

**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 NEW JERSEY**

**EIN: 1-216000928-C3**

**ADDRESS 101 South Broad Street**

**Trenton, New Jersey 08625**

**NAME OF LIHEAP COORDINATOR Jose Sanchez**

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**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: 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 New Jersey  
Assurances

FFY FFY2014

The State of New Jersey 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: Governor, State of New Jersey

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.

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)	<u> X </u> heating assistance	<u> 10/1/2013-4/30/2014 </u>
	<u> </u> cooling assistance	<u> 10/1/2013-4/30/2014 </u>
	<u> </u> crisis assistance	<u> 10/1/2013-4/30/2014 </u>
	<u> </u> 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> 65 </u> % heating assistance
	<u> 4 </u> % cooling assistance
	<u> 6 </u> % crisis assistance
2605(k)(1)	<u> 15 </u> % weatherization assistance
	<u> 0 </u> % carryover to the following fiscal year
2605(b)(9)	<u> 10 </u> % administrative and planning costs
2605(b)(16)	<u> N/A </u> % services to reduce home energy needs including needs assessment (assurance 16)
	<u> N/A </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% </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)

200% of the poverty guidelines for each component

Households automatically eligible if one person is receiving  
 TANF,  SSI,  Food Stamps,  Certain means-tested  
veterans programs (heating  cooling  crisis  wx   
 Medicare Part D LIS  Pharmaceutical Assistance  
to the Aged and Disabled (PAAD)

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)

A household is required to be income eligible and have a heating bill in their name; the exception is a renter whose heat is included in their rent.

statutory  
references

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

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

(eligibility)

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

Cooling assistance is available to households in which at least one member has a medical condition which would require cooling, verified with a Doctor's note. A flat benefit of \$200 is issued to eligible households.

statutory  
references

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

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

(eligibility)

	<u>Yes</u>	<u>No</u>
→Do you use:		
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> X </u>	<u> </u>
Must the household have received a rent eviction notice?	<u> </u>	<u> X </u>
Must heating/cooling be medically necessary?	<u> </u>	<u> X </u>
Other (Please explain):	<u> </u>	<u> X </u>

→What constitutes a crisis? (Please describe)

Emergency Assistance procedures are outlined in Subchapter 3, pages 4 through 8 of the Home Energy Assistance Handbook.

statutory  
references

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

(eligibility)

→ Do you use: Yes No

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

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

→ 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?  
Please list below. \_\_\_\_\_ X

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.

     other (Please specify):

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 New Jersey Department of Community Affairs (DCA) Division of Housing and Community Resources (DHCR) will coordinate its activities Under the Act with similar and related programs administered by the Federal Government and the State. The DHCR will be making automatic Payments to Food Stamp eligible, Medicare Part D LIS clients, and Pharmaceutical Assistance to the Aged and Disabled (PAAD) households.

Also, the LIHEAP applications is a joint application with the Universal Service Fund (USF) program and the weatherization program. Eligibility For all these programs is determined through the single application.

The application and emergency components will be administered through local community –based organizations (such as Community Action Agencies, Hispanic agencies, and not for profit based organizations) which will be subgrantees of the NJ Department of Community Affairs.

Additionally, the LIHEAP program will coordinate efforts with NJ Family Care (NJFC) to identify households with uninsured children in New Jersey. The LIHEAP application has been modified to identify these cases.

605(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)

The New Jersey Home Energy Assistance Program includes an application component which ensures that any resident of New Jersey may apply and be considered for program eligibility. Benefit amounts are structured to assure that the highest level of assistance will be granted to households which have the lowest incomes and the highest energy costs in relation to income and family size. New Jersey does not differentiate in setting benefit levels between categorically eligible households as specified in subsection 2605 (b) (2) (A) and non-categorically eligible households.

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) \*

\*Renters whose heat is included in the rent receive a flat benefit.

2605(b)(5) → Describe how you will assure that the highest benefits go to households  
 2605(c)(1)(B) with the lowest incomes and the highest energy costs or needs in relation  
 to income, taking into account family size.

(benefit  
levels) Please describe benefit levels or attach a copy of your payment matrix.

Subchapter 3, page 7 of the HEA Handbook (attached) describes the Method for determining benefit levels to ensure the highest level of Assistance is provided to households having the lowest income and the highest energy costs.

→ 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)

- 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)

➔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.

(benefit  
levels)

Cooling assistance is available to households in which at least one  
Member has a medical condition which would require cooling, verified  
With a doctor's note. A flat benefit rate of \$200 per households is issued  
To eligible households.

➔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?

  X   amount to resolve crisis, up to maximum

           other (please describe)

(benefit  
levels)

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

heating           \$   450   maximum benefit

cooling           \$   200   maximum benefit

year-round       \$  2,000\*  maximum benefit

\*Includes an emergency benefit a household may receive

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

   Yes   X   No If Yes, please describe.

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? \$ 6,904

➔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.)

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.

In FFY2014 there will be an RFP process for all agencies; all participating agencies will be asked to apply; all participating agencies will be required to meet program and fiscal requirements established by the State.

→ What components are affected by the change?

There will be no change in the administration of the program components.

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)

The Low Income Home Energy Assistance Program targets households with high energy burdens. Applicants submit fuel bills to provide documentation on actual fuel expenditures.

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.

Food Stamp recipients who heat with electric or natural gas will receive benefits through a direct transfer system to the utilities. Also, applicants who have a utility bill in their name will receive a direct transfer.

Emergency benefits are also direct transfer benefits. Direct energy Supplier payments are also utilized in the weatherization program.

Households with heat included in rent receive a single party check made out to the beneficiary.

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)

Notification is sent to the client regarding the amount of assistance issued to the vendor.

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.

Vendor agreements are used in the heating component of the program (See Attached vendor agreement).

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  X  No

**COOLING ASSISTANCE**

\_\_\_\_\_ Yes  X  No

**CRISIS ASSISTANCE**

\_\_\_\_\_ Yes  X  No

**WEATHERIZATION**

\_\_\_\_\_ Yes  X  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.)

The state assures that fiscal control and fund accounting procedures which have been established to assure the proper disbursement of and accounting for Federal funds paid to the State under the Act will be maintained; the State shall prepare an annual audit of its expenditures and amounts transferred to carry out the purpose of the Act. The Department contracts with an auditing firm to perform fiscal and programmatic functions.

In FFY2008, the DHCR instituted new monitoring procedures. The Division contracted with a CPA firm to conduct fiscal monitoring of every energy assistance grantee. Each grantee will be monitored at least once in a three year period. In FFY2008 the DCHR conducted a base line monitoring visit of every energy assistance grantee. At the completion of the baseline monitoring grantees were ranked as at risk, average performance and high functioning. The ranked grantees at risk were monitored in FFY2009. The average performers were monitored in FFY2010 and the high functioning in FFY2011. At risk grantees will be monitored every year until ranked average performance at which time they will go into a three year monitoring schedule.

(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.) Monitoring assistance to eligible households includes visits to selected agencies by Department of Community Affairs representatives to conduct case reviews of a sample of cases to determine the accuracy of case processing and to ensure compliance with State and Federal regulations. The agency employee list is matched against the HEA payment list.

➔How is your LIHEAP program audited?

Under the Single Audit Act?  X  Yes   No

If not, please describe:

For States and Territories:

➔Is there an annual audit of local administering agencies?  X  Yes

If not, please explain.

statutory  
references

2605(b)(12)

(timely and  
meaningful  
public

partici-  
pation)

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

The state agrees to provide for public participation in the development of the plan for fiscal year 2014. Public Hearings are conducted each year to ensure public participation. New Jersey will provide for a FFY2014 Block Grant Hearing to be conducted by the New Jersey Department of Community Affairs on August 29, 2013. The public is invited to participate and provide testimony. New Jersey State Plan (HEA) Handbook changes will be issued in a public notice.

2605(a)(2)

(public

hearings)

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

X  Yes   No

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

New Jersey will satisfy the requirement in Section 2605 (a)(2) in that Each state conduct public hearings with respect to the proposed use and Distribution of funds. New Jersey will hold a LIHEAP public hearing On August 29, 2013.

GRANTEE State of New Jersey FFY FFY2014

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 Administrative fair hearing assurances are outlined in Subchapter 1, pages 1 and 2 of the LIHEAP Handbook; the fair hearing process is available to applicants and /or recipients of all types of assistance provided under this block grant. See attached LIHEAP Handbook.  
hearings)

→ Denials

Same as above

→ Applications Not Acted On In a Timely Manner

Same as above

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:

The Department of Community Affairs utilizes an automatic enrollment Process for Food Stamp eligible households/Medicare Part D LIS and Pharmaceutical Assistance to the Aged/Disabled (PAAD) households. An application process is in place for non-automatic payment households. The application and emergency components will be administered through local community-based organizations ( such as community action Agencies, Hispanic agencies, and not for profit based community Organizations) which will be subgrantees of the New Jersey Department of Community Affairs.

Additionally, an abridged version of the application process will again be Implemented for clients approved in prior years. The process began in FFY08. A certification form will be sent to these clients requesting them to submit income, energy usage and household information.

### **COOLING ASSISTANCE**

Yes  No

If Yes, describe alternate process for outreach and intake:  
Same as for heating assistance.

### **CRISIS ASSISTANCE**

Yes  No

If Yes, describe alternate process for outreach and intake:

GRANTEE State of New Jersey

FFY FFY2014

statutory  
references

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→ 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.

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

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).

**(1) Lifeline Assistance**

Source: Universal Service Fund

The Lifeline Program is administered by the Department of Health and Senior Services. Lifeline clients are referred to LIHEAP and LIHEAP clients are referred to Lifeline.

**(2) New Jersey Natural Gas/Gift of Warmth Program**

Source: New Jersey Natural Gas company

Gift of Warmth benefits were distributed through the LIHEAP administrative offices.

**(3) New Jersey Natural Gas/ Universal Service Fund**

Source: Universal Service Fund

The USF benefit is distributed to low income households as a supplement and/or alternative to the grantee's LIHEAP program.

**(4) New Jersey Natural Gas/Fresh Start Program**

Source: Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service Fund Program. The benefit was distributed as a supplement and/or alternative to the State's LIHEAP program.

**(5) New Jersey Natural Gas/Weatherization Program**

Source: New Jersey Natural Gas company

State of New Jersey negotiated with utilities to institute weatherization services to LIHEAP eligibles.

**(6) New Jersey SHARES/ New Jersey Statewide Heating Assistance and Referral for Energy Services**

Source: NJ unclaimed utility deposits trust fund (Escheats)/Donations  
New Jersey SHARES benefits were administered through LIHEAP administrative  
Offices and community based organizations.

**(7) Public Service Electric and Gas/Weatherization**

Source: PSE&G

State of New Jersey negotiated with utilities to obtain weatherization services for  
LIHEAP clients.

**(8) Public Service Electric and Gas/Security Deposit Waivers.**

Source:PSE&G

State of New Jersey negotiated with utilities to obtain security deposit waivers for low-  
income households.

**(9) Public Service Electric and Gas/Universal Service Fund**

Source: Universal Service Fund

The USF benefit is distributed to low income households as a supplement and/or  
alternative to the grantee's LIHEAP program.

**(10) Public Service Electric and Gas/Fresh Start Program**

Source:Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service fund  
Program. The arrearage benefit was distributed as a supplement/ and or alternative to  
the state's LIHEAP program.

**(11) First Energy/Weatherization**

Source: First Energy Company

State of New Jersey negotiated with utilities to obtain weatherization services for  
LIHEAP clients.

**(12) First Energy/Universal Service Fund**

Source: Universal Service Fund

The USF benefit is distributed to low income households as a supplement and/or  
alternative to the grantee's LIHEAP program.

**(13) First Energy/Fresh Start Program**

Source: Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service Fund  
Program. The arrearage benefit was distributed as a supplement and /or alternative to  
the state's LIHEAP program.

**(14) Atlantic Electric/Weatherization**

Source: Atlantic Electric

State of New Jersey negotiated with utilities to obtain weatherization services for  
LIHEAP clients.

**(15) Atlantic Electric/Universal Service Fund**

Source: Universal Service Fund

The USF benefit is distributed to low income households as a supplement and/or  
alternative to the grantee's LIHEAP program.

**(16) Atlantic Electric/Fresh Start Program**

Source: Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service Fund Program. The arrearage benefit was distributed as a supplement and /or alternative to the state's LIHEAP program.

**(17) Rockland Electric/ Universal Service Fund**

Source: Universal Service Fund

The USF benefit is distributed as a supplement/an or alternative to the state's LIHEAP program.

**(18) Rockland Electric/Fresh Start Program**

Source: Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service Program. The arrearage benefit was distributed as a supplement and /or alternative to the state's LIHEAP program.

**(19) Rockland Electric/Weatherization**

Source: Rockland Electric Company

State of New Jersey negotiated with utilities to obtain weatherization services for LIHEAP clients.

**(20) South Jersey Gas/Universal Service Fund**

Source: Universal Service Fund

The USF benefit is distributed as a supplement and /or alternative to the state's LIHEAP program.

**(21) South Jersey Gas/Weatherization**

Source: South Jersey Gas Company

State of New Jersey negotiated with utilities to obtain weatherization services for LIHEAP clients.

**(22) South Jersey Gas/ Fresh Start**

Source: Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service Fund Program. The arrearage benefit was distributed as a supplement and /or alternative to the state's LIHEAP program.

**(23) Elizabethtown Gas company/Weatherization**

Source: Elizabethtown Gas Company

State of New Jersey negotiated with utilities to obtain weatherization service for LIHEAP clients.

**(24) Elizabethtown Gas Company/ Universal Service Fund**

Source: Universal Service Fund

The USF benefit is distributed as a supplement and/or alternative to the state's LIHEAP program.

**(25) Elizabethtown Gas Company/ Fresh Start Program**

Source: Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service Fund Program. The arrearage benefit was distributed as a supplement and/or alternative to the state's LIHEAP program.

\* 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.

statutory  
references

2605(b)  
(performance)  
goals and  
measures)

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

## 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.