

ATTACHMENT 3

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

DETAILED MODEL PLAN

PUBLIC LAW 97-35, AS AMENDED

FISCAL YEAR (FY) 2014

GRANTEE State of Montana

EIN: 1-81-030-2402-B2

ADDRESS Intergovernmental Human Services Bureau

PO Box 202956

Helena, MT 59624-2956

NAME OF LIHEAP COORDINATOR Kane Quenemoen

EMAIL: kquenemoen@mt.gov

TELEPHONE: (406) 447-4267 FAX: (406) 447- 4287

PLEASE CHECK ONE: TRIBE  STATE  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: 04/30/2014

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.

GRANTEE State of Montana

FFY 2014

Assurances

The State of Montana agrees to:  
(Grantee Name)

(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: 

Title: Administrator, Human and Community Services Division

Date: 8/23/13

\* 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.

statutory  
references

2605(a)

2605(b)(1) → Please check which components you will operate under the LIHEAP program.  
(Note: You must provide information for each component designated here as requested elsewhere in this plan.)

		<u>Dates of Operation</u>
(use of funds)	<input checked="" type="checkbox"/> heating assistance	<u>October through April</u>
	<input type="checkbox"/> cooling assistance	_____
	<input checked="" type="checkbox"/> crisis assistance	<u>Year Round</u>
	<input checked="" type="checkbox"/> weatherization assistance	<u>Year Round</u>

2605(c)(1)(C) → Please estimate what amount of available LIHEAP funds will be used for each component that you will operate: **The total of all percentages must add up to 100%.**

(use of funds)	<u>66.92</u> % heating assistance
	<u>00</u> % cooling assistance
	<u>3.00</u> % crisis assistance
2605(k)(1)	<u>15.00</u> % weatherization assistance
	<u>00</u> % carryover to the following fiscal year
2605(b)(9)	<u>10.00</u> % administrative and planning costs
2605(b)(16)	<u>5.00</u> % services to reduce home energy needs including needs assessment (assurance 16)
	<u>.08</u> % used to develop and implement leveraging activities (limited to the greater of 0.08% or \$35,000 for States, the greater of 2% or \$100 for territories, tribes and tribal organizations).
	<u>100.00</u> <b>TOTAL</b>

statutory  
references

2605(c)(1)(C)

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

(alternate use  
of crisis assistance  
funds)

heating assistance

cooling assistance

weatherization assistance

Other(specify):

→ 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.)

**Current year guidelines must be used.**

(eligibility)

150% of the poverty guidelines:  
heating  cooling  crisis  wx

125% of the poverty guidelines:  
heating  cooling  crisis  wx

110% of the poverty guidelines:  
heating  cooling  crisis  wx

60% of the State's median income:  
heating  cooling  crisis  wx

Other (specify for each component)

**Note: Montana uses 60% of the State's median income for household of up to seven members and if greater uses 150% of the poverty guidelines.**

**Montana utilizes DOE WAP income eligibility limits of up to 200% the Federal Poverty Guidelines (FPL) provided under DOE WAP regulations contained in 10 CFR Part 440. Poverty income guidelines are revised annually and published in the Federal Register.**

Households automatically eligible if one person is receiving

X  TANF,  X  SSI,  X  Food Stamps,   Certain means-tested veterans programs (heating   cooling   crisis   wx  )  
(Food Stamps – All household members must be eligible)

GRANTEE  State of Montana  FFY  2014

statutory  
references

2605(c)(1)(A)  
2605(b)(2)  
(eligibility)

→ Do you have additional eligibility requirements for:  
**HEATING ASSISTANCE**  X  Yes   No

→ Do you use:  Yes   No

Assets test?  X

→ Do you give priority in eligibility to:

Elderly?    X

Disabled?    X

Young children?    X

Other:    X   
(If Yes, please describe)

statutory  
references

2605(c)(1)(A)  
2605(b)(2)

→Do you have additional eligibility requirements for:  
**COOLING ASSISTANCE** (  Yes  No)

(eligibility)

→Do you use:	<u>Yes</u>	<u>No</u>
Assets test?	_____	_____
→Do you give priority in eligibility to:		
Elderly?	_____	_____
Disabled?	_____	_____
Young children?	_____	_____
Other: (If Yes, please describe)	_____	_____

statutory  
references

2604(c)  
2605(c)(1)(A)

→ Do you have additional eligibility requirements for:  
**CRISIS ASSISTANCE** ( Yes  No)

(eligibility)

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

→ What constitutes a crisis? (Please describe)

Crisis assistance may be provided to an eligible household only when circumstances present a serious, imminent threat to the health and safety of the household. Some examples are:

- the household's primary supply of energy is interrupted because of weather conditions;
- weather or other forces outside the control of the household damages the household's dwelling and causes the dwelling to suffer a severe loss of heat;
- hazardous or potentially hazardous conditions exist in the household's primary home water heating and/or space heating systems and safety modifications to the system are required;
- elevated carbon monoxide, etc,

Please see Attachment #1 for further policy information.

statutory  
references

2605(c)(1)(A) → Do you have additional eligibility requirements for:  
WEATHERIZATION (  Yes  No)

(eligibility)

→ Do you use: Yes No

Assets test?  X

Priority groups? (Please list)  X

Elderly and Disabled

→ Are you using Department of Energy (DOE) Low  
Income Weatherization Assistance Program  
(LIWAP) rules to establish eligibility or to establish  
priority eligibility for households with certain  
characteristics?  X

→ If Yes, are there exceptions?    X   
Please list below.

statutory  
references

2605(b)(3)  
2605(c)(3)(A)  
  
(outreach)

→ Please check the outreach activities that you conduct that are designed to assure that eligible households are made aware of all LIHEAP assistance available:

X provide intake service through home visits or by telephone for the physically infirm (i.e. elderly or disabled).

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

X publish articles in local newspapers or broadcast media announcements.

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

X make mass mailing to past recipients of LIHEAP.

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

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

X other (Please specify): mass mailings to recipients of other human services who are not participating in LIHEAP (identified by computer interface).

statutory  
references

2605(b)(4)

→ 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.

(coordination)

The same Agencies that contract with the Department to deliver LIHEAP also operate the weatherization assistance program and several federal housing programs. Policy manuals and regulations are in place governing these programs in Montana. Both programs are monitored using a standardized monitoring instrument. The same contracts are used for all agencies.

Additionally, the Section 8 and other housing programs as well as Energy Share, USB Energy programs and local Emergency Services programs are operated by CAA programs. Those programs are monitored under the auspices of the Community Service Block Grant (CSBG) standard monitoring instrument. The Housing programs such as section 8 are monitored and assessed based upon their own program standards. Energy programs are also required to meet standards established by their funders.

2605(b)(5)

2605(b)(2)

2605(b)(8A)

→ 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.

(benefit  
levels)

Income, assets, household size, type of home, type of fuel and geographic location are the factors used to determine the benefit level. It is inconsequential whether they are categorically eligible or not.

statutory  
references

**HEATING COMPONENT**

2605(b)(5) → Please check the variables you use to determine your benefit levels (check all that apply):

(determination  
of benefits)

- income
- family (household) size
- home energy cost or need
  - fuel type
  - climate/region
  - individual bill
  - dwelling type
  - energy burden  
(% of income spent on home energy)
  - energy need
  - other (describe)

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.

Our matrix is specifically designed to assure this.

(Please see Attachment #2)

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

Yes  No If Yes, please describe.

statutory  
references

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

**COOLING COMPONENT**

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

(determination  
of benefits)

**NOT APPLICABLE**

- income
- family (household) size
- home energy cost or need
  - fuel type
  - climate/region
  - individual bill
  - dwelling type
  - energy burden  
(% of income spent on home energy)
  - energy need
  - other (describe)

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

(benefit  
levels)

→ Describe how you will assure that the highest benefits will 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.

**NOT APPLICABLE**

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

Yes  No If Yes, please describe.

statutory  
references

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

**CRISIS COMPONENT**

(determination  
of benefits)

→How do you handle crisis situations?

X  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

X  other (please describe) amount to resolve crisis, no maximum

(benefit  
levels)

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

heating \$  N/A  maximum benefit

cooling \$  N/A  maximum benefit

year-round \$  N/A  maximum benefit

Note: Emergency assistance payments may exceed the \$250 maximum benefit amount without permission from the Department. Payment may be made for actual cost to alleviate a life threatening emergency.

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

Yes   No If Yes, please describe.

Emergency benefits can be used to alleviate energy-related emergencies. Emergency benefits can be used to purchase blankets, space heaters or other goods or services necessary to relieve emergencies. Please see Attachment #1 for further details.

statutory  
references

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.)

(types of  
assistance)

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

(benefit  
levels)

➔Do you have a maximum LIHEAP weatherization benefit/expenditure  
per household?  Yes  No

If Yes, what is the maximum amount? \$3,000 average (not maximum) per  
agency \_\_\_\_\_

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

(types of  
rules)

- 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.)

Weatherization not subject to DOE LIWAP maximum  
statewide average cost per dwelling unit.

Other (Please describe.)

Section 2605 (b) (1) (C) of the LIHEAP statute authorizes grantees to “provide low-cost residential weatherization and other cost-effective energy related home repair” and section 2605 (k) allows grantees to use LIHEAP funds for “low-cost residential weatherization or other energy-related home repair for low-income households.”

Homes weatherized 10 or more years prior to the application date for weatherization are eligible for weatherization with U.S. Department of Health and Human Services, and leveraged funds.

Skirting of mobile homes (or insulation of existing skirting) is an allowable weatherization measure provided subgrantees request and receive prior approval from the grantee and pay for the skirting (or insulation of existing skirting) with funds provided by the U.S. Department of Health and Human Services.

Use of LIHEAP funds for low/no cost energy conservation activities.

Additionally LIHEAP funds may be used for cost-effective, efficiency-related fuel switching. The Montana Computerized Energy Audit is used to determine the SIR of any fuel switch.

Montana utilizes DOE WAP income eligibility limits of up to 200% the Federal Poverty Guidelines (FPL) provided under DOE WAP regulations contained in 10 CFR Part 440. Poverty income guidelines are revised annually and published in the Federal Register.

## NON-STATIONARY HOMES

Where weatherization measures can be completed to meet standards, the Weatherization on non-stationary homes (e.g. RV campers or trailers) is allowable provided subgrantees request & receive prior approval from the grantee. Funds provided by the U.S. Department of Health & Human Services must be utilized for weatherization of non-stationary homes.

## TRAINING AND TECHNICAL ASSISTANCE

Montana intends to utilize 20% of LIHEAP weatherization funds for training and technical assistance as allowed under CFR 440.236(e).

## EQUIPMENT DISPOSAL

Equipment purchased with LIHEAP Weatherization funds which is no longer needed by the subgrantee who initially purchased it will be offered to other Montana LIHEAP Weatherization subgrantees at no charge. If no other LIHEAP Weatherization subgrantee in the state accepts the equipment, the subgrantee who initially purchased the equipment shall sell it at fair market value (FMV). All proceeds from the sale of equipment purchased with LIHEAP Weatherization funds will be reinvested into the LIHEAP Weatherization Program and utilized to weatherize additional homes.

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

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

→ Have you changed local administering agencies from last year?

Yes  No

If Yes, please describe how you selected them.

→ What components are affected by the change?

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.)**

(targeting of assistance)

Priority rating lists are provided from the LIHEAP computerized system. Priority is based upon the household's annualized fuel consumption as a percentage of the household's annual income, with a higher priority given to households that contain an elderly or handicapped member.

statutory  
references

2605(b)(7)  
(energy  
suppliers)

→Do you make payments directly to home energy suppliers?

Heating  Yes  No

Cooling  Yes  No

Crisis  Yes  No

If Yes, are there exceptions?  Yes  No

If Yes, please describe.

Payments are made directly to clients in cases where there is not a fuel vendor, such as in client purchases of wood or coal.

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)

LIHEAP Letters of Notification are sent to the client stating the amount of the benefit that has been sent to the fuel vendor on the client's behalf. The fuel vendor's name and client's account number are stated in the letter.

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.

Please see Attachment #3 for copies of vendor and contractor agreements, which are used for fuel and crisis benefit payments.

statutory  
references

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

**COOLING ASSISTANCE**

Yes  No

Not Applicable

**CRISIS ASSISTANCE**

Yes  No

**WEATHERIZATION**

Yes  No

statutory  
references

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.)

(program,  
Fiscal  
monitoring,  
and audit)

All LIEAP administering Agencies are, by contract, required to conduct the program in accordance with office of Management and Budget (OMB) Circulars A-110, A-122, and A-133.

Agencies are required to submit final expense reports and provide appropriate reconciliation.

The Department monitors Agencies at least on an annual basis.

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

Each Administrating Agency is monitored on-site by the Department at least on an annual basis. Random case file reviews are conducted to determine if client eligibility was determined correctly. Agencies are required to perform necessary corrective actions.

→ How is your LIHEAP program audited?

Under the Single Audit Act?  Yes  No  
If not, please describe:

The Department is audited through the Legislative Auditor's office on a two (2) year cycle. Administering Agencies are required, by contract, to conduct a financial audit under the Single Audit Act.

For States and Territories:

→ Is there an annual audit of local administering agencies?  Yes  No  
If not, please explain.

statutory  
references

2605(b)(12)

→How did you get timely and meaningful public participation in the development of the plan? (Please describe.)

(timely and  
meaningful  
partici-  
pation)

All LIHEAP policies and regulations are developed with active input of Area Agency on Aging and Community Action Agency (CAA) staff and clients. Roundtable meetings are held semi-annually to solicit their input. The LIHEAP State Plan is made available to the public annually to afford the public access the plan and the opportunity to review the Plan and provide comments. Comments can be made in writing or at a hearing established for the purpose of receiving public input. A public hearing is scheduled and advertised in major newspapers in Montana to notify of the comment process and period. A response is required for all comments received.

2605(a)(2)

→Did you conduct public hearings on the proposed use and distribution of your LIHEAP funds? When and where?

Yes  No

**(Not required for Tribes and tribal organizations)**

(public  
hearings)

Advertising was placed in all major newspapers announcing the public hearing. The plan was available to the public on August 12th. A public hearing on proposed FFY 2014 LIHEAP program was held on August 21, 2013 at the Department of Public Health and Human Services, in Helena, Montana. A copy of the hearing officer's review is attached. (Please see Attachment #4 for copies of any written comments received.)

statutory  
references

2605(b)(13)

→ 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)

Each applicant receives a Letter of Notification outlining his/her rights to a Fair Hearing (Please see Attachment 5.)

→ Denials

Each applicant receives a Letter of Notification outlining his/her rights to a Fair Hearing and the reason(s) for denial. (Please see Attachment 5.)

→ Applications Not Acted On In a Timely Manner

Each applicant receives a Letter of Notification outlining his/her rights to a Fair Hearing and the reason(s) for not acting on their application in a timely manner. (Please see Attachment 5.)

statutory  
references

2605(b)(15)

**For States and Puerto Rico only** (not applicable to Tribes and tribal organizations, or to territories whose annual regular LIHEAP allotments are \$200,000 or less):

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

(alternate  
outreach  
and intake)

**HEATING ASSISTANCE**

Yes  No

If Yes, describe alternate process for outreach and intake:

Although the State welfare Department is the administering Agency, the alternative delivery system for all LIHEAP components are operated locally by the State's Community action Agencies (CAA) and one (1) Agency on Aging (AAA) according to the act. See Attachment #6, Letter of Designation.

**COOLING ASSISTANCE**

Not Applicable.

Yes  No

If Yes, describe alternate process for outreach and intake:

**CRISIS ASSISTANCE**

Yes  No

If Yes, describe alternate process for outreach and intake:

Although the State welfare Department is the administering Agency, the alternative delivery system for all LIHEAP components are operated locally by the State's Community action Agencies (CAA) and one (1) Agency on Aging (AAA) according to the act. See Attachment #6, Letter of Designation.

statutory  
references

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

If Yes, please describe these activities.

Each administering Agency targets client outreach and education activities for all eligible households in accordance with annual work plans submitted by each. Each work plan describes the eligible activity and then describes how the activity will be accomplished.

Examples of activities:

- conducting energy education which is carried out through the creating and distribution of materials and participation in public events such as community fairs;
- educating vendors about energy programs by meeting face to face and establishing client referral practices.
- Engaging youth in energy awareness to promote conservation.

An example of an Assurance 16 work plan is available as #7.

If Yes, how do you ensure that you don't use more than 5% (statutory ceiling) of your LIHEAP funds for these activities?

Only five percent (5%) of available LIHEAP funds are contracted for Assurance 16 activities with contractors. These contracted activities will be monitored as part of the Department's field activities. An example of an Assurance 16 work plan is available as attachment #7.

statutory  
references

- 2607A (leveraging) → Please describe leveraging activities planned for the fiscal year. **(This entry is optional.)\*** 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 described 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 1 or more of conditions A-H in 45 CFR 96.87(d)(2)(iii).

\* 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. In addition, leveraging resources/benefits that are counted under criterion (ii) must be carried out under one or more components of the grantee's regular LIHEAP program.

## State Plan Application FY 2014

### (1) UTILITY COMPANY LOW INCOME DISCOUNT

NorthWestern Energy (NWE) Low Income Discount. LIHEAP eligible NWE customers receive twenty-five percent (25%) discount for electric usage and 30% discount for Natural Gas from November through April. Approximately 24,304 households qualify for these discounts which results in approximately \$4,000,000 in benefits to NWE LIEAP customers. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the NorthWestern Energy Company to eligible LIHEAP households.

Montana Dakota Utilities (MDU) Low Income Discount. LIHEAP eligible MDU customers receive fifteen percent (15%) average discount for natural gas and electric residential usage from October through September of the program year. Approximately 5,500 households qualify for this discount which results in an approximate \$850,000 benefit to MDU low-income customers. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the Montana Dakota Utilities to eligible LIHEAP households.

Missoula Electric Cooperative Discount. LIHEAP eligible customers receive a ten percent (10%) discount for residential electricity usage from October through April of the program year. Approximately 145 households in Missoula County receive this discount in the amount of \$14,000. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the Missoula Electric Cooperative to eligible LIHEAP households.

Energy West Gas Company Low Income Discount. LIHEAP eligible Energy West Gas Company customers receive an average fifteen percent (15%) discount for natural gas and

propane residential usage from October through September of the program year. Approximately 1,450 households qualify for this discount which results in nearly \$110,000 of benefit to Energy West Gas Company LIEAP customers. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the Energy West Gas Company to eligible LIHEAP households.

Flathead Electric Cooperative Low-Income Discount Program. LIEAP eligible households receive a low-income discount. Approximately 2,600 households in Flathead County receive this assistance for a total of \$181,000. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the Flathead Electric to eligible LIHEAP households.

## **(2) NORTHWESTERN ENERGY FREE WEATHERIZATION PROGRAM**

NorthWestern Energy (NWE) Free Weatherization Program. The NorthWestern Energy company provides annual funding to weatherize LIHEAP eligible low-income dwellings statewide. These monies can also be used to fuel switch if cost effective. Approximately 870 low-income households are served with approximately \$1,900,000 from NWE. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the NorthWestern Energy company to eligible LIHEAP households who are NorthWestern Energy customers.

## **(3) ENERGY SHARE OF MONTANA FUEL FUND**

Energy Share of Montana Fuel Fund. The Energy Share of Montana program makes utility and private contributions available to LIHEAP eligible and other low-income individuals for energy needs not provided by the LIHEAP and weatherization programs. Approximately 2,400 households statewide received an average benefit of \$365 from the \$896,000 that was available to Energy Share. Funding is provided for weatherizing approximately 58 homes with approximately \$152,000, providing funding for furnaces of 75,000 assisting 75 households. Approximately 135 households are assisted with replacing old refrigerators with energy efficient model with approximately \$72,000 in funding. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by Energy Share to eligible LIHEAP and other low-income households throughout the state.

## **(4) ELDERLY/DISABLED DISCOUNTS AND FEE WAIVERS**

Lincoln Electric Co-op Discount Program. LIEAP eligible senior and disabled households receive a discount year-round. Approximately 255 households in Lincoln County receive this discount for a total of \$27,650. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the company to eligible LIHEAP households.

Mission Valley Power Senior Discount Program. LIHEAP eligible senior and disabled households receive a discount from October through April of the program year. Approximately 800 households in Lake County receive this discount for a total of \$24,120. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by Mission Valley Power to eligible LIHEAP households.

Flathead Electric Cooperative Fee Waivers. LIHEAP eligible households, including elderly, receive waivers or reductions of deposits, reconnect fees, or collection service fees. Approximately 150 households in Flathead, Lake and Lincoln Counties receive these waivers for a total of about \$15,000. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the Flathead Electric Cooperative to eligible LIHEAP households.

#### **(5) LOW INCOME WEATHERIZATION MATERIAL SUPPLIER'S DISCOUNT**

Low income weatherization materials suppliers' discount. Weatherization sub grantees receive supplier's discounts when purchasing weatherization materials for the low-income weatherization program. A ten percent (10%) discount is given for weatherization materials and a twenty percent (20%) discount is given for furnaces and furnace repair materials. Approximately 40 households throughout the state received a supplier's discount in the amount of \$1,500. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided to weatherization sub grantees by suppliers throughout the state.

#### **(6) WEATHERIZATION CONTRIBUTIONS - UTILITY COMPANIES AND BUSINESSES**

Sun River Electric Weatherization Program. The Sun River Electric COOP Company provides funding to weatherize residential homes for low-income households located within the service delivery area of Sun River Electric Coop from January through December. Approximately 7 households participate with a funding level of \$25,000. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the Sun River Electric Coop to eligible LIHEAP households within their service delivery area.

#### **(7) ENERGY WEST GAS COMPANY LOW-INCOME FURNACE PROGRAM**

Energy West Gas Company Low Income Furnace Program. The Energy West Gas Company provides funding to repair or replace natural gas furnace for low-income households located within the city limits of Great Falls from October through September. Approximately 60 households participate with a funding level of \$77,200. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the Energy West Gas Company to eligible LIHEAP households within the city.

#### **(8) MONTANA DAKOTA UTILITY LOW-INCOME FURNACE PROGRAM**

Montana Dakota Utilities (MDU) Low Income Furnace Program. MDU provides funding to repair or replace natural gas furnaces for low-income households. Approximately, \$22,750 was expended for approximately 13 low-income LIHEAP clients in the MDU service area during the last heating season. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the Montana Dakota Utilities to eligible LIHEAP households within the city. Additionally, MDU provides funds to Billings for a Furnace Replacement program with \$50,000 expended assisting 15 households.

## **(9) MONTANA DAKOTA UTILITIES UNIVERSAL SYSTEM BENEFITS PROGRAM**

Montana Dakota Utilities (MDU) Universal Systems Benefits Program. MDU provides USBC of about \$22,000 to Action for Eastern Montana and the District VII Human Resource Development Council. The funds are used to supplement other funding for LIHEAP households that need substantial weatherization work. The benefit to low-income, LIHEAP eligible households ranges from \$500 to \$3,000 per household. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided to eligible LIHEAP households.

## **(10) EMERGENCY ASSISTANCE PROGRAMS**

Neighbors in Need Emergency Assistance Program. LIHEAP eligible households receive emergency utility assistance. Approximately 365 households in Flathead County receive this assistance for a total of \$24,600. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the program to eligible LIHEAP households.

Northern Lights. LIHEAP eligible households receive emergency assistance. Approximately 7 households in Lincoln and Sanders Counties receive emergency assistance for a total of about \$2,100. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the program to eligible LIHEAP households.

Flathead Electric Cooperative Emergency Assistance Program. Low-income households may receive emergency assistance through a program entitled "Keep the Lights On". Approximately 625 households in Flathead, Lake and Lincoln County receive this assistance for a total of \$83,000. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the Flathead Electric Cooperative to eligible LIHEAP households.

Lincoln Electric Co-op Emergency Assistance. LIHEAP eligible households receive emergency assistance. Approximately 25 households in Lincoln County receive this assistance for a total of \$3,600. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the company to eligible LIHEAP households.

Tongue River Electric (TRECO). LIHEAP eligible households receive emergency assistance from USBC funds. Approximately 6 households in Northeast Montana, primarily Northern Cheyenne Reservation, receive this assistance for a total of \$3,000. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the program to eligible LIHEAP households.

Energy payments by service organizations. Organizations of churches, ministerial associations and other charitable institutions make energy-related payments to energy providers on behalf of low-income households. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided to low income households by these charitable organizations.

## **(11) ENERGY BILL ASSISTANCE PROGRAM**

Hill County Electric Bill Assistance Program. The Hill County Electric Cooperative gives District IV HRDC (the LIEAP office for three counties in Northern Montana) Energy Programs \$16,000 per year to be given out in \$100 increments to approximately 100 its LIEAP clients. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the company to eligible LIHEAP households.

Big Flat Electric Bill Assistance Program. The Big Flat Electric Co. gives District IV HRDC Energy Programs \$5,880 per year to be given out in \$175 increments to approximately 33 of its LIEAP eligible clients. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the company to eligible LIHEAP households.

## **(12) UNIVERSAL SYSTEM BENEFIT CHARGES**

Universal Systems Benefits Charges – Department of Revenue. Funds collected from USB charges by the Montana Department of Revenue, per Montana Code Annotated 69.8.412, will be distributed to benefit eligible applicants of Montana's LIEAP program and/or other low-income persons, as identified by the Department of Public Health and Human Services (Department). The funds will be distributed as much as possible to benefit the customers of the utilities from which the funds are collected, subject to overall program and Department goals and objectives. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are eligible LIHEAP households.

## **(13) HEATING OIL ASSISTANCE PROGRAM.**

CITCO via Citizens Programs Corporation is providing heating oil assistance to low-income LIEAP eligible tribal households. Approximately \$135,000 is being provided to serve 600 households with a benefit in the amount of about \$225 per household.

## **(14) ENERGY WEST WEATHERIZATION PROGRAM.**

Energy West Weatherization Program. The Energy West Company provides funding to weatherize LIHEAP eligible low-income dwellings in the District V service area. Approximately 59 low-income households are served with approximately \$200,000 from Energy West. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the Energy West to eligible LIHEAP households who are Energy West customers.

## **(15) DELIVERABLE FUEL DISCOUNT.**

Deliverable fuel discount. Cash discounts provided by propane, fuel oil, wood and coal vendors to eligible LIHEAP clients. Approximately \$1,500 in discounts will be given to approximately 175 households throughout the state. These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided to low income households through negotiations with the vendors.

**(16) WOOD DONATIONS.**

Firewood Donations. Wood is donated by private vendors, State of Montana Prison and service organizations for low-income clients. Approximately \$10,000 will be given to 95 households throughout the State.

**(17) REFRIGERATOR DISCOUNT.**

**Lowes Refrigerator Discount Program.** Lowes provides a 10% discount for energy star refrigerators purchased for LIEAP eligible households. Approximately \$1,000 in discounts will be given for 5 households in NW Montana.

statutory  
references

2605(b) → Please describe performance goals and measures planned for the fiscal year. **(This entry is optional.)**  
(performance goals and measures)

## ADDITIONAL CERTIFICATIONS AND REQUIREMENTS

Attached are additional certifications required as follows:

- \* **Lobbying certification**, which must be filed by all States and territories. If applicable, Form LLL, which discloses lobbying payments, must be submitted. **(Tribes and tribal organizations are EXEMPT.)**
- \* **Debarment and suspension certification**, which must be filed by all grantees.
- \* **Drug-free workplace requirement certification**, which must be filed by all grantees, unless the grantee has filed a statewide certification with the Department of Health and Human Services. **STATES ONLY:** If you have filed a statewide certification for the drug-free workplace requirement, please check here: \_\_\_\_\_
- \* One of the requirements included in the 1994 reauthorization of the statute is that state grantees must include in their annual application for funds a report on the number and income levels of households applying for and receiving LIHEAP assistance, and on the number of recipient households that have members who are elderly, disabled, or young children.

**All Tribes and those territories with allotments of less than \$200,000** need only submit data on the number of households served by each component (heating, cooling, weatherization and crisis). The approval for the collection of information contained in the **LIHEAP Household Report** is covered by OMB approval number 0970-0060.

- \* Though not a part of this application, the report on funds to be carried over or available for reallocation as required by section 2607(a) for the preceding year must be submitted by August 1 of each year. A grant award for the current fiscal year may not be made until the carryover/reallocation report is received. The approval for the collection of information contained in the **LIHEAP Carryover and Reallocation Report** is covered by OMB approval number 0970-0106.