

## Instructions for the LIHEAP Performance Data Form for Federal Fiscal Year (FFY) 2022

### Overview

#### **Introduction**

The LIHEAP Performance Data Form (LPDF) is designed for State LIHEAP grant recipients (the 50 States and the District of Columbia) to complete every federal fiscal year (FFY) (October 1 – September 30). The LPDF consists of the following modules:

- I. ***LIHEAP Grantee Survey [LPDF Module 1]***. This module collects and reports data on sources and uses of LIHEAP funds. This module is required.
- II. ***LIHEAP Performance Measures [LPDF Module 2]***. This module collects and reports data on energy burden, including the restoration of home energy services and the prevention of service disconnections. This module, including all three submodules, is required.

This module is divided into three submodules: Module 2A, 2B, and 2C.

- Module 2A is for grant recipients to report the data for *all households regardless of funding source*. This is consistent with what grant recipients were required to report in the past.
  - Modules 2B is for grant recipients to report information *on the subset of households that were assisted with CARES Act supplemental LIHEAP funding*. Important Note: This is a subset of the households reported in Module 2A.
  - Modules 2C is for grant recipients to report information *on the subset of households that were assisted with ARPA supplemental LIHEAP funding*. Important Note: This is a subset of the households reported in Module 2A.
- III. ***LIHEAP Performance Measures (Optional Reporting) [LPDF Module 3]***. This module collects and reports data from state grant recipients wishing to report additional data on the more advanced LIHEAP performance measures and indicators. This module is optional.

The LIHEAP Performance Data Form for FFY 2022 must be completed using a designated Microsoft Excel Spreadsheet and initially submitted to OCS using the online Basecamp platform.

**The due date for the LIHEAP Performance Data Form for FFY 2022 is January 31, 2023.**

State grant recipients and the District of Columbia are required to submit complete data for Module 1 (the Grantee Survey) and Modules 2A-2C (the Performance Measures) via the online Basecamp platform by this date.

## **The Paperwork Reduction Act of 1995**

This information collection is conducted in accordance with the LIHEAP statute (Title XXVI of P.L. 97-35, as amended). Responses to the first two modules of information collection are **mandatory** for the States, including the District of Columbia. Information received from this form provides Congress with aggregated and state-specific data on States' financial decision making in administering the LIHEAP program. Information received from this collection is also responsive to Section 2610(b)(2) of the statute, which requires the Secretary to provide for the collection of data on program impact. The burden per State for the Grantee Survey (Module 1) is estimated to be 36 hours. Fifty-one (51) State responses at an average of 36 hours per response, results in a total burden of 1,836 hours for all States. The burden per State for Module 2 (LIHEAP Performance Measures) is estimated to be 200 hours. Fifty-one (51) State responses at an average of 200 hours per response, results in a total burden of 10,200 hours for all States. These estimates of burden hours for Module 1 and Module 2 include time for reviewing instructions, gathering data, and completing and submitting the data. The Performance Data Form is conducted once every fiscal year (FFY). The information is not considered confidential; therefore, no additional safeguards are considered necessary beyond that customarily applied to routine government information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information that does not display a current and valid OMB control number. (The OMB control number for this information collection is (0970-0449) and the Expiration Date is 2/28/2025)

## Module-by- Module Instructions

### LIHEAP Grantee Survey [LPDF Module 1]

The *LIHEAP Grantee Survey Module of the LPDF* (LIHEAP Grantee Survey) is designed to obtain fiscal data from the 50 states and the District of Columbia on the sources and uses of LIHEAP funds, average household benefits, and maximum income cutoffs for a four-person household. It is broken up into the following four sections:

- Section I – Grant Recipient Information,
- Section II – Reporting Requirements,
- Section III – Estimated Sources of LIHEAP Funds, and
- Section IV – Estimated Uses of LIHEAP Funds. (Note: “Uses” refers to the obligation of funds, not expenditure of funds. The term “obligation” is as each state defines it).

#### *New Form Changes for FFY 2022 Reporting*

The following changes were made to Module 1 (the Grantee Survey) for FFY 2022 reporting:

- Item 12 of Section III has been updated to call for the “Previous unobligated ARPA Allotment, not Subject to 10% Carryover Limit.” It has also been opened to user editing.
- Item 13 of Section III was previously reserved for other supplemental funding releases and has been updated to include the Infrastructure Act Funds Allotment. This amount is pre-populated and locked from editing.
- Items 15 through 25 and Questions Q3 and Q4, comprising subsections D through F in Section IV, have been hidden to prevent user entry. That’s because the funds they cover were appropriated by the *Coronavirus Aid, Relief, and Economic Security Act* (P.L. 116-136) (CARES Act), of which none remained available for obligation in FFY 2022.
- Previously reserved items in Section IV parts J through L are now open and required fields to report on Infrastructure Act supplemental LIHEAP funds obligated for different types of assistance and other permitted uses.

#### *Pre-populated Information*

All fields in Section III “Estimated Sources of LIHEAP Funds” are pre-populated based on OCS records. Grant recipients should review the pre-populated values to verify they are correct. See the Section III description for more information.

#### *Pointers*

**Your attention to the pointers below will minimize our need to contact you for clarification of your survey responses, thus expediting the completion of the survey process. This will**

**enhance our timeliness to compile and report the Survey's results. We request that particular attention be paid to the following pointers:**

1. "Uses of Funds" represent a state's **obligation** of federal LIHEAP funds, **not expenditure of federal LIHEAP funds**. In some cases, obligated funds are not actually expended until after the end of the federal fiscal year.
2. The total "Uses of Funds" (shown in Item 49 of Section IV) should equal the total "Sources of Funds" (shown in Item 15 of Section III).
3. Report on all federal LIHEAP funds used to provide "other LIHEAP assistance." For the most part, this would include federal LIHEAP funds used to provide "other crisis assistance," such as furnace or air conditioner repairs or replacements.
4. Report on all federal funds obligated for "Other permitted uses of LIHEAP funds." This would include funds used to provide Supplemental Nutrition Assistance Program (SNAP) households with a nominal LIHEAP payment. Typically, such payments are called "heat or eat" and/or "cool or eat." Report these obligations in Items **6, 31, or 42**—depending on the funds' source—of Section IV of this module.
5. Exclude the U.S. Department of Energy (DoE) Weatherization Assistance Program (WAP) funds in your responses to the LIHEAP weatherization questions Items **4, 29, and 40** of Section IV of this module.
6. Use the annual or annualized maximum income cutoff for a four-person household in effect on October 1, 2021;
7. Except for administrative costs, "funds payable" and "amounts payable" include the State's net block allotment—including funds from ARPA, the Infrastructure Act, reallocated funds, and, if any, Petroleum Violation Escrow funds designated for LIHEAP. "Funds payable" for administrative costs consists of those funds and funds obligated through the Leveraging Incentive Program (Leveraging), if any. HHS did not issue any Leveraging grants in recent years.
8. Unless indicated otherwise, definitions of terms should be those used by the state.
9. Average household benefits should take into account all types of benefits under each type of assistance (for the applicable funding category).
10. The rounding function will show whole dollars on this module, even though cents can be entered into the cells. Please type in the rounded whole dollar without cents in such cases. Otherwise, your Survey's sources and uses of funds may not be equal to each other.
11. Any clarifications of a state's response should be indicated in the **NOTES** section of the LPDF along with the Section and Item number that is being noted.

### ***SECTION I: Grant Recipient Information***

Enter the full name, telephone number (including area code), and email address of the person who is completing the Survey.

## ***SECTION II: Reporting Requirements***

The 50 States and the District of Columbia are required to complete the LIHEAP Grantee Survey for each fiscal year. Grant recipients are to report obligation, not expenditure, of LIHEAP funds for FFY 2022. The data are used in the annual *LIHEAP Report to Congress* and reporting on program performance to Congress.

## ***SECTION III: Estimated Sources of LIHEAP Funds***

Section III of the Grantee Survey is individualized for your state with pre-populated data. Please see below for information on each specific item.

### ***Items in SECTION III – Estimated Sources of Funds***

#### **A. All Funds Except ARP Act and Other Supplemental Funding.**

- 1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)--regular funds.** This is your state's LIHEAP block grant allotment from regular current year LIHEAP appropriations, net of any applicable set-asides to Indian Tribes/Tribal Organizations. **(This is pre-populated and locked from editing)**
- 2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides).** This is your state's current year LIHEAP emergency contingency fund allotment, net of any applicable set-asides to Indian Tribes/Tribal Organizations. **(This is pre-populated as \$0 and locked from editing.)**
- 3. LIHEAP Block Grant Funds from Previous FFY Reallotted to FFY.** These are your state's current year LIHEAP allotment of reallotted previous-fiscal year funds, also net of any applicable set-asides to Indian Tribes/Tribal Organizations. **(This is pre-populated and locked from editing).**
- 4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit** These are your state's previous-fiscal year Emergency Contingency Funds obligated in the current fiscal year, if any. **(This is pre-populated as \$0 and locked from editing.)**
- 5. All Funds Carried Over from Previous FFY.** These are your state's previous-fiscal year unobligated block grant funds that were carried over for obligation in the current fiscal year, as reported on your State's LIHEAP Grantee Survey for the previous fiscal year under Item 7 of Section IV. **(This is pre-populated and available for editing. Please update the amount as needed).**
- 6. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY.** The Secretary of Energy distributed these funds in the 1980s as "Warner amendment," Exxon, and Stripper Well funds or other oil overcharge distributions such as Diamond Shamrock or AMOCO. Such funds are considered to be federal LIHEAP funds once designated by a state LIHEAP grant recipient for LIHEAP. **(This is pre-populated as \$0 and locked from editing.)**
- 7. FFY Residential Energy Assistance Challenge (REACH) Program Funds.** These are your state's current year Residential Energy Assistance Challenge Program award funds, if any. **(This is pre-populated as \$0 and locked from editing.)**

**7b. Previous FFY REACH Program Award Funds Obligated in FFY.** These are your state's unobligated previous-fiscal year REACH funds, if any, that were obligated in the current fiscal year. **(This is pre-populated as \$0 and locked from editing.)**

**8. FFY Leveraging Incentive Award.** These are your state's current year Leveraging award funds (not subject to the 10 percent carryover limit), if any. **(This is pre-populated as \$0 and locked from editing.)**

**9. Previous FFY Leveraging Incentive Award obligated in FFY.** These are your state's unobligated previous-fiscal year leveraging incentive award funds, if any, that were obligated in the current fiscal year. **(This is pre-populated as \$0 and locked from editing.)**

**B. Estimated Subtotal Sources of Funds--Non-ARPA/Supplemental Funding.**

**10.** This field sums Items 1-9 to indicate the total federal funds available for LIHEAP for the current fiscal year. The total funds available must equal that in the "Total Funds/Awards" column of Item **10. Sum of Items 1-4 and 6-13** of Section IV. **(This is auto-calculated and locked from editing.)**

**C. All Supplemental Funds**

**11. Previous unobligated CARES Act Allotment, not Subject to 10% Carryover Limit**  
This is your state's carryover of previous unobligated funds from the CARES Act. **(This is pre-populated as \$0 and locked from editing.)**

**12. Previous unobligated ARPA Allotment, not Subject to 10% Carryover Limit.** This is your state's carryover of previous unobligated funds from the *American Rescue Plan Act of 2021* (ARPA) (P.L. 117-2). This amount is as reported on your State's LIHEAP Grantee Survey for the previous fiscal year under "Other Permitted Uses of LIHEAP Funds – ARPA Funds." **(This is pre-populated and available for editing.)**

**13. Infrastructure Act Allotment (Net of Indian Tribal Set-Asides).** This is your state's LIHEAP allotment from the Infrastructure Act, net of any applicable set-asides to Indian Tribes/Tribal Organizations. The amount that appears for this item must equal that in the "Total Funds/Awards" column of Item **47. Sum of Items 37-40 and 42-46** of Section IV. **(This is pre-populated as \$0 and locked from editing.)**

**D. Estimated Subtotal Sources of Supplemental Funds.**

**14.** This field sums Items 12-14 to indicate the total federal funds available from LIHEAP supplemental acts for the current fiscal year. The amount that appears for this item will equal that in the "Total Funds/Awards" column of Item **48. Sum of Items 25, 36, and 47** of Section IV. **(This is auto-calculated and locked from editing.)**

**E. Estimated Total of Sources of All Funds.**

**15.** This field sums Items 10 and 14 to indicate the total federal funds available for LIHEAP for the current fiscal year. The amount that appears for this item will equal that in the "Total Funds/Awards" column of Line **49. Sum of Items 14 and 48** of Section IV. **(This is auto-calculated and locked from editing.)**

#### **SECTION IV: Estimated Uses of LIHEAP Funds**

“Estimated Uses of LIHEAP Funds” represent a state's **obligation (legal commitment)**, not expenditure, of funds. (In some cases, obligated LIHEAP funds are not actually expended until after the end of the fiscal year.) Include information on all funds/awards that were obligated for use in LIHEAP during the current fiscal year, including funds carried over from the previous fiscal year. Available unobligated LIHEAP funds that were not obligated by the end of the current fiscal year are to be reported as funds carried over to the following fiscal year, even if they remained with HHS pending drawdown or were returned to HHS directly.

The term "obligation" is as each state's state-wide fiscal rule defines it. The obligation of LIHEAP funds is based on a state's budgetary planning process, and may change over the FFY. Expenditure of funds represents the funds paid out for LIHEAP, and is reconciled when a state closes out its LIHEAP program for each fiscal year in accordance with the Single Audit Act (2 CFR § 200.500). Please keep in mind the following points about the use of LIHEAP federal funds when completing SECTION IV:

1. Block grant and other LIHEAP allotments may only be used for purposes specified in the LIHEAP statute (Low-Income Home Energy Assistance Act, Title XXVI of Public Law 97-35, as amended) and in the HHS block grant regulations (45 CFR 96).
2. States may receive a waiver, if requested, from HHS to use up to 25 percent of the funds for weatherization assistance.
3. **This module asks you to separate the reporting of LIHEAP funds and benefits provided by regular LIHEAP funds and any other supplemental LIHEAP funds, such as the LIHEAP CARES Act and LIHEAP ARPA supplemental funds.** Report the funds and benefits from each of these appropriations as follows:
  - A. Report funds from all non-supplemental current year sources; including any continuing resolution(s), the full-year appropriation, and prior year reallocations; in the appropriate items of subsections **A, B, and C**;
  - B. (Subsections **D, E, and F** have been hidden to prevent user entry);
  - C. Report funds from ARPA in the appropriate items of Subsections **G, H, and I**; and
  - D. Report funds from the Infrastructure Act in the appropriate items in Subsections **J, K, and L**;
4. A state may have used federal LIHEAP funds to provide “other LIHEAP assistance” as described in its state's LIHEAP Plan for the current year. For the most part, this would include “other crisis assistance,” such as furnace or air conditioner repairs. Such information would be included in sub-sub-Items **d.(1)** through **d.(3)** under **Crisis Benefits by Type** for Items **3, 28, and 39**.
5. Other LIHEAP funds may have been used for non-crisis assistance/regular benefits, e.g., SNAP households that were provided a nominal LIHEAP payment (commonly referred to as “heat or eat”, or “cool or eat” programs). Report these obligations; from non-supplemental current year funds, from ARPA, and from the Infrastructure Act; in Items **6, 31, and 42** of this module.



*Row Lines in SECTION IV – Estimated Uses of Funds*

**A. Type of LIHEAP Assistance—Non-Supplemental Funds**

1. For Item 1. **Heating Assistance Benefits--non-supplemental funds**, report the following data about heating assistance that was supported by or applied to non-supplemental current year funds:
  - A. In the **Total Funds/Awards** column, the amount of funds from these sources that you obligated for heating assistance benefits. Exclude the cost of administering the heating assistance component; If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
  - B. In the **Average Household Benefit** column, your average heating assistance benefit from these sources. The average household benefit should take into account all types of benefits under each type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the Notes section; and
  - C. In the **Maximum Annual Dollar Income for four-person Household as of the effective date** column, your income eligibility cutoff for heating assistance benefits as of the start of the current fiscal year. NOTE: The minimum dollar income cutoff for a four-person household is required by the statute to be at least 110 percent of the HHS Poverty Guidelines (HHSPG) that applied to that year. The maximum dollar income cutoff for a four-person household is required to be no higher than the greatest of 150 percent of these guidelines and 60 percent of the same year's State Median Income (SMI).
2. For Item 2. **Cooling Assistance Benefits--non-supplemental funds**, report the following data about cooling assistance that was supported by or applied to non-supplemental current year funds:
  - A. In the **Total Funds/Awards** column, the amount of funds from these sources that you obligated for cooling assistance benefits. Exclude the cost of administering the cooling assistance component; If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
  - B. In the **Average Household Benefit** column, your average cooling assistance benefit from these sources. The average household benefit should take into account all types of benefits under each type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the Notes section; and
  - C. In the **Maximum Annual Dollar Income for four-person Household as of the effective date** column, your income eligibility cutoff for cooling assistance benefits as of the start of the current fiscal year. NOTE: The minimum dollar income cutoff for a four-person household is required by the statute to be at least 110 percent of the HHSPG that applied to that year. The maximum dollar income cutoff for a four-person household is required to be no higher than the greatest of 150 percent of these guidelines and 60 percent of the same year's State Median Income SMI.



3. For Item 3. **Crisis Assistance Benefits by Type--non-supplemental funds**, report, for each applicable type of crisis assistance listed, the following data about crisis assistance that was supported by or applied to non-supplemental current year funds:

- A. In the **Total Funds/Awards** column, the amount of funds from these sources that you obligated for the applicable crisis assistance benefits. Exclude the cost of administering the crisis assistance component; If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
- B. In the **Average Household Benefit** column, your average of the applicable crisis assistance benefit from these sources. The average household benefit should take into account all types of benefits under each type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the Notes section;
- C. In the **Maximum Annual Dollar Income for four-person Household as of the effective date** column, your income eligibility cutoff for the applicable crisis assistance benefits as of the start of the current fiscal year NOTE: The minimum dollar income cutoff for a four-person household is required by the statute to be at least 110 percent of the HHSPG that applied to that year. The maximum dollar income cutoff for a four-person household is required to be no higher than the greatest of 150 percent of these guidelines and 60 percent of the same year's SMI; and
- D. For sub-Items 3.a. through 3.d., additionally report the types of crisis benefit you provided;

The **Total Funds/Awards** entry for sub-Item 3.d. **Other Crisis Benefits--non-supplemental funds** sums your entries for sub-sub-Items 3.d.(1) through 3.d.(3).

**Note.** The types of crisis assistance listed consist of winter crisis, summer crisis, fiscal year-round crisis (i.e., crisis programs that operate 10-to-12 months during the fiscal year), and other crisis benefits (such as responses to area-wide weather and supply-shortage emergencies declared by a public official, an emergency furnace repair/replacement program that is separate from the regular winter crisis assistance program, etc.). If applicable, briefly describe the "other" category, e.g., emergency furnace repairs.

If you don't provide any funds for crisis fuel assistance, but expedite heating or cooling assistance, indicate such as expedited or fast-track crisis assistance. Also, include a note that indicates, for heating or cooling assistance, the amount of such funds used for expedited or fast-track crisis assistance.

4. For Item 4. **Weatherization Assistance Benefits--non-supplemental funds**, report the following data about weatherization assistance that was supported by or applied to non-supplemental current year funds:

- A. In the **Total Funds/Awards** column, include the amount of funds from these sources that you obligated for weatherization assistance benefits. Exclude the cost of administering the weatherization assistance component; and

- B. In the **Maximum Annual Dollar Income for four-person Household as of the effective date** column, your income eligibility cutoff for weatherization assistance benefits as of the start of the current fiscal year. NOTE: The minimum dollar income cutoff for a four-person household is required by the statute to be at least 110 percent of the HHSPG that applied to that year. The maximum dollar income cutoff for a four-person household is required to be no higher than the greatest of 150 percent—or, for Weatherization, 200 percent if using the applicable rule for DoE WAP—of these guidelines and 60 percent of the same year's SMI.

**NOTE:** In the past, some grant recipients have reported LIHEAP and the U.S. Department of Energy's Weatherization Assistance Program funds together. Report only on LIHEAP funds. If applicable, include a note that indicates if the benefits include funds for home energy-related home repairs (please describe such assistance).

Section 2605(k) of the LIHEAP statute limits the amount of LIHEAP funds that may be spent on low-cost weatherization or other energy-related home repair to 15 percent of the total amount of the funds allotted and the funds available to a state. Under certain conditions, HHS may grant a requested waiver that raises this limit to 25 percent. Please include a note in the "Notes" portion of this module to indicate whether you received such a waiver from HHS for weatherization for the current fiscal year.

The use of leveraging funds for weatherization does not count towards the 15 percent/25 percent limit on the use of LIHEAP funds for weatherization. Please include a note in the "Notes" portion of this module to indicate whether you obligated leveraging funds for weatherization. HHS has not awarded any leveraging funds in recent years.

## **B. Other Permitted Uses of LIHEAP Funds--non-supplemental funds**

6. **Nominal Payments--non-supplemental funds.** Report all non-supplemental current year funds obligated for those households that receive a reduced nominal LIHEAP benefit payment that deviates from the state's regular payment matrix because the household is a recipient of the Supplemental Nutrition Assistance Program (SNAP). In other words, only states that have a separate LIHEAP payment amount for SNAP recipient households need to report those households as nominal payment households. Other types of small benefit amounts that are part of the state's payment matrix or targeting other populations should not be included in the nominal payment amount.
7. **FFY Unobligated Funds (excluding funds in Items 7 & 8) Carried Over to next FFY--non-supplemental funds.** Report non-supplemental current year funds that you carried over for obligation in the following fiscal year.

**NOTE:** Section 2607(b)(2)(B) of the LIHEAP statute limits to 10 percent the amount of "all funds except leveraging incentive awards" that may be carried over from one fiscal year for obligation in the following fiscal year. The statute requires that 90 percent of that amount must be obligated in the fiscal year for which the funds were awarded and that any excess unobligated funds must be returned to HHS. ARPA lifted this requirement for LIHEAP funds appropriated through that act; however, this requirement remains in place for non-supplemental funds.

8. **FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% carryover limit, Obligated in next FFY.** Report any current year emergency contingency award funds that you plan to obligate in the following year.
9. **FFY Leveraging Incentive Award Obligated in next FFY.** Report any current year leveraging incentive award funds that you plan to obligate in the following year. HHS has not awarded any Leveraging funds in recent years.

**NOTE:** Section 96.87(k) of the HHS block grant regulations provides that leveraging incentive award funds must be obligated in the fiscal year in which they are awarded or in the following fiscal year. These funds are not subject to the 10 percent carryover limit.

10. **FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--non-supplemental funds.** Report the amount of any non-supplemental current year funds that you obligated to identify, develop, and demonstrate leveraging activities.

**NOTE:** Section 2607A(c)(2) of the LIHEAP statute limits the amount that states may obligate to identify, develop and demonstrate leveraging programs to 0.08 percent of funds payable or \$35,000, whichever is greater. Furthermore, this limit applies to the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of current year funds other than those from Leveraging or REACH for this purpose provided this amount plus the total from all other sources doesn't exceed the 0.08 percent / \$35,000 cap.

11. **Assurance 16 Activities--non-supplemental funds.** Report the amounts, if any, of non-supplemental current year funds that you obligated to carry out "Assurance 16 activities", [i.e., services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance (including needs assessment, counseling, and assistance with energy vendors)].

**NOTE:** Section 2605(b)(16) of the LIHEAP statute limits the total amount that you may obligate on these activities to five percent of funds payable. In addition, this limit applies to the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of current year funds other than those from Leveraging or REACH for this purpose provided this amount plus the total from all other sources doesn't exceed the five percent cap.

12. **FFY Residential Energy Assistance Challenge (REACH) Program.** Report total **REACH** funds obligated from awards received through the REACH program, if applicable.

13. **Administration/Planning Costs--non-supplemental funds.** Report the amounts, if any, of non-supplemental current year funds that you obligated for administration and planning costs.

**NOTE:** These amounts should include, from current year funds other than those from Leveraging or REACH, (a) all state and local administration and planning costs, and (b) both direct and indirect costs charged as administration and planning costs for the program. Information Technology (IT) expenditures should be included in Administration/Planning costs, even if you define them as program costs. If Administration/Planning costs exceed 10 percent because of this inclusion, it is

acceptable for you to include, in the **Notes** section of this module, a note that explains that **LIHEAP IM 2000-12, dated March 15, 2000** allows such a scenario.

Section 2605(b)(9) of the LIHEAP statute limits the amount that States obligate in planning and administration to 10 percent of the funds payable to the state. All amounts above 10 percent must come from non-federal funds, except that other federal funds may be used to pay the costs of planning and administering Assurance 16 activities without regard to the 10 percent limit. This cap takes its base from the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of current year funds other than those from Leveraging or REACH for this purpose provided this amount plus the total from all other allowable sources doesn't exceed the 10 percent cap.

The cost of administering the state's LIHEAP weatherization assistance is to be included, as is the cost of administering other LIHEAP activities.

Under the terms of the LIHEAP statute and implementing regulations, leveraging incentive award funds may not be used for administrative and planning costs. However, the amount of the leveraging incentive award may be added to the base with which the maximum amount of administrative and planning costs is calculated.

#### **C. Estimated Total Uses of Funds--non-supplemental funds**

**14. Sum of Items 1-4 and 6-13.** This field adds the **Total Funds/Awards** amounts calculated in Items **1** through **4** and **6-12** of Section IV of this module. This overall total indicates the estimated total uses of all non-supplemental current year federal funds available for LIHEAP. The amount in this item must equal the amount in Item **10. Sum of Items 1-9.** of Section III.

**Q1. Select the appropriate answer ('yes' or 'no') to indicate whether your state obligated regular current year funds for the given type of assistance but will serve households in the following fiscal year. Please include clarifications in the "Notes" section of this module and cross-reference those clarifications with the module's section and item number that is being noted.**

**Q2. Select the appropriate answer ('yes' or 'no') to indicate whether your State's Average Household Benefit data points are estimated due to unique program operation rather than directly calculated. Please include clarifications in the "Notes" section of the form and cross-reference those clarifications with the module's section and item number.**

(Subsections D through E have been hidden to prevent user entry)

#### **G. Type of LIHEAP Assistance--ARPA Funds**

**26. For Item 26. Heating Assistance Benefits--ARPA Funds,** report the following data about heating assistance that was supported by or applied to ARPA funds:

- A. In the **Total Funds/Awards** column, the amount of funds from this funding source that you obligated for heating assistance benefits. Exclude the cost of administering the heating assistance component; If applicable, include a note that

indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).

- B. In the **Average Household Benefit** column, your average heating assistance benefit from this funding source. The average household benefit should take into account all types of benefits under each type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the Notes section; and
- C. In the **Maximum Annual Dollar Income for four-person Household as of the effective date** column, your income eligibility cutoff for heating assistance benefits as of the start of the current fiscal year. NOTE: The minimum dollar income cutoff for a four-person household is required by the statute to be at least 110 percent of the HHSPG that applied to that year. The maximum dollar income cutoff for a four-person household is required to be no higher than the greatest of 150 percent of these guidelines and 60 percent of the same year's SMI.

**27. For Item 27. Cooling Assistance Benefits--ARPA Funds**, report the following data about cooling assistance that was supported by or applied to ARPA funds:

- A. In the **Total Funds/Awards** column, the amount of funds from this funding source that you obligated for cooling assistance benefits. Exclude the cost of administering the cooling assistance component; If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
- B. In the **Average Household Benefit** column, your average cooling assistance benefit from this funding source. The average household benefit should take into account all types of benefits under each type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the Notes section; and
- C. In the **Maximum Annual Dollar Income for four-person Household as of the effective date** column, your income eligibility cutoff for cooling assistance benefits as of the start of the current fiscal year. NOTE: The minimum dollar income cutoff for a four-person household is required by the statute to be at least 110 percent of the HHSPG that applied to that year. The maximum dollar income cutoff for a four-person household is required to be no higher than the greatest of 150 percent of these guidelines and 60 percent of the same year's SMI.

**28. For Item 28. Crisis Assistance Benefits by Type--ARPA Funds**, report, for each applicable type of crisis assistance listed, the following data about crisis assistance that was supported by or applied to ARPA funds:

- A. In the **Total Funds/Awards** column, the amount of funds from this funding source that you obligated for the applicable crisis assistance benefits. Exclude the cost of administering the crisis assistance component; If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
- B. In the **Average Household Benefit** column, your average of the applicable crisis assistance benefit from this funding source. The average household benefit should

take into account all types of benefits under each type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the Notes section;

- C. In the **Maximum Annual Dollar Income for four-person Household as of the effective date** column, your income eligibility cutoff for the applicable crisis assistance benefits as of the start of the current fiscal year NOTE: The minimum dollar income cutoff for a four-person household is required by the statute to be at least 110 percent of the HHSPG that applied to that year. The maximum dollar income cutoff for a four-person household is required to be no higher than the greatest of 150 percent of these guidelines or 60 percent and the same year's SMI; and
- D. For sub-Items **28.a.** through **28.d.**, additionally report the types of crisis benefit you provided;

The **Total Funds/Awards** entry for sub-Item **28.d. Other Crisis Benefits--non-supplemental funds** sums your entries for sub-sub-Items **28.d.(1)** through **28.d.(3)**.

**Note.** The types of crisis assistance listed consist of winter crisis, summer crisis, fiscal year-round crisis (i.e., crisis programs that operate 10-to-12 months during the fiscal year), and other crisis benefits (such as responses to area-wide weather and supply-shortage emergencies declared by a public official, an emergency furnace repair/replacement program that is separate from the regular winter crisis assistance program, etc.). If applicable, briefly describe the "other" category, e.g., emergency furnace repairs.

If you don't provide any funds for crisis fuel assistance, but expedite heating or cooling assistance, indicate such as expedited or fast-track crisis assistance. Also, include a note that indicates, for heating or cooling assistance, the amount of such funds used for expedited or fast-track crisis assistance.

- 29. For Item 29. Weatherization Assistance Benefits--ARPA Funds**, report the following data about weatherization assistance that was supported by or applied to current year ARPA funds:

- A. In the **Total Funds/Awards** column, include the amount of funds from this funding source that you obligated for weatherization assistance benefits. Exclude the cost of administering the weatherization assistance component; and
- B. In the **Maximum Annual Dollar Income for four-person Household as of the effective date** column, your income eligibility cutoff for weatherization assistance benefits as of the start of the current fiscal year. NOTE: The minimum dollar income cutoff for a four-person household is required by the statute to be at least 110 percent of the HHSPG that applied to that year. The maximum dollar income cutoff for a four-person household is required to be no higher than the greatest of 150 percent—or, for Weatherization, 200 percent if using the applicable rule for DoE WAP—of these guidelines and 60 percent of the same year's SMI.

**NOTE:** In the past, some grant recipients have reported LIHEAP and the U.S. Department of Energy Weatherization Assistance Program funds together. Report only



on federal LIHEAP funds. If applicable, include a note that indicates if the benefits include funds for home energy-related home repairs (please describe such assistance).

#### **H. Other Permitted Uses of LIHEAP Funds--ARPA Funds.**

**31. For Item 31. Nominal Payments--ARPA Funds**, all current year ARPA funds obligated for those households that receive a reduced nominal LIHEAP benefit payment that deviates from the state's regular payment matrix because the household is a recipient of the Supplemental Nutrition Assistance Program (SNAP). In other words, only states that have a separate LIHEAP payment amount for SNAP recipient households need to report those households as nominal payment households. Other types of small benefit amounts that are part of the state's payment matrix or targeting other populations should not be included in the nominal payment amount.

**32. For Item 32. Unobligated ARPA Funds Returned to HHS**, report any unobligated ARPA funds, which you must return to HHS.

**NOTE:** The American Rescue Plan Act allows grant recipients to obligate any share of LIHEAP ARPA Supplemental funds in FFY 2021 or FFY 2022.

This amount should match the amount reported on Line **2.3) Projected return of funds to HHS/unobligated balance as of 9/30/2022 (ARPA Funds only)** of your *Carryover and Reallotment Report* for the current fiscal year.

**33. For Item 33. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--ARPA Funds**, report the amount of any ARPA funds that you obligated to identify, develop, and demonstrate leveraging activities.

**NOTE:** Section 2607A(c)(2) of the LIHEAP statute limits the amount that states may obligate to identify, develop and demonstrate leveraging programs to 0.08 percent of funds payable or \$35,000, whichever is greater. Furthermore, this limit applies to the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of current year funds other than those from Leveraging or REACH for this purpose provided this amount plus the total from all other sources doesn't exceed the 0.08 percent / \$35,000 cap.

**34. For Item 34. Assurance 16 Activities--ARPA Funds**, report the amounts, if any, of current year ARPA funds that you obligated to carry out "Assurance 16 activities", [i.e., services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance (including needs assessment, counseling, and assistance with energy vendors)].

**NOTE:** The five percent of funds payable to which Section 2605(b)(16) of the LIHEAP statute limits the amount that states may obligate for this purpose takes its base from the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of these supplemental funds for this purpose provided this amount plus the total from all other allowable sources doesn't exceed the five percent cap.

**35. For Item 35. Administration/Planning Costs--ARPA Funds**, report the amounts, if any, of ARPA funds that you obligated for administration and planning.



**NOTE:** The 10 percent of funds payable to which 2605(b)(9) of the LIHEAP statute limits the amount that states may obligate for this purpose takes its base from the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of these supplemental funds for this purpose provided this amount plus the total from all other allowable sources doesn't exceed the 10 percent cap.

## **I. Estimated Total Uses of Funds--ARPA Funds**

**36. Sum of Items 26-29 and 31-35** This field adds the **Total Funds/Awards** amounts calculated in Items **26** through **29** and **31** through **35** of Section IV of this module. This overall total indicates the estimated total uses of all of these supplemental funds, if any, available for LIHEAP. The amount in this item must equal the amount in Item **12. Previous unobligated ARPA Allotment, not Subject to 10% Carryover Limit** of Section III of Module 1. **(This is auto-calculated and locked from editing.)**

**Q5.** Select the appropriate answer ('yes' or 'no') to indicate whether your state obligated funds appropriated by the applicable supplemental appropriations act, if any, for the given type of assistance for the current fiscal year but will serve households in the following fiscal year. Please include clarifications in the "Notes" section of this module and cross-reference those clarifications with the module's section and item number.

**Q6.** Select the appropriate answer ('yes' or 'no') to indicate whether your State's Average Household Benefit data points for funds from the applicable supplemental appropriations act are estimated due to unique program operation, rather than directly calculated. Please include clarifications in the "Notes" section of the form and cross-reference those clarifications with the module's section and item number.

## **J. Type of LIHEAP Assistance--Infrastructure Act Funds**

**37.** For Item **37. Heating Assistance Benefits--Infrastructure Act Funds**, report the following data about heating assistance that was supported by or applied to Infrastructure Act funds:

- A. In the **Total Funds/Awards** column, the amount of funds from this funding source that you obligated for heating assistance benefits. Exclude the cost of administering the heating assistance component; If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
- B. In the **Average Household Benefit** column, your average heating assistance benefit from this funding source. The average household benefit should take into account all types of benefits under each type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the **Notes** section; and
- C. In the **Maximum Annual Dollar Income for four-person Household as of the effective date** column, your income eligibility cutoff for heating assistance benefits as of the date of the first NOA that announced your receipt of LIHEAP Infrastructure Act funds (i.e., January 24, 2022). NOTE: The minimum dollar income cutoff for a

four-person household is required by the statute to be at least 110 percent of the HHSPG that applied to that year. The maximum dollar income cutoff for a four-person household is required to be no higher than the greatest of 150 percent of these guidelines and 60 percent of the same year's SMI.

**38. For Item 38. Cooling Assistance Benefits--Infrastructure Act Funds**, report the following data about cooling assistance that was supported by or applied to Infrastructure Act funds:

- A. In the **Total Funds/Awards** column, the amount of funds from this funding source that you obligated for cooling assistance benefits. Exclude the cost of administering the cooling assistance component; If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
- B. In the **Average Household Benefit** column, your average cooling assistance benefit from this funding source. The average household benefit should take into account all types of benefits under each type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the Notes section; and
- C. In the **Maximum Annual Dollar Income for four-person Household as of the effective date** column, your income eligibility cutoff for cooling assistance benefits as of the start of the current fiscal year. NOTE: The minimum dollar income cutoff for a four-person household is required by the statute to be at least 110 percent of the HHSPG that applied to that year. The maximum dollar income cutoff for a four-person household is required to be no higher than the greatest of 150 percent of these guidelines and 60 percent of the same year's SMI.

**39. For Item 39. Crisis Assistance Benefits by Type--Infrastructure Act Funds**, report, for each applicable type of crisis assistance listed, the following data about crisis assistance that was supported by or applied to Infrastructure Act funds:

- A. In the **Total Funds/Awards** column, the amount of funds from this funding source that you obligated for the applicable crisis assistance benefits. Exclude the cost of administering the crisis assistance component; If applicable, include a note that indicates if the benefits include funds for other non-crisis assistance (please describe such assistance).
- B. In the **Average Household Benefit** column, your average of the applicable crisis assistance benefit from this funding source. The average household benefit should take into account all types of benefits under each type of assistance. If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the Notes section;
- E. In the **Maximum Annual Dollar Income for four-person Household as of the effective date** column, your income eligibility cutoff for the applicable crisis assistance benefits as of the start of the current fiscal year NOTE: The minimum dollar income cutoff for a four-person household is required by the statute to be at least 110 percent of the HHSPG that applied to that year. The maximum dollar income cutoff for a four-person household is required to be no higher than the

greatest of 150 percent of these guidelines and 60 percent of the same year's SMI; and

- F. For sub-Items **39.a.** through **39.d.**, additionally report the types of crisis benefit you provided;

The **Total Funds/Awards** entry for sub- Item **39.d. Other Crisis Benefits--Infrastructure Act Funds** sums your entries for sub-sub-Items **39.d.(1)** through **39.d.(3)**.

**Note.** The types of crisis assistance listed consist of winter crisis, summer crisis, fiscal year-round crisis (i.e., crisis programs that operate 10-to-12 months during the fiscal year), and other crisis benefits (such as responses to area-wide weather and supply-shortage emergencies declared by a public official, an emergency furnace repair/replacement program that is separate from the regular winter crisis assistance program, etc.). If applicable, briefly describe the "other" category, e.g., emergency furnace repairs.

If you don't provide any funds for crisis fuel assistance, but expedite heating or cooling assistance, indicate such as expedited or fast-track crisis assistance. Also, include a note that indicates, for heating or cooling assistance, the amount of such funds used for expedited or fast-track crisis assistance.

- 40. For Item 40. Weatherization Assistance Benefits--Infrastructure Act Funds**, report the following data about weatherization assistance that was supported by or applied to current year Infrastructure Act funds:

- A. In the **Total Funds/Awards** column, include the amount of funds from this funding source that you obligated for weatherization assistance benefits. Exclude the cost of administering the weatherization assistance component; and
- B. In the **Maximum Annual Dollar Income for four-person Household as of the effective date** column, your income eligibility cutoff for weatherization assistance benefits as of the start of the current fiscal year. NOTE: The minimum dollar income cutoff for a four-person household is required by the statute to be at least 110 percent of the HHSPG that applied to that year. The maximum dollar income cutoff for a four-person household is required to be no higher than the greatest of 150 percent—or, for Weatherization, 200 percent if using the applicable rule for DoE WAP—of these guidelines and 60 percent of the same year's SMI.

**NOTE:** In the past, some grant recipients have reported LIHEAP and the U.S. Department of Energy Weatherization Assistance Program funds together. Report only on federal LIHEAP funds. If applicable, include a note that indicates if the benefits include funds for home energy-related home repairs (please describe such assistance).

#### **K. Other Permitted Uses of LIHEAP Funds--Infrastructure Act Funds.**

- 42. For Item 42. Nominal Payments--Infrastructure Act Funds**, all current year Infrastructure Act funds obligated for those households that receive a reduced nominal LIHEAP benefit payment that deviates from the state's regular payment matrix because the household is a recipient of the Supplemental Nutrition Assistance Program (SNAP). In other words, only states that have a separate LIHEAP payment amount for SNAP

recipient households need to report those households as nominal payment households. Other types of small benefit amounts that are part of the state's payment matrix or targeting other populations should not be included in the nominal payment amount.

- 43. For Item 43. Unobligated Infrastructure Act Funds Carried Over to next FFY**, report any unobligated Infrastructure Act funds that you carried over for obligation in the following fiscal year.

**NOTE:** Section 2607(b)(2)(B) of the LIHEAP statute limits to 10 percent the amount of "all funds except leveraging incentive awards" that may be carried over from one fiscal year for obligation in the following fiscal year. The statute requires that 90 percent of that amount must be obligated in the fiscal year for which the funds were awarded and that any excess unobligated funds must be returned to HHS. ARPA lifted this requirement for LIHEAP funds appropriated through that act; however, this requirement remains in place for funds appropriated through the Infrastructure Act.

- 44. For Item 44. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--Infrastructure Act Funds**, report the amount of any Infrastructure Act funds that you obligated to identify, develop, and demonstrate leveraging activities.

**NOTE:** Section 2607A(c)(2) of the LIHEAP statute limits the amount that states may obligate to identify, develop and demonstrate leveraging programs to 0.08 percent of funds payable or \$35,000, whichever is greater. Furthermore, this limit applies to the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of current year funds other than those from Leveraging or REACH for this purpose provided this amount plus the total from all other sources doesn't exceed the 0.08 percent / \$35,000 cap.

- 45. For Item 45. Assurance 16 Activities--Infrastructure Act Funds**, report the amounts, if any, of current year Infrastructure Act funds that you obligated to carry out "Assurance 16 activities", [i.e., services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance (including needs assessment, counseling, and assistance with energy vendors)].

**NOTE:** The five percent of funds payable to which Section 2605(b)(16) of the LIHEAP statute limits the amount that states may obligate for this purpose takes its base from the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of these supplemental funds for this purpose provided this amount plus the total from all other allowable sources doesn't exceed the five percent cap.

- 46. For Item 46. Administration/Planning Costs--Infrastructure Act Funds**, report the amounts, if any, of Infrastructure Act funds that you obligated for administration and planning.

**NOTE:** The 10 percent of funds payable to which 2605(b)(9) of the LIHEAP statute limits the amount that states may obligate for this purpose takes its base from the total of funds payable from allowable sources, not each source individually. Thus, you may obligate any amount of these supplemental funds for this purpose provided this amount plus the total from all other allowable sources doesn't exceed the 10 percent cap.

#### **L. Estimated Total Uses of Funds--Infrastructure Act Funds**

**47. Sum of Items 37-40 and 42-46.** This field adds the **Total Funds/Awards** amounts calculated in Items **37** through **40** and **42** through **46** of Section IV of this module. This overall total indicates the estimated total uses of all of these supplemental funds, if any, available for LIHEAP. The amount in this item must equal the amount in Item **13. Infrastructure Act Allotment (Net of Indian Tribal Set-Asides)**, of Section III of Module 1. **(This is auto-calculated and locked from editing.)**

**Q7.** Select the appropriate answer ('yes' or 'no') to indicate whether your state obligated funds appropriated by the applicable supplemental appropriations act, if any, for the given type of assistance for the current fiscal year but will serve households in the following fiscal year. Please include clarifications in the "Notes" section of this module and cross-reference those clarifications with the module's section and item number.

**Q8.** Select the appropriate answer ('yes' or 'no') to indicate whether your State's Average Household Benefit data points for funds from the applicable supplemental appropriations act are estimated due to unique program operation, rather than directly calculated. Please include clarifications in the "Notes" section of the form and cross-reference those clarifications with the module's section and item number.

#### **M. Estimated Subtotal Uses of Supplemental Funds**

**48. Sum of Items 25, 36, and 47.** This field adds the amounts calculated in Items **36** and **47**, and the amount set at zero in (hidden) Item **25**, of Section IV of this module. This overall total indicates the estimated total uses of all supplemental funds, if any, available for LIHEAP. The amount in this item must equal the amount in Line **14** of Section **III** of Module 1. **(This is auto-calculated and locked from editing.)**

#### **N. Estimated Subtotal Uses of All Funds**

**44. Sum of Items 14 and 48...** This field adds the amounts calculated in Items **14** and **48** of Section IV of this module. This overall total indicates the estimated total uses of all funds, if any, available for LIHEAP. **The amount in this Line must equal the amount in Item 15 of Section III of Module 1.** **(This is auto-calculated and locked from editing.)**

## LIHEAP Performance Measures [LPDF Module 2]

Module 2: LIHEAP Performance Measures is **required** for all state grant recipients.

This module asks state LIHEAP grant recipients to report on the following LIHEAP outcomes:

- Reduction of Home Energy Burden (Section V)
- Restoration of Home Energy Service (Section VI)
- Prevention of Loss of Home Energy Service (Section VII)

These measures and the reporting form were developed by OCS in collaboration with the LIHEAP Performance Measures Implementation Work Group.

Following the first four sections of the LPDF found in Module 1, Module 2: LIHEAP Performance Measures includes the following three additional sections:

- SECTION V – Energy Burden Targeting;
- SECTION VI – Restoration of Home Energy Service; and
- SECTION VII – Prevention of Loss of Home Energy Service.

The remainder of this document outlines instructions and data requirements for sections V-VII of the Performance Data Form, addressing LIHEAP Performance Measures. Additional support materials can be found at [the LIHEAP Performance Management Website](#).

### *New Form Changes*

**As with FY 2021, Module 2 now includes three submodules.**

- **In Module 2A**, grant recipients will report Performance Measures data in the same way that they have in previous years. All households with data should be included regardless of funding source.
- **Module 2B** is identical to the layout of 2A EXCEPT that the data reported in 2B will only be applicable to those households who received assistance sourced with LIHEAP CARES Act funds. Include households that received a benefit that was fully or partially funded with CARES Act funds. Exclude households that did not receive a benefit that was fully or partially funded by CARES Act funds.
- **Module 2C** is identical to the layout of 2A EXCEPT that the data reported in 2C will only be applicable to those households who received assistance sourced with LIHEAP ARPA funds. Include households that received a benefit that was fully or partially funded with ARPA funds. Exclude households that did not receive a benefit that was fully or partially funded by ARPA funds.

Households that received funding from multiple sources should be reported in each of the relevant submodules, but the average benefit amounts reported for CARES and ARPA households should include only the portion of benefits funded through those funding sources.

For grant recipients that did not serve any households using either CARES or ARPA funds during the applicable fiscal year, those submodules will be left blank, but a note should be included explaining that no households with Performance Measures data were served with that funding source during the fiscal year.

### ***SECTION V: Energy Burden Targeting***

Energy burden is the percentage of household income spent on home energy costs. For example, high burden households are those that spend more of their income on home energy costs.

The link between energy burden and LIHEAP is important. Section 2605(b)(5) of the Low Income Home Energy Assistance Act of 1981 (42 U.S. C. §8624(b)(5)) requires LIHEAP grant recipients *“to provide, in a timely manner, that the highest level of energy assistance will be furnished to those households that have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size.”* Home energy burden and the presence of a vulnerable household member are the two key priorities Congress intended for the distribution of LIHEAP assistance.

To understand the impacts of LIHEAP on household energy burden, the Performance Measures Report form uses information provided by grant recipients to evaluate LIHEAP impact on energy burden using the following indicators and measures:

- Change in Energy Burden (Pre-Post LIHEAP) Indicators
- Benefit Targeting Index
- Burden Reduction Targeting Index

**The Change in Energy Burden (Indicators) tells us how LIHEAP reduces the percentage of income households spend on their energy bills.** We know that low-income households have to make tough choices between paying their energy bills and other essential needs (food, prescriptions). Reducing the amount of income people spend on energy bills decreases the health and safety risks associated with these kinds of decisions.

**The Benefit Targeting Index tells us whether high energy burden households receive higher LIHEAP benefits than average households.** This is important because the LIHEAP Act requires grant recipients to provide the highest level of assistance to households with the highest energy burden (highest energy costs in relation to income and family size).

**The Burden Reduction Targeting Index tells us whether high energy burden households have a larger share of their energy bill paid with LIHEAP than average households.** Once again, the LIHEAP Act requires grant recipients to target the highest level of assistance to households with the highest energy costs in relation to income. This measure will help grant recipients identify whether they are effectively using benefits to reduce the percentage of income high burden households pay toward their energy bills.

*Which households should be counted in SECTION V?*

SECTION V of Module 2 counts those households who received LIHEAP bill payment assistance in the current federal fiscal year. “Bill payment assistance” includes any LIHEAP



benefits used to pay a share of household energy bills, including utility deposits. This includes heating, cooling, crisis, and supplemental assistance.

- For Module 2A, all households should be counted that received LIHEAP bill payment assistance from any funding source (regular block grant, CARES, or ARPA). Note: the households reported in Module 2A are the same as those reported in Module 2 in previous years.
- For Module 2B, report the subset of households that received bill payment assistance through CARES funds. All such households should also have been reported in Module 2A. These households may also be reported in Module 2C if they received assistance from ARPA funds as well as CARES funds.
- Module 2C reports the subset of households that received bill payment assistance through ARPA funds. All such households should also have been reported in Module 2A. These households may also be reported in Module 2B if they received assistance from CARES funds as well as ARPA funds.

Households that should **NOT** be counted in Section V include:

- Households receiving ONLY LIHEAP weatherization assistance or energy-related home repair (e.g., heating or cooling equipment repair or replacement)
- SNAP households that receive nominal LIHEAP benefits.

#### *What Home Energy Data is needed to complete SECTION V?*

Many of the fields in SECTION V require specific information regarding home energy. For example, average annual income and average LIHEAP benefit data is broken out by main heating fuel. Therefore, at the time of application, grant recipients will need to ask each household to identify their main heating fuel type (i.e., Natural Gas, Electricity, Fuel Oil, Propane, or Other Fuels).

Grant recipients who offer cooling programs should still ask households for their main heating fuel type, as most cooling program impacts will be captured during analysis of the electric bill data (see below).

SECTION V also requires grant recipients to collect average annual energy bills for both main heating fuel and electricity. Therefore, at the time of application, grant recipients will need to ask each household to provide vendor account numbers, as well as sign a waiver that allows the grant recipient to collect billing information from home energy vendors.

*To reduce the burden associated with vendor data collection*, grant recipients are only required to collect annual energy bill data from the top five natural gas companies, top five electric companies, top ten propane vendors, top ten fuel oil vendors, and top ten other vendors, based on the numbers of LIHEAP assisted households within their state.

Grant recipients may opt to collect data from additional vendors (beyond the largest). However, any grant recipient wishing to use *less* than the required number of vendors in any of the fuel categories must contact OCS to obtain prior approval. (Note: Some grant recipients have fewer than five electric or natural gas vendors. Other grant recipients have fewer than ten fuel oil vendors.)

## Data Requirements

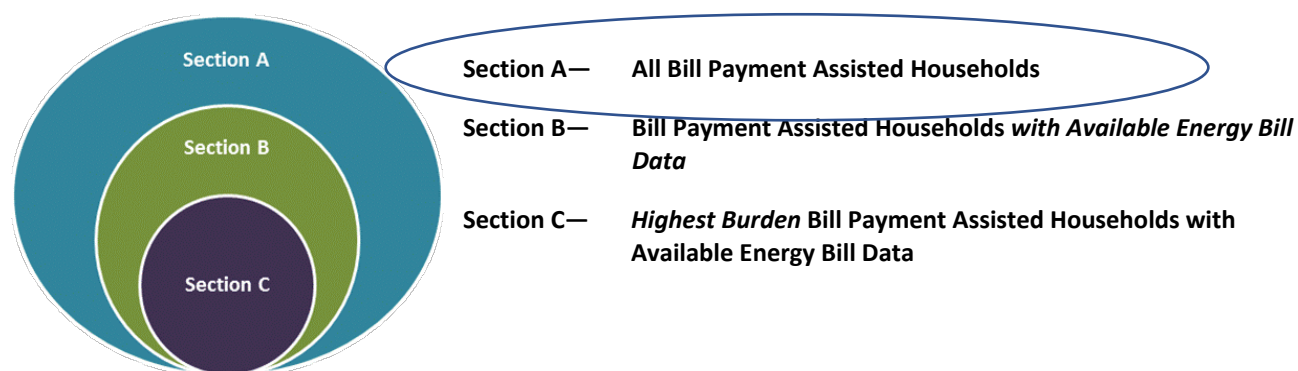
The following outlines the data required to complete SECTION V of Module 2. For more information, including strategies and best practices for data collection, grant recipients should visit the [LIHEAP Performance Measures Website](#).

### Reporting Values for “All Households”

SECTION V requires data to be reported by main heating fuel type and for “All Households”. For each main heating fuel type, the statistics that are reported should be calculated using only the households that are identified as having that main heating fuel type. For the “All Households” column, the statistics that are reported should be calculated using all of your households that are used for reporting separately by main heating fuel type. PLEASE NOTE: Calculating the “All Households” statistics by calculating a simple mean of the main heating type statistics is incorrect because each main heating type included a different number of households. Grant recipients who need assistance with this step should contact APPRISE or their OCS Liaison for assistance.

In Module 2B and Module 2C, the “All Households” column will include the subset of “All Households” that received bill assistance (in part or whole) through CARES or ARPA funds respectively. Likewise, for each main heating fuel type, the statistics that are reported should be calculated using the households that are identified as having that main heating type, and that received bill assistance (in part or whole) through CARES or ARPA funds.

### Section A (of Module 2, SECTION V)



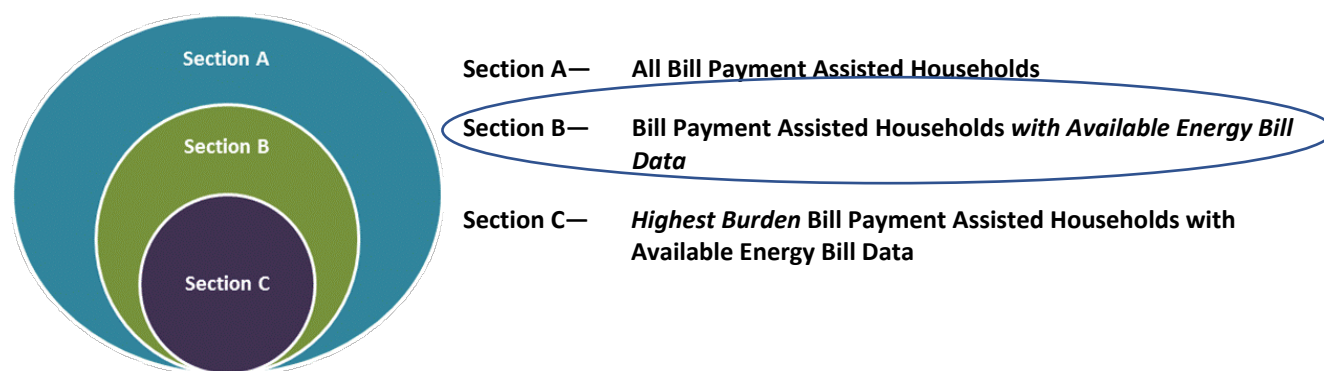
- As in previous years, for Module 2A Section A of Section V includes all households who received LIHEAP bill payment assistance during the reporting period. The total number of households reported in Module 2A Section A should be the same number reported in your Household Report in Section I, Line 14. Bill Payment Assistance.
- The total number of households reported in Module 2B includes all households that received bill assistance through CARES funds in the reporting period. This number should be the same as the number reported in your Household Report in Section I, Line 15.
- The total number of households reported in Module 2C includes all households that received bill assistance through ARPA funds in the reporting period. This number should be the same as the number reported in your Household Report in Section I, Line 16.

Bill payment assistance includes any LIHEAP benefits used to pay a share of household energy bills. This includes heating, cooling, and crisis assistance.

As stated above, SECTION V should not include those households who received only weatherization or energy related home repair (including equipment repair and replacement) or households who received only a nominal LIHEAP benefit through the SNAP “Heat or Eat” program.

**Section A also asks Grant recipients to break Bill Payment Assisted Households out by Main Heating Fuel type.** To obtain this data, grant recipients will need to ask each household to identify their main heating fuel type at the time of application. As stated above, the sum of households across the main heating types for Module 2A should be the same total number reported in your Household Report Long Form, in Section One, Line **14. Bill Payment Assistance**. And for Modules 2B and 2C the total number reported in Lines 15. And 16. Please provide information in the “Notes” section if there is a discrepancy for any of the submodules between your total number of households in Section A and the relevant total indicated in your Household Report.

*Section B (of Module 2, SECTION V)*



**Section B includes only those households from Section A for which the grant recipient can obtain the average annual energy bill (12 consecutive months of usage) for both main heating fuel and electricity.**

**LIHEAP Bill payment assistance households that do not have complete energy billing data (e.g., because they do not have 12 consecutive months of billing history or the grant recipient does not have an agreement with the vendor) should not be counted in Section**

**B. Households missing either the main heating fuel billing data or the electricity billing data should be excluded.**

As noted above, grant recipients are only required to collect annual bill data for those bill payment-assisted households whose main fuel and electricity are provided by a top five natural gas company, top five electric company, top ten propane vendor, top ten fuel oil vendor, or top ten “other” vendor, based on the numbers of LIHEAP assisted households within their state.

**LINE B1: Unduplicated Number of Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric):** Line B1 requires grant recipients to report the number of bill payment assisted households for which they can obtain the average annual energy bill (12 consecutive months of billing history) for both main heating fuel and electricity.

Similar to other data in this report, grant recipients are first asked to report the total number of bill payment assisted households with complete annual bill data, and then break these households down by main heating fuel type.

For Modules 2B and 2C, grant recipients will report in the same way the households with 12 consecutive months of billing history for the subset of households that received billing assistance through CARES or ARPA funds respectively.

**LINE B2: Average Annual Household Income:** Line B2 requires grant recipients to report average annual household income for those households with 12 consecutive months of both main fuel and electric bill data (as reported on Line B1). Average annual household income should be calculated in the same way it is calculated for the annual LIHEAP Household Report Form, using gross income. Zero income households should be included in this calculation. Grant recipients are asked to report the average annual income for all households with complete annual bill data, and then further break this data out by main fuel type.

For Modules 2B and 2C the income calculations should be calculated in the same way for the subset of households shown in Line B1 of those submodules.

**LINE B3: Average Annual Total LIHEAP Benefit per Household (including Heating, Cooling, Crisis, Supplemental Benefits):** As in prior years, for Module 2A, Line B3 requires grant recipients to report the total average annual per household LIHEAP Bill Payment Assistance Benefit(s) for those households that received bill payment assistance and that have 12 consecutive months of both main fuel and electric bill data.

For Module 2B, the amount to be reported is the total average annual per household LIHEAP Bill Payment Assistance Benefit(s) **from CARES funds only**. Households may have also received benefits from regular funds or from ARPA funds, but these benefit amounts should not be included in the average benefit for this submodule.

In the same way, for Module 2C the amount to be reported is the total average annual per household LIHEAP Bill Payment Assistance Benefit(s) **from ARPA funds only**. Households may have also received benefits from regular funds or from CARES funds, but these benefit amounts should not be included in the average benefit for this submodule.

The households to be included in calculating these averages should be the same households reported on Line B1, which are all households, or the relevant subset of households receiving CARES or ARPA benefits, that received heating, cooling, crisis, and supplemental assistance used to help pay household energy bills (this includes utility deposits and benefits to assist with secondary fuel payments) and that have 12 consecutive months of both main fuel and electric bill data. Please do not include non-bill payment assistance, including equipment repair and replacement, or weatherization assistance, or nominal payments to SNAP households.

The average benefits reported should include any heating, cooling, crisis, and supplemental assistance benefits used to help pay household energy bills (this includes utility deposits and benefits to assist with secondary fuel payments). In some states, households received multiple bill payment assistance benefits during the federal fiscal year. For example, a household may have received both a regular heating assistance benefit and a crisis benefit. *In these cases, grant recipients will first need to add together the bill payment assistance benefits each household received*, and then calculate the average total LIHEAP benefit per household. For Module 2A, grant recipients should add together *all* bill payment assistance benefits from any source. For Module 2B grant recipients should add together any bill payment assistance benefits attributable to CARES funds. And for Module 2C, grant recipients should add together any bill payment assistance benefits attributable to ARPA funds.

Grant recipients are asked to report the average bill payment assistance benefit for all households that received bill payment assistance and that have complete annual bill data, and then break this data out to report average bill payment assistance benefits for each main fuel type.

**LINE B4: Average Annual Main Heating Fuel Bill:** Line B4 requires grant recipients to report the average annual main heating fuel bill for those households who have 12 consecutive months of main fuel and electric bill data (as reported in B1). To report this data, grant recipients will need to collect complete annual bill information (12 consecutive months) from each bill payment-assisted household's main fuel vendor. This data includes all required customer payments, such as monthly service charge, usage charge, and taxes. However, expenditures should exclude optional charges such as appliance repair contracts, equipment purchases, and other special services.

There may be variation among grant recipient timeframes for collecting 12 consecutive months of billing histories. For example, many grant recipients find it optimal to collect bill data from vendors at the end of the federal fiscal year (e.g., request made to vendors in October 2022 for customer bill data from October 2021 through September 2022). However, other grant recipients collect customer bill data from vendors at the time of LIHEAP intake—which may result in 12 consecutive months of billing data that falls across more than one federal fiscal year. States may consider alternative timeframes for obtaining 12 consecutive months of billing history, as long as methods are consistent and approved by OCS.

For Modules 2B and 2C the average main heating bill for bill payment-assisted households should be calculated in the same way for the subset of households shown in Line B1 of those submodules.

**LINE B5: Average Annual Electricity Bill:** Line B5 requires grant recipients to report the average annual electricity bill for those households who have 12 consecutive months of main fuel and electric bill data (as reported in B1). To report this data, the grant recipient will need to collect annual bill information (12 consecutive months) from each bill payment-assisted household's electricity vendor. This data includes all required customer payments, such as monthly service charge, usage charge, and taxes. However, expenditures should exclude optional charges such as appliance repair contracts, equipment purchases, and other special services. For households whose main fuel is electricity, only the electric bill will need to be collected.

For Modules 2B and 2C the average electricity bill for bill payment-assisted households should be calculated in the same way for the subset of households shown in Line B1 of those submodules.

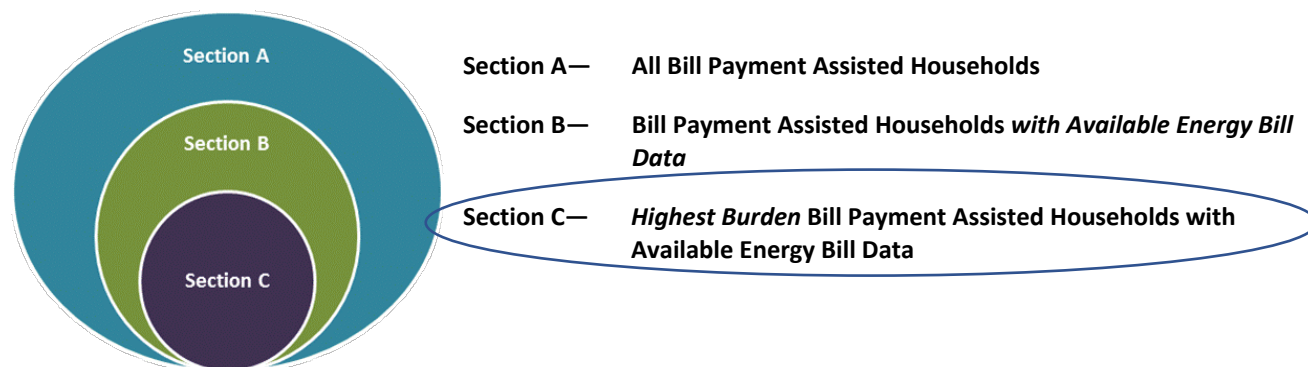
Note: This field is pre-populated with \$0 for Electric Main Heat households because the average annual electricity bill for those households is reported in Line B4 only.

**The following fields in Section B are auto-calculated for the grant recipient based on the data entered above:**

- **Total Annual Residential Energy Bill:** Line B6 automatically adds together the average annual Main Heating Fuel and Electricity bill data to calculate average annual residential energy bill.
- **Average Annual Energy Burden before Receiving LIHEAP:** Line B7 automatically divides the average annual residential energy bill by the average annual income to calculate average annual energy burden before LIHEAP benefits were awarded. For Module 2B and 2C grant recipients should calculate this amount in the same way as for Module 2A.
- **Average Annual Energy Burden after Receiving LIHEAP:** Line B8 automatically subtracts the average annual benefit amount from the annual residential energy bill—then divides the adjusted annual energy bill by the average annual income to calculate energy burden *after* LIHEAP, or the energy burden after receiving ARPA or Infrastructure Act benefits. In these latter cases, the Energy Burden of the household may have also been reduced by benefits from other sources, and so does not represent the final energy burden after all LIHEAP benefits.
- **Percentage Point Change in Energy Burden:** Line B9 automatically calculates the percentage point difference between pre-LIHEAP and post-LIHEAP energy burden.
- **Percentage Reduction in Energy Burden:** Line B10 automatically calculates the percentage difference between pre-LIHEAP and post-LIHEAP energy burden as a proportion of pre-LIHEAP burden

*Section C (of Module 2, SECTION V)*

**Section C contains the same data elements as Section B. However, Section C only includes results for those households from Section B with the highest calculated energy burdens.**



**To identify the highest burden households from Section B that should be included in Section C**, grant recipients will first need to calculate the energy burden for each individual household included in Section B. Once this is calculated, households can then be sorted from highest to lowest calculated energy burden. Those within the top 25% (e.g., the households from Section B with the highest calculated energy burdens based on being in the top quartile) are counted in Section C.

To calculate home energy burden for each household reported in Section B1, the grant recipient will need to use their database (or a spreadsheet tool like Excel) to add together each household's Annual Main Heating Bill + Annual Household Electricity Bill to calculate their total annual residential energy bill. This value is then divided by the household's Average Annual Income. The calculated energy burden amount should be populated for all households used in Section B and should be capped to not exceed 100 percent for any household. Once each household's energy burden is calculated, those households within the top 25% (e.g., the households from Section B with the highest calculated energy burdens based on being in the top quartile) will be reported in Section C. Please note that the top 25% should be selected from all households reported in Section B1 of the relevant submodule, rather than selecting the top 25% separately for each individual main heating fuel type. This means Section C may include a larger or smaller portion of households from a particular fuel type. Grant recipients who need assistance with this step should contact APPRISE or their OCS Liaison for assistance.

**As with Section B, Grant recipients must complete Section C for Module 2B and 2C separately, using the same method to determine the top 25% of households reported in Line B1 of those submodules.**

**LINE C1: Unduplicated Number of High Burden Households (Top 25%) with 12 Consecutive Months of Bill Data (Main Fuel and Electric):** Line C1 asks grant recipients to report the number of high burden households with complete energy bill information, and then the number of high burden households by main heating fuel type.



For Modules 2B and 2C, grant recipients will report in the same way – the number of high burden households with complete energy bill information, and then the number of high burden households by main heating fuel type for the subset of households that received billing assistance through CARES Act or ARPA funds respectively.

**LINE C2: Average Annual Household Income for High Burden Households:** Line C2 asks grant recipients to report average annual household income for those high burden households identified on Line C1. Grant recipients are asked to report the average annual income for all high burden households, as well as the average annual income of high burden households within each main fuel type.

For Modules 2B and 2C the high burden income calculations should be calculated in the same way for the subset of households shown in Line C1 of those submodules.

**LINE C3: Average Annual Total LIHEAP Benefit per High Burden Household (including Heating, Cooling, Crisis, Supplemental Benefits):** Line C3 requires grant recipients to report the average annual bill payment assistance benefit for those high burden households identified in line C1. Or for Modules 2B and 2C, the average annual benefit attributable to ARPA or the Infrastructure Act. Grant recipients are asked to report the average bill payment assistance benefit for all high burden households, as well as the average bill payment assistance benefit of high burden households within each fuel type.

**As with the benefit amount reported in Line B3 this amount should include bill payment assistance from all sources (including CARES and ARPA) for Module 2A.**

**For Module 2B the amount should include only the bill payment assistance attributable to CARES funding.**

**For Module 2C the amount should include only the bill payment assistance attributable to ARPA funding.**

**LINE C4: Average Annual Main Heating Fuel Bill for High Burden Households:** Line C4 requires grant recipients to report the average annual main heating fuel bill (12 consecutive months) for those high burden households identified in Line C1.

For Modules 2B and 2C the average main heating fuel bill for high burden households should be calculated in the same way for the subset of households shown in Line C1 of those submodules.

**LINE C5: Average Annual Electricity Bill for High Burden Households:** Section C5 requires grant recipients to report the average annual electricity bill for those high burden households identified in Section C1.

For Modules 2B and 2C the average electricity bill for high burden households should be calculated in the same way for the subset of households shown in Line C1 of those submodules.

Note: This field is pre-populated with \$0 for Electric Main Heat households because the average annual electricity bill for those households is reported in Line C4 only.

The remaining fields in Section C are auto-calculated for the grant recipient based on the data entered above:

- **Total Annual Residential Energy Bill for High Burden Households:** Line C6 automatically adds together the average annual Main Heating Fuel and Electricity bill data to calculate average annual residential energy bill for high burden households.
- **Average Annual Energy Burden of High Burden Households before Receiving LIHEAP:** Line C7 automatically divides the average annual residential energy bill by the average annual income to calculate average annual energy burden of high burden households before receiving LIHEAP.
- **Average Annual Energy Burden of High Burden Households after Receiving LIHEAP:** Line C8 automatically subtracts the average annual LIHEAP benefit amount in Line C3 from the annual residential energy bill—then divides the adjusted annual energy bill by the average annual income to calculate energy burden for high burden households *after* receiving LIHEAP. For Module 2B and 2C, this will be the average energy burden after subtracting only the benefit attributable to CARES or ARPA. These households may have received benefits from other sources, so this does not necessarily reflect their final energy burden. These figures should be interpreted with caution.
- **Percentage Point Change in Energy Burden among High Burden Households:** Line C9 automatically calculates the percentage point difference between pre-LIHEAP and post-LIHEAP energy burden among high burden households. For Module 2B and 2C this amount will show the percentage of the household's total energy burden which was reduced as a result of CARES or ARPA. For Module 2A the amount shows the percentage of the household's total energy burden reduced by all LIHEAP benefits received in the fiscal year.
- **Percentage Reduction in Energy Burden among High Burden Households:** Line C10 automatically calculates the percentage difference between pre-LIHEAP and post-LIHEAP energy burden as a proportion of pre-LIHEAP burden among high burden households.

#### *Section D (of Module 2, SECTION V)*

Section D uses information collected in Sections A-C to automatically calculate the **Benefit Targeting Index**. This index measure tells us whether high energy burden households receive higher LIHEAP benefits than average households. A Benefit Targeting Index of over 100 means that high energy burden households receive a greater LIHEAP benefit than average households. Benefit Targeting Index results will be automatically calculated for Modules 2B and 2C. However, these results should be interpreted with caution since they do not account for the extent to which household burdens were reduced by benefits attributable to other sources of funds.

For more information about how to interpret the targeting index, please see pages 38-40 of [the FY 2009 Home Energy Notebook](#).

#### *Section E (of Module 2, SECTION V)*

Section E uses information collected in Sections A-C to automatically calculate the **Energy Burden Reduction Index**. This index **tells us whether high energy burden households have a larger share of their energy bill paid with LIHEAP than average households**. An Energy Burden Reduction Index of over 100 means that high energy burden households are seeing

more of their energy burden reduced with LIHEAP than average households. As with Section D, these results will be automatically calculated for Modules 2B and 2C, but they should be interpreted with caution.

For more information about how to interpret the targeting index, please see pages 38-40 of [the FY 2009 Home Energy Notebook](#).

### ***SECTION VI. Restoration of Home Energy Service***

One core purpose of LIHEAP is to ensure that low-income households have access to necessary home energy services. By restoring services to clients who do not currently have access to home energy, the program is eliminating a significant risk to the health and safety of low-income households.

Section VI of Module 2 (LIHEAP Performance Measures) uses data provided by grant recipients to measure the impact of LIHEAP on restoration of home energy service.

#### ***Which Households Do I Count in SECTION VI?***

For both Sections VI and VII, grant recipients should draw from the pool of all LIHEAP households that received assistance during the federal fiscal year.

For Section VI of Module 2A, all households that received LIHEAP assistance resulting in the restoration of home energy services should be counted, including those that received the relevant assistance through CARES or ARPA funds.

For Section VI of Module 2B households should only be included where they received CARES funds that were specifically used for the purpose of restoring services. Households which received benefits through CARES funds, but *only* for assistance that did not contribute to restoring home energy services, should not be included. Where households received assistance leading to restored service from multiple sources of funding, these should be included if *any* of the assistance is attributable to CARES.

For Section VI of Module 2C households should only be included where they received ARPA funds that were specifically used for the purpose of restoring services. Households which received benefits through ARPA funds, but *only* for assistance that did not contribute to restoring home energy services, should not be included. Where households received assistance leading to restored service from multiple sources of funding, these should be included if *any* of the assistance is attributable to ARPA.

All households in Modules 2B and 2C should be counted in Module 2A. Households may be counted in both Module 2B and 2C if home energy service was restored as a result of both CARES and ARPA funds.

*For some grant recipients, this may be different than those households counted in Section V of Module 1.* This is because Section V only includes households who received Bill Payment Assistance—whereas Sections VI and VII also account for weatherization and equipment repair/replacement benefits.

### *What Household Information is Necessary to Complete SECTION VI?*

The data fields in Section VI of the Performance Data Form require specific information regarding the current status of household home energy service. Many grant recipients already ask households to report whether or not they currently have home energy service at the time of LIHEAP application. However, to complete this report, grant recipients would need to go a step further to determine and record whether the

- Does not have service because they are disconnected.
- Does not have service because they are out of fuel.
- Does not have service because they have inoperable equipment (*inoperable includes red-tagged equipment, or equipment that if powered on, will result in injury or death*).

Once this status is known and recorded, a grant recipient can then track whether a LIHEAP benefit resulted in restoration of home energy service.

It is important to note that in many cases, repair or replacement of inoperable heating/cooling equipment may be administered by LIHEAP Weatherization contractors. Therefore, grant recipients may need to coordinate with their Weatherization partners to identify inoperable equipment that was repaired or replaced using LIHEAP funds.

### *Data Requirements*

The following outlines the data required to complete Section VI of Module 2 (LIHEAP Performance Measures). For more information, including strategies and best practices for data collection, grant recipients should visit [the LIHEAP Performance Measures Website](#).

#### *Section A (of Module 2, SECTION VI)*

**LINE A1: All Occurrences of LIHEAP Households that Had Energy Service Restored After Disconnection:** Line A1 requires grant recipients to report on the number of occurrences for which LIHEAP assistance led to the restoration of a household's energy service after a disconnection. (Note: Households for whom the primary energy service was restored should be counted even if they were able to heat or cool their home in another way). The total number of occurrences is an auto-calculated sum of occurrences for each applicable energy source. Note: In this case, "energy source" is the fuel source where the LIHEAP benefit is being applied. In some cases, this may not be the household's primary fuel source.

In Module 2B all occurrences where energy services were restored partially or fully using CARES funds should be counted. In Module 2C all occurrences where energy services were restored partially or fully using ARP funds should be counted.

**LINE A2: All Occurrences of LIHEAP Households that Had Fuel Delivered to Home that Ran out of Fuel:** Line A2 requires grant recipients to report on the number of occurrences for which LIHEAP resulted in delivery of fuel after a household had no fuel. (Note: Households should be counted even if they were able to use something other than their main fuel source to temporarily heat their home.) The total number of occurrences is an auto-calculated sum of occurrences for each applicable energy source. Note: In this case, "energy source" is the fuel source where the LIHEAP

benefit is being applied. In some cases, this may not be the household's primary fuel source.

As in Line A1, for Modules 2B and 2C grant recipients will report the subset of occurrences where fuel delivery to households that had run out of fuel resulted from CARES or ARPA funds, fully or in part.

**LINE A3: All Occurrences of LIHEAP Households that Had Repair/Replacement of [...Ino]perable Home Energy Equipment:** Line A3 requires grant recipients to report the number of occurrences of households who had inoperable heating or cooling equipment repaired or replaced with LIHEAP funds. (Note: Households should be counted even if they were able to use something other than their main equipment to temporarily heat or cool their home.) The total number of occurrences is an auto-calculated sum of occurrences for each applicable energy source. Note: In this case, "energy source" is the fuel source where the LIHEAP benefit is being applied. In some cases, this may not be the household's primary fuel source.

As in Lines A1 and A2, for Modules 2B and 2C grant recipients will report the subset of occurrences where repairs of inoperable equipment resulted from CARES or ARPA funds, fully or in part.

### ***SECTION VII. Prevention of Loss of Home Energy Service***

By preventing the loss of home energy service to at-risk households, LIHEAP can eliminate the costs associated with service restoration (e.g., reconnection charges) and can minimize health and safety risks.

Section VII of the Performance Measures Report form uses data provided by grant recipients to measure the impact of LIHEAP on preventing loss of home energy service.

#### *Which Households Should Be counted in SECTION VII?*

For both Sections VI and VII, grant recipients should count all LIHEAP households identified in the LIHEAP Household Report and Grantee Survey.

*For some grant recipients, this may be different than those households counted in Section V of Module 2.* This is because Section V only includes households who received Bill Payment Assistance—whereas Sections VI and VII also account for weatherization and equipment repair/replacement benefits.

As in Section VI, for Modules 2B and 2C Section VII, grant recipients should report the subset of households where loss of home energy service was prevented partially or fully by assistance attributable to CARES or ARPA funds respectively.

All households in Modules 2B and 2C should be counted in Module 2A. Households may be counted in both Module 2B and 2C if loss of home energy service was prevented as a result of both CARES and ARPA funds.

#### *What Household Information is Necessary to Complete Section VII?*

The data fields in Section VII of the Performance Measures Report form require specific information regarding current status of home energy service, and more specifically, whether or not

a household is at risk of losing their home energy service. Situations where a LIHEAP benefit would prevent a loss of home energy service include:

- **Households with a Utility Past Due or Disconnect Notice:** At the time of application, households would be asked whether they currently have a past due or disconnect notice from their energy supplier.
- **Households with Limited Fuel:** If applicants heat with a delivered fuel (e.g., fuel oil, propane, or wood) and do not have a past due notice, the grant recipient would ask questions at the time of application to determine whether or not the household is at “imminent risk” of losing their home energy service. In the case of delivered fuels, “imminent risk” should be defined by the grant recipient based on local conditions and should correspond with existing state definitions used to determine home energy emergencies (as outlined in the grant recipient’s Model Plan).
- **Households in need of Equipment Repair/Replacement:** The grant recipient would determine at the time of application (or home energy audit) whether a LIHEAP household has currently operable heating or cooling equipment that needs to be repaired or replaced to prevent loss of home energy service. It is up to the grant recipient to determine whether a household is at “imminent risk” of losing their home energy service if heating or cooling equipment is not repaired or replaced. The definition of “imminent risk” should correspond with existing state definitions used to determine home energy emergencies (as outlined in the grant recipient’s Model Plan).

#### *Data Requirements*

The following outlines the data required to complete Section VII of Module 2 (LIHEAP Performance Measures). For more information, including strategies and best practices for data collection, grant recipients should visit [the LIHEAP Performance Measures Website](#).

#### *Section A (of Module 2, Section VII)*

**LINE A1: All Occurrences of LIHEAP Households that Had a Past Due Notice or Utility Disconnect Notice** and for which the receipt of LIHEAP benefits resulted in the continuance of home energy service: Line A1 requires grant recipients to report the number of occurrences of households that had a past due or disconnect notice at the time of application and receipt of LIHEAP benefit(s) resulted in continuance of home energy service. *Households who are already disconnected should not be counted in this section.* The total number of occurrences is an auto-calculated sum of occurrences for each applicable energy source. Note: In this case, “energy source” is the fuel source where the LIHEAP benefit is being applied. In some cases, this may not be the household’s primary fuel source.

In Module 2B, all applicable occurrences where the receipt of benefits attributable to CARES funds resulted in continuance of home energy service should be counted. In Module 2C all applicable occurrences where the receipt of benefits attributable to ARPA funds resulted in continuance of home energy service should be counted.

**LINE A2: All Occurrences of LIHEAP Households that Had Imminent Risk of Running out of Fuel** and for which the receipt of LIHEAP benefit resulted in the delivery of fuel: Line A2 requires grant recipients to report the number of occurrences of households that were at imminent risk of running out of fuel at the time of LIHEAP application

and receipt of LIHEAP benefit(s) resulted in the delivery of fuel. *Households who are already out of fuel should not be counted in this section.* The total number of occurrences is an auto-calculated sum of occurrences for each applicable energy source. Note: In this case, “energy source” is the fuel source where the LIHEAP benefit is being applied. In some cases, this may not be the household’s primary fuel source.

As in Line A1, for Modules 2B and 2C grant recipients will report the subset of occurrences where the receipt of benefits attributable to CARES or ARPA funds, fully or in part, results in continuance of home energy service.

**LINE A3: All Occurrences of LIHEAP Households that Had Repair/Replacement of Operable Equipment to Prevent Imminent Home Energy Loss:** Line A3 requires grant recipients to report the number of occurrences of households for which LIHEAP Heating/Cooling equipment repair or replacement prevented loss of home energy service. Households whose heating or cooling equipment is inoperable (or red-tagged) at the time of application or home energy audit should not be counted in this section. The total number of occurrences is an auto-calculated sum of occurrences for each applicable energy source. Note: In this case, “energy source” is the fuel source where the LIHEAP benefit is being applied. In some cases, this may not be the household’s primary fuel source.

As in Line A1 and A2, for Modules 2B and 2C grant recipients will report the subset of occurrences where the receipt of benefits attributable to CARES or ARPA funds, fully or in part, results in continuance of home energy service.

### *LIHEAP Performance Measures (Optional Reporting)* **[LPDF Module 3]**

In this Module 3, you may report additional data on average energy consumption, service restoration, and service loss prevention. This module is optional.

The data in this module that is submitted by grant recipients will be used for more detailed analysis of energy burden reduction.

## **SECTION V. ENERGY BURDEN TARGETING (OPTIONAL REPORTING)**

### *Section A (of Module 3, Section V)*

**LINE A1: Average Annual Electricity Usage:** Line A1 allows grant recipients to report average annual electricity usage for bill-payment assisted households. This data will be used for more detailed analysis of home energy burden reduction.

Grant recipients that elect to report this data should report the average annual electricity usage in millions of British thermal units (MMBtus) for each main heating fuel. MMBtus is a common unit for energy usage that will allow for comparison of energy usage across main heating fuel types.

**LINE A2: Average Annual Main Heating Usage:** Line A2 allows grant recipients to report average annual main heating fuel usage for bill-payment assisted households. This



data will be used for more detailed analysis of home energy burden reduction.

Grant recipients that elect to report this data should report the average annual main heating usage in millions of British thermal units (MMBtus) for each main heating fuel. MMBtus is a common unit for energy usage that will allow for comparison of energy usage across main heating fuel types.

*Section B (of Module 3, Section V)*

**LINE B1: Average Annual Electricity Usage among High Burden** households: Line B1 allows grant recipients to report average annual electricity usage for high burden households. This data will be used for more detailed analysis of home energy burden reduction.

Grant recipients that elect to report this data should report the average annual electricity usage in millions of British thermal units (MMBtus) for each main heating fuel. MMBtus is a common unit for energy usage that will allow for comparison of energy usage across main heating fuel types.

**LINE B2: Average Annual Main Heating Usage among High Burden** households: Line B2 allows grant recipients to report average annual main heating fuel usage for high burden households. This data will be used for more detailed analysis of home energy burden reduction.

Households are defined as high burden according to the criteria specified in Subsection C of Section V of Module 2.

Grant recipients that elect to report this data should report the average main heating usage in millions of British thermal units (MMBtus) for each main heating fuel. MMBtus is a common unit for energy usage that will allow for comparison of energy usage across main heating fuel types.

*Section C (of Module 3, Section V)*

**LINE C1: Electricity as Supplemental Heating Fuel:** Line C1 includes the unduplicated number of LIHEAP bill payment-assisted households that use electricity as a supplemental heating fuel. Grant recipients that elect to report this data should report this data for all households, as well as for households within each main heating fuel type.

**LINE C2: Wood as Supplemental Heating Fuel:** Line C2 includes the unduplicated number of LIHEAP bill payment-assisted households that use wood as a supplemental heating fuel. Grant recipients that elect to report this data should report this data for all households, as well as for households within each main heating fuel type.

**LINE C3: Other Supplemental Heating Fuel:** Line C3 includes the unduplicated number of LIHEAP bill payment-assisted households that use fuels other than electricity and wood for supplemental heating fuel. Grant recipients that elect to report this data should report this data for all households, as well as for households within each main heating fuel type.

**LINE C4: Central Air Conditioning:** Line C4 includes the unduplicated number of LIHEAP bill payment-assisted households with central air conditioning. Grant recipients that

elect to report this data should report this data for all households, as well as for households within each main heating fuel type.

**LINE C5: Window/Wall A/C (including evaporative cooler):** Line C5 includes the unduplicated number of LIHEAP bill payment-assisted households with Window/Wall AC (including evaporative coolers). (Note: If a household was already counted as having Central Air Conditioning, they should not be included here.) Grant recipients that elect to report this data should report this data for all households, as well as for households within each main heating fuel type.

#### ***SECTION VI. RESTORATION OF HOME ENERGY SERVICE (OPTIONAL REPORTING)***

**LINE A: Number of All LIHEAP-Assisted Households that Had Unduplicated Count of Restorations of Home Energy Service:** Line A allows grant recipients to report on the unduplicated number of households for which LIHEAP assistance led to the restoration of energy service. Households that had home energy service(s) reconnected with LIHEAP funds more than one time during the fiscal year should only be counted once. (Note: Households for whom the primary energy service was restored should be counted even if they were able to heat or cool their home in another way).

#### ***SECTION VII. PREVENTION OF LOSS OF HOME ENERGY SERVICE (OPTIONAL REPORTING)***

**LINE A: Number of All LIHEAP-Assisted Households that Had Unduplicated Count of Preventions of Loss of Home Energy Service:** Line A allows grant recipients to report on the unduplicated number households where receipt of LIHEAP benefit(s) resulted in continuance of home energy service. Households where loss of home energy service was prevented more than one time during the fiscal year should only be counted once. *Households who are already disconnected should not be counted in this section.*

#### **Notes**

This section of the report should be used by grant recipients to provide notes or clarification regarding reported data. Please include the section number and the Line number being referenced for each part of LPDF.