

Table Of Contents

1	DETAILED MODEL PLAN (LIHEAP).....	2
2	DETAILED MODEL PLAN (LIHEAP) Cell Level Cover Page.....	51
3	2018.....	52
4	2018.....	53
5	DETAILED MODEL PLAN (LIHEAP) Form Level Cover Page.....	54
6	2018-2019 LIHEAP Application Cooling.....	55
7	2018-2019 LIHEAP Application.....	60
8	LIHEAP Vendor Agreement FY 18.....	65
9	2017 18 Approval Letter.....	69
10	LIHEAP Eligibility Forms - FY 18.....	70

DETAILED MODEL PLAN (LIHEAP)

Program Name: Low Income Home Energy Assistance

Grantee Name: NM Zuni

Report Name: DETAILED MODEL PLAN (LIHEAP)

Report Period: 10/01/2018 to 09/30/2019

Report Status: Submitted

Report Sections>

1. *Mandatory Grant Application SF-424* 2

2. *Section 1 - Program Components* 3

3. *Section 2 - HEATING ASSISTANCE* 7

4. *Section 3 - COOLING ASSISTANCE* 9

5. *Section 4 - CRISIS ASSISTANCE* 11

6. *Section 5 - WEATHERIZATION ASSISTANCE* 14

7. *Section 6 - Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)* 16

8. *Section 7 - Coordination, 2605(b)(4) - Assurance 4* 17

9. *Section 8 - Agency Designation,, 2605(b)(6) - Assurance 6* 18

10. *Section 9 - Energy Suppliers,, 2605(b)(7) - Assurance 7* 20

11. *Section 10 - Program, Fiscal Monitoring, and Audit, 2605(b)(10) - Assurance 10* 21

12. *Section 11 - Timely and Meaningful Public Participation, , 2605(b)(12) - Assurance 12, 2605(c)(2)*
23

13. *Section 12 - Fair Hearings,2605(b)(13) - Assurance 13* 24

14. *Section 13 - Reduction of home energy needs,2605(b)(16) - Assurance 16* 25

15. *Section 14 - Leveraging Incentive Program ,2607A* 26

16. *Section 15 - Training* 27

17. *Section 16 - Performance Goals and Measures, 2605(b)* 29

18. *Section 17 - Program Integrity, 2605(b)(10)* 30

19. *Section 18: Certification Regarding Debarment, Suspension, and Other Responsibility Matters* 34

20. *Section 19: Certification Regarding Drug-Free Workplace Requirements* 38

21. *Section 20: Certification Regarding Lobbying* 42

22. *Assurances* 44

23. *Plan Attachments* 49

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.: 0970-0075
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) **MODEL PLAN** **SF - 424 - MANDATORY**

* 1.a. Type of Submission: <input checked="" type="radio"/> Plan	* 1.b. Frequency: <input checked="" type="radio"/> Annual	* 1.c. Consolidated Application/Plan/Funding Request? Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

Section 1 - Program Components

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.: 0970-0075
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Washington, DC 20201

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Approval No. 0970-0075
Expiration Date: 09/30/2020

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 in years in which the grantee is not permitted to file an abbreviated plan. 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
<input checked="" type="checkbox"/> Heating assistance	10/01/2018	03/15/2019
<input checked="" type="checkbox"/> Cooling assistance	04/01/2019	09/30/2019
<input checked="" type="checkbox"/> Crisis assistance	10/01/2018	09/30/2019
<input type="checkbox"/> Weatherization assistance		

Provide further explanation for the dates of operation, if necessary

Crisis assistance will be available year round to meet the energy related costs for the priority population. Heating assistance will be available until March 15, any funds left over will revert to cooling assistance.

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 (%)
Heating assistance	63.00%
Cooling assistance	5.00%
Crisis assistance	10.00%
Weatherization assistance	0.00%
Carryover to the following federal fiscal year	10.00%
Administrative and planning costs	10.00%
Services to reduce home energy needs including needs assessment (Assurance 16)	2.00%
Used to develop and implement leveraging activities	0.00%

TOTAL	100.00%			
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:				
<input type="checkbox"/>	Heating assistance <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Weatherization assistance <input checked="" type="checkbox"/>			
	Cooling assistance			
	Other (specify): Year Round Crisis			
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 one household member receives one of the following categories of benefits in the left column below? <input type="radio"/> Yes <input checked="" type="radio"/> 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	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
SSI	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
SNAP	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Means-tested Veterans Programs	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
	Heating	Cooling	Crisis	Weatherization
Other(Specify) 1	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
1.5 Do you automatically enroll households without a direct annual application? <input type="radio"/> Yes <input checked="" type="radio"/> No				
If Yes, explain:				
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?				
SNAP Nominal Payments				
1.7a Do you allocate LIHEAP funds toward a nominal payment for SNAP households? <input type="radio"/> Yes <input checked="" type="radio"/> 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				
<input type="checkbox"/>	Once Per Year			
<input type="checkbox"/>	Once every five years			
<input type="checkbox"/>	Other - Describe:			
1.7d How do you confirm that the household receiving a nominal payment has an energy cost or need?				
Determination of Eligibility - Countable Income				
1.8. In determining a household's income eligibility for LIHEAP, do you use gross income or net income ?				
<input checked="" type="checkbox"/>	Gross Income			
<input type="checkbox"/>	Net Income			
1.9. Select all the applicable forms of countable income used to determine a household's income eligibility for LIHEAP				
<input checked="" type="checkbox"/>	Wages			
<input checked="" type="checkbox"/>	Self - Employment Income			
<input checked="" type="checkbox"/>	Contract Income			
<input type="checkbox"/>	Payments from mortgage or Sales Contracts			

<input checked="" type="checkbox"/>	Unemployment insurance		
<input type="checkbox"/>	Strike Pay		
<input checked="" type="checkbox"/>	Social Security Administration (SSA) benefits		
<input type="checkbox"/>	Including MediCare deduction	<input checked="" type="checkbox"/>	Excluding MediCare deduction
<input checked="" type="checkbox"/>	Supplemental Security Income (SSI)		
<input checked="" type="checkbox"/>	Retirement / pension benefits		
<input checked="" type="checkbox"/>	General Assistance benefits		
<input checked="" type="checkbox"/>	Temporary Assistance for Needy Families (TANF) benefits		
<input type="checkbox"/>	Supplemental Nutrition Assistance Program (SNAP) benefits		
<input type="checkbox"/>	Women, Infants, and Children Supplemental Nutrition Program (WIC) benefits		
<input type="checkbox"/>	Loans that need to be repaid		
<input type="checkbox"/>	Cash gifts		
<input type="checkbox"/>	Savings account balance		
<input type="checkbox"/>	One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.		
<input type="checkbox"/>	Jury duty compensation		
<input checked="" type="checkbox"/>	Rental income		
<input checked="" type="checkbox"/>	Income from employment through Workforce Investment Act (WIA)		
<input checked="" type="checkbox"/>	Income from work study programs		
<input checked="" type="checkbox"/>	Alimony		
<input checked="" type="checkbox"/>	Child support		
<input type="checkbox"/>	Interest, dividends, or royalties		
<input type="checkbox"/>	Commissions		
<input type="checkbox"/>	Legal settlements		
<input type="checkbox"/>	Insurance payments made directly to the insured		
<input type="checkbox"/>	Insurance payments made specifically for the repayment of a bill, debt, or estimate		
<input checked="" type="checkbox"/>	Veterans Administration (VA) benefits		
<input type="checkbox"/>	Earned income of a child under the age of 18		
<input type="checkbox"/>	Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty.		
<input type="checkbox"/>	Income tax refunds		

<input type="checkbox"/>	Stipends from senior companion programs, such as VISTA
<input type="checkbox"/>	Funds received by household for the care of a foster child
<input type="checkbox"/>	Ameri-Corp Program payments for living allowances, earnings, and in-kind aid
<input type="checkbox"/>	Reimbursements (for mileage, gas, lodging, meals, etc.)
<input checked="" type="checkbox"/>	Other Income from employment through National Indian Council on Aging (NICOA)
<p style="color: red;">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.</p>	

Section 2 - HEATING ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

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	150.00%

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

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

Do you give priority in eligibility to:

- Elderly?** Yes No
- Disabled?** Yes No
- Young children?** Yes No
- Households with high energy burdens ?** Yes No
- Other?** Yes No

Explanations of policies for each "yes" checked above:

Due to limited LIHEAP funding allocation, priority assistance will be given to low-income, frail/vulnerable population: 1) Elderly (60+) 2) Individuals with Disabilities 3) Young children under age 6 and *4)Households with high energy burdens.

During the LIHEAP applicaiton window of acceptance, priority will be given to the populations listed above.

Any additional funds above the 10% carry over will be used as a subsidy program for approved LIHEAP households.

Renters with utilities included are eligible to apply for LIHEAP. LIHEAP staff will work with landlord and/or utility company to determine the average cost of energy applied for to determine the LIHEAP benefit amount. LIHEAP benefit will be payable to the vendor (Landlord or utility company)

Language regarding the request of average cost of utilities will be included in vendor agreements.

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.

Outreach is coordinated with the Zuni Senior Center, Tribal TANF and other programs that serve those specific populations. Application period are first made available to the identified priority populations and staff at the designated locations are able to assist individuals in completing applications or LIHEAP staff are available to assist. Completed applications are received and reviewed, making our elderly and other vulnerable population a priority. During the eligiblity process, we utilize a point system. The priority population receive one (1) additional point for eligible "special condition." (see attached LIHEAP Determination form - Point system section)

Priority Application window time frame (accpetance/eligibility determination):

Heating Assistance

First two weeks: Open to Elderly Population

2nd two weeks: Open to any household with children under age 6 years residing in household, and/or individuals with disabilities and households with high energy burdens (Primary Zuni Housing Authority tenants)

5th week: Open to the community (if applicable based on funding availability)

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:

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

2.6 Describe estimated benefit levels for FY 2018:

Minimum Benefit	\$150	Maximum Benefit	\$300
-----------------	-------	-----------------	-------

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

If yes, describe.

If we have access to blankets via donation from outside partner (Americas for Native Americans), we distribute to the elderly population.

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 3 - COOLING ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

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	All Household Sizes	HHS Poverty Guidelines	150.00%

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

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

Do you give priority in eligibility to:

Elderly? Yes No

Disabled? Yes No

Young children? Yes No

Households with high energy burdens ? Yes No

Other? Yes No

Explanations of policies for each "yes" checked above:

Elderly are given first priority of the window of LIHEAP application acceptance, and interviews; second window of LIHEAP acceptance and interviews will include priority populations that have households who have individuals with disabilities and/or children in the household under age 6 and those household that have high energy burdens (primarily Zuni Housing Authority Tenants).

Renters with utilities included are eligible to apply for LIHEAP. The average cost of utility will be determined with utility company or landlord. The average cost will be the LIHEAP benefit payable to the landlord or utility company. (Similar process of that for heating assistance)

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

Early application period will be made available to the vulnerable populations for a 2-3 week period and Zuni LIHEAP will work closely with Zuni Tribal TANF, General Assistance program and other programs that serve that populations for referrals.

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

<input checked="" type="checkbox"/> Individual bill				
<input type="checkbox"/> Dwelling type				
<input type="checkbox"/> Energy burden (% of income spent on home energy)				
<input checked="" type="checkbox"/> Energy need				
<input type="checkbox"/> Other - Describe:				
Benefit Levels, 2605(b)(5) - Assurance 5, 2605(c)(1)(B)				
3.6 Describe estimated benefit levels for FY 2018:				
<table border="1"> <tr> <td>Minimum Benefit</td> <td>\$75</td> <td>Maximum Benefit</td> <td>\$150</td> </tr> </table>	Minimum Benefit	\$75	Maximum Benefit	\$150
Minimum Benefit	\$75	Maximum Benefit	\$150	
3.7 Do you provide in-kind (e.g., fans, air conditioners) and/or other forms of benefits? <input type="radio"/> Yes <input checked="" type="radio"/> 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.				

Section 4 - CRISIS ASSISTANCE

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

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

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.

Households that are at risk for hazardous or potentially hazardous conditions related to their energy system are considered crisis. A household can also be considered crisis should there be unavailability of heating resources if fuel supply is no longer available, is shut down or will be shut down or caused by a situation beyond the household's control (i.e. financial hardship due to unforeseen expenses).

Eligible households will be provided some form of assistance that will resolve their energy crisis no later than 48 hours after a household applies; but no later than 18 hours if circumstance is considered, "life threatening."

4.3 What constitutes a life-threatening crisis?

All eligible households with priority individuals (elderly, young children under age 6, individuals with disabilities and/or high energy burden) must provide: a written disconnection notice from vendor, proof of non-delivery or sale of fuel, proof of repossession of propane tank from vendor due to household's inability to pay for energy related costs. The requirement to use energy for the use of medical equipment or refrigeration of medication may also be considered as "life threatening" crisis.

Crisis Requirement, 2604(c)

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

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

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

4.6 Do you have additional eligibility requirements for CRISIS ASSISTANCE? Yes No

4.7 Check the appropriate boxes below and describe the policies for each

Do you require an Assets test ? Yes No

Do you give priority in eligibility to :

Elderly? Yes No

Disabled? Yes No

Young Children? Yes No

Households with high energy burdens? Yes No

Other? Yes No

In Order to receive crisis assistance:

Must the household have received a shut-off notice or have a near empty tank? Yes No

Must the household have been shut off or have an empty tank? Yes No

Must the household have exhausted their regular heating benefit? Yes No

Must renters with heating costs included in their rent have received an eviction notice ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Must heating/cooling be medically necessary?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Must the household have non-working heating or cooling equipment?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other?	<input type="radio"/> Yes <input type="radio"/> No
Do you have additional / differing eligibility policies for:	
Renters?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Renters living in subsidized housing?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Renters with utilities included in the rent?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Explanations of policies for each "yes" checked above:	
<p>Due to limitation of funding, the frail/vulnerable population are given priority in the crisis assistance component.</p> <p>For a household to be eligible for Crisis Assistance, they must provide the following:</p> <p>1) written shut off/disconnection notice (provided with application) or have a near empty tank or;</p> <p>2) household utility has been shut off or has an empty tank.</p>	
Determination of Benefits	
4.8 How do you handle crisis situations?	
<input type="checkbox"/>	Separate component
<input checked="" type="checkbox"/>	Fast Track
<input type="checkbox"/>	Other - Describe:
4.9 If you have a separate component, how do you determine crisis assistance benefits?	
<input type="checkbox"/>	Amount to resolve the crisis.
<input type="checkbox"/>	Other - Describe:
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?	
<input checked="" type="radio"/> Yes <input type="radio"/> No Explain.	
<p>The Pueblo of Zuni is a small rural tribal community and the ZECDC-LIHEAP office is accessible via walking distance. The only exception is for individuals with disabilities. When requested, a home visit is made by the LIHEAP staff member to provide the individual (with a disability) the opportunity to apply for LIHEAP services or the LIHEAP staff work with the individual's Personal Care Provider in completing application and interview for eligibility.</p>	
4.11 Do you provide individuals who are physically disabled the means to:	
Submit applications for crisis benefits without leaving their homes?	
<input checked="" type="radio"/> Yes <input type="radio"/> No If No, explain.	
Travel to the sites at which applications for crisis assistance are accepted?	
<input checked="" type="radio"/> Yes <input type="radio"/> 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	\$300.00 maximum benefit
Summer Crisis	\$300.00 maximum benefit
Year-round Crisis	\$300.00 maximum benefit
4.13 Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?	
<input checked="" type="radio"/> Yes <input type="radio"/> No If yes, Describe	

If resources are available through our collaborative partner, Americas for Native Americans (ANA) we will provide blankets to the elderly population.

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 Crisis	Summer Crisis	Year-round Crisis
Heating system repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating system replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooling system repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooling system replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wood stove purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pellet stove purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solar panel(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility poles / gas line hook-ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

The Continental Divide Electric Co-op includes in the monthly electricity billing statements or on their website, Smart Hub phone app, information regarding a household's qualification of having services protected from disconnection between November 15 through March 15. Per CDEC, "Your service will not be disconnected from November 15 through March 15, annually if you meet the qualification for the Low Income Heating Energy Assistance Program (LIHEAP). To avoid potential disconnection of services, please contact the New Mexico Human Services Department for LIHEAP eligibility information. If you qualify for LIHEAP, bring your paperwork and your service will not be disconnected during the stated time period, if your account has no past due amounts and you remain current on any settlement or installment agreement for amounts due, as of November 15, annually."

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 5 - WEATHERIZATION ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

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			0.00%

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.

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.)

<input type="checkbox"/> Entirely under LIHEAP (not DOE) rules
<input type="checkbox"/> Entirely under DOE WAP (not LIHEAP) rules
<input type="checkbox"/> Mostly under LIHEAP rules with the following DOE WAP rule(s) where LIHEAP and WAP rules differ (Check all that apply):
<input type="checkbox"/> Income Threshold
<input type="checkbox"/> 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
<input type="checkbox"/> Weatherize shelters temporarily housing primarily low income persons (excluding nursing homes, prisons, and similar institutional care facilities).
<input type="checkbox"/> Other - Describe:
<input type="checkbox"/> Mostly under DOE WAP rules, with the following LIHEAP rule(s) where LIHEAP and WAP rules differ (Check all that apply.)
<input type="checkbox"/> Income Threshold
<input type="checkbox"/> Weatherization not subject to DOE WAP maximum statewide average cost per dwelling unit.
<input type="checkbox"/> Weatherization measures are not subject to DOE Savings to Investment Ration (SIR) standards.
<input type="checkbox"/> Other - Describe:

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	<input type="radio"/> Yes <input type="radio"/> No
---------	--

Renters living in subsidized housing?	<input type="radio"/> Yes <input type="radio"/> No
---------------------------------------	--

5.8 Do you give priority in eligibility to:

Elderly?	<input type="radio"/> Yes <input type="radio"/> No
----------	--

Disabled?	<input type="radio"/> Yes <input type="radio"/> No
-----------	--

Young Children?	<input type="radio"/> Yes <input type="radio"/> No
House holds with high energy burdens?	<input type="radio"/> Yes <input type="radio"/> No
Other?	<input type="radio"/> Yes <input type="radio"/> 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.	
Benefit Levels	
5.9 Do you have a maximum LIHEAP weatherization benefit/expenditure per household? <input type="radio"/> Yes <input type="radio"/> No	
5.10 If yes, what is the maximum? \$0	
Types of Assistance, 2605(c)(1), (B) & (D)	
5.11 What LIHEAP weatherization measures do you provide ? (Check all categories that apply.)	
<input type="checkbox"/> Weatherization needs assessments/audits	<input type="checkbox"/> Energy related roof repair
<input type="checkbox"/> Caulking and insulation	<input type="checkbox"/> Major appliance Repairs
<input type="checkbox"/> Storm windows	<input type="checkbox"/> Major appliance replacement
<input type="checkbox"/> Furnace/heating system modifications/ repairs	<input type="checkbox"/> Windows/sliding glass doors
<input type="checkbox"/> Furnace replacement	<input type="checkbox"/> Doors
<input type="checkbox"/> Cooling system modifications/ repairs	<input type="checkbox"/> Water Heater
<input type="checkbox"/> Water conservation measures	<input type="checkbox"/> Cooling system replacement
<input type="checkbox"/> Compact florescent light bulbs	<input type="checkbox"/> 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 6 - Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)

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.: 0970-0075
Expiration Date: 09/30/2020

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

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:

Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.

Publish articles in local newspapers or broadcast media announcements.

Include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.

Mass mailing(s) to prior-year LIHEAP recipients.

Inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.

Execute interagency agreements with other low-income program offices to perform outreach to target groups.

Other (specify):

Provide intake service through home visits for physically incapacitated individuals;

Participation in community outreach events;

Health/Community Fairs;

Program Manager Meetings;

Disseminate LIHEAP flyer via email to Pueblo of Zuni, Zuni Public School District, Zuni Housing Authority, Zuni Indian Health Service providers;

Pueblo of Zuni Information Technology Department's use of social media (Pueblo of Zuni Facebook page)

Information Screen at the Tribal Government offices

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

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.: 0970-0075
 Expiration Date: 09/30/2020

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

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.).

<input type="checkbox"/>	Joint application for multiple programs
<input checked="" type="checkbox"/>	Intake referrals to/from other programs
<input checked="" type="checkbox"/>	One - stop intake centers
<input checked="" type="checkbox"/>	Other - Describe:

LIHEAP is administered under Pueblo of Zuni Education and Career Development Center (ZECDC). ZECDC inclusive of LIHEAP administers the following Education/Employment and training programs under a one stop shop concept: Child Care, Tribal TANF, General Assistance, WIOA, Job Placement and Training, Tribal Scholarships and Native Employment Works. The low income population are informed of the availability of LIHEAP services and flyers are enclosed with monthly cash assistance checks as an outreach effort. Specific days are set for coordination with the Zuni Senior Center Program. Pueblo of Zuni LIHEAP will coordinate with local programs to include but not limited to: Zuni Senior Center, Continental Divide Electric Co-Op, Zuni Housing Authority to promote LIHEAP services to the priority populations. LIHEAP application process is included in our monthly ZECDC program orientation as an available service.

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 8 - Agency Designation,, 2605(b)(6) - Assurance 6

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.: 0970-0075
Expiration Date: 09/30/2020

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

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

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

<input type="checkbox"/>	Administration Agency
<input type="checkbox"/>	Commerce Agency
<input type="checkbox"/>	Community Services Agency
<input type="checkbox"/>	Energy / Environment Agency
<input type="checkbox"/>	Housing Agency
<input type="checkbox"/>	Welfare Agency
<input checked="" type="checkbox"/>	Other - Describe: Tribal Office

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

If you selected "Welfare Agency" 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?

8.3 How do you provide alternate outreach and intake for COOLING ASSISTANCE?

8.4 How do you provide alternate outreach and intake for CRISIS ASSISTANCE?

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

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 LIHEAP program is administered by a Tribal Office - Zuni Education & Career Development Center and does not have any other local agency administering the LIHEAP grant.

8.7 How many local administering agencies do you use? 1

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

- Yes
 No

8.9 If so, why?

<input type="checkbox"/>	Agency was in noncompliance with grantee requirements for LIHEAP -
<input type="checkbox"/>	Agency is under criminal investigation
<input type="checkbox"/>	Added agency
<input type="checkbox"/>	Agency closed
<input type="checkbox"/>	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 9 - Energy Suppliers,, 2605(b)(7) - Assurance 7

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.: 0970-0075
Expiration Date: 09/30/2020

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

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.

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

Verbal notice - after face to face interview and eligibility determination;

Written notice - A letter is mailed to the applicant indicating the approved LIHEAP benefit amount that will be paid directly to the vendor; during the heating assistance season a note is indicated that any credit to the vendor must be used by March 15

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?

The LIHEAP program provides an authorization memo to vendors which include name, account number and approved LIHEAP benefit amount to assure energy supplier does not exceed the specified amount in crediting account. Should there be a difference in the actual cost, the LIHEAP household is responsible to pay the amount exceeded or the LIHEAP benefit must be expended by March 15, should there be a credit. Vendor agreements include language that indicates that any utility credit (from LIHEAP benefit) not used after March 15 will be sent back to the Zuni LIHEAP program.

Language in the vendor agreements specify that the LIHEAP applicant shall not be treated differently and be charged the reasonable cost of energy as they would a non-LIHEAP customer.

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?

Vendor agreements are in place with propane and our electricity suppliers that includes the following language, " 13. Treat LIHEAP applicants/households the same as any other company customer;

14. Not discriminate against LIHEAP customers, in either the usual or customary cost of goods supplied or the normal services provided."

Woodhauler contract Exhibit A- Scope of work includes the following language:

Wood contractor shall not discriminate. The woodhauler shall treat customers with respect and courtesy. Wood contractor shall not treat any household receiving assistance under this program any differently due to such assistance.

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.

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 10 - Program, Fiscal Monitoring, and Audit, 2605(b)(10) - Assurance 10

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.: 0970-0075
Expiration Date: 09/30/2020

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

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

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

The Pueblo of Zuni (POZ) Finance department follows the generally accepted accounting and finance practices and principles, OMB Super Circular and the POZ Finance Department Accounting and Financial policies and procedures manual. This policy requires adequate documentation for all transactions including payments to vendors on behalf of clients.

The POZ finance department keeps efficient tracking of LIHEAP expenditure transactions and records via their software system called MIS that assigns and manages separate account numbers for each budget line item expenditure. The MIS software tracks all administrative and direct expenses.

Reconciliation of LIHEAP cuff account against the finance detailed general ledger is completed on a monthly basis by LIHEAP/ZECDC Administrative Services Manager.

Internally processes include the following:

Vouchers are made payable to vendors which require a 3 signature approval (Director, Accountant and Finance Director) - voucher attachment include a list of approved LIHEAP HH with approved LIHEAP benefit amount. Finance department Accounts Payable processes payments and mails payments directly to the vendors.

Audit Process

10.2. Is your LIHEAP program audited annually under the Single Audit Act and OMB Circular A - 133?

Yes No

10.3. Describe any audit findings rising to the level of material weakness or reportable condition cited in the A-133 audits, Grantee monitoring assessments, inspector general reviews, or other government agency reviews of the LIHEAP agency from the most recently audited fiscal year.

No Findings

Finding	Type	Brief Summary	Resolved?	Action Taken
1				

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 Grantee as part of compliance process.
- Grantee conducts fiscal and program monitoring of local agencies/district offices

Compliance Monitoring

10.5. Describe the Grantee's strategies for monitoring compliance with the Grantee's and Federal LIHEAP policies and procedures: Select all that apply

Grantee employees:

- Internal program review

Departmental oversight

Secondary review of invoices and payments

Other program review mechanisms are in place. Describe:

Internal monthly reviews of LIHEAP applications/files are completed by the assigned LIHEAP staff. Internal reviews are conducted randomly by ZECDC Director and/or ZECDC Support Services/Case Mgmt. Coordinator to ensure program compliance.

Two reviews are conducted: 1) Initial intake and review includes approval or denial 2) Second review is done by another staff person to ensure program compliance, program integrity, concurrence of determination and then award or denial letters are mailed to applicant.

During the initial intake of applicant eligibility determination process, applicants are informed that a second review will be completed to ensure accuracy prior to mailing of their determination letter. If there are discrepancies or errors in initial eligibility determination, the applicant is contacted and informed of any changes to LIHEAP benefit amount (if applicable)

Local Adminstering Agencies / District Offices:

On - site evaluation

Annual program review

Monitoring through central database

Desk reviews

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.

10.7. Describe how you select local agencies for monitoring reviews.

Site Visits:

Desk Reviews:

10.8. How often is each local agency monitored ?

10.9. What is the combined error rate for eligibility determinations? OPTIONAL

10.10. What is the combined error rate for benefit determinations? OPTIONAL

10.11. How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues?

10.12. How many local agencies are currently on corrective action plans for financial accounting or administrative issues?

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 11 - Timely and Meaningful Public Participation, , 2605(b)(12) - Assurance 12, 2605(c)(2)

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.: 0970-0075
 Expiration Date: 09/30/2020

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

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.**

- 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:

LIHEAP plan was reviewed with attendees at ZECDC's monthly orientation/public participation scheduled on August 15, 2018. There were no comments received on the proposed minor changes.

LIHEAP plan is made available to the Tribal Administrator, Tribal Council for review and input.

11.2 What changes did you make to your LIHEAP plan as a result of this participation?

All individuals present that reviewed the plan had no objections to the changes to the LIHEAP benefit amounts, point/eligibility system and the application period.

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

11.3 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		

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

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

11.6 What changes did you make to your LIHEAP plan as a result of the comments received at the public hearing(s)?

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

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.: 0970-0075
Expiration Date: 09/30/2020

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

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

12.1 How many fair hearings did the grantee have in the prior Federal fiscal year? 0

12.2 How many of those fair hearings resulted in the initial decision being reversed? n/a

12.3 Describe any policy and/or procedural changes made in the last Federal fiscal year as a result of fair hearings?

N/A

12.4 Describe your fair hearing procedures for households whose applications are denied.

The Pueblo of Zuni provides opportunity for a fair hearing/appeal to applicants that have been denied. Prior to any fair hearing, the LIHEAP Coordinator will handle complaints, questions received from applicant informally to discuss issues regarding LIHEAP denial. Applicants are allowed to review their LIHEAP file and records. The informal process will alleviate a need for an appeal. If the applicant requests for a fair hearing in writing, it must be submitted within 10 working days of receipt of denial letter. The fair hearing will be honored and scheduled within 30 days of receipt of written request. The applicant will have the right to review their file. The hearing will be conducted by another ZECDC staff member that was not involved in the eligibility determination. The outcome of the hearing will be documented and a notice will be mailed to the applicant via US postal mail. After the fair hearing, the final decision cannot be changed.

Fairhearing for Crisis applications:

Cris applications must be acted on and determined for eligibility via Fast Track within a specified time frame (48 or 18 hours if life threatening). If a crisis application is denied, the applicant will be provided the opportunity to appeal the decision immediately. The LIHEAP Coordinator will review appeal, investigate and make a decision within 48 hours or sooner.

12.5 When and how are applicants informed of these rights?

Applicants are informed of their rights and responsibilities on their application and an informational sheet is provided for their records. The fair hearing procedures are outlined on all outgoing LIHEAP applicant correspondence.

12.6 Describe your fair hearing procedures for households whose applications are not acted on in a timely manner.

The process is same as 12.4

12.7 When and how are applicants informed of these rights?

The rights and responsibilities are included in the LIHEAP application and are reviewed/reiterated during the one-on-one interview of eligibility determination.

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

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.: 0970-0075
Expiration Date: 09/30/2020

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

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?

Available resources such as informational flyers on tips of reducing energy costs, informal financial literacy counseling during one-on-one interviews are conducted to applicants. Other activities can include but not limited to : energy awarness day, financial literacy workshop participation, self-weatherization kits. Energy suppliers also provide resources on conservation methods creating energy efficient homes.

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

With limited funding, other resources are used to provide information on energy conservation.

13.3 Describe the impact of such activities on the number of households served in the previous Federal fiscal year.

Households increased their awareness in energy effeciency and implemented changes in their home to reduce home energy use. (i.e. investing and installation of energy efficient light bulbs, sealing of windows etc). Informal financial literacy/counseling provided during the interviews provided insight on budgeting and various ways to save energy that would ultimately reduce the cost of utilities.

13.4 Describe the level of direct benefits provided to those households in the previous Federal fiscal year.

N/A

13.5 How many households applied for these services? N/A

13.6 How many households received these services? N/A

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 14 - Leveraging Incentive Program ,2607A

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.: 0970-0075
Expiration Date: 09/30/2020

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

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. Â§ 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.

Section 15 - Training

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.: 0970-0075
 Expiration Date: 09/30/2020

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

Section 15: Training

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

a. Grantee Staff:

Formal training on grantee policies and procedures

How often?

Annually

Biannually

As needed

Other - Describe:

Employees are provided with policy manual

Other-Describe:

b. Local Agencies:

Formal training conference

How often?

Annually

Biannually

As needed

Other - Describe:

On-site training

How often?

Annually

Biannually

As needed

Other - Describe:

Employees are provided with policy manual

Other - Describe

c. Vendors

Formal training conference

How often?

Annually

Biannually

As needed

Other - Describe:

<input checked="" type="checkbox"/> Policies communicated through vendor agreements
<input type="checkbox"/> Policies are outlined in a vendor manual
<input type="checkbox"/> Other - Describe:
15.2 Does your training program address fraud reporting and prevention? <input checked="" type="radio"/> Yes <input type="radio"/> 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.

Section 16 - Performance Goals and Measures, 2605(b)

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.: 0970-0075
Expiration Date: 09/30/2020

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

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 performance measures. Include timeframes and plans for meeting these requirements and what you believe will be accomplished in the coming federal fiscal year.

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 17 - Program Integrity, 2605(b)(10)

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.: 0970-0075
Expiration Date: 09/30/2020

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

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.

- Online Fraud Reporting
- Dedicated Fraud Reporting Hotline
- Report directly to local agency/district office or Grantee office
- Report to State Inspector General or Attorney General
- 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
- Addressed on LIHEAP application
- Website
- Other - Describe:

Flyers of alleged LIHEAP fraud are posted in the community during LIHEAP season.

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	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	<input checked="" type="checkbox"/>	Required
	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested
Social Security Number (Without actual Card)	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	<input checked="" type="checkbox"/>	Required
	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested
Government-issued identification card	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required
	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested

(i.e.: driver's license, state ID, Tribal ID, passport, etc.)

	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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. Describe any exceptions to the above policies.

For newborn babies up to age 3 months, copies of "Enumeration of Birth" or "Paternity Establishment" forms are acceptable.

17.3 Identification Verification

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

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

Other - Describe:

If a household member has misplaced or lost their social security card, they are required to provide verification of proof (print out) from the Social Security office.

17.4. Citizenship/Legal Residency Verification

What are your procedures for ensuring that household members are U.S. citizens or aliens who are qualified to receive LIHEAP benefits? Select all that apply.

- Clients sign an attestation of citizenship or legal residency
- Client's submission of Social Security cards is accepted as proof of legal residency
- Noncitizens must provide documentation of immigration status
- Citizens must provide a copy of their birth certificate, naturalization papers, or passport
- Noncitizens are verified through the SAVE system
- Tribal members are verified through Tribal enrollment records/Tribal ID card
- Other - Describe:

17.5. 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:

Child support payment receipts, Self Employment wage records, pension/retirement award letters.

<input type="checkbox"/>	Computer data matches:
<input type="checkbox"/>	Income information matched against state computer system (e.g., SNAP, TANF)
<input type="checkbox"/>	Proof of unemployment benefits verified with state Department of Labor
<input type="checkbox"/>	Social Security income verified with SSA
<input type="checkbox"/>	Utilize state directory of new hires
<input type="checkbox"/>	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.	
<input checked="" type="checkbox"/>	Policy in place prohibiting release of information without written consent
<input type="checkbox"/>	Grantee LIHEAP database includes privacy/confidentiality safeguards
<input checked="" type="checkbox"/>	Employee training on confidentiality for:
<input checked="" type="checkbox"/>	Grantee employees
<input type="checkbox"/>	Local agencies/district offices
<input checked="" type="checkbox"/>	Employees must sign confidentiality agreement
<input checked="" type="checkbox"/>	Grantee employees
<input type="checkbox"/>	Local agencies/district offices
<input checked="" type="checkbox"/>	Physical files are stored in a secure location
<input type="checkbox"/>	Other - Describe:
17.7. Verifying the Authenticity	
What policies are in place for verifying vendor authenticity? Select all that apply.	
<input type="checkbox"/>	All vendors must register with the State/Tribe.
<input type="checkbox"/>	All vendors must supply a valid SSN or TIN/W-9 form
<input checked="" type="checkbox"/>	Vendors are verified through energy bills provided by the household
<input type="checkbox"/>	Grantee and/or local agencies/district offices perform physical monitoring of vendors
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Applicants required to submit proof of physical residency
<input checked="" type="checkbox"/>	Applicants must submit current utility bill
<input checked="" type="checkbox"/>	Data exchange with utilities that verifies:
<input checked="" type="checkbox"/>	Account ownership
<input type="checkbox"/>	Consumption
<input checked="" type="checkbox"/>	Balances
<input checked="" type="checkbox"/>	Payment history
<input checked="" type="checkbox"/>	Account is properly credited with benefit
<input type="checkbox"/>	Other - Describe:
<input type="checkbox"/>	Centralized computer system/database tracks payments to all utilities
<input type="checkbox"/>	Centralized computer system automatically generates benefit level
<input checked="" type="checkbox"/>	Separation of duties between intake and payment approval
<input type="checkbox"/>	Payments coordinated among other energy assistance programs to avoid duplication of payments
<input checked="" type="checkbox"/>	Payments to utilities and invoices from utilities are reviewed for accuracy

<input type="checkbox"/>	Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities
<input type="checkbox"/>	Direct payment to households are made in limited cases only
<input checked="" type="checkbox"/>	Procedures are in place to require prompt refunds from utilities in cases of account closure
<input checked="" type="checkbox"/>	Vendor agreements specify requirements selected above, and provide enforcement mechanism
<input type="checkbox"/>	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.	
<input checked="" type="checkbox"/>	Vendors are checked against an approved vendors list
<input type="checkbox"/>	Centralized computer system/database is used to track payments to all vendors
<input checked="" type="checkbox"/>	Clients are relied on for reports of non-delivery or partial delivery
<input type="checkbox"/>	Two-party checks are issued naming client and vendor
<input type="checkbox"/>	Direct payment to households are made in limited cases only
<input type="checkbox"/>	Vendors are only paid once they provide a delivery receipt signed by the client
<input type="checkbox"/>	Conduct monitoring of bulk fuel vendors
<input type="checkbox"/>	Bulk fuel vendors are required to submit reports to the Grantee
<input checked="" type="checkbox"/>	Vendor agreements specify requirements selected above, and provide enforcement mechanism
<input checked="" type="checkbox"/>	Other - Describe: Approved LIHEAP Benefit amount will be paid directly to the vendor for Electricity or Propane as done in the past. For wood assistance, payment is made to vendor upon receipt of wood invoice delivered and signed by wood hauler and LIHEAP participant.
17.10. Investigations and Prosecutions	
Describe the Grantee's procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients/staff/vendors found to have committed fraud. Select all that apply.	
<input type="checkbox"/>	Refer to state Inspector General
<input type="checkbox"/>	Refer to local prosecutor or state Attorney General
<input type="checkbox"/>	Refer to US DHHS Inspector General (including referral to OIG hotline)
<input checked="" type="checkbox"/>	Local agencies/district offices or Grantee conduct investigation of fraud complaints from public
<input type="checkbox"/>	Grantee attempts collection of improper payments. If so, describe the recoupment process
<input checked="" type="checkbox"/>	Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned? One Year
<input type="checkbox"/>	Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated
<input checked="" type="checkbox"/>	Vendors found to have committed fraud may no longer participate in LIHEAP
<input type="checkbox"/>	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

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.**
- 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

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 grantee 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 grantee 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 grantees other than individuals, Alternate I applies.**
- 4. For grantees who are individuals, Alternate II applies.**
- 5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee 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 grantee's 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 grantee 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. Grantees' 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 grantee 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 grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).**

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee 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 grantee's 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 grantee's 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 grantee 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 (Street address, city, county, state, zip code)

01 Twin Buttes Road
*** Address Line 1**

PO Box 339
Address Line 2

Address Line 3

Zuni * City	NM * State	87327 * Zip Code
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Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee 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

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

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 grantees 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 disbursement 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.

Plan Attachments

PLAN ATTACHMENTS
The following documents must be attached to this application
<ul style="list-style-type: none">• Delegation Letter is required if someone other than the Governor or Chairman Certified this Report.
<ul style="list-style-type: none">• Heating component benefit matrix, if applicable
<ul style="list-style-type: none">• Cooling component benefit matrix, if applicable
<ul style="list-style-type: none">• Minutes, notes, or transcripts of public hearing(s).

List of Cell Level Attachments

	File Name	Location
1	2018.19 Determination form HEATING.pdf	Plan Attachments <ul style="list-style-type: none">• Heating component benefit matrix, if applicable
2	2018.19 Determination form COOLING.pdf	Plan Attachments <ul style="list-style-type: none">• Cooling component benefit matrix, if applicable

Pueblo of Zuni-ZECDC
LIHEAP Benefit Matrix Eligibility Form 2018-2019
Heating Assistance

Applicant Name: _____

Name	Type of Income	Monthly Amount	Annual Income
TOTAL COMBINED INCOME:	COMBINED MONTHLY INCOME	TOTAL ANNUAL INCOME	
Comments/Notes:			

Point system-Income levels obtained from 75% of the U.S- DHHS Income Guideline

Family Size	150% DHHS Poverty Guideline Amount	Income Level	Points	Fuel Type	Points
1	\$18,210	Under \$9,105	5pts.	Propane	3 pts.
2	\$24,690	\$9,106-\$12,345	4 pts.	Wood	2 pts.
3	\$31,170	\$12,346-\$15,585	3 pts.	Electricity	1 pts.
4	\$37,650	\$15,586-\$18,825	1 pts.	Fuel Points:	
5	\$44,130	Over \$18,826	0 pts.		
6	\$50,610	Income Points		Household Size Points 1-2 Persons 0 pts. 3-4 persons 1 pts. 5-6 persons 2 pts. Over 6 persons 3 pts. - Disability/ Medical -Elderly -Children under 6 yr. -High Energy cost Burden 1 pt.	
7	\$57,090				
8	\$63,570				
For each additional person, add	+\$6,480 each additional family member				
IS HOUSEHOLD INCOME ELIGIBLE?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
		HH Points:		Priority Points:	

Total Points: _____

Percentage eligibility in reference to points

Number of Points	Percent of LIHEAP assistance	LIHEAP Benefit Amount
8+	100%	\$ 300
5-7	85%	\$ 225
1-4	75%	\$ 150

Approved Vendor: _____

Denied- Reason: _____

Completed by: _____ Date of Review: _____

Concurred by: _____ Date: _____

Pueblo of Zuni-ZECDC
LIHEAP Benefit Matrix Eligibility Form 2018-2019
Cooling Assistance

Applicant Name: _____

Name	Type of Income	Monthly Amount	Annual Income
TOTAL COMBINED INCOME:	COMBINED MONTHLY INCOME	TOTAL ANNUAL INCOME	
Comments/Notes:			

Point system-Income levels obtained from 75% of the U.S- DHHS Income Guideline

Family Size	150% DHHS Poverty Guideline Amount	Income Level	Points	Fuel Type	Points
1	\$18,210	Under \$9,105	5pts	Propane	3pts
2	\$24,690	\$9,106-\$12,345	4pts	Wood	2pts
3	\$31,170	\$12,346-\$15,585	3 pts	Electricity	1 pts
4	\$37,650	\$15,586-\$18,825	1 pts	Fuel Points:	
5	\$44,130	Over \$18,826	0 pts		
		Income Points			
6	\$50,610	Household Size		Points	
7	\$57,090	1-2 Persons	0 pts	- Disability/ Medical -Elderly -Children under 6 yr. -High Energy cost Burden	1 pt.
8	\$63,570	3-4 persons	1 pts		
For each additional person, add		5-6 persons	2 pts		
+ \$6,480 each additional family member		Over 6 persons	3 pts.		
IS HOUSEHOLD INCOME ELIGIBLE?		HH Points:		Priority Points:	
<input type="checkbox"/> Yes <input type="checkbox"/> No					

Total Points: _____

Percentage eligibility in reference to points

Number of Points	Percent of LIHEAP assistance	LIHEAP Benefit Amount
8+	100%	\$ 150
5-7	85%	\$ 100
1-4	75%	\$ 75

Approved Vendor: _____ Denied- Reason: _____

Completed By: _____ Date of Review: _____

Concurred By: _____ Date: _____

List of Form Level Attachments

	File Name
1	2018-2019 LIHEAP Application Cooling.pdf
2	2018-2019 LIHEAP Application.pdf
3	LIHEAP Vendor Agreement FY 18.pdf
4	2017 18 Approval Letter.pdf
5	LIHEAP Eligibility Forms - FY 18.pdf



**PUEBLO OF ZUNI - LOW INCOME HOME ENERGY
ASSISTANCE PROGRAM
2018-2019 APPLICATION**

Date: _____ Phone/Message No.: _____

Applicant Name: _____
Last First Middle

Social Security No.: _____ Tribal Census No.: _____ DOB: _____

1. ADDRESS

Mailing Address: _____ Age of Applicant: _____
P.O. Box City State

Rural Address: _____ No. in Household: _____
House No. Street Name

Did your household apply last year? Yes No If yes, please list name of Applicant: _____

2. COOLING INFORMATION

What is your main cooling source? (Please check one) AC Unit Fan

*Are you at risk for disconnection? _____

If yes, please explain: _____

3. UTILITY INFORMATION

Please bring your current electric bill during your scheduled appointment.

Name of Vendor: _____ Acct. No: _____

Account Name: _____

NOTE: ORIGINAL ELECTRICITY BILL MUST BE SUBMITTED BEFORE APPLICATIONS ARE PROCESSED. YOUR BILL HAS TO BE FOR THE CURRENT MONTH. LIHEAP WILL NOT PAY FOR PREVIOUS BALANCES, RECONNECTION FEES, OR TAX CHARGES.

4. RESIDENCY INFORMATION

What type of residence do you live in? HUD – Owned Rent Mobile Home Other _____

PLEASE LIST ALL HOUSEHOLD MEMBERS INCLUDING YOURSELF (Use extra page if additional space is needed.)

Name	Social Security #	Gender	Date of Birth	Age	Relation to Head of Household	Disabled? *
1.					SELF	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.						<input type="checkbox"/> Yes <input type="checkbox"/> No
3.						<input type="checkbox"/> Yes <input type="checkbox"/> No
4.						<input type="checkbox"/> Yes <input type="checkbox"/> No
5.						<input type="checkbox"/> Yes <input type="checkbox"/> No
6.						<input type="checkbox"/> Yes <input type="checkbox"/> No
7.						<input type="checkbox"/> Yes <input type="checkbox"/> No
8.						<input type="checkbox"/> Yes <input type="checkbox"/> No

*Please describe disability (If applicable): _____

5. INCOME INFORMATION

Do you or any member of the household receive any of the following financial assistance? (Please check all that apply)

- TANF (Temporary Assistance to Needy Families) Supplemental Security Income (SSI)
 General Assistance (GA) Food Commodities
 Food Stamps Other: _____

Person with Income	Income from? (Employer, TANF, GA, SSI, SSA, VA, etc.)	Gross Amount (Before taxes)	How Often? (Weekly, Biweekly, Monthly, etc.)
		\$	
		\$	
		\$	
		\$	
		\$	

(Please use extra page if additional space is needed)

If you or any adult (18 years of age or older) household member(s) are reporting Zero (0) Income, please make a statement of how basic needs are being met such as food, shelter, clothing, etc. for that individual.

From what source did you hear about the LIHEAP Program? _____

NOTICE: All income that is reported in this application needs to be verified through receipt of copies of checks, payroll stubs, **the most current** income tax returns, wage records (if self-employed), award letters, etc.

Failure to provide all required documents and verifications of income may cause delay in eligibility determination, would be considered an incomplete application, or be cause for denial of assistance. By signing this application, the applicant understands that it is their **SOLE RESPONSIBILITY TO PROVIDE ALL NECESSARY DOCUMENTS REQUIRED.**

I Declare and Affirm that our household:

- Was informed of all eligibility requirements
- Was informed that the ZECDC-LIHEAP Program will have 10 working days to determine eligibility and notification will be sent to the household.
- Was informed of the right to appeal eligibility determination, or the tribes' failure to act on the application with reasonable promptness
- Was informed of the appeal procedure
- Was informed of the penalty for fraud and how to report fraud
- Understood the questions on the application
- Will notify the LIHEAP office of changes in information, such as moving to a new house, changing vendor, changing fuel type, etc.
- Understand I will use the LIHEAP benefits for the purpose intended
- Understand I am responsible for paying the co-payment (if applicable) including other additional fees/ taxes prior to LIHEAP benefit is rendered by the Vendor.

STATEMENT OF UNDERSTANDING: I understand that the information, which I have provided on this form, will be used to determine my eligibility for assistance during the heating season. I understand that the Pueblo of Zuni, Low Income Home Energy Assistance Program (LIHEAP) may require proof of any information provided in this application or subsequently reported to the Pueblo of Zuni LIHEAP, **I am aware that failure to provide required proof may result in delay and/or denial of assistance.**

***I understand that I have a right to appeal if my application is denied or if I am found ineligible for assistance. I understand that I have ten (10) working days upon receipt of denial to request a hearing or review. I understand that I would need to submit a written notification to request a hearing or review with the Program Director.**

Appeals should be sent to: Zuni Education & Career Development Center
Bernadette Panteah, Program Director
P.O Box 339
Zuni, NM 87327

By signing below, I declare that all information on this application is true, correct and complete to the best of my knowledge or belief.

Signature of Applicant

Date

Witness (If mark is used)

Date

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Authorization to Release/ Receive Information

I, _____, Understand that the Pueblo of Zuni Education & Career
Head of Household
Development Center- Low Income Home Energy Assistance Program may need to release or
receive information with other agencies that my/our household may be involved with, in order
to determine LIHEAP eligibility. I understand that all information will be used solely for the
purpose of establishing eligibility or for the purpose of providing services. I hereby authorize
ZECDC-LIHEAP to exchange information with the individuals/agencies reported on my
application to verify, residency, and/or income.

Applicant's Signature

Date

Prior to submitting your applications please review the important information on the first page of this application and acknowledge below that you have read and understand all of your rights and responsibilities as a LIHEAP applicant.

As a LIHEAP applicant, I have read and understand the rights and responsibilities outlined on the first page of this application.

Signed: _____ Date: _____

Keep this page for your records. Thank you!

Attention all LIHEAP Applicants

Households applying MUST MEET these requirements in order to be eligible for assistance:

- Meet income guidelines based on the DHHS Poverty Guidelines.
- **Provide the following information for ALL household members:**
 - Original Social Security Cards for **ALL** household members or Enumeration of Birth (newborns up to 3 months.)
- **Provide proof of income for ALL adults in the household**
 - 2 Most Recent Check Stubs from Employment
 - Public Assistance Award Letter(s) (i.e. Food stamps; SSI; VA Benefits)
 - Self-Employment Personal Wage Records (the past 3 months)
 - 2017 Income Tax Return
 - Statement(s) to verify how an unemployed adult meets their basic needs
 - Your most recent electricity Billing statement

IMPORTANT LIHEAP INFORMATION TO KNOW:

- Priority will be given to those whom have vulnerable populations in the household such as elders, individuals with disabilities and households with children 6 years old and under.
- LIHEAP is **ONE -TIME** assistance.
- **Make sure to complete all sections of your application! If all required documents are not submitted, your application will be considered incomplete and will not be accepted.**
- ZECDC-LIHEAP Program will have 7-10 working days to provide authorization listing to proper vendors. Your patience and cooperation is greatly appreciated.

YOUR RESPONSIBILITIES AS LIHEAP APPLICANTS:

- My/our household is responsible for using the LIHEAP benefits for the purpose intended.

LIHEAP FRAUD:

LIHEAP fraud, misuse and/or abuse of LIHEAP benefits should be reported to:

- ZECDC –LIHEAP program / (505)782-5998
- 1-800-78-CRIME OR 1-800-782-7463
- OR Email or text report to zecdc@ashiwi.org

All reports will remain anonymous and follow-ups will be made by the ZECDC-LIHEAP staff.

If LIHEAP fraud, misuse, or abuse is determined, the household at fault will be terminated from further LIHEAP services the next LIHEAP season and the household will also be responsible for repayment whether the benefits was received directly by the household or paid to a vendor.



**PUEBLO OF ZUNI - LOW INCOME HOME ENERGY
ASSISTANCE PROGRAM
2018-2019 APPLICATION**

Date: _____ Phone/Message No.: _____

Applicant Name: _____
Last First Middle

Social Security No.: _____ Tribal Census No.: _____ DOB: _____

1. ADDRESS

Mailing Address: _____ Age of Applicant: _____
P.O. Box City State

Rural Address: _____ No. in Household: _____
House No. Street Name

Did your household apply last year? Yes No If yes, please list name of Applicant: _____

2. HEATING INFORMATION

What is your main heating source? (Please check one) Wood Stove Propane Electric

*Are you at risk for disconnection or running out of propane? _____

If yes, please explain: _____

3. UTILITY INFORMATION

Please fill out this section only if Propane or Electricity is your MAIN heating source.

Name of Vendor: _____ Acct. No: _____

Account Name: _____ If propane, Size and % in Tank? _____ Gallons _____%

NOTE: ORIGINAL ELECTRICITY BILL MUST BE SUBMITTED BEFORE APPLICATIONS ARE PROCESSED. YOUR BILL HAS TO BE FOR THE CURRENT MONTH. **LIHEAP WILL NOT PAY FOR PREVIOUS BALANCES, RECONNECTION FEES, OR TAX CHARGES.** FOR ALL PROPANE REFILLS, IF YOUR TANK IS 0%, NEITHER THE LIHEAP PROGRAM NOR THE VENDOR WILL PAY FOR ANY PRESSURE TEST.

4. RESIDENCY INFORMATION

What type of residence do you live in? HUD – Owned Rent Mobile Home Other _____

PLEASE LIST ALL HOUSEHOLD MEMBERS INCLUDING YOURSELF (Use extra page if additional space is needed.)

Name	Social Security #	Gender	Date of Birth	Age	Relation to Head of Household	Disabled? *
1.					SELF	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.						<input type="checkbox"/> Yes <input type="checkbox"/> No
3.						<input type="checkbox"/> Yes <input type="checkbox"/> No
4.						<input type="checkbox"/> Yes <input type="checkbox"/> No
5.						<input type="checkbox"/> Yes <input type="checkbox"/> No
6.						<input type="checkbox"/> Yes <input type="checkbox"/> No
7.						<input type="checkbox"/> Yes <input type="checkbox"/> No
8.						<input type="checkbox"/> Yes <input type="checkbox"/> No

*Please describe disability (If applicable): _____

5. INCOME INFORMATION

Do you or any member of the household receive any of the following financial assistance? (Please check all that apply)

- TANF (Temporary Assistance to Needy Families) Supplemental Security Income (SSI)
 General Assistance (GA) Food Commodities
 Food Stamps Other: _____

Person with Income	Income from? (Employer, TANF, GA, SSI, SSA, VA, etc.)	Gross Amount (Before taxes)	How Often? (Weekly, Biweekly, Monthly, etc.)
		\$	
		\$	
		\$	
		\$	
		\$	

(Please use extra page if additional space is needed)

If you or any adult (18 years of age or older) household member(s) are reporting Zero (0) Income, please make a statement of how basic needs are being met such as food, shelter, clothing, etc. for that individual.

From what source did you hear about the LIHEAP Program? _____

NOTICE: All income that is reported in this application needs to be verified through receipt of copies of checks, payroll stubs, **the most current** income tax returns, wage records (if self-employed), award letters, etc.

Failure to provide all required documents and verifications of income may cause delay in eligibility determination, would be considered an incomplete application, or be cause for denial of assistance. By signing this application, the applicant understands that it is their **SOLE RESPONSIBILITY TO PROVIDE ALL NECESSARY DOCUMENTS REQUIRED.**

I Declare and Affirm that our household:

- Was informed of all eligibility requirements
- Was informed that the ZECDC-LIHEAP Program will have 10 working days to determine eligibility and notification will be sent to the household.
- Was informed of the right to appeal eligibility determination, or the tribes' failure to act on the application with reasonable promptness
- Was informed of the appeal procedure
- Was informed of the penalty for fraud and how to report fraud
- Understood the questions on the application
- Will notify the LIHEAP office of changes in information, such as moving to a new house, changing vendor, changing fuel type, etc.
- Understand I will use the LIHEAP benefits for the purpose intended
- Understand I am responsible for paying the co-payment (if applicable) including other additional fees/taxes prior to LIHEAP benefit is rendered by the Vendor.

STATEMENT OF UNDERSTANDING: I understand that the information, which I have provided on this form, will be used to determine my eligibility for assistance during the heating season. I understand that the Pueblo of Zuni, Low Income Home Energy Assistance Program (LIHEAP) may require proof of any information provided in this application or subsequently reported to the Pueblo of Zuni LIHEAP, **I am aware that failure to provide required proof may result in delay and/or denial of assistance.**

***I understand that I have a right to appeal if my application is denied or if I am found ineligible for assistance. I understand that I have ten (10) working days upon receipt of denial to request a hearing or review. I understand that I would need to submit a written notification to request a hearing or review with the Program Director.**

Appeals should be sent to: Zuni Education & Career Development Center
Bernadette Panteah, Program Director
P.O Box 339
Zuni, NM 87327

By signing below, I declare that all information on this application is true, correct and complete to the best of my knowledge or belief.

Signature of Applicant

Date

Witness (If mark is used)

Date

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Authorization to Release/ Receive Information

I, _____, Understand that the Pueblo of Zuni Education & Career
Head of Household
Development Center- Low Income Home Energy Assistance Program may need to release or
receive information with other agencies that my/our household may be involved with, in order
to determine LIHEAP eligibility. I understand that all information will be used solely for the
purpose of establishing eligibility or for the purpose of providing services. I hereby authorize
ZECDC-LIHEAP to exchange information with the individuals/agencies reported on my
application to verify, residency, and/or income.

Applicant's Signature

Date

Prior to submitting your applications please review the important information on the first page of this application and acknowledge below that you have read and understand all of your rights and responsibilities as a LIHEAP applicant.

As a LIHEAP applicant, I have read and understand the rights and responsibilities outlined on the first page of this application.

Signed: _____ Date: _____

Keep this page for your records. Thank you!

Attention all LIHEAP Applicants

Households applying MUST MEET these requirements in order to be eligible for assistance:

- Meet income guidelines based on the DHHS Poverty Guidelines.
- **Provide the following information for ALL household members:**
 - Original Social Security Cards for **ALL** household members or Enumeration of Birth (newborns up to 3 months.)
- **Provide proof of income for ALL adults in the household**
 - 2 Most Recent Check Stubs from Employment
 - Public Assistance Award Letter(s) (i.e. Food stamps; SSI; VA Benefits)
 - Self-Employment Personal Wage Records (the past 3 months)
 - 2015 Income Tax Return
 - Statement(s) to verify how an unemployed adult meets their basic needs
 - If applying for Electricity- your most recent electricity Billing statement

IMPORTANT LIHEAP INFORMATION TO KNOW:

- Priority will be given to those whom have vulnerable populations in the household such as elders, individuals with disabilities and households with children under age 5.
- LIHEAP is **ONE -TIME** assistance.
- **Make sure to complete all sections of your application! If all required documents are not submitted, your application will be considered incomplete and will not be accepted.**
- Energy Assistance is to help households with their **main heating source**. “How do you heat your home?” This is what LIHEAP will assist your household with. **If your heating source and/or vendor changed from the last application submitted, the household must provide verification of the change and/or a home-visit may be made by the LIHEAP staff.**
- ZECDC-LIHEAP Program will have 7-10 working days to provide authorization listing to proper vendors. Your patience and cooperation is greatly appreciated.

YOUR RESPONSIBILITIES AS LIHEAP APPLICANTS:

- My/our household is responsible for using the LIHEAP benefits for the purpose intended.
- My/our household will be responsible for submitting receipts within three (3) working days of delivery of propane (if not A-X Propane) to the ZECDC-LIHEAP program: otherwise I will be liable to make full payment to the vendor.

LIHEAP FRAUD:

LIHEAP fraud, misuse and/or abuse of LIHEAP benefits should be reported to:

- ZECDC –LIHEAP program / (505)782-5998
- 1-800-78-CRIME OR 1-800-782-7463
- OR Email or text report to zecdc@ashiwi.org

All reports will remain anonymous and follow-ups will be made by the ZECDC-LIHEAP staff.

If LIHEAP fraud, misuse, or abuse is determined, the household at fault will be terminated from further LIHEAP services the next LIHEAP season and the household will also be responsible for repayment whether the benefits was received directly by the household or paid to a vendor.

**Low Income Home Energy Assistance Program (LIHEAP)
Vendor Agreement**

Zuni Education & Career Development Center (ZECDC) –LIHEAP Program
P.O. Box 339
Zuni, NM 87327
Phone: (505)782-5998 Fax: (505)782-6080 Email: zecdc@ashiwi.org

And

Continental Divide Electric
P.O Box 786
Gallup, NM 87305

This agreement is entered into for the purpose of facilitating the provision of Low Income Home Energy Assistance Program (LIHEAP) benefits administered through ZECDC to low income households through the delivery of fuel from the vendor to the LIHEAP beneficiary who is a customer of the vendor. By signing this agreement, vendors agree to provide the services designated within the agreement.

THE VENDOR AGREES TO:

1. To provide a delivery ticket for all customers and will contain the vendor's name, address the date and time of delivery, the purchaser's name and address, driver's signature, price per gallon and the amount of fuel delivered. (*Applicable to Propane Vendors*)
2. Vendor will submit all information within 30 calendar days of the date a LIHEAP benefit was authorized. All information must be sent to ZECDC office, via mail or scanning. Vendors will not receive payment if all information is received on or after the 31st day a delivery was authorized. LIHEAP recipients cannot be billed for services as result of a vendor's failure to comply with billing requirements in this agreement.
3. Apply the full LIHEAP benefit payment authorized by ZECDC – LIHEAP to the respective account of each LIHEAP recipient whom the vendor serves.
4. Accept crisis authorizations for utility terminations notices or based on reconnection of utility service must agree to maintain ongoing utility service to such households for not less than 30 calendar days from the date of the resolution of the crisis.
 - a. If a LIHEAP recipient is determined to be considered under LIHEAP Crisis, the vendor agrees to deliver propane or reconnect electricity no more than 24 hours after being notified of the LIHEAP approval.
5. To charge a LIHEAP household according to the requirements below:

- a) The cash price normally charged for energy delivered, not a credit price;
 - b) The same amount a non-LIHEAP household would be billed for an identical delivery, except for additional discounts established for LIHEAP customers.
6. Promptly notify the LIHEAP Coordinator whenever discrepancies in approved LIHEAP applications are found) or when the vendor is aware of any potentially fraudulent activity.
 7. Ensure no unused LIHEAP benefits in a customer's account are refunded directly to the customer, but instead are refunded to the Zuni LIHEAP Program within thirty (30) calendar days of closure of the customer's account with the Company.
 8. Agrees to return any unspent funds, if LIHEAP benefits are not used by March 15 for each customer assisted under LIHEAP. Unspent LIHEAP funds will be payable back to: **Pueblo of Zuni Low Income Home Energy Assistance Program.**
 9. Maintain accounts for customers to ensure receipt of LIHEAP household's co-payment (if applicable)
 10. Provide current, specific customer account information necessary for determining applicant/household eligibility and benefits to the LIHEAP Program at no cost.
 11. For those LIHEAP applicants requesting assistance with past due charges owed to the vendor, the vendor must provide: 1.) Specific customer account arrearage information necessary to establish the debt, 2.) the period of time the debt covers, 3.) the amount of payment made *with personal household income other than LIHEAP benefits* during the specified time period. The LIHEAP program needs to ascertain the amount the applicant/household paid from their own funds before an arrearage assistance payment can be made.
 12. Accept payment promises from LIHEAP staff and provide the required applicant/household services in the monetary amount stipulated within 72 hours of the promise to pay.
 13. Treat LIHEAP applicants/households the same as any other company customer.
 14. Not discriminate against eligible LIHEAP household in either the usual and customary cost of goods supplied or the normal services provided and in offering deferred payments or level payment plans or in other conditions of sale, credit deliver or price.

THE PUEBLO OF ZUNI LOW INCOME HOME ENERGY ASSISTANCE PROGRAM agrees to:

1. Review and determine eligibility for all applying households.

2. Notify the applicant within 10 working days of their eligibility and the type of LIHEAP benefits the household is eligible for. If household is denied, they will be informed of the reason why and process to appeal will be re-iterated on the denial letter.
3. Provide authorization listings of eligible household via fax signed by LIHEAP staff identifying the maximum LIHEAP benefit payment, customer name and account (if applicable).
4. Process LIHEAP benefits payments to the company to credit the account of eligible applicant who identifies the company as their vendor in a timely manner.
5. Accept and process refunds from the Company.
6. Maintain a record of the amounts awarded to eligible applicants/ households and payments made on their behalf.
7. Supply applications and informational materials, at no cost, to the company.
8. Notify the company of process regarding the payment, refund, and reconciliation of benefits.

BOTH PARTIES MUTUALLY AGREE:

1. The Company is an independent contractor and will comply with business license requirements.
2. Information/data provided to the LIHEAP by the Company shall remain confidential except as specified in this paragraph. LIHEAP shall use such information for an applicant/household for the purpose of establishing the eligibility of and/or the benefit of an applicant/household.
3. To permit authorized personnel to monitor and /or audit the activities, procedures, cases, and accounting records subject to this agreement, and develop corrective action plans to rectify any exceptions noted in monitoring.
4. All services rendered under this agreement shall be provided in compliance with the Federal Civil Rights Act of 1964, and the Americans with Disabilities Act, as amended, and no person shall be unlawfully denied service on the grounds of age, race, creed, color, sex, national origin, or handicap.
5. To indemnify and save and hold each other, their agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this agreement by the parties or the parties' agents or employees.

This agreement shall terminate on September 30, 2019 unless superseded by a new agreement. It is further understood and agreed that either party to this agreement may terminate this agreement at any time by written notice sent by certified mail, return receipt request, or delivered to the other party at least thirty (30) calendar days prior to the effective date of termination.

Signature	Date	Title
-----------	------	-------

Printed Name

Company Name

Bernadette Panteah

Date

ZECDC- LIHEAP Program Director

SAMPLE



PUEBLO OF ZUNI Education & Career Development Center



DATE

NAME

ADDRESS

Zuni, NM 87327

RE: Energy Assistance

Dear APPLICANT,

Your application for Low Income Home Energy Assistance Program (LIHEAP) has been reviewed & eligibility has been determined.

Based on Department of Health and Human Services (DHHS) Income Guidelines and the LIHEAP matrix your application has been **APPROVED** for your primary heating source:

- Wood
- Propane
- Electricity**

You are eligible for a LIHEAP benefit in the amount of \$_____. This benefit will be paid directly to the vendor of your primary heating source. This benefit amount is to assist your household with heating cost though the winter months. Any amount not expended by March 15, 2018 will be refunded back to the Pueblo Of Zuni –Low Income Home Energy Assistance Program (LIHEAP).

*****REMINDER THIS IS ONE TIME ASSISTANCE PER YEAR*****

The vendor will be notified of your household’s approval and delivery will be made according to vendor’s schedule.

If you should have any questions, please contact our office at 782-5998. Thank you for your interest in LIHEAP.

Sincerely,

ZECDC LIHEAP Staff
cc: LIHEAP file

P. O. Box 339
Zuni, NM 87327
☎ 505-782-5998
FAX: 505-782-6080

Pueblo of Zuni-ZECDC
LIHEAP Determination Form 2017-2018
Cooling Assistance

Applicant Name: _____

Name	Type of Income	Monthly Amount	Annual Income
TOTAL COMBINED INCOME:	COMBINED MONTHLY INCOME	TOTAL ANNUAL INCOME	
Comments/Notes:			

Point system-Income levels obtained from 75% of the U.S- DHHS Income Guideline

Family Size	150% DHHS Poverty Guideline Amount	Income Level	Points	Fuel Type	Points
1	\$17,820	Under \$8,910.00	5pts.	Propane	3 pts.
2	\$24,030	\$8,911-\$12,015	4 pts.	Wood	2 pts.
3	\$30,240	\$12,016-\$15,120	3 pts.	Electricity	1 pts.
4	\$36,450	\$15,121-\$18,225	1 pts.	Fuel Points:	
5	\$42,660	Over \$18,226	0 pts.		
6	\$48,900	Income Points		- Disability/ - Medical - Elderly - Children under 6 yr. - High Energy cost Burden	1 pt.
7	\$55,140	Household Size	Points		
8	\$61,380	1-2 Persons	0 pts.		
For each additional person, add	+ \$6,240 each additional family member	3-4 persons	1 pts.		
		5-6 persons	2 pts.		
IS HOUSEHOLD INCOME ELIGIBLE?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Over 6 persons	3 pts.		
		HH Points:		Priority Points:	

Total Points: _____

Percentage eligibility in reference to points

Number of Points	Percent of LIHEAP assistance	LIHEAP Benefit Amount
8+	100%	\$ 150
5-7	85%	\$ 100
1-4	75%	\$ 75

Approved Vendor: _____

Denied- Reason: _____

Completed By: _____

Date of Review: _____

Concurred By: _____

Date: _____

Pueblo of Zuni-ZE CDC
LIHEAP Determination Form 2017-2018
Crisis Assistance

Applicant Name: _____

Crisis Explanation

- At risk for disconnection/shut off Has been disconnected/out of heating source

Reason for household's crisis state:

Name	Type of Income	Monthly Amount	Annual Income
TOTAL COMBINED INCOME:	COMBINED MONTHLY INCOME	TOTAL ANNUAL INCOME	

Family Size	150% DHHS Poverty Guideline Amount
1	\$17,820
2	\$24,030
3	\$30,240
4	\$36,450
5	\$42,660
6	\$48,900
7	\$55,140
8	\$61,380
For each additional person, add	+ \$6,240 each additional family member
IS HOUSEHOLD INCOME ELIGIBLE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Points	LIHEAP Benefit Amount <i>Not to exceed \$300</i>
	\$

Income Level	Points	Fuel Type	Points
Under \$8,910.00	5 pts.	Propane	3 pts.
\$8,911-\$12,015	4 pts.	Wood	2 pts.
\$12,016-\$15,120	3 pts.	Electricity	1 pts.
\$15,121-\$18,225	1 pts.	Fuel Points:	
Over \$18,226	0 pts.		
Income Points			
Household Size	Points		
1-2 Persons	0 pts.	- Disability/ Medical -Elderly -Children under 6 yr. -High Energy cost Burden	1 pt.
3-4 persons	1 pts.		
5-6 persons	2 pts.		
Over 6 persons	3 pts.		
HH Points:		Priority Points:	

Approved Vendor: _____ Denied- Reason: _____

Determined By: _____ Concurred By: _____

Date Received	Date Determined	Date Paid:
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Pueblo of Zuni-ZECDC
LIHEAP Determination Form 2017-2018
Heating Assistance

Applicant Name: _____

Name	Type of Income	Monthly Amount	Annual Income
TOTAL COMBINED INCOME:	COMBINED MONTHLY INCOME	TOTAL ANNUAL INCOME	
Comments/Notes:			

Point system-Income levels obtained from 75% of the U.S- DHHS Income Guideline

Family Size	150% DHHS Poverty Guideline Amount	Income Level	Points	Fuel Type	Points
1	\$17,820	Under \$8,910.00	5pts.	Propane	3 pts.
2	\$24,030	\$8,911-\$12,015	4 pts.	Wood	2 pts.
3	\$30,240	\$12,016-\$15,120	3 pts.	Electricity	1 pts.
4	\$36,450	\$15,121-\$18,225	1 pts.	Fuel Points:	
5	\$42,660	Over \$18,226	0 pts.		
6	\$48,900	Income Points		- Disability/ - Medical - Elderly - Children under 6 yr. - High Energy cost Burden	1 pt.
7	\$55,140	Household Size	Points		
8	\$61,380	1-2 Persons	0 pts.		
For each additional person, add	+ \$6,240 each additional family member	3-4 persons	1 pts.		
		5-6 persons	2 pts.		
IS HOUSEHOLD INCOME ELIGIBLE?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Over 6 persons	3 pts.		
		HH Points:		Priority Points:	

Total Points: _____

Percentage eligibility in reference to points

Number of Points	Percent of LIHEAP assistance	LIHEAP Benefit Amount
8+	100%	\$ 300
5-7	85%	\$ 225
1-4	75%	\$ 150

Approved Vendor: _____ Denied- Reason: _____

Completed By: _____ Date of Review: _____

Concurred By: _____ Date: _____