



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Community Services | 330 C Street, S.W., Washington, DC 20201  
www.acf.hhs.gov/ocs

## Low Income Home Energy Assistance Program Action Transmittal

**AT#:** ACF-OCS-LIHEAP-AT-2025-01

**DATE:** December 5, 2024

**TO:** All Low Income Home Energy Assistance Program (LIHEAP) Grant Recipients

**SUBJECT:** LIHEAP federal Fiscal Year 2025 (FY25) Quarterly Report Submission

**ATTACHMENT(S):**

1. LIHEAP Quarterly Report Instructions
2. LIHEAP Quarterly Report Form

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**PURPOSE:**

To confirm the deadlines for submitting the federal Fiscal Year (FY25) Low Income Home Energy Assistance Program (LIHEAP) Quarterly Performance and Management Report in the Online Data Collection (OLDC) system and provide LIHEAP grant recipients with the form and instructions.

**BACKGROUND:**

On October 12, 2022, the Office of Community Services (OCS) received approval from the Office of Management and Budget (OMB) for the LIHEAP Quarterly Performance and Management Report through October 31, 2025. This report will be submitted through the Paperwork Reduction Act process before its expiration date of October 31, 2025.

**REPORTING SUBMISSION:**

LIHEAP Quarterly Performance and Management Report instructions indicate the report is due approximately 30 days following the end of each respective quarter. The deadline for submitting Quarter 1 (for the period October 1, 2024 through December 31, 2024) has been extended to February 28, 2025, by close of business (COB). These reports are required by the deadline, and due to the additional time to complete Quarter 1, extensions to submit the report will only be approved in extenuating circumstances.

The remaining FY25 (October 1 through September 30) reporting periods are listed below:

- Quarter 1: October 1 through December 31 (report due February 28, 2025)
- Quarter 2: January 1 through March 31 (report due April 30, 2025)
- Quarter 3: April 1 through June 30 (report due July 31, 2025)
- Quarter 4: July 1 through September 30 (report due October 31, 2025)

To reduce grant recipient burden, the cumulative obligated allotments in Section III: Estimated Use of Funds for FY25 will include one total for all funding sources, including regular non-supplemental, Infrastructure Investment and Jobs Act (IIJA), and any supplemental funding amounts.

**Quarterly Report submissions are required of all LIHEAP grant recipients, including state, territory, and tribal grant recipients.** As in FY24, grant recipients are required to submit their quarterly data online in OLDC. If you experience technical difficulties with Grant Solutions or OLDC, please contact the Help Desk at [help@grantsolutions.gov](mailto:help@grantsolutions.gov) or 1-866-577-0771 Monday through Friday except federal holidays between 7:00 a.m. and 8:00 p.m. (Eastern Time).

Once the grant recipient's LIHEAP Quarterly Report has been submitted, OCS and the OCS Training and Technical Assistance Contractor will review the submitted report, notify the grant recipient of any reporting questions, and assist with resolving any potential reporting issues.

#### **REPORTING RESOURCES:**

This action transmittal includes detailed instructions for completing the report (Attachment 1 LIHEAP Quarterly Report Instructions (PDF)) and an example of the report form (Attachment 2 LIHEAP Quarterly Report Form (Excel)).

OCS will be hosting a quarterly reporting training webinar for all grant recipients on December 17, 2024 from 2:00 p.m. to 3:00 p.m. ET. All attendees must register in advance for this webinar. To register, please go to this link:

<https://attendee.gotowebinar.com/register/1357779655984745557>. A recording of the webinar will be made available on the OCS [LIHEAP Training Resources webpage](#).

**SUBMIT INQUIRIES TO:**

Grant recipients requiring additional assistance to complete their report should contact their [regional LIHEAP liaison](#) or contact:

Heather Jones  
Policy and Evaluation Branch Chief  
Division of Energy Assistance  
Office of Community Services  
Administration for Children and Families  
U.S. Department of Health and Human Services  
Email: [heather.jones@acf.hhs.gov](mailto:heather.jones@acf.hhs.gov)  
(202) 969-3628

Thank you for your attention to these matters. OCS looks forward to continuing to provide high-quality services to OCS partners.

/s/  
Megan Meadows  
Director  
Division of Energy Assistance  
Office of Community Services