with the amount of reallotted funds that will be held available for the following fiscal year			

Section-by-Section Instructions
Section III – For Q3 and Q4

- This section will now ask you to report the following for Q3 and Q4.

1. The total cumulative amount of awarded FY26 funds that were obligated as of the end of the quarter, by funding type.

2. The projected amount of awarded FY26 funds that will remain unobligated as of the end FY26 (September 30, 2026), by funding type.

3. Explanation statement for why funds were not obligated during the fiscal year. [If unobligated funds is greater than $0.]

4. Description of how carried over funds will be obligated in the next fiscal year. [If unobligated funds is greater than $0.]

Presenter(s):
Dan Bausch

Section-by-Section Instructions

Section III – For Q3 and Q4

III. Estimated Use of LIHEAP Funds			
	Obligations by LIHEAP Funding Source (if applicable)		
	A. LIHEAP Current Fiscal Year Allotment	B. Infrastructure(IIJA)	C. {Reserved, if applicable} Other Supplemental Allotment
1. Current year amount payable (all funds awarded in FFY)	$51,146	$2,033	
2. 10 percent of amount payable (all funds awarded in FFY)			$0
3. Amount of funds obligated	$0	$0	
4. Projected unobligated balance through September 30 of FFY	$0	$0	
4a. Total projected unobligated balances (sum of lines 4A, 4B, 4C)			$0
5. Carryover Amount (FFY funds to be carried over for obligation in the following fiscal year.)	$0	$0	$0
6. Reallotment Amount (FFY funds that exceed the 10% carryover amount and are to be returned the Federal government.)	$0	$0	$0
7. Briefly state the reasons that these funds were not obligated in the fiscal year for which they were allotted			
8. Briefly describe the types of assistance to be provided with the amount of reallotted funds that will be held available for the following fiscal year			

Section-by-Section Instructions
Section III Example of Cumulative Reporting

- In FY26, you were awarded $25,000 by HHS for LIHEAP.
  - In Quarter 1, you obligated $10,000 of these funds.
  - In Quarter 2, you obligated an additional $8,000.
  - In Quarter 3, you obligated an additional $4,000. You project $2,000 will be carried into FY27.
  - In Quarter 4, you obligated $2,000. You ended up obligating more than projected and carry over only $1,000 for obligation later in FY27.

Quarter	Cumulative Obligations to report in the *Quarterly Report*	Projected unobligated amount for *Quarterly Report*
Quarter 1	$10,000	NA
Quarter 2	$18,000	NA
Quarter 3	$22,000	$2,000
Quarter 4	$24,000	$1,000

Note: Line 3 and 4 do not need to add up to Line 1 for Q3 since you may not have obligated some funds you intend to.

Presenter(s):
Dan Bausch

Section-by-Section Instructions
Section IV (Program Implementation)

- <u>Section I:</u> Total Households Assisted
- <u>Section II:</u> Performance Management
- <u>Section III:</u> Estimated uses of LIHEAP Funds
- <u>Section IV:</u> LIHEAP Program Implementation and Support
- <u>Section V</u>: Remarks

Presenter(s):
Dan Bausch

Section-by-Section Instructions
Section IV (Program Implementation)

- Section IV asks you to answer questions and provide short descriptive responses about program changes, challenges, and needs. This section is optional for Tribal Grant Recipients awarded less than $50,000 in FY26 regular LIHEAP funds.

- There are some differences in the questions asked in this section by Quarter.

  - **Q1-Q3:** *Have you made changes to…*
  - **Q4:** *What were the result of those changes to…*

    - *…Income Eligibility Requirements*
    - *…Income Verification/Documentation Requirements*
    - *…Outreach Strategies*
    - *…Benefit Matrix and/or increased Crisis Maximum Amount*
    - *…Prioritizing Vulnerable Populations*
    - *…Arrearage Forgiveness Policies*
    - *…Other LIHEAP Policies*

Presenter(s):
Dan Bausch

Section-by-Section Instructions
Section IV (Program Implementation)

<u>Reporting Guidance</u>

- Some questions require a "Yes" or "No" response.
  - If you answer "Yes" to any of these questions, you need to provide a brief explanation of **what, when** and **why** changes were made in the response space provided below each question.
- Other questions ask for a narrative response only.
  - Please provide a response for these narrative questions. <u>If the question does not apply to you, please put "N/A".</u>
- <u>Note</u>: This information is used by OCS to identify training and technical assistance needs and may be included in the future in the public LIHEAP Data Dashboard.

Presenter(s):
Dan Bausch

Section-by-Section Instructions
Section V (Remarks)

- **Section I:** **Total Households Assisted**
- **Section II:** **Performance Management**
- **Section III:** **Estimated uses of LIHEAP Funds**
- **Section IV:** **LIHEAP Program Implementation and Support**
- **Section V:** **Remarks**

Presenter(s):
Melissa Torgerson

Section-by-Section Instructions
Section V (Remarks)

- Section V should be used to report any comments to explain items in the report, or to describe any concerns regarding the reliability or validity of the data provided in the *LIHEAP Quarterly Report*.
- Examples include:
  - Explaining if any data items are missing due to data system issues.
  - Explaining large changes in approaches used from past quarterly reports.

V. Remarks
1. Enter any explanation needed regarding the reliability and/or validity of the above-reported data.
Response:

Presenter(s):
Melissa Torgerson

Final Reminders

Final Reminders
Due Dates and Final Data

- All Grant Recipients must submit the *FY26 LIHEAP Quarterly Reports*:
  - **Quarter 3** (April to June 2026): Due on July 30, 2026
  - **Quarter 4** (July to September 2026): Due on October 30, 2026
- Contact the LIHEAP inbox (LIHEAP@acf.hhs.gov) or your OCS Program Specialist as soon as possible if…
  - Your need technical assistance in completing the report .
  - You are facing challenges in meeting the due date for a report.
  - You need information on accessing OLDC.

Please do not wait until the report is due to reach out for assistance.

Presenter(s):
Melissa Torgerson

Final Reminders
Changes from FY25 Report

- **Q1 Report:** There were no changes (note: this report was due April 30).
- **Q2 Report:** There were no changes (note: this report was due April 30).
- **Q3 and Q4 Reports:** There are two important changes.
  - **Change #1:** Section III of the report has been updated to collect the same information previously collected in the *LIHEAP Carryover and Reallotment Report*.
  - **Change #2:** While Section III was previously optional for grant recipients receiving awards under $50,000, Section III is now mandatory for all grant recipients.

Presenter(s):
Melissa Torgerson

Final Reminders
OLDC Resources

- To complete this reporting requirement, you need to **submit** your form in the OLDC System.

- 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.

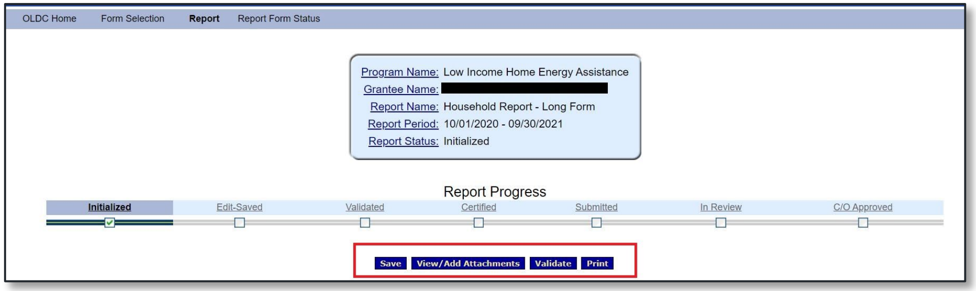
- If you need assistance, please contact GrantSolutions Help Desk:
  - (866) 577-0771
  - help@grantsolutions.gov

Presenter(s):
Melissa Torgerson

Final Reminders
Submission Process

- To complete this reporting requirement, you need to **submit** your form in the OLDC System.
- The individuals who have permission to certify and submit may vary based on how you initially set up your OLDC account, but the user with the role **"Grant Administrator"** may perform all actions by default.
- To submit the form, first enter and save your report. When ready, **validate** it. Once the form is valid and correct, **certify and submit**.

Save → Validate → Certify → Submit



Presenter(s):
Melissa Torgerson

Final Reminders
Updating & Revising the Report

- After you submit your report…
  - **OCS and the APPRISE team (including Lux Consulting) will review the submitted report.** The purpose of the review is to provide technical assistance to help grant recipients submit complete reports; the review is NOT for compliance.
  - **Grant recipient will be contacted via e-mail** to alert them to any issues or questions and assist with resolving any potential reporting issues.
  - **Grant recipients should respond to APPRISE/Lux Consulting** in a timely manner and work to make any needed corrections or clarifications.
    - Please ensure you "reply all" to emails so that any questions or issues can be addressed as quickly as possible.

Presenter(s):
Melissa Torgerson

Final Reminders
LIHEAP Quarterly Report Resources

- **OCS LIHEAP Forms**
  - https://www.acf.hhs.gov/ocs/form/liheap-forms-and-funding-applications
- **FY26 LIHEAP Quarterly Report AT**
  - https://acf.gov/ocs/policy-guidance/liheap-federal-fiscal-year-2026-fy26-quarterly-report-submissionhttps://acf.gov/ocs/policy-guidance/liheap-federal-fiscal-year-2026-fy26-quarterly-report-submission**"Check Before You Submit" Document**
  - https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/Quarterly-Report-Check-Before-You-Submit.pdf
- **Required Reports Support on the LIHEAP PMW**
  - https://liheappm.acf.hhs.gov/required-reports/

Presenter(s):
Melissa Torgerson

Final Reminders
Support Resources

- LIHEAP Inbox: LIHEAP@acf.hhs.gov
- APPRISE Team
  - Daniel Bausch, Daniel-Bausch@appriseinc.org; 609-252-9050
  - Melissa Torgerson, melissa@verveassociates.net; 503-706-2647
  - Monica Toya, Monica.Toya@luxcg.com; 204-885-5753
  - Luke Gooding, Luke-Gooding@appriseinc.org; 609-454-3777
  - Jason Casado, Jason-Casado@appriseinc.org; 609-252-9052
  - Rohil Navani, Rohil-Navani@appriseinc.org; 609-252-9033

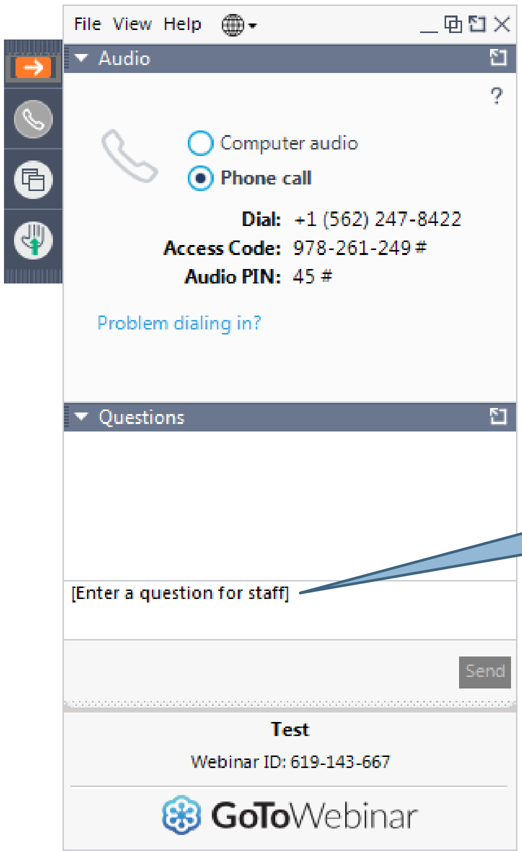
Audience Poll Question #2

How helpful was this webinar in understanding what is needed to complete the *LIHEAP Quarterly Report* for FY26?

Please select one:

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

GoToWebinar Question Box



Enter text here to ask a question.

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

Click this button to expand sidebar.

Extra Slides on Using OLDC

Submitting the Report

Accessing OLDC

- OLDC is accessed through Grant Solutions, accessed at https://www.grantsolutions.gov/gs
  - Once logged in, click "OLDC" in the top taskbar to access the OLDC homepage.
  - Click "Report Form Entry"
  - Select, "Low Income Home Energy Assistance" as the program, your state/agency as the grant recipient, and "LIHEAP Quarterly Performance and Management Report" as the report.
  - Click the plus sign icon under period for the report. For Q1, the period is **10/01/2025 - 12/31/2026** to access the report.

Submitting Your Final Report

- If the preliminary form status is “Submitted” (not yet accepted by your liaison):
  - In the Report Status page screen, click “Unsubmit Report”.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted	07/31/2019	Unsubmit Report Review	HTML Print Form Go

  - Then you will have to click “View Original” to go into your report and click “Uncertify”. At that point, the fields in your report will become editable again. The system will not keep a copy of your old report.

- If the preliminary form status is “Submission Accepted by CO” (i.e. accepted by your liaison):
  - In the Form Selection Page, click the icon that resembles a blank sheet of paper:

Reporting Period	Type	Report Status	Actions
10/01/2020 - 09/30/2021	Annual		+
10/01/2019 - 09/30/2020	Annual	Submission Accepted by CO	
10/01/2018 - 09/30/2019	Annual	Submission Accepted by CO (Revision #1)	

  - This will create a new, editable version of your report. A copy of the old one will be kept in the system.