DETAILED MODEL PLAN (LIHEAP)

Program Name: Low Income Home Energy Assistance
Grantee Name: MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
Report Name: DETAILED MODEL PLAN (LIHEAP)
Report Period: 10/01/2026 to 09/30/2027
Report Status: Submission Accepted by CO

Report Sections

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Mandatory Grant Application SF-424

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-013
Expiration Date: 02/28/2028

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP)
MODEL PLAN
SF - 424 - MANDATORY

* 1.a. Type of Submission:	* 1.b. Frequency:	* 1.c. Consolidated Application/ Plan/Funding Request?	* 1.d. Version:
(•) Plan	(•) Annual	Explanation:	(•) Initial ( ) Resubmission ( ) Revision ( ) Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Unique Entity Identifier (UEI) C2AQVDYYUAS7	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

7. APPLICANT INFORMATION

*** a. Legal Name:** State of Michigan, Department of Health and Human Services

*** b. Address:**

*** Street 1:**	333 S. Grand Ave	**Street 2:**	PO Box 30195
*** City:**	LANSING	**County:**	
*** State:**	MI	**Province:**	
*** Country:**	United States	*** Zip / Postal Code:**	48909 -

c. Organizational Unit:

Department Name:	Division Name:
Michigan Department of Health and Human Services	Field Operation Administration

d. Name and contact information of person to be contacted on matters involving this application: (person will be listed on Notice of Funding Awards and on the U.S. Department of Health and Human Services' LIHEAP contact list webpage)

* First Name:	* Last Name:
Julie	McLaughlin
Title: LIHEAP Departmental Manager	**Organizational Affiliation:**
*** Telephone Number:** 5178973699	**Fax Number** 5172417570
*** Email:** mclaughlinj@michigan.gov	

*** 8. TYPE OF APPLICANT:**
A: State Government

*** a. Is the applicant a Tribal Consortium:** ( ) Yes (•) No

*** b. If yes please attach at least one the following documentation:**

	Catalog of Federal Domestic Assistance Number:	CFDA Title:
9. CFDA Numbers and Titles	93.568	Low-Income Home Energy Assistance Program

10. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
LIHEAP State Plan

11. AREAS AFFECTED BY FUNDING:
Energy Assistance

12. CONGRESSIONAL DISTRICTS OF APPLICANT:
07

13. FUNDING PERIOD:

a. Start Date:	b. End Date:
10/01/2026	09/30/2027

*** 14. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?**

a. This submission was made available to the State under Executive Order 12372

Process for review on:

b. Program is subject to E.O. 12372 but has not been selected by State for review.

c. Program is not covered by E.O. 12372.

***15. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**

○ YES

◉ NO

If Yes, explain:

16. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

****I Agree** ☑

**** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.**

17a. Typed or Printed Name and Title of Authorized Certifying Official	**17c. Telephone (area code, number and extension)**
David Flak	**17d. Email Address** mdhhs-grants@michigan.gov
17b. Signature of Authorized Certifying Official E-sign	**17e. Date Report Submitted (Month, Day, Year)** 09/01/2026

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)Use of this model plan is optional. However, the information requested is required in order to receive a Low Income Home Energy Assistance Program (LIHEAP) grant.Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Section 1 Program Components

Program Components, 2605(a), 2605(b)(1) - Assurance 1, 2605(c)(1)(C)

1.1 Check which components you will operate under the LIHEAP program. (Note: You must provide information for each component designated here as requested elsewhere in this plan.)		Dates of Operation	
		Start Date	End Date
☑	Heating assistance	01/01/2027	09/30/2027
☐	Cooling assistance		
☐	Summer crisis assistance		
☐	Winter crisis assistance		
☑	Year-round crisis assistance	10/01/2026	09/30/2027
☑	Weatherization assistance	10/01/2026	09/30/2027

Provide further explanation for the dates of operation, if necessary

Heating assistance is administered by the Department of Treasury through the Home Heating Credit Program (HHC). HHC follows the tax season, however, an application can be submitted without having to submit a tax return.

Estimated Funding Allocation, 2604(C), 2605(k)(1), 2605(b)(9), 2605(b)(16) - Assurances 9 and 16

1.2 Estimate what amount of available LIHEAP funds will be used for each component that you will operate: The total of all percentages must add up to 100%.	Percentage (%)	Prior year totals
Heating assistance	27.00%	25.00%
Cooling assistance	0.00%	0.00%
Summer crisis assistance	0.00%	0.00%
Winter crisis assistance	0.00%	0.00%
Year-round crisis assistance	48.00%	50.00%
Weatherization assistance	11.00%	10.00%
Carryover to the following federal fiscal year	0.00%	0.00%
Administrative and planning costs	10.00%	10.00%
Services to reduce home energy needs including needs assessment (Assurance 16)	4.00%	5.00%
Used to develop and implement leveraging activities	0.00%	0.00%
TOTAL	100.00%	100.00%

Tribal grant recipients: direct-grant tribes, tribal organizations, or territories with allotments of $20,000 or less may use for planning and administration up to 20% of the funds payable. Grant recipients that are direct grant tribes, tribal organizations, or territories with allotments over $20,000 may use for planning and administration purposes up to 20% of the first $20,000 (or $4,000) plus 10% of the funds payable that exceeds $20,000. Any administrative costs in excess of these limits must be paid from non-federal sources.

Alternate Use of Crisis Assistance Funds, 2605(c)(1)(C)

1.3 The funds reserved for winter crisis assistance that have not been expended by March 15 will be reprogrammed to:

☑	**Heating assistance**	☐	**Cooling assistance**
☐	**Weatherization assistance**	☑	**Other (specify:)** Not applicable

Categorical Eligibility, 2605(b)(2)(A) - Assurance 2, 2605(c)(1)(A), 2605(b)(8A) - Assurance 8

1.4 Do you consider households categorically eligible if at least one household member receives at least one of the following categories of benefits in the left column below? ◉ Yes ○ No

If you answered "Yes" to question 1.4, you must complete the table below and answer questions 1.5 and 1.6.

	Heating	Cooling	Crisis	Weatherization
TANF	○ Yes ◉ No	○ Yes ◉ No	◉ Yes ○ No	◉ Yes ○ No
SSI	○ Yes ◉ No	○ Yes ◉ No	◉ Yes ○ No	◉ Yes ○ No
SNAP	○ Yes ◉ No	○ Yes ◉ No	◉ Yes ○ No	○ Yes ◉ No
Means-tested Veterans Programs	○ Yes ◉ No	○ Yes ◉ No	○ Yes ◉ No	○ Yes ◉ No

1.4a. Provide your definition of categorical eligibility. Please explain how households are categorically eligible (i.e, do all household members need to receive the benefits or just one member, is there a data exchange in place?) and how categorical eligibility streamlines the LIHEAP application process.

Michigan definies categorical eligibility as one member of the household receiving either TANF, SSI or SNAP benefits. Categorical eligibility is only used with the Energy Direct Program. Energy Direct is streamlined using a cross match exchange between MDHHS and the four major energy providers. No application is needed.

1.5 Do you automatically enroll households without a direct annual application? ◉ Yes ○ No

If Yes, explain:

Michigan administers the Energy Direct Program (including the Critical Care/Medical Energy Direct) in which MDHHS and participating energy providers exchange pertinent information, to identify categorically eligible households for Energy Direct. In previous years, Michigan administered Energy Direct to those who have received an SER payment within the last 60 days, are a recipient of TANF, SSI or SNAP and at risk for disconnection.

For FY25, Michigan updated the Energy Direct to include those who are identified as criticial care, to have a medical need or excessive balances and at lease one household member is a recipient of TANF, SSI or SNAP to be eligible for Energy Direct. Payment up to $8,000 based on the account balance, needs and available funding.

Michigan reserves the right to utilize funds for these programs, funding permitted. There is no application process for this program. All other programs require an application process.

See attachments C and E regarding Energy Direct.

1.6 How do you ensure there is no difference in the treatment of categorically eligible households from those not receiving other public assistance when determining eligibility and benefit amounts?

Benefit levels/payment maximums are consistent for all households, which ensures consistency regardless of public assistance status. Categorical eligibility is utilized for the Energy Direct Program only and not for other LIHEAP programs.

Exceptions to benefit levels/payment maximums are made at the discretion of SER Program Policy based on emergency and need.

SNAP Nominal Payments

1.7a Do you allocate LIHEAP funds toward a nominal payment for SNAP households? ○ Yes ◉ No

If you answered "Yes" to question 1.7a, you must provide a response to questions 1.7b, 1.7c, and 1.7d.

1.7b Amount of Nominal Assistance: $0.00

1.7c Frequency of Assistance

☐	**Once Per Year**
☐	**Once every five years**
☐	**Other - Describe:**

1.7d How do you confirm that the household receiving a nominal payment has an energy cost or need?

In previous years, Michigan has provided funding to the Heat and Eat program, Nominal Assistance. For FY26 and FY27, Michigan has opted out of providing funding for this program.

Determination of Eligibility - Countable Income

1.8. In determining a household's income eligibility for LIHEAP, do you use gross income or net income?	
☑	**Gross Income**
☐	**Net Income**
☐	**Other - Describe**
1.9. Select all the applicable forms of countable income used to determine a household's income eligibility for LIHEAP	
☑	**Wages**
☑	**Self - Employment Income**
☑	**Contract Income**
☑	**Payments from mortgage or Sales Contracts**
☑	**Unemployment insurance**
☑	**Strike Pay**
☑	**Social Security Administration (SSA) benefits**
	☐ **Including MediCare deduction** ☑ **Excluding MediCare deduction**
☑	**Supplemental Security Income (SSI)**
☑	**Retirement / pension benefits**
☑	**General Assistance benefits**
☑	**Temporary Assistance for Needy Families (TANF) benefits**
☐	**Loans that need to be repaid**
☑	**Cash gifts**
☐	**Savings account balance**
☑	**One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.**
☐	**Jury duty compensation**
☑	**Rental income**
☑	**Income from employment through Workforce Investment Act (WIA)**
☑	**Income from work study programs**
☑	**Alimony**
☑	**Child support**
☑	**Interest, dividends, or royalties**
☑	**Commissions**
☐	**Legal settlements**
☐	**Insurance payments made directly to the insured**

☐	**Insurance payments made specifically for the repayment of a bill, debt, or estimate**
☑	**Veterans Administration (VA) benefits**
☑	**Earned income of a child under the age of 18**
☐	**Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty.**
☑	**Income tax refunds**
☑	**Stipends from senior companion programs, such as VISTA**
☐	**Funds received by household for the care of a foster child**
☐	**Ameri-Corp Program payments for living allowances, earnings, and in-kind aid**
☐	**Reimbursements (for mileage, gas, lodging, meals, etc.)**
☑	**Other** Crisis Assistance: DHHS policy manual item, ERM 206, provides a complete list of countable and excluded income for crisis assistance. Federal Income Tax refunds are excluded as income; however, other refunds are countable. The gross income is used for SER processing of Crisis Assistance. After deductions of expenses which includes 25% of mandatory withholding expenses, the net income is used to determine LIHEAP income eligibility. Heating Assistance: Total Household Resources are counted for the Home Heating Credit which includes interest, dividends, or royalties and excludes all Income Tax refunds.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

1.10 Do you have an online application process ◉ **Yes** ○ **No**

1.10a If yes, describe the type of online application (Select all boxes that apply)

☑	**A PDF version of the application is available online and can be downloaded, filled out and mailed in for processing.**
☑	**A state-wide online application that allows a customer to complete data entry and submit an application electronically for processing.**
☑	**One or more locally available online applications that allows a customer to complete data entry and submit an application electronically for processing.**
☑	**Online application that is also mobile friendly**
☑	**Other, please describe** **An online application is available for crisis assistance through MI Bridges by completing an SER application for year-round assistance.** **Heating assistance is provided by the Department of Treasury as noted below and can be applied for online if filing a tax return. The HHC is incorporated as part of the online tax return; if not filing a tax return, a paper application is available**

Please include a link(s) to a statewide application, if available:

MI Bridges

1.10b Can all program components be applied for online? ○ Yes ◉ No

If no, explain which components can and cannot be applied for online.

Heating assistance is administered by the Department of Treasury, which accepts HHC applications during tax season through September 30 of each calendar year. Individuals filing an online tax return can apply for the HHC at the same time. For those who do not file a tax return, a paper application is available.

Weatherization is administered by the Bureau of Community and Ecomonic Opportunity (BCAEO), which distributes funds to Community Action Agencies (CAA) that provide direct services. CAA's operate throughout Michigan, and individuals receive services through the CAA serving their geographic area.

Applications for assistance are processed directly by each local Community Action Agency (CAA). Because each CAA sets its own intake procedures, the application method varies by location. Some agencies accept paper applications only, some offer online applications, and others use a combination of both.

1.11 Do you have a process for conducting and completing applications by phone (•) Yes ( ) No

1.12 Do you or any of your subrecipients require in person appointments in order to apply ( ) Yes (•) No

If yes, please provide more information regarding why in-person appointments are required and in what circumstances they are required.

Crisis assistance is administered through local DHHS offices across all 83 counties in Michigan. At this time, MDHHS does not permit SER applications to be completed over the phone. However, Michigan reserves the right to allow SER applications to be completed by phone with the applicant for FY27. If approved by leadership, a DHHS specialist, energy provider representative, Bridges navigator, or other authorized representative may assist the applicant in completing an online SER application by phone and submit it on the applicant's behalf, with the applicant's permission.

Heating assistance and Weatherization applications must be completed by the applicant, or by the individual designated by the applicant to assist with the application process.

1.13 How can applicants submit documentation for verification? Select all that apply:

☑	**In-person**
☑	**Mail**
☐	**Email**
☑	**Portal application**
☑	**Other, please describe** Fax

Hidden for Section 1

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

Section 2 - Heating Assistance

Eligibility, 2605(b)(2) - Assurance 2

2.1 Designate the income eligibility threshold used for the heating component:

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	HHS Poverty Guidelines	110.00%

2.2 Do you have additional eligibility requirements for Heating Assistance? ○ Yes ◉ No

2.3 Check the appropriate boxes below and describe the policies for each.

Do you require an Assets test? ○ Yes ◉ No

If yes, describe: Do you have additional/differing eligibility policies for:

Renters? ○ Yes ◉ No

If yes, describe:

Renters Living in subsidized housing? ○ Yes ◉ No

If yes, describe:

Renters with utilities included in the rent? ◉ Yes ○ No

If yes, describe:

For renters whose heating costs are included in their rent or whose heat bill is in someones else's name, the credit is reduced by 50 percent. This reduction is considered fair under program guidelines because these applicants cannot provide proof of their actual heating expenses. They remain eligible for the credit, but at a lower benefit level.

The HHC program allows applicants to submit their actual heating costs. If those verified costs are higher than the standard credit for their household size, they may qualify for a larger benefit amount.

Do you give priority in eligibility to:

Older Adults (60 years or older)? ○ Yes ◉ No

If yes, describe:

Individuals with a disability? ◉ Yes ○ No

If yes, describe:

The Home Heating Credit (HHC) application records the number of exemptions allowed for each household, with priority given to individuals who are deaf, disabled, blind, or qualified disabled veterans.

Program details and eligibility requirements are available on the Michigan Department of Treasury's website: www.michigan.gov/taxes.

From the HHC Booklet:

The standard credit is calculated based on the number of exemptions claimed for the household. The number of exemptions determines the standard allowance amount, with larger allowances for households claiming more exemptions. The basic credit is the standard allowance minus 3.5% of total household resources. Households that include someone with one of the disabilities listed in the HHC booklet receive an additional exemption, resulting in a higher standard allowance and a larger credit.

Line 16b: Michigan Special Exemptions - Deaf, Blind, or Certian Disabilities.

Complete this line by claiming only one exemption per eligible person, including yourself, your spouse, and your dependents. If a dependent files a credit claim, either you or the dependent - but not both - may claim the dependent's special exemption. You qualify for this exemption if you are deaf, blind, hemiplegic, paraplegic, quadriplegic, or totally disabled.

- *Deaf* means that the primary method of receiving information is through a sense other than hearing, such as lip reading or sign language.
- *Blind* means that the better eye has permanent vision of 20/200 or worse with corrective lenses, or that the perpheral field of vision is 20 degrees or less.
- *Totally and permanently disabled* means a disability as defined under Social Security Guidelines 42 USC 416. Individuals who were age 66 or older as of August 31, 2024, may not claim this exemption as totally and permanently disabled.

Line 16c: *Qualified disabled veteran.*

Taxpayers may claim an additional exemption if the taxpayer or spouse is a qualified disabled veteran, or if the taxpayer has a dependent who is qualified disabled veteran. To qualify, the individual must be a veteran of the active military, naval, marine, coast guard, or air service who received an honorable or general discharge and has a disability incurred or aggravated in the line of duty as described in 38 USC 101(16). Only one credit claim may include this exemption.

Young children?	○ Yes ◉ No

If yes, describe:

Households with high energy burdens?	◉ Yes ○ No

If yes, describe:

Claimants with high energy usage may use the alternate credit calculations, which is based on actual energy costs, if it results in a larger credit for them.

Other?	○ Yes ◉ No

If yes, describe:

Explanations of policies for each "yes" checked above:

Determination of Benefits 2605(b)(5) - Assurance 5, 2605(c)(1)(B)

2.4 Describe how you prioritize the provision of heating assistance to vulnerable populations, e.g., benefit amounts, early application periods, etc.

Heating assistance is administered by the Department of Treasury, allowing low-income households to apply for LIHEAP without visiting the Department of Health and Human Services or another community agency. Home Heating Credit applications may be submitted when tax forms are filed, and are accepted through September 30, each year.

2.5 Check the variables you use to determine your benefit levels. (Check all that apply):

- ☑ **Income**
- ☑ **Family (household) size**
- ☑ **Home energy cost or need:**
  - ☐ **Fuel type**
  - ☐ **Climate/region**
  - ☐ **Individual bill**
  - ☐ **Dwelling type**
  - ☐ **Energy burden (% of income spent on home energy)**
  - ☐ **Energy need**
  - ☑ **Other - Describe:**

Forms for FY 2027 (tax year 2026) will be available in January.

The standard credit is calculated so that a claimant at 110% of the federal poverty guidelines receives a minimum credit of $1, as required by Michigan statute (MCL 206.527a(1)(b)). The maximum credit is generally based on the maximum heating cost for the alternate credit calculation, assuming the claimant has no income. For tax year 2025 (FY2026), that amount is:

$3,500 maximum fuel cost - total household resources of $0 x 11% = $3,500

$3,500 x 70% = $2,450 (alternate credit amount)

For tax year 2025, all credits must be prorated to ensure the total credit does not exceed available federal funding. The proration factor was 60%, resulting in a maxiumum credit of $2,450 x 60% = $1,470.

The same method will be used for FY 2027 (tax year 2026); however, the proration factor and maximum fuel cost may change depending on available funding. For example, using a 90% proration factor and the same alternate credit amount of $2,450, the maximum credit would be $2,450 x 90% = $2,205.

Because the final funding allocation for FY 2027 has not yet been determined, the maximum benefits shown below is an estimate. It is based on the FY 2026 proration factor of 60% and a possible increase to 90%, depending on available funding. The actual maximum benefit for

FY 2027 may be higher or lower than the FY 2026. Michigan may also issue a supplement, if funding allows, which could change the total benefit amount.

The estimated maximum benefit ranges from $1,470 to $2,205. The system would not accept a range, so the amount of $2,205 was entered, not including any potential supplement.

The draft instruction booklet and application for tax year 2026 (FY 2027) are attached. As noted earlier, the final bookelt and application for tax year 2026 (FY 2027) will not be release until January 2027.

Benefit Levels, 2605(b)(5) - Assurance 5, 2605(c)(1)(B)

2.6 Describe estimated benefit levels for the fiscal year for which this plan applies. ***Please note: the maximum and minimum benefits must be shown in the payment matrix.***

Minimum Benefit	$1	**Maximum Benefit**	$2,205

2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits?2 ○ Yes ◉ No

If yes, describe.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

Section 3 - Cooling Assistance

Eligibility, 2605(c)(1)(A), 2605 (b)(2) - Assurance 2

3.1 Designate The income eligibility threshold used for the Cooling component:

Add	Household size	Eligibility Guideline	Eligibility Threshold
1			0.00%

3.2 Do you have additional eligibility requirements for Cooling assistance?	○ Yes ○ No
3.3 Check the appropriate boxes below and describe the policies for each.	
Do you require an Assets test?	○ Yes ○ No
If yes, describe:	
Do you have additional/differing eligibility policies for:	
Renters?	○ Yes ○ No
If yes, describe:	
Renters Living in subsidized housing?	○ Yes ○ No
If yes, describe:	
Renters with utilities included in the rent?	○ Yes ○ No
If yes, describe:	
Do you give priority in eligibility to:	
Older Adults (60 years or older)?	○ Yes ○ No
If yes, describe:	
Individuals with a disability?	○ Yes ○ No
If yes, describe:	
Young children?	○ Yes ○ No
If yes, describe:	
Households with high energy burdens?	○ Yes ○ No
If yes, describe:	
Other?	○ Yes ○ No
If yes, describe:	
Explanations of policies for each "yes" checked above:	
3.4 Describe how you prioritize the provision of cooling assistance to vulnerable populations, e.g., benefit amounts, early application periods, etc.	

Determination of Benefits 2605(b)(5) - Assurance 5, 2605(c)(1)(B)

3.5 Check the variables you use to determine your benefit levels. (Check all that apply):

- ☐ **Income**
- ☐ **Family (household) size**
- ☐ **Home energy cost or need:**
  - ☐ **Fuel type**
  - ☐ **Climate/region**
  - ☐ **Individual bill**

☐ **Dwelling type**	
☐ **Energy burden (% of income spent on home energy)**	
☐ **Energy need**	
☐ **Other - Describe:**	

Benefit Levels, 2605(b)(5) - Assurance 5, 2605(c)(1)(B)

3.6 Describe estimated benefit levels for the fiscal year for which this plan applies. ***Please note: the maximum and minimum benefits must be shown in the payment matrix.***

Minimum Benefit	$0	**Maximum Benefit**	$0

3.7 Do you provide in-kind (e.g., fans, air conditioners) and/or other forms of benefits? ○ Yes ○ No

If yes, describe.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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Section 4: CRISIS ASSISTANCE

Eligibility - 2604(c), 2605(c)(1)(A)

4.1 Designate the income eligibility threshold used for the crisis component

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	HHS Poverty Guidelines	150.00%

4.2 Provide your LIHEAP program's definition for determining a crisis. If you administer multiple crisis assistance programs (winter, summer, and/or year-round), Include all program definitions.

Eligibility for an energy-related crisis is determined by the household's demonstrated immediate need for assistance with home heating fuel, electricity, or energy-related home repairs. A crisis is defined as any of the following:

- A household has received a past-due or shutoff notice for an energy bill.
- A residential fuel tank is estimated to contain no more than 25% of its heating fuel capacity, or a fuel tank with more than 25% has been locked by the provider and payment on the account will remove the threat.
- A stated need for deliverable heating fuel or for a non-traditional fuel source where there is no meter or regular energy bill (such as wood, corn, cherry pits, etc.).
- A notice showing the balance in a prepayment account is below $100.
- A statement from a licensed service provider indicating that the homeowner's furnace is inoperable and requires repair or replacement.

4.3 What constitutes a life-threatening crisis?

A household is considered to be experiencing a life-threatening crisis if all of the following criteria are met:

- The household is not protected by Michigan's Winter Protection Plan.
- The household has had natural gas or electric service disconnected, has run out of deliverable fuel, or has run out of a non-traditional heating fuel such as wood, corn, cherry pits, etc., **or** a licensed service provider has issued a statement indicating that the homeowner's furnace is inoperable and requires repair or replacement.
- Restoration of energy services is medically necessary.
- The household does not have any temporary housing alternatives while the emergency is being resolved.

Crisis Requirement, 2604(c)

4.4 Within how many hours do you provide an intervention that will resolve the energy crisis for eligible households? 48**Hours**

4.5 Within how many hours do you provide an intervention that will resolve the energy crisis for eligible households in life-threatening situations? 18**Hours**

Crisis Eligibility, 2605(c)(1)(A)

	Winter Crisis	Summer Crisis	Year-Round Crisis
4.6 Do you have additional eligibility requirements for Crisis Assistance?	☐	☐	☑
4.7 Check the appropriate boxes below to indicate type(s) of assistance provided 0			
Do you require an Assets test?	☐	☐	☑
Do you give priority in eligibility to:			
Older Adults (60 years or older)?	☐	☐	☐
Individuals with a disability?	☐	☐	☐
Young Children?	☐	☐	☐
Households with high energy burdens?	☐	☐	☐
Other (Specify):	☐	☐	☐
In Order to receive crisis assistance:			
Must the household have received a shut-off notice or have a near empty tank?	☐	☐	☐
Must the household have been shut off or have an empty tank?	☐	☐	☐
Must the household have exhausted their regular heating benefit?	☐	☐	☐
Must renters with heating costs included in their rent have received an eviction notice?	☐	☐	☐
Must heating/cooling be medically necessary?	☐	☐	☐
Must the household have non-working heating or cooling equipment?	☐	☐	☐
Other (Specify): Description entered above	☐	☐	☑
Do you have additional/differing eligibility policies for:			
Renters?	☐	☐	☐
Renters living in subsidized housing?	☐	☐	☐
Renters with utilities included in the rent?	☐	☐	☑

Explanations of policies for each "yes" checked above:

In order to qualify for SER crisis assistance, the household must use available resources to address the emergency. SER crisis assistance includes an asset test with a protected cash asset limit of $15,000.

Asset policy is outlined in manual ERM 205, which details countable and excluded assets used to determine eligibility (see attached document).

In situations where energy costs are included in the rent, if the applicant presents a past-due or shutoff notice—or if service has been disconnected—at the address where the group currently resides, the applicant may qualify for SER crisis assistance as long as all other eligibility requirements are met.

If a payment is required to prevent disconnection or to restore service, the payment may be approved up to the fiscal-year cap, provided it resolves the emergency. Payment must be issued directly to the energy provider, not to the landlord.

Determination of Benefits

4.8 How do you handle crisis situations?

☑	**Separate component**
☐	**Benefit Fast Track, no separate amount of crisis funds is issued. Rather benefits are issued to crisis customers within crisis response time frames.**
☐	**Other - Describe:**

4.9 If you have a separate component, how do you determine crisis assistance benefits?

☐	**Amount to resolve the crisis.** $0
☑	**Other - Describe:** Applications for crisis payments must show a current need for assistance by providing a past-due or shutoff

notice, or proof of service disconnection. Based on current FY26 funding, Michigan will continue to follow the established policy outlined below.

• Issue one single payment for non-heat electric and one single payment for heating fuel, in the amount needed to resolve the past-due or shutoff status up to the fiscal year cap. Any applications submitted after the one approved payment for each service will be denied.

If an account is closed for any reason and a credit balance remains as a result of an SER payment, the energy provider must follow over-issuance procedures and refund the State of Michigan in accordance with policy ERM 401.

Crisis Requirements, 2604(c)

4.10 Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served?

(•) Yes ( ) No **Explain.**

DHHS county offices operate statewide, and an SER application may be mailed, faxed, or hand-delivered to any DHHS office. Applications may also be submitted electronically through the DHHS MI Bridges online application platform. In addition, grantees receiving energy-assistance funding through the Michigan Energy Assistance Program (MEAP) partner with DHHS as Navigation and Referral Partners, assisting households with the online application process for those seeking energy assistance through LIHEAP.

Michigan also reserves the right to update policy for FY27 with leadership approval to allow MDHHS specialists, MEAP partners, energy provider representatives, MI Bridges navigators, and authorized representatives to assist applicants with completing SER applications over the phone and submitting them on the applicant's behalf.

4.11 Do you provide individuals who are individuals with a disability the means to:

Submit applications for crisis benefits without leaving their homes?

(•) Yes ( ) No

If No, explain.

Travel to the sites at which applications for crisis assistance are accepted?

(•) Yes ( ) No

If No, explain.

If you answered "No" to both options in question 4.11, please explain alternative means of intake to those who are homebound or physically disabled?

Benefit Levels, 2605(c)(1)(B)

4.12 Indicate the maximum benefit for each type of crisis assistance offered.

Winter Crisis	$0.00 **maximum benefit**
Summer Crisis	$0.00 **maximum benefit**
Year-round Crisis	$900.00 **maximum benefit**

4.13 Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?

( ) Yes (•) No **If yes, Describe**

The maximum payment is $900. This amount varies by fuel type: $600 for natural gas, non-heat electric, wood, wood pellets, and other non-traditional heating fuels, and $900 for deliverable fuel, fuel oil, coal, and all-electric households. The increased maximum for all-electric households applies because electricity is the only heating source for the home. The minimum benefit amount is the amount needed to resolve the energy crisis. SER payment amounts exceeding $900 require an exception and approval from the LIHEAP program office.

LIHEAP program policy reserves the right to increase the maximum payment amount in FY27 if funding permits.

4.14 Do you provide for equipment repair or replacement using crisis funds?

(•) Yes ( ) No

If you answered "Yes" to question 4.14, you must complete question 4.15.

4.15 Check appropriate boxes below to indicate type(s) of assistance provided.

	Winter	Summer	Year-round Crisis

	Crisis	Crisis	
Heating system repair	☐	☐	☑
Heating system replacement	☐	☐	☑
Cooling system repair	☐	☐	☐
Cooling system replacement	☐	☐	☐
Wood stove purchase	☐	☐	☐
Pellet stove purchase	☐	☐	☐
Solar panel(s)	☐	☐	☑
Utility poles / gas line hook-ups	☐	☐	☐
Other (Specify): When possible, MDHHS will partner with energy providers to braid funding between MDHHS State Emergency Relief (SER) assistance and energy-provider programs for furnace repair or replacement. This partnership helps ensure that households have access to high-efficiency equipment with an annual fuel utilization efficiency (AFUE) rating of 95% or higher, or can transition to a high-efficiency electric system such as an electric furnace or cold-climate heat pump. To support energy efficiency and reduce carbon emissions, Michigan reserves the right to implement the purchase and installation of solar panels for low-income households, as funding permits.	☐	☐	☑

4.16 Do any of the utility vendors you work with enforce a moratorium on shut offs?

○ Yes ◉ No

If you responded "Yes" to question 4.16, you must respond to question 4.17.

4.17 Describe the terms of the moratorium and any special dispensation received by LIHEAP clients during or after the moratorium period.

4.18 If you experience a natural disaster, do you intend to utilize LIHEAP crisis funds to address disaster related crisis situations? ◉ Yes ○ No

If yes, describe

In the event of a disaster as declared by the President of the United States, State of Michigan Governor, or localities as approved by Michigan Department of Health and Human Services, LIHEAP crisis funds may be used in conjunction with a State Emergency Relief (SER) request to assist individuals affected by a natural disaster, including leveraging weatherization funds administered through Community Action Agencies (CAAs), depending on available funding.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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Expiration Date: 02/28/2028

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Section 5: WEATHERIZATION ASSISTANCE

Eligibility, 2605(c)(1)(A), 2605(b)(2) - Assurance 2

5.1 Designate the income eligibility threshold used for the Weatherization component

Add	Household Size	Eligibility Guideline	Eligibility Threshold
1	1	State Median Income	60.00%
2	2	State Median Income	60.00%
3	3	State Median Income	60.00%
4	4	State Median Income	60.00%
5	5	State Median Income	60.00%
6	6	State Median Income	60.00%
7	7	HHS Poverty Guidelines	200.00%
8	8	HHS Poverty Guidelines	200.00%
9	9	HHS Poverty Guidelines	200.00%
10	10	HHS Poverty Guidelines	200.00%
11	11	HHS Poverty Guidelines	200.00%
12	12	HHS Poverty Guidelines	200.00%

5.2 Do you enter into an interagency agreement to have another government agency administer a WEATHERIZATION component? ○ Yes ◉ No

5.3 If yes, name the agency and attach a copy of the Internal Agreement or Contract.

5.4 Is there a separate monitoring protocol for weatherization? ◉ Yes ○ No

WEATHERIZATION - Types of Rules

5.5 Under what rules do you administer LIHEAP weatherization? (Check only one.)

☐ **Entirely under LIHEAP (not DOE) rules**

☐ **Entirely under DOE WAP (not LIHEAP) rules**

☐ **Mostly under LIHEAP rules with the following DOE WAP rule(s) where LIHEAP and WAP rules differ (Check all that apply):**

- ☐ **Income Threshold**
- ☐ **Weatherization of entire multi-family housing structure is permitted if at least 66% of units (50% in 2- & 4-unit buildings) are eligible units or will become eligible within 180 days**
- ☐ **Weatherize shelters temporarily housing primarily low income persons (excluding nursing homes, prisons, and similar institutional care facilities).**
- ☐ **Other - Describe:**

☑ **Mostly under DOE WAP rules, with the following LIHEAP rule(s) where LIHEAP and WAP rules differ (Check all that apply.)**

- ☐ **Income Threshold**
- ☑ **Weatherization not subject to DOE WAP maximum statewide average cost per dwelling unit.**
- ☑ **Weatherization measures are not subject to DOE Savings to Investment Ration (SIR) standards.**
- ☑ **Other - Describe:**

Clients who are determined eligible for the DOE Weatherization Program under categorical eligibility will also be categorically eligible for LIHEAP Weatherization Services.

The flexibility in these rules allows for more extensive measure installations than those normally permitted under the Weatherization Assistance Program (WAP). The goal is to increase energy savings, reduce fuel consumption, and ensure a safe and healthy home environment.

Re-weatherization is allowable.

Health and safety items not covered by the DOE WAP Health and Safety Plan may be included. BCAEO may also provide flexibility beyond the DOE Health & Safety budget category limit.

The State of Michigan allows the following measures under LIHEAP:

- Solar screen installation
- Mobile home door installation
- Exterior door installation
- Gas cook stove repair or replacement for health and safety concerns
- Duct cleaning
- Solar water heaters
- Cooling system repair and replacement
- Attic floor installation
- Fuel tank replacement
- Fuel line replacement
- Chimney liner replacement
- Procurement of vehicles and equipment
- Additional measures not identified in the audit may be implemented to reduce deferrals, following established parameters
- Additional energy efficiency measures and incidental repair measures not identified in the audit may be implemented following established parameters.

LIHEAP Weatherization Readiness funds will align with the DOE Weatherization Readiness Fund (WRF) cost category, with the following exceptions:

- A maximum of 25% of the LIHEAP allocation may be used for weatherization services under this category. Funds may be moved to other cost categories as allowable under those category limits.
- There is no maximum allowable ACPU for LIHEAP WRF funds.
- Grantees must submit a waiver for any measures not included as allowable under DOE WRF to address deferral reduction, and must receive pre-approval before work begins.
- Roof replacement is not allowable under LIHEAP WRF.
- LIHEAP/DOE combination projects will follow the DOE monitoring schedule. BCAEO monitors WAP projects at a 5/10% threshold.
- LIHEAP jobs may cross fiscal years.

Note: Measures determined by MDHHS' Bureau of Community Action and Economic Opportunity (BCAEO) may not be subject to review by the Building Performance Institute (BPI) Quality Control Inspector.

Eligibility, 2605(b)(5) - Assurance 5	
5.6 Do you require an assets test?	○ Yes ◉ No
5.7 Do you have additional/differing eligibility policies for :	
Renters	◉ Yes ○ No
Renters living in subsidized housing?	◉ Yes ○ No
Renters with utilities included in the rent?	◉ Yes ○ No
5.8 Do you give priority in eligibility to:	
Older Adults?	◉ Yes ○ No
Individuals with a disability?	◉ Yes ○ No
Young Children?	◉ Yes ○ No

House holds with high energy burdens?	(•) Yes ( ) No
Other? Flint Emergency Weatherization	(•) Yes ( ) No

If you selected "Yes" for any of the options in questions 5.6, 5.7, or 5.8, you must provide further explanation of these policies in the text field below.

Michigan uses a priority point system when delivering services to low-income households to meet the requirements of 10 CFR 440.16(b)(15).

Mandatory priority categories include households with:

- Children
- An elderly household member
- A disabled household member, including SSI recipients
- High energy usage and high energy burden

The Michigan Department of Licensing and Regulatory Affairs, Public Service Commission, publishes an annual report titled "Michigan Energy Appraisal." High Residential Energy User households are defined as meeting or exceeding the normalized heating fuel consumption identified in the Michigan Energy Appraisal by ten percent or more.

Households with a High Energy Burden defined as follows: any household that pays more than 15% of its total annual household income toward annual energy costs.

Each rental unit weatherized requires the landlord to complete a landlord agreement.

Note: Measures determined by MDHHS' Bureau of Community Action and Economic Opportunity (BCAEO) may not be subject to review by the Building Performance Institute (BPI) Quality Control Inspector.

Benefit Levels

5.9 Do you have a maximum LIHEAP weatherization benefit/expenditure per household? ( ) Yes (•) No

5.9a If yes, what is the maximum? $0

5.10 Do you use an Average Cost per Unit (ACPU). ( ) Yes (•) No

5.10a If so, what is the ACPU amount? $0

Types of Assistance, 2605(c)(1), (B) & (D)

5.11 What LIHEAP weatherization measures do you provide ? (Check all categories that apply.)

☑ **Weatherization needs assessments/audits**	☑ **Energy related roof repair**
☑ **Caulking and insulation**	☑ **Major appliance repairs**
☑ **Storm windows**	☑ **Major appliance replacement**
☑ **Furnace/heating system modifications/repairs**	☑ **Windows/sliding glass doors**
☑ **Furnace replacement**	☑ **Doors**
☑ **Cooling system modifications/repairs**	☑ **Water Heater**
☑ **Water conservation measures**	☑ **Cooling system replacement**
☑ **Roof top solar**	☐ **Community solar projects**
☑ **Compact florescent light bulbs**	☐ **Other - Describe:**

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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Expiration Date: 02/28/2028

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Section 6: Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)

6.1 Select all outreach activities that you conduct that are designed to assure that eligible households are made aware of all LIHEAP assistance available:

- [x] **Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.**
- [x] **Publish articles in local newspapers or broadcast media announcements.**
- [x] **Include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.**
- [x] **Mass mailing(s) to prior-year LIHEAP recipients.**
- [x] **Inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.**
- [x] **Execute interagency agreements with other low-income program offices to perform outreach to target groups.**
- [x] **Web Posting**
- [x] **Email**
- [x] **Texting**
- [ ] **Events**
- [x] **Social Media**
- [x] **Other (specify):**

Michigan informs low-income applicants of the availability of LIHEAP via notices to clients, State websites, letters, posters, publications, weatherization referrals, United Way's phone referral system and regular involvement with the Coalition to Keep Michigan Warm. DHHS also provides updates to LIHEAP changes by means of texting and email alerts as a way to inform the public of an immediate change.

DHHS is also a contributing member to the State of Michigan's Low Income Energy Waste Reduction workgroup and provides information about LIHEAP services to the other stakeholders and service providers.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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Section 7: Coordination, 2605(b)(4) - Assurance 4

7.1 Describe how you will ensure that the LIHEAP program is coordinated with other programs available to low-income households (TANF, SSI, WAP, etc.).

☑	**Joint application for multiple programs (indicate programs included)** See Other
☑	**Intake referrals to/from other programs (indicate programs included)** See Other
☑	**One - stop intake centers**
☑	**Other - Describe:**

The local DHHS county offices who are responsible for determining eligibility for LIHEAP crisis assistance also process applications for TANF, SNAP, Medicaid and other public assistance benefit programs.

LIHEAP crisis assistance is also coordinated with the Michigan Energy Assistance Program (MEAP). Households who apply and approved for crisis assistance may utilize the SER approval for additional services with a MEAP grantee, including Assurance 16 activities.

LIHEAP weatherization is coordinated with US Department of Energy (DOE) Weatherization Assistance Program. Local weatherization operators coordinate the LIHEAP and DOE funds to meet weatherization needs at the local level, administering weatherization services through 21 Community Action Agencies throughout the State of Michigan and 1 government entity.

Michigan's MEAP grantees provide energy assistance through ratepayer state funds, as well as providing referrals to the Weatherization Assistance Program and other self-sufficiency programs.

The Home Heating Credit Program administered through the Department of Treasury provides referrals to DHHS through an automative system when the applicant checks the box on the HHC application that indicates they would like to be referred to other government assistance programs for which they may qualify.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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Section 8: Agency Designation, 2605(b)(6) - Assurance 6 (Required for state Grant recipients and the Commonwealth of Puerto Rico)

8.1 How would you categorize the primary responsibility of your State agency?

☑	**Administration Agency**
☐	**Commerce Agency**
☐	**Community Services Agency**
☐	**Energy/Environment Agency**
☐	**Housing Agency**
☑	**State Department of Welfare (administers TANF, SNAP, and/or Medicaid)**
☐	**Economic Development Agency**
☐	**Other - Describe:**

Include current list of subrecipient name, main office address (do not list P.O. Box), phone number, county(s) served, Congressional District, and UEI number. ***Used for Near hotline and OCS Service Provider Tool and clearinghouse.***

Alternate Outreach and Intake, 2605(b)(15) - Assurance 15

If you selected "State Department of Welfare (administers TANF, SNAP, and/or Medicaid)" in question 8.1, you must complete questions 8.2, 8. 3, and 8.4, as applicable.

8.2 How do you provide alternate outreach and intake for heating assistance?

DHHS and the Department of Treasury coordinate outreach activities to inform all LIHEAP eligible households of the program, as well as inform such households of other major energy programs. Target groups are senior citizens, disabled residents, Native Americans, migrants and households with young children. To reach this goal Community Action Agencies, the Michigan Public Service Commission, the Office of Services to the Aging, the Commission on Indian Affairs and other advocate groups are informed of LIHEAP through the HHC program and provide referrals.

Examples of outreach efforts include posters, state website, media announcements and local agency outreach.

In addition, the Department of Treasury will mail a Home Heating Credit application to all households eligible for the program during the previous fiscal year, including households with high home energy burdens, low-income senior citizens who filed a property tax claim during the previous fiscal year and to TANF recipients.

8.3 How do you provide alternate outreach and intake for cooling assistance?>

Not applicable.

8.4 How do you provide alternate outreach and intake for crisis assistance?

The LIHEAP crisis assistance component is coordinated with Michigan Energy Assistance Program (MEAP). MEAP is an energy assistance program that offers Assurance 16 services, enrollment into energy provider's affordable payment plans, and other direct support assistance. MEAP is funded with LIHEAP Assurance 16 and state funds. Through a "no wrong door" approach, MEAP grantees will assist households with the application for SER LIHEAP crisis assistance and accept self-referrals to households seeking additional energy assistance and support in becoming energy self-sufficient. A household who applies for LIHEAP crisis assistance is eligible to receive Assurance 16 services; households that receive a LIHEAP crisis payment are eligible for additional MEAP assistance payments (state funds) and other self-sufficiency services.

Clarification to 8.5 Heating – As required by the Michigan State Income Tax Act of 1967, the Department of Treasury is responsible for determining eligibility and issuing benefits for the home heating credit.

Clarification to 8.5 Crisis – DHHS local county offices determine eligibility for the SER crisis program and DHHS issues the payments directly to the energy providers.

Clarification to 8.5 Weatherization – The Bureau of Community Action and Economic Opportunity (BCAEO), a department within MDHHS administers weatherization services through 22 subgrantees (21 CAAs and 1 unit of local government) throughout the state. Braiding LIHEAP funding with the Department of Energy (DOE).

8.5 LIHEAP Component Administration.	Heating	Cooling	Crisis	Weatherization
8.5a Who determines client eligibility?	Other	Non-Applicable	State Welfare Agency	Community Action Agencies
8.5b Who processes benefit payments to gas and electric vendors?	Other	Non-Applicable	State Welfare Agency	
8.5c who processes benefit payments to bulk fuel vendors?	Other	Non-Applicable	State Welfare Agency	
8.5d Who performs installation of weatherization measures?				Community Action Agencies

Include a current list of subrecipient(s) name, main office address (do not list P.O. Box), phone number, county(s) served, Congressional District, and UEI number.

If any of your LIHEAP components are not centrally-administered by a state agency, you must complete questions 8.6, 8.7, 8.8, and, if applicable, 8.9.

8.6 What is your process for selecting local administering agencies?

The Department of Health and Human Services has an Interagency Agreement (IA) with the Department of Treasury for the administration of heating assistance and with the Department of Licensing and Regulatory Affairs for the administration of Assurance 16 activities offered through the MEAP.

The LIHEAP Weatherization dollars are allocated to current DOE Weatherization providers with active contracts with our departments. In 2025, BCAEO held a statewide Grant Funding Opportunity (GFO) for Weatherization providers.

8.7 How many local administering agencies do you use? 22

8.8 Have you changed any local administering agencies in the last year?

(•) Yes
( ) No

8.9 If so, why?

- [ ] **Agency was in noncompliance with Grant recipient requirements for LIHEAP -**
- [ ] **Agency is under criminal investigation**
- [ ] **Added agency**
- [ ] **Agency closed**

☑	**Other - describe**

In spring 2025, MDHHS-BCAEO ran a Grant Funding Opportunity (GFO) to select its Weatherization Subgrantee network. The network that was selected remained largely the same, with a few changes. The changes include: Genesee County Community Action Resource Department no longer administers the Weatherization Assistance Program. Alternatively, Genesee County Metropolitan Planning Commission was selected to serve the City of Flint and Human Development Commission was selected to serve the remainder of Genesee County.

8.10 If a subrecipient is no longer providing LIHEAP, are you aware of prior-year LIHEAP funds being mismanaged or misspent? ○ Yes ◉ No

8.10a If yes, please explain.

8.10b If you are aware, were other federal programs impacted such as CSBG, SSBG, Head Start, TANF, and Department of Energy Weatherization funding, etc. ○ Yes ◉ No

8.10c If yes, please explain.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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Section 9: Energy Suppliers, 2605(b)(7) - Assurance 7

9.1 Do you make payments directly to home energy suppliers?

Heating	(•) Yes ( ) No
Cooling	( ) Yes ( ) No
Crisis	(•) Yes ( ) No
Are there exceptions?	(•) Yes ( ) No

If yes, Describe.

Crisis Assistance: Benefits are issued weekly through SIGMA for SER applications that are approved and certified in the DHHS Bridges' system. Bridges sends information to SIGMA for SER's that have been approved and certified which then generates a payment directly to the energy provider either by a mailed warrant or direct deposit.

Home Heating Credit: Benefits are issued either as an energy draft or vendor payment based on the applicant's heating obligation. If the household has a direct responsibility to an energy provider for heating costs the vendor payment is issued and either mailed to the recipient to submit to their energy provider to be applied to their energy account or issued to the energy provider directly through direct deposit. When the heat is included in the rent, the energy draft is issued directly to the recipient.

9.2 How do you notify the client of the amount of assistance paid?

Crisis Assistance: Clients are issued a DHS-1419 SER Decision Notice when approved for an SER. The Decision Notice issued notifies the client of the SER approval and amount to be paid to the energy provider.

Heating Assistance: Recipients of the HHC that are approved for the amount in which they calculated on the HHC application are not issued a notice, instead, they are issued the vendor payment to submit to their energy provider. Recipients in which the provider participates in direct deposit are notified of the amount paid directly to their energy provider by a notice mailed to them. As well, recipients in which the amount they calculated on the HHC application differs than what they are eligible for are issued a Heat Credit Adjustment Letter.

In case of HHC supplements provided, recipients are issued a statement notifying them of the amount of assistance paid to their energy provider as a result of the supplement.

See example notices attached.

9.3 How do you assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment?

Each energy provider is required to sign a Participation Agreement for LIHEAP. The agreement form outlines conditions for participation as a LIHEAP provider. The first condition on the form requires that, “The energy supplier of furnace contractor shall not charge the eligible household any more than the expected difference between the normal charge for the service and the payment amount received or expected from the Michigan Department of Health and Human Services (MDHHS).”

9.4 How do you assure that no household receiving assistance under this title will be treated adversely because of their receipt of LIHEAP assistance?

Energy providers are required to sign a participation agreement that assures non-discrimination against eligible households. Payments for energy services and energy drafts may be accepted only by enrolled energy providers. Local DHHS offices have access to the provider file through online inquiry and a provider list is provided to MEAP grantees on a monthly basis. Payments may only be authorized to enrolled providers. The Department of Treasury will not redeem energy drafts submitted by non-enrolled energy providers.

Home repair service providers must agree to non-discrimination provisions before payment will be made from the SER energy services component. All home repair service providers must be licensed by the State of Michigan Department of Licensing

and Regulatory Affairs. The Authorization/Invoice utilized for the program must be signed by the provider to assure the provider's agreement with these provisions.

SER Program Policy works with energy providers directly as issues arise to resolve matters quickly. If an energy provider fails to comply with the DHS-355 Participation Agreement, DHHS may revoke or cancel the agreement with the energy provider and no longer work with the provider for energy payments made by DHHS.

See DHS-355 Participation Agreement attached.

9.5. Do you make payments contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households?

○ Yes ◉ No

If so, describe the measures unregulated vendors may take.
Attach a copy of the template statewide vendor agreement or a policy that indicates local agreements must adhere to statewide policies and assurances.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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Expiration Date: 02/28/2028

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Section 10: Program, Fiscal Monitoring, and Audit, 2605(b)(10)

10.1. How do you ensure good fiscal accounting and tracking of funds?

Fiscal control and accounting procedures have been established to assure proper dispersal for all federal funds received. The State of Michigan continues to utilize the financial and accounting system, Statewide Integrated Governmental Management Application, also known as SIGMA. SIGMA has continued to provide for Michigan's financial transactions, including budgeting, accounting, and payments.

DHHS must follow rigorous fiscal accountability and control procedures as laid out in the Financial Management Guide (FMG). The FMG represents a consolidation of state financial management policies and procedures. The FMG is an internal document, available on the State of Michigan's intranet.

The program area works with Grant Management Staff to develop Interagency Agreements which specify the responsibilities of any state department and the DHHS in the dispersal of federal funds and reporting the required data and fiscal information to the US Department of Health and Human Services. Involved state departments cooperate in providing reports, as outlined in the Interagency Agreement and with the federal investigations undertaken in accordance with section 2608 of the Low-Income Home Energy Assistance Act of 1981, as amended.

The LIHEAP Program Office also works with the department's Bureau of Audit and Compliance division for ongoing reviews of crisis assistance benefits issued through the State Emergency Relief program. These reviews include accounting and tracking practices.

10.1a Provide your definitions of the following:

Obligation

An obligation is a legal or financial commitment that requires funds or resources to be set aside for a specific purpose. In budgeting and accounting—such as in LIHEAP or state government finance—an obligation occurs when the agency **formally commits** to spend money, even if the payment has not yet been made or cleared.

In other words, once funds are obligated, the agency is **bound to pay** those funds for the intended purpose.

Expenditures

Expenditures are the **actual amounts of money that have been spent**. In government or program budgeting (including LIHEAP), expenditures refer to funds that have been **paid out and fully processed**, such as payments issued to energy providers, vendors, or recipients.

In short:

- **Obligations** = money committed
- **Expenditures** = money actually spent

Expenditure timeframe

The expenditure timeframe is the period during which **funds must actually be spent** (not just obligated) in order to comply with program, state, or federal requirements. Within this window, payments must be fully processed and issued so they can be counted as **expenditures** for the appropriate funding year or grant cycle.

Except for **carryforward funds** or funds placed into **accounts payable**, all expenditures must occur **before the end of the fiscal year**.

In other words, the expenditure timeframe defines **when money must be paid out** for it to be recognized as an official expenditure.

Administrative costs

Administrative costs are the expenses necessary to manage, operate, and support a program, but that do not directly provide benefits or services to clients. These costs cover the behind-the-scenes work required to run the program effectively.

Administrative costs typically include:

- Staff time for program management, oversight, reporting, and fiscal operations
- Office operations such as supplies, equipment, and technology
- Training, monitoring, and compliance activities
- Indirect costs charged by the agency (if applicable)

In short, administrative costs are the **necessary operating expenses** that allow the program to function, but they are **not direct client benefits**.

See attachment F.

Audit Process

10.2. Is your LIHEAP program audited annually under the Single Audit Act and OMB Circular A - 133?
(●) Yes ( ) No

10.2a - if yes, describe your auditor selection process.

In accordance with MCL Section 18.1461, Single audits are conducted by the State of Michigan Office of Auditor General (OAG) or an independent accounting firm selected by the OAG.

10.3. Describe any audit findings of the grant recipient (i.e. State/Tribe/Territory) rising to the level of material weakness or reportable condition cited in the single audits, inspector general reviews, or other government agency reviews from the most recently audited fiscal year.

No Findings ☐

Finding	Type	Brief Summary	Resolved?	Action Taken
1	other	2024-055: MDHHS did not maintain sufficient documentation of its efforts to evaluate client eligibility; examples of documentation include support for the verification of the clients income, client contribution payment, and proof of energy crisis for 8 (21%) of 38 sampled LIHEAP-funded State Emergency Relief (SER) energy payments.	In Progress	procedure/policy changes

10.4. Audits of Local Administering Agencies

What types of annual audit requirements do you have in place for local administering agencies/district offices? Select all that apply.

- ☑ **Local agencies/district offices are required to have an annual audit in compliance with Single Audit Act and OMB Circular A-133**
- ☐ **Local agencies/district offices are required to have an annual audit (other than A-133)**
- ☐ **Local agencies/district offices' A-133 or other independent audits are reviewed by Grant recipient as part of compliance process.**
- ☑ **Grant recipient conducts fiscal and program monitoring of local agencies/district offices**
- ☐ **Local agencies and district offices are required to have an annual audit in compliance with Single Audit Act and OMB Circular A-133**

Compliance Monitoring

10.5. Describe your monitoring process for compliance at each level below. Check all that apply.

Grant recipients have a policy in place for appropriate separation of duties and internal controls.

- ☑ **Internal program review**
- ☑ **Departmental oversight**
- ☑ **Secondary review of invoices and payments**
- ☐ **Other program review mechanisms are in place. Describe:**

Local Administering Agencies/District Offices:

- [x] **On - site evaluation**
- [x] **Annual program review**
- [x] **Monitoring through central database**
- [x] **Desk reviews**
- [x] **Client File Testing/Sampling**
- [ ] **Other program review mechanisms are in place. Describe:**

10.6 Explain, or attach a copy of your local agency monitoring schedule and protocol.

Weatherization: The Department's Bureau of Community Action and Economic Opportunity (BCAEO) conducts the program monitoring for weatherization. Weatherization monitor's 10 percent of file reviews and 5 percent onsite technical monitoring based on the DOE production and program year. DOE and LIHEAP funds are typically braided on Weatherization jobs. Grant managers monitor expenditures and grant compliance throughout the grant period.

Annual programmatic and fiscal monitoring are completed at each agency along with quarterly production desk reviews.

MEAP: MEAP grantees provide financial status reports and program status reports on a quarterly basis, which are reviewed by staff from the Michigan Public Service Commission (MPSC), who administers MEAP on behalf of DHHS. Reporting requirements are outlined in the MEAP RFP, see attached. Staff from the LIHEAP Program Office work closely with MPSC staff to ensure compliance and appropriate spending of LIHEAP's Assurance 16 funding.

10.7. Describe how you select local agencies for monitoring reviews. Attach a risk assessment if subrecipients are utilized.

Site Visits:

5 percent of weatherized homes are monitored based on the DOE production and program years.

MPSC review and perform an attribute-sampling of the monthly client lists for correct eligibility determinations as well as perform (virtual) site visits with each grant recipient during the fiscal year.

Desk Reviews:

10 percent of weatherized homes are monitored based on the DOE production and program year.

10.8. How often is each local agency monitored? ***Please attach a monitoring schedule if one has been developed.***
Annually
Other

10.9. How many local agencies are currently on corrective action plans? 4 CAA's

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Section 11: Timely and Meaningful Public Participation, 2605(b)(12), 2605(C)(2)

11.1 How did you obtain input from the public in the development of your LIHEAP plan? Select all that apply.
Note: Tribes do not need to hold a public hearing but must ensure participation through other means.

- ☐ **Tribal Council meeting(s)**
- ☑ **Public Hearing(s)**
- ☑ **Draft Plan posted to website and available for comment**
- ☐ **Hard copy of plan is available for public view and comment**
- ☑ **Comments from applicants are recorded**
- ☑ **Request for comments on draft Plan is advertised**
- ☑ **Stakeholder consultation meeting(s)**
- ☑ **Comments are solicited during outreach activities**
- ☐ **Other - Describe:**

Michigan held a public hearing on August 12, 2026 from 10am to 12pm. Prior to the hearing, Michigan posted its proposed FY2027 plan on the Department's website and social media accounts, and distributed it to stakeholder groups for review. This occurred two weeks before the scheduled public hearing to allow adequate time for interested individuals to review the draft and prepare comments.

Michigan also held a TEAMS meeting with LIHEAP partners, MEAP grantees, stakeholders, and other interested parties to review and discuss the draft updates and changes to the LIHEAP State Plan. This meeting took place on Monday, July 13, 2026.

Additionally, a banner highlighting the proposed LIHEAP State Plan was added to the MI Bridges site, making the plan available for review by individuals directly applying for assistance. This ensured that those most directly affected by the plan had an opportunity to provide input.

Public Hearings, 2605(a)(2) - For States and the Commonwealth of Puerto Rico Only

11.2 List the date and location(s) that you held public hearing(s) on the proposed use and distribution of your LIHEAP funds?

	Date	Event Description
1	08/12/2026	Public Comment Period LIHEAP State Plan proposal

11.3. How many parties commented on your plan at the hearing(s)? 0

11.4 Summarize the comments you received at the hearing(s).

None

11.5 What changes did you make to your LIHEAP plan as a result of public participation and solicitation of input?

None.

Three public comments were received. Two recommended increasing the wood-heating cap from $600 to $900 so that it aligns more closely with the deliverable fuel cap. This suggestion was reviewed and evaluated by policy. As part of the review, average household wood-consumption data was analyzed to determine whether the current cap remains appropriate. At this

time, no changes have been made. Additional clarification has been requested from those submitting the comment, asking them to provide any data supporting the average 30-day supply to justify the increase.

The third public comment recommended decreasing funding for HHC (Heating Assistance) and increasing SER (Crisis Assistance). This was discussed at length with the energy provider who submitted the comment. Over the next year, program policy will work directly with the provider to gather data to support the requested change. If the data supports the need and impact, the request may be presented to leadership for possible consideration for FY28.

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Section 12: Fair Hearings, 2605(b)(13) - Assurance 13

12.1 How many fair hearings did the Grant recipient have in the prior federal Fiscal Year? See notes below

12.2 How many of those fair hearings resulted in the initial decision being reversed? See notes below

12.3 Describe any policy and/or procedural changes made in the last federal Fiscal Year as a result of fair hearings?

Crisis assistance: There were 62 SER energy related hearings recorded for FY25 and 33 for FY26 (10/1/2025–7/8/2026). Resulting in 44 affirmed, 16 reversals, 1 dismissed and 1 withdrawn for FY25, and 24 affirmed, 9 reversals for FY26, respectively. No policy or procedural changes were made due to reversals. Reversals resulted from common system or worker errors in processing in which the SER application was reprocessed.

Heating assistance: For FY2025 (10/1/2024–9/30/2025), there were 113 informal conference requests related to denials or partial denials of the Home Heating Credit. Of these, 76 cases proceeded to an informal conference, and 37 were withdrawn from the conference process.

Of the 76 cases that went to an informal conference:

- 19 resulted in the full credit claim being granted
- 19 resulted in a partial credit being granted
- 38 upheld the credit denial

Of the 37 cases that were withdrawn:

- 12 resulted in the full credit claim being granted
- 14 resulted in a partial credit being granted
- 11 upheld the credit denial

Weatherization – none

12.4 Describe your fair hearing procedures for households whose applications are denied and/or not acted upon in a timely manner.

Each SER application and Decision Notice informs the applicant of their right to contest a department decision affecting eligibility or benefit levels whenever they believe the decision is incorrect. The department provides an administrative hearing to review the decision and determine its appropriateness. The applicant, or their representative, has 90 calendar days from the date of the written notice of case action to request a hearing. The request must be received in the local office within the 90 days.

The Home Heating Credit booklet and application was updated for FY26 to include hearing language to applicants to advise them of their right to file a hearing or appeal to the decision of HHC eligibility, denial or benefit level change. Applicants are provided with a fair hearing which will be conducted by the Michigan Department of Treasury. Instructions regarding an HHC Adjustment or Denial can be found at the following link, 2021_715987.pdf (michigan.gov).

HHC booklet and application is not available until January 1, 2027, therefore only drafts have been included in the State Plan.

12.5 When and how are applicants informed of these rights?

The application forms and determination notices inform clients of their right to a hearing. These include an explanation of how and where to file a hearing request, and the right to representation.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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Section 13: Reduction of home energy needs, 2605(b)(16) - Assurance 16

13.1 Describe how you use LIHEAP funds to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance?

Michigan Department of Health and Human Services (MDHHS) uses LIHEAP funds, working closely with the Michigan Energy Assistance Program (MEAP) and the State Emergency Relief (SER) program, to support activities that help households reduce their home energy needs and achieve long-term energy stability.

1. Energy Self-Sufficiency Services Through MEAP (Assurance 16 Activities)

Assurance 16 (A16) funding is allocated to MEAP to provide self-sufficiency services to households approved for SER energy crisis assistance. The purpose of A16 services is to reduce energy costs and minimize household reliance on ongoing assistance. In alignment with Michigan Public Act of 2012, services are designed to help households:

- Pay energy bills on time
- Budget for future energy expenses
- Improve understanding of energy use
- Optimize energy efficiency in the home

Allowable A16 activities include needs assessments, budgeting and financial coaching, assistance enrolling in affordable payment plans, and energy education. MEAP providers may also distribute home energy kits, support home energy assessments, or provide materials for solar or efficiency-related upgrades.

2. Crisis Assistance and Stabilization Through SER

LIHEAP crisis funding administered through SER prevents or resolves utility shutoffs, unsafe heating conditions, and other energy emergencies. Stabilizing an immediate crisis reduces long-term costs such as reconnection fees, late fees, or reliance on alternative heating sources. Coordinated SER and MEAP services ensure that crisis resolution is paired with long-term education and planning.

3. Referrals to Weatherization Services

Households participating in LIHEAP, SER, or MEAP may be referred to the Weatherization Assistance Program (WAP) for permanent energy-saving improvements. WAP services may be supported by Assurance 16 activities, including providing materials or assisting households undergoing weatherization.

4. Workforce Development to Expand Energy Efficiency Services

When possible, MDHHS may use A16 funds to offer scholarships to clients to receive energy-efficiency workforce training through the Michigan Training and Education Center (MiTEC). When direct scholarships are not feasible, funds may support contractors who perform energy-efficiency upgrades in clients' homes. With approximately $1.5 million allocated, more than 500 clients or contractors may be trained to support Michigan's energy-efficiency workforce and expand access to services.

5. Education, Consumer Protections, and Administrative Rights

Applicants are informed through application forms, HHC booklets, and SER/MEAP decision notices about:

- Their right to a hearing

- How and where to file an appeal
- Their right to representation
- Available utility consumer protections and payment plans

Providing clear, accessible information empowers households to make informed decisions, manage their utility accounts proactively, and reduce future crisis needs.

13.2 How do you ensure that you don't use more than 5% of your LIHEAP funds for these activities?

Assurance 16 funding is made available through an Interagency Agreement with the Michigan Public Service Commission, which is a division of Licensing and Regulatory Affairs within the State of Michigan government. Programmatic and fiscal monitoring of the MEAP grantees will ensure that expenditure is within the amount allocated.

Similarly, expenditure of LIHEAP Assurance 16 funding is monitored by the Department's Bureau of Community Action and Economic Opportunity. Funding is allocated once the block grant is awarded and the total Assurance 16 allocation will not exceed the 5% allowed.

The Financial Specialist and LIHEAP Department Manager is responsible for monitoring Assurance 16 expenditures.

A16 funding provided to MEAP is tracked quarterly and monitored to ensure compliance. Invoices are received through email from MPSC, these expenditures are compared to programmatic entries in Content Manager for accuracy.

A16 funding provided to WAP is tracked in EGrAMS and monitored by the BCAEO and reviewed with the LIHEAP Department Manager during quarterly meetings for compliance.

13.3 Describe the impact of such activities on the number of households served in the previous federal Fiscal Year.

The combined activities funded through LIHEAP—SER crisis assistance, MEAP Assurance 16 self-sufficiency services, Home Heating Credit support, energy education, payment-plan enrollment, household budgeting assistance, and referrals to weatherization—had a measurable positive impact on the number of households served during the previous federal Fiscal Year.

These activities helped stabilize households, reduce repeat crises, and support long-term reductions in energy burden. As a result:

- **More households were able to maintain or restore energy service**, reducing the need for multiple crisis interventions.
- **Households receiving MEAP self-sufficiency services demonstrated increased stability**, allowing SER crisis funds to be distributed to a broader group of applicants rather than repeatedly assisting the same households.
- **Enrollment in affordable payment plans helped prevent future shutoff notices**, lowering the number of households requiring emergency assistance in subsequent months.
- **Energy education and household budgeting support empowered clients to better manage energy usage**, reducing the frequency of emergent energy needs and allowing the program to serve more households overall.
- **Provision of home energy kits and other efficiency support reduced consumption**, which decreased the need for ongoing emergency payments.
- **Referrals to WAP provided long-term improvements** that permanently lowered energy usage for many households, reducing the likelihood of future SER crisis requests.
- **Administrative clarity and enhanced notice language (HHC and SER)** ensured households understood their rights and could resolve issues early, leading to more accurate determinations and fewer repeated or unnecessary applications.

As households became more stable through MEAP case management, budgeting, energy education, and payment-plan enrollment, the demand for repeat SER crisis assistance declined. This allowed limited LIHEAP resources to reach a greater number of unique

households.

Overall, these integrated efforts increased the **total number of households served**, reduced the recurrence of crisis requests, and strengthened the long-term self-sufficiency of Michigan residents receiving energy assistance.

13.4 Describe the level of direct benefits provided to those households in the previous federal Fiscal Year.

No LIHEAP direct benefits are issued in conjunction with Assurance 16 services by MEAP grantees, however MEAP grantees provide direct benefits issued with state funding through the Low-Income Energy Assistance Fund (LIEAF). Assurance 16 services administered through MEAP grantees assist in providing households by utilizing the tools outlined in the previous ICF modules. This along with the LIEAF state funding gives MEAP grantees the ability to utilize resources available to not only provide direct benefits to households within Michigan, but hands-on tools to better equip them in the future.

Public Act 95 of the Michigan Public Acts of 2013 (MCL 460.9t) was enacted creating the Low-Income Energy Assistance Fund (LIEAF) charging MDHHS with expending money from the fund as provided by the Michigan Energy Assistance Act.

An ACT to amend 1939 PA 3 allows the Michigan Public Service Commission (MPSC) to annually approve a low-income energy assistance funding factor to $1.25 beginning FY26 and by not more than $0.25 each year thereafter the funding factor must not exceed a cap of $2.00. Beginning in 2029, and each year thereafter, the commission shall adjust the cap on the LIHEAP factor by the percentage increase in the United States Consumer Price Index for the immediately preceding calendar year.

13.5 How many households received these services? 38,515

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Section 14:Leveraging Incentive Program, 2607(A)

14.1 Do you plan to submit an application for the leveraging incentive program?

○ Yes ◉ No

14.2 Describe instructions to any third parties and/or local agencies for submitting LIHEAP leveraging resource information and retaining records.

14.3 For each type of resource and/or benefit to be leveraged in the upcoming year that will meet the requirements of 45 C.F.R. § 96.87(d)(2)(iii), describe the following:

Resource	What is the type of resource or benefit ?	What is the source(s) of the resource ?	How will the resource be integrated and coordinated with LIHEAP?
1			

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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Section 15: Training

15.1 Describe the training you provide for each of the following groups:

a. Grant recipient Staff:

- [x] **Formal training provided virtually, on-site, and/or formal training conference**

How often?

- [x] **Annually**
- [ ] **Biannually**
- [x] **As needed**
- [x] **Other, describe:** site visits

- [x] **Employees are provided with policy manual**
- [ ] **Other, describe:**

b. Local Agencies:

- [x] **Formal training provided virtually, on-site, and/or formal training conference**

How often?

- [ ] **Annually**
- [ ] **Biannually**
- [x] **As needed**
- [x] **Other, describe:** month's of March and August

- [x] **On-site training**

How often?

- [ ] **Annually**
- [ ] **Biannually**
- [x] **As needed**
- [ ] **Other, describe:**

- [x] **Employees are provided with policy manual**
- [x] **Other, describe:**

The DHHS Office of Workforce Development & Training, in coordination with the LIHEAP program office, develops and updates training materials whenever policy changes occur. These materials are shared with Business Service Centers (BSC) and local DHHS office staff. DHHS also maintains a dedicated policy email inbox that local eligibility and management staff may use to request clarification on policy or assistance with case-specific questions. Based on inquiries received from local offices, individualized training materials and job aids are created to support staff understanding and program accuracy.

The LIHEAP program office conducts quarterly meetings with the Business Service Centers to provide updates, discuss policy changes, and address policy-related questions or concerns. During these meetings, LIHEAP case read data is reviewed, with emphasis on identifying and correcting errors of greatest concern.

The LIHEAP program office has also implemented virtual trainings for local office counties upon request. These trainings cover SER

reconciliation reports, SER case read findings, and policy updates or changes.

Additionally, each program area is assigned two months per year during which they are required to conduct training focused on audit error concerns. Participation in these trainings is required for all local DHHS offices.

c. Vendors

- [x] **Formal training conference**

How often?

- [ ] **Annually**
- [ ] **Biannually**
- [x] **As needed**
- [ ] **Other, describe:**

- [x] **Policies communicated through vendor agreements**
- [ ] **Policies are outlined in a vendor manual**
- [x] **Other, describe:**

Changes in policy requirements are typically communicated verbally, through email or phone, and discussed at the monthly Coalition to Keep Michigan Warm meetings and various association groups that provide governance to LIHEAP energy providers. LIHEAP policy manuals are available to the public as well. BCAEO typically holds an annual WAP conference for Weatherization.

As well, bi-monthly meetings are held with the five top energy providers to discuss updates, policy changes, system issues or other concerns as they arise.

The LIHEAP policy office also is available to meet with other providers upon request.

15.2 Does your training program address fraud reporting and prevention?

- (•) Yes
- ( ) No

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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Section 16: Performance Goals and Measures, 2605(b) - Required for States Only

16.1 Describe your progress toward meeting the data collection and reporting requirements of the four required LIHEAP (Benefit Targeting Index, Burden Reduction Targeting Index, Restoration of Home Energy Service, and Prevention of Loss of Home Energy Service). Include timeframes and plans for meeting these requirements and what you believe will be accomplished in the coming federal fiscal year.

1. Benefit Targeting Index (BTI)

Michigan continues to improve its ability to collect and analyze household composition, income, burden, and benefit data needed to calculate the BTI.

Progress:

• Benefit issuance data from SER, WAP, and HHC are now consistently validated against case records to ensure alignment with federal reporting categories.

• Expanded communication with MEAP grantees has improved the accuracy of data related to vulnerable populations (households with members who are older adults, individuals with disabilities, or young children).

• SER data quality checks are incorporated into monthly reconciliation processes and case reads. As well as quarterly checks related to HHC sample cases.

Timeframe/Plans:

• MDHHS anticipates further refinement of BTI reporting in the coming federal fiscal year through continued reconciliation processes and clearer guidance to DHHS local offices.

• Training provided to local offices and Business Service Centers will continue to address error trends affecting BTI-related data quality.

Expected Accomplishments Next Fiscal Year:

• Higher accuracy and completeness of benefit and demographic data used for BTI calculations based on MEAP participation.

• Improved targeting accuracy for households with the highest need as it relates to MEAP administration of A16 services.

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2. Burden Reduction Targeting Index (BRTI)

Michigan is expanding its capacity to measure the impact of benefits on household energy burden.

Progress:

• Energy usage and cost data are being collected more consistently from MEAP reporting.

• Refinements to how energy burden is calculated have improved the ability to estimate burden reduction before and after benefits are applied.

• Energy education and A16 services are helping households reduce consumption, contributing to stronger burden-reduction outcomes.

Timeframe/Plans:

• Continued integration of MEAP vendor-reported data and utility-provided consumption information will improve calculation accuracy.

• Additional data fields are being standardized across MEAP grantees to ensure uniform reporting.

Expected Accomplishments Next Fiscal Year:

• Increased reliability of energy-burden reduction data.

• Better identification of households experiencing the highest pre-benefit burdens to strengthen program targeting.

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3. Restoration of Home Energy Service

Michigan continues to strengthen its ability to track households whose utility service is restored using LIHEAP crisis funding.

Progress:

• SER system fields now allow for improved tracking of restorations and the type of assistance needed to achieve restoration compared to in previous years.

• MEAP grantees report restoration outcomes under both state and federally supported activities.

• Quarterly case reads and monitoring help validate restoration outcomes.

Timeframe/Plans:

• MDHHS will refine data capture for disconnection status at the time of application to ensure accurate denominator counts.

• Coordination with energy providers will continue to improve verification of reconnection dates.

Expected Accomplishments Next Fiscal Year:

• More precise reporting of the number and percentage of households successfully restored to service.

• Enhanced ability to analyze factors that predict which households are at highest risk of future disconnection.

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4. Prevention of Loss of Home Energy Service

MDHHS is improving the ability to measure how LIHEAP crisis assistance prevents an impending energy loss.

Progress:

• SER application data is used to identify imminent shutoffs, and MEAP grantees report prevention outcomes in monthly and quarterly reporting.

• Affordable payment plan enrollments through MEAP have reduced the number of repeat SER requests, improving data quality for prevention metrics.

• Energy education, budgeting support, and case management under Assurance 16 contribute to decreased recurrence of crisis situations.

Timeframe/Plans:

• MDHHS will continue enhancing its tracking of shutoff notices and resolution status within SER to improve reporting accuracy.

• Increased coordination with utility providers will assist in validating prevention outcomes.

Expected Accomplishments Next Fiscal Year:

• Stronger reporting on households that avoided disconnection due to LIHEAP assistance.

• Increased sophistication in analyzing prevention outcomes across utilities and household types.

Overall Expected Progress in the Coming Federal Fiscal Year

Across all four performance measures, MDHHS anticipates the following advancements:

• Improved accuracy through enhanced staff and provider training (BSC meetings, virtual trainings, audit-focused training months).

• More consistent alignment between SER, MEAP, and WAP data systems.

• More participation of utility-provided information to validate restoration and prevention outcomes.

• Increased use of quarterly monitoring and case reads to identify and correct data-quality issues.

• Expanded reporting capabilities tied to Assurance 16 services, which help reduce crisis re-entry.

Together, these efforts strengthen Michigan's ability to meet LIHEAP's performance measurement requirements and improve program effectiveness.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-013
Expiration Date: 02/28/2028

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

Section 17: Program Integrity, 2605(b)(10)

17.1 Fraud Reporting Mechanisms

a. Describe all mechanisms available to the public for reporting cases of suspected waste, fraud, and abuse. Select all that apply.

- [x] Online Fraud Reporting
- [x] Dedicated Fraud Reporting Hotline
- [x] Report directly to local agency/district office or Grant recipient office
- [ ] Report to State Inspector General or Attorney General
- [x] Forms and procedures in place for local agencies/district offices and vendors to report fraud, waste, and abuse
- [ ] Other - Describe:

b. Describe strategies in place for advertising the above-referenced resources. Select all that apply

- [ ] Printed outreach materials
- [ ] Posted in local administering agencies offices.
- [x] Addressed on LIHEAP application
- [x] Website
- [ ] Other - Describe:

17.2. Identification Documentation Requirements

a. Indicate which of the following forms of identification are required or requested to be collected from LIHEAP applicants or their household members.

Type of Identification Collected	Collected from Whom?					
	Applicant Only		All Adults in Household		All Household Members	
Social Security Card is photocopied and retained	☐	Required	☐	Required	☐	Required
	☑	Requested	☑	Requested	☑	Requested
Social Security Number (Without actual Card)	☑	Required	☑	Required	☑	Required
	☐	Requested	☐	Requested	☐	Requested
Government-issued identification card (i.e.: driver's license, state ID, Tribal ID, passport, etc.)	☐	Required	☐	Required	☐	Required
	☑	Requested	☑	Requested	☑	Requested

	Other	Applicant Only Required	Applicant Only Requested	All Adults in Household Required	All Adults in Household Requested	All Household Members Required	All Household Members Requested
1							

		☐	☐	☐	☐	☐	☐

17.3. Citizenship/Legal Residency Verification

What are your procedures for ensuring LIHEAP recipients are U.S. citizens or qualified non-citizens who are eligible to receive LIHEAP benefits? Select all that apply.

- ☐ **Clients sign an attestation of citizenship or U.S. Citizen or Qualified Non-Citizen**
- ☐ **Client's submission of certain Social Security Administration cards is accepted as proof of U.S. Citizen or Qualified Non-Citizen.**
- ☑ **Non-Citizens must provide documentation of immigration status**
- ☐ **Citizens must provide a copy of their birth certificate, naturalization papers, or passport**
- ☑ **Non-Citizens are verified through the SAVE system**
- ☐ **Tribal members are verified through Tribal enrollment records/Tribal ID card**
- ☑ **Other - Describe:**

The data match with the Social Security Administration is sufficient verification of citizenship.

17.4. Income Verification

What methods does your agency utilize to verify household income? Select all that apply.

- ☑ **Require documentation of income for all adult household members**
  - ☑ **Pay stubs**
  - ☑ **Social Security award letters**
  - ☐ **Bank statements**
  - ☑ **Tax statements**
  - ☑ **Zero-income statements**
  - ☑ **Unemployment Insurance letters**
  - ☑ **Other - Describe:**

    DHS-38, Employment Verification form

    Collateral contact with employer
- ☑ **Computer data matches:**
  - ☑ **Income information matched against state computer system (e.g., SNAP, TANF)**
  - ☑ **Proof of unemployment benefits verified with state Department of Labor**
  - ☑ **Social Security income verified with SSA**
  - ☑ **Utilize state directory of new hires**
  - ☑ **Other - Describe:**

    Electronic data exchanges including the department’s internal Consolidated Inquiry and Single Online Query for income records.

    Electronic data through employer sites such as the Work Number.

b. Describe any exceptions to the above policies.

Policy provides an exception when all measures have been made to acquire verification of income, however client is unable to obtain verification. Examples include:

- Job loss (employer refuses to provide information and is not on the WN)
- Self-employment just began or applicant does not file a Schedule C; therefore no tax returns to submit. A written and signed statement of self-employment income is therefore adequate in such circumstances.
- Other instances in which systems may be down or immediate need must be met can be approved by Program Policy upon request.

17.5 Identification Verification

Describe what methods are used to verify the authenticity of identification documents provided by clients or household members. Select all that apply

- [x] Verify SSNs with Social Security Administration
- [x] Match SSNs with death records from Social Security Administration or state agency
- [x] Match SSNs with state eligibility/case management system (e.g., SNAP, TANF)
- [ ] Match with state Department of Labor system
- [x] Match with state and/or federal corrections system
- [x] Match with state child support system
- [x] Verification using private software (e.g., The Work Number)
- [ ] In-person certification by staff (for tribal Grant recipients only)
- [ ] Match SSN/Tribal ID number with tribal database or enrollment records (for tribal Grant recipients only)
- [ ] Other - Describe:

17.6. Protection of Privacy and Confidentiality

Describe the financial and operating controls in place to protect client information against improper use or disclosure. Select all that apply.

- [x] Policy in place prohibiting release of information without written consent
- [x] Grant recipient LIHEAP database includes privacy/confidentiality safeguards
- [x] Employee training on confidentiality for:
  - [x] Grant recipient employees
  - [x] Local agencies/district offices
- [x] Employees must sign confidentiality agreement
  - [x] Grant recipient employees
  - [ ] Local agencies/district offices
- [x] Physical files are stored in a secure location
- [x] Electronic files are protected in a secure location.
- [ ] Other - Describe:

17.7. Verifying the Authenticity

What policies are in place for verifying vendor authenticity? Select all that apply.

- [x] All vendors must register with the State/Tribe.
- [x] All vendors must supply a valid SSN or TIN/W-9 form
- [x] Vendors are verified through energy bills provided by the household
- [ ] Grant recipient and/or local agencies/district offices perform physical monitoring of vendors
- [ ] Other - Describe and note any exceptions to policies above:

17.8. Benefits Policy - Gas and Electric Utilities

What policies are in place to protect against fraud when making benefit payments to gas and electric utilities on behalf of clients? Select all that apply.

- [x] Applicants required to submit proof of physical residency
- [x] Applicants must submit current utility bill
- [x] Data exchange with utilities that verifies:
  - [x] Account ownership
  - [ ] Consumption
  - [x] Balances
  - [x] Payment history
  - [x] Account is properly credited with benefit
  - [ ] Other - Describe:

- [x] **Centralized computer system/database tracks payments to all utilities**
- [x] **Centralized computer system automatically generates benefit level**
- [ ] **Separation of duties between intake and payment approval**
- [x] **Payments coordinated among other energy assistance programs to avoid duplication of payments**
- [x] **Payments to utilities and invoices from utilities are reviewed for accuracy**
- [x] **Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities**
- [ ] **Direct payment to households are made in limited cases only**
- [x] **Procedures are in place to require prompt refunds from utilities in cases of account closure**
- [x] **Vendor agreements specify requirements selected above, and provide enforcement mechanism**
- [ ] **Other - Describe:**

17.9. Benefits Policy - Bulk Fuel Vendors

What procedures are in place for averting fraud and improper payments when dealing with bulk fuel suppliers of heating oil, propane, wood, and other bulk fuel vendors? Select all that apply.

- [x] **Vendors are checked against an approved vendors list**
- [x] **Centralized computer system/database is used to track payments to all vendors**
- [x] **Clients are relied on for reports of non-delivery or partial delivery**
- [ ] **Two-party checks are issued naming client and vendor**
- [x] **Direct payment to households are made in limited cases only**
- [ ] **Vendors are only paid once they provide a delivery receipt signed by the client**
- [ ] **Conduct monitoring of bulk fuel vendors**
- [ ] **Bulk fuel vendors are required to submit reports to the grant recipient.**
- [x] **Vendor agreements specify requirements selected above, and provide enforcement mechanism**
- [x] **Other - Describe:**

Crisis payments to deliverable fuel vendors are not released until a service invoice has been received from the provider or client confirmation of delivery of wood, or other fuel types, has been confirmed.

17.10. Investigations and Prosecutions

Describe the Grant recipients procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients, staff, or vendors found to have committed fraud. Select all that apply.

- [x] **Refer to state Inspector General**
- [x] **Refer to local prosecutor or state Attorney General**
- [ ] **Refer to US DHHS Inspector General (including referral to OIG hotline)**
- [x] **Local agencies/district offices or Grant recipient conduct investigation of fraud complaints from public**
- [x] **Grant recipient attempts collection of improper payments. If so, describe the recoupment process**

Providers who are unwilling to cooperate in the refund/recoupment process will have their provider enrollment terminated. In some instances, the State's Department of Treasury may impose a tax offset to collect the amount over issued.

When an SER overissuance is found, it is the responsibility of the worker to determine the refund amount and notify the provider of the details and request the repayment. Workers are to complete a MDHHS-6052 SER Overissuance Letter and follow policy in ERM 401. See attached.

Providers are instructed to submit repayment to DHHS and include the customer's name, address and case number so DHHS can ensure proper processing of the refund.

- [ ] **Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned?**
- [ ] **Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated**
- [x] **Vendors found to have committed fraud may no longer participate in LIHEAP**
- [ ] **Other - Describe:**

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 18: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.BrBbr.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,'' provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or

voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later

determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,'' without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

☑ **By checking this box, the prospective primary participant is providing the certification set out above.**

Section 19: Certification Regarding Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central pint is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the Grant recipient is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the Grant recipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For Grant recipients other than individuals, Alternate I applies.

4. For Grant recipients who are individuals, Alternate II applies.

5. Workplaces under grants, for Grant recipients other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the Grant recipient does not identify the workplaces at the time of application, or upon award, if there is no application, the Grant recipient must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the Grant recipients drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the Grant recipient shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grant recipients attention is called, in particular, to the following definitions from these rules:

Controlled substance **means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);**

Conviction **means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;**

Criminal drug statute **means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;**

Employee **means the employee of a Grant recipient directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the Grant recipients payroll. This definition does not include workers not on the payroll of the Grant recipient (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the Grant recipients payroll; or employees of subrecipients or subcontractors in covered workplaces).**

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grant recipients Other Than Individuals)
The Grant recipient certifies that it will or will continue to provide a drug-free workplace by:,

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grant recipients workplace and specifying the actions that will be taken against employees for violation of such prohibition;
(b) Establishing an ongoing drug-free awareness program to inform employees about --
(1)The dangers of drug abuse in the workplace;
(2) The Grant recipients policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a

central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
(f)Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted -(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
(B) The Grant recipient may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance ***(That this must be physical address. No PO Boxes allowed.)***

235 S Grand Ave *** Address Line 1**
Address Line 2
Address Line 3

Lansing *** City**	Michigan *** State**	48909 *** Zip Code**

Check if there are workplaces on file that are not identified here.

Alternate II. (Grant recipients Who Are Individuals)

(a) The Grant recipient certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

☑ **By checking this box, the prospective primary participant is providing the certification set out above.**

Section 20: Certification Regarding Lobbying

The submitter of this application certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying,'' in accordance with its instructions

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying,'' in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

☑ **By checking this box, the prospective primary participant is providing the certification set out above.**

Assurances

(1) use the funds available under this title to--

(A) conduct outreach activities and provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, consistent with paragraph (5);

(B) intervene in energy crisis situations;

(C) provide low-cost residential weatherization and other cost-effective energy-related home repair;and

(D)plan, develop, and administer the State's program under this title including leveraging programs, and the State agrees not to use such funds for any purposes other than those specified in this title;

(2) make payments under this title only with respect to--

(A) households in which one or more individuals are receiving--

(i)assistance under the State program funded under part A of title IV of the Social Security Act;

(ii) supplemental security income payments under title XVI of the Social Security Act;

(iii) food stamps under the Food Stamp Act of 1977; or

(iv) payments under section 415, 521, 541, or 542 of title 38, United States Code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or

(B) households with incomes which do not exceed the greater of -

(i) an amount equal to 150 percent of the poverty level for such State; or

(ii) an amount equal to 60 percent of the State median income;

(except that a State may not exclude a household from eligibility in a fiscal year solely on the basis of household income if such income is less than 110 percent of the poverty level for such State, but the State may give priority to those households with the highest home energy costs or needs in relation to household income.

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income

energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

(6) to the extent it is necessary to designate local administrative agencies in order to carry out the purposes of this title, to give special consideration, in the designation of such agencies, to any local public or private nonprofit agency which was receiving Federal funds under any low-income energy assistance program or weatherization program under the Economic Opportunity Act of 1964 or any other provision of law on the day before the date of the enactment of this Act, except that -

(A) the State shall, before giving such special consideration, determine that the agency involved meets program and fiscal requirements established by the State; and

(B) if there is no such agency because of any change in the assistance furnished to programs for economically disadvantaged persons, then the State shall give special consideration in the designation of local administrative agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds for the fiscal year preceding the fiscal year for which the determination is made;

(7) if the State chooses to pay home energy suppliers directly, establish procedures to --

(A) notify each participating household of the amount of assistance paid on its behalf;

(B) assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment made by the State under this title;

(C) assure that the home energy supplier will provide assurances that any agreement entered into with a home energy supplier under this paragraph will contain provisions to assure that no household receiving assistance under this title will be treated adversely because of such assistance under applicable provisions of State law or public regulatory requirements; and

(D) ensure that the provision of vendor payments remains at the option of the State in consultation with local Grant recipients and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;

(8) provide assurances that,

(A) the State will not exclude households described in clause (2)(B) of this subsection from receiving home energy assistance benefits under clause (2), and

(B) the State will treat owners and renters equitably under the program assisted under this title;

(9) provide that--

(A) the State may use for planning and administering the use of funds under this title an amount not to exceed 10 percent of the funds payable to such State under this title for a fiscal year; and

(B) the State will pay from non-Federal sources the remaining costs of planning and administering the program assisted under this title and will not use Federal funds for such remaining cost (except for the costs of the activities described in paragraph (16));

(10) provide that such fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursal of and accounting for Federal funds paid to the State under this title, including procedures for monitoring the assistance provided under this title, and provide that the State will comply with the provisions of chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act");

(11) permit and cooperate with Federal investigations undertaken in accordance with section 2608;

(12) provide for timely and meaningful public participation in the development of the plan described in subsection (c);

(13) provide an opportunity for a fair administrative hearing to individuals whose claims for assistance under the plan described in subsection (c) are denied or are not acted upon with reasonable promptness; and

(14) cooperate with the Secretary with respect to data collecting and reporting under section 2610.

(15) * beginning in fiscal year 1992, provide, in addition to such services as may be offered by State Departments of Public Welfare at the local level, outreach and intake functions for crisis situations and heating and cooling assistance that is administered by additional State and local governmental entities or community-based organizations (such as community action agencies, area agencies on aging and not-for-profit neighborhood-based organizations), and in States where such organizations do not administer functions as of September 30, 1991, preference in awarding grants or contracts for intake services shall be provided to those agencies that administer the low-income weatherization or energy crisis intervention programs.

*** This assurance is applicable only to States, and to territories whose annual regular LIHEAP allotments exceed $200,000. Neither territories with annual allotments of $200,000 or less nor Indian tribes/tribal organizations are subject to Assurance 15.**

(16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and

thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.

☑ **By checking this box, the prospective primary participant is agreeing to the Assurances set out above.**

Plan Attachments

PLAN ATTACHMENTS
The following documents must be attached to this application
• **Delegation Letter is required if someone other than the Governor or Chairman Certified this Report.**
• **Heating component benefit matrix, if applicable**
• **Cooling component benefit matrix, if applicable**
• **Minutes, notes, or transcripts of public hearing(s).**
• **Policy Manual.**
• **Subrecipient Contract.**
• **Model Plan Participation Notes for Tribes.**