

Monthly Data Collection Instructions

LIHEAP Weatherization Providers

STEP 1 – Data Collection

On October 1, 2015, the LIHEAP Weatherization Providers will begin collecting household level data for LIHEAP Performance Measurement and DES reporting.

STEP 2 – Prepare Data File

On a monthly basis, *no later than the 15th of each month*, LIHEAP Weatherization program staff will collect from its Providers and submit to DES a data file containing the list of households that received benefits for the previous month through the following program: Low Income Home Energy Assistance Program / Weatherization Assistance Program (WAP).

STEP 3 – Submit Data File

The data file must be submitted in an Excel (.xlsx) file only to LIHEAP Weatherization program staff by the due dates indicated by program staff.