



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

[OMB #: 0970-0589]

**Proposed Information Collection Activity; Low Income Home
Energy Assistance Program (LIHEAP) Quarterly Reports**

AGENCY: The Office of Community Services, Administration
for Children and Families, U.S. Department of Health and
Human Services.

ACTION: Request for Public Comments.

SUMMARY: The Administration for Children and Families (ACF)
is requesting a 3-year extension of the form Low Income
Home Energy Assistance Program (LIHEAP) Quarterly Reports
(Office of Management and Budget (OMB) #: 0970-0589,
expiration October 31, 2025). Changes are proposed, which
would reduce redundancy and administrative burden for
respondents.

DATES: *Comments due [INSERT DATE 60 DAYS AFTER DATE OF
PUBLICATION IN THE FEDERAL REGISTER].*

ADDRESSES: In compliance with the requirements of the
Paperwork Reduction Act of 1995, ACF is soliciting public
comment on the specific aspects of the information
collection described above. You can obtain copies of the
proposed collection of information and submit comments by

emailing infocollection@acf.hhs.gov. Identify all requests by the title of the information collection.

SUPPLEMENTARY INFORMATION:

Description: The LIHEAP Quarterly Report assists the Office of Community Services in receiving data and information about LIHEAP during the federal fiscal year (FFY). This almost real time data ensures ACF can continue to:

1. Track key information, such as the number of households served, in "real time" versus in the new fiscal year.

2. Effectively address challenges in a timely manner, including supporting emerging training and technical assistance needs, addressing challenges with obligating funds, and addressing outreach and intake issues, such as reaching newly eligible households.

3. Ensure accountability and transparency by using the information to regularly update public dashboards and keep key decision makers informed of grantee progress.

All grant recipients, including states, tribes, and territories, will submit brief quarterly reports with critical information on the status of LIHEAP. The Quarterly Report forms will include questions on:

- Total households assisted,

- Performance management including the number of occurrences in which LIHEAP funding prevented the loss of or restored home energy services, and
- The estimated percentage of LIHEAP funds that have been obligated by funding component.

Grant recipients will also have an opportunity to highlight additional training/technical assistance needs/suggestions, which the Office of Community Services uses to inform support such as training and resources.

ACF also proposes several small changes to the LIHEAP Quarterly Report beginning with the Quarter 4 report due October 31, 2025 and beyond. Those changes only affect Section III of the Quarter 3 (due July 31, 2026 and beyond) and Quarter 4 reports (due October 31, 2025 and beyond). The changes to Section III involve inclusion of the primary data elements from the separate LIHEAP Carryover and Reallotment Report (OMB #: 0970-0106), which ACF wishes to discontinue use of in favor of only obtaining such data through the LIHEAP Quarterly Report. Section III would more clearly distinguish "carryover" fund estimated (Quarter 3) and final amounts (Quarter 4) from "reallotment" fund estimated and final amounts. The Quarter 3 and 4 Section III also includes a "remarks" field for grant recipients to complete only if they are indicating a request to carryover funds to obligate in the next FFY. The federal LIHEAP statute requires all grant

recipients requesting carryover to explain why they wish to carryover and how they intend to use such carryover funds in the next year (42 U.S.C. 8626(b)(2)(A)).

Respondents: States and tribes

Annual Burden Estimates

The estimated time per response for this report was increased from 12 to 16 hours to account for the proposed changes. These changes are expected to reduce effort overall, however, by eliminating the Carryover and Reallotment Report, as discussed above.

Instrument	Total Number of Respondents	Annual Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours
LIHEAP Quarterly Report	207	4	16	13,248

Comments: The Department specifically requests comments on (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted within 60 days of this publication.

Authority: (42 U.S.C. 8626 and 8629) and federal regulations
(45 CFR 96.92)

Mary C. Jones, *ACF/OPRE Certifying Officer*.

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