

# **LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

**Fiscal Year 2014**



**State of Alaska  
Heating Assistance Program  
Division of Public Assistance  
Department of Health & Social Services**

**FY 2014 Detailed Plan  
August 2013**

**William J. Streur  
Commissioner**

**Sean Parnell  
Governor**

## State of Alaska

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## Introduction

This document is the State of Alaska's proposed grant application and plan for the fiscal year (FY) 2014 Low Income Home Energy Assistance Program (LIHEAP). The plan covers the period of October 1, 2013 through September 30, 2014.

The purpose of the LIHEAP program is to provide assistance to low income households to offset the high cost of home heating. The State's LIHEAP block grant is administered by the Department of Health and Social Services (DHSS), Division of Public Assistance, and is known as the Heating Assistance Program (HAP).

This plan addresses the procedures used by the DHSS Heating Assistance Program. The LIHEAP funded heating assistance programs operated by tribal organizations are independent, and not subject to the provisions of this plan.

LIHEAP grantees must submit a detailed plan once every three years. In the remaining two years, grantees may submit their plan in an abbreviated format. This State of Alaska LIHEAP plan is submitted in the detailed format.

For more information contact the Heating Assistance Program, P.O. Box 110640, Juneau, Alaska 99811-0640; voice/TDD (907) 465-3099; In Juneau Fax (907) 465-5254. In all other areas Fax toll free 1-888-282-3319; or email: [liheap@alaska.gov](mailto:liheap@alaska.gov).

The Commissioner of the Department of Health and Social Services, William H. Streur, has signed the assurances required under the current LIHEAP statute. A copy of the Governor's delegation of LIHEAP signatory authority to the Commissioner is included with this application.

**\*Assurances**

The State of Alaska agrees to:

(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.

Certification to the Assurances: As Chief Executive Officer, I agree to comply with the sixteen assurances contained in Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended.\* By signing these assurances, I also agree to abide by the standard assurances on lobbying, debarment and suspension, and a drug-free workplace.

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory.\*\*

Signature: \_\_\_\_\_ see attached \_\_\_\_\_

Title: Commissioner, State of Alaska, Department of Health and Social Services

Date: \_\_\_\_\_

**\* Indian tribes/tribal organizations, and territories with annual regular LIHEAP allotments of \$200,000 or less, are not subject to assurance 15, and thus must only certify to 15 assurances.**

**\*\* If a person other than the Chief Executive Officer of the State or territory, or Tribal Chairperson or Board Chairperson of a tribal organization, is signing the certification to the assurances, a letter must be submitted delegating such authority. (PLEASE ATTACH DELEGATION of AUTHORITY.) The delegation must include authority to sign the assurances, not just to administer the program.**

**\*\*\* HHS needs the EIN (Entity Identification Number) of the State, territory or Tribal agency that is to receive the grant funds before it can issue the grant.**

In the above assurances which are quoted from the law, "State" means the 50 States, the District of Columbia, an Indian Tribe or Tribal Organization, or a Territory; "title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended, the "Low Income Home Energy Assistance Act"; "section" means Section 2605 of OBRA; and, "subsection" refers to Section 2605(b) of OBRA.

**Please See Attached Letter Delegating Signing Authority to Commissioner Streur**

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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)**

**DETAILED MODEL PLAN**

**PUBLIC LAW 97-35, AS AMENDED**

**FY 2014**

**State of Alaska**

**EIN: 926001185**

**Heating Assistance Program**

**350 Main Street, Suite 317**

**Juneau, AK 99801-1700**

**Susan Marshall, Program Coordinator**

**[LIHEAP@health.state.ak.us](mailto:LIHEAP@health.state.ak.us)**

**Phone: (907) 465-3099 Fax: (907) 465-5254**

**PLEASE CHECK ONE: TRIBE \_\_\_\_\_ STATE  X  INSULAR AREA \_\_\_\_\_**

**Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
Washington, DC 20447**

**August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01**

**OMB Approval No. 0970-0075**

**Expiration Date: 4/30/2014**

**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.



2605(c)(1)(C) The funds reserved for winter crisis assistance which have not been expended by March 15 will be reprogrammed to:

(alternate use of crisis assistance funds)

- heating assistance
- weatherization assistance
- Other(specify): **carryover to the following fiscal year**

Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served? (This is required by the statute.)  Yes  No

2605(b)(2)

2605(c)(1)(A)

What are your maximum eligibility limits?  
(Please check the components to which they apply)

(eligibility)

Current year guidelines must be used.

150% of the FY \_\_ poverty guidelines:  
heating \_\_ cooling \_\_ crisis \_\_ wx \_\_

**150%** of the FY **2013** poverty guidelines:  
heating  cooling \_\_ crisis  wx \_\_

110% of the FY \_\_ poverty guidelines:  
heating \_\_ cooling \_\_ crisis \_\_ wx \_\_

60% of the State's FY **2013** median income:  
heating \_\_ cooling \_\_ crisis \_\_ wx \_\_

Other (specify for each component and include any categorically eligible households)

2605(c)(1)(A)

2605(b)(2)

(eligibility)

Do you have additional eligibility requirements for **HEATING ASSISTANCE**?

Yes  No

Do you use:

Yes No

Assets test?

Do you give priority in eligibility to:

Elderly?

Disabled?

Young children?   X       

Other: (If yes, please describe)?   X       

**Households in which the applicant is a current beneficiary of a public assistance program administered by the Division of Public Assistance are considered categorically income eligible for heating assistance. These programs include the Supplemental Nutrition Assistance Program (SNAP) also known as Food Stamps; Alaska Temporary Assistance Program; Medicaid; Denali KidCare, Senior Benefits Program; Adult Public Assistance; General Relief Assistance; and Chronic and Acute Medical Assistance.**

**All household must submit a completed application which is postmarked or received by the Division of Public Assistance before May 1 or on or after September 1 of each year.**

**The dwelling for which heating assistance is requested is located in the state, and at least one member of the household is physically present in the state at the time of application for, and receipt of, heating assistance; and the household:**

- (1) physically resides in the dwelling for which heating assistance is requested; or**
- (2) is seeking heating assistance to help with the natural gas or electric utility deposit necessary to move into rental housing in the state;**

**At least one member of the household must be a United States citizen or a qualified alien.**

**The household's annual unsubsidized home heating costs must exceed \$200.**

**A household is NOT ELIGIBLE to participate in the heating assistance program if, at the time of eligibility determination, the household:**

- (1) is eligible for or has received LIHEAP benefits from an Indian tribal organization;**
- (2) resides in a crisis center, hotel, motel, tent, or other shelter normally intended for temporary occupancy, and has resided there for less than 60 consecutive days before the date of signature on the completed application;**
- (3) resides in a hospital, nursing home, state pioneer home, or other public or private institution to receive treatment for a mental or physical illness, student dormitory, correctional facility, or on a military base; or**
- (4) resides in subsidized rental housing and has no direct home heating costs.**

2604(c) Do you have additional eligibility requirements for **CRISIS ASSISTANCE**?  
 2605(c)(1)(A)  X  Yes   No

Do you use:		<u>Yes</u>	<u>No</u>
(eligibility) Assets test?		<u> </u>	<u> X </u>
Must the household have received a shut-off notice or have an empty tank?		<u> X </u>	<u> </u>
Must the household have exhausted regular benefit?		<u> </u>	<u> X </u>
Must the household have received a rent eviction notice?		<u> X </u>	<u> </u>
Must heating/cooling be medically necessary?		<u> </u>	<u> X </u>
Other (Please explain):		<u> X </u>	<u> </u>

**A household may receive benefits under either regular heating or crisis expedited assistance, but not both.**

What constitutes a crisis (please describe)?

**A household may receive expedited crisis assistance if:**

- (1) the applicant has requested expedited service;**
- (2) the household's gross monthly income is less than the household's monthly shelter costs;**
- (3) the applicant has suffered, or will suffer within 48 hours, termination of fuel or home heating-related utility services; and**
- (4) the division has verified the application.**

**A household may fax or mail an application to the Heating Assistance Program directly or through a third party (such as a fee agent, senior center, vendor, etc.) to request expedited assistance. The caseworker telephones the vendor to determine the amount needed to resolve the crisis. If the crisis grant amount will cover the amount, the caseworker immediately authorizes the amount needed to resolve the situation. If the amount will not cover the bill, the caseworker negotiates with the vendor on behalf of the applicant, or counsels the applicant, to help them find a way to cover the remaining balance.**

2605(c)(1)(A) Do you have additional eligibility requirements for **WEATHERIZATION?**  
 (eligibility) \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**NO MONEY BEING ALLOCATED TO WEATHERIZATION IN FY 2014**

Do you use: Yes No

Assets test? \_\_\_\_\_ \_\_\_\_\_

Priority groups? (Please list) \_\_\_\_\_ \_\_\_\_\_

Are you using Department of Energy (DOE) Low Income Weatherization Assistance Program (LIWA)) rules to establish priority eligibility for households with certain characteristics? \_\_\_\_\_ \_\_\_\_\_

If yes, are there exceptions? \_\_\_\_\_ \_\_\_\_\_  
 Please list below.

2605(b)(3) Please check the outreach activities that you conduct that are designed to  
 2604(c)(3)(A) assure that eligible households are made aware of all LIHEAP assistance  
 (outreach) available:

- provide intake service through home visits or by telephone for the physically infirm (i.e. elderly or disabled).
- 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. Vendors are sent pre-season start-up packets with posters, applications, brochures, information on crisis eligibility criteria and other material to display at their locations.
- make mass mailing to past recipients of LIHEAP.
- inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.
- utilize early application period at the beginning of the program for

the elderly or disabled.

\_\_\_ execute interagency agreements with other low-income program offices to perform outreach to target groups.

X other (Please specify):

**The Division of Public Assistance has four regional offices and seventeen district offices. All of these offices are supplied with Heating Assistance applications and other information relative to the program.**

**Fee agents, located in most villages, conduct outreach activities, assist individuals in completing applications, verify information, obtain necessary documentation, and send applications to the Juneau HAP office.**

**A toll-free number to the HAP central office has been made available to fee agents and vendors so that they may assist clients with questions.**

**Some Tribal organizations, that do not operate a LIHEAP program in their area, use their social services offices to assist HAP applicants (particularly non-English-speaking persons).**

**Home energy suppliers are furnished with applications and posters, and actively refer clients.**

**The state coordinates outreach and eligibility determinations between the heating, crisis and weatherization components to target households with members who are elderly, disabled or under 6 years of age.**

2605(b)(4)  
(coordination)

Please describe how you will assure that LIHEAP is coordinated with similar and related programs. The description provided applies to all components unless specifically noted.

**The State provides Heating Assistance Program posters and application forms to Women, Infant and Children (WIC) nutrition clinics and Head Start Programs to facilitate application by households with young children.**

**Outreach materials are cooperatively distributed by the Alaska Commission on Aging grantees, senior citizen housing complexes, the Division of Vocational Rehabilitation, Alliances for the Mentally Ill and other related agencies serving people who are elderly or disabled.**

**Employment offices, food banks, women's shelters and other agencies serving low-income people are furnished with and distribute heating**

assistance application forms.

**Subgrantees of the Alaska Housing Finance Corporation (AHFC), which administers the low income weatherization program, are supplied with HAP outreach materials to promote heating assistance to weatherization clients.**

**The HAP includes information on the availability of weatherization services in its mass mailing of heating assistance applications.**

**Electric utilities eligible for the power cost equalization subsidy are required to cooperate with AHFC to implement cost-effective energy conservation measures such as weatherization and other insulating methods.**

**The Alaska Housing Finance Corporation (AHFC) provides data to the Heating Assistance Program to identify participants in publicly subsidized rental housing. The data indicates if the participant has direct heating costs, and if so, the amount of the heating allowance.**

2605(b)(5)  
2605(b)(2)  
2605(b)(8A)

(benefit  
levels)

The statute requires that there be no difference in the treatment of households eligible because of their income and those eligible because they receive benefits under TANF, Food Stamps, SSI, or certain means-tested veterans programs (“categorically eligible”). How do you ensure there is no difference when determining eligibility and benefit amounts? This applies to all components unless specifically noted below.

**For heating and crisis assistance, all households must complete an application, meet the income guidelines and demonstrate that they have home heating expenses.**

**Income from public assistance, Social Security, and Veteran's benefits are considered countable income and are included in the calculation of benefit amounts. For households in which all members are a recipient of public assistance, the income used to determine eligibility and benefits for the public assistance program may be used to verify their income for heating assistance. The heating assistance program still looks at actual income reported for the other programs. Other computation factors, such as community heating points and dwelling types, are applied to all households, even those with categorical income eligibility, when determining eligibility and benefit amounts.**

**If, at the start of the federal fiscal year, the level of federal funding is uncertain, payments to households will be prioritized. In order to serve the most vulnerable households, those with the highest home energy needs as defined in federal statute, Section 2603(4), priority will be given to households with income at or below 125% of the federal poverty income guidelines or containing a member over 60 years of age, under 6 years of age, or disabled.**

2605(b)(5) **HEATING COMPONENT**

(determination of benefits) Please check the variables you use to determine your benefit levels (check all that apply):

- income  
 family (household) size  
 home energy cost  
 fuel type  
 climate/region  
 individual bill (if residing in subsidized rental housing)  
 dwelling type  
 energy burden (**estimated** % of income spent on home energy)  
 energy need  
 other (describe)

**Modeled space home heating cost.**

**Proportionate share of home heating expenses for multiple households living in a single residence.**

**Due to budget cuts; we will reduce benefits, across the board, by 10% after the benefit amount has been determined.**

2605(b)(5)  
2605(c)(1)(B)

(benefit levels)

Describe how you will assure that the highest benefits go to households with the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size. Please describe benefit levels or attach a copy of your payment matrix.

**Benefit amounts are based upon community specific heating cost points for a “typical” home. The points were determined using the AHFC’s “AKWarm” energy modeling software, which incorporates Alaska specific data for weather, fuel and utility costs. The modeled community heating cost points are adjusted for dwelling type, and then adjusted for income, expressed as a percentage of the Alaska poverty level. An additional point is added if the household includes a priority group member. The final point total is multiplied by \$150. We will then reduce the benefit by 10% to make up for funding cuts. A complete description of Alaska’s benefit calculation begins on the following page.**

**The amount of a subsidized rental housing utility deposit is the minimum amount required to establish natural gas and/or electric service, up to a maximum of \$500.**

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

Yes  No If yes, please describe.

## State of Alaska

**Heating Assistance Benefit Computation****Step 1 – Community fuel points**

The division has assigned heating cost points to each community in the state, based upon the community's annual fuel cost and climatic conditions. These points are listed in Appendix A.

- If the household uses natural gas and another fuel type for heat, the division will use the community heating cost points for natural gas.
- If the household uses self-harvested wood or coal for heat, the division will use the community heating cost points for oil multiplied by 0.5.
- If the household uses purchased wood or coal for heat, the division will use the community heating cost points for oil multiplied by 0.8.

**Step 2 – Dwelling type**

The division will multiply the community heating cost points by the first one of the following factors that describes the household's dwelling. If more than one factor applies, the division will use the factor listed first:

- (0) the factor of 1 if the household resides in a single-family home with two bedrooms.
- (1) the factor of 1.4 if the household resides in a mobile home with heated living space of 980 square feet or more;
- (2) the factor of 0.4 if the household resides in a travel trailer or mobile home less than 35 feet in length, or in an RV, tent or pickup camper;
- (3) the factor of 0.15 if the household resides in a one-room dwelling such as a studio apartment, hotel or boarding home;
- (4) the factor of 0.35 if the household resides on a boat;
- (5) the factor of 0.55 if the household resides in a one-bedroom dwelling, or a one-room house or cabin without bedrooms;
- (6) the factor of 1.3 if the household resides in a three-or-more-bedroom single family, duplex or triplex home;
- (7) the factor of 0.7 if the household resides in a two-bedroom unit in an apartment building of four or more attached units.
- (8) no factor is applied for Subsidized Rental Housing Utility Deposit applications.

If the household resides in a single residence with one or more other households, the heating cost points are reduced to the household's proportionate share of the home heating expenses.

**Step 3 – Household size and income**

The division reviews and verifies each household's gross income for the month prior to application. Verification may be provided through: documentary evidence (wage stub, award

letter, etc.); Division of Public Assistance and Department of Labor records; or impartial third parties such as fee agents, village council representatives, or social service agencies.

The division will assign each household the following percentage of heating cost points based upon the household's gross monthly income and family size, expressed as a percentage of the Alaska poverty level. The Alaska poverty level figures are included in Appendix B.

- 100 percent of points if the household's gross monthly income is no more than 25 percent of the Alaska poverty level;
- 90 percent of points if the household's gross monthly income is more than 25 percent but no more than 50 percent of the Alaska poverty level;
- 80 percent of points if the household's gross monthly income is more than 50 percent but no more than 75 percent of the Alaska poverty level;
- 70 percent of points if the household's gross monthly income is more than 75 percent but no more than 100 percent of the Alaska poverty level;
- 60 percent of points if the household's gross monthly income is more than 100 percent but no more than 125 percent of the Alaska poverty level;
- 50 percent of points if the household's gross monthly income is more than 125 percent of the Alaska poverty level but no more than the maximum allowable.

If the household's gross monthly income exceeds the maximum allowable poverty level the household is not eligible.

#### **Step 4 – Priority groups**

The division will add one point to the income adjusted heating cost points if the household includes one or more members 60 years of age or older, legally disabled, or under six years of age.

#### **Step 5 – Round points**

The division will round the final total heating cost points to the nearest whole number. The total heating cost points may not exceed 35 points.

#### **Step 6 – Heating points of 2.0 or more**

Households must have heating cost points of 2.0 or more before rounding to be eligible for heating assistance.

#### **Step 7 – Multiply by the benefit rate**

The division will multiply by the FY 2014 benefit rate of \$150.

#### **Step 8 – Reduce the benefit by 10%**

The division will multiply the amount in Step 7 by 10% and then reduce the final benefit by that amount. This is being done to compensate for funding cuts

The amount of heating assistance may be reduced by the amount of the unpaid balance that the household owes the division for previously awarded heating assistance to which the household was not entitled. The division will use this method of recoupment of

overpayments only if the household has not responded to the division’s request for repayment or the household defaults on its repayment agreement.

The following examples illustrate how a household’s heating assistance benefit is determined.

<b>Example 1</b>			<b>Benefit calculation:</b>
Step 1.	Community, Fuel	Anchorage, N Gas	4 points
Step 2.	Dwelling	3 bedroom house	3 points x 1.3 = 3.9 points
Step 3.	Household Size, Income	4; \$2,530	101-125% of poverty = 60% 3.9 points x 0.6 = 2.34 points
Step 4.	Household includes elderly, disabled or child under age 6	No	N/A
Step 5.	Heating points of 2.0 or more	Yes	2.34 points
Step 6.	Round points		Rounded = 2 points
Step 7.	Multiply by benefit rate		2 points x 150 = \$300
Step 8.	Multiply by 10% and reduce benefit rate by that amount to obtain the final benefit		\$300 X 10% = \$30 \$300 - \$30 = \$270

<b>Example 2</b>			<b>Benefit calculation:</b>
Step 1.	Community, Fuel	Fairbanks, Oil	14 points
Step 2.	Dwelling	2 bedrm, 4+unit bldg	14 points x 0.7 = 9.8 points
Step 3.	Household Size, Income	2; \$2,102	126-150% of poverty = 50% 9.8 points x 0.5 = 4.9 points
Step 4.	Household includes elderly, disabled or child under age 6	Yes	4.9 points + 1 = 5.9 points
Step 5.	Heating points of 2.0 or more	Yes	5.9 points
Step 6.	Round points		Rounded = 6 points
Step 7.	Multiply by benefit rate		6 points x \$150 = \$900
Step 8.	Multiply by 10% and reduce benefit rate by that amount to obtain the final benefit		\$900 X 10% = \$90 \$900 - \$90 = \$810

<b>Example 3</b>			<b>Benefit calculation:</b>
Step 1.	Community, Fuel	Savoonga, Oil	23 points
Step 2.	Dwelling	2 bedroom house	No adjustment
Step 3.	Household Size, Income	5, \$2,300	76-100% of poverty = 70% 23 points x 0.7 = 16.1 points
Step 4.	Household includes elderly, disabled or child under age 6	Yes	16.1 points + 1 = 17.1 points
Step 5.	Heating points of 2.0 or more	Yes	17.1 points
Step 6.	Round points		Rounded = 17 points
Step 7.	Multiply by benefit rate		17 points X \$150 = \$2,550
Step 8.	Multiply by 10% and reduce benefit rate by that amount to obtain the final benefit		\$2,550 X 10% = \$255; \$2,550 - \$255 = \$2295

<b>Example 4</b>			<b>Benefit calculation:</b>
Step 1.	Community, Fuel	Anchorage, N Gas	3 points
Step 2.	Dwelling	Studio apartment	3 points x 0.15 = 0.45 points
Step 3.	Household Size, Income	1, \$1,500	126-150% of poverty = 50% .45 points x 0.5 = 0.225 points
Step 4.	Household includes elderly, disabled or child under age 6	No	N/A
Step 5.	Heating points of 2.0 or more	No	0.225 points
Step 6.	Round points		N/A
Step 7.	Multiply by benefit rate		Ineligible
Step 8.	Multiply by 10% and reduce benefit rate by that amount to obtain the final benefit		Ineligible

2605(b)(5)  
2605(c)(1)(B)

**CRISIS COMPONENT**

How do you handle crisis situations?

(benefit  
determination)

separate component     other (please explain)

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

Amount to resolve crisis, up to maximum

other (please describe)

**Crisis assistance benefits are expedited heating benefits. The benefit amounts are computed in the same manner as heating benefits.**

(benefit  
levels)

Please indicate maximum benefit for each type of crisis assistance offered.

heating    \$5,250    maximum benefit

cooling    \_\_\_\_\_    maximum benefit

year-round    \_\_\_\_\_    maximum benefit

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

Yes  No If yes, please describe.

2605(b)(5)  
2605(c)(1)  
(B) & (D)

**WEATHERIZATION &  
OTHER ENERGY RELATED HOME REPAIR AND IMPROVEMENTS**

What LIHEAP weatherization services/materials do you provide? (Check all categories that apply.) **NONE IN 2014**

- Weatherization needs assessments/audits
- Caulking, insulation, storm windows, etc.
- Furnace/heating system modifications/repairs
- Furnace replacement
- Cooling efficiency mods/repairs/replacement
- Other (Please describe)

**installation, replacement, and repair of windows, exterior doors, roofs, exterior walls and floors; installation, replacement, or repair of smoke/fire alarms; and post weatherization audits of homes that were weatherized.**

Do you have a maximum LIHEAP weatherization benefit/expenditure per

household?  no  
If yes, what is the maximum amount? \$\_\_\_\_\_

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

- Entirely under LIHEAP (not DOE) rules
- Entirely under DOE LIWAP rules
- Mostly under LIHEAP rules with the following DOE LIWAP rule(s) where LIHEAP and LIWAP Rules differ (Check all that apply):
  - Weatherize buildings if at least 66% of units (50% in 2- & 4-unit buildings) are eligible units or will become eligible within 180 days
  - Weatherize shelters temporarily housing primarily low income persons (excluding nursing homes, prisons, and similar institutional care facilities).
  - Other (Please describe)

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

- Must follow the State of Alaska Weatherization Operations Manual.
- Weatherization not subject to DOE LIWAP maximum statewide average cost per dwelling unit.
- Other (Please describe.)

2605(b)(6) The state or tribe administers LIHEAP through the following local agencies:

- county welfare offices
- community action agencies (weatherization component only)
- community action agencies (heating, cooling or crisis (agency charitable organizations designation)
- not applicable (i.e. state energy office)
- tribal office
- other, describe:

2605(b)(6) Have you changed local administering agencies from last year?  
(agency designation)  Yes  No

If yes, please describe how you selected them. What components are affected by the change? **NONE**

2605(c)(1)(E) Please describe any additional steps (other than those described elsewhere in this plan) that will be taken to target assistance to households with high home energy burdens. **(This applies to all**

**components. If all steps to target households with high home energy burdens are described elsewhere in the plan, no further information is required here.)**

2605(b)(7)  
(agency designation)

Do you make payments directly to home energy suppliers?

Heating  yes  No

Crisis  yes  No

If yes, are there exceptions?  Yes  No If yes, please describe.

**Applicants are paid directly if:**

- (1) the household pays rent and pays home heating and electricity costs indirectly through rental payments,**
- (2) the vendor has not executed a Heating Assistance Program agreement, or**
- (3) the client heats with wood that they have self harvested. If the client claims self harvest they must show receipts for chain saw blades, chain saw, etc.**

**A portion of the grant may be paid to the home energy supplier and the remainder to the applicant if the household pays home heating costs indirectly through rental payments but pays directly for home electricity.**

2605(b)(7)(A)

If you make payments directly to home energy suppliers, how do you notify the client of the amount of assistance paid? (please describe)

**At time of payment, the heating assistance computer system (HAS) generates two Notices of Action: one goes to the household explaining the amount of heating assistance and the distribution of benefits amongst their vendors; the other goes to the vendor listing the client's name, address, account number and grant amount.**

2605(b)(7)  
(B) & (C)

How do you make sure the home energy supplier performs what is required in this assurance? If vendor agreements are used, they may be attached. Indicate each component for which this description applies.

**All vendors wishing to receive heating or crisis assistance payments on behalf of their eligible customers are required to sign a Vendor Heating Assistance Agreement with the State of Alaska, Department of Health and Social Services (see Appendix D). This agreement prohibits discrimination against HAP clients.**

Vendors paid in advance must confirm that the payment was received and credited to the eligible household's account.

Line of credit vendors must supply the fuel by June 30. To receive payment they must submit the invoices by July 15. The HAP issues a state warrant to the household for the balance of any HAP credit remaining after the July 15 deadline.

New vendors, or vendors with past performance problems, are paid only upon submission of delivery invoices (line-of-credit vendors). Notice of Actions for clients using line-of-credit vendors are generated both at the time of eligibility determination, and when the entire grant has been exhausted.

Each program year the HAP surveys 500 randomly selected households. The survey seeks input on proper HAP credit by vendors and any difficulties in the use of HAP credit.

2605(b)(8)(B)

Is there any difference in the way owners and renters are treated? If yes, please describe.

(owners and renters)

**HEATING ASSISTANCE:**

yes  no

All households must show that they pay for home heating needs either directly, or indirectly through rent. Renters that have no direct home heating costs must provide a copy of a rent receipt or rental agreement to show that they pay rent. Households that reside in subsidized rental housing and have no direct home heating costs are not eligible.

**CRISIS ASSISTANCE:**

yes  no

Renters with no direct heating expenses must provide a copy of their eviction notice to be considered for expedited assistance.

2605(b)(10)

How do you ensure good fiscal accounting and tracking of LIHEAP funds? (Please describe. Include a description of how you monitor fiscal activities.)

Fiscal control and fund accounting procedures are provided by the State to assure proper disbursement of and accounting for federal

**funds. All expenditures are coded and tracked through the Alaska State Accounting System (AKSAS).**

**Case specific heating and crisis expenditures are tracked and reported by the HAS software. HAP staff compare this expenditure data with AKSAS on a monthly basis to ensure that the systems are consistent. Total expenditures by LIHEAP components and fiscal years are also summarized and tracked on spreadsheets by the Division of Administrative Services and by HAP staff.**

**The required annual financial and compliance audit of all LIHEAP funds is conducted by the Legislative Affairs Agency - Audit Division, in accordance with generally accepted accounting principles and requirements of the "Single Audit Act of 1984" (P.L. 98-502).**

2605(b)(10)  
(program,  
fiscal  
monitoring,  
and audit)

How do you monitor program activities? (Please be sure to include a description of how you monitor eligibility and benefit determination.)

**Ongoing review of at least 5% of heating assistance cases by the HAP caseworker supervisor ensures quality control in the eligibility and benefit determination process.**

**Maintenance of program records, case files, and financial transaction documentation by the State provides a clear monitoring and audit trail.**

How is your LIHEAP program audited?

Under the Single Audit Act? Yes If not, please describe:

For States and Territories:

Is there an annual audit of local administering agencies? \_\_\_ Yes \_\_\_ No  
**N/A – do not use outside agencies**

2605(b)(12)  
(timely and  
meaningful  
public  
participation)

How did you get timely and meaningful public participation in the Development of the plan (please describe)?

**The public is provided opportunity for participation in the development of the plan through public hearing and written comments. The State published notice on the State’s on-line public notice website to solicit comments from the public and concerned agencies. Copies of the plan were mailed to tribal partners, weatherization providers, and the policy advisory committee. Copies of the public notice directing interested parties to the on-line public notice website and the plan were mailed to vendors, social agencies, DPA offices, Legal Services, and Office of Public**

**Advocacy.** Free copies of the draft plan were made available upon request. At least 30 days is provided for comment prior to any action regarding the plan.

During the comment period the LIHEAP Policy Advisory Committee met to review the input resulting from the public comments. The Committee represents low income citizens, home energy suppliers, the Regulatory Commission of Alaska, the Rural Alaska Community Action Program, and concerned agencies. The first 1 1/2 hours of this meeting are open for public comments. Due consideration is given to public comment.

Did you conduct public hearings on the proposed use and distribution of your LIHEAP funds?  X  yes \_\_\_ no When and where?

2605(a)(2)  
(public  
hearings)

**The Department of Health and Social Services held a statewide public comment period to solicit comment on the proposed use and distribution of FY 2014 LIHEAP block grant funds from July 24, 2013 through August 26, 2013 A Public Hearing was held July 30, 2013 at our Anchorage office. We also held a statewide telephonic hearing on August 21, 2013 utilizing a toll-free call-in number.**

2605(b)(13)  
(fair hearings)

Describe your fair hearing procedures for households whose applications are denied or not acted on in a timely manner. When are applicants informed of these rights?

**Fair Hearings are described in Appendix C.**

2605(b)(13)

Does the State agency that administers the following LIHEAP component also administer the State's welfare program?

**HEATING ASSISTANCE**

X  Yes \_\_\_ No

If yes, describe alternate process for outreach and intake:

**An applicant need not visit a welfare office to obtain benefits. The vast majority of LIHEAP clients mail their applications to the state office without ever visiting a public assistance office.**

**At the beginning of each program year a mass mailing is made to all the prior year recipients with households containing a person over 60 years of age, under 6 years of age, disabled, or with household income the prior season at less than 125% of the federal poverty income guidelines in September. All other prior recipients receive an application prior to program start-up on October 1.**

Applications are mailed to all of the senior centers in the state where they are made available to all who are interested. In addition, applications are delivered to home bound elderly, and assistance is provided to those needing help in completing the application form.

(alternate outreach and intake)

A display advertisement is published in the Senior Voice newspaper during the months of November and March. This is a statewide newspaper which specifically targets the elderly. The advertisement includes information about obtaining an application form.

Interested applicants may call their local Public Assistance office to request that a Heating Assistance Program application be mailed to them. Once the application is completed it can be mailed directly to the state office in Juneau.

The State contracts with fee agents in 250 villages in Alaska, with populations ranging from 60 to 500 people, to provide applications and assist clients in completing them. Fee agents are commissioned agents of the State and are paid based on the number of client applications completed. They provide personalized service to all interested applicants in their village(s).

A statewide toll-free 24-hour telephone hotline provides information on all Division of Public Assistance programs, including heating assistance. This interactive voice response system provides general program information, information on expedited crisis assistance, and the current status of a household's application and grant payment(s).

The Heating Assistance Program office can be reached toll-free within Alaska by calling 1-800-470-3058.

Heating Assistance Program information and application forms are available under Energy Services on the State of Alaska web page at: [www.heatinghelp.alaska.gov](http://www.heatinghelp.alaska.gov).

#### CRISIS ASSISTANCE

Yes       No

If yes, describe alternate process for outreach and intake:

Households seeking expedited assistance in crisis situations fax or mail their completed application to the Heating Assistance Program in Juneau. Expedite caseworkers review and take action to resolve the energy crisis within 48 hours if the household is eligible for assistance, or within 18 hours if the household is in a life

threatening situation.

An elderly or disabled applicant who is unable to leave their residence to submit an application for crisis benefits may:

- (1) have their application form picked up and faxed for them by a friend, relative, senior center representative, fee agent, charitable organization, etc., or
- (2) relay the application information to HAP staff by telephone. Expedite caseworkers will proceed with action to resolve the heating emergency for eligible applicants and will mail the application form to the applicant for signature.

Alternate processes listed for heating benefits are also applicable for crisis benefits.

2605(b)(16)

Do 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? (This assurance refers to activities such as needs assessments, counseling, and assistance with energy vendors.)

yes       no

2607A

Please describe leveraging activities planned for the fiscal year. Complete this entry if you plan to apply for LIHEAP leveraging incentive funds and to include in your leveraging report resources/benefits provided to low income households this fiscal year under criterion (iii) in 45 CFR 96.87(d)(2). Provide the following information for each:

- 1. Identify and describe each resource/benefit;
- 2. Identify the source(s) of each resource: and
- 3. Describe the integration/coordination of each resource/benefit with the LIHEAP program, consistent with one or more of conditions A-H in 45 CFR 96.87(d)(2)(iii)

***POWER COST EQUALIZATION (PCE) PROGRAM***

**Description of resource/benefit**

The goal of the PCE program is to reduce the cost of power to customers in rural parts of Alaska that rely on high cost diesel fuel for most of their electric power generation. To receive a power cost

equalization payment, a customer of an eligible electric utility:

- (1) must be billed by the utility in accordance with the relevant tariff, rate structure, separate demand charge, or minimum charge;
- (2) must make timely payments to the utility, for the electric power purchased, at least annually or on an appropriate schedule throughout the year; and
- (3) must pay the base amount, plus the difference between the utility rate and the amount of the power cost equalization, for each kilowatt-hour consumed.

The PCE rate is determined by the Regulatory Commission of Alaska. Utilities then submit monthly reports to the Division of Energy that documents eligible power sold. The Division of Energy calculates the amount of PCE on a monthly basis and issues payment to the utility that flows through to the customer in the form of a reduced monthly electric bill.

Through its subsidy of residential utility bills, the PCE program substantially increases the portion of heating assistance benefits available for the purchase of home heating fuel. Without PCE assistance, low income rural households would have insufficient financial resources to purchase heating fuel and maintain the electric service necessary to run their heating systems.

**Source of resource**

The State Legislature appropriates state funds for the PCE program each year.

**Integration/coordination of the resource with the LIHEAP program**

The PCE, Heating Assistance and Weatherization programs formally recognize their coordinated efforts in addressing the home energy needs of low income Alaskans through a written memorandum of agreement as described in the Leveraging Incentive Program condition F (45 CFR 96.87(d)(2)(iii)(F)).

The coordination responsibilities of the parties include:

Preparation of an annual low-income integrated service report which includes the number of households, by PCE participating community, receiving state or tribal LIHEAP heating or weatherization assistance; the estimated percentage of PCE utility customers receiving heating or weatherization assistance; and the percentage of households ineligible for PCE due to bill non-payment.

**Additional Heating Assistance Program outreach efforts to target households not eligible for PCE due to bill non-payment, including dissemination of such information to LIHEAP tribal providers.**

**Additional outreach efforts through the weatherization service providers to target households ineligible for PCE due to bill non-payment, in villages selected for weatherization work.**

**Consumer education through weatherization providers to households ineligible for PCE due to non-payment, when weatherization crews are working in the village where the non-payment occurred. If there is a high incidence of non-payment in the village, technical assistance will be offered to the utility to help determine the cause of the non-payment.**

**Work with utilities receiving PCE to enhance energy conservation in villages where weatherization work is performed.**

**Weatherization crews could install utility provided conservation materials, diagnose high bill complaints or other conservation measures to be negotiated.**

**An annual report by the PCE program of the communities and utilities participating in the program, the number of residential customers served, the average monthly eligible kilowatt-hour per customer for each utility, the PCE rate per utility, and the number of months the utility participated in the PCE program (if less than twelve).**

**An annual list of the number of eligible households by utility and community made non-eligible for PCE due to 12 months of non-payment.**

## ***STATE GENERAL FUNDS***

### **Description of resource/benefit**

**In addition to the leveraging activities listed above, we will be submitting a leveraging report under 45 CFR 96.87(d)(2)(ii) for State funds used to supplement the LIHEAP Program during FY 2014.**

### **Source of resource**

**The State Legislature appropriates state funds for the Heating Assistance Program to help offset the high costs of heating in Alaska.**

**Integration/coordination of the resource with the LIHEAP program**

These funds were appropriated by the Alaska Legislature for heating assistance supplemental benefits for all households that received LIHEAP funding. Supplements are issued at the end of the season to help offset residents' heating costs. The supplement is a percentage of their original award.

***ALASKA HOUSING FINANCE CORPORATION (AHFC)  
WEATHERIZATION PROGRAM*****Description of resource/benefit**

The goal of AHFC's Weatherization Program is to reduce the cost of heating and energy usage in Alaskan's homes.

**Source of resource**

AHFC is funded through several sources including the state general fund, LIHEAP, DOE and mortgages they underwrite. LIHEAP funds will not be included in leveraging reports.

**Integration/coordination of the resource with the LIHEAP program**

AHFC and the Heating Assistance program recognize their coordinated efforts in helping low income Alaskans stay safe and warm in their homes by reducing energy consumption.

The coordination responsibilities of the parties include:

- Outreach and promotion of the weatherization program by Heating Assistance.
- Heating Assistance provides a monthly list of all heating benefit recipients to the weatherization providers which they use to prequalify households for weatherization services.
- Weatherization crews encourage participants to apply for heating assistance, if they haven't already applied, when they are performing work at residents' homes.
- Weatherization crews provide energy education while performing their audit and installing measures. This helps to lower heating bills.
- AHFC maintains files showing what was done in each home.
- Data (not including LIHEAP funds) is provided to the Heating Assistance Program to file their leveraging report.

**CITGO-VENEZUELA HEATING OIL PROGRAM****Description of resource/benefit**

The goal the CITGO-Venezuela Heating Oil Program is to assist low-income families by distributing up to 100 gallons of fuel oil to qualified applicants.

**Source of resource**

The program is funded through CITGO and their shareholder, Petroleos de Venezuela, S.A. (PDVSA). The program was created in 2005 in partnership with the Citizens Program Corporation and assists some of the most vulnerable communities.

**Integration/coordination of the resource with the LIHEAP program**

The CITGO Heating Oil Program is administered by several tribal organizations in Alaska. These agencies are able to pre-qualify applicants for the CITGO program based upon their LIHEAP eligibility. In order to qualify for CITGO they must have received LIHEAP assistance or meet income guidelines. Only certain communities were invited to participate. The Heating Assistance Program Coordinator will work with the tribal organizations to obtain reports and documentation for the leveraging report. This is being submitted under 45 CFR 96.87 (d)(2)(iii)(A).

\* Leveraged resources/benefits that are counted under criterion (iii) in 45 CFR 96.87(d)(2) must be identified and described in the grantee's LIHEAP plan and distributed as indicated in the plan.

2605(b) Please describe performance goals and measures planned for the fiscal year.

The program coordinator has been meeting with vendors to discuss collection of performance measures data and how to go about doing so for each type of fuel/vendor. The goal is to begin collecting data for FY 2014 in the summer of 2014.

**STATE LIHEAP CONTACT PERSON**

Please send copies of all fiscal and program information to the Program Coordinator listed below:

Susan Marshall  
State of Alaska  
Department of Health & Social Services  
Division of Public Assistance  
Heating Assistance Program  
P.O. Box 110640  
Juneau, Alaska 99811-0640  
(907) 465-3099  
FAX (907) 465-5254  
Internet: [susan.marshall@alaska.gov](mailto:susan.marshall@alaska.gov)

## State of Alaska

## APPENDIX A

Community	Oil/ Electricity/ Propane	Natural Gas
Adak	6	N/A
Akhiok	8	N/A
Akiachak	21	N/A
Akiak	21	N/A
Akutan	11	N/A
Alakanuk	21	N/A
Alatna	27	N/A
Aleknagik	13	N/A
Alexander Creek	7	N/A
Allakaket	27	N/A
Ambler	35	N/A
Anaktuvuk Pass	16	N/A
Anchor Point	6	N/A
Anchorage	8	5
Anderson	11	N/A
Angoon	8	N/A
Aniak	21	N/A
Annette	6	N/A
Anvik	19	N/A
Arctic Village	32	N/A
Atka	6	N/A
Atmautluak	19	N/A
Atqasuk	24	N/A
Auke Bay	5	N/A
Barrow	21	6
Beaver	24	N/A
Beluga	7	N/A
Bethel	16	N/A
Bettles	29	N/A
Big Lake	7	5
Birch Creek	27	N/A
Brevig Mission	23	N/A
Buckland	33	N/A
Cantwell	11	N/A
Central	23	N/A
Chalkyitsik	28	N/A
Chase	8	N/A
Chefornak	20	N/A
Chena Hot Springs	11	N/A
Chenega	8	N/A
Chevak	25	N/A
Chickaloon	8	N/A
Chicken	19	N/A

## State of Alaska

## APPENDIX A

Community	Oil/ Electricity/ Propane	Natural Gas
Chignik	9	N/A
Chignik Lagoon	9	N/A
Chignik Lake	9	N/A
Chiniak	6	N/A
Chistochina	12	N/A
Chitina	11	N/A
Chuathbaluk	21	N/A
Chugiak	7	5
Circle	23	N/A
Circle Hot Springs	23	N/A
Clam Gulch	7	N/A
Clarks Point	16	N/A
Clear	11	N/A
Coffman Cove	6	N/A
Cold Bay	11	N/A
Cold Foot	19	N/A
College	10	N/A
Cooper Landing	9	6
Copper Center	11	N/A
Cordova	7	N/A
Craig	5	N/A
Crooked Creek	26	N/A
Deering	31	N/A
Delta Junction	11	N/A
Denali Park	10	N/A
Dillingham	11	N/A
Diomedes	27	N/A
Dot Lake	12	N/A
Douglas	5	N/A
Dutch Harbor	6	N/A
Eagle	19	N/A
Eagle River	8	5
Edna Bay	11	N/A
Eek	22	N/A
Egegik	15	N/A
Eilson AFB	11	N/A
Eklutna	8	5
Ekuk	16	N/A
Ekwok	14	N/A
Elfin Cove	6	N/A
Elim	26	N/A
Elmendorf AFB	8	5
Emmonak	24	N/A

## State of Alaska

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Community	Oil/ Electricity/ Propane	Natural Gas
Ester	11	N/A
Evansville	29	N/A
Excursion Inlet	7	N/A
Fairbanks	10	8
False Pass	11	N/A
Fort Greely	11	N/A
Fort Richardson	8	5
Fort Wainwright	10	N/A
Fort Yukon	23	N/A
Fox	11	N/A
Fritz Creek	7	N/A
Funter Bay	7	N/A
Gakona	11	N/A
Galena	20	N/A
Gambell	27	N/A
Georgetown	26	N/A
Girdwood	8	5
Glennallen	11	N/A
Golovin	26	N/A
Goodnews Bay	20	N/A
Grayling	22	N/A
Gulkana	11	N/A
Gustavus	6	N/A
Haines	6	N/A
Halibut Cove	7	N/A
Healy	10	N/A
Healy Lake	13	N/A
Hollis	5	N/A
Holy Cross	21	N/A
Homer	7	N/A
Hoonah	7	N/A
Hooper Bay	25	N/A
Hope	7	N/A
Houston	7	5
Hughes	33	N/A
Huslia	30	N/A
Hydaburg	5	N/A
Hyder	4	N/A
Igiugig	12	N/A
Iliamna	19	N/A
Indian	8	5
Ivanof Bay	12	N/A
Juneau	5	N/A

## State of Alaska

## APPENDIX A

Community	Oil/ Electricity/ Propane	Natural Gas
Kake	6	N/A
Kaktovik	24	N/A
Kalskag (Lower)	23	N/A
Kalskag (Upper)	23	N/A
Kaltag	22	N/A
Karluk	10	N/A
Kasaan	5	N/A
Kasigluk	19	N/A
Kasilof	7	6
Kenai	8	6
Kenny Lake (Tonsina)	11	N/A
Ketchikan	4	N/A
Kiana	26	N/A
King Cove	11	N/A
King Salmon	13	N/A
Kipnuk	20	N/A
Kivalina	28	N/A
Klawock	5	N/A
Klukwan	8	N/A
Knik	7	5
Kobuk	35	N/A
Kodiak	6	N/A
Kokhanok	19	N/A
Koliganek	16	N/A
Kongiganak	22	N/A
Kotlik	24	N/A
Kotzebue	21	N/A
Koyuk	25	N/A
Koyukuk	20	N/A
Kwethluk	20	N/A
Kwigillingok	22	N/A
Lake Minchumina	27	N/A
Larsen Bay	7	N/A
Levelock	12	N/A
Lime Village	26	N/A
Livengood	14	N/A
Manley Hot Springs	13	N/A
Manokotak	16	N/A
Marshall	25	N/A
McCarthy	11	N/A
McGrath	22	N/A
McKinley Park	10	N/A
Mekoryuk	21	N/A

## State of Alaska

## APPENDIX A

Community	Oil/ Electricity/ Propane	Natural Gas
Mentasta Lake	12	N/A
Metlakatla	6	N/A
Minto	16	N/A
Moose Creek	11	N/A
Moose Pass	6	N/A
Mountain Village	25	N/A
Myers Chuck	5	N/A
Naknek	13	N/A
Nanwalek	8	N/A
Napakiak	11	N/A
Napaskiak	20	N/A
Naukati	6	N/A
Nelson Lagoon	8	N/A
Nenana	11	N/A
New Stuyahok	16	N/A
Newhalen	19	N/A
Newtok	25	N/A
Nightmute	21	N/A
Nikiski	7	6
Nikolaevsk	6	N/A
Nikolai	27	N/A
Nikolski	6	N/A
Ninilchik	8	N/A
Noatak	32	N/A
Nome	17	N/A
Nondalton	19	N/A
Noorvik	26	N/A
North Pole	11	N/A
Northway	12	N/A
Nuiqsut	20	1
Nulato	24	N/A
Nunapitchuk	19	N/A
Old Harbor	7	N/A
Oscarville	20	N/A
Ouzinkie	6	N/A
Palmer	7	5
Paxson	12	N/A
Pedro Bay	19	N/A
Pelican	7	N/A
Perryville	9	N/A
Peters Creek	8	5
Petersburg	5	N/A
Pilot Point	12	N/A

## State of Alaska

## APPENDIX A

Community	Oil/ Electricity/ Propane	Natural Gas
Pilot Station	25	N/A
Pitka's Point	25	N/A
Platinum	20	N/A
Pleasant Valley	11	N/A
Point Baker	11	N/A
Point Hope	23	N/A
Point Lay	18	N/A
Port Alexander	11	N/A
Port Alsworth	19	N/A
Port Graham	8	N/A
Port Heiden	12	N/A
Port Lions	8	N/A
Port Protection	11	N/A
Portage	8	5
Portage Creek	14	N/A
Quinhagak	20	N/A
Rampart	20	N/A
Red Devil	26	N/A
Ruby	19	N/A
Russian Mission	25	N/A
Saint George	11	N/A
Saint Marys	25	N/A
Saint Michael	23	N/A
Saint Paul	11	N/A
Salcha	11	N/A
Sand Point	8	N/A
Savoonga	27	N/A
Saxman	4	N/A
Scammon Bay	22	N/A
Selawik	29	N/A
Seldovia	9	N/A
Seward	6	N/A
Shageluk	24	N/A
Shaktoolik	21	N/A
Sheldon Point	24	N/A
Shishmaref	29	N/A
Shungnak	35	N/A
Sitka	6	N/A
Skagway	8	N/A
Skwentna	11	N/A
Slana	12	N/A
Sleetmute	26	N/A
Soldotna	9	6

## State of Alaska

## APPENDIX A

Community	Oil/ Electricity/ Propane	Natural Gas
Solomon	26	N/A
South Naknek	13	N/A
Stebbins	21	N/A
Sterling	9	6
Stevens Village	23	N/A
Stony River	26	N/A
Sutton	7	5
Takotna	20	N/A
Talkeetna	8	N/A
Tanacross	12	N/A
Tanana	20	N/A
Tatitlek	11	N/A
Telida	27	N/A
Teller	23	N/A
Tenakee	7	N/A
Tetlin	16	N/A
Thorne Bay	5	N/A
Togiak	17	N/A
Tok	12	N/A
Toksook Bay	21	N/A
Tonsina	11	N/A
Trapper Creek	8	N/A
Tuluksak	21	N/A
Tuntutuliak	20	N/A
Tununak	20	N/A
Twin Hills	17	N/A
Two Rivers	11	N/A
Tyonek	7	N/A
Ugashik	12	N/A
Unalakleet	21	N/A
Unalaska	6	N/A
Valdez	8	N/A
Venetie	23	N/A
Wainwright	21	N/A
Wales	27	N/A
Ward Cove	4	N/A
Wasilla	7	5
Whale Pass	6	N/A
White Mountain	26	N/A
Whittier	8	5
Willow	7	N/A
Wiseman	19	N/A
Wrangell	5	N/A

## State of Alaska

## APPENDIX A

Community	Oil/ Electricity/ Propane	Natural Gas
Yakutat	6	N/A

Note: If natural gas utility service becomes available in additional communities, the division will use the natural gas points from the geographically closest community with natural gas listed above.

**Appendix B**  
**FY 2014 Poverty Income Guidelines**

# of HH	0 - 25%	26 - 50%	51 - 75%	76- 100%	101 - 125%	126 - 150%
Members	1.00	0.90	0.80	0.70	0.60	0.50
1	\$ 298	\$ 597	\$ 896	\$ 1,195	\$ 1,493	\$ 1,792
2	\$ 403	\$ 807	\$ 1,211	\$ 1,615	\$ 2,018	\$ 2,422
3	\$ 508	\$ 1,017	\$ 1,525	\$ 2,034	\$ 2,542	\$ 3,051
4	\$ 613	\$ 1,226	\$ 1,839	\$ 2,453	\$ 3,066	\$ 3,679
5	\$ 718	\$ 1,436	\$ 2,154	\$ 2,872	\$ 3,590	\$ 4,308
6	\$ 822	\$ 1,645	\$ 2,468	\$ 3,291	\$ 4,113	\$ 4,936
7	\$ 927	\$ 1,855	\$ 2,782	\$ 3,710	\$ 4,637	\$ 5,565
8	\$ 1,032	\$ 2,065	\$ 3,097	\$ 4,130	\$ 5,162	\$ 6,195
9	\$ 1,137	\$ 2,275	\$ 3,412	\$ 4,549	\$ 5,686	\$ 6,824
10	\$ 1,242	\$ 2,484	\$ 3,726	\$ 4,968	\$ 6,210	\$ 7,452
11	\$ 1,347	\$ 2,694	\$ 4,040	\$ 5,387	\$ 6,734	\$ 8,081
12	\$ 1,452	\$ 2,903	\$ 4,355	\$ 5,806	\$ 7,258	\$ 8,709

**APPENDIX C****FAIR HEARING PROCEDURES**

To help inform applicants of their rights, the Heating Assistance Program (HAP) income guidelines, hearing procedures, and civil rights information is printed on each application. General eligibility criteria is printed on outreach materials.

The State will provide the opportunity for an administrative hearing to any household whose application is not acted upon within 45 days of receipt in the HAP central office.

Clients are informed of any action taken on their case by a Notice of Action. This notice includes an explanation of the right to a fair hearing.

An applicant who disagrees with any action which reduces, suspends, denies, or terminates benefits may request a fair hearing within 30 days of the date of the notice. However, year to year program changes affecting all applicants are not subject to these hearings.

A request for a fair hearing may be submitted in writing, by telephone, or in person by a member of the household or its representative to any office of the Division of Public Assistance. Upon receipt of the request the Division will conduct a review of the case. If an error occurred, the action is corrected and the household is notified in writing. If no error is apparent, the Division will send the household a letter explaining the information used to determine the household's eligibility and how the program rules were applied. The household is instructed to contact the Division to pursue a fair hearing request if they believe an error was made on their case. They are further advised that if they do not contact the Division, the Division will conclude that the fair hearing request has been withdrawn.

A household may wish to have a pre-hearing conference between a representative of the Division and the household and/or its representative. Misunderstandings about program rules and criteria may be resolved through discussion at the conference and may make the hearing unnecessary.

Pre-hearing conferences and fair hearings may be held by telephone. The household has the right to do all the following before and during the hearing:

- (1) Examine all documents and records that will be used at the hearing including the manuals or manual sections relied on by the Division in taking the contested action.
- (2) Present the case personally or be represented by an attorney, paralegal, friend, or any person who may be helpful in the presentation of the case.
- (3) Bring witnesses.
- (4) Advance arguments without undue interference.
- (5) Question or refute any testimony or evidence, including an opportunity to confront and cross examine adverse witnesses.
- (6) Submit evidence to establish all pertinent facts and circumstances in the case.

The Division will hold the hearing, make a decision, notify the household, and implement the decision within 90 days of the request for the hearing.

**APPENDIX D**

**State of Alaska  
Department of Health and Social Services  
Heating Assistance Program  
Vendor Agreement**

PARTIES

- a. State of Alaska, Department of Health and Social Services, Division of Public Assistance, hereinafter called DPA, and
- b. \_\_\_\_\_ hereinafter called the Vendor.  
(Name of Home Heating Supplier)

PURPOSE OF AGREEMENT

The purpose of this agreement is to provide for the payment of home heating costs on behalf of low-income households eligible for the Heating Assistance Program (HAP). To accomplish this the parties agree to the following terms and conditions.

DPA CONDITIONS

- 1. Upon certification of an eligible household, DPA shall send a written Notice of Action to the Vendor and the household. The notice will state the amount of heating assistance available to the household, and how the assistance is to be distributed among its vendors.
- 2. DPA shall then make a cash advance payment equal to the amount of heating assistance assigned to the Vendor on the household's behalf.
- 3. DPA will make heating assistance payments only for home heating products (i.e. fuel oil, electricity, natural gas, propane, wood, coal, and in some cases gasoline when used only to harvest and gather wood). Incidental charges necessary for use and delivery of home heating may be paid from an eligible household's heating assistance benefits (i.e. charges for reconnection of service, late payment, delivery, deposits or memberships).

VENDOR CONDITIONS

- 1. The Vendor 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 received from the Heating Assistance Program. If payment covers only a portion of the balance due, it must be applied to the oldest part of the bill.
- 2. The Vendor agrees that no household receiving heating assistance will be treated adversely because of such assistance under applicable provision of the State law or public regulatory requirements.

3. The Vendor agrees not to discriminate, either in cost of goods supplied or the services provided, against the household on whose behalf payments are made. Information about grantees and their benefits are to be confidential.
4. The Vendor will, after receipt of the written notice of a household's eligibility and upon the household's request, provide home heating fuel to the eligible household (unless such action violates established company policy). To speed up Vendor notification of a household's eligibility and the delivery of service in emergency situations, Vendors may be advised by telephone by an authorized DPA representative of a household's eligibility.
5. Vendors receiving cash advances from HAP on behalf of eligible households for overdue or future home heating bills must promptly provide verification to HAP that the payments were received and credited to the household's account. This may be accomplished by either a signed statement citing the name, date and the amount credited to the household's account, or by submitting a copy of the household's bill which shows the credited HAP payment. Once confirmation of payment is received by HAP, no further verification of the use of HAP credit is required (except as required by conditions 7 and 8 below).
6. Vendors receiving cash advances on behalf of eligible households must apply such payments only to the home energy portion of the household's account. **Vendors must list the credited HAP payment on the household's bill, invoice or statement.** Payments may be used only for approved home heating products for the eligible households own use (DPA Condition No. 3) and not for any other non-heating related charges.
7. If a household with a prepaid HAP credit balance chooses to close its service account with the Vendor, the remaining credit must be refunded directly to the household or the DPA. HAP must be notified promptly of refunds made to a household by a statement containing the household's name, amount of the refund, and the date. If the Vendor elects to make the refund to DPA, the check payable to the State of Alaska should be sent to HAP referencing the customer's name. NOTE: Vendor's are not obligated to refund HAP credit upon request of the household unless the household is closing its service account, (i.e. moving or changing home heating vendors).
8. If a household with a prepaid HAP credit balance dies, the credit balance may be left on the same service account for use by surviving family or household members. If there are no other persons in the household continuing to use the service account, the Vendor must promptly refund the remaining credit to the State. Similarly, if a household moves without leaving a forwarding address, the Vendor must promptly refund remaining credit to the State. If a credit balance goes unused for six months and the Vendor cannot contact the client, the credit balance must be refunded to the state.

This agreement is not effective until signed by both parties.

VENDOR

STATE OF ALASKA

\_\_\_\_\_  
Name of company as reported to the I.R.S.

Division of Public Assistance  
Name of Organization

\_\_\_\_\_  
Mailing Address

350 Main Street, Suite 317

\_\_\_\_\_  
City State Zip Code

Juneau, Alaska 99801-1700

Phone No: \_\_\_\_\_

Phone No: (907) 465-3099

FAX No: \_\_\_\_\_

FAX No: (907) 465-3319

X  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Type or Print Name Above

Susan Marshall  
Type or Print Name Above

\_\_\_\_\_  
Title

Program Coordinator  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please furnish the following information for your company

Business Status:

List of communities served:

\_\_\_\_\_ Non-profit

\_\_\_\_\_

\_\_\_\_\_ Parent

\_\_\_\_\_

\_\_\_\_\_ Corporation

\_\_\_\_\_

\_\_\_\_\_ Sole proprietor

List of home heating products sold:

\_\_\_\_\_ Subsidiary \_\_\_\_\_  
Name of parent co.

\_\_\_\_\_

\_\_\_\_\_ Using Parent Tax I.D.

\_\_\_\_\_

\_\_\_\_\_ Other

Brand of heating products sold

(Chevron, Union, Tesoro, etc.):

Tax I.D. No: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.

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**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.

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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.

**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 point 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)

10002 Glacier Highway, Juneau, AK

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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]

**CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned 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.

\_\_\_\_\_ see attached \_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Organization

**INVITATION FOR PUBLIC COMMENT  
AND  
NOTICE OF PUBLIC HEARING**

State of Alaska  
Department of Health & Social Services  
Division of Public Assistance

The Department of Health and Social Services invites the public to comment on the state plan for the proposed use of the 2013-2014 federal Low Income Home Energy Assistance Program (LIHEAP) block grant funds.

This proposed plan describes the procedures used by the Heating Assistance Program. The plan includes the proposed allocation of funds for heating and weatherization assistance, a description of the method for determining eligibility and the amount of the heating assistance benefit, and the proposed benefit rate for the 2013-2014 program.

**A copy of the proposed LIHEAP plan can be found at [www.alaska.gov](http://www.alaska.gov), under Public Notices On-Line. It was posted on July 24, 2013. You may also request a copy from the Heating Assistance Program by calling (907) 465-3058.**

Any interested person may present written comments on the proposed LIHEAP plan to the Heating Assistance Program, P.O. Box 110640, Juneau, Alaska 99811-0640; fax (907) 465-3319, or email [LIHEAP@alaska.gov](mailto:LIHEAP@alaska.gov). Written comments must be received no later than 4:30 p.m. Monday, August 26, 2013.

If you need a special accommodation in order to comment on the proposed LIHEAP plan, please contact Susan Marshall at (907) 465-3099 by Wednesday, August 21, 2013, to make necessary arrangements.

**NOTICE OF PUBLIC HEARING**

The Department of Health and Social Services, Division of Public Assistance, Heating Assistance Program will hold a public hearing on Tuesday, July 30, 2013 from 8:30 a.m. to 10:00 a.m. in Room 880 of the Frontier Building, 3601 C Street, in Anchorage. The meeting will include a discussion of the State's LIHEAP Plan and the proposed use of the 2013-2014 Federal Low Income Energy Assistance Program (LIHEAP) block grant.

For more information, please contact Susan Marshall, Heating Assistance Program, at (907) 465-3099, or e-mail [susan.marshall@alaska.gov](mailto:susan.marshall@alaska.gov).

If you are a person with a disability who may need special accommodations to participate, please call Susan Marshall at (907) 465-3099 no later than July 26, 2013 to make any necessary arrangements.



## NOTICE OF PUBLIC HEARING

State of Alaska  
Department of Health & Social Services  
Division of Public Assistance

The Department of Health and Social Services invites the public to comment on the state plan for the proposed use of the 2013-2014 federal Low Income Home Energy Assistance Program (LIHEAP) block grant funds.

**The Department of Health and Social Services, Division of Public Assistance, Heating Assistance Program will hold a public hearing on Wednesday, August 21, 2013 from 9:00 a.m. to 10:00 a.m. The hearing will be conducted telephonically. To comment on the Plan, please call 1-855-463-5009.**

This proposed plan describes the procedures used by the Heating Assistance Program. The plan includes the proposed allocation of funds for heating and weatherization assistance, a description of the method for determining eligibility and the amount of the heating assistance benefit, and the proposed benefit rate for the 2013-2014 program. The plan can be found at: <http://aws.state.ak.us/OnlinePublicNotices/Notices/View.aspx?id=169138>

Any interested person may also present written comments on the proposed LIHEAP plan to the Heating Assistance Program, P.O. Box 110640, Juneau, Alaska 99811-0640; fax (907) 465-3319, or email [LIHEAP@alaska.gov](mailto:LIHEAP@alaska.gov). Written comments must be received no later than 4:30 p.m. Monday, August 26, 2013.

If you need a special accommodation in order to comment on the proposed LIHEAP plan, please contact Susan Marshall at (907) 465-3099 by Tuesday, August 20, 2013, to make necessary arrangements.

Certification to the Assurances: As Chief Executive Officer, I agree to comply with the sixteen assurances contained in Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended.\* By signing these assurances, I also agree to abide by the standard assurances on lobbying, debarment and suspension, and a drug-free workplace.

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory.\*\*

Signature: \_\_\_\_\_



Title: \_\_\_\_\_

Commissioner, State of Alaska, Department of Health and Social Services

Date: \_\_\_\_\_

30 Aug 2013

**\* Indian tribes/tribal organizations, and territories with annual regular LIHEAP allotments of \$200,000 or less, are not subject to assurance 15, and thus must only certify to 15 assurances.**

**\*\* If a person other than the Chief Executive Officer of the State or territory, or Tribal Chairperson or Board Chairperson of a tribal organization, is signing the certification to the assurances, a letter must be submitted delegating such authority. (PLEASE ATTACH DELEGATION of AUTHORITY.) The delegation must include authority to sign the assurances, not just to administer the program.**

**\*\*\* HHS needs the EIN (Entity Identification Number) of the State, territory or Tribal agency that is to receive the grant funds before it can issue the grant.**

In the above assurances which are quoted from the law, "State" means the 50 States, the District of Columbia, an Indian Tribe or Tribal Organization, or a Territory; "title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended, the "Low Income Home Energy Assistance Act"; "section" means Section 2605 of OBRA; and, "subsection" refers to Section 2605(b) of OBRA.

**CERTIFICATION REGARDING LOBBYING**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned 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.



Signature William J. Streur

Commissioner

Title

State of Alaska Department of Health and Social Services

Organization

STATE CAPITOL  
P.O. Box 110001  
Juneau, AK 99811-0001  
907-465-3500  
fax: 907-465-3532



550 West Seventh Avenue, Suite 1700  
Anchorage, AK 99501  
907-269-7450  
fax 907-269-7461  
[www.Gov.Alaska.Gov](http://www.Gov.Alaska.Gov)  
[Governor@Alaska.Gov](mailto:Governor@Alaska.Gov)

**Governor Sean Parnell**  
**STATE OF ALASKA**

August 29, 2013

Ms. Lauren Christopher  
Acting Director  
Division of Energy Assistance  
Office of Community Services  
Administration for Children and Families  
Department of Health and Human Services  
370 L'Enfant Promenade, SW  
Washington, DC 20447

Dear Ms. Christopher,

I, Sean Parnell, Governor of the State of Alaska, authorize the Commissioner of the Alaska Department of Health and Social Services, the Honorable William J. Streur, to make the certifications required by the Low Income Home Energy Assistance Block Grant under Title XXVI of Public Law 97-35, as amended.

The Department of Health and Social Services is the single State agency responsible for administering the Low Income Home Energy Assistance Program Plan. The legal authority under which the agency administers the plan on a statewide basis is AS 47.05.010.

Please do not hesitate to contact my office at 907-465-3500 or Commissioner Streur at 907-269-5195 should you need additional information.

Sincerely,

  
Sean Parnell  
Governor

cc: The Honorable William J. Streur, Commissioner, Department of Health and Social Services  
Kip Knudson, Director of State/Federal Relations, Office of the Governor