

DETAILED MODEL PLAN (LIHEAP)

Mandatory Grant Application SF-424

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

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

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

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

7. APPLICANT INFORMATION

* a. Legal Name: State of Montana			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 810302402		* c. Organizational DUNS: 051659352	
* d. Address:			
* Street 1:	DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES	Street 2:	P.O. BOX 202956
* City:	HELENA	County:	
* State:	MT	Province:	
* Country:	United States	* Zip / Postal Code:	59624 - 2956

e. Organizational Unit:

Department Name: Department of Health and Human Services	Division Name: Human and Community Services Division
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	* First Name: Sheri	Middle Name:	* Last Name: Shepherd
Suffix:	Title: Energy & Community Programs Specialist	Organizational Affiliation:	
* Telephone Number: (406) 447-4269 Ext.	Fax Number: 406-447-4287	* Email: sshepherd2@mt.gov	

* 8a. TYPE OF APPLICANT:

A: State Government

b. Additional Description:

* 9. Name of Federal Agency:

	Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles	93568	Low-Income Home Energy Assistance

11. Descriptive Title of Applicant's Project

Low Income Home Energy Assistance Program

12. Areas Affected by Funding:

State of Montana

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant MT	b. Program/Project: 00
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Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date: 10/01/2015	b. End Date: 09/30/2016	* a. Federal (\$): \$0	b. Match (\$): \$0

* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			
c. Program is not covered by E.O. 12372.			

* 17. Is The Applicant Delinquent On Any Federal Debt?			
<input type="radio"/> YES			
<input checked="" type="radio"/> NO			

Explanation:

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

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

18a. Typed or Printed Name and Title of Authorized Certifying Official Marcia J. Lemon	18c. Telephone (area code, number and extension) (406) 447- 4276 Ext.
	18d. Email Address mlemon@mt.gov
18b. Signature of Authorized Certifying Official 	18e. Date Report Submitted (Month, Day, Year) 08/31/2015

Attach supporting documents as specified in agency instructions.

Section 1 - Program Components

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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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: 02/28/2005

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

Section 1 Program Components

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

1.1 Check which components you will operate under the LIHEAP program. (Note: You must provide information for each component designated here as requested elsewhere in this plan.)		Dates of Operation	
		Start Date	End Date
<input checked="" type="checkbox"/>	Heating assistance	10/01/2015	04/30/2016
<input type="checkbox"/>	Cooling assistance		
<input checked="" type="checkbox"/>	Crisis assistance	10/01/2015	09/30/2016
<input checked="" type="checkbox"/>	Weatherization assistance	10/01/2015	09/30/2016

Provide further explanation for the dates of operation, if necessary

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

1.2 Estimate what amount of available LIHEAP funds will be used for each component that you will operate: The total of all percentages must add up to 100%.	Percentage (%)
Heating assistance	66.92%
Cooling assistance	0.00%
Crisis assistance	3.00%
Weatherization assistance	15.00%
Carryover to the following federal fiscal year	0.00%
Administrative and planning costs	10.00%
Services to reduce home energy needs including needs assessment (Assurance 16)	5.00%
Used to develop and implement leveraging activities	0.08%
TOTAL	100.00%

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

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

<input checked="" type="checkbox"/>	Heating assistance	<input type="checkbox"/>	Cooling assistance
<input type="checkbox"/>	Weatherization assistance	<input type="checkbox"/>	Other (specify):

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

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

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

	Heating	Cooling	Crisis	Weatherization
TANF	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
SSI	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
SNAP	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Means-tested Veterans Programs	<input type="radio"/> Yes <input checked="" type="radio"/> No			

	Program Name	Heating	Cooling	Crisis	Weatherization
Other(Specify) 1	General Assistance (Heating, Crisis and Weatherization)	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

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

If Yes, explain:

Households determined eligible for the Subsidized Housing Energy Assistance modified LIEAP benefit whose economic and housing situation does not change would be determined LIEAP eligible for a period of five (5) years.

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

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.

SNAP Nominal Payments

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

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

1.7b Amount of Nominal Assistance: \$25

1.7c Frequency of Assistance

<input checked="" type="checkbox"/>	Once Per Year
<input type="checkbox"/>	Once every five years
<input type="checkbox"/>	Other - Describe:

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

Residents of subsidized housing whose energy costs are included as a portion of their rent or who reside in subsidized housing and have an obligation to pay a base load electric bill are not eligible for a regular LIEAP benefit as determined in ARM 37.70.601. However, these households are eligible for a modified LIEAP benefit. The modified LIEAP benefit is paid at the rate of 5% of the amount of a regular LIEAP benefit as identified by Montana's LIEAP benefit award matrix. A minimum payment of \$25 will be paid to the household annually. Basing payments to these households on the matrix will ensure that assistance is provided to them in proportion to need in accordance with LIHEAP statute (42 U.S. Code 8623) Applications and Requirements Section 2605 (b)(5).

In order to document the subsidized household has an energy burden the agency will document either:

1. The amount of rent the household pays; or
2. Proof the electric bill is in the client's name.

Households determined eligible for the Subsidized Housing Energy Assistance modified LIEAP benefit whose economic and housing situation does not change will be determined LIEAP eligible for a period of five (5) years.

The LIEAP application cover letter and the LIEAP application contain statements informing the client to reapply when they move or their circumstances change to continue LIEAP eligibility. In addition, the Office of Public assistance (SNAP Office) notifies clients of the requirement to reapply when circumstances change or they move to a new dwelling.

Residents of subsidized housing whose economic or housing situation changes during the five (5) year eligibility period will need to reapply. The households do not need to wait five (5) years before reapplying.

Determination of Eligibility - Countable Income

1.8. In determining a household's income eligibility for LIHEAP, do you use gross income or net income ?

<input checked="" type="checkbox"/>	Gross Income
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<input type="checkbox"/>	Net Income
1.9. Select all the applicable forms of countable income used to determine a household's income eligibility for LIHEAP	
<input checked="" type="checkbox"/>	Wages
<input checked="" type="checkbox"/>	Self - Employment Income
<input checked="" type="checkbox"/>	Contract Income
<input checked="" type="checkbox"/>	Payments from mortgage or Sales Contracts
<input checked="" type="checkbox"/>	Unemployment insurance
<input checked="" type="checkbox"/>	Strike Pay
<input checked="" type="checkbox"/>	Social Security Administration (SSA) benefits
<input type="checkbox"/>	<input type="checkbox"/> Including MediCare deduction
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Excluding MediCare deduction
<input checked="" type="checkbox"/>	Supplemental Security Income (SSI)
<input checked="" type="checkbox"/>	Retirement / pension benefits
<input checked="" type="checkbox"/>	General Assistance benefits
<input checked="" type="checkbox"/>	Temporary Assistance for Needy Families (TANF) benefits
<input type="checkbox"/>	Supplemental Nutrition Assistance Program (SNAP) benefits
<input type="checkbox"/>	Women, Infants, and Children Supplemental Nutrition Program (WIC) benefits
<input type="checkbox"/>	Loans that need to be repaid
<input checked="" type="checkbox"/>	Cash gifts
<input checked="" type="checkbox"/>	Savings account balance
<input type="checkbox"/>	One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.
<input checked="" type="checkbox"/>	Jury duty compensation
<input checked="" type="checkbox"/>	Rental income
<input type="checkbox"/>	Income from employment through Workforce Investment Act (WIA)
<input type="checkbox"/>	Income from work study programs
<input checked="" type="checkbox"/>	Alimony
<input checked="" type="checkbox"/>	Child support
<input checked="" type="checkbox"/>	Interest, dividends, or royalties
<input checked="" type="checkbox"/>	Commissions
<input type="checkbox"/>	Legal settlements

<input type="checkbox"/>	Insurance payments made directly to the insured
<input type="checkbox"/>	Insurance payments made specifically for the repayment of a bill, debt, or estimate
<input checked="" type="checkbox"/>	Veterans Administration (VA) benefits
<input checked="" type="checkbox"/>	Earned income of a child under the age of 18
<input type="checkbox"/>	Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty.
<input type="checkbox"/>	Income tax refunds
<input type="checkbox"/>	Stipends from senior companion programs, such as VISTA
<input checked="" type="checkbox"/>	Funds received by household for the care of a foster child
<input type="checkbox"/>	Ameri-Corp Program payments for living allowances, earnings, and in-kind aid
<input type="checkbox"/>	Reimbursements (for mileage, gas, lodging, meals, etc.)
<input type="checkbox"/>	Other

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

Section 2 - HEATING ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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Section 2 - Heating Assistance

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

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

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	1	State Median Income	60.00%
2	2	State Median Income	60.00%
3	3	State Median Income	60.00%
4	4	State Median Income	60.00%
5	5	State Median Income	60.00%
6	6	State Median Income	60.00%
7	7	State Median Income	60.00%
8	8	HHS Poverty Guidelines	150.00%
9	9	HHS Poverty Guidelines	150.00%
10	10	HHS Poverty Guidelines	150.00%
11	11	HHS Poverty Guidelines	150.00%
12	12	HHS Poverty Guidelines	150.00%
13	13	HHS Poverty Guidelines	150.00%
14	14	HHS Poverty Guidelines	150.00%
15	15	HHS Poverty Guidelines	150.00%

2.2 Do you have additional eligibility requirements for HEATING ASSISTANCE? Yes No

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

Do you require an Assets test ? Yes No

Do you have additional/differing eligibility policies for:

Renters? Yes No

Renters Living in subsidized housing ? Yes No

Renters with utilities included in the rent ? Yes No

Do you give priority in eligibility to:

Elderly? Yes No

Disabled? Yes No

Young children? Yes No

Households with high energy burdens ? Yes No

Other? Yes No

Explanations of policies for each "yes" checked above:

Please see the attached document labeled "2015 Additional Documentation".

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

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

Pre-printed applications will be sent to households that heat with a deliverable fuels (Wood, Coal, Fuel Oil and Propane) in early September 2015. This allows the households to purchase fuel at cheaper prices.

Pre-printed applications will be sent to fixed income households (elderly and disabled) the middle of September 2015. This allows the vulnerable populations to receive a LIEAP benefit quicker.

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

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

Number of bedrooms.

Households with ineligible member(s) will not be counted in determining household size for benefit calculation. This allows households with ineligible member(s) to receive a LIEAP benefit. In households with ineligible members, only the total number of eligible members will be counted for purposes of calculating the benefit. CDS will still track total number of members in the household (both ineligible and eligible) for weatherization purposes.

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

2.6 Describe estimated benefit levels for FY 2016:

Minimum Benefit	\$109	Maximum Benefit	\$3,496
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2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits? Yes No

If yes, describe.

Space heaters are provided to alleviate a life-threatening or emergency situation.

Cooling assistance is allowable during sustained high temperatures. Cooling assistance will be limited to the purchase of fans, operation or support of local cooling centers, coordination with local social services agencies, relocation to a hotel/motel and air conditioners (where medically necessary).

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

Section 3 - COOLING ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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Section 3 - Cooling Assistance

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

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

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	1	State Median Income	0.00%

3.2 Do you have additional eligibility requirements for COOLING ASSISTANCE? Yes No

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

Do you require an Assets test ? Yes No

Do you have additional/differing eligibility policies for:

- Renters? Yes No
- Renters Living in subsidized housing ? Yes No
- Renters with utilities included in the rent ? Yes No

Do you give priority in eligibility to:

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

Explanations of policies for each "yes" checked above:

NA

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

NA

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

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

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

NA

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

3.6 Describe estimated benefit levels for FY 2016:

Minimum Benefit	\$0	Maximum Benefit	\$0
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3.7 Do you provide in-kind (e.g., fans, air conditioners) and/or other forms of benefits? Yes No

If yes, describe.

NA

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

Section 4 - CRISIS ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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Section 4: CRISIS ASSISTANCE

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

4.1 Designate the income eligibility threshold used for the crisis component

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	1	State Median Income	60.00%
2	2	State Median Income	60.00%
3	3	State Median Income	60.00%
4	4	State Median Income	60.00%
5	5	State Median Income	60.00%
6	6	State Median Income	60.00%
7	7	State Median Income	60.00%
8	8	HHS Poverty Guidelines	150.00%
9	9	HHS Poverty Guidelines	150.00%
10	10	HHS Poverty Guidelines	150.00%
11	11	HHS Poverty Guidelines	150.00%
12	12	HHS Poverty Guidelines	150.00%
13	13	HHS Poverty Guidelines	150.00%
14	14	HHS Poverty Guidelines	150.00%
15	15	HHS Poverty Guidelines	150.00%

4.2 Provide your LIHEAP program's definition for determining a crisis.

Emergency Assistance benefits are available from October through September.

Emergency Assistance under the Low Income Energy Assistance Program (LIEAP) may be provided to an eligible household in the following circumstances only when such circumstances present an imminent threat to the health and safety of the household.

Note:The household is responsible, at its own expense, for documenting that circumstances exist which present a serious, immediate threat to the household. The sub-grantee may, in its discretion, assist the household in identifying and documenting such circumstances, if the subgrantee has the expertise and resources to do so.

CONDITIONS OF EMERGENCY:

1. The household's primary supply of energy is interrupted because of weather conditions and another supply or a different type of energy is necessary.
2. 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.
3. Hazardous or potentially hazardous conditions exist in the household's primary home water heating and/or space heating system, and safety modifications are required.
4. Any other home energy-related condition caused by severe weather conditions, fuel shortages, and/or acts of God.
5. The household has a documented medical need for home energy related safety modifications.

Crisis cooling assistance is allowable during sustained high temperatures. Cooling assistance will be limited to the purchase of fans, operation or support of local cooling centers, coordination with local social service agencies, relocation to a hotel/motel and air conditioners (where medically necessary).

The policy regarding cooling crisis is: an eligible household that is income qualified must have a household member that has and provides a letter from a qualified medical provider stating that a life-threatening condition exists where an air conditioner will eliminate or significantly reduce the possibility of loss of life or heat related illness. The letter does not have to include the diagnosis or condition; it only has to indicate there is a need for air conditioning and be signed by the qualified medical provider.

Cooling centers may be activated when the temperatures are expected to reach 90 degrees for at least three consecutive days. Transportation to the cooling center will not be provided.

The sub-grantee must obtain departmental approval before providing crisis cooling assistance.

4.3 What constitutes a life-threatening crisis?

Life-threatening is defined as any of the conditions of emergency specified in 4.2 that may cause death or severe permanent damage to the health of one or more household members.

Crisis Requirement, 2604(c)

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

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

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

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

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

Do you require an Assets test ? Yes No

Do you give priority in eligibility to :

Elderly? Yes No

Disabled? Yes No

Young Children? Yes No

Households with high energy burdens? Yes No

Other? Yes No

In Order to receive crisis assistance:

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

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

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

Must renters with heating costs included in their rent have received an eviction notice ? Yes No

Must heating/cooling be medically necessary? Yes No

Must the household have non-working heating or cooling equipment? Yes No

Other? Yes No

Do you have additional / differing eligibility policies for:

Renters? Yes No

Renters living in subsidized housing? Yes No

Renters with utilities included in the rent? Yes No

Explanations of policies for each "yes" checked above:

Assets Test:

The following are the maximum non-business resources allowed:

- \$10,855 for a single person.
- \$16,286 for a two-person household.

Add \$1,086 for each additional member up to \$ 21,716 maximum per household.

Resources include, but are not limited to the following:

1. Cash on hand;
2. Certificates of deposit;
3. Checking/savings accounts;
4. Market value of stocks, bonds, and/or other negotiable resources.

5. Equity value of real property which is not the primary residence.*

6. Contract for deed (countable resource if can be sold).

Note: The household may also have business assets whose equity value does not exceed \$25,000.

Window air conditions can be installed only when the a household member has a documented medical need. The primary heat source may be switched if the household has a documented medical need.

RENTERS:

The Montana Residential Landlord and Tenant Act of 1977 (Montana Codes Annotated (MCA) 70-2425 states at 70-24-303 (1) 'A landlord:

- shall maintain in good and safe working order and condition all electrical, plumbing, sanitary, heating, ventilating, air-conditioning, and other facilities and appliances, including elevators, supplied or required to be supplied by the landlord;
- shall supply running water and reasonable amounts of hot water at all times and reasonable heat between October 1 and May 1, except if the building that includes the dwelling unit is not required by law to be equipped for that purpose or the dwelling unit is so constructed that heat or hot water is generated by an installation within the exclusive control of the tenant;'

Unless a landlord can demonstrate that they are low-income or have some mitigating circumstances, the responsibility for the maintenance, repair or replacement of the combustion appliance in the rental unit is the responsibility of the landlord. Mitigating circumstances may include, but are not limited to:

- The landlord is absentee and the agency cannot contact the landlord and the maintenance, repair or replacement of the appliance is necessary to alleviate the health and safety related issue.
- The landlord refuses to maintain, repair or replace the appliance and the occupants of the dwelling have a health and safety issue with the appliance.
- The landlord cannot maintain, repair or replace the appliance in a timely manner to alleviate the health and safety issue.

All mitigating circumstances regarding the landlord not maintaining, repairing or replacing an appliance in a health and safety related circumstance must be documented in the participant's case file. The agency may contact the Department for guidance in determining a mitigating circumstance.

Determination of Benefits

4.8 How do you handle crisis situations?

Separate component

Fast Track

Other - Describe:

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

Amount to resolve the crisis.

Other - Describe:

Montana does not provide crisis assistance for shut off's. Emergency Crisis assistance is provided year-round. Payment may be made for actual cost to alleviate an emergency or life threatening emergency.

Crisis Requirements, 2604(c)

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

Yes No Explain.

Applications for energy crisis assistance are accessible to all eligible households in the area to be served.

4.11 Do you provide individuals who are physically disabled the means to:

Submit applications for crisis benefits without leaving their homes?

Yes No If No, explain.

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

Yes No If No, explain.

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

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

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

Winter Crisis	\$0 maximum benefit
Summer Crisis	\$0 maximum benefit
Year-round Crisis	\$9,999 maximum benefit

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

Yes No If yes, Describe

4.12

Crisis assistance is provided year-round. Payment may be made for actual cost to alleviate an emergency or life threatening emergency.

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 energy related emergencies.

Crisis cooling assistance is allowable during sustained high temperatures. Cooling assistance will be limited to the purchase of fans, operation or support of local cooling centers, coordination with local social service agencies, relocation to a hotel/motel and air conditioners (where medically necessary).

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

Yes No

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

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

	Winter Crisis	Summer Crisis	Year-round Crisis
Heating system repair	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heating system replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cooling system repair	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cooling system replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wood stove purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pellet stove purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Solar panel(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility poles / gas line hook-ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify): Water heating repair and replacement due to a hazardous or potentially hazardous situation. At times, water heater replacements are due to a documented medical need. Air conditioners are supplied with documented medical need. Temporary Cooling Centers may be set-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Yes No

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

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

It is a common misconception that utility companies are not allowed to disconnect natural gas or electricity during the winter months. Another misconception is that having children in the home of any age protects against disconnect. These beliefs are not true. Under certain circumstances, regulated utilities are allowed to proceed with non-pay disconnects during the winter moratorium period, which runs from November 1 to April 1.

NorthWestern Energy, Montana-Dakota Utilities, Energy West, and other regulated utilities must obtain approval from the Public Service Commission before proceeding with non-pay disconnects on delinquent accounts during the winter moratorium period. The Commission will not approve a request for disconnect if the account holder has income at or below the federal poverty guideline, if the account holder is a recipient of a public assistance program, if a member of the customer's household is 62 years old or older, or if a member of the household is handicapped. It is the customer's responsibility to let the utility company know, prior to disconnect, if any of the above conditions exist in the home and they will likely be asked to provide documentation to the utility.

Companies not regulated by the Commission, such as cooperatives and propane distributors, are not required to obtain Commission approval prior to disconnecting utility service and have their own procedures to follow for winter terminations.

Customers are advised to contact their utility company to discuss their account. If the customer is not satisfied or has unanswered questions after talking to a regulated utility company they may contact the Public Service Commission at 1-800-646-6150.

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

Section 5 - WEATHERIZATION ASSISTANCE

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

August 1987, revised 05/92,02/95,03/96,12/98,11/01
 OMB Clearance No.: 0970-0075
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP)
 MODEL PLAN
 SF - 424 - MANDATORY**

Section 5: WEATHERIZATION ASSISTANCE

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

5.1 Designate the income eligibility threshold used for the Weatherization component

Add	Household Size	Eligibility Guideline	Eligibility Threshold
1	1	HHS Poverty Guidelines	200.00%
2	2	HHS Poverty Guidelines	200.00%
3	3	HHS Poverty Guidelines	200.00%
4	4	HHS Poverty Guidelines	200.00%
5	5	HHS Poverty Guidelines	200.00%
6	6	HHS Poverty Guidelines	200.00%
7	7	HHS Poverty Guidelines	200.00%
8	8	HHS Poverty Guidelines	200.00%
9	8	HHS Poverty Guidelines	200.00%
10	10	HHS Poverty Guidelines	200.00%
11	11	HHS Poverty Guidelines	200.00%
12	12	HHS Poverty Guidelines	200.00%
13	13	HHS Poverty Guidelines	200.00%
14	14	HHS Poverty Guidelines	200.00%
15	15	HHS Poverty Guidelines	200.00%

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

5.3 If yes, name the agency.

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

WEATHERIZATION - Types of Rules

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

- Entirely under LIHEAP (not DOE) rules
- Entirely under DOE WAP (not LIHEAP) rules
- Mostly under LIHEAP rules with the following DOE WAP rule(s) where LIHEAP and WAP rules differ (Check all that apply):
 - Income Threshold
 - Weatherization of entire multi-family housing structure is permitted if at least 66% of units (50% in 2- & 4-unit buildings) are eligible units or will become eligible within 180 days
 - Weatherize shelters temporarily housing primarily low income persons (excluding nursing homes, prisons, and similar institutional care facilities).
 - Other - Describe:
- Mostly under DOE WAP rules, with the following LIHEAP rule(s) where LIHEAP and WAP rules differ (Check all that apply.)
 - Income Threshold
 - Weatherization not subject to DOE WAP maximum statewide average cost per dwelling unit.
 - Weatherization measures are not subject to DOE Savings to Investment Ratio (SIR) standards.
 - Other - 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.

Installing Standard Heat Pumps.

Montana utilizes DOE WAP income eligibility limits of up to 200% the Federal Poverty Guidelines (FPL) provided under DOW WAP regulations contained in 10 CFR Part 440. Poverty income guidelines are revised annually and published in the Federal Register. Refer to pages 3637-3638 of the Federal Register/Volume 76, Number 13/Thursday, January 20, 2011.

NON-STATIONARY HOMES

Where weatherization measures can be completed to meet standards, the Weatherization on nonstationary 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.

Final Inspections are required on every LIEAP completion, but Quality Control Inspections performed by a BPI-Certified Quality Control Inspector are not required for LIEAP Completions.

TRAINING AND TECHNICAL ASSISTANCE

Montana intends to utilize 15% of LIHEAP weatherization funds for training and technical assistance as allowed under CFR 440.23(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.

Eligibility, 2605(b)(5) - Assurance 5

5.6 Do you require an assets test? Yes No

5.7 Do you have additional/differing eligibility policies for :

Renters Yes No

Renters living in subsidized housing? Yes No

5.8 Do you give priority in eligibility to:

Elderly? Yes No

Disabled? Yes No

Young Children? Yes No

House holds with high energy burdens? Yes No

Other? Households with high energy usage. Yes No

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

5.6 The following are the maximum non-business resources allowed:

- 1. \$10,855 for a single person.
- 2. \$16,286 for a two-person household.

Add \$1,086 for each additional member up to \$ 21,716 maximum per household.

Resources include, but are not limited to the following:

- 1. Cash on hand;
- 2. Certificates of deposit;
- 3. Checking/savings accounts;
- 4. Market value of stocks, bonds, and/or other negotiable resources.
- 5. Equity value of real property which is not the primary residence.*
- 6. Contract for deed (countable resource if can be sold).

Note: The household may also have business assets whose equity value does not exceed \$25,000.

5.8 Dwelling units are prioritized for services according to annual energy usage which is a household's actual or estimated annual heating costs expressed as a percentage of its annual income. In ranking dwelling units for weatherization the annual energy usage of households occupied by elderly or handicapped individuals will be weighted an additional 25 percent to ensure these individuals receive priority.

Benefit Levels

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

5.10 If yes, what is the maximum? \$0

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

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

<input checked="" type="checkbox"/> Weatherization needs assessments/audits	<input checked="" type="checkbox"/> Energy related roof repair
<input checked="" type="checkbox"/> Caulking and insulation	<input type="checkbox"/> Major appliance Repairs
<input checked="" type="checkbox"/> Storm windows	<input type="checkbox"/> Major appliance replacement
<input checked="" type="checkbox"/> Furnace/heating system modifications/ repairs	<input checked="" type="checkbox"/> Windows/sliding glass doors
<input checked="" type="checkbox"/> Furnace replacement	<input checked="" type="checkbox"/> Doors
<input type="checkbox"/> Cooling system modifications/ repairs	<input checked="" type="checkbox"/> Water Heater
<input checked="" type="checkbox"/> Water conservation measures	<input type="checkbox"/> Cooling system replacement
<input checked="" type="checkbox"/> Compact florescent light bulbs	<input type="checkbox"/> Other - Describe:

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

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

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

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP)
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Section 6: Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)

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

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

Publish articles in local newspapers or broadcast media announcements.

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

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

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

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

Other (specify):

Each administering Agency targets client outreach 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:

The purpose of this Outreach is to increase participation in the LIHEAP program through enhanced outreach efforts; get income-eligible households to (re-)apply for LIHEAP; and help households avoid the need to apply for emergency fuel assistance. Outreach activities are necessary to target those households most vulnerable to the effects of cold, especially young children, the elderly and the handicapped.

Energy vendors are informed to advise their customers about the LIEAP, are provided a supply of current LIEAP applications, and make referrals to the agency

Include inserts in energy vendor billings to inform individuals of the availability of LIEAP assistance

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

Provide notices and press releases to newspapers, including weekly community newspapers.

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

Coordinate efforts with local fuel funds.

Provide a Website and on-line LIEAP application

Provide LIEAP applications to other social service offices (Head Start, WIC Offices, child care centers, Offices of Public Assistance) and agencies in their service area.

LIEAP brochure/pamphlet mailed to recipients of other cash assistance and service programs

Place posters/flyers and LIEAP applications in local and county social service offices, Area Agencies on Aging, Social Security office, VA, Senior Centers, etc.

Contact local churches and synagogues and other faith-based organizations, get notices in church bulletins.

Meet with city and town officials, including elderly commissions and Area Agencies on Aging, to review the program and place notices in senior papers.

Get information out through the public school systems.

Contact local housing authorities.

Post notices/flyers on public transits in larger cities.

Contact the following organizations and outlets to provide LIEAP information and applications:

- supermarkets and local neighborhood stores, food pantries and soup kitchens, attend community events held during LIHEAP season, hospital social workers,

local youth organizations, temporary employment centers and career centers, neighborhood health-care centers, second hand stores and thrift stores, labor organizations, local bingo and keno halls, private daycare centers, fraternal organizations, local veterans offices and organizations, cities and town halls, municipal halls, and libraries, banks check cashing outlets (a new focus in larger cities, obviously more attractive to low-income population), local immigrant organizations, meals on wheels and other elderly programs, pre-release and jail release programs, and common areas in apartment complexes, with permission.

Public speaking appearances by LIEAP staff at local community groups and as requested

Provide LIEAP information at Health Fairs, County Fairs, Senior Citizen Centers

Provide intake service through home visits or by telephone for the elderly or disabled e.g., translation, interpretation for deaf, reading for blind

Provide applications with return, pre-stamped envelopes mailed to homebound individuals who need help in applying for benefits

Following up with households who have incomplete applications

Assist targeted applicants to gather needed documentation e.g., sorting documents, explaining what is needed.

Innovating with or continuing successful local outreach projects

Provide a toll-free phone line

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

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP)
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Section 7: Coordination, 2605(b)(4) - Assurance 4

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

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

The same Agencies that contract with the Department to deliver LIEAP 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.

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

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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Section 8: Agency Designation, 2605(b)(6) - Assurance 6 (Required for state grantees and the Commonwealth of Puerto Rico)

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

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

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

If you selected "Welfare Agency" in question 8.1, you must complete questions 8.2, 8.3, and 8.4, as applicable.

8.2 How do you provide alternate outreach and intake for HEATING ASSISTANCE?

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

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

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

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

8.6 What is your process for selecting local administering agencies?

The Department would follow the State of Montana's procurement process to select a new agency to administer LIEAP. The State of Montana gives special consideration to private non- profit agencies (Community Action Agencies) which receive Federal funds under any low-income energy assistance program or weatherization program.

Funds for the operation of LIHEAP and Weatherization Assistance Programs will be allocated to Community Action Agencies (CAA's) and to one Area Agency on Aging in the Governor's twelve (12) Planning Districts.

Criteria for selection of subgrantees include:

- Experience and performance in LIHEAP and Weatherization Programs.
- Experience in assisting low-income persons in the area to be served.
- Ability to provide timely and effective weatherization services.

Preference may be given to CAA's or other non-profit or public entities which are currently administering an effective program under Title II of the Economic Opportunity Act of 1964.

All eleven (11) subgrantees selected currently manage effective LIHEAP and Weatherization Programs. All subgrantees have received comprehensive program reviews, demonstrating ability to administer programs in compliance with State and Federal Rules and Regulations. The grantee has received no adverse comment at public hearings or request for consideration of new subgrantees.

The service area of the eleven (11) subgrantees encompass the entire State of Montana. Each county within a subgrantee service area receives LIHEAP and weatherization services proportional to the ratio of its low-income residents relative to the population of low-income residents in the service area.

8.7 How many local administering agencies do you use? 11

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

- Yes
 No

8.9 If so, why?

Agency was in noncompliance with grantee requirements for LIHEAP -

Agency is under criminal investigation

Added agency

Agency closed

Other - describe

NA

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

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

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

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

9.1 Do you make payments directly to home energy suppliers?

Heating Yes No

Cooling Yes No

Crisis Yes No

Are there exceptions? Yes No

If yes, Describe.

Payments are made directly to households in cases where there is not a fuel vendor.

1. Tenants - Utilities included in the rent (Tenants) households are reimbursed based on rent receipts.
2. Account not in Household Members Name - Vendor payments cannot be made to accounts that are not in a household member's name. Households are reimbursed based on paid energy receipts.
3. Wood: Some wood households are reimbursed based on paid wood receipts, up to the maximum amount of benefit, from the Contingency Revolving Fund (CRF). Households heating with wood may receive their benefit directly without payment receipt(s). Households electing to receive direct benefits without payment receipt(s) must sign a waiver of all future current year fuel assistance benefits, including any benefits derived from changing address or fuel type.
4. Coal: Some households using coal to heat their homes will be reimbursed based on submitted paid coal receipts.
5. Subsidized Rent Households: Residents of publicly subsidized rent housing whose energy costs are included as a portion of their rent or who reside in publicly subsidized housing and have an obligation to pay a base load electric bill are not eligible for a regular benefit as determined in ARM 37.70.601. However, these households would be eligible for a modified LIEAP benefit. The modified LIEAP benefit would be paid at the rate of 5% of the amount of a regular LIEAP benefit as identified by Montana's LIEAP benefit award matrix. A minimum payment of \$25 or 5% of the regular LIEAP benefit would be paid to the household annually. Basing payments to these household on the matrix will ensure that assistance is provided to them in proportion to need in accordance with LIHEAP statute (42 U.S. Code 8623) Applications and Requirements Section 2605 (b)(5).

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

Notification letters regarding approvals, denials and pending status are sent to each household. The notification letters are generated from the Low Income Energy Assistance Program (LIEAP) CDS computer system. The local contractor must inform every applicant/recipient in writing at the time of application and at the time any action affects his benefits of the right to request a fair hearing.

The sub-grantee shall notify every household:

1. Of the eligibility determination of the Low Income Energy Assistance Program (LIEAP) application and reason for any action if applicable.
2. Of the Notice of Fair Hearing rights.
3. If the applicant has been determined eligible for Weatherization, notification to the household shall contain the following: "Because of limited funds, homes are weatherized on a priority basis with special consideration given to handicapped and elderly. You will be notified when funds become available to weatherize your home. If not notified within 1 year, you must reapply to be reassigned priority for service. If your home has been weatherized in the past, it may not be eligible to be weatherized again."
4. When they discontinue utility service, change address or fuel type, the balance of their Low Income Energy Assistance Program (LIEAP) benefit will be returned to the Department.
5. That the household who is reimbursed for paid energy costs must provide payment receipts within 45 days of the end of the heating season of each program year, or the unused portion of the benefit will be returned to the Department. Should the agency extend the end of the heating season beyond April 30th, requests for reimbursement must be received by the agency no later than June 25th of the same year.

DOCUMENTATION REQUIREMENTS - The notification letter is available on the Low Income Energy Assistance Program (LIEAP) CDS computer system. A hard copy of the notification letter will be available to the Agency, upon request, for the recipient's case record.

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

Please see the attachment for copies of the vendor and contractor agreements, which are used for fuel and crisis benefit payments.

In addition, fuel vendors are visited during annual State monitoring visits.

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

Please see the attachment for copies of the vendor and contractor agreements, which are used for fuel and crisis benefit payments.

In addition, fuel vendors are visited during annual State monitoring visits.

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

Yes No

If so, describe the measures unregulated vendors may take.

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

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP)
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Section 10: Program, Fiscal Monitoring, and Audit, 2605(b)(10)

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

All LIHEAP 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.

Each Adminstrating Agency is monitored on-site by the Department at least annually.

Audit Process

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

Yes No

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

No Findings

Finding	Type	Brief Summary	Resolved?	Action Taken
1	financial	Leased employees hired by the Low Income Energy Assistance Program did not provide timesheets that adequately documented their time spent between the education and outreach components.	Yes	procedure/policy changes
2	financial	During the audit, it was noted that several balance sheet accounts had not been reconciled at year end to the underlying supporting documentation. Year-end closing entries and verification of account balances had to be performed by accounting personnel during the audit engagement. The lack internal controls over timely performance of reconciliations of the financial records could result in inaccurate information provided to management for monitoring budgets and making informed decisions. RECOMMENDATION The accounting department should follow a logical order for annual closing procedures and assign responsibility for completing the procedures to specific Agency personnel. The closing procedures could be documented in a checklist that indicates who will perform each procedure and when completion of each procedure is due and is accomplished.	Yes	procedure/policy changes

10.4. Audits of Local Administering Agencies

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

Local agencies/district offices are required to have an annual audit in compliance with Single Audit Act and OMB Circular A-133

Local agencies/district offices are required to have an annual audit (other than A-133)

Local agencies/district offices' A-133 or other independent audits are reviewed by Grantee as part of compliance process.

Grantee conducts fiscal and program monitoring of local agencies/district offices

Compliance Monitoring

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

Grantee employees:

Internal program review

Departmental oversight

Secondary review of invoices and payments

Other program review mechanisms are in place. Describe:

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.

Local Administering Agencies / District Offices:

On - site evaluation

Annual program review

Monitoring through central database

Desk reviews

Client File Testing / Sampling

Other program review mechanisms are in place. Describe:

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

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

PY 2015 - 2016 Monitoring Schedule

- **April 2016**- District XII HRC, Butte; and North Central Area Agency on Aging
- **May 2016**-; District IV HRDC, Havre
- **June 2016**- Opportunities Inc., Great Falls and District VI HRDC, Lewistown
- **July 2016**- Action for Eastern Montana
- **August 2016**- Northwest Montana Human Resources, Kalispell
- **September 2016** - District XI HRC, Missoula
- **October 2016**- District IX HRDC, Bozeman and District VII HRDC, Billings
- **November 2016**- Rocky Mountain Development Council, Helena

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

Site Visits:

Each Administering Agency is monitored on-site by the Department at least annually. Random LIEAP case file reviews are conducted to determine if client eligibility was determined correctly. Agencies are required to perform necessary corrective actions. Additional field reviews may be conducted to address potential problems and ensure compliance with required corrective actions. Monitoring will address subgrantee program administration and production. The review of program administration will cover financial management, personnel management, property management, inventory control, record keeping, client file documentation, labor and materials procurement, reporting, and compliance documentation.

A review of program production will cover energy audit procedures, quality of workmanship, program support costs, production goals, compliance with State and Federal material standards, monitoring of prices paid for labor and materials by subgrantees, and monitoring of the accuracy of subgrantee pre- and post-work inspections.

Desk Reviews:

Monthly desk monitoring is an important component of quality control in Montana. Desk monitoring will include routine analysis of the LIEAP Monitoring Report, energy audits, Energy Audit/Fuel Switch Report, and Quarterly Energy conservation Program Status Reports. Information contained in these reports will enable the grantee to ensure benefits are issued correctly.

Weekly LIEAP case file review are conducted to identify outliers. LIEAP case file reviews include a routine analysis of LIEAP cases. These reviews allow the grantee to ensure benefits are issued correctly.

10.8. How often is each local agency monitored ?

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

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

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

10.11. How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues? 0

10.12. How many local agencies are currently on corrective action plans for financial accounting or administrative issues? 0

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

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

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

August 1987, revised 05/92,02/95,03/96,12/98,11/01
 OMB Clearance No.: 0970-0075
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP)
 MODEL PLAN
 SF - 424 - MANDATORY**

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

11.1 How did you obtain input from the public in the development of your LIHEAP plan?
 Select all that apply.

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

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

There weren't any comments received during the public comment period or public hearing.

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

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

	Date	Event Description
1	8/18/2015	Public Hearing

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

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

There weren't any comments received during the public comment period or public hearing.

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

There weren't any comments received during the public comment period or public hearing.

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

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

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

12.1 How many fair hearings did the grantee have in the prior Federal fiscal year? 4

12.2 How many of those fair hearings resulted in the initial decision being reversed? 1

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

The State of Montana did not have any LIEAP programmatic changes due to Fair Hearings during FFY 2015.

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

Notification letters regarding denials are to be sent to each household. The notification letters will be generated from the Low Income Energy Assistance Program (LIEAP) CDS computer system. The notification letters contain the language explaining the households right to a fair hearing. At the time of any action affecting the recipient's benefits, the subgrantee notifies the applicant of their fair hearing rights.

The sub-grantee shall notify every household:

1. Of the eligibility determination of the Low Income Energy Assistance Program (LIEAP) application and
2. Of the right to a Notice of Fair Hearing.

REQUESTING A FAIR HEARING

Prior to the steps below, the Eligibility Worker has sent a notification of fair hearing from the Low Income Energy Assistance Program (LIEAP) CDS computer system.

1. Claimant completes the "Energy Assistance Request for Fair Hearing" Form
2. Mails the request form to the Hearing Officer, Box 202951, Helena, MT 59620.

SCHEDULING AN ADMINISTRATIVE REVIEW:

1. The Hearing Officer will notify the sub-grantee that an Administrative Review has been ordered.
2. Upon receipt of Form DPHHS-LS-007, set a time and place for the Administrative Review and notify the claimant.
3. Notification includes: A statement indicating the purpose and scope of the Administrative Review, the effect the review has on the claimant's right to a Fair Hearing, and the claimant's right to representation (See Appendix for a sample letter).

FAIR HEARING: If the Claimant is still dissatisfied after the administrative review, the Hearing Officer sets the time and place of the Fair Hearing and notifies the claimant.

12.5 When and how are applicants informed of these rights?

Notification letters regarding receipt of application, approvals, denials, and missing information are to be sent to each household. The notification letters will be generated from the Low Income Energy Assistance Program (LIEAP) CDS computer system. The notification letters contain language explaining the households right to a fair hearing. At the time of any action affecting the recipient's benefits, the subgrantee notifies the applicant of their fair hearing rights.

The sub-grantee shall notify every household:

1. Of the eligibility determination of the Low Income Energy Assistance Program (LIEAP) application and
2. Of the right to a Fair Hearing.

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

The LIEAP application contains language that notifies the applicant of the right to be informed of the fair hearing process.

In taking a LIEAP application a sub-grantee must:

- Review and act on a submitted application within (45) days. Action includes approval, denial or sending a letter of missing information.
- Request any additional information or documentation needed to determine the eligibility or benefit amount, or both. If an applicant fails to provide information or documentation necessary for a determination of eligibility within 45 days of the date of the most recent request for additional information, the application must be

- denied, but the household may reapply for assistance.
- Determine eligibility within forty-five (45) days of receipt of the completed application.
 - Notify applicants of determination of eligibility within forty-five (45) days of receipt of the completed application. Written notice of the determination is sent to applicants and recipients when assistance has been authorized, denied or terminated, using the CDS LIEAP system. The notification letter of authorization states the action taken and the amount authorized. The notification letter of denial or termination states the specific reason for denial or termination and the individual's right to request a Fair Hearing.

Notification letters regarding approvals, denials and missing information are to be sent to each household. The notification letters will be generated from the Low Income Energy Assistance Program (LIEAP) CDS computer system. The notification letters contain language explaining the households right to a fair hearing. At the time of any action affecting the recipient's benefits, the subgrantee notifies the applicant of their fair hearing rights.

The sub-grantee shall notify every household:

1. Of the eligibility determination of the Low Income Energy Assistance Program (LIEAP) application and
2. Of the right to a Fair Hearing.

The Administrative Rules of Montana (ARM) address the fair hearing requirement. The following is an excerpt from ARM.

37.70.311 PROCEDURES FOLLOWED IN PROCESSING APPLICATIONS (1)(a) An application is filed by the applicant together with verification for determining financial eligibility and benefit award. After an application is filed, the local contractor may request any additional information or documentation needed to determine the eligibility or benefit amount, or both. If an applicant fails to provide information or documentation necessary for a determination of eligibility within 45 days of the date of the most recent request for additional information, the application will be denied, but the household may reapply for assistance.

12.7 When and how are applicants informed of these rights?

Additional wording has been added to the fair hearing notice notifying the client that they may request a fair hearing if their complete application has not been acted on in a timely manner. The fair hearing process is part of the LIEAP application. The client can retain the fair hearing process page of the application for use as needed.

Notification letters regarding receipt of application, approvals, denials and missing information are to be sent to each household. The notification letters are generated from the Low Income Energy Assistance Program (LIEAP) CDS computer system. The notification letters contain the language explaining the households right to a fair hearing. At the time of any action affecting the recipient's benefits and at the time of application, the subgrantee notifies the applicant of their fair hearing rights.

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

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

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

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

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

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

Assurance 16 services are provided through ten (10) local Human Resource Development Councils and one (1) Area Agency on Aging.

Each administering Agency targets client 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:

All applicants are eligible for Assurance 16 activities. The decision is left to the subgrantees.

General Community:

Information is provided to the general community through community fairs, job expos, parades, presentations at community meetings, etc. Promotional items such as thermometers, water heater gauges, ice scrapers, bags with LIEAP information and other items with energy conservation information are provided to the general community.

An 800 number is available so applicants can call in to receive referrals to and assistance with other resources/services, be provided with advice on dealing with vendors, ask for information on Emergency Services, and ask questions regarding ways to reduce heating costs and conserve energy.

Television, radio, and newspaper interviews will be conducted as appropriate.

Sponsor the weather report periodically with information regarding energy conservation and the availability of energy assistance resources.

Free newspaper advertising will be done to encourage new applicants, provide energy education, encourage energy conservation, and promote awareness of energy assistance resources.

Elderly and/or Disabled:

Information sheets are provided to Senior Citizen Centers, Council on Aging Sites, Home Health Organizations, Developmentally Disabled organizations to facilitate the referral and assistance by other entities. These information sheets contain the LIEAP income/resource guidelines, how to apply for assistance, energy conservation tips, encouragement for budget billing and other money management tips.

Attend events at various senior citizen centers to assist with the application process for LIEAP and Energy Share.

Make presentations at subsidized apartment complexes whose heating costs are included in the rent to make the residents aware of potential LIEAP eligibility.

Youth:

Design, produce, and distribute calculators, pencils, pens, crayons, coloring books, and school supply packs with energy conservation messages to children in elementary and middle schools and to children at fairs, parades, and in the office.

Attend parent meetings for various Head Start groups to assist with the application process for LIEAP.

LIEAP Eligible Households:

Maintain display rack of pamphlets about conservation, Public Service Commission regulations and the companies they regulate, understanding "unbundled bills", Consumer Credit Counseling, etc.

Design, produce and send newsletter to all eligible households outlining general energy information, energy conservation information, and notifying if the availability of vendor discounts, low-cost/no-cost materials, emergency furnace repairs, and referrals to other resources.

Design, produce and distribute more extensive energy information to those households who request additional information from newsletter.

Referrals:

Make appropriate referrals to programs about job training, retraining, housing, etc. to help applicants become more self-sufficient.

Have workstations available for clients to review newspapers, use phones, practice computer skills, create resumes, and access internet websites to research the availability of resources that may help them to become more self-sufficient.

Give or send card confirming receipt of LIEAP application and reinforcing awareness of responsibility for paying utility costs until receipt of Letter of Notification and after benefit has been exhausted and providing additional energy information.

Encourage low income clients to participate in budget billing, to stay in contact with fuel vendors, to make arrangements on accounts in arrears. Advocate when necessary.

Make LIEAP available during September to allow deliverable fuel customers receiving LIEAP benefits to purchase fuel when cost is lower.

Understanding how the home's electric meter records energy use can help applicants monitor their home's energy consumption and begin to consider ways to use energy more efficiently.

At times, the applicant is required to read their own meter. The following information and education on reading the meter is provided.

If you are responsible for reading your own meter, it is important for to read the meter at approximately the same time each month and to turn in your readings.

If meter reading is not turned in, the electric company must estimate how much power is used. If they estimate high, you are billed too much and have to pay a large bill. If they estimate low, the bill may be low initially, but when an accurate reading is turned in, you will get a high bill.

The fluctuations in your bills make it difficult to gauge what is "normal" for your residence and difficult to budget for payments on your account.

Another drawback to not turning in your meter readings is the fees. Typically, your electric company may let you slide one month in not turning in a reading on time, however, if two months go by, they have to send someone out to read your meter. You will be billed for a visit and that is typically \$20 - \$30. Those fees add up.

Many companies even make it very convenient by allowing you to call in your reading.

For just a couple of minute's work each month, you can save yourself money and worry.

Information on fuel bill analysis is provided. The following check list is provided to increase awareness of the fuel bill:

- Bookkeeping - check to make sure the amount of your bill is for one month. If you didn't pay last month's bill or got your payment in after the bill was prepared, the amount you are thinking is too high might really be for more than one month.
- Check the meter reading - if your bill is considerably higher or lower than usual, it could be that the meter was misread. The utility's meter reading and the date it was read is shown on your bill. Re-read your meter. If the reading you get is less than what the utility states they read, then the meter was overread. For example: Suppose the utility read is 19230 on June 23 and the read you get on July 1 is 18253. The July 1 read is less than the June 23 read which isn't possible. The meter hands move forward not backwards. Therefore, the meter reader misread the meter. He/she should have read it as 18230. If you have a digital meter and not dials, it is unlikely that this will be a problem.
- Check the number of days between meter readings - it is printed on your bill. Billing cycles can range from 28 to 33 days. You will use more electricity in 33 days than you do in 28 days. If you read your own meter and send it in to the utility, your billing cycles could vary even greater if you are not consistent about when you read the meter.
- Check off the following that apply- this might help answer your questions of why usage is up:
 - Have there been any visitors in your house during this time?
 - Have you used any new appliances or equipment?
 - Have you switched from wood heat to your central system?
 - Did you use stock tank heaters, heat tape, gutter tape, or car heaters?
 - Did you use portable heaters or heat lamps?

- Has there been a recent family sickness?
- Was the weather colder?

Energy savings tips are provided:

- Set the refrigerator temperature at 36 to 38 degrees and the freezer at 0-5 degrees. Any colder is an energy waster.
- Clean coils behind or under refrigerator and freezer.
- Try to keep refrigerators/freezers full but do not overcrowd. Make sure the doors are closed tightly. Replace worn gaskets. Counsel your teenagers on not conducting "open door inspections" of the contents of the refrigerator.
- If you have a frost-free refrigerator or freezer, keep all liquids tightly covered. Uncovered or loosely covered liquids evaporate and cause a frost-free system to work harder.
- Use the energy saving cycle or "no heat" drying option on your dishwasher if there is one.
- Only use the dishwasher when you have a full load. Scrape excess food from dishes before putting them in the dishwasher. Keep the filter screen clean.
- Use small appliances such as a toaster oven or electric frying pan whenever possible to cook small amounts of food instead of the range or oven.
- The oven is a very inefficient toaster. It costs three times as much to toast bread in the oven as in a pop-up toaster.
- Preheating the oven is not necessary for broiling or roasting.
- If you cook with gas, the flame on your range should be blue. If not, the range is not operating efficiently. The burner may be clogged with food particles and needs to be cleaned out.
- Don't use aluminum foil to line the oven unless the manufacturer's instructions encourage it. The foil can reduce your oven's efficiency (especially gas ovens) by interfering with air circulation.
- Never use the oven to heat the house! It is a very inefficient heater and it is dangerous!
- Keep the lint filters on the dryer and washing machine clean. Keep the interior of the dryer exhaust hose clean and free of kinks and bends.
- Turn off the television if you are not watching it!
- Turn off the lights when you leave the room. It does not take more energy to turn them back on.
- Keep bulbs and fixtures clean, since build-up of dust can lower lighting levels.
- Use outdoor lights only when needed. Make sure they are turned off in the daytime.
- If you have a well pump, wasting cold water will waste energy.
- Keep the waterbed covered when not in use.
- Use a clock timer with your head bolt/car heater instead of running it all night.
- Keep appliances in good working order so they will last longer, work more efficiently, and use less energy.
- Wear warmer clothes around the house: Long-Sleeved Shirts, Sweaters, Sweatshirts, Long Pants, Warm Socks, and Slippers
- When sitting still, cover up with a blanket. It feels cozier anyway.
- Use extra blankets on the bed at night: Typically a person sleeps better when the house is a little cooler.
- Rearrange furniture:
 - Place chairs, couches, beds, and kitchen tables near warmer interior walls instead of cooler exterior walls. Make sure that heat registers are not blocked by furniture, draperies, etc. The warm air should be unrestricted to blow out into the room.
 - Have a cup of tea. Hot foods like soup or tea warm you up from the inside.
 - Open drapes on sunny days and close them at night. Free solar heat.
 - Also use sunlight to light your home. Your plants will thank you for it.
 - Close the heat registers in rooms that are not being used and keep the doors closed.
 - Clean or replace the furnace filter regularly.
 - Hang clothes to dry when possible.
 - Thaw frozen foods completely before you begin cooking.
 - Cook outside when possible.

Information is provided on water heaters: Because the water heater is the second largest user of energy in the home, a problem with the water heater is usually pretty noticeable on the energy bill. For a water heater to use more energy, it has to heat more water.

Higher energy use related to hot water heaters include:

- Leaky tank
- Leaking hot water pipes
- Leaking pressure temperature relief valve
- Thermostat stuck on

Information on flushing the Hot Water Tank is also provided.

Provide Energy Share services to prevent no-heat situations. (Co-funded with Energy Share of Montana.)

Income Tax Assistance/Asset Development:

Promote awareness of Earned Income Tax Credits, Child Tax Credits and credits for energy efficiency upgrades to promote self-sufficiency.

Make workstations available with appropriate software for people to prepare their own income tax returns to promote self-sufficiency.

Host a VISTA volunteer to work with financially vulnerable individuals to build assets and to reduce the incidence of predatory lending. Efforts will include providing financial education, access to mainstream credit and ongoing financial mentoring.

Provide "Free to Choo\$e" (financial literacy class) participants with energy education materials.

Provide support for "Free to Choo\$e" financial literacy class.

Operate a VITA (Volunteer Income Tax Assistance) site to assist low to moderate income applicants in preparing their income tax return and to receive tax credits to which they are entitled.

Leveraging Additional Resources:

Work with vendors to develop, expand, modify and/or continue discounts relative to age, disability and /or low-income status.

Provide eligibility determination, referrals and notification to various vendors for low to moderate income households to receive a variety of discounts, fee waivers, and emergency funding.

Staff salary and fringe, telephone costs, postage, travel, and space costs to provide Client Education services.

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

Five percent (5%) of available LIHEAP funds are contracted for Assurance 16 activities with contractors. These contracted activities are monitored as part of the Department's field activities.

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

Each administering Agency targets client 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.

It is difficult to ascertain how many households benefited from the Assurance 16 services provided by the subgrantees (13.6 Below) as information is provided at community events.

Perceived program impacts

Assurance 16 activities have:

- Encouraged new LIHEAP applicants
- Provided energy education,
- Encouraged energy conservation,
- Promoted awareness of energy assistance resources,
- Facilitated referrals to other resources,
- Encouragement the use of budget billing,
- Provided awareness of potential LIHEAP eligibility
- Provided Awareness of Public Service Commission regulations and the companies they regulate, Provided Understanding of "unbundled bills",
- Provided Awareness of Consumer Credit Counseling,
- Provided Awareness of the availability of vendor discounts,
- Provided Awareness if low-cost/no-cost materials,
- Provided Awareness of emergency furnace repairs,
- Assisted applicants to become more self-sufficient,
- Encouraged applicants to use energy more efficiently,
- Provided education on reading the meter is provided,
- Increased awareness of the fuel bill, and
- Increased awareness of energy usage.

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

NA

13.5 How many households applied for these services? NA

13.6 How many households received these services? 100%

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

Section 14 - Leveraging Incentive Program ,2607A

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

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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP)
MODEL PLAN
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Section 14:Leveraging Incentive Program, 2607(A)

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

Yes No

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

The following information is requested from fuel vendors and Community Action Agencies:

- Leveraging resource name,
- Description,
- Number of households, and
- The dollar amount of leveraging that you received.

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

Resource	What is the type of resource or benefit ?	What is the source(s) of the resource ?	How will the resource be integrated and coordinated with LIHEAP?
1	NorthWestern Energy (NWE) Low Income Discount	LIHEAP eligible NWE customers receive twenty-five percent (25%) discounts for electric and thirty (30%) natural gas customers residential usage from October through September of the program year. Approximately 20,192 households qualify for this discount which results in approximately \$3,600.033 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 to eligible LIHEAP households.
2	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 13,269 households qualify for this discount which results in an approximate \$749,689 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.
3	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 1,138 households qualify for this discount which results in approximate \$164,819 benefit to Energy West Gas Company low-income customers in their service area.	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.
4	NorthWestern Energy (NWE) Free	The NorthWestern Energy company provides funding to weatherize LIHEAP eligible low-income dwellings statewide from October through September. These monies can	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

	Weatherization Program	also be used to fuel switch if cost effective. Approximately 368 low-income households are served with approximately \$1,364,867 from NWE.	NorthWestern Energy customers.
5	Energy Share of Montana Fuel Fund	The Energy Share of Montana program makes utility and private contributions available to LIEAP eligible and other low-income individuals for energy needs not provided by the LIEAP and weatherization programs. Approximately 2,687 households statewide received an average benefit of \$400 from the \$1,074,000 that was available to Energy Share.	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.
6	Low income weatherization materials suppliers' discount	Weatherization subgrantees 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 eighteen percent (18%) discount is given for furnaces and furnace repair materials.	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided to weatherization subgrantees by suppliers throughout the state.
7	Landlord weatherization contributions	Landlords of low-income dwellings buy down the costs of furnace replacements and other weatherization measures. Approximately 31 landlords throughout the state bought down \$23,553 in furnace replacement costs and other weatherization measures.	These benefits are not appropriated or mandated or distribution in the LIHEAP program, but are provided through negotiations between weatherization sub-grantees and landlords and low-income homeowners which benefits LIHEAP eligible clients throughout the state.
8	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 6 households participate with a funding level of \$35,000.	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.
9	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 101 households participate with a funding level of \$77,216.	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by Energy West Gas Company to eligible LIHEAP households within their service areas.
10	Montana Dakota Utilities (MDU) Universal Systems Benefits Program	MDU remitted 435,000 to Action for Eastern Montana and the District VII Human Resource Development Council. The funds are used to supplement other funding for LIEAP 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.
11	Fergus Electric (FE) Universal Systems Benefits Program	FE grants LIEAP eligible customers a \$250 credit for electric annually. This credit is provided to approximately 49 households annually in the amount of \$14,210	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided to eligible LIHEAP households.
12	Northern Lights	LIHEAP eligible households receive emergency assistance. Approximately 4 households in Lincoln and Sanders Counties receive emergency assistance for a total of about \$1,500.	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the program to eligible LIHEAP households.
		The Hill County Electric Cooperative gives District IV	

13	Hill County Electric Bill Assistance Program	HRDC Energy Programs \$16,000 per year to be given out in \$100 increments to its LIEAP clients, serving 100 clients.	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the company to eligible LIHEAP households.
14	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 its LIEAP eligible clients, serving a total of 33 families.	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided by the company to eligible LIHEAP households.
15	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 for eligible LIHEAP households.
16	CITCO via Citizens Programs Corporation is providing heating oil assistance	Heating oil assistance to low-income LIEAP eligible tribal households. Approximately \$140,000 is being provided to serve 500 households with a benefit in the amount of about \$280 per household.	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are for eligible LIHEAP households.
17	Energy West Weatherization Program	The Energy West company provides funding to weatherize LIHEAP eligible low-income dwellings in the District V service area. Approximately 66 low-income households are served with approximately \$145,673 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.
18	Deliverable fuel discount	Cash discounts provided by propane, fuel oil, wood and coal vendors to eligible LIHEAP clients. Approximately \$14,500 in discounts will be given to approximately 277 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.
19	Volunteer Firewood Program	Action for Eastern Montana, Rocky Mountain Development Council LIEAP Office and the Northwest Montana Human Resource Council provide space for donations of firewood to be used by low income households who are in need of firewood during the heat season. Approximately 75 households in Lewis & Clark, Jefferson and Broadwater Counties and Flathead County receive this service at an estimated value of \$75 each for a total estimate of \$5,625.	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided to eligible LIHEAP households.
20	Energy Share Refrigerator Replacement Program	The Energy Share Program provides refrigerator replacement to low-income families in circumstances where an old refrigerator is replaced with the outcome of reducing energy bills. The total funding is \$16,414 benefiting 28 households annually.	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided to eligible LIHEAP households.
		MDU provides funding to repair or replace natural gas furnaces for low-income households. Approximately, \$81,959 was expended for approximately 34	

21	Montana Dakota Utilities (MDU) Low Income Furnace Program	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.	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided to eligible LIHEAP households.
22	Energy Share Furnace & Water Heater Safety and Efficiency Program	The Energy Share Program provides repair or replacement of furnaces and water heaters to low-income families with the outcome of improved safety, and reducing energy bills. The total funding is \$169,290 benefiting 116 households annually.	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided to eligible LIHEAP households.
23	Energy Share Weatherization Program	The Energy Share Weatherization Program provides cost-effective energy efficiency and conservation efforts to low-income families in circumstances where those efforts are needed, to certain qualified utility customers. The total funding is \$273,440 benefiting 91 households annually.	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided to eligible LIHEAP households.
24	Warm Hearts/Warm Homes for Montana - MDU-USB Funding	The Montana Conservation Corp. provides low-cost energy conservation measures for 260 LIEAP eligible homes that will not be weatherized in the current year. Materials include window treatment kits, compact fluorescent light bulbs, weather stripping, pipe wrap, etc.	These benefits are not appropriated or mandated for distribution in the LIHEAP program, but are provided to eligible LIHEAP households.

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

Section 15 - Training

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

August 1987, revised 05/92,02/95,03/96,12/98,11/01
 OMB Clearance No.: 0970-0075
 Expiration Date: 06/30/2017

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

Section 15: Training

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

a. Grantee Staff:

Formal training on grantee policies and procedures

How often?

Annually

Biannually

As needed

Other - Describe:

Employees are provided with policy manual

Other-Describe:

Employees are trained on program changes as needed via meetings and webinars.

b. Local Agencies:

Formal training conference

How often?

Annually

Biannually

As needed

Other - Describe: Agency staff are trained on program changes as needed via meetings, roundtables, monitoring and webinars.

On-site training

How often?

Annually

Biannually

As needed

Other - Describe:

Employees are provided with policy manual

Other - Describe

The following trainings will be provided in August 2015, September 2015 and October 2015. Experienced Workers: August 27th LIEAP Policy/CDS Refresher Training and September 24th LIEAP Policy/CDS Refresher Training New Workers Policy Training: September 15 (9am-5pm) & September 16 (9am- 3p.m.) LIEAP Policy New Workers New Workers CDS and LIEAP Computer Training: August 31-September 4 LIEAP CDS (Monday 10am-Friday Noon); September 21-25 LIEAP CDS (Monday 10am-Friday-Noon); and October 5-9LIEAP CDS (Monday 10am-Friday Noon) The Montana Weatherization Training Calendar can be access at the following link: <http://www.weatherization.org/calendar.html>.

c. Vendors

Formal training conference

How often?

Annually

Biannually

As needed

Other - Describe:

Policies communicated through vendor agreements

Policies are outlined in a vendor manual

Other - Describe:

A letter is sent to the fuel vendors annually explaining how to apply the LIEAP benefits to applicants accounts. Fuel vendors are monitored during monitoring visits at each agency.

15.2 Does your training program address fraud reporting and prevention?

Yes

No

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

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

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

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

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

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

16.1 Describe your progress toward meeting the data collection and reporting requirements of the four required LIHEAP performance measures. Include timeframes and plans for meeting these requirements and what you believe will be accomplished in the coming federal fiscal year.

Montana is actively gathering data to meet the four required performance measures. Montana can report on average income, average benefit, annual cost of main heating fuel (natural gas and electric), annual consumption of main heating fuel, and annual consumption of electricity for approximately 50% of the households.

The following questions were added to the LIHEAP application to determine how well they would work with the draft performance measures. They worked well and we are leaving them in for this year.

1. Do you have Central Air Conditioning? Yes No
2. Do you have window/wall Air Conditioning (including an evaporative cooler)? Yes No
3. Has your household received a utility (energy) past due notice in the last 30 days? Yes No
4. Do you have less than 10% Deliverable Fuel (oil/propane/coal/wood) on hand? Yes No
5. Is your utility (energy) service currently disconnected? Yes No
6. Are you completely out of Deliverable Fuel (oil/propane/coal/wood)? Yes No

Those questions allow Montana to use its current system to report the number of households that had heating or cooling equipment repaired or replaced prior to failure; and the number of households where broken heating or cooling equipment was fixed.

Montana does not directly provide crisis assistance for terminations or households out of fuel. The Energy Share of Montana Program assists households with utility service terminations and households out of fuel. All Energy Share clients must apply for LIHEAP before getting Energy Share.

The above questions and Energy Share Program will allow Montana to use its current system to track households where utility service termination was prevented; where a fuel delivery prevented loss of service; where utility service was restored; and where a fuel delivery was made to a home that was out of fuel.

Montana has been and continues to be actively involved in the Performance Measures Implementation Work Group. Montana provided data for the Performance Measures pilot process that was discussed at the NEUAC conference. Several data options were explored to determine what the data showed for different combinations. Actual consumption data was compared to estimated consumption data and how close the 2 items were together.

A report is being created to allow anyone with MT LIHEAP system access to run a report that will provide the LIHEAP performance measures data at any point in time.

Montana has requested and has received some data from deliverable fuel vendors.

The fuel vendor contract was revised to require fuel vendors to report on date for the four performance measures.

A vendor portal is being developed. The vendor portal will allow small fuel vendors to enter fuel consumption directly into the Central LIHEAP Database.

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

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

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

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

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

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

17.1 Fraud Reporting Mechanisms

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

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

Section 37.70.107 of the ARM (Administrative Rules of Montana) state:

37.70.107 REFERRALS TO THE DPHHS QUALITY ASSURANCE DIVISION PROGRAM COMPLIANCE BUREAU.

The Department of Public Health and Human Services (DPHHS), Quality Assurance Division, Program Compliance Bureau has the power and duty to:

- investigate matters relating to low income energy assistance including, but not limited to, applications, awards of benefits, and information received relating to an application;
- determine, based on the evidence gathered, whether an overpayment of benefits has occurred; and
- whether the overpayment was due to:
 1. a false or misleading statement or a misrepresentation, concealment, or withholding of facts; or
 2. any other action intended to mislead, misrepresent, conceal, or withhold facts.

Local contractors may make reports of possible overpayments or fraud to the Department of Public Health and Human Services (DPHHS), Intergovernmental Human Services Bureau (IHSB), P.O. Box 202956, Helena, MT 59620-2953. IHSB will review cases referred prior to referral to the Department of Public Health and Human Services, Quality Assurance Division, Audit and Compliance Bureau.

37.70.110 FRAUD/TRANSFER OF RESOURCES (1) Whoever knowingly obtains by means of a willfully false statement, representation, or impersonation or other fraudulent device low income energy assistance to which he is not entitled is guilty of theft as provided in 45-6-301, MCA and is ineligible for assistance for the entire current heating season.

(2) If an individual appears to have received assistance fraudulently, the local contractor must report all facts of the matter to Intergovernmental Human Services Bureau (IHSB) for determination as to whether the case should be referred to the DPHHS Quality Assurance Division, Program Compliance Bureau.

The fuel vendor contract was revised to include fraud language and how to report fraud, abuse or misconduct.

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

- Printed outreach materials
- Addressed on LIHEAP application
- Website
- Other - Describe:

17.2. Identification Documentation Requirements

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

Type of Identification Collected	Collected from Whom?		
	Applicant Only	All Adults in Household	All Household Members
	Required	Required	Required

Social Security Card is photocopied and retained	<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested
Social Security Number (Without actual Card)	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required
	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested
Government-issued identification card (i.e.: driver's license, state ID, Tribal ID, passport, etc.)	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required
	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	<input checked="" type="checkbox"/>	Requested

	Other	Applicant Only Required	Applicant Only Requested	All Adults in Household Required	All Adults in Household Requested	All Household Members Required	All Household Members Requested
1	Photo ID for all household members. Birth certificates are acceptable for household members under 18 years of age who do not have photo IDs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

b. Describe any exceptions to the above policies.

Effective 02/23/2012 -

Photo ID's for all household members or birth certificates for household members under 18 year of age are no longer required, if the agency has previously verified the SSN via the CDS LIEAP interface with the Social Security Administration.

17.3 Identification Verification

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

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

The State of Montana has an interface with the Social Security Administration to verify Social Security Numbers.

17.4. Citizenship/Legal Residency Verification

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

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

CITIZENSHIP (Required):

- Social Security Number
- Birth certificate
- Religious document
- Voter's registration card
- U.S. Passport
- Adoption Papers
- Military Records if it shows where born

To Verify Lawful Entry Into The United States As A "Qualified Alien"

- Certificate of Naturalization (DHS Forms N-550 or N-570).
- Certification of U.S. Citizenship (DHS Forms N-560 or N-561).
- Certification of Birth Abroad of a U.S. Citizen (Form FS-240 or FS-545).
- U.S. Citizen Identification Card (Form I-197)
- Alien Registration Receipt Card (Form I-551)
- Arrival-Departure Record (Form I-94)
- Temporary Resident Card (Form I-688)

Verification must be requested and provided. **Note:** Some of the above forms (e.g. Arrival-Departure Record (Form I-94)) may prove lawful entry but do not prove intent to establish permanent residency.

A voter's registration card not acceptable verification for proof of citizenship when citizenship is questionable since an individual is not required to verify citizenship to register to vote.

Including social security number, proof of U.S. citizenship or proof of status as a qualified alien as defined in 8 U.S.C. 1641(b)

for all household members, as well as photo identification for all household members if not previously provided.

17.5. Income Verification

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

Require documentation of income for all adult household members

Pay stubs

Social Security award letters

Bank statements

Tax statements

Zero-income statements

Unemployment Insurance letters

Other - Describe:

It is the responsibility of the applicant to provide verification of earned income and unearned income.

EARNED INCOME:

Verification Information Generally Available From the Applicant or Recipient

- Pay stubs
- Pay envelopes
- Employee's W-2 forms
- Income tax returns-state/federal

- Self-employment bookkeeping records or the most recently filed Income tax return (within the last 12-18 months)
- Sales and expenditure records

Verification Information From Other Sources

- Employer's wage/payroll records
- State form for clearance of earnings for employment
- Employment Security Office
- Occupation Tax Agency
- State Income Tax Bureau - Department of Revenue (DOR)
- Tax statements-Federal/State
- CHIMES inquiry
- MISTICS (Wage and UI Inquiry)
- State Compensation Insurance Fund

UNEARNED INCOME:

Verification Information Generally Available From the Applicant or Recipient

- RSDI Benefit Check
- RSDI Award Letter

- Correspondence on SSA Benefits.
- Educational grant or scholarship award letter
- Unemployment Compensation Award letter
- Pension Award Notice
- Veteran's Administration Award Notice
- Correspondence on Benefits
- Income Tax Record-state & federal
- Railroad Retirement Award Letter
- Social Security & Supplementary Security Income (SSI) Award Letter
- Workers' Compensation Benefits Award Notice

Verification Information From Other Sources

- Utilities Subsidy Payments (Section 8)
- Social Security District Office
- Bureau of Employment Security - Unemployment Compensation Section
- Employer's Records
- Union Records
- Workers' Compensation Records
- Veteran's Administration
- Lawyer's Records

- Insurance Company Records

- Lodge, Club, or Fraternal Organization Records

- Personal or Income Tax Records

- Railroad Retirement Board Records

- United Mine Worker's Union (Black Lung Benefits)

- Social Security Administration Records

- College and University Financial Aid Records

- Bureau of Indian Affairs Records

- Indian Tribal Business Council Records

- County Clerk of the Court Records

- Child Support Enforcement Agency Records

- Financial Institution Records

- Personal Records of Contributions

- Money orders

- Personal checks

- Statement from person making the contribution

- Income tax return



Computer data matches:

Income information matched against state computer system (e.g., SNAP, TANF)

Proof of unemployment benefits verified with state Department of Labor

Social Security income verified with SSA

Utilize state directory of new hires

Other - Describe:

17.6. Protection of Privacy and Confidentiality

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

Policy in place prohibiting release of information without written consent

Grantee LIHEAP database includes privacy/confidentiality safeguards

Employee training on confidentiality for:

Grantee employees

Local agencies/district offices

Employees must sign confidentiality agreement

Grantee employees

Local agencies/district offices

Physical files are stored in a secure location

Other - Describe:

17.7. Verifying the Authenticity

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

All vendors must register with the State/Tribe.

All vendors must supply a valid SSN or TIN/W-9 form

Vendors are verified through energy bills provided by the household

Grantee and/or local agencies/district offices perform physical monitoring of vendors

Other - Describe and note any exceptions to policies above:

LIEAP payments will only be sent to authorized fuel vendors who have a signed contract agreement with the State of Montana.

17.8. Benefits Policy - Gas and Electric Utilities

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

Applicants required to submit proof of physical residency

Applicants must submit current utility bill

Data exchange with utilities that verifies:

Account ownership

Consumption

Balances

Payment history

Account is properly credited with benefit

Other - Describe:

Centralized computer system/database tracks payments to all utilities

Centralized computer system automatically generates benefit level

Separation of duties between intake and payment approval

Payments coordinated among other energy assistance programs to avoid duplication of payments

Payments to utilities and invoices from utilities are reviewed for accuracy

Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities

Direct payment to households are made in limited cases only

Procedures are in place to require prompt refunds from utilities in cases of account closure

Vendor agreements specify requirements selected above, and provide enforcement mechanism

Other - Describe:

17.9. Benefits Policy - Bulk Fuel Vendors

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

Vendors are checked against an approved vendors list

Centralized computer system/database is used to track payments to all vendors

Clients are relied on for reports of non-delivery or partial delivery

Two-party checks are issued naming client and vendor

Direct payment to households are made in limited cases only

Vendors are only paid once they provide a delivery receipt signed by the client

Conduct monitoring of bulk fuel vendors

Bulk fuel vendors are required to submit reports to the Grantee

Vendor agreements specify requirements selected above, and provide enforcement mechanism

Other - Describe:

17.10. Investigations and Prosecutions

Describe the Grantee's procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients/staff/vendors found to have committed fraud. Select all that apply.

Refer to state Inspector General

Refer to local prosecutor or state Attorney General

Refer to US DHHS Inspector General (including referral to OIG hotline)

Local agencies/district offices or Grantee conduct investigation of fraud complaints from public

Grantee attempts collection of improper payments. If so, describe the recoupment process

37.70.115 OVERPAYMENTS AND UNDERPAYMENTS

When it is discovered that an administrative error resulted in an underpayment of low income energy assistance, it may be corrected by increasing the benefit award to cover the underpayment.

1. For purposes of determining financial eligibility, such retroactive corrective payments shall not be considered as income.

Except as provided in (3), current and future program year payments of low income energy assistance will be reduced the full amount of prior overpayments, unless the administrative cost would exceed the amount of overpayment.

1. Additionally, cases in which the recipient willfully made false statements or withheld information causing overpayment are to be referred to IHSB for determination as to whether the case should be referred to the DPHHS Quality Assurance Division, Program Compliance Bureau for determination of fraud as provided in ARM 37.70.110.

When it is discovered that the local contractor caused an overpayment of low income energy assistance or weatherization services, at the sole discretion of the department, the local contractor may be required to repay the entire overpayment to the department, rather than the overpayment being withheld from the recipient's future payments.

Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned?

Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated

Vendors found to have committed fraud may no longer participate in LIHEAP

Other - Describe:

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

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

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

Instructions for Certification

- 1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.**
- 2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.**
- 3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.BrBbr.**
- 4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
- 5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.**
- 6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.**
- 7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or**

agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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

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

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

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

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

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

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

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

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

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

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- 5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.**
- 6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.**
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.**
- 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is**

normally possessed by a prudent person in the ordinary course of business dealings.

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

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

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

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

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

Section 19: Certification Regarding Drug-Free Workplace Requirements

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

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

- 1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.**
- 2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.**
- 3. For grantees other than individuals, Alternate I applies.**
- 4. For grantees who are individuals, Alternate II applies.**
- 5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.**
- 6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).**
- 7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).**
- 8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:**

***Controlled substance* means a controlled substance in Schedules I through V of the**

Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted -**
 - (1) Taking appropriate**

personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Human and Community Services Division

*** Address Line 1**

Intergovernmental Human Services Bureau

Address Line 2

1400 Carter Drive

Address Line 3

Helena

*** City**

MT

*** State**

59620

*** Zip Code**

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

Alternate II. (Grantees Who Are Individuals)

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

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

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

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

Section 20: Certification Regarding Lobbying

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

Assurances

Assurances

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

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

(B) intervene in energy crisis situations;

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

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

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

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

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

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

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

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

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

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

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

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

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

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

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

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

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

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

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

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

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

(8) provide assurances that,

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

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

(9) provide that--

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

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

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

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

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

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

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

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

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

(16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.

Plan Attachments

PLAN ATTACHMENTS

The following documents must be attached to this application

- **Delegation Letter is required if someone other than the Governor or Chairman Certified this Report.**
- **Heating component benefit matrix, if applicable**
- **Cooling component benefit matrix, if applicable**
- **Minutes, notes, or transcripts of public hearing(s).**